



P.O. Box 352 • 150 S. Bridge St. • Markesan, WI 53946 • P: (920) 398-3031 • F: (920) 398-3991

STREETS, BUILDINGS & UTILITIES COMMITTEE

Markesan City Hall

August 2, 2018
6:30 PM
AGENDA

Call to Order

Roll Call

Citizen's Comments

Closed Session: Employee Position Advertisement & Job Description

The Common Council may, by roll call vote, convene in Closed Session, pursuant to Wis. Stats. 19.85(1)(c) to consider employment of any public employee over which the governmental body has jurisdiction or exercises responsibility, after which they may reconvene in Open Session pursuant to Wis. Stats. 19.85(2).

Reconvene in Open Session to Take Possible Action on Items Discussed in Closed Session.

Public Works Report

- Discussion and Acceptance of Thomas Roberts' Resignation
- Approve Public Works Assistant Job Description
- Approve Posting Ad for Public Works Assistant Position
- Approval of New Temporary Public Works Assistants

Water & Sewer Department Report

Old Business

- Discussion and Action on Utility Tractor – 2520 John Deere

New Business

- Discussion and Action on Seal Coating of North Street
- Discussion and Action on Safe Step LLC Proposal for the Library

Review Land Use Permits

Adjournment

A quorum of the Markesan Common Council may be in attendance at this meeting to gather information about a subject over which they have decision making responsibility. Under Wisconsin Open Meeting Law, this may constitute a meeting of the Common Council pursuant to the Badtke Decision, however, the Council will not take action at this meeting.

Any person requiring special assistance to participate in this meeting should contact the Clerk-Treasurer at 398-3031 at least 24 hours prior to the meeting so appropriate accommodations can be made.

Posted: Markesan State Bank City Hall
Farmers State Bank Post Office
www.markesanwi.gov

Dated August 1, 2018
Elizabeth Amend, Clerk-Treasurer

RECEIVED JUN 29 2018

To: Mayor Slate;

I am turning in my letter of resignation from the City of Markesan effective June 29 2018 with a final day of work of July 13 2018. I appreciate the opportunity to provide my service for the citizens of Markesan for the past 16 years.

Sincerely
Thomas Roberts

POSITION DESCRIPTION

TITLE: Public Works Assistant

DEPARTMENT: Streets, Building & Utilities Committee

A. JOB DESCRIPTION

The Public Works Assistant shall be under the supervision of the Director of Public Works. He shall assist the Director of Public Works in all duties associated with the upkeep and maintenance of all public property within the City, including but not limited to, streets and buildings.

B. DUTIES AND RESPONSIBILITIES

1. Assist in the maintenance, repair and improvement of all city facilities and property owned or operated by the City.
2. Assist with snow removal, repairs and maintenance to ensure that the streets and sidewalks are maintained in a safe, and structurally sound and sanitary manner, and assist in maintaining all markings for traffic control painted or placed upon the streets or curbs.
3. Maintain lawns, flower beds, trees, parks, cemeteries, and parking lots in a safe and aesthetic manner; and to maintaining trees at the direction of Public Works Director.
4. In the absence of the Director of Public Works inspect all construction work done by or for the City and require compliance with all contracts made in connection therewith.
5. Assist in the operation and maintenance of the City Garage and the equipment therein.
6. Assist in refuse collection, source reduction, recycling, landfill operations, street sweeping, and long-term resource recovery and disposal activities of the refuse enterprise.
7. Perform such other duties as may be required.

C. QUALIFICATIONS

1. Knowledge of public works functions, operations and regulatory requirements.
2. Ability to work independently
3. Ability to operate equipment in a safe and efficient manner.
4. Limited knowledge of basic engineering and construction.

5. Communication and interpersonal skills as applied to interaction with co-workers, supervisor, and the general public that is sufficient to exchange and convey information and to receive work directions.
6. General knowledge of computers.

D. PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will be required to work an 8 hour shift, with the ability to flex hours and work overtime as needed for weather or work.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk. The employee is required to stand, sit, climb and balance. The employee must be able to lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. A valid State of Wisconsin Driver's License is required. Also a Commercial Driver's License is required to be obtained within 6 months of being hired, if not already attained.

Specific Duties

- Mow City Hall ground, parks, Willow Court boulevard, High School boulevard, Cemeteries, fire station, well property, water tower, libraries, and roadsides
- Trim weeds and grass at cemetery, parks, City Hall, library, fire station, and water tower
- Plow snow off City streets and sidewalks
- Salt streets when needed
- Plow snow from church parking lots, landfill road, fire station, Industrial Park driveway, City Hall drive, and City parking lot
- Pickup leaves
- Clean restrooms at Hein Park
- Miscellaneous maintenance and janitorial at City Hall
- Perform light maintenance and repair of equipment
- Repair streets
- Sweep streets
- Keep catch basins free of debris
- Fix pot holes in roads
- Brush pick up monthly
- Empty garbage cans up town and in parks
- Weed gardens
- Miscellaneous maintenance and repair at Library
- Trim trees along streets and at cemeteries
- Paint markings on streets and curbs
- Spray weeds at parks, fire station, City Hall, and along streets
- Rake stones and sticks
- Reseed ground from snow plowing
- Inspect and repair playground equipment
- Replace street signs and stop signs
- Replace shoulder area on streets where needed
- Put barricades up when needed
- Clean out city garage for events
- Change flags at City Hall and Cemetery
- Replace dirt around fire hydrants when replaced
- Remove decorations in the Cemetery. (spring and fall)
- Seed down graves and replace dirt when settling occurs, repair gravestones
- Assist Water and Sewer Department when needed
- Assist Police Department when needed

July 31, 2018

Dear Betsy,

The Library Board has requested that the following request be presented to the Markesan City Council. Since we are not sure of the appropriate committee, please put it on the agendas of all three committees meeting on August 2, 2018 to avoid delay.

Lucy Hazlewood
Library Director

Dear Markesan City Council Committees

The Library had Safe Step survey the sidewalks around the Library to identify possible problem areas which could be ground down to make the sidewalks more even.

Attached is the itemized price sheet and entire proposal. Though the entire proposal is included, the most important page is page 2 which shows an aerial view of all the possible potential hazards, both major and minor. Each spot is labeled and corresponds to the price sheet.

Below is the motion made at July 19, 2018 Board meeting:

- I. ***New Business: Director presented survey from Safe Step, LLC regarding sidewalks. Worden/French moved to present to the city to pay for half of the shared sidewalk repairs, prioritizing sidewalks that would fail safety inspection. Motion carried. Worden/Nitz moved to replace Sunshine Nursery School sidewalks. Motion carried. Nitz/Hansen moved that cost for Sunshine Nursery School sidewalks not to exceed \$2000. Motion carried.***

If someone would have the time to report back to me regarding the discussion, I will be able to pass the information on to my board when we meet on August 9, 2018.

Thank you so much for your consideration.

Lucy Hazlewood
Library Director



CONTACT: Stephen Kornacki

MOBILE: 920-636-8231

SIDEWALK TRIP HAZARD REPAIR ESTIMATE & PROPOSAL:

Presented to: Lucy Hazlewood

City of Markesan - Library

July 2018

This document is a confidential manuscript and is intended to be used solely by the City of Markesan personnel in conducting the business of the City. It is not to be distributed outside the City of Markesan without the express written consent of the City.

SURVEY AREA



(Map data generated with Google Maps)



CONTACT: Stephen Kornacki

MOBILE: 920-636-8231

PRICING OPTIONS

OPTION 1

1. 7 total sidewalk repairs
2. Hazard #'s: 1-3, 10-13
3. Estimated time of completion: 2-3 hours with a typical crew and favorable weather

\$ 862.15

OPTION 2

1. 21 total sidewalk repairs
2. All identified defective sidewalk repairs
3. Estimated time of completion: 4-5 hours with a typical crew and favorable weather

\$ 2,023.50



CONTACT: Stephen Kornacki

MOBILE: 920-636-8231

THE SAFE STEP LLC APPROACH



Specifications

1. Repairs will be tapered to a 1:12 slope ratio and taken to a zero point of differential between adjoining sidewalk panels along the full width of the sidewalk, in accordance with ADA standards.
2. Repairs shall have a smooth and uniform finish with a coefficient of friction meeting OSHA requirements and shall not impact adjoining sidewalks, driveways, landscaping, or other objects within the vicinity of the work.



Clean-up

1. All saw-cutting will be performed without water-cooling; No slurry will be created eliminating the risk of "tracking" and run-off water contamination.
2. Saw mounted dust abatement systems will be used to minimize airborne dust. Containment systems are designed for fine dust applications.
3. Debris and concrete shall be cleaned from the sidewalk surface as well as surrounding rails, sidewalks, driveways, landscaping, or other objects within the vicinity of the work.



Reporting

1. Upon completion of the project, Safe Step LLC will provide a detailed and audit-able report. This report will include the street address or location, dimensions, and GPS coordinates of each repair made.
2. An invoice for payment will be provided when the project has been completed. Payment in full is due **30 days** from the date of invoice. Late payments may be subject to a \$30 re-billing fee.



Safety and Insurance

1. Safe Step LLC employees who work directly in slab displacement repair undergo a rigorous training process with emphasis on safe work practices, OSHA-approved personal protection equipment, and quality workmanship. It is not uncommon for our clients to receive unsolicited compliments on our safety practices and the quality of the work performed.
2. Safe Step LLC is fully licensed and insured. Proof of auto, liability, and workers compensation insurance are available upon request.



Proprietary Technology

1. Safe Step LLC is the only entity in Wisconsin, Northern Illinois, and Southeast Minnesota authorized to use the Precision Concrete Cutting method for removing sidewalk trip hazards as described by the following patent numbers; U.S. Pat. No. 6,827,074, U.S. Pat. No. 7,000,606, U.S. Pat. No. 7,143,760, U.S. Pat. No. 6,896,604, U.S. Pat. No. 7,201,644, U.S. Pat. No. 7,402,095. These patents refer to the equipment, methods, and dust abatement systems used by Safe Step LLC. A sole source letter is available upon request.



CONTACT: Stephen Kornacki

MOBILE: 920-636-8231

COST SAVINGS

The survey indicated that the 21 trip hazards would require the removal & replacement of approximately 550 ft² of sidewalk.

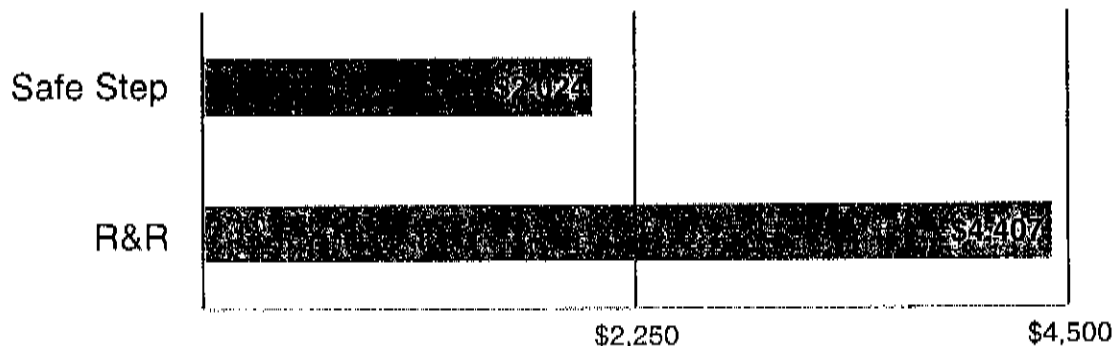
At an average remove and repair cost of \$8.01/ft², the total would be \$4,406.70.

The cost of saw cutting using the Safe Step process was \$2,023.50, a savings of \$2,383.20.

Cost Summary

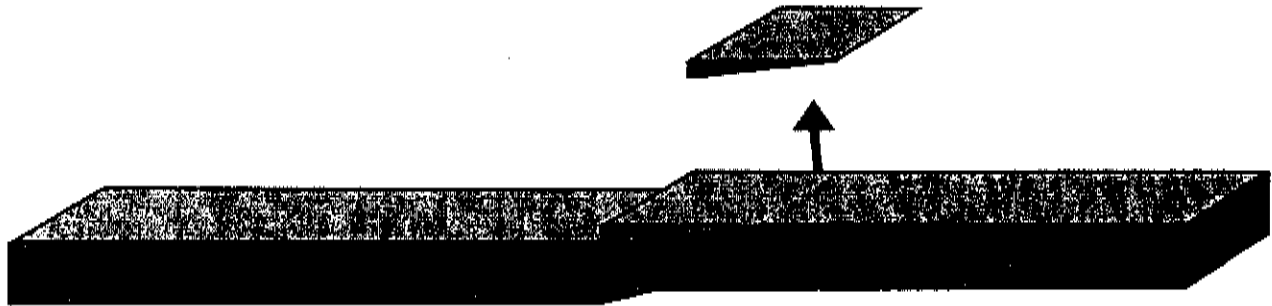
Total Trip Hazard Repairs:	21
Remove and Replace Cost:	\$ 4,406.70
Safe Step Cost:	\$ 2,023.50
Cost Savings:	\$ 2,383.20

Cost Comparison

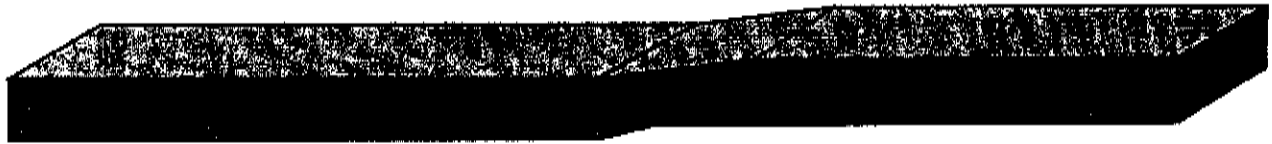


ENVIRONMENTAL IMPACT EXAMPLE: As a member of the U.S. Green Building Council (USGBC) we are proud of the fact that we reduce the impact to landfills and the environment as a result of our service. Removing and replacing 100 panels would result in approximately 118,500 pounds or 59 tons of concrete being removed (average panel weight of 1185 pounds) Using Precision Concrete Cutting for 100 trip hazards results in 0.3 tons of concrete removed and recycled, approximately 141 gallons of gasoline saved, and a reduction of 1.3 metric tons of Co2.

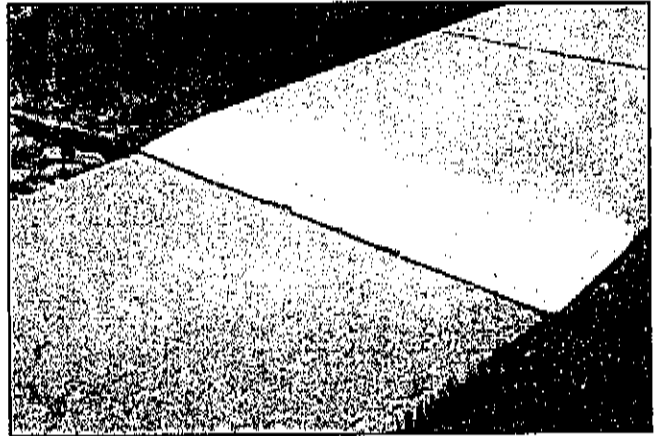
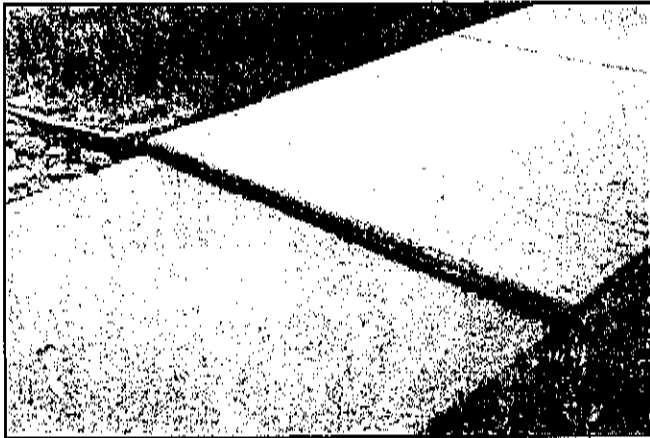
SAFE STEP LLC REPAIRS



Trip hazard BEFORE repair



Trip hazard AFTER repair

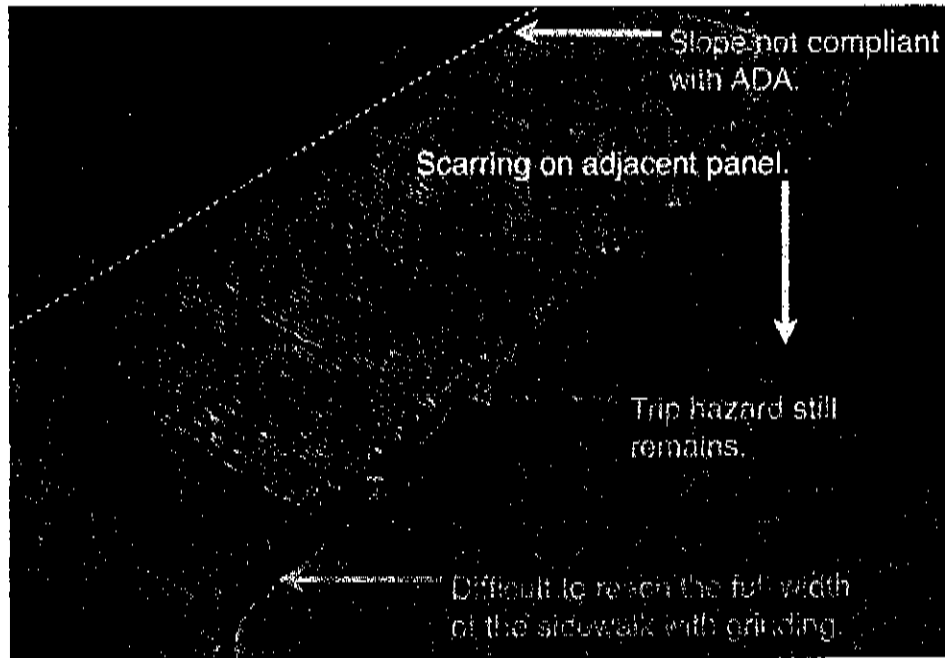




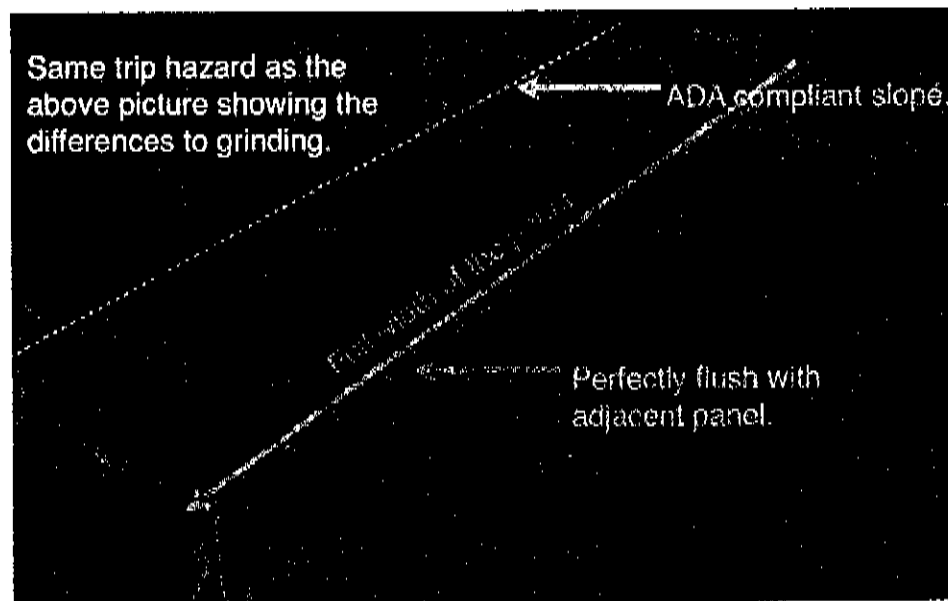
CONTACT: Stephen Kornacki

MOBILE: 920-636-8231

THE SAFE STEP LLC DIFFERENCE



Our patented technology and innovative sidewalk repairs process leaves you with a beautiful, smooth surface that is ADA compliant — a result you can't get with grinding.





CONTACT: Stephen Kornacki

MOBILE: 920-636-8231

PROPOSAL ACCEPTANCE

If this proposal is acceptable, please return by faxing (866-479-1069) or emailing (stephen@NoTrippin.com) a copy of this page to Safe Step LLC. We will contact you upon receiving this form to schedule your project.

Proposal# 180712

Project Scope: Repair to sidewalk vertical displacements

(Choose an option)

Option 1
[\$862.15]

Option 2
[\$2,023.50]

PO Number: _____

Cost: \$ _____

Does this project require prevailing wage? No
(YES or NO)

Approved by: _____

Print Name

Organization

Signature

Date

Title

Client Notes:

Thank you!

Stephen Kornacki
Wisconsin Project Manager

PO Box 411
Hortonville, WI 54944
920-636-8231

stephen@NoTrippin.com

For a valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the above signed hereby agrees to defend, indemnify, and hold contractor harmless with respect to any and all liability whatsoever arising from contractor's activities in attempting to repair concrete sidewalk and other slabs owned by the above signed or within the above signed's dominion and control, and to defend, indemnify, and hold harmless contractor with respect thereto.



Lucy Hazlewood
 City of Markesan
 75 N. Bridge St
 Markesan, WI

Date: Jul 12, 2018
 Survey #: 61705

Total Ln. Ft.
 106.5

Total Cost
 \$2,023.50

No.	H1	H2	Lineal Feet	Location	City	Inch Feet	Cost	Lat	Long
1	10	8	10	75 N Bridge St, Markesan	Markesan	11.25	\$334.56	43.70784	-88.98777
2	11	6	6.3	34 Bridge St, Markesan	Markesan	6.69	\$198.96	43.70786	-88.98777
3	6	6	3.7	34 Bridge St, Markesan	Markesan	2.78	\$82.68	43.70786	-88.98777
4	4	0	4.5	11 E Charles St, Markesa	Markesan	1.13	\$33.61	43.70789	-88.98777
5	4	1	4.2	11 E Charles St, Markesa	Markesan	1.31	\$38.96	43.70791	-88.98777
6	6	0	4	11 E Charles St, Markesa	Markesan	1.50	\$44.61	43.7079	-88.98777
7	11	7	7.2	11 E Charles St, Markesa	Markesan	8.10	\$240.89	43.7079	-88.98777
8	7	6	7.3	11 E Charles St, Markesa	Markesan	5.93	\$176.36	43.7079	-88.98778
9	8	0	5	11 E Charles St, Markesa	Markesan	2.50	\$74.35	43.70786	-88.9879
10	3	3	1.4	11 E Charles St, Markesa	Markesan	0.53	\$15.76	43.70796	-88.98777
11	7	6	4	11 E Charles St, Markesa	Markesan	3.25	\$96.66	43.70798	-88.98777
12	7	6	4.5	11 E Charles St, Markesa	Markesan	3.66	\$108.85	43.70799	-88.98777
13	6	6	1.1	11 E Charles St, Markesa	Markesan	0.83	\$24.68	43.708	-88.98777
14	8	0	6	11 E Charles St, Markesa	Markesa	3.00	\$89.22	43.70808	-88.98777
15	9	0	4.6	11 E Charles St, Markesa	Markesan	2.59	\$77.03	43.70808	-88.9879
16	5	2	5	11 E Charles St, Markesa	Markesan	2.19	\$65.13	43.70804	-88.9882
17	5	0	4.5	11 E Charles St, Markesa	Markesan	1.41	\$41.93	43.70808	-88.9882
18	3	0	4.5	11 E Charles St, Markesa	Markesan	0.84	\$24.98	43.70808	-88.988
19	8	3	6	11 E Charles St, Markesa	Markesan	4.13	\$122.83	43.70807	-88.98777
20	5	0	5.5	11 E Charles St, Markesa	Markesan	1.72	\$51.15	43.70799	-88.98777
21	3	3	7.2	34 Bridge St, Markesan	Markesan	2.70	\$80.30	43.70782	-88.98777
			106.5			68.0125	\$2,023.50		