

**PUBLIC WORKS/SAFETY COMMITTEE REPORT 12-10
CITY OF WILLMAR
TUESDAY, SEPTEMBER 11, 2012**

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, September 11, 2012, by Chairman Doug Reese at the City Office Building. Members present were: Council Members Bruce DeBlieck, Rick Fagerlie, and Ron Christianson. Also present were: Mayor Frank Yanish; Charlene Stevens, City Administrator; Holly Wilson, Public Works Director; Dave Wyffels, Police Chief; Brian Bollig, Bollig, Inc.; Josh Halvorson, Donohue and Associates; David Little, "West Central Tribune" and Janell Sommers, Recording Secretary.

1. CONSIDERATION OF ENGINEERING/SURVEYING SERVICES:

Public Works Director Wilson presented the results of the proposals received for Engineering/Surveying Services. The request included the survey and design work for the 2013 Construction Projects. It does not include the essential day-to-day operations, survey data for in-house engineering design, construction inspection, locating property corners, utility locates and data collection for the City's MS4 requirements. Discussion was held regarding filling the position of Engineering Technician/Surveyor which will be brought before the Labor Relations Committee.

Three proposals were received with the low proposal being that of Bollig Inc. in the amount of \$85,585.00. The work scope includes preliminary survey this fall so the final plans can be complete in early February. Bollig Inc. proposed completing the work in fewer hours than the other two firms. The committee addressed some questions to Brian Bollig, and after further discussion, a motion was made by Council Member Christianson, seconded by Council Member Fagerlie, and passed for the following

RECOMMENDATION:

Accept the proposal of Bollig, Inc. in the amount of \$85,585.00 and authorize the Mayor and City Administrator to enter into an agreement on behalf of the City. (Resolution)

2. CONSIDERATION OF INTERIM ENGINEERING SERVICES:

As a result of the resignation of the Public Works Director/City Engineer, staff requested proposals from three local engineering firms for Interim City Engineering Services based on an hourly basis. The example of some tasks that would be required by the consultant which would require a Civil Engineer and Professional Engineer's License were reviewed by the committee. The firm with the lowest hourly rate was Bolton and Menk, Inc. at \$60.00 hour. It was staff's

recommendation to proceed with their proposal. A motion was made by Council Member Christianson, seconded by Council Member Fagerlie, and passed for the following

RECOMMENDATION:

Enter into an agreement on an hourly basis of \$60.00 per hour with Bolton and Menk, Inc. for Interim Engineering Services. (Resolution)

3. REVIEW OF BARKING DOG ORDINANCE (FOR INFORMATION ONLY):

Review of the barking dog ordinance was brought back to committee for further consideration. Police Chief Wyffels contacted various communities requesting a summary of the consideration for a violation of the ordinance and presented it to the committee for discussion. In reviewing the ordinances of other communities, it was noted that Willmar is the most restrictive. No action was taken.

4. MISCELLANEOUS ITEMS (FOR INFORMATION ONLY):

Council Member Christianson brought up the condition of some areas of curbing along 9th Street SW that have been damaged. Staff stated it is current practice that these areas would be fixed when the street is reconstructed.

Also brought up was the condition of the railroad crossing at 10th Street SW. It was noted that staff has contacted Burlington Northern Santa Fe on several occasions requesting the potholes be repaired. City staff cannot perform work in railroad right-of-way.

There being no further business to come before the committee, the meeting adjourned at 5:17 p.m.

Respectfully submitted:

Holly Wilson, PE
Public Works Director

Janell Sommers
Recording Secretary