

MINUTES OF A MEETING OF THE BOARD OF PUBLIC WORKS OF THE CITY OF
CUDAHY, WI TO BE HELD AT THE CUDAHY MUNICIPAL BUILDING,
5050 SOUTH LAKE DRIVE, CUDAHY, WI ON
Monday, January 19, 2015 @ 5:30 PM

ROLL CALL

The Meeting was called to order by Ald Litkowiec at 5:32p.m. with the following answering “present” to roll call: Ald Hollenbeck, Mr. Clark, & Mr. Lohr. Mr. Loferski was absent & unexcused.

Also Present: DPW Director Mary Jo Lange, Acting DPW Superintendant Scott Rewolinski

Proper open meeting statement was made at this time.

Approval of the Minutes: Motion made by Lohr seconded by Hollenbeck to approve the Minutes of the November 17, 2014 meeting. All voted in favor.

NEW BUSINESS

1. Discussion & action regarding the recommendation for award of the Cudahy City Hall Roof Replacement Phase I & II to Kaschak Roofing Inc. in the amount of \$194,500. Director Lange told the Board that the City bonded money for 2015 to replace portions of the City Hall roof. Lange said that the City worked with roofing engineers to prepare specifications for the project. Part of the preliminary work included taking cores of the existing roof structure. The existing roof structure done when the addition to City hall was constructed in the mid 90s was poorly constructed and moisture has been allowed to penetrate the insulation below the roofing membrane. Therefore the roof replacement is more involved and requires a lot more money so the project has been broken up into phases. The first two phases which includes the administrative offices and the health department were put out to competitive bid. The City received 6 competitive bids. The lowest bid was from Kaschak Roofing for a total bid of \$194,599. The City reviewed the contractor’s background and references and they do very quality work. As part of the bid, the City included a roofing system/membrane. The manufacturer of the roofing system will supply their engineers to inspect the work during and after the installation as the roof system has a 20 year warranty. The cost of the inspection is absorbed by the manufacturer. **Member Lohr made a motion to award the City Hall Roofing Project Phase I & II to Kaschak Roofing in the amount of \$194,599. Motion was seconded by Clark. All voted in favor.**

2. Discussion & Action regarding the recommendation to approve an engineering service contract with Strand Associates in the amount of \$14,500 to provide a building & site needs assessment for a public works facility. Lange instructed Board members that the CDA is actively looking at redeveloping the DPW Garage site. In addition, the DPW Garage needs major improvements. The salt dome only holds about 1/3 of the City’s salt requirements and the City pays additional cost to store the salt. The garage does not have a fire suppression system. She said that we have several millions in equipment. If a fire started after everyone left the City would lose the entire fleet. Cost of a fire suppression system may be more than the building is worth. Lange told the Board that the Department must know how much a new facility will cost and be prepared to have a site to relocate to. At this time the most feasible site would be the Water Annex off of Whitnall Avenue. She said that the only way we can get a good estimate on the size and cost of a building the Department will need is to do a needs analysis. Lange stated that she received an estimate for the needs analysis from Strand Associates for \$14,500. Some of the money to pay

for the analysis was bonded in 2014. The other portion will be paid by the utilities who will share in the building space. Member Clark questioned the commitment that the City would redevelop the site and if the needs analysis should be done after there is a definite commitment. Chair Litkowiec stated that in order for the CDA to determine the cost of redeveloping the current DPW site, the CDA would have to factor the cost of relocating the garage. Therefore it was necessary to do the needs analysis at this time. **Motion made by Lohr seconded by Clark to accept the engineering proposal from Strand Associates to prepare a site and needs analysis for the relocation of the DPW facility in the amount not to exceed \$14,500. All voted in favor.**

3. Review & Discussion of the organizational structure of the Department of Public Works. Director Lange shared an organization chart of the proposed department structure which included a Superintendent and one or two foreman positions. Lange stated that with the departure of the superintendent last April the DPW staff had asked her to rethink the structure. They asked if they could try out a couple different organizational structures before any hiring or promotions were done. Since April the Department tried some options and in late December it was determined which structure would work the best. She stated that it's a Superintendent – DPW foreman position that would require the foreman or foremen to be versed in all aspects of the public works department including sanitary & storm sewer. The foremen would share in pager-on-call duty. The foremen would have first-line supervisory but overall discipline and accountability would still be that of the Superintendent's and the Director. The foreman would work with the crew but be assigned to projects and would be responsible to assure that the crews understand the job, have the necessary equipment and material and follow safety guidelines. The Superintendent would be responsible for the management of the overall day to day operations, employee discipline and performance evaluations. The foreman would act in the absence of the Superintendent. There would be no increase in the budget with the proposed organizational changes. Lange stated that the intent is to promote current personnel into these positions which would leave a vacancy to fill at the Service Worker level. **Motion made by Clark to approved the organizational change seconded by Lohr. All voted in favor.**
4. Update on the hiring of a Head Mechanic. **No Action Necessary**
5. Project Updates **No Action Necessary.**
6. Meeting date for February 16th to discuss recycling fees & the funding of the Drop-Off Center. Lange asked the Board if they were available to meet to discuss options to fund the Drop-Off Site. Lange stated that the Mayor had requested that the Board review options as soon as possible. Some Board members were not available on February 16th but were available on Thursday, February 12th.

Motion made by Lohr seconded by Clark to adjourn the meeting. All voted in favor.

Meeting adjourned at 6:33 p.m..