

**CITY OF PORT WASHINGTON
BOARD OF PUBLIC WORKS
MINUTES
TUESDAY, APRIL 8, 2008**

ROLL CALL: Chairman Tom Veale called the City of Port Washington Board of Public meeting to order at 7:03 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, Wastewater Superintendent Dan Buehler, City Engineer Vanden Noven, and Water Supt./Street Commissioner Dave Ewig. Absent and excused: Alderman Paul Neumyer.

Chairman's Business: There was none.

MOTION BY JOHN MAY AND SECONDED BY JIM VOLLMAR to approve the minutes from March 11, 2008. Motion carried unanimously.

Public Comments/Appearances: There was none.

New Business:

A. Review North Spring Street PIM#2: City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that the North Spring Street PIM was held on Tuesday, April 8 from 5:00 p.m. to 7:00 p.m. This was the second PIM for North Spring Street. This project is being 80% funded by the State. Approximately 12 residents attended the PIM and 7 of them signed in. We had 6 residents at the first PIM. The residents were generally in favor of this project. They had concerns regarding traffic speed and pedestrian safety. One resident had concerns with water pressure, which is being addressed in the design. This project is scheduled for April 2009 and should take about 10 weeks to construct. More information will be forthcoming in the future. Gremmer and Associates presented their engineering drawings which are 60% complete and are representative of the direction given at the first PIM. This item is information only.

Board Member Craig Czarnecki arrived at 7:17 p.m.

B. Consider North Spring Street Water Main Design: City Engineer Rob Vanden Noven stated Gremmer and Associates were selected two years ago to design the street improvements as part of a WDOT/City project. This proposal is for the water main design services. This agreement is necessary because of the WDOT cost sharing (80/20) on the street portion. The water main design will be included in the overall street improvement design and construction. The cost of this proposal is for time and materials not to exceed \$4,500 and is a 100% City cost. This will be paid out of the 2008 Water Utility borrowing. The reason the cost is so low is because Gremmer has already completed all the survey, line work, and front end specifications for this project. **MOTION BY ALDERMAN JIM VOLLMAR AND SECONDED BY JOHN MAY to recommend to the Common Council to approve Gremmer and Associates' proposal for the North Spring Street Water Main Engineering Services not to exceed \$4,500. Motion carried unanimously.**

C. Consider Fisherman's Park Bridge Design And Chapter 30 Permit Application: City Engineer Rob Vanden Noven stated that the design of the Fisherman's Park Bridge Improvements is nearly complete. The design incorporates the existing steel truss structure, but the deck, supporting members, and railings are all timber construction. The timber construction is less expensive and more appropriate for its usage as a pedestrian bridge. The south abutment will remain in place, and the damaged sheet piling will be removed. The north abutment is not serviceable, so the bridge will be supported on that end by cylindrical piles that will be driven adjacent to the existing abutment. The next step in the process is to submit a Chapter 30 permit to the DNR. The DNR will review the permit and bridge design and will either approve it or modify the design within the next 60 days. The cost of the permit application is \$500. This project could be advertised for bids in June. Staff would suggest that the contractor be given two months to complete the project, however, Staff would also suggest that the work be scheduled for Fall or Winter 2008 to secure the most advantageous prices. The total cost of this project is estimated at \$123,142. **MOTION BY JOHN MAY AND SECONDED BY ALDERMAN JIM VOLLMAR to recommend to the Common Council to approve the Bridge Design and Chapter 30 permit application and Bridge ownership Certification Form as presented. Motion carried unanimously.**

D. Consider Bids For Beutel, Wilson, Meadow, Lakeview Water Main Relay And Street Improvements: City Engineer Rob Vanden Noven reviewed the bid result for the East Beutel Road Project with the Board Members. The lower bidder was Heartland Construct and their references are positive. The construct is anticipated to begin in May/June and completed in July. The budget for this project was based on the nearly identical Benjamin Street project of last fall. Despite having more than 3x the water main quantities on this project, the unit price for water main jumped 58% this year, and that is the main reason for the deficit. Given that we had 6 bidders for this project, Staff would argue that this a very competitive bid which should be accepted. The deficit will be covered by the contingency factored into both the water and general borrowings or will be covered by possible surplus' on future projects. **MOTION BY ALDERMAN JIM VOLLMAR AND SECONDED BY ALDERMAN CHRIS ROSS to recommend to the Common Council to approve awarding the bid to Heartland Construction for the East Beutel Road Water Main Relay and Street Improvement Project for \$505,993.00. Motion carried unanimously.**

E. Review Wastewater Utility's 2007 Annual Report: Wastewater Super. Dan Buehler reviewed his 2007 Annual Report for Wastewater. He stated that the Wastewater Utility recorded a total annual influent plant flow of 530,905,000 gallons in 2007. The average daily plant flow was 1.45 million gallons. There was no bypassing of flow during 2007. Total rainfall in 2007 was 37.07 inches. He also reviewed other plant performance indicators. WWTP Super viewed the revenue from haulers in 2007 and the number of sanitary sewers that were repaired in 2007. He also reviewed various other items. This item is information only.

F. Consider Request For Proposal To Hire An Engineering Firm For Septage Receiving Station Upgrade: Wastewater Super. Dan Buehler reviewed this item with the Board Members. The preliminary study to evaluate project costs revealed that the entire project will cost approximately \$229,460. WWTP Super. Buehler reviewed the cost breakdown for members. At this time, we will not be pursuing the Jetter Dump Station portion of the project and that is the reason for the reduction in cost. The project needs to be implemented due to concerns of liability, accountability of reporting loads, and functionality of the system. Offsite waste disposal has generated over \$150,000 per year of revenue for the City in the last 5 years. Other communities in the area all have systems in place to address these potential liability and accountability issues. **MOTION BY ALDERMAN CHRIS**

ROSS AND SECONDED BY ALDERMAN JIM VOLLMAR to approve the request to consider hiring an Engineering Firm for this project as presented. Motion carried unanimously.

G. Consider Replacement/Purchase Of Brush Chipper: Street Commissioner Dave Ewig is requesting to purchase a 2008 brush chipper. Technical specifications were developed and three (3) quotations were requested pertaining to this purchase. We received four (4) quotations, the lowest one being from Vermeer Wisconsin, Inc. for a Model BS 1500 for \$29,915 with trade. \$32,000 was budgeted in the 2008 Borrowed Funds. Staff recommends the purchase of the Vermeer Model BC 1500 from Vermeer Wisconsin, Inc. for the trade in price of \$29,915. **MOTION BY ALDERMAN CHRIS ROSS AND SECONDED BY JOHN MAY to recommend to the Common Council to approve the purchase of the Vermeer Model BC 1500 for \$29,915 with trade in as presented. Motion carried unanimously.**

H. Consider Replacement/Purchase Of Street Sweeper: Street Commissioner Dave Ewig is requesting to purchase a 2009 vacuum sweeper. Two (2) technical specifications were developed and two (2) quotations were requested pertaining to the purchase of a 2009 vacuum sweeper and truck chassis. Staff recommends the purchase of the Vac/All Model VS10SC vacuum sweeper from Roland Machinery Co. for the trade in price of \$100,402 and the purchase of the Freightliner Model M2 106 chassis from Truck Country of Wisconsin, Inc. for \$67,997. The total purchase would be for \$168,399. \$175,000 was budgeted in the 2008 Borrowed Funds. Staff is also applying for a DNR grant to partially fund this item. **MOTION BY ALDERMAN CHRIS ROSS AND SECONDED BY JOHN MAY to recommend to the Common Council to approve the purchase of the Vac/All Model VS10SC for \$168,399 with trade in as presented. Motion carried unanimously.**

I. Consider Establishing Mail Box Replacement Policy: Street Commissioner Dave Ewig is requesting that the Board of Public Works consider adopting a policy pertaining to the replacement of mail boxes/posts damaged by the DPW snow plowing operations. It has been our practice to replace the post with a standard 4 x 4 treated post and the box with one that is similar in size and material. Several communities in Ozaukee County have mail box replacement policies. Staff suggests following the Village of Grafton's policy which is only paying for mail boxes that are directly damaged by the snow plow and not snow. Also, the City will replace the post with either treated or cedar posts and a standard mail box. If the homeowner wishes to replace the mail box and post themselves, the homeowner will receive a check for \$45.00. As a service to City residents, the DPW may install a temporary mailbox where the existing mailbox is deemed unusable, regardless of fault. The temporary mail box may remain until the permanent mail box has been installed or for a duration not to exceed six (6) months. Mail box replacement costs are drawn from account 54350-370 Snow and Ice. Staff recommends that the Board of Public Works adopt a mail box replacement policy that would include a not to exceed dollar amount. **MOTION BY ALDERMAN JIM VOLLMAR AND SECONDED BY ALDERMAN CHRISS ROSS to approve the mail box policy as suggested using the Village of Grafton's policy as an example. Motion carried unanimously.**

J. Consider Hiring Of Full-Time Temporary Seasonal Employees: Street Commissioner Dave Ewig is requesting to rehire Isaac Kapp for the Street Department and Rob Dreblow for the Water Utility. These wages are budgeted. These employees have worked for the City for several summers. Staff recommends rehiring Isaac Kapp at the 2nd year established rate of \$8.50 per hour and Rob Dreblow at the 4th year established rate of \$9.50 per hour. **MOTION BY JOHN MAY AND SECONDED BY CRAIG CZARNECKI to approve the rehiring Isaac Kapp and Rob Dreblow as presented. Motion carried unanimously.**

K. Consider Proposal For Purchase And Relocation Of Banner Poles: Street Commissioner Dave Ewig informed the Board Members that due to the conflict of transporting tall boats by Great Lakes Boat Storage Co., it has been requested that consideration be given to relocating the banner poles from their current location at the intersection of Beutel Road and North Wisconsin Street. In conjunction with the Highway 32 project, it has been suggested that the new poles be relocated back to the intersection of Maple Street and West Grand Avenue. We have received a proposal from Wester Electric, Inc. to remove the existing poles on North Wisconsin Street and provide and install two (2) corrosion resistant steel poles on West Grand Avenue. The proposed rectangular poles measure 6 inches square x 30 feet tall. The monies for this project would come from the State Highway 32 project account. Staff recommends authorizing Wester Electric Inc., to proceed with the removal of the existing poles and providing and installing of the proposed poles on West Grand Avenue per their proposal of \$3,095. Notice to proceed to be contingent upon completion of wind load calculations by the City. The Board Members discussed this item and suggested that the table this until fall. The Board Members suggested placing banners on the fence at the Hill School Park. **MOTION BY JOHN MAY AND SECONDED BY CRAIG CZARNECKI to table this item until Fall and to place banner on the fence at the Hill School Park with the permission of the Park and Rec Board. Motion carried unanimously.**

L. Review Banner Requests For Maritime Heritage Festival And Port Washington Community Street Festival: Street Commissioner Dave Ewig received two (2) banner requests. The Port Washington Community Festival Committee is requesting a banner be place during the month of May for the Port Washington Community Street Festival to be held Sunday, June 1, 2008. **MOTION BY ALDERMAN JIM VOLLMAR AND SECONDED BY CRAIG CZARNECKI to approve the banner for the Port Washington Community Street Festival and to place banner on the fence at the Hill School Park with the permission of the Park and Rec Board. Motion carried unanimously.** Maritime Heritage Festival is requesting a banner be place at least two to three weeks before the festival (August 14-17, 2008). **MOTION BY JOHN MAY AND SECONDED BY ALDERMAN CHRIS ROSS to approve the banner for the Maritime Heritage Festival and to place the banner on the fence at the Hill School Park with the permission of the Park and Rec Board. Motion carried unanimously.**

Old Business:

A. Drainage Problem In Kolbach Park: Alderman Chris Ross indicated that he had received a call from a resident regarding drainage in Kolbach Park. He will continue to work with them on a solution.

B. Reinstallation Of Donors' Sign At Skateboard Park: City Administrator Mark Grams stated that the Park and Rec Department was working on reinstalling the Donor sign. It should be up shortly.

C. Lights On Grant Street: City Engineer Rob Vanden Noven stated that staff just received the agreement with WE Energies regarding these lights. There is conduit on Grant Street. The cost for the lighting on North Grant Street is \$16,816.30 and the monies will come from Borrowed Funds. These are 30 foot wooden poles and Cobra heads with 200 watt fixtures. There will be five (5) lights. **MOTION BY ALDERMAN CHRIS ROSS AND SECONDED BY CRAIG CZARNECKI to recommend to the Common Council to approve the agreement with WE Energies for \$16,816.30 for five (5) lights on North Grant Street. Motion carried unanimously.**

Project Updates:

A. STH 32 Project: City Engineer Rob Vanden Noven stated that work on Franklin Street is making great progress. The water main is all in except for three side street connections. All underground work will be done by the middle of next week. The contractor will then begin building the road. There were a few minor surprises and there will be a change order for one manhole and one sewer lateral. There is temporary street lighting on North Franklin Street.

B. Harborwalk: City Engineer Rob Vanden Noven stated that the contractor will be placing the next section of the Harbor walk. There was been a delay with the weather. The railing should be complete around June 1. The concrete work should be completed around May 1.

C. Sale Of Rain Barrels: City Engineer Rob Vanden Noven informed the Board Members that Ozaukee Bank along with several communities will be selling rain barrels for \$45.00, plus residents can entry to win a rain barrel from Ozaukee Bank. There will be a Rain Garden presentation June 14th at the DPW garage. This will be sponsored by Ozaukee Bank and will have presentations by the Garden Club and UW-Extension.

Forthcoming Events: There was none.

ADJOURNMENT: MOTION BY JOHN MAY AND SECONDED BY CRAIG CZARNECKI to adjourn the meeting at 9:00 p.m. Motion carried unanimously.