

**CITY OF PORT WASHINGTON
BOARD OF PUBLIC WORKS
MINUTES
THURSDAY, MAY 14, 2015**

ROLL CALL: Chairman Craig Czarnecki called the City of Port Washington Board of Public Works meeting to order at 5:40 p.m. in the Lower Level Conference room at the City Hall. Members present: Jason Wittek, Mike Ehrlich, and Eric Ryer. Also present were: City Administrator Mark Grams, City Engineer Rob Vanden Noven and Wastewater Supt. Dan Buehler. Absent and excused: Water Supt./Commissioner Dave Ewig, Paul Neumyer, and Kevin Rudser.

Election of Chairman: Mike Ehrlich nominated Craig Czarnecki for Chairman. **MOTION BY MIKE EHRLICH AND SECONDED BY ERIC RYER to approve the nomination of Craig Czarnecki. Motion carried (3 Ayes, 1 Abstained (Craig Czarnecki)).**

Election of Vice-Chairman: Craig Czarnecki nominated Paul Neumyer for Vice-Chairman. **MOTION BY CRAIG CZARNECKI AND SECONDED BY MIKE EHRLICH to approve nomination of Paul Neumyer. Motion carried unanimously.**

Chairman's Business: There was none.

Approval of Minutes for February 10, 2015: **MOTION BY CRAIG CZARNECKI AND SECONDED BY MIKE EHRLICH to approve the minutes as presented. Motion carried unanimously.**

Public Comments/Appearances: There was none.

Old Business: There was none.

New Business:

A. Request For Temporary Sidewalk Ramp: City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that Gertjen van den Broek has requested a temporary ramp for his reconstruction property at the old M&I building located at 122 North Franklin Street. The request indicates that the ramp will not be constructed until the construction of the building site of Harry's and the bank drive through lane begins. That work will require that the sidewalk in front of the project site be closed or moved. The approval of this ramp should be conditioned on the Board's approval of the sidewalk closure/relocation for the future demolition and construction. The request for that closure should be conditioned on dates being provided for date of closure as well as the date of sidewalk re-opening. Depending on the duration of the requested sidewalk "closure", the Board may want to consider requiring sidewalk relocation in the street for that time period. The Board Members discussed this item. **MOTION BY MIKE EHRLICH AND SECONDED BY CRAIG CZARNECKI to allow a ramp to be constructed if the condos are constructed and that dates be provided for closure as well as date of sidewalk re-opening. Motion carried unanimously.**

B. Consider Re-Hiring Of Street Department Summer Help: City Engineer Vanden Noven reviewed this item with the Board Members. He stated that Mr. Frederick Yates has worked for the Street Department for the last 2 years. He is being re-hired to work with Jon Crain with the Emerald Ash Boer and the landscaping projects. This is a budget item and he will get paid \$9.25 per hour. This is the 3rd year rate. **MOTION BY MIKE EHRLICH AND SECONDED BY CRAIG CZARNECKI**

to re-hire Mr. Frederick Yates at the 3rd year rate of \$9.25 per hour. Motion carried unanimously.

C. Consider Revisions To Resolution On Street Width: City Engineer Vanden Noven reviewed this item with the Board Members. He stated that in 1999, the City Council passed a resolution on street widths. Since then, it has been used as a guide for the reconstruction of existing streets as well as new developments. The City Engineer would like to review it with the Board Members and recommend some minor changes. Street Types should be determined by the WisDot's manual on *Functional Classification Criteria* and Pavement Width for "local and collector streets" should be in accordance with the American Association of State Highway and Transportation Officials (AASHTO), *A Policy on Geometric Design of Highways and Streets, latest edition*. However, instead of a 26' minimum width for local streets, City Engineering Vanden Noven is recommending a 28' minimum width (if parking is allowed on both sides of the street) due to snow bank encroachment in the winter. City Engineer Vanden Noven reviewed traffic counts with the Board Members. He stated that this is relevant to the street classifications. The City has only two main arterials, STH 32 and STH 33. All collector streets would be defined by having traffic counts in excess of 750 vpd (vehicles per day) if within ¼ mile of a school, shopping/business center, park, marina, etc., and 3,000 vpd if based solely on traffic count. Streets not meeting either of those criteria (all remaining streets) can be classified as "local". Prior to categorizing a street for reconstruction, a traffic count would be conducted by the DPW. By allowing local street widths to be reduced, savings can be achieved. A three foot reduction in width on an asphalt street saves approximately \$5,400 per standard north-south City Block (\$3/SF). Narrower streets also reduce maintenance costs. Increase property values, reduce flooding risks, and improve traffic and pedestrian safety. Staff recommends revising the resolution as indicated. **MOTION BY JASON WITTEK AND SECONDED BY CRAIN CZARNECKI to recommend to the Common Council to approve the change the Resolution on Street Widths from 26 feet street widths to 28 feet and 32 feet street widths and other modifications as proposed. Motion carried unanimously.**

D. Consider Revision To The 2016-2017 Street Improvement Plan: City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that he would like to include Woodland Avenue from North Garfield Avenue to the cul de sac in the 2016-2017 Street Improvement Plan. It has a "2" rating, and over the winter nearly half of the pavement has deteriorated. It is virtually "unpatchable". The City Engineering would also like to add West Lincoln Avenue between Summit and Portview as a "mill and resurface" (Summit to Spring Street is scheduled for a total reconstruct) so as not to leave this one block of Lincoln in poor condition adjacent to the new section. It is a heavily used street that has substantial alligator cracking and pavement rutting near the curb that should be addressed with mill and overlay. In order to stay within the current budget, Staff recommends removing West Walters Street between North Holden Street and North Grant Street from the list of street improvements for 2016 – 2017. Staff would like to also include West Norport Drive between North Holden Street and North Frances Street to the street improvements list. **MOTION BY CRAIG CZARNECKI AND SECONDED BY MIKE EHRLICH to recommend to the Common Council to approve the change to the 2016 – 2017 Street Improvement Plan which includes part of Woodland Avenue, part of West Norport Drive, part of West Lincoln Avenue and the removal of West Walters Street as proposed. Motion carried unanimously.**

E. Consider Proposals For Sanitary Sewer Televising: City Engineer Vanden Noven reviewed this item with the Board Members. He stated the sewer needs to be televised to determine what work needs to be performed (typically spot repairs and lining) prior to street reconstruction. Depending on the findings, we will either perform this work in 2015 as a separate contract or include it in the 2016-2017 street improvement contracts. Storm sewers will be televised by the DPW later this year, and any necessary improvements will be included in the street re-construction projects. Bids were sent out and

Visu-Sewer was the lowest bidder. Staff recommends awarding the contract to Visu-Sewer, contingent upon review by the City Attorney. This is a budget item from the sanitary sewer budget from capital improvements. **MOTION BY MIKE EHRLICH AND SECONDED BY ERIC RYER to recommend to the Common Council to award this contract to Visu-Sewer, contingent upon review by the City Attorney as presented. Motion carried unanimously.**

F. Report On Storm Event Of April 9, 2015: City Engineer Rob Vanden Noven reviewed the storm even of April 9, 2015 with the Board Members. He stated that we received approximately 3” of rain in less than 12 hours on that date. The run-off from this storm overwhelmed the storm sewer on West Larabee Street and flooded the rear yards. Excessive infiltration into the sanitary sewer occurred, and 2 homes on North Park Street reported sewer back-ups in their basements. Sanitary sewer overflows at or near the WWTP were also observed and reported to the DNR. Staff will be lining all sanitary sewer main from the dead end of West Larabee Street to North Park Street as part of the next sanitary sewer lining project (currently scheduled for 2015) along with making the manholes water tight. Staff also recommends that a storm water study be performed to find better ways of managing storm water run-off in that watershed. Finally, Staff recommends continued evaluation of the sanitary sewer collection system to determine locations of inflow and infiltration, and systematically addressing each finding. This is informational only.

G. Consider Engineering Proposal For 2016-2017 Street Improvements: City Engineer Vanden Noven reviewed this item with the Board Members. He stated that proposals received for the design of the 2016-2017 street improvements was judged on the following criteria (per the RFP) with equal weight given to each category: personnel, previous experience, project approach, and fees. Each category was ranked 1 – 3, with “1” being the best. Clark Dietz came in with 10 total points, Gremmer and Associates came in with 6 total points and Ruekert and Mielke came in with 7 total points. Gremmer came in with the lower point total. Gremmer and Associates total design fees are \$225,407. Gremmer’s project approach was by far the most detailed and demonstrated the clearest understanding of the project requirements. Their personnel focus on almost exclusively on roadway design and have the advantage of having extensive experience in Port Washington. **MOTION BY MIKE EHRLICH AND SECONDED BY CRAIG CZARNECKI to recommend to the Common Council to award this contract to Gremmer and Associates to design the 2016-2017 Street Improvement Project as presented. Motion carried unanimously.**

H. Consider City Storm Water Permit Annual Report: City Engineer Vanden Noven reviewed this item with the Board Members. He stated that each year, the City is required by law to provide an annual report to the WDNR to comply with the terms of our *General Permit to Discharge Under the Wisconsin Pollutant Discharge Elimination System WPDES Permit No. WI-S050075-1*. The permit requires a review of the annual report by the governing body. The annual cost of the permit is \$1,500 plus the costs of compliance with the permit. The goal of the permit is to reduce pollutant loading carried by storm water. Staff recommends approval of the annual report to the Common Council. **MOTION BY CRAIG CZARNECKI AND SECONDED BY JASON WITTEK to recommend to the Common Council to approve the City Storm Water Permit Annual Report as presented. Motion carried unanimously.**

I. Consider Water Utility’s 2014 Year End Report: City Engineer Vanden Noven reviewed the Water Utility’s 2014 Year End Report for the Board Members. **MOTION BY ERIC RYER AND SECONDED BY MIKE EHRLICH to accept the Water Utility’s 2014 Year End Report as presented. Motion carried unanimously.**

J. Consider Street Department's 2014 Year End Report: City Engineer Vanden Noven reviewed the Street Department's 2014 Year End Report for the Board Members. **MOTION BY MIKE EHRLICH AND SECONDED BY CRAIG CZARNECKI to accept the Street Department's 2014 Year End Report as presented. Motion carried unanimously.**

K. Consider Engineering Department's 2014 Year End Report: City Engineer Vanden Noven reviewed the Engineering Department's 2014 Year End Report for the Board Members. **MOTION BY MIKE EHRLICH AND SECONDED BY CRAIG CZARNECKI to accept the Engineering Department's 2014 Year End Report as presented. Motion carried unanimously.**

L. Consider Wastewater Treatment Plant's 2014 Year End Report: Wastewater Super. Dan Buehler reviewed the Wastewater Treatment Plant's 2014 Year End Report for the Board Members. **MOTION BY MIKE EHRLICH AND SECONDED BY CRAIG CZARNECKI to accept the Wastewater Treatment Plant's 2014 Year End Report as presented. Motion carried unanimously.**

Project Updates: City Engineer Vanden Noven reported that the North Beach Access will be opened next week. The driveway will be open for traffic the Tuesday after Memorial Day. Schooner's Alley should be completed by June 1, 2015. The Wastewater Treatment Plant's Vegetation Roofs should start on May 20, 2015.

Forthcoming Events: There was none.

ADJOURNMENT: MOTION BY MIKE EHRLICH AND SECONDED BY JASON WITTEK to adjourn the meeting at 7:38 p.m. Motion carried unanimously.