

**CITY OF PORT WASHINGTON  
BOARD OF PUBLIC WORKS  
MINUTES  
TUESDAY, MARCH 25, 2014**

**ROLL CALL:** Chairman Craig Czarnecki called the City of Port Washington Board of Public Works meeting to order at 5:32 p.m. in the Lower Level Conference Room at the City Hall. Members present: Eric Ryer, Alderman Mike Ehrlich, Alderman Paul Neumyer, and Alderman Kevin Rudser. Also present were: City Administrator Mark Grams, City Engineer Rob Vanden Noven, Wastewater Supt. Dan Buehler and Water Supt. /Commissioner Dave Ewig and. Absent and excused: Jason Wittek.

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

**Approval of Minutes:** **MOTION BY PAUL NEUMEYER AND SECONDED BY MIKE EHRlich to approve the minutes of February 11, 2014 as presented. Motion carried unanimously.**

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

**Old Business:** There was none.

**New Business:**

**A. Consider Request From Port Washington Saukville School District:** City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that after three meetings with the Port Washington-Saukville School District, staff received an email from them expressing their concerns with the design of N. Holden Street. They had concerns regarding the placement of the street trees and the buffer between the sidewalk and the parking lot. City Engineer Vanden Noven reviewed this with the Board Members and stated that the buffer in the parking lot was done for appearances and for safety issues. The current parking lot abuts the sidewalk with no barrier. Also, it is the policy of the City to place street trees in the parkway area. **MOTION BY CRAIG CZARNECKI AND SECONDED BY PAUL NEUMEYER to endorse the Street Design as presented. Motion carried unanimously.**

**B. Consider Hiring Part-Time Seasonal Street Yard Employees, Street Department Full-Time Temporary Summer Help Employees and Water Utility Full-Time Temporary Summer Help Employee:** Water Super./Street Commissioner Dave Ewig informed the Board Members that the Street Department Yard will reopen on Tuesday, April 1, 2014. The hours of operation are as follows: Tuesdays and Thursdays, 3:00 pm to 6:00 pm; and Saturdays, 10:00 a.m. to 4:00 p.m. Staff would like to rehire Kathleen LeMahieu and Don Ryer for the Street Yard. Ms. LeMahieu would be paid \$9.50 per hour, 4<sup>th</sup> year rate and Mr. Ryer would be paid \$9.00 per hour, 3<sup>rd</sup> year rate. Staff would like to hire Mr. Kenneth Behan for the Street Yard. Mr. Behan would be paid \$8.00 per hour, 1<sup>st</sup> year rate. These are budgeted wages for 2014. **MOTION BY PAUL NEUMEYER AND SECONDED BY MIKE EHRlich to approve the rehiring of Kathleen LeMahieu, Don Ryer, and the hiring of Kenneth Behan as presented. Motion carried (Eric Ryan, Abstained).**

Staff would like to rehire David Soya, Jr. and Frederick Yates for the Street Department summer help. Mr. Soya would be paid \$9.50 per hour 4<sup>th</sup> year rate and Mr. Yates would be paid \$9.00 per hour, 3<sup>rd</sup> year rate. These are budgeted wages for 2014. **MOTION BY CRAIG CZARNECKI AND**

**SECONDED BY KEVIN RUDSER to approve the rehiring of David Soya, Jr. and Frederick Yates as presented. Motion carried unanimously.**

Staff would like to hire Nathan Ehrlich for the Water Utility Seasonal Summer Help. Mr. Ehrlich will be paid \$8.00 per hour, 1<sup>st</sup> year rate. This is a budgeted wage. **MOTION BY PAUL NEUMYER AND SECONDED BY KEVIN RUDSER to approve the hiring of Nathan Ehrlich as presented. Motion carried (Mike Ehrlich, Abstained).**

**C. Consider Purchase Of Tree Stump Grinder (1/3 Share):** Street Commissioner Dave Ewig reviewed this item with the Board Members. He stated that existing 1999 Vermeer stump grinder is jointly owned by the Village of Grafton, City of Cedarburg, and the City of Port Washington. This fifteen (15) year old unit, purchased from Vermeer Wisconsin, provided reliable service and low maintenance costs. Superintendent Gary Helm, from the Village of Grafton, served as the lead agent for this purchase. Gary specified the Vermeer unit because of their superior design, safety features and service experience. Federal discount pricing will apply. This is a 2014 budgeted item. Staff has budgeted \$10,000 and the City's cost would be \$10,513. Staff recommends purchasing the 2014 Vermeer Model SC802 Stump Cutter from Vermeer Wisconsin, Inc. including trade for \$10,513.00. The Board Members agreed that this was a good price and liked the item of sharing services. **MOTION BY CRAIG CZARNECKI AND SECONDED BY PAUL NEUMYER to recommend to the Common Council to approve the purchase of the 2014 Vermeer Model SC802 Stump Cutter from Vermeer Wisconsin, Inc. including trade in for a cost to the City of \$10,513.00 as presented. Motion carried unanimously.**

**D. Consider Street Department 2013 Annual Report and Water Utility 2013 Annual Report:** Street Commissioner Dave Ewig reviewed the Street Department 2013 Annual Report with the Board Members. He reviewed several items with the Board Members such as purchasing two 2014 Freightliner single axle dump trucks with plow and wing assembly, and tailgate salting assembly, trading in several pieces of equipment, the removal of 82 trees, and the planting of almost 600 trees. He reviewed the usage of salt and the repair of storm sewers. The Coal Dock Park construction was also reviewed.

Water Super. Dave Ewig reviewed the Water Utility 2013 Annual Report with the Board Members. He review several items with them such as the use of chemicals for 2012 and 2013, the average gallons pumped per day, the number of water mains repaired, the number of breaks, the number of hydrants repaired or installed, the number of water services repaired, replaced and installed. He also reviewed the number of meters that were installed, replaced, and retired.

**E. Consider Hiring Of Kevin Moase For A Summer Position At The WWTP:** Wastewater Supt. Dan Buehler is requesting to hire Kevin Moase for a summer position at the Wastewater Treatment Plant. This summer position has been budgeted for 2014. This employee would assist with a variety of jobs around the plant including painting, grass cutting, janitorial type duties. In addition, Mr. Moase is currently attending MATC in their environmental program. If hired, staff would give him some training with some of our operator work so he could provide some spot coverage when our staff is on vacation. The proposed starting wage is \$8.00 per hour. Staff recommends hiring Mr. Kevin Moase. **MOTION BY CRAIG CZARNECKI AND SECONDED BY KEVIN RUDSER to approve the rehiring of David Soya, Jr. and Frederick Yates as presented. Motion carried unanimously.**

**F. Consider Upgrading WWTP Report/Maintenance Software:** Wastewater Supt. Dan Buehler reviewed this item with the Board Members. He stated that the existing reporting/maintenance work order software they are currently using is outdated. Staff currently has to use an older hard drive in

order to access and work with the older software. Upgrading the software will allow us to consolidate all software on two new computers at the plant and run more efficiently. The total cost includes software, licensing, interface to existing plant SCADA, training and Energenecs first year support. Staff recommends purchasing Hach WIMS System for \$13,800, (Energenecs is the Southeast Wisconsin representative for Hach WIMS). This is a planned capital expense for 2014 as part of the SCADA upgrade project. **MOTION BY PAUL NEUMYER AND SECONDED BY ERIC RYER to approve the purchase of new software for the Wastewater Treatment Plant for \$13,800 from Hach WIMS Systems as presented. Motion carried unanimously.**

**G. Consider Wastewater Treatment Plant 2013 Annual Report:** Wastewater Super. Dan Buehler reviewed the Wastewater Treatment Plant 2013 Annual Report with the Board Members. He reviewed the total annual influent plant flow, the plant Influent Biochemical Oxygen Demand load, the plant Influent Suspended Solids load, the plant Influent Phosphorus load, the Capital purchases for 2013, the major plant and collection system repairs, and the revenue and expenses for 2013.

**H. Consider Engineering Department 2013 Annual Report:** City Engineer Rob Vanden Noven reviewed the Engineering 2013 Annual Report with the Board Members. He reviewed the Coal Dock Park Improvement Project, the Sauk/Mineral Springs Creek Naturalization, the Boardwalk/Native Landscape, the Street and Sidewalk Improvement Projects, the Upper Lake Park Soil Investigation/Bluff Study, and the Emerald Ash Borer Treatment and Tree Replacement Project.

**I. Consider CTH LL Sidewalk Improvements:** City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that he was asked to place this on the agenda. Alderman Rudser would like to revisit this item. The sidewalk between W Grand Avenue and Aster Street on CTH LL has a gap of approximately 500 feet south of Aster Street. Developer Nick Didier is willing to pay at least 2/3 to all for the building of the 500 feet of sidewalk. He would like the City to maintain it in the winter with snowplowing. The Board Members discussed this item and agreed to bring it back at the next meeting.

**J. Review Report Of The Upper Lake Park Bluff Investigation:** City Engineer Rob Vanden Noven reviewed the report of the Upper Lake Park Bluff Investigation. In 2013, Wisconsin Testing Labs performed an investigation of the soil and groundwater conditions in Upper Lake Park above the entrance to the North Beach. Two soil borings of approximately 110' in depth were taken, and three piezometers were installed to monitor groundwater levels. The report suggests installing a drainage system to reduce the recurrence of smaller slides. However, a drainage system alone will not affect the overall stability of the bluff. Only by flattening the slope (cutting back approximately 100') and stabilizing the toe will prevent bluff failures. Mr. Bruce Bloemer of 800 Noridge Trail stated that his backyard abuts Lake Michigan and if the City were to cut back the bluff in Upper Lake Park, that would leave his property sticking out like a peninsula, and then his property would probably begin to slide into the Lake. The Board Members reviewed and discussed this item. This is just for information purpose.

## **Project Updates**

- A. Parking Lot Improvements** – City Engineer Rob Vanden Noven discussed the Parking Lot Improvement project. He stated that the Parking Lot Improvement plans are out for bids. The Businesses are working with the utilities to have the utilities placed underground. This project should be completed by mid-June.

**B. North Beach Access PIM On February 18<sup>th</sup>** – City Engineer Rob Vanden Noven stated that the North Beach Access PIM was held on Tuesday, February 18<sup>th</sup>, 5:00 p. m. to 7:00 p.m. The final design and the final dollar amount will be going to Council.

**Forthcoming Events:** There was none.

**ADJOURNMENT: MOTION BY KEVIN RUDSER AND SECONDED BY CRAIG CZARNECKI to adjourn the meeting at 6:56 p.m. Motion carried unanimously.**