

**CITY OF PORT WASHINGTON
BOARD OF PUBLIC WORKS
MINUTES
TUESDAY, MAY 12, 2009**

ROLL CALL: Vice-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 Paul Neumyer, Alderman Mike Ehrlich, Craig Czarnecki, and Alderman Jim Vollmar. Also present were: City Engineer Vanden Noven, Water Supt./Street Commission Dave Ewig and Wastewater Supt. Dan Buehler. Absent and excused: City Administrator Mark Grams.

Chairman's Business:

Election of Officers:

Election of Chairman: MOTION BY ALDERMAN JIM VOLLMAR AND SECONDED BY PAUL NEUMYER to nominate Tom Veale for Chairman. Tom Veale accepted the nomination. Motion carried unanimously. MOTION BY ALDERMAN JIM VOLLMAR AND SECONDED BY PAUL NEUMYER to close the nominations. Motion carried unanimously.

Election of Vice-Chairman: MOTION BY ALDERMAN JIM VOLLMAR AND SECONDED BY CRAIG CZARNECKI to nominate Alderman Paul Neumyer for Vice-Chairman. Motion carried unanimously. Alderman Paul Neumyer accepted the nomination. MOTION BY ALDERMAN JIM VOLLMAR AND SECONDED BY CRAIG CZARNECKI to close the nominations. Motion carried unanimously.

MOTION BY ALDERMAN JIM VOLLMAR AND SECONDED BY CRAIG CZARNECKI to approve the minutes from March 10, 2009. Motion carried unanimously.

Public Comments/Appearances: Ms. Anna Lanser of 136 East Woodruff stated that there was no advantage to narrowing the streets. She disagrees with the narrowing. She wants parking on both sides of the street and cannot see the streets being narrowed. She is opposed to it.

Ms. Sue Brunner of 516 North Powers Street stated that she thought this meeting was to see new changes to the plan.

Mr. Bob Bichler of 937 Woodland owns a house on the corner of East Dodge and North Wisconsin Streets, wanted to know why the streets were being narrowed. There are parkways on both sides of the street now. He understands that some of the streets need repairs but why narrow them.

Mr. Tom Griffin of 302 Johnson though this meeting was for input and not specifically for construction.

Mr. Philip Gabrich of North Wisconsin Street wanted to know if the street would be open or closed to local traffic. He also wanted to know if residents could park on North Wisconsin Street during construction.

Mr. Kyle Knop of 507 Catalpa Street wanted to know if there would a question and answer session after the presentation.

New Business:

A. Consider Bids For 2009 Street And Water Improvements: City Engineer Rob Vanden Noven stated that the bids for the 2009 Street and Water Improvements were open today. The Engineer's estimate for this project was \$760,413.00. The low bid was from Town and Country for \$632,143.15. This company has worked in Port Washington before with the construction of Woods At White Pine subdivision. Town and Country has also done work in the City of West Bend. Staff has contacted the City of West Bend and they stated that they did a nice job and were fast. Town and Country do not have any major projects in the works and they can concentrate our project. Other contractors have stated only good things about them. This project will be approximately \$200,000 under budget. It might be possible to bring back some other projects such as the Sunset Road Reconstruction project, the Veterans Park Restrooms or some other projects that the Finance Committee might agree to. The 2009 Street and Water Improvement project can be started June 15th. A letter to residents will be sent with information on the construction. The changes to the project is as follows: 1) Woodruff Street which is 34' wide now, will be 26'; parking on both sides during the summer and restrictions on parking between December 1st and April 1st; 2) West Dodge Street will be the same as Woodruff Street; and 3) East Van Buren Street, east of Johnson Street, Johnson and Powers Streets will have parallel parking on both sides. There will be a stop sign and a reconfigured intersection at Powers and Van Buren Streets. The turning radius of these streets will accommodate the largest coach buses. A 4 ft. sidewalk will be built on the east side of North Powers Street and the City will remove the guard rail. Two brick crosswalks and one concrete sidewalk will be constructed by the Light Station. A 4 ft. sidewalk with a pedestrian railing will be constructed on the west side of Johnson Street.

Mr. Tom Griffin of 302 Johnson Street wanted to know about the unbuildable lots. Would they be assessed for sidewalk? He also wanted to know about the construction of the pedestrian railing.

Mr. Ken Brunner of 516 North Powers Street stated that West Dodge and Woodruff Street would be too narrow and should be left at 34 ft.

Ms. Sue Brunner of 516 North Powers Street discussed sidewalks and parking.

Ms. Bethel Metz of 136 East Van Buren Street discussed the corner of Catalpa and East Van Buren Street. She also discussed the intersection at East Van Buren Street and North Powers Street. She stated that the trees planted in this area must be very hardy. There is a lot of traffic in this area. She also stated that staff should talk to the residents and listen to their input before planning construction project like this. She would like to keep an open dialogue.

Mr. Ken Brunner of 516 North Powers Street stated that no one was criticizing your efforts and that the residents just wanted more input.

Ms. Bethel Metz of 516 North Powers Street stated that comment forms should be mailed out early and that she was not criticizing the City Engineer or the plan.

Mr. Dan Micha of 116-122 East Woodruff, a four-family unit, stated that the City Engineer listened to their concerns. He has lived in the area for 7 years. He listed his concerns about the project and he thanked the City Engineer for listening.

Mr. Tom Griffin stated that it was nice to know that sidewalks were being constructed.

Ms. Anna Lanser wanted to know why a 4 ft. parkway? Why does the street need to be wider? She wants to leave the width as is.

Mr. Kyle Knop of 507 Catalpa Street stated that the City is doing a good job. This will be a walkable neighborhood. The streets are in need of repair. Powers and Van Buren need to have a stop sign and a narrower intersection. This will be a good project and help the neighborhood.

MOTION BY ALDERMAN MIKE EHRLICH AND SECONDED BY CRAIG CZARNECKI to recommend to the Common Council to approve the low bid of Town and Country of \$632,143.15 as presented. Motion carried unanimously.

B. Consider Improvements To South Wisconsin Street Between CTH C And Chestnut Street: City Engineer Rob Vanden Noven reviewed this item for the Board Members. He stated that Mr. Doug Eberlein of WE Energies and Chris Tippery of AECOM were here to present the improvements to South Wisconsin Street. They reviewed the street width, the bike/pedestrian path width and the parkway width with the Board Members. This road would tie into South Wisconsin Street at West Chestnut Street. The street lighting would be the same as South Wisconsin Street. A stop sign would be placed on West Chestnut Street. There would also be a stop sign on South Beach Road. The speed limit would be 25 mph. This road would be turned over to the City on December 31, 2010. **MOTION BY ALDERMAN JIM VOLLMAR AND SECONDED BY PAUL NEUMYER to recommend to the Common Council to approve improvements to South Wisconsin Street between CTH C and Chestnut Street as presented. Motion carried unanimously.**

C. Consider Hiring Ruckert And Mielke To Provide Inspection Services For 2009 Street And Water Improvements: City Engineer Rob Vanden Noven stated that the 2009 street and water improvement project will require a project inspector to make certain that all construction work is performed according to the project plans and specifications, to document all work, maintain records, make recommendations for payment to the contractor, etc. The inspector also serves as a liaison between residents, the contractor, and the City, being on site to answer questions and solve problems on a daily basis. Since 2002, the City has hired Ruckert and Mielke to provide construction inspection services on all development projects as well as several municipal improvement projects. Their inspector, Jeff Holz, has consistently provided the City with excellent service. The hourly rate for Jeff Holz is \$65.00/hour. The anticipated total cost would be approximately \$42,250 for 65 days. Approximately 1/3 or \$14,000 will be charged to the Water Department and approximately \$28,250 will be charged to the City's borrowed fund for street repairs. Staff recommends hiring Ruckert and Mielke/Jeff Holz to provide inspection services, time and material not to exceed \$42,250 plus direct expenses. **MOTION BY ALDERMAN JIM VOLLMAR AND SECONDED BY CRAIG CZARNECKI to approve hiring Ruckert Mielke to provide inspection services for the 2009 Street and Water Improvements as presented. Motion carried unanimously.**

D. Consider Hiring Employee In The Engineering Department: City Engineer Rob Vanden Noven stated that the construction staking for the 2009 street and water improvement project will be performed by the City's Technician, Ross Kroeger. To assist Ross, it is necessary to hire a part-time assistance. Additionally, Ross is in need of assistance to continue collection of data for the City's GIS system. Mr. Jesse Fischer has the skills and experience for which we are looking in addition to having excellent referrals from Ozaukee County. The starting wage would be \$10.00/hour. Staff estimates approximately 300 hours or \$3,000. Wages will be made out of the operating budget for part-time employees and/or borrowed funds for the street and water improvement project as well as the GIS funds. Staff recommends hiring Jesse Fischer at the starting wage of \$10.00/hour. **MOTION BY**

ALDERMAN JIM VOLLMAR AND SECONDED BY CRAIG CZARNECKI to approve the hiring of Jesse Fischer as the Engineering Summer Help at a wage rate of \$10.00 hour as presented. Motion carried unanimously.

E. Consider Approval Of Grease Ordinance – Review Of Eric Eberhardt’s Letter: Wastewater Supt. Dan Buehler informed the Board Members that at the last meeting we concluded that the definition of “Owner” must be clarified to determine the overall responsibility of the person holding the restaurant license. City Attorney Eric Eberhardt responded to Wastewater Supt. Buehler’s questions of “responsibility” for operations, maintenance, and modifications by submitting a letter of explanation. Eric’s conclusions: 1) That we must add the definitions of “Owner”, “Tenant”, and “User” to help clarify individual responsibilities. 2) The Common Council must determine which individual responsibilities (i.e. Maintenance and cleaning of grease trap, modifications and purchases of plumbing) are assigned to the categories of “Owner”, “Tenant”, or “User”. After the determinations of responsibility have been approved, the modifications to the ordinance can be made so we have an approved final document. Staff recommends forwarding Eric’s letter to the Common Council for review. The Board Members discussed this item. **MOTION BY CRAIG CZARNECKI AND SECONDED BY ALDERMAN PAUL NEUMYER to recommend forwarding this item to the Common Council for their review and approval. Motion carried unanimously.**

F. Consider Hiring Of Full-Time Temporary/Seasonal Employee: Wastewater Supt. Dan Buehler requests hiring Aaron Braley for summer help for the Wastewater Treatment plant. This is a budgeted item. Mr. Braley would be paid at the first year established rate of \$8.00 per hour. **MOTION BY ALDERMAN JIM VOLLMAR AND SECONDED BY CRAIG CZARNECKI to approve hiring Aaron Braley for the Wastewater Summer Help at a wage rate of \$8.00 per hour as presented. Motion carried unanimously.**

G. Consider Hiring Of Full-Time Temporary/Seasonal Employee: Water Supt. Dave Ewig requests re-hiring Isaac Kapp and Matt Dahm for summer help for the Street Department and to hire Russ MacRae for the Water Utility. These are budget wages. Mr. Kapp would be paid at the three year established rate of \$9.00 per hour, Mr. Dahm would be paid at the 2nd year established rate of \$8.50 per hour and Mr. MacRae would be paid at the 1st year established rate of \$8.00 per hour. **MOTION BY ALDERMAN PAUL NEUMYER AND SECONDED BY ALDERMAN MIKE EHRLICH to approve hiring Isaac Kapp for the Street Department Summer Help at a wage rate of \$9.00 per hour; to approve hiring Matt Dahm for the Street Department Summer Help at a wage rate of \$8.50 per hour; and to approve hiring Russ MacRae for the Water Department at a wage rate of \$8.00 per hour as presented. Motion carried unanimously.**

H. Consider Focus On Energy Rebate: Water Supt. Dave Ewig informed the Board Members that at the November Board of Public Works meeting the committee approved the purchase and installation of a variable frequency drive (VFD) for a new 1,200 gpm, 125 hp pump and motor at the Water Filtration Plant. Miller Electric Company was awarded this contract for \$18,400. The pump and VFD is operational as of April 16th. During this period, we applied for a rebate through the Focus On Energy program, and on April 10th, received a rebate check in the amount of \$5,520.00. This is informational only.

I. Consider Approval Of 2008 Compliance Maintenance Annual Report (CMAR): Wastewater Supt. Dan Buehler reviewed the CMAR report with the Board Members. He stated that the CMAR is the annual report required by the DNR to measure performance of Wastewater Utilities. It covers the compliance and maintenance of the treatment plant and the associated collection systems. The report

is graded A-F for 9 various categories to obtain a GPA for the utility. The Port Washington Wastewater Utility received A's in 9 of the 9 categories. The final step in the CMAR process is that the Common Council reviews the report and makes a resolution of the review for submittal to the Wisconsin DNR. Staff recommends approval by the Board and to send the CMAR to the Common Council for Resolution as required by the DNR. **MOTION BY CRAIG CZARNECKI AND SECONDED BY ALDERMAN MIKE EHRLICH to recommend to the Common Council to approve the CMAR report and to approve a resolution as required by the DNR as presented. Motion carried unanimously.**

J. Consider Departmental Environmental Coals: City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that on April 21, 2009, the Common Council considered an "Eco-Resolution" for the City of Port Washington. The proposed resolution was sent to a committee that will be chaired by Alderman Dave Larson to be re-drafted with a more specific plan to address environmental issues. City Engineer Vanden Noven recommends that each department head submit to its controlling Board (in this case, the Board of Public Works) ideas and guidelines which address environmental issues. Each department would assess ways in which it could reduce energy usage and decrease negative effects on the environment in its daily practices. Additionally, I would recommend that all future "Board Reports" include a separate line item: "Environmental Impact". Under this heading, the Department Head shall analyze and measure, if possible, the impact of the improvements on the environment. For example, the "Environmental Impact" of the 2009 Street Improvements would include: 1) Increase sidewalk, sidewalk improvements (including handicap accessibility), shorter crosswalks, etc., encourage foot traffic over automobile traffic, saving gas and reducing pollution. 2) Creation of green parkways and reduced pavement widths improves water quality and reduces thermal pollution of runoff, and 3) Addition of trees improves water quality, air quality, reduces cooling costs and reduces the urban heat island effect. Another example would be an equipment purchase for sewer, water, or DPW, where often the (e.g. aerator, pump, LED lighting, gas mileage, etc.) improvement is more energy efficient. The environmental effect of most items can be quantified, and while some projects can have more of an impact than others, staff believes that our goal should be to have a positive impact on the environment to the maximum extent practicable on all projects and operations. Coincidentally, in nearly all cases, the environmental improvements have a positive economic return as well. **MOTION BY CRAIG CZARNECKI AND SECONDED BY ALDERMAN MIKE EHRLICH to recommend to the Common Council to approve using "Environmental Impact" on the "Board Reports" subject to the Environmental Committee being formed. Motion carried unanimously.**

Old Business:

Project Updates:

- a. **Coal Dock:** City Engineer Rob Vanden Noven informed the Board Members that WE Energies is removing soil from the Coal Dock. A grading plan has been submitted for review. WE Energies plans to start grading this summer. Improvements should begin next year. A meeting is scheduled to meet with WE Energies regarding the sub-lease.
- b. **North Spring Street:** City Engineer Rob Vanden Noven stated that this project is three weeks behind schedule, most due to the weather. The contractor hopes to catch up, but will not meet the early June deadline. This project should be completed around mid-June.
- c. **2009 Street Improvements:** No report.
- d. **Park Restrooms – Comfort Station:** City Engineer Rob Vanden Noven stated that the building should be completed by July 4th. The foundation has been constructed thus far.

- e. **State Highway 32:** City Engineer Rob Vanden Noven stated that the landscaping is completed, and the trees have been planted. The City crew planted 300 street trees on North Wisconsin Street. Some of the twinkle lights have failed and need to be replaced.
- f. **Stimulus Funds:** City Engineer Rob Vanden Noven stated that the City should find out by the end of May if the City is receiving any Stimulus Funds. If monies are received, work can begin on designs for Division, Chestnut and South Wisconsin Streets.

ADJOURNMENT: MOTION BY ALDERMAN JIM VOLLMAR AND SECONDED BY CRAIG CZARNECKI to adjourn the meeting at 10:15 p.m. Motion carried unanimously.