

**CITY OF PORT WASHINGTON  
BOARD OF PUBLIC WORKS  
MINUTES  
THURSDAY, MARCH 29, 2012**

**ROLL CALL:** Chairman Craig Czarnecki called the City of Port Washington Board of Public Works meeting to order at 5:10 p.m. in the Lower Level Conference room at the City Hall. Members present: Alderman Mike Ehrlich, Alderman Paul Neumyer, Alderman Jim Vollmar, and Board Member Kevin Rudser. Also present were: City Administrator Mark Grams, City Engineer Vanden Noven, and Wastewater Supt. Dan Buehler. Absent and excused: Board Member Peter Herrmann and Water Supt./Commissioner Dave Ewig.

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

**Approval of Minutes:** **MOTION BY ALDERMAN JIM VOLLMAR AND SECONDED BY ALDERMAN PAUL NEUMYER to approve the minutes from March 13, 2012 as presented. Motion carried unanimously.**

**Public Comments/Appearances:** Mr. Leroy Bley of 415 N. Lake St. had concerns regarding the height of the trees being planted on North Lake Street. He suggested smaller trees that flower and that the height would stay below the 1<sup>st</sup> floor of 415 North Lake Street. Paul and Mary Wester of 415 N. Lake Street had concerns regarding the trees being planted. They live on a lower level and want to be able to see the lake. They love trees but do not want them higher than the 1<sup>st</sup> floor. Patti Spencer of 415 N. Lake Street stated that the work on North Lake Street looked very good. She loves trees, also. She does not want to spoil the view with tall trees. Mr. Bley requested that the same trees planted on Franklin at Swing Street be planted. City Engineer Vanden Noven said the City will plant that same species.

**New Business:**

**A. Consider A Request For A Reduction For A Utility Bill For Big Little D (Property Located At 109 South Park Street:** Ms. Donna Ferraino is before the Board in regards to a high water and sewer bill. The building that she owns had a broken water pipe in January 2012. She is requesting that her water and sewer bill be lowered. She stated that most of the water was vacuumed up with a shopvac. The Board Members discussed this item. They asked if this incident was submitted to her insurance company. She said that it was and they denied it. The Board Members decided to reduce the sewer portion of the bill by \$847.24 and leave the rest of the water and sewer bill as is. **MOTION BY KEVIN RUDSER AND SECONDED BY ALDERMAN JIM VOLLMAR to forgive \$847.24 of the sewer portion of the water and sewer bill for Big Little D. Motion carried unanimously.**

**B. Consider Completing Lift Station Radio Telemetry And Control System Upgrade Project:** The existing telemetry (communications) and controls system for all lift stations consists of Autocon Microcat telemetry equipment and DATARADIO UHF radios. The technology of this equipment is outdated and the equipment is obsolete and no longer adequately supported. Also, the FCC is requiring that all parties that have radio licenses switch to digital radio technology by January 1, 2013. In addition to replacement of the controls and radios, we would be upgrading the computer system at the plant, which receives the lift station communications. We received three (3) quotations to complete this project: 1) Energenecs for \$121,125; 2) Altronex for \$75,652; and 3) Allen ICS for \$68,770. This

is 2012 Budgeted item. Staff recommends Allen ICS to complete the project for \$68,770. **MOTION BY ALDERMAN MIKE EHRLICH AND SECONDED BY KEVIN RUDSER to recommend to the Common Council to approve Allen ICS to complete the project for \$68,770 as presented. Motion carried unanimously.**

**C. 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 permittee's governing body. The permit cost is \$1,500 plus the cost of compliance with the permit. The goal of the permit is to reduce pollutant loading carried by storm water. Staff recommends approve of the Annual Report. City Engineer Vanden Noven reviewed the report with the Board of Public Works members as required by the permit.

**D. Consider Agreement With RJ Underground:** City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that last month, only one bid was received for the proposed directional drilling project for the water main relay on Sunset, and the 4" sanitary sewer replacement between Upper Lake Park and Guenther Pond. RJ Underground was the only bidder. The City Engineering submitted to the Board Members the proposal from RJ Underground for the sewer work only. The contractor is holding his price per lineal foot of sewer at \$68/LF. The silt fence, which was a lump sum of \$1,000 in the original bid, has been reduced to \$350. RJ is asking for additional money to cover his mobilization cost and performance bond, which he had factored into the traffic control item on his original bid. The City is not required to have a performance bond for work that is less than \$25,000, but staff recommends that we keep it. The total cost of the project is \$22,900 and will come out of the sanitary sewer annual maintenance fund. Staff recommends approval. **MOTION BY ALDERMAN MIKE EHRLICH AND SECONDED ALDERMAN PAUL NEUMYER to recommend to the Common Council to approve the contact with RJ Underground for the amount of \$22,900 subject to the review of the contract by the City Attorney. Motion carried unanimously.**

**E. Consider Sidewalk Maintenance Program:** City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that during the years 1994 – 2006, the City replaced all defective sidewalks on an area by area basis. The costs of the improvements were primarily paid by homeowners who were specially assessed. In recent years, sidewalk improvements have only been made in conjunction with street improvements projects. Nearly 20 years after the first sidewalk replacement program, many sidewalks are now defective and result in tripping hazards. For the past 3 years, we have been creating a list of sidewalk complaints/replacement requests. No money has been budgeted specifically for sidewalk repairs in recent years, so we have not been able to address the complaints or systematically remove trip hazards in the City. Staff recommends budgeting a minimum of \$25,000 per year for sidewalk repair. This recommendation would initiate an annual program that commits a minimum of \$25,000 per year for sidewalk repairs beginning in 2013. **MOTION BY ALDERMAN PAUL NEUMYER AND SECONDED BY ALDERMAN MIKE EHRLICH to approve the recommendation that sidewalk repairs be included in the 2013 Budget. Motion carried unanimously.**

**F. Consider Lake Street Change Orders 2 & 3:** City Engineer Vanden Noven reviewed this item with the Board Members. He stated that Change Order 1, which has already been approved, extended the deadline for completion to November 18, 2011. Change Order 2 primarily addressed additional

costs associated with unforeseen conflicts with sewer and water mains. Change Order 3 primarily addressed the costs associated with moving the project from Spring to Fall. Change Order 2 is for \$14,087.12 for water utility; \$1,935.74 for wastewater utility, and \$4,693.49 for street department. Change Order 3 is for \$11,508.73 for street improvements. Staff recommends approval of Change Order 2 and 3. **MOTION BY KEVIN RUDSER AND SECONDED BY ALDERMAN PAUL NEUMYER to recommend to the Common Council to approve Change Order 2 and 3 for \$32,225.08 as presented. Motion carried unanimously.**

**G. Consider Hiring Engineering Intern:** City Engineer Vanden Noven reviewed this item with the Board Members. He stated that Engineering Department would like to hire an intern for the summer. The intern would be Joanna Demas. She is currently a part-time employee at the Urban Ecology Center in Milwaukee. She has a degree in Biology and Environmental Science, and we are recommending that she be hired by the City to perform survey work, including construction staking on various City projects as well as data collection for the City's GIS. She will be replacing Michael and Nikki, who are leaving in May. It is projected that she will work a maximum 24 hours per week beginning in May. We recommend her hourly rate to be \$12.00 per hour. Wages will be paid out of the operating budget for the engineering intern, project improvement budgets for construction services (Coal Dock, Sunset Water main, etc.) and GIS. Staff recommends hiring Joanna Demas as a part-time employee. **MOTION BY ALDERMAN PAUL NEUMYER AND SECONDED BY ALDERMAN MIKE EHRLICH to approve the hiring of Joanna Demas as an Engineering Intern with a wage rate of \$12.00 per hour. Motion carried unanimously.**

**H. Consider Professional Services For Bridges Design:** City Engineer Vanden Noven reviewed this item with the Board Members. He stated that the proposed Coal Dock Park improvement includes the naturalization of Sauk Creek at the confluence with Mineral Springs Creek. The naturalization project includes removal of the existing box culvert on Meyer Lane, and replacing it with a pedestrian bridge located on the existing abutments that are south of the box culvert. Staff is proposing that the City construct the bridge as well as the relocated path. This work should be done prior to the naturalization project to maintain access to Fisherman's Park from the south. Staff has asked GMA Structural, LLC to provide a proposal to design the timber structure. The cost of the design and materials for the bridge will be paid out of the \$150,000 grant from the Fund for Lake Michigan. The cost for the design is \$1,950.00. **MOTION BY ALDERMAN JIM VOLLMAR AND SECONDED BY ALDERMAN PAUL NEUMYER to approve the design for the bridge on the Coal Dock Park for \$1,950.00 as presented. Motion carried unanimously.**

**6. Old Business:** There was none.

**7. Project Updates:**

a. Hwy. 33 Project: City Engineer Vanden Noven informed the Board Members the STH 33 will be closed from Portview Drive to Summit/Tower Dive to adjust the road. The detour will be on Eva to Lincoln to Portview. This project should be completed by the end of May 2012.

**8. Forthcoming Events:** It was mentioned that Mayor Huebner's Roast is tonight at St. Peters.

**ADJOURNMENT: MOTION BY ALDERMAN MIKE EHRLICH AND SECONDED BY ALDERMAN JIM VOLLMAR to adjourn the meeting at 6:32 p.m. Motion carried unanimously.**