

**CITY OF PORT WASHINGTON
BOARD OF PUBLIC WORKS
MINUTES
TUESDAY, MARCH 13, 2007**

ROLL CALL: Chairman Tom Veale called the City of Port Washington Board of Public meeting to order at 7:02 p.m. in the Lower Level Conference Room of the City Hall. Members present: Alderman Karl Leicht, Alderman Schwanz, Alderman Ed Johnson, and Craig Czarnecki. Also present were: City Administrator Mark Grams, City Engineer Vanden Noven, Water Supt./Street Commission Dave Ewig and WWTP Supt. Kris August. Absent and excused: John May.

MOTION BY ALDERMAN ED JOHNSON AND SECONDED BY ALDERMAN KARL LEICHT to approve the minutes as presented. Motion carried unanimously.

Chairman's Business: There was none.

Public Comments/Appearances: There was none.

New Business:

A. Consider Proposal From Earth Tech For EPA Compliance, Presentation By Don Swailes Of Earth Tech: Water Supt. Dave Ewig introduced Mr. Don Swailes of Earth Tech to the Board. Mr. Swailes gave a presentation on the EPA Compliance. Water Supt. Dave Ewig is requesting the Board to consider the proposal from Earth Tech for technical assistance pertaining to the Stage 2 Disinfection Byproducts Rule, and the Enhanced Surface Water Treatment Rule LT2. Earth Tech will prepare the 40/30 Certification data, complete the Source Water Monitoring Plan, and submit both to EPA for approval. This is a budgeted item for 2007 and \$2,000 has been allocated under account no. 06-06-92300-000. Water Supt. Dave Ewig recommends approval for this item, not to exceed the cost of \$1,170. **MOTION BY ALDERMAN ARMIN SCHWANZ AND SECONDED BY ALDERMAN ED JOHNSON to recommend approval to the Common Council to enter into an agreement with Earth Tech for EPA Compliance for an amount not to exceed \$1,170.00 as presented. Motion carried unanimously.**

B. Consider Quotation To Purchase Tractor/Mower For Water And Sewer Utility: Water Supt. Dave Ewig stated that he had requested a quotation from Four Seasons Sales pertaining to the replacement of our existing 1990 Simplicity tractor/mower. This would be a joint purchase by the Water and Sewer Utility. This is a 2007 Budgeted item. The Water Utility and Sewer Utility have both budgeted \$1,500 for the purchase of this tractor/mower. Staff recommends purchasing a Simplicity Regent 22-44 tractor/mower from Four Season Sales for \$2,600. **MOTION BY ALDERMAN ARMIN SCHWANZ AND SECONDED BY ALDERMAN ED JOHNSON to approve the purchase of a Simplicity Regent 22-44 tractor/mower from Four Season Sales for an amount of \$2600.00 as presented. Motion carried unanimously**

C. Consider Proposal From Alpha Terra Science For Additional Underground Fuel Tank Investigation: Water Supt. Dave Ewig informed the Board Members that this item pertains to the 1,000 gallon underground heating fuel tank that was discovered last October, on the west side of the Street Department Garage, during the renovation. The tank and an estimated 50 cubic yards of

contaminated soil were properly removed on October 16, 2006. Soil samples obtained on October 16th from the excavation walls on three sides revealed a release of petroleum had occurred. This release was reported to WDNR on October 19th. As a result, the City requested and received three (3) quotations, and entered into an agreement for site investigation with Alpha Terra Science in December. After the first of the year, Alpha Terra drilled five geoprobes, and collected soil and water samples to test for Diesel Range Organics, (DRO) Volatile Organic Compounds, (VOC) and Heavy Organic Compounds (PAH). The soil and groundwater chemistry results indicate minimal petroleum impacts. However, one VOC, trichloroethene (TCE), was detected in four of the five tested groundwater samples at very low concentrations. TCE is a solvent that is often found in degreasers, parts washers, and other products. This concentration is present above the action limit of 0.5 ppb. As a result, WDNR will not close this site without further investigation. On February 19, 2007, Staff instructed Alpha Terra to consult with WDNR to determine a plan of action that will allow closure with the least financial impact to the City. Alpha Terra's proposal for Phase 2 involves four (4) additional borings, ten (10) additional soil samples, and five (5) additional water samples. If the extent of the contamination appears defined, based on soil and groundwater samples, and there is no hot spot of contamination that warrants additional evaluation, closure could be obtained. Staff recommends approval of Alpha Terra Phase 2 proposal for a cost of \$4,660.50. This item would be charged to the Street Department Garage Renovation Project. **MOTION BY ALDERMAN ARMIN SCHWANZ AND SECONDED BY ALDERMAN KARL LEICHT to recommend approval to the Common Council to enter into an agreement with Alpha Terra for a cost not to exceed \$4,660.50 as presented. Motion carried unanimously.**

D. Consider Amendment #1 To The Agreement With Earth Tech For Water Main Design Services: City Engineer Rob Vanden Noven informed the Board Members that last month, the City Council approved a contract amendment with Earth Tech to include the design of water main, storm sewer and street improvements for East Walters Street in an amount not exceed \$5,000. This work is necessary in order to properly construct storm sewer improvements on the North Wisconsin Street project. In addition to that work, the Water Utility has requested that the North Wisconsin Street water main plans be modified to include a 2" water service for Pizza Hut to be served off of North Benjamin Street. This modification has been requested so that the existing 10" water main between Pizza Hut and Heritage can be taken out of service. Its original purpose was to serve the Benjamin Street water tower, and it is the last remaining active main associated with it. The 2" service will be installed so the 10" main can be abandoned. This item would cost \$3,886 and would be paid by the Water Utility. Staff recommends approving Amendment #1 to include the 2" water service to Pizza Hut as presented. **MOTION BY ALDERMAN ARMIN SCHWANZ AND SECONDED BY ALDERMAN KARL LEICHT to recommend approval to the Common Council to accept Amendment #1 for \$8,886.00 as presented. Motion carried unanimously.**

E. Consider Forestry Consultant Proposals: City Engineer Rob Vanden Noven reviewed this item with the Board Members. In 2006, the City of Port Washington was awarded a forestry grant from the DNR. The funding will be applied towards the planting of new trees, staff training, education, and an update to the City's Urban Forestry Plan. This plan update follows the update to our inventory which was completed by City Staff using DNR funding last year. Three proposal were received from forestry consultants (Wachtel, Ranger, and Davey) All three proposals were very good, however, staff is recommending Wachtel for the following reasons: 1) They were the only firm that sent their project manager to City Hall to meet with staff and discuss our needs; 2) The project manager (John Gall) has a master's degree in urban forestry, is a certified arborist, and is the former City Forestry for West Allis; 3) All communities that Staff contacted gave extremely high praise of Mr. Gall's work; and 4) They have the highest number of tree specialists in Wisconsin, and they are the firm in closest

proximity to Port Washington. This is a 50/50 grant (total project cost is \$10,595). The City's share will be \$5,297.50, of which, \$3,095 has already been budgeted in operations. \$2,202.50 will come from the Capital Improvement Fund. Staff recommends hiring Wachtel Tree Service to provide an updated Urban Forestry Management Plan, plus staff training and education for a cost not to exceed \$6,000. (The other \$4,595 is for the cost of new trees and staff time). **MOTION BY ALDERMAN ARMIN SCHWANZ AND SECONDED BY CRAIG CZARNECKI to recommend approval to the Common Council to hire Wachtel Tree Service to provide an updated Urban Forestry Management Plan, plus staff training and education for a cost not to exceed \$6,000. Motion carried unanimously.**

F. Consider New Wastewater Utility Fats, Oils, Grease and Sand Management Policy (Revised Grease Ordinance): Wastewater Supt. Kris August informed the Board Members that the Wastewater Utility over the years has routinely been cleaning known problem grease lines and lift station wells. Since 2005, Staff has been recording all sanitary sewer backup calls made to the City. In April, 2006, there was a back up call from 301 East Pier Street, which resulted from a suspected grease accumulation in the downstream line. Routine maintenance of this section of line had been scheduled for May 2006. This same line was scheduled to be cleaned March 8 this year after investigation of the manholes. Currently, Staff is finding the need to increase our routine cleaning on this line and others to keep up with the grease problem. In our routine cleaning for grease in lines, staff is spending a yearly average of \$9,020 for line cleaning (80 hrs. x \$69.00 + \$350.00/day x 10 days) and \$4,375.00 for lift station cleaning (\$125/hr. x 7 hrs. x 5 stations). These costs have not been recovered by the Utility since grease is not a constant and cannot be adequately surcharged. Wastewater Supt. Kris August reviewed the changes that staff would like to make to the Sewer Use Ordinance with the Board members. Staff recommends approving the new changes to the Sewer Use Ordinance with increase cost of implementation and oversees. These costs will be covered within the general operations budget for the Utility. **MOTION BY CRAIG CZARNECKI AND ALDERMAN ED JOHNSON to send a draft ordinance to the City Attorney for review and rewrite and to bring this ordinance back to the Board for final review before sending in to the Common Council. Motion carried unanimously.**

G. Consider Design Of Street Improvements To East Walters Street: City Engineer Rob Vanden Noven informed the Board Members that as part of the reconstruction of North Wisconsin Street, a new storm sewer needs to be placed on East Walters Street. Staff has evaluated the condition of the road in order to determine whether we should reconstruct the street or simply patch the trench. The condition of the asphalt is generally satisfactory, although it contains regular cracking and a few areas where the cracking is extensive. The larger problem is with the curbs, which have a great deal of displacement. They have been overlaid with asphalt, so there is extensive deterioration of the pavement in the gutters. At a recent Board meeting, Alderman Leicht expressed his desire to eliminate such situations, and staff concurs. Therefore, staff is recommending that East Walters Street be reconstructed in conjunction with the North Wisconsin Street project. Currently, East Walters Street is 35' wide, and the sidewalks are only 40' apart. The result is that the majority of the terrace is only 2' wide. In winter, there is no area for snow storage, so the snow gets piled in the street, effectively creating a street that is much narrower. Staff would propose that the street be narrowed to 28' wide. This would create a minimum 5' terrace on both sides of the street. The wider terrace would allow the City to plant trees, permit snow storage, improve driveway apron slopes, improve the appearance of that block, and save money (approximately \$5,000). Staff does not have a traffic count for that block, however, the average daily traffic (ADT) for one block west (on Walters) is 830 vehicles per day (vpd). For such low volumes, a 28' wide road is wide enough to serve normal traffic and any emergency vehicles. The storm sewer reconstruction would cost approximately \$50,000, the road

reconstruction would cost approximately \$60,000 and the water main relay would cost approximately \$60,000. Staff recommends holding a public information meeting on Tuesday, March 20, from 5:00 p.m. until 6:00 p.m. for residents of that block of East Walters Street, showing the preferred design of 28' wide and soliciting feedback from residents. **MOTION BY ALDERMAN ED JOHNSON AND SECONDED BY ALDERMAN ARMIN SCHWANZ to recommend holding a public informational meeting and report back to the Board on the outcome of the meeting. Motion carried (4 Ayes, 1 Abstained (Alderman Leicht)).**

H. Consider Hiring Temporary Wastewater Superintendent: City Engineer Rob Vanden Noven informed the Board Members that Wastewater Supt. Kris August has resigned his position with the City. His last day of work will be March 22. It is anticipated that the City will not have a replacement for the position until late June; therefore, staff is recommending that the City hire Lloyd Turner, PE, as the interim Wastewater Supt. Mr. Turner will be hired as a consultant under his company name of LLT Engineering, so will not be a City employee. City Engineer Vanden Noven reviewed Mr. Turner's qualifications with the Board. He also reviewed the list of project and operational requirements that need to be managed. Mr. Turner would be paid \$45.00 per hour for at least 15 weeks. This will be paid out of the Wastewater's Operational Budget through a transfer from the salary and benefits line items. Staff recommends that the City enter into an agreement with LLT Engineering to provide management services for the Wastewater Treatment Plant beginning March 19, and continuing through the first week of employment of the new superintendent, anticipated to be approximately June 29. **MOTION BY ALDERMAN ARMIN SCHWANZ AND SECONDED BY ALDERMAN KARL LEICHT to recommend approval to the Common Council to hiring Mr. Lloyd Turner as interim Wastewater Supt., from March 19 to approximately June 29 as presented. Motion carried unanimously.**

I. Request To Re-hire Seasonal Employee For Water Utility: Water Supt. Dave Ewig requested hiring a full-time seasonal employee to work for the Water Utility. This employee would be employed full-time for approximately a three (3) month period. Wages have been budgeted in the Water Utility budget for 2007. Staff recommends re-hiring Rob Dreblow at the third year established rate of \$9.00 per hour. Mr. Dreblow will be moving from the Street Department summer help to the Water Utility summer help. **MOTION BY ALDERMAN ARMIN SCHWANZ AND SECONDED BY ALDERMAN KARL LEICHT to re-hire Rob Dreblow at the third year established rate of \$9.00. Mr. Dreblow will be moving from the Street Department to the Water Utility. Motion carried unanimously.**

J. Request To Re-hire Seasonal Employee To Monitor Street Department Yard: Street Commissioner Dave Ewig is requesting to hire part-time seasonal employees to work at the Street Department Yard. These employees will be employed part-time for an eight (8) month period. The Street Department Yard will resume operations on March 31. The hours of operation are as follows: Tuesday and Thursday, 3:00 p.m. to 6:00 p.m. and Saturdays, 10:00 a.m. to 4:00 p.m. These wages are a budgeted item. Staff recommends re-hiring James Radloff and Duane Halverson at the third year adopted rate of \$9.00 per hour. **MOTION BY ALDERMAN ARMIN SCHWANZ AND SECONDED BY CRAIG CZARNECKI to re-hire James Radloff and Duane Halverson at the third year adopted rate of \$9.00 per hour as presented. Motion carried unanimously.**

K. Approve Wastewater Utility 2006 Annual Report: Wastewater Supt. Kris August reviewed his Wastewater Utility 2006 Annual Report with the Board Members. He stated that the CMAR report would be ready in June for the Board to approve. **MOTION BY ALDERMAN KARL LEICHT**

AND SECONDED BY ALDERMAN ED JOHNSON to approve the Wastewater Utility 2006 Annual Report as presented. Motion carried unanimously.

L. Approve Lift Station #3 Grinder Rebuild: Wastewater Supt. Kris August informed the Board Members that Lift Station 3 has a muffin monster grinder that was last serviced in 1995. The grinder has reached its service limits. The grinder rebuild will be a two part item. The grinder will be replaced with a smaller size unit and still meet capacity. This will also ease maintenance by making it a lighter unit. The second part will be moving the unit into the well further to make line cleaning possible to the lift station. In the past, cleaning the line has been difficult with poor cleaning results at best. Staff had received two quotes. One quote was from Crane Engineering for \$12,530 and the other one was from L. W. Allen for \$19,625. This is a budgeted item and \$23,000 was budgeted in the 2007 Budget under Capital Outlay. Staff recommends approving Crane Engineering for the rebuild of the grinder at Lift Station 3 for the amount of \$12,530 as presented. **MOTION BY ALDERMAN ARMIN SCHWANZ AND SECONDED BY CRAIG CZARNECKI to approve Crane Engineering for the rebuild of the grinder at Lift Station 3 for the amount of \$12,530 as presented. Motion carried unanimously.**

M. Consider Storm Water Management Ordinance: City Engineer Rob Vanden Noven reviewed the Storm Water Management Ordinance with the Board Members. He reviewed the proposed revisions to our existing storm water management ordinance and highlighted the important points. An updated ordinance is required by the DNR as a condition of our storm water permit (we became a "permitted" community by the DNR in November 2006). The proposed ordinance generally follows the DNR's model ordinance; however, staff has highlighted the modifications that have been made for Port Washington. In essence, most of the modifications hold developers to a higher standard for properly protecting Port Washington's natural resources in a responsible and equitable way. **MOTION BY ALDERMAN ARMIN SCHWANZ AND SECONDED BY CRAIG CZARNECKI to recommend approval to the Common Council after a review by the City Attorney to approve the changes to the Storm Water Management Ordinance as presented. Motion carried unanimously.**

N. Approve Engineering Departments 2006 Annual Report: City Engineer Rob Vanden Noven presented his 2006 Annual Report to the Board. **MOTION BY ALDERMAN ARMIN SCHWANZ AND SECONDED BY ALDERMAN KARL LEICHT to accept the 2006 Annual Engineering Report as presented. Motion carried unanimously.**

Old Business: There was none.

Project Updates:

A. B. Franklin Streetscape/Hwy. 32 Design: City Engineer Vanden Noven stated that staff had received DOT 90% Design Plan and will be reviewing it. Another meeting of the Streetscape Committee will meet to finalize plans.

C. Update on Installation of Screw Pumps: Wastewater Super. Kris August stated that the screw pump installation were being installed and should be completed and on-line next week.

Forthcoming Events:

A. The Board wanted to congratulate Water Supt. Dave Ewig on 30 years of service with the City. The Board also wished Alderman Armin Schwanz, a Happy Retirement. Alderman Schwanz has been on the Board for 10 years. Alderman Karl Leicht was also wished a Good Luck with the election.

Wastewater Supt. Kris August was wished Good Luck with his new position in Kiel. The Board thanked them all for their service to the City.

ADJOURNMENT: MOTION BY ALDERMAN ARMIN SCHWANZ AND SECONDED BY CRAIG CZARNECKI to adjourn the meeting at 9:32 p.m. Motion carried unanimously.