

**CITY OF PORT WASHINGTON
BOARD OF PUBLIC WORKS
MINUTES
TUESDAY, JUNE 14, 2016**

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

Election of Officers: Chairman – Motion by Mike Ehrlich and Seconded by Kevin Rudser to nominated Craig Czarnecki for Chairman. Craig agreed to be Chairman. Motion carried unanimously.

Election of Officers: Motion by Mike Ehrlich and seconded by Craig Czarnecki to nominate Paul Neumyer as Vice-Chairman. Paul was absent. Motion carried unanimously for Paul Neumyer to be Vice-Chairman.

Chairman's Business: There was none.

Approval of Minutes for April 28, 2016: **MOTION BY KEVIN RUDSER AND 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. Consider Wastewater CMAR Report: Wastewater Super. Dan Buehler reviewed the CMAR report with the Board Members. He stated that the Wastewater Plant received 9 out of 9 with all A's. He discussed several items in this report. **MOTION BY MIKE EHRLICH AND SECONDED BY CRAIG CZARNECKI to recommend to the Common Council to approve this report as presented. Motion carried unanimously.**

B. Consider Lift Station 4 Control Panel Upgrade: Wastewater Super. Dan Buehler reviewed this item with the Board Members. He stated that the internal control components of this lift station are old and need of an upgrade (20+ years old). Energenecs has proposed a complete panel replacement with all new controls (PLC controller, breakers, relays, primary and backup level control). The proposal includes shop drawings and SCADA system integration involving an alarm system that is easy to troubleshoot. The Panel replacement cost is \$24,400. This is a budgeted item for 2016. Staff recommends having Energenecs complete this work. The Board Members discussed this item and agreed with the recommendation. **MOTION BY CRAIG CZARNECKI AND SECONDED BY ERIC RYER to approve the upgrade of the Control Panel at Lift Station 4 as presented for a cost of \$24,400 from Energenecs subject to review by the City Attorney. Motion carried unanimously.**

C. Consider Wastewater Annual Report: Wastewater Super. Dan Buehler reviewed his Wastewater Annual report with the Board Members. He some of what he reviewed was: the performance of the plant, the WWTP purchases for 2015 and several other items with the members.

D. Consider Street Department Annual Report: Street Commissioner Dave Ewig reviewed his Street Department Annual report with the Board Members. Some of the items he reviewed with the Board Members were: equipment purchased in 2015, the number of trees purchased and planted, the number of signs made, and also the salt budget.

E. Consider Water Utilities Annual Report: Water Super. Dave Ewig reviewed his Water Utilities Annual report with the Board Members. Some of the items he reviewed were: number of water services installed, repaired and replaced the amount of chemicals used, water main breaks, water main installed, and water mains retired.

F. Consider Proposal For Painting New City Logo (2) On Thomas Drive Water Tower: Water Super. Dave Ewig reviewed this proposal with the Board Members. He stated that the Utility Service Group will be painting the interior and exterior of the Thomas Drive water tower in July of this year. Their maintenance contract includes repainting the water tower and the existing city logo. They will be painting the new City of Port Washington logo. The question to the Board Members is if you want the "Your Home Port" wording below the logo. The Mayor strongly wants the wording below the Logo. The cost for the logo and wording is \$12,500. This is a budget item under Utility Surplus Funds. The Board Members discussed both options. They decided to go with what the Mayor wanted. **MOTION BY MIKE EHRLICH AND SECONDED BY KEVIN RUDSER to approve the logo with "Your Home Port" wording below it as presented. Motion carried unanimously.**

G. Consider Engineering Annual Report: City Engineer Rob Vanden Noven reviewed his Engineering Annual report with the Board Members. Some of the items he reviewed were: completed North Beach access improvements, construction of the WWTP vegetated roof, tree inventory – GIS implementation and 2016-2017 Street Improvement Design.

H. Consider Street Light On The End Of Larabee Street: City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that Ryan Ardisana of 205 North Roger Street (corner of Larabee and Roger) has requested a streetlight be added to the end of Larabee Street. The nearest streetlight is at the intersection of Larabee and Roger approximately 175 feet away. The typical spacing is 150' to 200'. The estimated cost from We Energies is \$150 to install and could be paid under the street construction budget. The monthly costs would be paid under the operating budget. Mr. Ardisana was not in attendance, but a neighbor did show up and explained that a shed was broken into and some lawn equipment was stolen. The Board Members discussed this issue and decided that some flood lights placed by the property owners would better help lighting their backyards. **MOTION BY CRAIG CZARNECKI AND SECONDED BY MIKE EHRLICH to not recommend adding another street light at the end of Larabee Street. Motion carried unanimously.**

I. Consider Incentive Pay Changes To Employee Handbook: City Engineer Vanden Noven and WWTP Super. Buehler reviewed this item for the Board Members. They stated that the recent changes made by the DNR to the certification process for Wastewater Treatment Plant operators have made the language in the City of Port Washington Employee Handbook obsolete. In the past, multiple tests were offered and an incentive existed for operators to pass each individual exam. Now, only one exam is offered for Advanced Certification. Staff recommends approving of the proposed changes to the employee handbook with new wording for incentives to Achieving Advanced Operator Status. **MOTION BY MIKE EHRLICH AND SECONDED BY CRAIG CZARNECKI to recommend changing the language in the City of Port Washington Employee Handbook to reflex the new changes in WWTP Advance Operator Status as presented. Motion carried unanimously.**

Project Updates:

- A. 2016 Street and Alley Improvements:
- B. 2016 Sidewalk Improvements:

Forthcoming Events: The City's Volunteer Appreciate Event will be held on Saturday, April 30th.

ADJOURNMENT: MOTION BY MIKE EHRLICH AND SECONDED BY KEVIN RUDSER to adjourn the meeting at 7:20 p.m. Motion carried unanimously.