

Meeting Minutes

Board of Public Works Meeting Minutes

Monday, December 13, 2004 - 6:50 P.M. PRESENT: Mayor Wescott; C/T Schlice; Alderpersons Barr, Sevenich, Sowieja, Stroik, Walther  
ALSO PRESENT: Director Euclide, Clerk Kranig, Assessor Kuehn, Personnel Specialist Jakusz, Chief Morris, Chief Barnes, Director Schrader,  
Director Halverson, Director Gardner, Mayoral Assistant Ostrowski, Airport Manager Pinney, Peggy Rentz, Mike Phillips, Phil Branham, Melba  
Sullivan, Dave Ladick, Dave Olson, Bert Glodowski, Jim DeWeerd, Tony Patton, Jeff Martin, John Wandrey, Jami Gebert, Gene Kemmeter, Kelly  
McBride; Alderpersons Barber, Markham, Molski, Rackow, Wiza

Index of these Minutes:

1. Parking Meter Report:
    - A) Meter/Permit Collection
    - B) Permits
  2. Consideration and approval of quote: Parks Department Top Dresser.
  3. Consideration and approval of bid: #17-04 - Goerke Park Tennis Court Lighting Project.
  4. Consideration of recommendations relating to airport operations and management:
    - A) Interim Operation by City
    - B) Purchase Sentry Hangars
    - C) Sentry Lease
    - D) Advertise for Proposals for FBO
    - E) Revised Airport Minimum Standards
  5. Director's Report:
    - A) Airport
    - B) Engineering
    - C) Streets
1. PARKING METER REPORT (ATTACHMENT)  
A) METER/PERMIT COLLECTION  
B) PERMITS

Mayor Wescott presented the November 2004 Parking Meter Report.

C/T Schlice moved, seconded by Alderperson Barr to accept the November 2004 Parking Meter Report and place it on file.

Ayes all; Nays none; Motion carried.

2. CONSIDERATION AND APPROVAL OF QUOTE: PARKS DEPARTMENT TOP DRESSER (ATTACHMENT)

Mayor Wescott referred to the related memo and commended the Forester for finding an opportunity to save money on this purchase. He explained a top dresser lays a thin layer of soil that will eventually mix with the existing soil.

Alderperson Stroik moved, seconded by Alderperson Sevenich to accept the quote of \$9,795.00 from Horst Distributing of Chilton Wisconsin as presented.

Ayes all; Nays none; Motion carried.

3. CONSIDERATION AND APPROVAL OF BID: #17-04 - GOERKE PARK TENNIS COURT LIGHTING PROJECT (ATTACHMENT)

Director Euclide said the low bid was from Merkel Electric of Marshfield Wisconsin, they have worked for the City in the past, budget requirements are met, and he recommended approval.

Alderperson Barr moved, seconded by Mayor Wescott to accept the low bid of \$48,000 from Merkel Electric of Marshfield Wisconsin for the Goerke Park Tennis Court Lighting Project #17-04.

Ayes all; Nays none; Motion carried.

4. CONSIDERATION OF RECOMMENDATIONS RELATING TO AIRPORT OPERATIONS AND MANAGEMENT: (ATTACHMENT)

- A) INTERIM OPERATION BY CITY
- B) PURCHASE SENTRY HANGARS
- C) SENTRY LEASE
- D) ADVERTISE FOR PROPOSALS FOR FBO
- E) REVISED AIRPORT MINIMUM STANDARDS

Mayor Wescott reminded the Board that Sentry Insurance did not wish to renew their contract as the Fixed Base Operator (FBO) at the airport. He referred to the memo from Director Euclide that includes a summary of the present situation along with recommendations for the interim, and explanations for possible permanent solutions. He also listed the pending improvements on page 2, which includes among other things a sophisticated Instrument Landing System (ILS) and with the terminal remodeling creating possible leasing space for a restaurant, (he said he wished to stress possible) or any other business.

The Mayor went over the recommendations listed on page 3 of the memo saying they appeared to be self explanatory.

Director Euclide said he wished to add that we might be eligible for funding on the purchase of the hangars from Sentry, the FAA may pay 95%.

Alderperson Stroik referred to the recommendation regarding the Limited Term Employees asking if the present Sentry employees would be available and Director Euclide said they would be.

Alderperson Sowieja asked why Sentry decided they wanted out of the contract at the beginning of 2005 instead of March; how long before we would receive proposals for a Fixed Base Operator; and an outline of the responsibilities of the employees.

Director Euclide said Sentry wanted to renegotiate their lease and offered the City those hangars at that price if we let them out of their present lease by the end of this year. He said in answer to receiving proposals for an FBO, there will be the time it takes us to prepare an outline of the

services we are requesting; time for those submitting proposals to prepare them; the time it takes the City to review and evaluate the proposals; and finally presentation to the Board and Council. Mayor Wescott said he had asked the Director to begin work in anticipation of approval, but he said we are probably looking at April or May before we have the information to present to the Board and Council. Director Euclide went on to answer the question of the employees responsibilities and he said they cover the operation of the airport 7-days a week for 10-12 hours a day, their duties include dispensing fuel, communicating with incoming and outgoing aircraft, car leasing, and enforcing rules and regulations.

Director Euclide referred to the draft of the lease agreement saying there may be changes between now and the Council meeting, particularly regarding the insurance requirements.

A brief discussion followed which included questions on how many hangars Sentry was selling; did the area adjustment reduce or enlarge Sentry's area; and does Sentry pay if there are fuel spills in their fueling area?

Director Euclide said Sentry is selling the City two hangars, thereby reducing their area by those two hangars. He said Sentry will be responsible for what occurs in their fueling area.

C/T Schlice moved, seconded by Alderperson Sevenich to approve the following recommendations as shown on page 3 of the memo from the Director of Public Works dated December 7, 2004:

The recommendations are as follows:

- Operate the airport with city staff starting January 1, 2005 on an interim basis.
- Complete the purchase of the Sentry hangars for \$25,000 on or before January 1, 2005.
- Approve the Sentry lease as amended.
- Advertise for a "Request for airport services" in January, 2005.
- Approve for 2005, the addition of one FTE and three part time positions (all limited term employees) to be included in the airport enterprise fu budget.
- Accept funding from FAA/BOA for funding of hangar purchase.
- Approve the revised minimum standards for the airport.

Ayes all; Nays none; Motion carried.

#### 5. DIRECTOR'S REPORT (ATTACHMENT)

- A) AIRPORT
- B) ENGINEERING
- C) STREETS

Director Euclide presented his report.

Alderperson Stroik moved, seconded by Mayor Wescott to accept the Director's Report and place it on file.

Ayes all; Nays none; Motion carried.

The meeting was adjourned.

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Bottom of Form