

**BOARD OF PUBLIC WORKS MEETING**  
**Monday, March 12, 2012**  
**Lincoln Center - 1519 Water Street, Stevens Point, WI 54481**

**MINUTES**

**PRESENT:** Chairman Mayor Andrew Halverson, Director of Public Works Joel Lemke and Tricia Church; Alderpersons: JoAnne Suomi(2<sup>nd</sup>), **Michael O'Meara(3<sup>rd</sup>)**, Roger Trzebiatowski(7<sup>th</sup>), Randal Stroik(9<sup>th</sup>), and Brian Brooks(10<sup>th</sup>).

**EXCUSED:** Comptroller/Treasurer (C/T) John Schlice

**ALSO**

**PRESENT:** **DIRECTORS:** Kim Halverson, Tom Schrader and Michael Ostrowski.

**CITY STAFF MEMBERS:** City Clerk John Moe, City Assessor Jim Siebers and Mayoral Assistant Kelley Pazdernik.

**ALDERPERSONS:** Logan Beveridge(1<sup>st</sup>), Mary Stroik(5<sup>th</sup>), Jeremy Slowinski(6<sup>th</sup>), Marge Molski(8<sup>th</sup>), and Jerry Moore(11<sup>th</sup>).

**OTHERS PRESENT:** Matthew Brown - Gazette, Brian Kawalski - **Stevens Point Journal**, Kurt Shoen - AECOM, Erik Carlson - Ellis Stone Construction, **Barb Jacob - 1616 Depot Street**, Mike Phillips - 3225 Mary Street and Cathy Dugan - 615 Sommers Street.

**Mayor Halverson called the Board of Public Works meeting to order on March 12, 2012 at 6:18 P.M. The meeting was held at The Lincoln Center at 1519 Water Street in Stevens Point, WI 54481.**

**1. Consideration and possible action to award the Transit Office / Maintenance Facility Project #01-12 to Ellis Stone Construction Company in the amount of \$4,710,000.00 which includes a 7.33% contingency**

Aldersperson Brooks questioned where the 7.33% contingency came from. Director Lemke explained that the total budget minus what we already have under contract for architectural engineering came to 7.33%.

Aldersperson **O'Meara** moved to accept the bid from Ellis Stone in the amount of \$4,710,000.00 minus 7.33 % contingency and we may choose in a future meeting to give them a contingency if there is a change order.

Mayor Halverson explained that the process with the bids has been to award the contingency up front so the ability exists for us to authorize change orders as they progress through the project, which was a protocol that we changed along with the 15% that we naturally included in the paving projects as well.

**Aldersperson O'Meara disagrees with adding** the contingency amount when we bring projects to the board and committee levels to pass. He does not feel we should advertise the amount that is being approved through the board or committee. He feels we should give the bidders what they bid and if there are change orders to approve them as they come through the committee. Or we should have a hidden or internal amount that can be authorized for all projects through change orders outside of the committee.

Director Lemke explained that in years past what has happened because of specific actions of this Board is that there has been a specific dollar amounts on the approval so we are unable to sign a \$30.00 change order.

**Aldersperson O'Meara is proposing that we administratively say that the Director of Public Works and/or the Mayor is authorized to sign change orders up to a certain amount or percent on any contract or project.**

**The idea would be to that we don't advertise the amount that we are approving to give the bidder an amount to aim at for change orders.**

Mayor Halverson explained that the way we deal with change orders now is that it is presented to me by the department head which is then reviewed by the Comptroller and myself in terms of where the dollars are for projects. Then between the department head, Comptroller and I use discretion to authorize whether or not it is core to the project. We can continue with that protocol but not have an actual number added to the bid tabulations for authorization.

Aldersperson Stroik seconded the motion for discussion purposes.

Director Lemke clarified that we would rather see the bid amount, which in this case is \$4,388,000.00 awarded while giving the Mayor and staff the administrative authority to go up to the statutory limit of what we can without re-bidding the contract, which right now it is 15%.

**Aldersperson O'Meara** feels that at some point we should set up a general protocol for what the Board of Public Works and Common Council thinks is a reasonable amount so we don't have to advertise what our bottom line is.

Director Lemke stated that about a year ago we ran into problems where change orders, no matter how small or legitimate to the project they were, there was not the dollar amount approved on the finance side. At that time there was an item on the agenda relating to how to handle this type of situation and it was decided that we would get the project approved with the contingency amount added. If there is some mechanism through a motion to get rid of the maximum dollar amount but give us the same ability I feel we should get it set up that way as well.

**Aldersperson O'Meara thought maybe through a bargaining deal and not an open session so we don't advertise what we have set aside to grant change orders.**

Mayor Halverson said we have not had any problems yet with projects that we have had worded and authorized this way.

Aldersperson Stroik does not feel it should be a problem because the amount that is authorized is not an open check amount.

**Director Halverson respectfully disagrees with Aldersperson O'Meara in that she has done a lot of contracts where they have come in under bid and nobody in all her years have come back with what he is suggesting may happen with this project.** She said she could see it happen on road projects but not large projects or from local contractors.

**Aldersperson O'Meara said** at this point he would amend his motion to award this contract as stated including the contingency; Aldersperson Stroik was ok with seconding that motion.

Aldersperson Stroik added that he suggests that we move forward with incorporating some of the good points that have been brought out into future contracts. We should see if there is a way we can create a department wide contingency for a period of time and bring it back if necessary yearly.

Aldersperson Trzebiatowski questioned the alternates that are listed on this bid. Director Lemke explained that the base bid is the facility as a whole or finished product. The two alternates consist of an indoor bridge crane and alternate two a bus wash. The reason for alternates is because we have a capped budget on this project with the grants. In the event the bids came in higher than we hoped, we could have dropped out alternates without having to re-bid the whole project.

Mike Phillips, 3225 Mary Street asked if the contingency money could be rejected at the time of getting the

monthly schedule from the Comptroller Treasurer. **Aldersperson O'Meara said** at that point the money has already been paid out. Mayor Halverson clarified that when change orders are authorized, it encumbers the payment. It may not be paid out that month or even the next month but when the change order is signed, we are authorizing payment for that change order.

Ayes all; nays none; motion carried.

**2. Consideration and possible action to award the Carol's Lane Reconstruction Project #11-12 to American Asphalt of Wisconsin in the amount of \$101,673.66.**

There was no discussion regarding awarding the Carol's Lane Reconstruction Project to American Asphalt.

**Aldersperson O'Meara** moved approval; seconded by Aldersperson Trzebiatowski to award the project to American Asphalt of Wisconsin.

Ayes all; nays none; motion carried.

**3. Update on Stormwater Equivalent Run-off Unit (ERU) calculations and examples.**

Mayor Halverson further explained some of the samples given in the packets of impervious surfaces and the costs. He added that what we are moving forward with at this time is a crediting process that would be built into the stormwater calculations.

Director Lemke added that last month we received the technical memorandum that was approved several months ago to update the stormwater study. \$59.07 is the average annual single family household estimate right now.

**Aldersperson O'Meara is really intrigued about the offering of credits but if we are going to do so**, he would like us to start looking at 5, 10 and 20 year flow rates. He also feels we should have a credit cap for future land purchases.

Aldersperson Trzebiatowski asked what kind of credits individual home owners can experience if they institute things like rain gardens, rain barrels, gutters and things along that line? Director Lemke stated that the crediting on single family homes will more than likely be issued as a one-time credit or grant because the things like **rain barrels or rain gardens aren't permanent and can't** be guaranteed to be there day to day. Another reason for this study is if you are near a water body and can show that your property drains into it and not into our stormwater system, which can also be credited. For this reason it is necessary for us to set a credit limit.

**Aldersperson O'Meara added that you** cannot give people credits for geographic locations because it may skew the development in an area, or if it becomes cheaper to develop low ground or high ground, it may artificially skew the area.

Aldersperson Trzebiatowski asked if we have gotten the businesses and major employers involved in the creation of the stormwater district yet? Director Lemke said that we cannot act on this plan without the approval to do so. The reason for doing this now is so we can start the awareness process through doing things like stuffing utility bills with notifications and frequently asked questions. The billing database end of this is a huge effort, right now utilities has over 9,000 customers and coming up with a whole new rate system and not having meters or anything else to bill by is hard to do. We would like to start this at the beginning of next year and need the time between now and January to get it calculated and checked, re-checked and triple checked.

#### **4. Discussion and possible action on an Ordinance Amendment relating to the Stormwater System.**

Mayor Halverson explained that the only change to this Ordinance would be the wording Water and Sewerage Commissioners. The word sewerage changes the Ordinance to encompass sanitary as well as stormwater.

Aldersperson Stroik asked for clarification in that this is just the creation of that system and not defining the dollar amounts and we discussed a summary of what it could be. Director Lemke stated that is correct, the rates will be adopted through another Ordinance and the Ordinances in this whole process need to be a) created and then b) worked into our existing Ordinances and there will be a lot of changes to make.

Mayor Halverson added that we have been very proactive in reaching out to the school district last year and used a larger estimate with them and they were ok with it.

Aldersperson Trzebiatowski made a motion to accept the Ordinance change to Section 3.35 of the Revised Municipal Code of the City of Stevens Point authorizing the creation of a sewerage system; seconded by Aldersperson Suomi.

Kurt Shoen, AECOM clarified that the table that was chosen by the City is for very specific locations. Keep in mind that if you are referencing them for anything that they are not intended to represent what the total city wide bill could be for a potential owner. Parcel mapping is imperfect and is normally not used for things like this. He also added that the nice thing about a stormwater district is that you can tailor the credit policy however you think makes the most sense for your municipality.

Ayes all; nays none; motion carried

**5. Consideration and possible action to accept the Director's Report and place it on file .**

Aldersperson Brooks asked what black night treatment is. Director Lemke said it is like a very thin pavement and it has an aggregate to it. Mayor Halverson said micro surfacing or black night is about three times better than chipseal and about a half step below asphalt.

Aldersperson O'Meara moved approval; seconded by Aldersperson Brooks to **accept the Director's Report and place it on file.**

Ayes all; nays none; motion carried

**10. ADJOURNMENT : Mayor Halverson adjourned the March 12, 2012 Board of Public Works Meeting at 7:10 P.M.**