

**CITY OF PORT WASHINGTON
BOARD OF PUBLIC WORKS
MINUTES
TUESDAY, NOVEMBER 13, 2018**

ROLL CALL: Chairman Jason Wittek called the Board of Public Works meeting to order at 5:30 pm in the Lower Level Conference room at the City Hall. Members present: Alderman Mike Gasper, Alderman Patrick Tearney, James Haley, Phil Bruno, and Alderman John Sigwart (arriving at 5:32 pm). Also, present were: City Engineer Rob Vanden Noven, Street Commissioner James Hoile, City Administrator Mark Grams, Mayor Marty Becker, Wastewater Supt. Dan Buehler, and Water Supt. David Kleckner. Absent and excused: Parks and Forestry Supt. Jon Crain.

Chairman's Business: There was none.

Approval of Minutes for October 9, 2018: MOTION BY JOHN SIGWART AND SECONDED BY JASON WITTEK TO APPROVE THE MINUTES AS PRESENTED. Motion carried unanimously.

Public Comments/Apearances: Mayor Becker asked about putting up a speed limit sign on West Dodge Street and he was referred to the Traffic Safety Committee.

Old Business: There was none.

New Business:

A. CONSIDER UPGRADE OF LIFT STATION 3 CONTROLS: Wastewater Supt. Dan Buehler reviewed this item with the Board Members. He stated that the pump controls are obsolete and in need of updating. The proposal from Energenecs replaces all pump on/off controls as well as adding new level control technology including a back-up float system. Control panel and shop drawings were reviewed. Public Works meeting. Board members and staff discussed these two items. Energenecs is our service provider for both Water and Wastewater Plants and lift station controls. Energenecs proposal was for \$20,630. Miller Electric proposal to install was not to exceed \$3,830. This is a budgeted item for 2019. Staff recommends accepting these proposals to replace obsolete Control System. **MOTION BY JOHN SIGWART AND SECONDED BY PHIL BRUNO to recommend to the Common Council to approve the proposal from Energenecs for the control panel for \$20,630.00 and having Miller Electric install the control panel for a price not to exceed \$3,830.00. Motion carried unanimously.**

B. CONSIDER DISTRIBUTION SYSTEM LEAK SURVEY: Water Supt. Dave Kleckner stated that the accountability for water entering the distribution system is 83.1% through the 4 billing periods in 20118. In 2017, the accountability was 89.3%. The DNR Sanitary Survey recommends a leak survey be conducted when unaccounted for water is more than 10%. The Public Service Commission (PSC) requires Wisconsin Water Utilities to account for no less than 85% of the water pumped from the treatment plant. Conducting a system leak survey involves listening on water main valves and fire hydrants in areas with metal water mains. In areas with PVC water mains and plastic water services it involves listening not only at the water main valves and fire hydrants, but also on all curb boxes for the water services. This takes considerably more time. During our last leak survey conducted by AECOM in July of 2014, 6 leaks were found on relatively new plastic services. The costs to perform a system leak survey were requested from AECOM, City Water LLC, and American Leak Detection. AECOM

could only provide a rough, verbal estimate for the iron main portion of around \$5,000. They would not be able to perform the work in 2018. City Water LLC provided a written proposal for surveying 21 miles of metal water main for \$5,000 and \$13,650 for 39 miles of plastic water main. There would be an additional cost of \$2,500 for a report after both Phases of the survey were completed. City Water could complete the survey of the metal water main before the end of the year, and then conduct a survey of the plastic water main in Spring. City Water's proposal meets all the specifications in the 2014 RFP. American Leak Detection specializes in leak detection for a specific leak rather than a system wide survey. They did not provide an estimate for this work. No money has been budgeted for a leak survey in 2018, but \$20,500 is budget in 2019. Meters measuring the water being pumped into the distribution system from the Filtration Plant are tested annually. To improve the accuracy of these meters, one meter was replaced in 2018 and the other is budgeted for replacement in 2019. Staff recommends accepting City Water LLC proposal to conduct a leak survey of 21 miles of metal water main for \$5,000 to be completed before the end of 2018 and also accepting their proposal to conduct a leak survey of 39 miles of plastic main as soon as is practical in 2019 for a cost of \$13,650, with a report when completed for \$2,500. **MOTION BY JOHN SIGWART AND SECONDED BY MIKE GASPER to recommend to the Common Council to approve contracting with City Water LLC to conduct a water distribution system leak survey in two phases, with a final report upon completion as proposed and contingent on review and approval by the City Attorney. Motion carried unanimously.**

C. CONSIDER HIRING AN ADDITIONAL EMPLOYEE AT THE WATER UTILITY IN 2019:

Water Supt. Dave Kleckner reviewed this item with the Board Members. He stated that from 1993 until 2013, the Water Utility employed a staff of 5 employees on the outside crew. This included 2 outside maintenance / Friday operators., 1 outside maintenance / relief operator, and 2 meter maintenance / relief operators. In 2011, the outside maintenance / relief operator position was eliminated by attrition. Water Supt. Dave Kleckner reviewed with the Board Members how the water distribution system has grown from 1997 to 2017. Because of this growth, the current staff is unable to complete all the required annual maintenance of the distribution system. More time could be devoted to completing these tasks with an additional employee. 2 of the 4 employees on the outside crew are over 60 years old. One is in his mid-50's. With the likelihood of retirement within the next 5 years, it would be in the Utility's best interest to add an employee in 2019 to start gaining the knowledge and experience necessary to replace current employees as they retire. This item was just for informational purposes.

D. CONSIDER STORM SEWER IMPROVEMENTS ON NORTH FRANKLIN STREET AT EAST GRAND AVENUE:

City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that the owner of the Holiday Inn has plans to enclose the area under the hotel that now serves as the carport. A 36" storm sewer is located under the carport which serves the block of 100 North Franklin Street. Two options were considered: lining and relocation. Lining is problematic because the sewer is under water, so a manhole would need to be constructed on the south side of the hotel and the sewer would need to be dewatered. The lining option, if feasible, is estimated to cost \$30,000 to \$50,000. The cost to re-lay the storm sewer is \$30,000 to \$40,000. The option to relocate is preferable because it moves the sewer outside of the building footprint and is likely less expensive than lining the sewer. Although the timing of this project is prompted by the addition to the hotel, it is wise to improve the sewer now before the existing pipe requires maintenance. The lack of vertical clearance would make any underground repair work nearly impossible. The estimated cost for construction would be \$30,000 to \$40,000 can likely be financed by the downtown TIF, but that has yet to be confirmed. It is recommended to have Staff design and bid, and the storm sewer improvements as reviewed. Board members discussed this item. **MOTION BY JOHN SIGWART AND SECONDED BY PHIL BRUNO to approve the design for relocation of the storm sewer and prepare to bid for**

construction in 2019 contingent on funds to be available. This should be brought back to the Board of Public Works for review. Motion carried unanimously.

Project Updates:

- a. **UPDATE ON NORTH LAKE STREET AND LARABEE FLOOD STUDY:** City Engineer Rob Vanden Noven stated that the Box Culvert at North Lake Street has been inspected and is in good condition. Only 2 minor repairs should be made. Stantec is working on the analysis. On Larabee Street, Staff has had discussions with 2 of the residents. Staff reached out to a third, but has not heard back from them, plus the owner of the former Simplicity property was contacted. Letters were sent out to four residents about accepting an easement or wanting to purchase their homes. City Engineer Vanden Noven informed the Board Members that he and City Administrator Mark Grams went to a County-wide meeting with FEMA and emergency management. The City will be submitting pre-applications under the Hazard Mitigation Grant Program for both Larabee and Lake Street. In December 2018, we will know if we will be invited to submit full applications. Those grants will be awarded in October 2019. Staff will continue to work with Stantec to refine the scope of their proposal to prepare for a potential grant application in March.

Forthcoming Events: Port Conversations will be at the Library on Thursday night and the topic is City Budget and TIF.

ADJOURNMENT: MOTION BY PATRICK TEARNEY AND SECONDED BY MIKE GASPER to adjourn the meeting at 7:11 p.m. Motion carried unanimously.