

**CITY OF PORT WASHINGTON
BOARD OF PUBLIC WORKS
MINUTES
TUESDAY, APRIL 10, 2018**

ROLL CALL: Vice-Chairman Jason Wittek called the Board of Public Works meeting to order at 5:31 pm in the Lower Level Conference room at the City Hall. Members present: Eric Ryer, Alderman Mike Gasper, Alderman Paul Neumyer, and Alderman John Sigwart. Also present were: City Engineer Rob Vanden Noven, Street Commissioner James Hoile, City Administrator Mark Grams, and Water Super. Dave Kleckner. Absent and excused: Parks and Forestry Super. Jon Crain, Craig Czarnecki and Wastewater Super. Dan Buehler.

Chairman's Business: There was none.

Approval of Minutes for March 20, 2018: MOTION BY JOHN SIGWART AND SECONDED BY ERIC RYER TO APPROVE THE MINUTES OF MARCH 20, 2018 AS PRESENTED. Motion carried unanimously.

Public Comments/Appearances: There was none.

Old Business: There was none.

New Business:

A. CONSIDER 2019 STREET IMPROVEMENTS: City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that in 2017, streets that were selected for improvements in 2018 – 2021 included North Lakeview Avenue and all of the streets crossing it from East Prospect to East Norport Drive. This selection was made based primarily on the condition of the roads and their proximity to one another. The streets we are improving in 2018, Crestview, Lakeview, and Whitefish, were among the worst conditioned streets in the City and had a history of numerous water main breaks (Whitefish and Lakeview – 21 breaks). Because of the increase we saw this winter with water main breaks, staff would like to postpone the original street plan to focus in 2019 on streets that have the most significant history of water main breaks as the top criteria, followed by pavement condition, and then proximity to one another. These streets include: Rogers Street from Melin to the north terminus – 450 LF, 13 breaks, 4 passer rating; Summit Drive from Lincoln Avenue to Second Avenue – 600 LF, 10 breaks, 4 passer rating; Summit Drive from Second Avenue – 960 LF, 0 breaks, 3 passer rating; Garfield Avenue from Second Avenue to Fourth Street – 700 LF, 7 breaks, 4 passer rating; Third Avenue from Garfield Avenue to Alley – 140 LF, 0 breaks, 3 passer rating and Crocker Avenue from Grand Avenue to Melin Street – 1,000 LF, 4 breaks, 3 passer rating. The cost of this project would be \$655,000 for 3,850 LF for water and \$750,000 for 3,850 LF for Street. The estimated cost of 2018 Streets is \$1,423,000. The Project borrowing is \$2,100,000, so this puts it approximately \$73,000 over budget. Water expenses would be paid out of the Utility reserves. Staff recommends borrowing an additional \$100,000 for street work and completing the newly proposed water and street improvements in 2019. The Board Members discussed the street improvements for this year and next. **MOTION BY MIKE GASPER AND SECONDED BY PAUL NEUMYER to recommend to the Common Council to approve the borrowing of an additional \$100,000 for street work and the proposed street and water improvements for 2019 as presented. Motion carried unanimously.**

B. CONSIDER HIRING WATER DEPARTMENT SUMMER EMPLOYEE: Water Supt. Dave Kleckner reviewed this item with the Board Members. He stated that the Water Utility has traditionally

hired summer help to assist with various maintenance tasks such as lawn and building maintenance, painting, and assisting the regular crew when needed. Water Supt. Kleckner has interviewed Chase Brouillette for the summer position. Chase is currently studying Water Resources at Stevens Point. He has passed his background check. One summer help position for 480 hours has been budgeted for a wage of \$9.00 per hour. Staff recommends hiring Chase Brouillette as the Water Utility summer help for 2018. **MOTION BY ERIC RYER AND SECONDED BY JOHN SIGWART to approve hiring Chase Brouillette for the Water Utility summer help position for \$9.00 per hour as presented. Motion carried unanimously.**

C. CONSIDER RE-HIRING PART-TIME SEASONAL EMPLOYEES TO MONITOR THE STREET YARD: Street Commissioner JD Hoile reviewed this item for the Board Members. He stated that the Street Yard opened up on Tuesday, April 3, 2018. The Street Yard is open on Tuesdays and Thursdays from 3:00 pm to 6:00 pm and on Saturdays from 10:00 am to 4:00 pm. Staff would like to re-hire Don Ryer, Doug Bostwick, and Jeff Zinuticz for monitoring the Street Yard. Mr. Ryer would be paid \$11.50 per hour; Mr. Bostwick would be paid \$10.50 per hour; and Mr. Zinuticz would be paid \$10.00 per hours. These are budgeted wages for 2018. Staff recommends re-hiring the part-time seasonal Street Yard help as presented. **MOTION BY JOHN SIGWART AND SECONDED BY MIKE GASPER to approve re-hiring Don Ryer at \$11.50 per hour; Doug Bostwick at \$10.50 per hour and Jeff Zinuticz at \$10.00 per hour as presented. Motion carried (4 Ayes; 0 Nays (1 Abstained (Eric Ryer)).**

D. UPDATE ON LED STREET LIGHT CONVERSION: Street Commissioner JD Hoile reviewed this item with the Board Members. He stated that three (3) 45 watt LED bulbs have been installed on St. Mary's hill. After installation, candle power readings were taken along with photos to compare the light disbursement of the high pressure sodium vs the LED lighting. It is to be determined if the difference in light disbursement is a factor to continue with the 45 watt LED bulbs installed or if different action is required moving forward with the LED conversion of City Street Lights. The Board Members discussed the various lighting options. **MOTION BY JOHN SIGWART AND SECONDED BY ERIC RYER to move ahead with the lighting project by placing LED lights in the street lights in an area to be determined by the Street Department. Motion carried unanimously.**

E. CONSIDER CHARGE OUT RATE FOR BRUSH COLLECTION: Street Commissioner JD Hoile reviewed this item with the Board Members. He stated that currently for brush there is a fee for any brush pick up that goes over 15 minutes. The calculations are based on the wages of the employees plus the charge out rate for equipment. We are considering changing the methods on picking up and disposing of larger piles to cut down on labor for brush pick up. The consideration is to use the skid loader with the grapple bucket and a dump truck with trailer to pick up the larger piles of brush. The brush will be picked up and hauled back to the street yard where it will be stored and disposed of with a tub grinder for no charge. This will reduce the time spent on larger piles which can reduce the chance of getting through the brush route on a weekly basis. The rate for 1 hour with labor and equipment would be: skid loader for \$31.04; truck for \$13.10; trailer for \$10.00; labor of \$29.47 for 2 employees \$58.94; fringes for 2 employees \$36.54 would equal \$149.62. Staff recommends charging \$60 per truck and trailer load for brush disposal. Staff stated that it would average of 20 minutes to drive to the site, load the brush, and return to the Street Department yard to unload. The 20 minutes would include \$50 for labor and equipment plus \$10 for administration fee. The Board Members discussed this item. **MOTION BY PAUL NEUMYER AND SECONDED BY ERIC RYER to approve the new brush policy as presented. Motion carried unanimously.**

F. CONSIDER THE PURCHASE OF A 1 TON CHASSIS: Street Commissioner JD Hoile reviewed this item with the Board Members. He stated that a technical specification was developed and four quotes were requested pertaining to the purchase of one 2018 1 ton Chassis 4WD regular cab pickup truck for the Street Department. Proposals were requested with and without trade of 1 existing 1997 GMC 1 ton 4 WD regular cab pickup truck. Two quotations were received.

Schmit Bros Dodge: Without Trade \$33,071 and With Trade \$31,771

Schmit Bros Ford: Without Trade \$33,300 and With Trade \$31,900

This is a budgeted item and the Street Department has \$150,000 budgeted in equipment. Staff recommends purchasing the 1 Ford F350 regular cab chassis from Schmit Bros Ford without the trade price of \$33,300 but not to exceed \$35,000. The Board Members discussed this item. **MOTION BY PAUL NEUMYER AND SECONDED BY ERIC RYER to approve the purchase of a 1 Ton Ford F350 regular cab chassis from Schmit Bros Ford without trade for a price of \$33,300 but not to exceed \$35,000 as presented. Motion carried unanimously.**

Project Updates:

- a. City Engineer Rob Vanden Noven reviewed this item. He stated that we have not received our DNR Water Permit yet; staff is still waiting for it to arrive. Visu-Sewer is televising and cleaning sewers. They started last week, April 4, 2018. The Coal Dock Railing projects bids are due on April 11, 2018.

Forthcoming Events: The City will be planting trees all over the City.

ADJOURNMENT: MOTION BY PAUL NEUMYER AND SECONDED BY MIKE GASPER to adjourn the meeting at 6:38 p.m. Motion carried unanimously.