AGENDA
City of Milton
Public Works Committee
Tuesday, March 1, 2016
6:30 PM
MILTON CITY HALL
Council Chambers, 710 S. Janesville Street

1. **Call to Order**

2. **Approval of Agenda**

3. **Approval of Minutes - Public Works Committee Minutes – February 2, 2016.**

   Documents: 02-02-2016 Public Works Minutes.pdf

4. **DPW Equipment Maintenance Log.**

   Documents: DPW Equipment Maintenance Log 10-1-2015 thru 12-28-2015.pdf

5. **Engineers Report**

6. **Discussion and Possible Action Regarding the Awarding of the Sidewalk Repair and Installation for 2016 Quote.**

   Documents: Memo - Sidewalt Quotes.pdf

7. **Discussion and Possible Action to Approve Items for Surplus.**

   Documents: Memo - Surplus Items.pdf

8. **Discussion and Possible Action to approve Baxter & Woodman Municipal Drive Drainage Improvements Design and Construction Engineering Work Order.**

   Documents: Memo-Baxter and Woodman Municipal Drive Drainage Improvements Design and Construction Engineering Work Order.pdf, Baxter and Woodman Municipal Drive Drainage Improvements Design and Construction Work Order.pdf

9. **Discussion and Possible Action to Approve Baxter & Woodman Well #2-Well House Reconstruction Construction Engineering Work Order.**

   Documents: Memo-Baxter and Woodman Well 2 Well House Reconstruction Engineering Work Order.pdf, Baxter and Woodman Well 2 - Well House Reconstruciton Construction Engineering Work Order.pdf

10. **Discussion and Possible Action regarding Baxter and Woodman 2016 Engineering Services Work Order – Miscellaneous Services.**

    Documents: Memo - Baxter and Woodman 2016 Engineering Service Work Order - Miscellaneous Services.pdf

11. **General Items**

12. **Next Meeting Date – Wednesday, April 6, 2016 at 6:30 p.m.**

13. **Adjourn**

**Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's Office at 868-6900, 710 S. Janesville Street, Milton, WI 53563.

Posted at Dave's Ace Hardware, Piggly Wiggly, Milton City Hall

City of Milton
Public Works Committee Minutes

2/2/2016 - Minutes

1. **Call to Order**

   Chair Ald. Nancy Lader called the February 2, 2016 meeting of the Public Works Committee to order at 6:30 p.m.

   Present: Ald. Nancy Lader, Ald. Dave Adams (via phone), and Ald. Lynda Clark.

   Also Present: DPW Director Howard Robinson, Mark Langer, Administrator Al Hulick, and City Clerk Elena Hilby.

2. **Approval of Agenda**
   Ald. Clark moved to approve the agenda. Ald. Adams seconded, and the motion carried.

3. **Approval of Minutes - Public Works Committee Minutes - December 1, 2015.**
   Ald. Adams moved to approve the minutes. Ald. Clark seconded, and the motion carried.

4. **Engineer's Report**
   Mark Langer reviewed the report.

5. **Discussion and Possible Action Regarding the 2015 Department of Public Works Building Permit Report.**
   DPW Director Robinson reviewed the Building Permit Report. No action needed to be taken on this item.

6. **Discussion and Possible Action Regarding Possible Sidewalk Additions in 2016.**

   DPW Director Robinson explained that we are working to fill in sidewalk gaps around the city that had been established as priority by the Common Council. Municipal Drive is on hold until curb and gutter are installed.

   Ald. Clark moved to grant permission to request bids for concrete work including the sidewalks on Northside Drive and Brown Drive with any remaining funds to be used for sidewalk repairs in various parts of the city. Ald. Adams seconded, and the motion carried.

7. **General Items**

   Ald. Striegl asked about Chicago St and DPW Director Robinson said it is not in the plans for 2016 but that the street does need to be redone. It will need a mill and repave when the time comes.

8. **Next Meeting Date - Tuesday, March 1, 2016 at 6:30 p.m.**

9. **Adjourn**
   Ald. Adams moved to adjourn the meeting of the Public Works Committee at 6:43 p.m. Ald. Clark seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk

DPW Equipment Maintenance Log

Tuesday, February 2, 2016
9:59:40 AM

Emp #	Name		Date	Description	Hours	Veh #	Description	Notes
67	Nicholas	Taormino	10/2/2015	Street Vehicle Maintenance	3.00	21	Case Laoder 621F	Assist with service
67	Nicholas	Taormino	10/2/2015	Public Safety Vehicle Repair	1.00	123	Squad Car	Service and check over
67	Nicholas	Taormino	10/5/2015	Public Safety Vehicle Repair	1.00	125	Squad Car	Pick up parts for Barts
67	Nicholas	Taormino	10/5/2015	Public Safety Vehicle Repair	1.00	124	Police Vehicle	Pick up and drop off for alignment
67	Nicholas	Taormino	10/5/2015	Street Vehicle Maintenance	3.00	27	New Holland Skid Steer L170	Pickup and replace broken window
67	Nicholas	Taormino	10/5/2015	Street Vehicle Maintenance	2.00	29	Tool Cat Utility Vehicle	Troubleshoot and order parts
63	Ward	Edwardson	10/6/2015	Street Vehicle Maintenance	1.00	5	IH 4900 4x2 Dump/Plow/Sand	Work on plow hinge gates
67	Nicholas	Taormino	10/6/2015	Public Safety Vehicle Repair	2.00	126	Police Vehicle	Troubleshoot and order parts
67	Nicholas	Taormino	10/6/2015	Street Vehicle Maintenance	3.00	29	Tool Cat Utility Vehicle	Fix oil leak and service
67	Nicholas	Taormino	10/7/2015	Street Vehicle Maintenance	1.00			Enter fuel and receipts
67	Nicholas	Taormino	10/7/2015	Public Safety Vehicle Repair	3.00	126	Police Vehicle	Repair AC and service
67	Nicholas	Taormino	10/7/2015	Street Vehicle Maintenance	1.00	15	Chevrolet Silverado	Pick up parts from Bobcat
67	Nicholas	Taormino	10/7/2015	Wastewater Vehicle Maintenance	2.00	20	IHC 7400 Hi-Vac Truck (Sewer)	Assist with rodder truck
67	Nicholas	Taormino	10/7/2015	Public Safety Vehicle Repair	1.00	15	Chevrolet Silverado	Pick up parts for #125
67	Nicholas	Taormino	10/8/2015	Street Vehicle Maintenance	6.00	29	Tool Cat Utility Vehicle	Rebuild front control arms and install winter tires
67	Nicholas	Taormino	10/9/2015	Parks Vehicle Maintenance	3.00	28	Ford Fusion (pd)	Service and repair deck
60	Ken	Vierck	10/9/2015	Parks Vehicle Maintenance	4.00	38	Toro Mower 11' Deck	Mower Maintenance
67	Nicholas	Taormino	10/9/2015	Public Safety Vehicle Repair	1.00	125	Squad Car	Test drive and take back to Barts
67	Nicholas	Taormino	10/12/2015	Street Vehicle Maintenance	9.00	19	IHC Dump/Plow/Sand 4900 4x2	Repair to sander and truck

Emp #	Name		Date	Description	Hours	Veh #	Description	Notes
67	Nicholas	Taormino	10/13/2015	Street Vehicle Maintenance	8.00	19	IHC Dump/Plow/Sand 4900 4x2	Work on sander repairs
67	Nicholas	Taormino	10/13/2015	Public Safety Vehicle Repair	1.00	125	Squad Car	Assist on repairs and order new PCM
67	Nicholas	Taormino	10/15/2015	Wastewater Vehicle Maintenance	6.50	20	IHC 7400 Hi-Vac Truck (Sewer)	Fix hoses and service
68	Aaron	Schilling	10/15/2015	Wastewater Vehicle Maintenance	4.00	20	IHC 7400 Hi-Vac Truck (Sewer)	Assit with putting on new hose
67	Nicholas	Taormino	10/15/2015	Street Vehicle Maintenance	1.00	4	GMC W-4 Dump (Dumbo) 1-1/2 Ton	Adjust pump belts
67	Nicholas	Taormino	10/15/2015	Street Vehicle Maintenance	1.50	19	IHC Dump/Plow/Sand 4900 4x2	Finish repairs
59	Donald	Zimmerman	10/15/2015	Wastewater Vehicle Maintenance	1.00	20	IHC 7400 Hi-Vac Truck (Sewer)	Work on truck
67	Nicholas	Taormino	10/16/2015	Stormwater Equipment Maintenance	3.00	22	Ford 4360Tractor, Mower…	Service and Grease
67	Nicholas	Taormino	10/16/2015	Street Vehicle Maintenance	1.00	26	John Deere 410 J Back Hoe	Start service and order parts
67	Nicholas	Taormino	10/19/2015	Street Vehicle Maintenance	1.00			Enter fuel and receipts
67	Nicholas	Taormino	10/19/2015	Street Vehicle Maintenance	3.50	26	John Deere 410 J Back Hoe	Full Serivce and Grease
67	Nicholas	Taormino	10/19/2015	Street Vehicle Maintenance	1.00	15	Chevrolet Silverado	Pick up parts in Janesville
67	Nicholas	Taormino	10/20/2015	Public Safety Vehicle Repair	1.00	122	Squad Car	Service and Repair
67	Nicholas	Taormino	10/20/2015	Public Safety Vehicle Repair	1.00	125	Squad Car	Service and Repair
67	Nicholas	Taormino	10/20/2015	Street Vehicle Maintenance	2.00	10	IH 7400 6x4 Patrol Truck	Service and Repair
67	Nicholas	Taormino	10/20/2015	Street Vehicle Maintenance	5.00	16	IHC Dump/Plow/Sand 4900 4x2	Service and Repair
67	Nicholas	Taormino	10/21/2015	Public Safety Vehicle Repair	2.00	123	Squad Car	troubleshoot elec issiue
67	Nicholas	Taormino	10/21/2015	Street Vehicle Maintenance	6.00	16	IHC Dump/Plow/Sand 4900 4x2	Work on repairs
67	Nicholas	Taormino	10/22/2015	Street Vehicle Maintenance	4.00	16	IHC Dump/Plow/Sand 4900 4x2	Finsih repairs and service
67	Nicholas	Taormino	10/22/2015	Street Vehicle Maintenance	3.00	10	IH 7400 6x4 Patrol Truck	Start service and repairs

Emp #	Name		Date	Description	Hours	Veh #	Description	Notes
67	Nicholas	Taormino	10/23/2015	Public Safety Vehicle Repair	2.00	123	Squad Car	Work on radio issue
67	Nicholas	Taormino	10/23/2015	Street Vehicle Maintenance	2.00	10	IH 7400 6x4 Patrol Truck	Work on repairs
67	Nicholas	Taormino	10/26/2015	Street Vehicle Maintenance	3.00	10	IH 7400 6x4 Patrol Truck	Finsih service and repairs
67	Nicholas	Taormino	10/26/2015	Street Vehicle Maintenance	1.50	52	IH7400 DT466 Dump/Plow/Sand	Start service and repairs
67	Nicholas	Taormino	10/26/2015	Street Vehicle Maintenance	1.00			Enter fuel and receipts
62	Mike	Griffin	10/27/2015	Parks Vehicle Maintenance	0.50			Mower
59	Donald	Zimmerman	10/27/2015	Street Vehicle Maintenance	1.00	52	IH7400 DT466 Dump/Plow/Sand	Work on #52
67	Nicholas	Taormino	10/27/2015	Street Vehicle Maintenance	8.00	52	IH7400 DT466 Dump/Plow/Sand	Work on service and repairs
67	Nicholas	Taormino	10/27/2015	Street Vehicle Maintenance	1.00	39	Toro 10.5' Deck Mower	Check over and order parts
59	Donald	Zimmerman	10/28/2015	Street Vehicle Maintenance	4.50	52	IH7400 DT466 Dump/Plow/Sand	Work on #52
67	Nicholas	Taormino	10/28/2015	Street Vehicle Maintenance	9.00	52	IH7400 DT466 Dump/Plow/Sand	Work on repairs
68	Aaron	Schilling	10/28/2015	Street Vehicle Maintenance	7.00	52	IH7400 DT466 Dump/Plow/Sand	Assist with repairs
59	Donald	Zimmerman	10/29/2015	Public Safety Vehicle Repair	1.00	15	Chevrolet Silverado	Squad to Janesville
67	Nicholas	Taormino	10/29/2015	Street Vehicle Maintenance	2.50	39	Toro 10.5' Deck Mower	Install alternaotr and test
67	Nicholas	Taormino	10/29/2015	Street Vehicle Maintenance	0.50	18	GMC Sierra 1500 SLE (Water)	Test battery
67	Nicholas	Taormino	10/29/2015	Street Vehicle Maintenance	2.50	52	IH7400 DT466 Dump/Plow/Sand	Work on repairs
59	Donald	Zimmerman	10/29/2015	Street Vehicle Maintenance	4.00	52	IH7400 DT466 Dump/Plow/Sand	Work on #52
59	Donald	Zimmerman	11/2/2015	Street Vehicle Maintenance	1.00	15	Chevrolet Silverado	Parts Run

Emp #	Name		Date	Description	Hours	Veh #	Description	Notes
59	Donald	Zimmerman	11/2/2015	Street Vehicle Maintenance	1.50	52	IH7400 DT466 Dump/Plow/Sand	Work on
67	Nicholas	Taormino	11/2/2015	Street Vehicle Maintenance	7.00	52	IH7400 DT466 Dump/Plow/Sand	Work on repairs
59	Donald	Zimmerman	11/2/2015	Public Safety Vehicle Repair	1.00	15	Chevrolet Silverado	Pick up squad
67	Nicholas	Taormino	11/3/2015	Street Vehicle Maintenance	1.00	28	Ford Fusion (pd)	Full service and check over
67	Nicholas	Taormino	11/3/2015	Street Vehicle Maintenance	1.00			Enter Fuel and Receipts
67	Nicholas	Taormino	11/3/2015	Public Safety Vehicle Repair	1.50	122	Squad Car	Troubleshoot and take to dealer
67	Nicholas	Taormino	11/3/2015	Street Vehicle Maintenance	3.50	52	IH7400 DT466 Dump/Plow/Sand	Work on repairs
67	Nicholas	Taormino	11/4/2015	Street Vehicle Maintenance	1.00	52	IH7400 DT466 Dump/Plow/Sand	Finish plow repairs
67	Nicholas	Taormino	11/4/2015	Street Vehicle Maintenance	3.00	10	IH 7400 6x4 Patrol Truck	Test and remove DPF Filet and deliver to Elkhorn for cleaning
59	Donald	Zimmerman	11/4/2015	Street Vehicle Maintenance	1.00	52	IH7400 DT466 Dump/Plow/Sand	Work on
67	Nicholas	Taormino	11/5/2015	Street Vehicle Maintenance	3.00			Install new engine on conpactor
67	Nicholas	Taormino	11/5/2015	Street Vehicle Maintenance	5.00	10	IH 7400 6x4 Patrol Truck	Pick up DPF from Elkhorn and install
67	Nicholas	Taormino	11/5/2015	Public Safety Vehicle Repair	1.00	122	Squad Car	Pick up squad from dealer
67	Nicholas	Taormino	11/6/2015	Street Vehicle Maintenance	2.00	8	IH 4900 4x2 Dump/Plow/Sand (Oct)	Start repairs and service
67	Nicholas	Taormino	11/9/2015	Street Vehicle Maintenance	8.00	8	IH 4900 4x2 Dump/Plow/Sand (Oct)	Work on repairs and service
67	Nicholas	Taormino	11/12/2015	Street Vehicle Maintenance	1.00	10	IH 7400 6x4 Patrol Truck	Fix backup lights
67	Nicholas	Taormino	11/12/2015	Street Vehicle Maintenance	6.00	9	IH 4900 4x2 Dump/Plow/Sand	Repairs and service

Emp #	Name		Date	Description	Hours	Veh #	Description	Notes
67	Nicholas	Taormino	11/12/2015	Street Vehicle Maintenance	1.50	8	IH 4900 4x2 Dump/Plow/Sand (Oct)	Fix rotating beacon
59	Donald	Zimmerman	11/12/2015	Street Vehicle Maintenance	0.50	8	IH 4900 4x2 Dump/Plow/Sand (Oct)	Work on
59	Donald	Zimmerman	11/12/2015	Parks Vehicle Maintenance	0.50	39	Toro 10.5' Deck Mower	Work on Mower
67	Nicholas	Taormino	11/13/2015	Street Vehicle Maintenance	2.00	9	IH 4900 4x2 Dump/Plow/Sand	Repairs and service
59	Donald	Zimmerman	11/13/2015	Public Safety Vehicle Repair	0.50	15	Chevrolet Silverado	Check squad car
67	Nicholas	Taormino	11/13/2015	Public Safety Vehicle Repair	0.50	123	Squad Car	Pull corn stalks from chassis
67	Nicholas	Taormino	11/30/2015	Street Vehicle Maintenance	2.00	21	Case Laoder 621F	Install fenders and strobe on new 21
70	Kurt	Vlasak	11/30/2015	Street Vehicle Maintenance	5.00	29	Tool Cat Utility Vehicle	Work on loader with Nick
67	Nicholas	Taormino	11/30/2015	Street Vehicle Maintenance	2.00	29	Tool Cat Utility Vehicle	Replace broken hoses
67	Nicholas	Taormino	11/30/2015	Street Vehicle Maintenance	2.00	21	Case Laoder 621F	Remove fenders and clean up
67	Nicholas	Taormino	11/30/2015	Street Vehicle Maintenance	1.00			Enter fuel and receipts
71	Paul	Smith	11/30/2015	Street Vehicle Maintenance	5.00	29	Tool Cat Utility Vehicle	Switch out endloader
71	Paul	Smith	12/1/2015	Street Vehicle Maintenance	1.00	56	Bandit Chipper 250	Change chipper blades
67	Nicholas	Taormino	12/1/2015	Stormwater Equipment Maintenance	2.00	23	Elgin Sweeper P-1986-S	Fil and repair oil leak
67	Nicholas	Taormino	12/1/2015	Public Safety Vehicle Repair	1.00	124	Police Vehicle	Pick up from dealer
67	Nicholas	Taormino	12/1/2015	Wastewater Vehicle Maintenance	0.50	3	Ford Pick UP-Flat Bed	Full service
67	Nicholas	Taormino	12/1/2015	Stormwater Equipment Maintenance	0.50	23	Elgin Sweeper P-1986-S	Adjust broom
67	Nicholas	Taormino	12/1/2015	Street Vehicle Maintenance	2.00	21	Case Laoder 621F	Finish up loader
59	Donald	Zimmerman	12/1/2015	Public Safety Vehicle Repair	1.00	15	Chevrolet Silverado	Pick up squad in Janesville
67	Nicholas	Taormino	12/1/2015	Water Vehicle Maintenance	0.50	2	Chevy W4500	Install Wiper blades

Emp #	Name		Date	Description	Hours	Veh #	Description	Notes
59	Donald	Zimmerman	12/2/2015	Street Vehicle Maintenance	1.00	15	Chevrolet Silverado	Return parts to Northland
67	Nicholas	Taormino	12/2/2015	Street Vehicle Maintenance	0.50			Check into new battery for fork light
63	Ward	Edwardson	12/2/2015	Street Vehicle Maintenance	1.00			Wash loader and backhoe and #10
67	Nicholas	Taormino	12/2/2015	Stormwater Equipment Maintenance	2.00	23	Elgin Sweeper P-1986-S	Finish repairs
67	Nicholas	Taormino	12/3/2015	Stormwater Equipment Maintenance	2.00	23	Elgin Sweeper P-1986-S	Work on turbo
67	Nicholas	Taormino	12/4/2015	Public Safety Vehicle Repair	4.50	125	Squad Car	Tear down for trade in
67	Nicholas	Taormino	12/4/2015	Public Safety Vehicle Repair	0.50	124	Police Vehicle	Change headlights
59	Donald	Zimmerman	12/4/2015	Public Safety Vehicle Repair	0.50	15	Chevrolet Silverado	Squad maintenance
71	Paul	Smith	12/7/2015	Street Vehicle Maintenance	6.50	1	W-4500 Dump 1-1/2 Ton	Trim trees
67	Nicholas	Taormino	12/7/2015	Stormwater Equipment Maintenance	4.00	23	Elgin Sweeper P-1986-S	Reassemble turbo and exhaust
67	Nicholas	Taormino	12/7/2015	Public Safety Vehicle Repair	2.00	125	Squad Car	Finish repairs and wash
67	Nicholas	Taormino	12/8/2015	Public Safety Vehicle Repair	1.00	123	Squad Car	Service and check over
67	Nicholas	Taormino	12/8/2015	Street Vehicle Maintenance	1.00			Enter fuel and receipts
67	Nicholas	Taormino	12/8/2015	Stormwater Equipment Maintenance	6.00	23	Elgin Sweeper P-1986-S	Install fuel injectors and steering knuckle
59	Donald	Zimmerman	12/8/2015	Stormwater Equipment Maintenance	3.50			Work on #23
59	Donald	Zimmerman	12/8/2015	Stormwater Equipment Maintenance	1.50	15	Chevrolet Silverado	Pick up sweeeper parts in Madison
67	Nicholas	Taormino	12/9/2015	Public Safety Vehicle Repair	2.50	124	Police Vehicle	Install new door latch
67	Nicholas	Taormino	12/10/2015	Street Vehicle Maintenance	0.50	6	Isuza W-4 Dump 1-1/2 Ton	Install new spot mirror
67	Nicholas	Taormino	12/10/2015	Street Vehicle Maintenance	2.00	9	IH 4900 4x2 Dump/Plow/Sand	Exhaust repair

Emp #	Name		Date	Description	Hours	Veh #	Description	Notes
67	Nicholas	Taormino	12/10/2015	Street Vehicle Maintenance	2.00	8	IH 4900 4x2 Dump/Plow/Sand (Oct)	Fix air dryer and oil leak
59	Donald	Zimmerman	12/10/2015	Street Vehicle Maintenance	0.50	8	IH 4900 4x2 Dump/Plow/Sand (Oct)	Work on #8
59	Donald	Zimmerman	12/10/2015	Street Vehicle Maintenance	2.00	9	IH 4900 4x2 Dump/Plow/Sand	Work on #9
59	Donald	Zimmerman	12/11/2015	Public Safety Vehicle Repair	1.00	15	Chevrolet Silverado	Squad to Janesville
67	Nicholas	Taormino	12/11/2015	Street Vehicle Maintenance	3.00			Chainsaw repair
67	Nicholas	Taormino	12/11/2015	Public Safety Vehicle Repair	2.50	28	Ford Fusion (pd)	Check over from accident and to dealer
67	Nicholas	Taormino	12/14/2015	Wastewater Vehicle Maintenance	7.00	56	Bandit Chipper 250	Chipper repairs and service
59	Donald	Zimmerman	12/14/2015	Street Vehicle Maintenance	0.50	4	GMC W-4 Dump (Dumbo) 1-1/2 Ton	Work on Truck
67	Nicholas	Taormino	12/14/2015	Street Vehicle Maintenance	1.00			Oil quotes
67	Nicholas	Taormino	12/15/2015	Wastewater Vehicle Maintenance	3.00	20	IHC 7400 Hi-Vac Truck (Sewer)	Install new strobes
59	Donald	Zimmerman	12/15/2015	Stormwater Equipment Maintenance	3.00	25	Mauldin Black Top Roller	Work on Dumbo
67	Nicholas	Taormino	12/15/2015	Wastewater Vehicle Maintenance	5.00	3	Ford Pick UP-Flat Bed	Fix strobe, crane, remote
67	Nicholas	Taormino	12/16/2015	Wastewater Vehicle Maintenance	4.00	20	IHC 7400 Hi-Vac Truck (Sewer)	Install new stobe
67	Nicholas	Taormino	12/16/2015	Public Safety Vehicle Repair	4.00	125	Squad Car	Pick up new squad and parts
59	Donald	Zimmerman	12/16/2015	Street Vehicle Maintenance	1.00	15	Chevrolet Silverado	Parts run
59	Donald	Zimmerman	12/16/2015	Wastewater Vehicle Maintenance	2.50	20	IHC 7400 Hi-Vac Truck (Sewer)	Work on
59	Donald	Zimmerman	12/16/2015	Street Vehicle Maintenance	1.00	4	GMC W-4 Dump (Dumbo) 1-1/2 Ton	Work on

Emp #	Name		Date	Description	Hours	Veh #	Description	Notes
67	Nicholas	Taormino	12/17/2015	Wastewater Vehicle Maintenance	0.50	20	IHC 7400 Hi-Vac Truck (Sewer)	Install new stobe
67	Nicholas	Taormino	12/17/2015	Street Vehicle Maintenance	3.50	20	IHC 7400 Hi-Vac Truck (Sewer)	Repair chainsaws
67	Nicholas	Taormino	12/17/2015	Public Safety Vehicle Repair	4.00	125	Squad Car	Start upfit on squad
59	Donald	Zimmerman	12/17/2015	Street Vehicle Maintenance	1.00	15	Chevrolet Silverado	Wash
71	Paul	Smith	12/18/2015	Street Vehicle Maintenance	1.50	56	Bandit Chipper 250	Change blades
59	Donald	Zimmerman	12/18/2015	Street Vehicle Maintenance	1.00	10	IH 7400 6x4 Patrol Truck	Work on brine truck
59	Donald	Zimmerman	12/18/2015	Street Vehicle Maintenance	0.50			Order yellow lights
67	Nicholas	Taormino	12/18/2015	Public Safety Vehicle Repair	8.00	125	Squad Car	Work on upfit for new squad
59	Donald	Zimmerman	12/18/2015	Street Vehicle Maintenance	0.75	52	IH7400 DT466 Dump/Plow/Sand	Wash
67	Nicholas	Taormino	12/21/2015	Public Safety Vehicle Repair	8.00	125	Squad Car	Work on upfit for new squad
59	Donald	Zimmerman	12/22/2015	Public Safety Vehicle Repair	1.00	15	Chevrolet Silverado	Pick up parts
67	Nicholas	Taormino	12/22/2015	Public Safety Vehicle Repair	1.00	124	Police Vehicle	Service and check over
67	Nicholas	Taormino	12/22/2015	Public Safety Vehicle Repair	7.00	125	Squad Car	Work on upfit for new squad
67	Nicholas	Taormino	12/23/2015	Street Vehicle Maintenance	2.00			Enter fuel and receipts
67	Nicholas	Taormino	12/23/2015	Public Safety Vehicle Repair	4.00	125	Squad Car	Uprk on upfit for new squad
67	Nicholas	Taormino	12/23/2015	Street Vehicle Maintenance	1.00			Chain saw repair

CITY OF MILTON

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Office of the Director of Public Works

To: City of Milton Public Works Committee
From: Howard Robinson, Director of Public Works
Date: March 1, 2016
cc: Mayor Anissa Welch, Common Council Members
Subject: Discussion and Possible Action Regarding the Awarding of the Sidewalk Repair and Installation for 2016 Quote.

Discussion

The Public Works Department opened the sidewalk quotes on February 26, 2016 for sidewalk and curb and gutter work. The City received three quotes with the lowest price submitted by Dietz Concrete. Quotes were as follows:

- Dietz Concrete $24,043.50
- JB Johnson Bros LLC $27,018.75
- Lyons Concrete $31,925.00

This work would install new sidewalk on Brown Drive to fill in gaps between Arthur Drive and Blanche Drive, sidewalk repair on Blanche Drive, intersection work on Chicago Street and curb installation at the city garage. This curb would allow us to prepare for future sidewalk on Northside Drive.

Staff is suggesting that the Northside Drive sidewalk work would not be completed this year. Instead, the City could utilize approximately $8,500 from this section to repair sidewalks in various other parts of the city.

Staff Recommendation

City Staff is requesting that Dietz Concrete be approved the concrete work per their 2016 quote except for the Northside Drive sidewalk, with remaining sidewalk funds to be used for concrete repairs in various locations in the city.

Attachments

- None

CITY OF MILTON

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Office of the Director of Public Works

To: City of Milton Public Works Committee
From: Howard Robinson, Director of Public Works
Date: March 1, 2016
cc: Mayor Anissa Welch, Common Council Members
Subject: Discussion and Possible Action Regarding Items for Surplus

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Discussion

As part of the Library reconstruction project, the City has identified some additional items that could be sold at surplus. These items are in addition to the items approved at the February 16, 2016 City Council meeting. The new items include:

- A conference table,
- desks, and
- some small additional scrap items from demolition of the library and from other replacement or maintenance projects.

Staff Recommendation

City Staff is requesting permission to sell these items as resale items or scrap items.

Attachments

- None

CITY OF MILTON

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Office of the Director of Public Works

To: City of Milton Public Works Committee
From: Howard Robinson, Director of Public Works
Date: March 1, 2016
cc: Mayor Anissa Welch, Common Council Members
Subject: Discussion and Possible Action to approve Baxter & Woodman Municipal Drive Drainage Improvements Design and Construction Engineering Work Order.

Discussion

Baxter & Woodman has submitted a contract that will provide engineering work to modify and clean out the Municipal Drive storm water ditch. This also includes the DNR wetland work required to clean and preserve the ditch.

This ditch is problematic due to the presence of excess sedimentation which prevents proper drainage. This ditch has had no major maintenance conducted for over 25 years.

Staff Recommendation

City Staff recommends approval of the contract with Baxter & Woodman to proceed with design and modification of the Municipal Drive storm water ditch.

Attachments

- Baxter & Woodman Municipal Drive Drainage Improvements Design and Construction Engineering Work Order

CITY OF MILTON, WISCONSIN
MUNICIPAL DRIVE DRAINAGE IMPROVEMENTS
DESIGN AND CONSTRUCTION ENGINEERING
WORK ORDER

ENGINEERS' PROJECT NO. 160275.90

Project Description:

The Project consists of providing design and construction engineering services for the modification of the Municipal Drive storm water conveyance facilities; the existing facilities do no properly drain.

Engineering Services:

Specific Engineering services are described in Exhibit B of the City Engineering Services Agreement between the City and Engineers dated May 2, 2006, and amended on December 8, 2011. A detailed scope of services for this Project is listed in Attachment A of this Work Order. Manpower requirements and a fee summary are listed in Attachment B.

Compensation:

Compensation for the services to be provided under this Work Order will be in accordance with the Engineering Services Agreement dated May 2, 2006, and amended on December 8, 2011. The Engineers' fee for the Project and tasks described in Attachment A will be based upon our hourly rates of compensation for actual work time performed, plus reimbursement of out-of-pocket expenses including travel, which will not exceed **$15,000**.

Submitted by: **Baxter & Woodman, Inc.**	Approved: **City of Milton, Wisconsin**
By: _____	By: _____
Douglas R. Snyder, PE	Al Hulick
Title: Regional Manager	Title: City Administrator
Date: February 26, 2016	Date: _____

Additional Comments: None.

BAXTER & WOODMAN
Consulting Engineers

PROJECT DESCRIPTION

The Project consists of providing design and construction engineering services for the modification of the Municipal Drive storm water conveyance facilities; the existing facilities do no properly drain.

SCOPE OF SERVICES

Design Services

1. PROJECT MANAGEMENT – Plan, schedule, and control the activities that must be performed to complete the Project. These activities include but are not limited to budget, schedule, and scope. Coordinate with City staff and project team to ensure the goals of the Project are achieved.

2. TOPOGRAPHIC SURVEY – Perform limited topographic survey within the project limits and at 50-foot intervals of the areas involved with the improvements. State plane coordinates and NAVD 88 will be used for horizontal and vertical controls.

3. UTILITY COORDINATION – Coordinate work with Utility companies during early preliminary design. Also, provide final design documents to those companies once complete.

4. FINAL DESIGN – Prepare design documents consisting of drawings showing the general scope, extent, and character of construction work to be furnished and performed by the contractor(s) selected by the City and specifications which will be prepared in conformance with the format of the Construction Specification Institute.

5. OPINION OF PROBABLE COST – Prepare an opinion of probable construction cost for the Project.

6. CONSTRUCTION DOCUMENTS – Prepare for review and approval by the City and its legal counsel the forms of construction contract documents consisting of Notice and Instructions to Bidders, Bid Form, Agreement, Performance-Payment Bond, General Conditions, and Supplementary Conditions, where appropriate, based upon documents prepared by the Engineers Joint Contract Document Committee (EJCDC).

7. ASSISTANCE DURING BIDDING – Assist the City in solicitation of construction bids from as many qualified bidders as possible, attend the bid opening and tabulate bid proposals, make an analysis of the bids, and submit recommendations for the award of construction contract.

Construction Services

8. GENERAL CONSTRUCTION ADMINISTRATION
   - Attend the preconstruction conference, and review the Contractor's proposed construction schedule and list of subcontractors.
   - Review and approve shop drawings, manufacturer's literature, samples, and other submittals by the Contractor, but only for compliance with the drawings and

specifications as to quality of materials and performance of equipment. Such review shall not be construed as relieving the contractor of the responsibility to meet requirements of the construction contract documents.

- Review the Contractor's requests for payments as construction work progresses, and advise the City of the amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
- Prepare construction contract change orders when authorized by the City.
- Conduct a final inspection of construction work, review the contractor's written guarantees, and issue an opinion of satisfactory completion for acceptance of the Project by the City.
- Prepare construction record drawings which show field measured dimensions of the completed work which the engineers consider significant and provide the City with one set of reproducible record drawings and all equipment operation and maintenance manuals within ninety (90) days of the Project completion.
- Provide construction inspection services when notified by the Contractor that the Project is complete. Prepare written punch lists during final completion inspections.
- Review the Contractor's written guarantees and issue a Notice of Acceptability for the Project by the City.

9. RESIDENT PROJECT REPRESENTATIVE

- Provide Resident Project Representatives at the construction site on a periodic part-time basis from the Engineers' office (for up to 20 hours), as deemed necessary by the Engineers, to stake-out construction lines and grades, to assist the Contractor with interpretation of the drawings and specifications, to observe in general if the Contractor's work is in conformity with the final design documents, and to monitor the Contractor's progress as related to the construction contract date of completion. The construction Contractor is a separate company from the Engineers. The City understands and acknowledges that the Engineers are not responsible for the Contractor's construction means, methods, techniques, sequences or procedures, time of performance, compliance with Laws and Regulations, or safety precautions and programs in connection with the Project, and the Engineers do not guarantee the performance of the Contractor and are not responsible for the Contractor's failure to execute the work in accordance with the Construction Contract Documents.
- Provide the necessary base lines, benchmarks, and reference points to enable the contractor to proceed with the work.
- Keep a daily record of the Contractor's work on those days that the Engineers are at the construction site including notations on the nature and cost of any extra work, and provide weekly reports to the City of the construction progress and working days charged against the Contractor's time for completion.

DESIGN ENGINEERING SERVICES

Manpower Requirements and Costs Summary

Scope Item	Employee Class	Hourly Rate	Hours	Fee
Manage Project	Engineer III	$115.00	3	$345.00
Preliminary Plans, Specifications, and Cost Estimate	Engineer III	$115.00	29	$3,335.00
	CAD/GIS/Survey Tech IV	$120.00	38	$4,560.00
	CAD/GIS/Survey Tech I	$85.00	10	$850.00
	Clerical	$70.00	4	$280.00
Final Plans & Estimate	Senior Engineer III	$150.00	10	$1,500.00
	Engineer III	$115.00	3	$345.00
	Clerical	$70.00	4	$280.00
Bidding Assistance	Engineer III	$115.00	4	$460.00
	Clerical	$70.00	2	$140.00
Total			**107**	**$12,095.00**
Use				**$12,000.00**

CONSTRUCTION ENGINEERING SERVICES

Manpower Requirements and Costs Summary

Scope Item	Employee Class	Hourly Rate	Hours	Fee
Construction Administration	Engineer III	$115.00	6	$690.00
Field Observation	Engineer III	$115.00	20	$2,300
Total			**26**	**$2,990.00**
Use				**$3,000.00**

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CITY OF MILTON

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Office of the Director of Public Works

To: City of Milton Public Works Committee
From: Howard Robinson, Director of Public Works
Date: March 1, 2016
cc: Mayor Anissa Welch, Common Council Members
Subject: Discussion and Possible Action to Approve Baxter & Woodman Well #2-Well House Reconstruction Construction Engineering Work Order.

Discussion

Baxter & Woodman has submitted a Work Order for the reconstruction and observation work for the Well #2 project.

Staff Recommendation

To approve the contract with Baxter & Woodman which provides reconstruction and oversight of the Well # 2 reconstruction project.

Attachments

- Baxter & Woodman Well #2-Well House Reconstruction Construction Engineering Work Order

CITY OF MILTON, WISCONSIN
WELL NO. 2 – WELL HOUSE RECONSTRUCTION
CONSTRUCTION ENGINEERING

WORK ORDER

Engineer's Project No. 140772.60

Project Description:

Provide Construction Services for the reconstruction of Well No. 2 – Well House to meet Wisconsin DNR requirements for separation of chlorine, fluoride, and polyphosphate. The well house will be approximately 35 feet by 16 feet in dimension and is to be placed above the existing well and adjacent to the new Splash Park.

Engineering Services:

The general provisions of this Work Order are enumerated in the Engineering Services Agreement between the Owner and Engineer dated May 2, 2006, and amended on December 8, 2011. Engineer shall provide the services set forth in Attachment A, attached hereto. Manpower requirements and a fee summary are listed in Attachment B.

Compensation:

Compensation for the services to be provided under this Work Order will be in accordance with the Engineering Services Agreement dated May 2, 2006, and amended on December 8, 2011. The Owner shall pay the Engineer for the services performed or furnished under Attachment A, based upon the Engineer's standard hourly billing rates included in Attachment B for actual work time performed plus reimbursement of out-of-pocket expenses including travel, which in total will not exceed **$41,000**.

Submitted by: **Baxter & Woodman, Inc.**	Approved by: **City of Milton, WI**
By: Derek J. Wold Derek J. Wold, P.E.	By: _____ Al Hulick
Title: Vice President	Title: City Administrator
Date: February 15, 2016	Date: _____
	Attest: _____ Elena Hilby, Clerk

Additional Comments and Conditions: None.

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BAXTER & WOODMAN
Consulting Engineers

PROJECT DESCRIPTION

Provide Construction Services for the reconstruction of Well No. 2 – Well House to meet Wisconsin DNR requirements for separation of chlorine, fluoride, and polyphosphate. The well house will be approximately 35 feet by 16 feet in dimension and is to be placed above the existing well and adjacent to the new Splash Park.

SCOPE OF SERVICES – CONSTRUCTION SERVICES

1. Act as the Owner's representative with duties, responsibilities and limitations of authority as assigned in the construction contract documents.

2. CONSTRUCTION ADMINISTRATION
   - Prepare Award Letter, Agreement, Contract Documents, Performance/Payment Bonds, and Notice to Proceed. Review Contractor insurance documents.
   - Attend and prepare minutes for the preconstruction conference, and review the Contractor's proposed construction schedule and list of subcontractors.
   - Attend periodic construction progress meetings.
   - Shop drawing and submittal review by Engineer shall apply only to the items in the submissions and only for the purpose of assessing, if upon installation or incorporation in the Project, they are generally consistent with the construction documents. Owner agrees that the contractor is solely responsible for the submissions (regardless of the format in which provided, i.e. hard copy or electronic transmission) and for compliance with the contract documents. Owner further agrees that the Engineer's review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to safety programs of precautions. Engineer's consideration of a component does not constitute acceptance of the assembled item.
   - Review construction record drawings for completeness prior to submission to CADD.
   - Prepare construction contract change orders and work directives when authorized by the Owner.
   - Review the Contractor's requests for payments as construction work progresses, and advise the Owner of amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
   - Research and prepare written response by Engineer to request for information from the Owner and Contractor.
   - Project manager or other office staff visit site as needed.

3. FIELD OBSERVATION
   - Engineer's site observation shall be at the times agreed upon with the Owner. Engineer will provide Resident Project Representatives at the construction site on a periodic part-time basis from the Engineer's office of not more than eight (8) hours per regular weekday, not including legal holidays (for up to 240 hours) as deemed necessary by the Engineer, to assist the Contractor with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion. Through standard, reasonable means, Engineer will become generally familiar with observable

completed work. If Engineer observes completed work that is inconsistent with the construction documents, that information shall be communicated to the contractor and Owner to address. Engineer shall not supervise, direct, control, or have charge or authority over any contractor's work, nor shall the Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents, which contractor is solely responsible for its errors, omissions, and failure to carry out the work. Engineer shall not be responsible for the acts of omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or any other person, (except Engineer's own agents, employees, and consultants) at the site or otherwise furnishing or performing any work; or for any decision made regarding the contract documents, or any application, interpretation, or clarification, of the contract documents, other than those made by the Engineer.

- Provide the necessary base lines, benchmarks, and reference points to enable the Contractor to proceed with the work.
- Keep a daily record of the Contractor's work on those days that the Engineers are at the construction site including notations on the nature and cost of any extra work, and provide weekly reports to the Owner of the construction progress and working days charged against the Contractor's time for completion.

4. SUBSTANTIAL COMPLETION OF PROJECT
   - Provide construction inspection services when notified by the Contractor that the Project is substantially complete. Prepare written punch lists during substantial completion inspections.
   - Prepare Certificate of Substantial Completion.

5. COMPLETION OF PROJECT
   - Provide construction inspection services when notified by the Contractor that the Project is complete. Prepare written punch lists during final completion inspections.
   - Review the Contractor's written guarantees and issue a Notice of Acceptability for the Project by the Owner.
   - Review the Contractor's requests for final payment, and advise the Owner of the amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
   - Prepare construction record drawings which show field measured dimensions of the completed work which the Engineers consider significant and provide the Owner with CD or electronic copy within ninety (90) days of the Project completion.

City of Milton, Wisconsin
Well No. 2 – Well House Reconstruction
Construction Engineering
Work Order 140772.60

Attachment B

Manpower Requirements and Costs Summary

Deliverable	Employee Class	Hourly Rate	Estimated Hours	Labor Cost
Construction Administration	Senior Engineer IV	$ 170.00	6	$ 1,020.00
	Senior Engineer III	$ 150.00	10	$ 1,500.00
	Senior Engineer II	$ 140.00	26	$ 3,640.00
	Engineer III	$ 115.00	8	$ 920.00
Construction Administration Totals			**50**	**$ 7,080.00**
Field Observation	Senior Engineer IV	$ 170.00	20	$ 3,400.00
	Engineer III	$ 115.00	220	$ 25,300.00
Field Observation Totals			**240**	**$ 28,700.00**
Complete Project	Senior Engineer IV	$ 170.00	8	$ 1,360.00
	Engineer III	$ 115.00	8	$ 920.00
	CAD/GIS/Survey Tech II	$ 95.00	4	$ 380.00
	CAD/GIS/Survey Tech I	$ 85.00	4	$ 340.00
Complete Project Totals			**8**	**$ 3,000.00**
Project Closeout	Senior Engineer IV	$ 170.00	8	$ 1,360.00
	Engineer III	$ 115.00	8	$ 920.00
Project Closeout Totals			**8**	**$ 2,280.00**
Total Estimated Construction Engineering Fees				**$ 41,060.00**
USE				**$ 41,000.00**

CITY OF MILTON

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Office of the Director of Public Works

To: City of Milton Public Works Committee
From: Howard Robinson, Director of Public Works
Date: March 1, 2016
cc: Mayor Anissa Welch, Common Council Members
Subject: Discussion and possible action regarding Baxter and Woodman 2016 Engineering Services Work Order – Miscellaneous Services

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Discussion

Baxter & Woodman has sent an engineering services work order to us for 2016. This is similar to our work order from previous years. This gives us a discounted rate for 200 hours of services. We only pay for the hours of work performed.

Staff Recommendation

City Staff is requesting permission to approve the Baxter & Woodman contract for discounted rates for 200 hours of services.

Attachments

- Add attachments here