

**CITY OF PORT WASHINGTON
BOARD OF PUBLIC WORKS
MINUTES
TUESDAY, MAY 8, 2007**

ROLL CALL: Chairman Tom Veale called the City of Port Washington Board of Public meeting to order at 7:01 p.m. in the Lower Level Conference Room of the City Hall. Members present: Alderman Chris Ross, Alderman Jim Vollmar, John May and Craig Czarnecki. Also present were: City Administrator Mark Grams, City Engineer Vanden Noven, and Water Supt./Street Commission Dave Ewig. (Absent were Wastewater Superintendent and 2nd District Alderman).

Chairman's Business: Chairman Veale welcomed the new members to the Board.

Election of Chairman and Vice Chairman: John May nominated Tom Veale for Chairman and Craig Czarnecki seconded that nomination. There were no other nominations. Tom Veale accepted the nomination and was elected Chairman. Craig Czarnecki nominated John May for Vice-Chairman and Alderman Chris Ross seconded that nomination. There were no other nominations. John May accepted the nomination and was elected Vice Chairman

MOTION BY CRAIG CZARNECKI AND SECONDED BY JOHN MAY to approve the minutes from March 13 and March 29 with one correction. The starting time of the March 29 meeting should read 6:02 p.m. Motion carried unanimously.

Public Comments/Apearances: There was none.

New Business:

A. Consider Amendment To Professional Services Agreement With JJR For The Harborwalk: City Engineer Vanden Noven reviewed this item with the Board Members. He stated that in May, 2005, the City of Port Washington entered into an agreement with JJR to design the Harborwalk running adjacent to the Holiday Inn property. Due to difficulties in reaching an agreement with the Holiday Inn, the project has been delayed by 2 years, and JJR has been involved in several additional meetings, provided additional information to the Holiday Inn, and made several plan revisions based on those meetings, all above and beyond the original agreement. Additionally, both the City and the Holiday Inn would like to add low level walkway lighting to the design. Recently, the City became the recipient of a \$50,000 Tourism Grant, and has reached a tentative agreement with the hotel for a contribution of \$75,000. The City has budgeted \$110,000 for this project. Based on JJR's project cost estimate from 2005, staff estimated the cost of the project this fall to be approximately \$225,000. After the project is bid, but before signing the contract, the City will formally enter into an agreement with the Holiday Inn. JJR is requesting additional money for the electrical subconsultant, the additional work that has been done thus far on the project, and the effort it will take to complete the project. The original agreement was for \$12,500. The request adjustments are: Additional Services in 2005-2007 is \$8,766.93 (Staff recommends denying this request); Electrical/Walkway Lighting is \$5,060 (Staff recommends approval); Extra Service to Finish is \$4,200 (Staff recommends approval). Staff recommends approval of additional services for electrical design and extra services to finish only, time and material, not to exceed, \$9,260.00 **MOTION BY JOHN MAY AND SECONDED BY ALDERMAN CHRIS ROSS to recommend approval to the Common Council of additional**

services for electrical design and extra services to finish only, time and material, not to exceed, \$9,260.00 as presented. Motion carried unanimously.

B. Consider Poles And Awnings In Right-Of-Way For Wind Rose Martini Bar: Mr. Andrzej Sitarski of Wind Rose Martini Bar presented his design for sidewalk canopy, poles, awnings, and flags for his restaurant on North Franklin Street. The sidewalk canopy will be in the right-of-way and Mr. Sitarski is requesting permission to have his canopy in the right-of-way. Mr. Sitarski stated that canopy would not be built until after the renovation of STH 32/North Franklin Street is complete. The Plan Commission supported the idea. **MOTION BY CRAIG CZARNECKI AND SECONDED BY ALDERMAN CHRIS ROSS to recommend approval to the Common Council for the canopy over windows and right-of-way and the sign in front of the building. Motion carried unanimously.**

C. Request To Hire Seasonal Employees For Wastewater Utility Summer Help And For Street Department Summer Help: Water Supt./Street Commissioner Dave Ewig informed the Board Members that he is requesting the Board approve the hiring of two full-time seasonal employees to work at the Street Department and the Wastewater Treatment Plant. These employees would be employed full-time for a three (3) month period. This is a budgeted item. Staff recommends hiring Isaac Kapp at the first year rate of \$8.00 per hour for the Street Department and Trevor Johnson at the first year rate of \$8.00 per hour for the Wastewater Treatment Plant. **MOTION BY JOHN MAY AND SECONDED BY CRAIG CZARNECKI approve the hiring of Isaac Kapp and Trevor Johnson at the first year rate of \$8.00 per hour as presented. Motion carried unanimously.**

D. Discuss Time Capsule And Open House At DPW Garage, Set Date, Times, And Agenda: City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that with the recent completion of the renovated DPW facility, staff felt it was appropriate that the City should host an open house of the facility. The date chosen is Saturday, June 16, 2007 from 10:00 a.m. to 2:00 p.m. To make this an enjoyable event for the whole community, staff has asked the other departments to participate. City Engineer Vanden Noven reviewed some of the ideas and departments participating in the open house. He also reviewed with the Board what items might be going into the time capsule. Board Members had several suggestions for the open house and the time capsule. The City Engineer informed the Board Members that there is still several thousand dollars in the contingency fund for the building. Staff suggested using some monies from this fund. Staff recommends approving the date, discussing options, and allowing a modest budget. **MOTION BY ALDERMAN JIM VOLLMAR AND SECONDED BY JOHN MAY to approve the date for the open house at the DPW facility and a budget of up to \$800.00. Motion carried unanimously.**

E. Consider Bids For Sanitary Sewer And Manhole Lining: City Engineer Rob Vanden Noven reviewed this item with the Board Members. Bids were received for the Sanitary Sewer and manhole Lining project. Three bids were received. Insituform's bid was for \$207,975.00; Terra Engineering's bid was for \$241,072.75, and Visu-Sewer's bid was for \$176,632.70. This project is scheduled for 2007 as a trenchless operation for improving the sanitary sewer system on STH 32 (Wisconsin/Franklin St.) prior to the road reconstruction next year. During the design of STH 32, several sewer lines and manholes were identified as requiring rehabilitation prior to the construction of the new pavement. By utilizing trenchless technologies, the sewer lines can be improved to a condition that is essentially as good as new, at approximately half the cost, and no added time to the construction schedule. Visu-Sewer is a reputable firm with which we have done business in the past and have been very satisfied. Visu-Sewer was the lowest bid, and \$250,000 had been budgeted for this work in the sewer utility. Staff recommends awarding the contract to Visu-Sewer. **MOTION BY**

JOHN MAY AND SECONDED BY ALDERMAN JIM VOLLMAR to recommend to the Common Council to award the contract to Visu-Sewer, not to exceed the low bid of \$176,632.70. Motion carried unanimously.

F. Consider Drinking Fountain At The Bottom Of St. Mary's Little Stairs: City Engineer Rob Vanden Noven informed the Board Members that during the presentation of the Franklin Street streetscape plan to the City Council, a request was made by an alderman to include a drinking fountain on the corner of Washington Street to replicate the presence of an artesian fountain that was present there, decades ago. The fountain was included in the plans and will be covered by the streetscape grant reimbursement (80%). A second drinking fountain has been requested to be added to the project at the bottom of the "little stairs" of St. Mary's church. The inclusion of a drinking fountain was not included in the original plans which are now complete, so staff is looking for direction from the Board and Council whether to petition the DOT to revise the plans to include this fountain. This location is not included in the area for which the grant was awarded so would likely not be covered by the grant, making the City responsible for 100% of the cost. The estimated cost of installing a drinking fountain is \$5,000. There would also be a cost of annual maintenance to the Water Utility and Park and Recreation Department. **MOTION BY ALDERMAN JIM VOLLMAR AND SECONDED BY CRAIG CZARNECKI to deny the request for a drinking fountain at the bottom of St. Mary's little stairs. Motion carried unanimously.**

G. Review Of Water Utility DNR Sanitary Survey Report: Water Super./Street Commissioner Dave Ewig informed the Board Members that this item is informational only. He stated that the on January 16, 2007, Petwara Toyngtrakoon and Larry Landsness conducted a sanitary survey of the Port Washington Waterworks. These surveys are required by the Department of Natural Resources every three (3) years for community water systems. Water Super./Street Commissioner Ewig reviewed the findings and corrective actions that are required with the Board Members.

H. Consider Purchase of 2008 19,000 GVW Chipper Truck: Water Super./Street Commissioner Dave Ewig informed the Board Members that a technical specification was developed and two (2) quotations were requested pertaining to the replacement of the existing 1982 Ford – F600 chipper truck. Badger Truck Center's quote was for \$46,898.00 without trade and \$44,398.00 with trade. Bob Fish GMC declined to submit a quotation. This is a budgeted item. Staff recommends purchasing the 2008 Ford F-550 from Badger Truck Center for the trade in price of \$44,398.00. Price includes a dump platform and a fabricated chipper box enclosure. Warranty is 3 years/36,000 miles bumper to bumper, 5 years/60,000 miles for the power train, and 100,000 miles on the diesel engine. Anticipated delivery is August 2007. Some of the Board Members were not happy with just one bid and would have liked to see more. They would also like to see quotes from other makes like Ford and Chevy. **MOTION BY CRAIG CZARNECKI AND SECONDED BY JOHN MAY to approve the purchase of the 2008 19,000 GVW Chipper Truck for \$44,398.00 with trade in from Badger Truck Center as presented. Motion carried unanimously.**

I. Review Of Brush Collection Policy: Water Supt./Street Commissioner Dave Ewig reviewed this item with the Board Members. The current policy for brush collection was revised by the Board in 2005. The old policy was that brush would be picked up between April 1 and October 31. It was then revised to May 1 to October 31. The City crew takes one week to get through the City for brush collection. Water Supt./Street Commissioner Ewig reviewed other communities' policies with the Board Members. The Board discussed several options. Staff recommended revising our brush collection policy by beginning curbside pickup on April 15 and ending October 31. This item will be placed on the 2008 Recycling Calendar. **MOTION BY JOHN MAY AND SECONDED BY**

ALDERMAN CHRISTOPHER ROSS to recommend to the Common Council to revise the Brush Collection Policy to April 15 through October 31 as presented. Motion carried unanimously.

J. Approval Of CMAR Report From Wastewater Utility: City Engineer Rob Vanden Noven presented the CMAR report from the Wastewater Utility for approval. The ECMAR is the annual report required by the DNR for Wastewater Utilities. It covers the compliance and maintenance of the treatment plant and the sewer service area. The report is graded A – F for all sections to obtain a GPS for the Utility. The Port Washington Wastewater Utility received A's in all sections. The final step in the ECMAR is that the Common Council reviews the CMAR and makes a resolution of the review. **MOTION BY ALDERMAN JIM VOLLMAR AND SECONDED BY JOHN MAY to recommend to the Common Council to accept the CMAR report as presented. Motion carried unanimously.**

Old Business: There was none.

Project Updates:

A. Discuss Screw Pumps: City Engineer Vanden Noven stated that the screw pumps are almost completely installed.

B. Discuss Lift Station 3 Grinder: City Engineer Vanden Noven stated that Crane Engineering was having some technical difficulties with the grinder. The grinder was too big and they are waiting for a smaller grinder.

Forthcoming Events:

A. June 12 – Meeting Cancelled: This meeting will be cancelled because several members will be out of town.

B. June 19 – North Spring Street PIM From 5:00 p.m. to 7:00 p.m.: This meeting is scheduled before the Common Council meeting. Everyone is invited to attend. Staff is looking for public input for this street reconstruction.

ADJOURNMENT: MOTION BY ALDERMAN JIM VOLLMAR AND SECONDED BY JOHN MAY to adjourn the meeting at 8:39 p.m. Motion carried unanimously.