



City of Rock Falls Public Works Committee Meeting Minutes

Date: 05 03 12

Time Meeting Started: 6:30 p.m.

Time Meeting Ended:

Members		Also Attended	
Ald. Reitzel, Chairman	P	Adm. Blackert	P
Ald. Thurm	P	Clerk Wescott	P
Ald. Schuneman	P	Ted Padilla, Water/Street	P
Ald. Kuhlemier	P	Ed Cox, WWTR	P
Ald. Snow	P	Dick Simon, Electric Utilities	P
Mayor Blanton	P	Brian Frickenstein, WHA Engineer	P
		Matt Hansen, WHA Engineer	P
Also Attended			

Topic	Discussion	Plan of Action
1. Call to order	<ul style="list-style-type: none"> Roll call, quorum present 	In session @ 6:30 p.m.
2. Approve Minutes of April 5, 2012	<ul style="list-style-type: none"> Following review of the minutes, the committee accepted as presented. 	Minutes accepted
3. New Business: a) discussion- Quote Policy and Procedure	<ul style="list-style-type: none"> Adm. Blackert talked briefly about the need to get into writing some policies in reference to purchasing, Bidding, obtaining quotes, emergency purchases, local vendor preference, Credit card, etc. We do a fairly good job in our record keeping, but it is important that we maintain our operations in a high level of checks and balances; it is expected of us and is our responsibility to safe guard any impressions of improprieties. A Chairman Reitzel brought to the committee and Department Heads that were present some recent findings in the area of purchasing. Records would indicate that purchases are being made outside of the City for things that are sold by our own local vendors. He stressed the importance of supporting our local business owners, as they support us. Everyone realizes that there are items that cannot be purchased locally, however, we need t insure that is the case, unless the need is of an emergency nature. A discussion of a variety of matters related to this general topic area ensued. However, in the end, the committee recommends that Adm. Blackert and the City Clerk's Office work on a draft of a policy and bring it to the next Public Works meeting for review and possible additions or deletions. 	Begin work on a Purchasing Policy and Procedure manual
4. Engineers Report Brian Frickenstein	<ul style="list-style-type: none"> Brian talked briefly about the Avenue D Project, as well as, an update on the corrective actions at the WWTP. He then introduced to the committee and others present, Matt Hansen from WHA who will be taking over Bob Gaspers position. Matt introduced himself and spoke briefly. Bob Gasper is leaving the WHA Family and moving to North Carolina to pursue a new job. 	No action
5. Water/Street a) Crack Sealing b) Hydrant sandblasting and painting c) 2012 Road Projects d) Avenue D Project e) Reservoir Valve Boxes	<ul style="list-style-type: none"> Mr. Padilla request that the committee authorize him to work with Sarver Asphalt to once again do the seal coating of cracks on roads identified by the Street Supt. the price obtained for 28,400 linear feet of road is \$19,900. Mr. Padilla would like the committee to authorize him to enter into an agreement with Prater Painting and Sandblasting for hydrant maintenance on selected hydrants, at a cost not to exceed \$10,000. Mr. Padilla reviewed with the committee all of the roads identified for Roto-tilling and oil and chip work for the 2012 season. Mr. Padilla provided a brief update on the Avenue D Project. Everything is ready to go, the start date has been delayed due to the catch basins not yet being delivered. Once on site, the project will be getting underway. 	Committee authorizes Committee authorizes No action No Action

	<ul style="list-style-type: none"> Mr. Padilla request that the committee recommend to the council the approval of the purchase of Reservoir Valve Boxes for the new well at a cost of \$40,000, as well as, engineering at a cost of \$8,000. Total expenditure, which is in the budget of \$48,000. 	Committee will recommend to the Council for final approval.
6. Water Reclamation- Mr. Cox	<ul style="list-style-type: none"> Information was presented and discussed concerning sewer backups at a residence on 9th Avenue south of Route 30. The residence has experienced three (3) backups over the past 3 years. Each time the sewer Department was called out for the backup, the line was found to be backed up and cleared with jetting. The last occurred in February after the residence had installed a back flow preventor at the residence. In March the line was treated for root growth, that was south of the backup. The camera was utilized to look at the line, and the line shows no damage, and is running smoothly at this time. A brief discussion ensued about the need for installation of a “muffin muncher” at the apartment complex that is serviced on the same line just prior to the residence which has the problems. At this time no action is going to be taken. 	The situation will be monitored for problems, No action taken
7. Committee Member items	<ul style="list-style-type: none"> No items were brought forth for discussion 	No action
8. Adjournment	<ul style="list-style-type: none"> With no other items to come before the committee, Chairman Reitzel called for adjournment 	Adjourned @ 7:36 p.m.

Ald. Daehle Reitzel, Committee Chairman