

**CITY OF PORT WASHINGTON
BOARD OF PUBLIC WORKS
MINUTES
TUESDAY, NOVEMBER 11, 2008**

ROLL CALL: Chairman John May called the City of Port Washington Board of Public meeting to order at 7:02 p.m. in the Lower Level Conference room at the City Hall. Members present: Board Members Paul Neumyer, Craig Czarnecki, Chris Ross, Tom Veale, and Jim Vollmar. Also present were: City Administrator Mark Grams, City Engineer Vanden Noven, Wastewater Supt. Dan Buehler, and Water Supt./Street Commissioner Dave Ewig.

Chairman's Business: There was none.

MOTION BY PAUL NEUMYER AND SECONDED BY TOM VEALE to approve the minutes from October 14, 2008. Motion carried unanimously.

Public Comments/Appearances: There was none.

New Business:

A. DISCUSSION PERTAINING TO STREET DEPARTMENT SALTING/SANDING OPERATIONS: Street Commissioner Dave Ewig reviewed this item with the Board Members. He stated that with the salt shortage that occurred at the beginning of February this year, a salt and sand mix was used for the remainder of the snow season. While staff had no choice at the time, the use of this mix created hard packed snow conditions, rutting, and potholing. Considering that last season we experienced a record snow, our salt budget is over by \$17,500. Staff would like the opinion of the Board Members as to the continue use of the sand/salt mixture for the remainder of 2008 or should the City use a limited quantity of salt. Ozaukee County Highway Department does have a supply of salt. Board Members discussed this item and decided that the use of a small amount of salt on the roadways as needed would be acceptable. **MOTION BY JIM VOLLMAR AND SECONDED BY CHRIS ROSS to approve using small amounts of salt as needed. Motion carried unanimously.**

B. CONSIDER PURCHASE OF VARIABLE FREQUENCY DRIVE ASSEMBLY: Water Supt. Dave Ewig reviewed this item with the Board Members. He stated that three quotations were requested pertaining to the purchase of a variable frequency drive (VFD) assembly for our 1,200 gpm, 125 hp, high lift pump at the Water Filtration Plant. Quotations include providing installing and start up of equipment. Connection to our supervisory control and data acquisition system (SCADA) will be completed by Energenec as part of our service contract agreement. The three quotes were as follows: Miller Electric, Inc. for \$18,400; Wester Electric, Inc. for \$24,815; and Crane Engineering for \$28,000. This is a 2008 budgeted item. \$24,000 was allocated in account #325-00 for this item. Staff recommends awarding Miller Electric, Inc. the contract to purchase a Cutler Hammer variable frequency drive assembly for \$18,400. This includes installation of the assembly and a one year warranty. **MOTION BY TOM VEALE AND SECONDED BY CRAIG CZARNECKI to approve the contact with Miller Electric, Inc. for \$18,400. This includes the purchase and installation of the variable frequency drive assembly and a one year warranty. Motion carried unanimously.**

C. CONSIDER MODIFICATION TO EXISTING OIL AND GREASE ORDINANCE: Wastewater Supt. Dan Buehler reviewed this item with the Board members. He stated that the existing Oil and Grease Ordinance should be modified to add clarity and provide direction for existing sewer users. New additions to the existing ordinance include: 1) Requirement to submit grease trap information on manufacturer, dimensions, flow design loading rate, and location at the time of construction. 2) A one year time limit to install a mandatory grease removal device if it is found through inspection that: a) the grease trap is inadequately sized, or b) that a grease trap does not exist. 3) Recommendations for cleaning frequency for indoor and outdoor grease traps at the owner's expense. 4) Reimbursement plan for the city in the event of a sewer backup caused by grease that would require City labor/equipment to remedy the problem. Staff recommends modifying the existing Oil and Grease Ordinance. **MOTION BY CHRIS ROSS AND SECONDED BY TOM VEALE to table this modification to the Oil and Grease Ordinance. Motion carried (5 Ayes, 1 Abstained (Vollmar)).**

D. CONSIDER REDUCTION IN LETTER OF CREDIT FOR NEW PORT VISTA: City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that Fiduciary Real Estate Development (FRED) has requested a reduction in their Letter of Credit from \$75,000 to \$20,944. The Board Members discussed this item and agreed to the reduction. **MOTION BY TOM VEALE AND SECONDED BY PAUL NEUMYER to approve the reduction in Fiduciary Real Estate Development's Letter of Credit from \$75,000 to \$20,944 as presented. Motion carried unanimously.**

E. CONSIDER BRIDGE REPAIRS AT DIVISION STREET AND AT OAKLAND/DIVISION: City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that recently, a large sink hole was discovered at the Oakland Avenue/Division Street arch culvert due to erosion occurring adjacent to the bridge. In the 300 block of South Division Street, stream scour from Mineral Springs has undermined the wing wall of the box culverts and caused washouts behind the wall of the box culverts on several occasions, threatening the stability of the street and sidewalk. Therefore, due to winter arriving shortly, followed by anticipated spring rains which will swell the creek and exacerbate both problems, this appears to be a problem that needs to be repaired immediately. A resolution relating to this item in addition to a proposal from the Edward Gillen Co. to do the work has been attached to the report for the Board to review. Staff is asking the Board of Public Works to declare this an emergency operation and to approve the proposal from Edward Gillen. Approximately \$47,000 would be taken out of the 2008-2009 borrowing. \$200,000 was allocated toward bridges, and we are currently contracted for \$148,000 (engineering and construction) for the Fisherman's Park Bridge. Staff recommends approval of the Emergency Repair Resolution, and acceptance of the proposal from Gillen, contingent on receiving a DNR Chapter 30 Permit for this work. **MOTION BY CRAIG CZARNECKI AND SECONDED BY TOM VEALE to recommend to the Common Council to approve the Emergency Repair Resolution and acceptance of the proposal from Edward Gillen Co, contingent on receiving a DNR Chapter 30 Permit as presented. Motion carried unanimously.**

Old Business: There was none.

Project Updates:

A. STH 32 Project: City Engineer Rob Vanden Noven stated that STH 32 is open to traffic. A few street lights need to be worked on. Otherwise the street work is completed, except for landscaping.

b. CTH LL WATER MAIN: City Engineer Rob Vanden Noven stated that there were no lane closures on CTH LL. This project is completed except for some landscaping work and testing of the main.

c. FISHERMAN'S PARK BRIDGE: City Engineer Vanden Noven stated that the bridge project should be underway by December 1, 2008. He will have more information at the December meeting.

Forthcoming Events: There was none.

ADJOURNMENT: MOTION BY TOM VEALE AND SECONDED BY CRAIG CZARNECKI to adjourn the meeting at 8:10 p.m. Motion carried unanimously.