

**CITY OF PORT WASHINGTON  
BOARD OF PUBLIC WORKS  
MINUTES  
TUESDAY, APRIL 9, 2019**

**ROLL CALL:** Chairman Jason Wittek called the Board of Public Works meeting to order at 5:34 pm in the Lower Level Conference room at the City Hall. Members present: Alderman Patrick Tearney, Alderman Mike Gasper, Phil Bruno, and Alderman John Sigwart. Also, present were: City Engineer Rob Vanden Noven, Water Supt. Leo Duffrin, Wastewater Supt. Dan Buehler, Street Commissioner JD Hoile, and City Administrator Mark Grams. Absent and excused: Park and Forestry Supervisor Jon Crain and James Haley. Alderwoman Deb Postl and Mayor Marty Becker were in the audience.

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

**Approval of Minutes for March 12, 2019: MOTION BY MIKE GASPER AND SECONDED BY PATRICK TEARNEY TO APPROVE THE MINUTES AS PRESENTED. Motion carried unanimously.**

**Public Comments/Apearances:** Diane Burkhalter of 409 Briarwood Lane stated that she and her neighbors do not want sidewalks in their neighborhood. She lost 18 trees on her property and the work was not done well. There are cracks in her driveway approach.

Robert Fechner of 909 Hales Trail stated that he has concerns regarding item #5 on this agenda. He and his neighbors are against sidewalks in their neighborhood. He and his neighbors do not think they are necessary. There should be another solution. He also has concerns about trees and their roots with sidewalks.

Tom Urban of 1002 Hales Trail stated that he had send a letter to all the Board Members and that he had heard of a covenant for this neighborhood that stated that there would be no sidewalks in this neighborhood. He is looking for this covenant.

Marty Becker of 669 West Pierre Lane stated that he had heard of this covenant. He does not agree with having sidewalk up on Hales Trail. There should be maybe a pedestrian lane or path. There is one in Upper Lake Park. He stated that as the Mayor of Port Washington, he will veto any sidewalks in this area. He stated that Common Council could override his veto, but he will veto sidewalks.

Deb Postl of Briarwood Lane discussed the sidewalk issue. She had concerns about the City comments on placing sidewalks up on Hales Trail for little children and about narrowing the street.

Marty Becker of West Pierre Lane stated that there is parking on Upper Lake Park and children and parents must cross the street to get to Possibility Playground and that is a dangerous situation. He also talked about the pedestrian lane in Upper Lake Park.

Diane Burkhalter of Briarwood Lane stated that here neighbors do not want sidewalks, and no one is listening. Sidewalk are not always safe. She, too, brought up Possibility Playground.

**Old Business:** Update on Hales Trail and Crestview Sidewalk Project: City Engineering reviewed the update on Hales Trail and Crestview sidewalk project with the Board Members. He stated that in 2018 the City Council unanimously approved the placement of sidewalks on both side of Hales Trail,

Crestview, and Sunrise Drive in 2019. Since then, Ross Kroeger has performed survey work, but design has not yet begun. The flooding on August 27, 2018 has taken City staff time and budgeted funds that were designated toward this project. We are presently working on obtaining reimbursement from FEMA for the money that was spent on the flood (approximately \$150,000), but it is uncertain whether or when the City will be reimbursed. There is an estimated \$128,000 borrowed in excess of the cost of 2019's street improvements. This money should be earmarked for construction contingency (change orders), street project tree purchases, Stantec studies/engineering for Larabee and Veteran's Park, alley reconstruction, sidewalk repair, and design of street improvements in 2019 and hopefully build them later this year or early 2020. Last month, a letter was delivered to the Board of Public Works from two residents on Hales Trail regarding the proposed project that was against the sidewalks. We also received a written public comment that was in favor of sidewalks on Hales Trail. City Engineer Vanden Noven reviewed his response to the letter against the sidewalks on Hales Trail. The current project estimate is \$180,000 for sidewalks on Hales Trail, Crestview, and Sunrise. This is based on 7,070 LF of sidewalk at \$25/LF. Approximately 80% of that cost would be specially assessed to the abutting property owners (5-year payback). The City would be responsible for the upfront payment. After special assessment, the cost to the City would be approximately \$35,000. Staff recommends proceeding with the design and bidding of the proposed sidewalk project on Hales Trail, Crestview and Sunrise Drive. The Board Members discussed this item.

#### **New Business:**

**A. CONSIDER STANTEC PROPOSAL FOR LARABEE DRAINAGE AREA:** City Engineer Rob Vanden Noven reviewed this item with the Board Members. He reviewed the Stantec proposal for "Refined Concept Development" for the Larabee Street Flood Risk reduction project with the Board Members. At last month's meeting this proposal was requested to confirm the effects of enlarging both the detention pond in Spinnaker West and the culvert under North Spring Street. The study including both the 100- and 500-year storm events and examine the downstream effects of the proposed drainage improvements by modeling the existing sewer and overland flow routes east of North Spring Street. Mr. Rich Klien from Stantec reviewed his proposal for the Board Members and answered any question they had. The Board Member discussed this item. The proposal would be time and materials not to exceed \$20,900. The money would come from the 2018 borrowing. **MOTION BY JOHN SIGWART AND SECONDED BY MICHAEL GASPER to approve the proposal from Stantec for time and materials not to exceed \$20,900 as presented. Motion carried unanimously.**

**B. CONSIDER HIRING OF AN ADDITIONAL EMPLOYEE AT THE WATER UTILITY IN 2019:** Water Supt. Leo Duffrin reviewed this item with the Board Members. He stated that from 1993 to 2011 the Water Utility employed a staff of 5 on the outside crew. This included 2 outside maintenance/Friday operators and 3-meter maintenance/relief operators. In 2011 one of the meter maintenance/relief operator position was not filled. 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. Two of the four employees on the outside crew are age 60+ and 1 is in his late 50's. With the likelihood of retirements 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, Money is available in the budget to cover this position. Staff recommends adding an addition outside maintenance/meter maintenance/relief operator employee in 2019. **MOTION BY PATRICK TEARNEY AND SECONDED BY PHIL BRUNO to approve hiring an additional employee for the Water Utility as presented. Motion carried unanimously.**

**C. CONSIDER HIRING OF SUMMER HELP EMPLOYEES FOR THE STREET DEPARTMENT:** Street Commissioner JD Hoile stated that the Street Department is requesting to hire 5 summer help employees. These employees are responsible for brush collection, maintenance of parkways and beds, lawn care at the Union Cemetery and various other maintenance tasks. This is a budgeted item. The returning summer help employees are Joseph Barber and John Reynen, who will be paid \$10.50 per hour each. The new employees are Noah Mueller and Hannah Buback, who will be paid \$10.00 per hour. The fifth employee will be hired to be shared between the Street Department and the Parks Department. **MOTION BY PATRICK TEARNEY AND SECONDED PHIL BRUNO to approve hiring the four summer help employees as presented. Motion carried unanimously.**

**D. CONSIDER STRAND ENGINEERING FOR WWTP FAMILIARITIES PLANNING AND RATE STUDY:** Wastewater Supt. Dan Buehler reviewed this item with the Board Members. He stated that Phil Bzdusek from Strand and Associates was at the meeting to do a PowerPoint presentation for the Members. Wastewater Supt. Buehler stated that the Wastewater Treatment Plant is nearing 30 years old and is looking at some major rebuilds and upgrades over the next 5 to 10 years. Items such as UV replacements, Headworks process upgrades, HVAC rehab or replacement, Sludge processing are rehab – digesters and boilers). Staff believes that the timing is right to have outside assistance in planning the next phase of improvements that will likely take place over the next 10 years. In addition to assessing and prioritizing projects slated to maintain and improve the Wastewater Treatment Plant, this study will also review what rate structure will be necessary to support these projects going forward into the future. Staff recommends retaining the services of Strand and Associates. Wastewater Supt. Dan Buehler reviewed the replacement and rehab projects and Mr. Bzdusek presented his PowerPoint. Board members discussed various items. **MOTION BY MIKE GASPER AND SECONDED JOHN SIGWART to approve retaining Strand and Associates as presented with a cost of \$56,700. Motion carried unanimously.**

**E. REVIEW SIX YEAR PLAN FOR STREET AND OTHER CAPITAL IMPROVEMENT PROJECTS:** City Engineer Rob Vanden Noven review this item with the Board Members. He stated that staff was asked to provide a 5-year plan for capital improvement projects. Staff created a six-year plan to cover our six areas of highest concern for water main breaks. City Engineer Vanden Noven reviewed a map of streets that he is considering reconstructing or resurfacing and the number of water main breaks that we have experienced on each of these streets. The streets he has chosen have the highest number of breaks per block. Many streets have a history of water main breaks on the average of one per 100 feet. The other area that needs to be addressed is sidewalk repair or replacement in neighborhoods that are not on the schedule of streets listed to be reconstructed. Our yearly street projects have greatly improved sidewalks in those neighborhoods, however we have many other areas in need of attention and should have a yearly sidewalk maintenance program. Staff is proposing a five-year plan with a budget of \$100,000 per year to improve sidewalks. The five-year plan would divide the City into five sections so that at the end of five years, all sidewalks will have been inspected and repaired or replaced as necessary. Staff recommends approval of the proposed street, sidewalk and watermain improvements with some modifications over the years. This item was for discussion only.

**F. CONSIDER CONTRACT RENEWAL WITH KSINGH:** City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that he had received the proposed renewal of last years contract with KSingh. He stated that everything is the same except for the rate increase. They will be providing the same personnel as last year to inspect the City's project as well as subdivision development. Last year's inspection costs for the street improvement project were \$161,237 on a \$2.3M contract (7%). This year's contract is \$1.5M, so staff is anticipating approximately \$105,000 in inspection costs. The breakdown would be \$45,000 to streets, \$58,000 to water and \$2,000 to sewer. The cost of inspecting subdivisions is passed through to the developer.

Staff recommends re-hiring KSingh for 2019 construction inspection services. **MOTION BY MICHAEL GASPER AND SECONDED PATRICK TEARNEY to approve the contract renewal with KSingh as presented. Motion carried unanimously.**

**G. CONSIDER DRIVEWAY OPENINGS ON CTY LL FOR CARDINAL CAPITAL AND CASEY'S:** City Engineering Rob Vanden Noven reviewed this item with the Board Members. He stated that the development of a 90-unit apartment complex (Cardinal Capital) and the proposed Casey's convenience store on the former ramp lands occupying the NW corner of STH 33 and CTH LL which to share an existing access of CTH LL. Casey's main entrance would be off STH 33. Historically, the Ozaukee County Highway Department Commissioner has required an accel, decel, and bypass lanes for any residential driveway that is larger than a duplex with a traffic volume as low as 1,000 VPD, regardless of the speed limit. The current Highway Commissioner is willing to work with city and villages with County Trunk access. City Engineer Vanden Noven stated that any changes to the driveway are at the expense of the developer. The width of CTH LL is 35' wide, face of curb to face of curb between the two driveways. Given the relatively low volume of traffic on CTH LL (approximately 2,800 ADT), the 35-mph speed limit entering/exiting the roundabout, and the width of the road, staff believes that altering the existing entrance is unnecessary. Staff recommends sending a request to the County that the driveway opening be left as-is. **MOTION BY MICHAEL GASPER AND SECONDED PHIL BRUNO to approve leaving the driveways as is. Motion carried unanimously.**

**Project Updates: 2019 STREET IMPROVEMENTS** - City Engineer Rob Vanden Noven reviewed this with the Board Members. He stated that Summit will be closed on Monday from West Second Avenue to West Portview Drive. Everything is going fine.

**Forthcoming Events:** Easter Hippy Hop was this weekend in Upper Lake Park.

**ADJOURNMENT: MOTION BY JOHN SIGWART AND SECONDED BY PATRICK TEARNEY to adjourn the meeting at 7:46 p.m. Motion carried unanimously.**