

**CITY OF PORT WASHINGTON  
BOARD OF PUBLIC WORKS  
MINUTES  
TUESDAY, OCTOBER 14, 2014**

**ROLL CALL:** Chairman Craig Czarnecki called the City of Port Washington Board of Public Works meeting to order at 5:33 p.m. in the Lower Level Conference room at the City Hall. Members present: Kevin Rudser, Paul Neumyer, Jason Wittek, and Eric Ryer. Also present were: City Engineer Rob Vanden Noven, Water Supt./Commissioner Dave Ewig, City Administrator Mark Grams, and Wastewater Supt. Dan Buehler. Absent and excused: Mike Ehrlich

**Chairman's Business:** Meeting packets were discussed and all packets will be email and several will be mailed out.

**Approval of Minutes for September 9, 2014: MOTION BY PAUL NEUMYER AND SECONDED BY KEVIN RUDSER to approve the minutes as presented. Motion carried unanimously.**

**Public Comments/Appearances:** There was none.

**Old Business:** There was none.

**New Business:**

**A. Considering Park Lot Revisions (Addressing The Issue With The Parking Lot Dimensions Behind Smith Bros.):** City Engineer Vanden Noven reviewed this item with the Board. He stated that the parking lot located east of Smith Bros. that was improved this summer included a design flaw which resulted in inadequate stall lengths of approximately 4' (total) in the angled parking and 2' (total) in the 90 degree parking. It is our intent to alleviate this problem by removing/replacing the curb in certain locations prior to winter. There are three possible alternatives for alleviating this problem; one solution is to move the west curb line of the angled parking 2 feet in the center median, another solution is to remove the median entirely. A third solution is to move both the east and west curb lines in the angled parking area one foot. The median removal solution includes expansion of the southern island to alleviate the "blind spot" problem caused by the dumpster corral, but this can be incorporated into any of the designs if desired. The modifications to the parking lot will be paid by Gremmer and Associates. The Board Members discussed the three solutions. **MOTION BY KEVIN RUDSER AND SECONDED BY ERIC RYER to recommend to the Common Council to approve the removal the median entirely from the parking lot but to maintain the spot next to the south dumpster corral. Motion carried unanimously.**

**B. Consider Street Improvement Project Landscape Restoration Alternatives (Seed vs. Sod):** City Engineer Vanden Noven reviewed this item with the Board. He stated that the project delays caused by utility interference as well as extensive undercutting for the road base has pushed the landscape restoration (seed) item past the mid-September deadline. In order to complete the landscape restoration this fall, staff is favoring sod placement be made instead of waiting until next year to seed the project. In order to minimize the budget impact, Staff is proposing that only the areas that are disturbed be graded and planted. The contract calls for complete re-grading of the terraces. By staff's calculations, we can substitute sod for seed with little or no increase in cost to the budget, however, staff asked the project representative to measure the disturbed area, and he thinks it could cost as much as \$10,000 extra. The Board Members discussed this item and agreed to substitute sod instead of seed.

**MOTION BY PAUL NEUMYER AND SECONDED BY KEVIN RUDSER to recommend to the Common Council to approve the substituting of sod instead of seed for landscape restoration as presented. Motion carried unanimously.**

**C. Consider Updated Street Improvement Budget And Crackfilling Contract:** City Engineer Vanden Noven reviewed this item with the Board Members. He stated that at the last BPW meeting, the hiring of Asphalt Seal and Repair out of DePere was approved for \$75,000 contingent upon adequate funding being available in the borrowing. The following funds are available: 2013 Borrowing +\$1,900,000; 2014 Refinancing +\$800,000; Original contract Cost of Street Improvements including Engineering, Inspection, and Staking: -\$1,704,000; 2013 Street Improvements Costs: -\$530,000; Cost to Resurface Sunrise Drive: -\$20,000; and EBS/Breaker Run CCO -\$250,000; making the current balance (including change orders) +\$196,000. Staff recommends to approve to direct Asphalt Seal and Repair to rout and seal at \$1.00/LF and seal curblines at \$.60/LF for a total not to exceed \$75,000. **MOTION BY KEVIN RUDSER AND SECONDED BY CRAIG CZARNECKI to recommend to the Common Council to approve to direct Asphalt Seal and Repair to rout and seal at \$1.00/LF and seal curblines at \$.60/LF for a total not to exceed \$75,000 as presented. Motion carried unanimously.**

**D. Consider Bi-Weekly Brush Collection April 15 – May 15 and Sept. 1 thru November 1:** City Engineer Vanden Noven reviewed this item with the Board Members. He stated currently, the City collects brush from all residences once every week from April 15 to November 1. From approximately May 15 to August 15, two seasonal employees (who are paid between \$8.00 and \$9.00 per hour) handle this task. The remaining time, two full time employees (who make approximately \$40.00/hr. including benefits) handle this duty. Not only is it 4.5 x more expensive with the full time employees, it hampers the department's ability to tackle more critical tasks requiring skilled employees (e.g. street and sewer maintenance). Typically, brush collection is at its peak in June to August. Staff is proposing that collection be made every other week from April 15 to May 15, and September 1 to November 1 (note: we would pick up brush the first full week in September). This would eliminate 2 weeks in spring, and 4 weeks in fall, or 6 weeks total. Estimating that eliminating those 6 weeks will save one day/week, 6 days x 2 men x 8 hours x \$40/hr. = \$3,840 in saved brush chipping, and allows the department to perform more critical tasks. Mileage on vehicles is also reduced, resulting in additional cost savings. Staff recommends brush collection to be every other week from April 15 to May 15 and September 1 to November 1. **MOTION BY PAUL NEUMYER AND SECONDED BY JASON WITTEK to recommend to the Common Council to approve the bi-weekly brush collection as presented. Motion carried unanimously.**

**E. Review 2015 Wastewater Treatment Plant Budget:** Wastewater Supt. Dan Buehler reviewed his 2015 Wastewater Treatment Plant budget with the Board Members. This is informational only.

**F. Review 2015 Engineering Budget:** City Engineer Vanden Noven reviewed his 2015 Engineering Department budget with the Board Members. This is informational only.

**G. Review 2015 Street Department Budget:** Street Commissioner Dave Ewig reviewed his 2015 Street Department budget with the Board Members. This is informational only.

**H. Review 2015 Water Utility Budget:** Water Utility Supt. Dave Ewig reviewed his 2015 Water Utility budget with the Board Members. This is informational only.

#### **Project Updates:**

a. 2014 Street Improvements: City Engineer Vanden Noven reviewed this item with the Board Members. He stated that curb and gutter are in on Milwaukee Street from Dodge to Walters. Forms for driveways and carriage walks are also in. Weather is not cooperating with the construction on Prospect Street. The schedule on Milwaukee Street is having a negative effect on construction on Prospect Street. Van Buren is paved.

**Forthcoming Events:** Trick or Treat is October 31, 2014. Smoke Test for the sanitary sewers finished this week. It took a week to complete and over 20 dwellings with downspouts that have to disconnect from the sanitary sewer system.

**ADJOURNMENT: MOTION BY KEVIN RUDSER AND SECONDED BY CRAIG CZARNECKI to adjourn the meeting at 7:13 p.m. Motion carried unanimously.**