

**CITY OF PORT WASHINGTON  
BOARD OF PUBLIC WORKS  
MINUTES  
TUESDAY, JANUARY 12, 2021**

**ROLL CALL:** Vice-Chairman Mike Gasper called the Board of Public Works meeting to order at 5:34 pm in the Common Council Chamber at the City Hall. Members present: Alderman Pat Tearney, Jim Haley, Phill Bruno, and Alderman John Sigwart. Also, present were: City Engineer Rob Vanden Wastewater Supt. Dan Buehler, Water Supt. Leo Duffrin, and Street Commissioner JD Hoile. Also present in the audience was: Mayor Becker, Alderman Dan Benning, and Alderman Paul Neumyer. On the phone was City Administrator Tony Brown. Absent and excused: Jason Wittek and Forestry Supervisor Jon Crain.

**Chairman's Business:** There was none.

**Approval of Minutes for December 15, 2020: MOTION BY PAT TEARNEY AND SECONDED BY JIM HALEY TO APPROVE THE MINUTES AS PRESENTED. Motion carried unanimously.**

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

**Old Business:** There was none.

**New Business:**

**A. REVIEW SPINNAKER WEST DRY POND IMPROVEMENTS – PRELIMINARY ENGINEERING TECHNICAL MEMO:** City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that the final technical memo summarizing the preliminary engineering work on the Spinnaker West dry detention basin improvements. Mr. Rich Klein from Stantec was present had reviewed his findings. Mr. Klein reviewed the pond area with the Board Members. He explained the layout of the ponds, digging out the channel, allow water to flow through the Were outlet and other waters to back up into the ponds. Mr. Klein also informed the Board Members that the DNR advised him that the channel is not navigable, and no Chapter 30 permit is needed. This is not considered a dam. The construction of the dry detention area is the first objective of a comprehensive plan to control downstream flooding in severe wet weather events. Future objectives will include upsizing of the storm sewer under Garfield and Spring Streets. This work was performed under an agreement with Stantec for \$33,764. City Engineer Vanden Noven stated that this is step 1 for improving the overall flooding on West Larabee Street. Staff recommends acceptance of the technical memo with the incorporation of any changes or recommendations by the Board Members and staff. Board Members were happy to hear of this solution and discussed several items with Mr. Klein. **MOTION BY PAT TEARNEY AND SECONDED BY JOHN SIGWART to accept the technical draft plans as presented. Motion carried unanimously.**

**B. CONSIDER PROPOSAL FOR FINAL ENGINEERING ON SPINNAKER POND:** City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that Stantec has a proposal for final engineering and construction, administration, and inspection, grant management and landscape services for the proposed Spinnaker Pond Improvements. This work is the first action being proposed to resolve flooding issues in the area east of Spinnaker West. A \$400,000 SOGL (Sustain our Great Lakes) grant has been awarded for this work. \$200,000 has been budgeted for the City's share of

this work. This proposal would include: 1) Final design of the Spinnaker West Pond and development of public bidding documents; 2) Bid and award phase services; 3) Engineering services during construction; 4) Installation of final native vegetation restoration following pond construction; 5) Two years of vegetation maintenance and monitoring; 6) Community outreach; and 7) Assistance with grant administration. This is a time and material not to exceed \$189,228 with \$350,000 for construction.

**MOTION BY PAT TEARNEY AND SECONDED BY PHILL BRUNO to approve the Stantec proposal for Final Engineering for Spinnaker Pond as presented. Motion carried unanimously.**

**C. CONSIDER SEH AGREEMENT TO PROVIDE A RISK AND RESILIENCY ASSESSMENT (RRA) AND EMERGENCY RESPONSE PLAN (ERP) FOR THE WATER FILTRATION PLANT:** City Engineer Rob Vanden Noven and Water Supt. Leo Duffrin reviewed this item with the Board Members. City Engineer Vanden Noven stated that on October 23, 2018 the American's Water Infrastructure Act (AWIA) was signed into law. Under this law, community water systems serving a population greater than 3,300 people must develop or update risk and resilience assessments (RRAs) and emergency response plans (ERPs). The RRA is due by June 30, 2021, and the ERP is due within six months of RRA certification. The proposal from SEH (Short, Elliot, Hendrickson) to develop the RRA and ERP is for Time and Material not to exceed \$25,600, to be paid out of the Utility's 2021 operating budget for Outside Services. The Utility has chosen SEH to perform this work because of their familiarity with the plant. They are currently creating the Water Treatment Plant Condition Assessment and their experience with creating RRA's and ERP's for other communities. Staff recommends approval of the agreement with SEH, subject to the City Attorney's review. The Board Member discussed this item and several question of Water Supt. Leo Duffrin. **MOTION BY JIM HALEY AND SECONDED BY PAT TEARNEY to approve the agreement with SEH for Time and Material not to exceed \$25,600 subject to the City Attorney's review. Motion carried unanimously.**

**D. CONSIDER PURCHASE OF A NEW STREET SWEEPER:** Street Commissioner JD Hoile review this item with the Board Members. He stated that the City currently owns two Vac-All street sweepers (1991 and 2008). The 1991 sweeper is 30 years old and past due for replacement. The Street Department demoed four different street sweepers which included three vacuum street sweepers (Ravo, Vac-All, and Johnston), and one regenerative air street sweeper made by Elgin. The city currently has two Vac-All vacuum type sweepers that handle our street sweeping and leaf collection in the fall. The current Vac-All sweepers are great at picking up leaves but are less effective on routine street sweeping in spring and summer. The regenerative air street sweeper by Elgin does an excellent job picking up gravel, sand, garbage, etc., which you see during spring and summer sweeping, and also performed well in leaves. It also performs well when used for vacuuming out catch basins. The Elgin is the least expensive of the 8+ cy sweepers, making it our choice for purchase to replace our 1992 Vac-All. The cost of the Elgin is \$253,898. The money for this purchase would come from the 2021 Borrowing Allocated for Street Sweeper, which has \$290,000 in it. Staff recommend purchasing the Elgin Regen X from MacQueen Equipment. The Board Members discussed this item and thought it was a good purchase. **MOTION BY PHIL BRUNO AND SECONDED BY PAT TEARNEY to approve the purchasing of the Elgin Regen X from MacQueen Equipment for \$253,898 as presented. Motion carried unanimously.**

**E. APPROVE 2020 STREET PROJECT CHANGE ORDER #1:** City Engineer Rob Vanden Noven reviewed the Contract Change Order #1 for the 2020 Street Improvement Project. This will be the only change order for this project. He stated there is a deduct of \$48,158.50 which is a savings for the Water and Sewer Utilities. The final cost of this project, including this change order will be approximately \$1,994,850.65. The original contract price was \$2,070,144. Staff recommend approval of this Change Order #1 for \$48,158.50. Board Members discussed the change order. **MOTION BY**

**JOHN SIGWART AND SECONDED BY JIM HALEY to approve the Contract Change Order #1 for the 2020 Street Improvement Project for a deduct of \$48,158.50 as presented. Motion carried unanimously.**

**F. CONSIDER CINDY CIRCLE DESIGN ALTERNATIVES:** City Engineer Rob Vanden Noven reviewed this item for the Board Members. He stated that at the December Board of Public Works meeting, the Board decided the following: Michael Court shall be resurfaced in its current configuration. Thomas Circle will be reconfigured with a 30 ft. radius cul de sac. Randy and Viola Circles will be reconstructed with a radius of 44 ft (currently 47 ft radius). The 44 ft radius allows buses and garbage trucks to perform a U-turn. Cindy Circle had no decision. City Engineer Vanden Noven mailed a letter and alternatives to the five property owners (one property has a non-resident owner) abutting Cindy Circle. Three responses were received. The responses were not unanimous; however, it appears that the alternative that was acceptable to all responsive residents was Alternate #3, which is the status quo with a 28 ft wide street width (current the width is 32 ft.). Reduced street width provides a construction cost savings of approximately \$1,500. Staff recommends that Cindy Circle be designed to current configuration with a 28 ft street width. The Board Members discussed this item. **MOTION BY JOHN SIGWART AND SECONDED BY PAT TEARNEY to recommend the status quo of Cindy Circle Design and to recommend Alternate #3 with a 28 ft street width as presented. Motion carried unanimously.**

**G. CONSIDER ELIMINATION OF SUMMER SEWER CREDIT:** City Engineer Rob Vanden Noven and Wastewater Supt. Dan Buehler reviewed this item with the Board Members. This item was brought back from the December Board of Public Works meeting. According to Stacie Nelson in the Water Department at City Hall, much time and effort is spent tracking usages from office and field staff to make this program work. At least two weeks of office and field personnel wages and benefits should be factored into our cost to continue this program. In addition, it is typical to field many calls in the fall when the program suspends and customer either forget or do not realize that the reason for their bill increase is because the Summer Sewer Credit has ended. The current program is based on an assumption that all usage in summer over a winter average will not be going down the drain. That is not true. Kids can come home from college in summer causing extra usage, i.e., Showering, extra laundry, extra dishes washing, extra water softener regeneration cycles, etc. In addition, any unintentional usage (toilets running) that occurs during the summer would now be credited as lawn water under the existing program. That is the program with a program that is based on an assumption. It is now fair to the utility unless it is metered. A 3% sewer rate increase will be proposed for 2021 if the Summer Sewer Credit is eliminated, if not eliminated, a 5.5% rate increase will be proposed for 2021. Staff recommends amending the City Ordinance to eliminate the existing summer sewer credit and prescribe requirements for installing a deduct meter. Board Members discussed this item. **MOTION BY PHILL BRUNO AND SECONDED BY PAT TEARNEY to approve eliminating the Summer Sewer Credit for sewer and water as presented. Motion carried unanimously.**

#### **Project Updates:**

- a. LIFT STATION 5:** Wastewater Supt. Dan Buehler stated the work is completed on this project. There is one minor item that WE-Energies has to do for the offset lines.
- b. LAKE STREET HEADWALL:** City Engineer Rob Vanden Noven stated that the Headwall was completed in December 2020. The Trash Rack has to be placed on it. The Trash Rack is being fabricated at this time and will be installed in March. Our Engineer Tech Ross Kroeger has been the inspector on this project. Staff will report back when it is completed.

**Forthcoming Events:** Alderman John Sigwart stated that the 5<sup>th</sup> Annual Chili Bowl will take place on January 30, 2021. Participating restaurants will be Tello's, Java Dock, Beanies, Yummy Bones,

Inventor's Pub, and Smith Bros. Tickets are \$20.00. Pick up for the Chili will be on the southside of the Wilson House. You will get six chili cups and then you decide the best one. There will be a raffle basket worth \$700.00 of items from businesses in Port Washington.

**ADJOURNMENT: MOTION BY PAT TEARNEY AND SECONDED BY PHILL BRUNO to adjourn the meeting at 7:01 p.m. Motion carried unanimously.**