

**CITY OF PORT WASHINGTON
BOARD OF PUBLIC WORKS
MINUTES
TUESDAY, DECEMBER 14, 2021**

ROLL CALL: VICE Chairman Mike Gasper called the Board of Public Works meeting to order at 5:33 pm in the Common Council Chamber at the City Hall. Members present: Alderman Pat Tearney, Alderman John Sigwart, and Phill Bruno. Also, present were City Engineer Rob Vanden Noven, City Arborist Jon Crain, Street Commissioner JD Hoile, Wastewater Supt. Dan Buehler, and Todd Hayes. Present in the audience was: City Administrator Tony Brown, Alderman Dan Benning and Alderman Paul Neumyer arrived at 6:05 pm. Absent and excused: Chairman Jason Wittek, Jim Haley, and Water Supt. Leo Duffrin,

Chairman's Business: There was none.

Approval of Minutes for November 9, 2021: MOTION BY PAT TEARNEY AND SECONDED BY PHILL BRUNO TO APPROVE THE MINUTES AS PRESENTED. Motion carried unanimously.

Public Comments/Appearances: Mr. Luke Mattias of 183 North Park Street stated that he was concerned about having sidewalk on the west side of North Park Street. He wants to know what the purpose is of having sidewalks on the west side for just four houses. There is no benefit. He was more concerned about the traffic and the speeding of the traffic. We need speed bumps on North Park Street and no sidewalk, there is no benefit.

Old Business: There was none.

New Business:

A. CONSIDERATION AND POSSIBLE ACTION ON PROPOSED 2022 STREET IMPROVEMENTS: City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that letters were sent out to all the affected properties for the 2022 Street Improvement Project, and he reviewed the responses with the Board Members. Similar to previous projects, the proposed 2022 Street Improvement Project is split evenly between full reconstruction (.68 miles) and resurfacing (.66 miles). Approximately 2,400 LF of watermain will also be replaced. He reviewed the main criteria used to determine which streets are selected for improvement in any given year. All streets being considered are rated in the 2-4 category. Streets to be included in the 2022 Street Improvement Project are North Park Street, Barnich Road, Pierre Lane, Orchard Lane, Lake Street, Beutel Road, Frances Street, North Grant Street, and Merry Court. City Engineer Vanden Noven reviewed the concerns of some of the residents in the project areas with the Board Members. Board Members discussed the installation of sidewalks. Engineer Vanden Noven stated that the project would be designed to have sidewalks as presented, but the sidewalks could be eliminated prior to construction if desired by the Council. No motion was made for this item. This item was approved by consent.

B. CONSIDERATION AND POSSIBLE ACTION ON REMOVAL OF SEVERAL LARGE COTTONWOOD AND BOXELDER OVER UPPER LAKE PARK ROAD: City Arborist Jon Crain reviewed this item with the Board Members. He stated that there are several large Cottonwood trees and one Boxelder tree that are leaning over the road and sidewalk leading up to Upper Lake Park. The trees are reaching risk levels beyond the acceptable threshold. Staff has had several complaints

over the years with concerns which lead staff to monitor the trees more closely. During higher wind events there is clear ground movement near the root systems. This leads staff to the conclusion that these trees will fail. Several of the trees have large cavities and cracks that also pose a high-risk level beyond the acceptable threshold. It is unfortunate that the trees should come down because they create an aesthetically pleasing entrance to the park. Staff plans to replant the slope with more suitable trees less likely to fail such as Oak and Quaking Aspen. This will increase the long-term sustainability of the steep slope. Board Members discussed this item and agreed with the City Arborist. **MOTION BY JOHN SIGWART AND SECONDED BY PHILL BRUNO to approve removing the 8 Cottonwood trees and 1 Boxelder tree from the hillside of the road leading up to Upper Lake Park and replanting the hillside with Oak and Quaking Aspen as presented. Motion carried unanimous.**

C. CONSIDERATION AND POSSIBLE ACTION ON NAMING TODD HAYES AS ACTING WATER UTILITY SUPERINTENDENT: City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that in early August 2021, the Water Utility Superintendent began an unexpected absence due to medical reasons and has given verbal notice that he will be retiring in 2022. In Leo's absence, Todd Hayes, a 37+ year employee and foreman at the Water Utility has assumed the duties of the Water Utility Superintendent since Leo's absence began, however, there are reports and other documentation that require the signature and approval of the Superintendent. This action will give Mr. Hayes the authority to execute these reports and documents. The additional cost to the Utility to compensate the acting Water Utility Superintendent is 2 hours x \$33.11/hour = \$66.22/day, estimated at approximately \$11,400 for 2021 and \$5,700 in 2022. Staff will begin the process of searching for a permanent Water Utility Superintendent. Board Members discussed this item and Mr. Todd Hayes was present to answer any questions. **MOTION BY PHIL BRUNO AND SECONDED BY PAT TEARNEY to recommend to the Common Council to name Todd Hayes as Acting Water Utility Superintendent as presented. Motion carried unanimously.**

D. CONSIDERATION AND POSSIBLE ACTION ON PROFESSIONAL SERVICES AGREEMENT WITH CITY WATER FOR WATER UTILITY PLANT OPERATION AND INITIATIVES: City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that there is an agreement for professional services with City Water for the Water Utility to ensure compliance with all state and federal regulations in plant operations and reporting in the absence of the Water Utility Superintendent. Additionally, while the city searches for a new full-time Water Utility Superintendent, City Water will evaluate current operations, and create standard operating procedure manuals for all routine plant and distribution system maintenance to maintain and improve performance. This has become critically important with the sudden and unexpected retirement of Leo Duffrin, and the anticipated retirements of the Water Utility Foreman, Todd Hayes, and Jerry Weiss in 2023. Additionally, this agreement will begin the process of compliance with new lead and copper requirements and assist in full conversion of the Utility's meter reading system. The approximate cost of the agreement would be \$25,000 based on 3 months of services until a new superintendent is hired (anticipated in March 2022). The Board Members discussed this item. **MOTION BY JOHN SIGWART AND SECONDED BY PAT TEARNEY to recommend to the Common Council to approve this agreement with City Water as presented. Motion carried unanimously.**

E. CONSIDERATION AND POSSIBLE ACTION ON AN AGREEMENT WITH STRAND ENGINEERING TO PERFORM A SANITARY SEWER EVALUATION AND WATER DISTRIBUTION ANALYSIS TO ACCOMMODATE ANTICIPATED FUTURE GROWTH AND ANALYZE EXISTING PROBLEM AREAS: City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that in 2005, the City hired Strand Engineering to perform a sanitary sewer evaluation and capacity analysis in conjunction with the new growth occurring at that

time. With additional growth anticipated on all sides of the city, staff would like to evaluate the ability of the existing sanitary sewer system to manage the demands of that growth and provide a methodology for assessing the costs of upsizing sewers. It will also evaluate known areas of sewer surcharging during severe wet weather events and recommend actions or improvements. Additionally, it will determine the ability of the existing water system to service proposed development on the north side of IH-43. The approximate cost for this item is Time and Material not to exceed \$114,340. The money would come from the Sanitary Sewer Maintenance Fund and Water Utility Unrestricted Fund. Some costs may be reimbursed by Reserve Capacity Assessment Fees or by TIF. The Board Members discussed this item. **MOTION BY JOHN SIGWART AND SECONDED BY PAT TEARNEY to recommend to the Common Council to approve this agreement for time and material not to exceed \$114,340 with Strand Engineering as presented. Motion carried unanimously.**

F. CONSIDERATION AND POSSIBLE ACTION ON A PROPOSAL FROM STANTEC TO PROVIDE A STORM WATER MODELING UPDATE AND STORMWATER MANAGEMENT SUPPORT TO MAINTAIN COMPLIANCE WITH THE CITY'S DNR MS4 PERMIT: City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that this work was originally intended to be included as part of a comprehensive update of the City's stormwater management plan. In April 2021, the city applied for an Urban Nonpoint Source planning grant from the Wisconsin DNR. The grant application requested that the DNR fund 50% of the approximately \$129,000 cost of the comprehensive citywide stormwater plan update. The City would fund the remaining 50% (so the City and State would each contribute approximately \$64,500 to the project). The city was notified in July 2021 that they were not awarded grant funding from the DNR. Although the City's grant application scored well, the DNR received thirty-seven grant applications and the available money could only fund the most highly ranked projects. The top fourteen projects were award grants and the City's application was ranked 16th. Regardless of whether grant funding is received, the City's MS4 discharge permit requires the city to complete certain activities related to its stormwater system and program, and report results and action to the DNR. Since the DNR grant was not received, Stantec and the City reviewed the proposed activities in the citywide stormwater plan update and selected only those tasks that are the highest priority to complete in March 2022. The items in the current scope of work are those necessary to complete and submit to the DNR by March 31, 2022. Stantec will continue to coordinate with the City on pursuing funding for additional stormwater management program updates and activities, including funding opportunities available through the Fund for Lake Michigan (FFLM). Obtaining future grant funding through FFLM, a resubmittal of the DNR planning grant application in 2023, or other grant programs is a strong possibility. However, grant funding is not available to complete the near-term items in this scope of work. Also, some grant programs such as FFLM will fund work such as the recently completed Spinnaker Pond for ecological restoration and flood control purposes but will not fund work required to meet the DNR permit requirements. Therefore, City funding is requested at this time to complete the regulatory requirements due to the DNR in March 2022. The cost for this funding is approximately \$48,310, which is time and material not to exceed this amount. The Board Members discussed this item. **MOTION BY JOHN SIGWART AND SECONDED BY PHILL BRUNO to recommend to the Common Council to approve executing the addendum to the master service agreement for time and material not to exceed \$48,310 as presented. Motion carried unanimously.**

G. CONSIDERATION AND POSSIBLE ACTION ON AN AMENDEMENT TO THE AGREEMENT WITH GREMMER AND ASSOCIATES FOR DESIGNING PERMEABLE PAVERS ON LAKE STREET: City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that at the November 2021 Board of Public Works meeting, the Board of Public Works members approved amending the agreement with Gremmer to include additional design work necessary to perform additional engineering and estimating for the inclusion of permeable pavers as an

alternate bid item on Lake Street. This was in response to a request from Alderman Gasper to include the permeable pavers as part of the design of the proposed Lake Street improvements. Gremmer and Associates had included 8 hours of effort in their original proposal to provide an alternate bid/specification of a simple contractor designed/stamped permeable paver system on Lake Street (i.e., no design by Gremmer). After further evaluation, Staff believe a detailed evaluation/design of the permeable pavers prior to bidding is more appropriate to have a clearer understanding of the base and alternate bids. The additional costs associated with the evaluation/design of the permeable pavers is a not to exceed cost of \$7,000. The probable estimated construction costs associated with the permeable pavers is approximately \$16/SF of permeable paver area installed, which translate to an estimated additional \$200,000 of construction costs. A full design of the permeable pavers system will allow Gremmer to provide a more accurate analysis of the cost and benefit of the permeable paver system. The proposed amendment was created after the November meeting. Board Members discussed this item. **MOTION BY PAT TEARNEY AND SECONDED BY MIKE GASPER to recommend to the Common Council to approve the amendment with Gremmer and Associates for a full design permeable pavers system for time and material not to exceed \$7,000 as presented. Motion carried unanimously.**

Project Updates: Staff reports for Engineering, Wastewater Treatment Plant, Water Filtration Plant, Street Department, and private developments were attached to the Board of Public Works agenda.

Forthcoming Events: The Mayor would like to meet with all Board to discuss high functioning boards. This meeting should only take one hour. Please check your calendar and see what is available. Members discuss this and decide on Tuesday, January 25, 2022, at 5:30 pm. Members also congratulated the Street Department on the Christmas on the Corner, Heart of the Harbor and Rotary Park. Looks very nice. Merry Christmas and Happy New Year.

ADJOURNMENT: MOTION BY JOHN SIGWART AND SECONDED BY PHILL BRUNO to adjourn the meeting at 7:44 p.m. Motion carried unanimously.