



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
Board of Public Works Meeting
Tuesday, November 12, 2024; 5:30 pm
Council Chambers
Port Washington City Hall, 100 West Grand Avenue,
Port Washington, Wisconsin 53074

AGENDA

1. Roll Call –
2. Approve Minutes of Previous Meeting
3. Public Comments and Appearances
4. Review Sanitary Sewer Collection System Master Plan (Strand Associates) – Roger Strohm
5. Review Proposed 2025 Street Improvements – Roger Strohm
6. DPW Charter – 3rd Quarter Report – Information Only – Rob Vanden Noven
7. Review Staff Monthly Reports
8. Chairman’s Business
9. Members’ Business
10. Public Comments/Appearances
11. Next Meetings Dates/Time: December 10, 2024; 5:30 pm
12. Adjournment

Committee Members: Jason Wittek (chair), Ald. Mike Gasper (vice-chair), Cam Pauli, Jim Haley, Ald. Patrick Tearney
Staff Liaisons: Rob Vanden Noven, Roger Strohm, JD Hoile, Dan Fisher, Dan Beuhler, Dennis Cherny, Melissa Pingel.
Special Accommodations: *Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk at least one (1) business day prior to the meeting.*

Notice of Possible Quorum: *Notice is hereby given that Common Council members or members of other governmental bodies who are not members of this board, commission or committee may be present at this meeting to gather information about a subject over which they have decision-making authority. In that event this meeting may also constitute a simultaneous meeting of the Council or of such other governmental bodies. Whether a simultaneous meeting is occurring depends on whether the presence of one or more Council members or members of such other governmental bodies results in a quorum of the Council or of such other governmental bodies and, if there is a quorum, whether any agenda items listed above involve matters within the Council’s or the other governmental bodies’ jurisdiction. If a simultaneous meeting is occurring, no action other than information gathering will be taken at the simultaneous meeting. [State ex rel. Badke vs. Greendale Village Board, 173 Wis. 2d 553 (1993).]*



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
Board of Public Works Meeting
Tuesday, August 13, 2024; 5:30 pm
LOWER LEVEL CONFERENCE ROOM
Port Washington City Hall, 100 West Grand Avenue,
Port Washington, Wisconsin 53074

MINUTES

1. **Roll Call** – Vice-Chairman Mike Gasper called the Board of Public Works meeting to order at 5:37 PM in the Lower Level Conference Room at City Hall. Members present were, Ald. John Sigwart, Ald. Pat Tearney, Ald. Mike Gasper and Cam Paulie. Also present were Director of Public Works, Rob Vanden Noven; City Engineer, Roger Strohm; Water Superintendent, Dan Fisher; Street Commissioner, JD Hoile; City Forester, Jon Crain; and Finance Director/Treasurer, Mark Emanuelson. Excused: Chairman Jason Wittek and Jim Haley. Absent: None.

2. **Approve Minutes of Previous Meeting** –

MOTION BY ALD. TEARNEY AND SECOND BY CAM PAULI TO APPROVE THE MINUTES.

Motion carried unanimously.

3. **Public Comments and Appearances:** None.

4. **Consideration and Recommendation to Negotiate an Agreement with Stantec Consulting for Engineering Improvements to the 60% Design Level for Valley Creek from Birchwood Nature Preserve to its Mouth at Lake Michigan.** Director of Public Works, Rob Vanden Noven presented.

MOTION TO NEGOTIATE AN AGREEMENT WITH STANTEC CONSULTING FOR ENGINEERING IMPROVEMENTS BY ALD. SIGWART AND SECOND BY ALD. TEARNEY.

Motion carried unanimously.

5. **Consideration and Possible Action on a Proposal from Strand Associates to Provide Hydraulic Modeling for the City's Water System.** Water Superintendent, Dan Fisher and Ben Wood from Strand Associates presented.

MOTION TO APPROVE PROPOSAL FROM STRAND ASSOCIATES TO PROVIDE HYDRAULIC MODELING FOR THE CITY'S WATER SYSTEM BY ALD. SIGWART AND SECOND BY CAM PAULI. Motion carried unanimously.

6. **Consideration and Recommendation to Approve an Amendment to the Legacy Architects Agreement for Professional Services for the North Breakwater Pier Light, to Update the Construction Documents and Provide Administration Services During Construction.** City Engineer, Roger Strohm presented.

MOTION TO APPROVE AN AMENDMENT TO THE LEGACY ARCHITECTS AGREEMENT FOR PROFESSIONAL SERVICES, UPDATE THE CONSTRUCTION DOCUMENTS AND PROVIDE ADMINISTRATION SERVICES DURING CONSTRUCTION BY ALD. TEARNEY AND SECOND BY CAM PAULI. Motion carried unanimously.

7. **Discussion on Public Works Ten Year Capital Plan (2025-2034)** Director of Public Works, Rob Vanden Noven presented the Public Works Ten Year Capital Plan (2025-2034). **FOR INFORMATION ONLY.**

8. **Review Staff Monthly Reports:** Director of Public Works, Rob Vanden Noven presented the monthly division reports with the Board. **FOR INFORMATION ONLY.**

Ald. Tearney was excused at 8:00 PM.

9. Chairman's Business: None

10. Members/Liaisons' Business: None

11. Public Comments/Apearances: None

12. Next Meetings Dates/Time: September 10, 2024; 5:30 pm

13. Adjournment: MOTION MADE TO ADJOURN AT 8:05 PM BY ALD. SIGWART AND SECONDED BY CAM PAULI. Motion carried unanimously.

AGENDA ITEM MEMORANDUM

City of Port Washington

TO: Board of Public Works

FROM: Roger Strohm, City Engineer

DATE: November 12, 2024

SUBJECT: Review Collection System Master Plan

ISSUE: The Wastewater Utility prepared a master plan of the collection system which identifies deficiencies in the system related to capacity and future development.

STAFF RECOMMENDATION: This is informational only.

RECOMMENDED MOTION: N/A

BACKGROUND/DISCUSSION: The City is experiencing growth. In order to accommodate this growth, the capacity of our sanitary sewer system must be evaluated so that we aren't causing backups due to insufficient size pipes as development occurs upstream of the current collection system. proposed 2025 street improvement project includes:

The results of this plan will be used to plan capital improvements for the wastewater collection system and be used for an overall update of our sewer service area plan.

STRATEGIC PLAN:

1. **Strategic Direction:** Creating Accountability Through Policies & Procedures
2. **Impact on Strategic Direction:** We are accountable to the residents by planning necessary improvements prior to development occurring.

LEGAL:

1. **City Attorney Review:** No
2. **Legal Comments & Conclusions:**
3. **Statutory References:**

FISCAL IMPACT:

Amount of Recommendation/Cost of Project:

Initial Project Cost Estimate: \$114,000
Approved Budget Project Cost: \$114,000
Prior Expenditures: \$101,000
Total Project Costs to Date: \$101,000

1. **Source of Funding:** Wastewater Utility Operational Funds
2. **Operating and Maintenance Cost:**

BOARD/COMMITTEE/COMMISSION RECOMMENDATION: N/A

PUBLIC OUTREACH: None.

IF APPROVED, NEXT STEPS: The plan will be used for capital planning

ATTACHMENTS:

Collection System Master Plan prepared by Strand



STRAND
ASSOCIATES®

Excellence in EngineeringSM

Strand Associates, Inc.® (SAI)

Collection System Master Plan

City of Port Washington– Board of Public Works Meeting

October 8, 2024

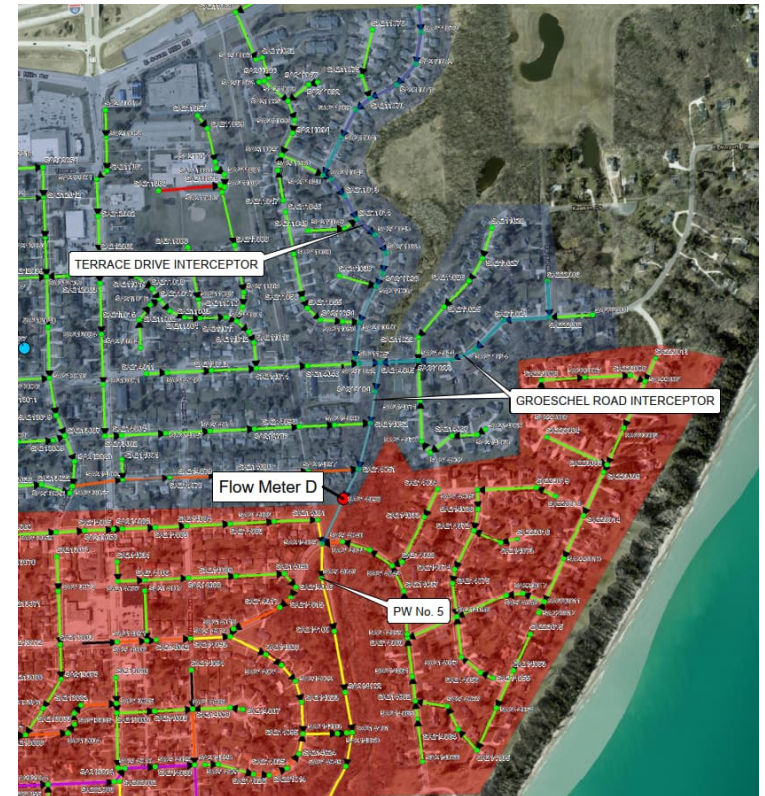


Presentation Agenda

- Project Scope
- Collection System Flow Metering
- Capacity Analysis
- Future Development Analysis
- Collection System Alternatives Analysis
- Lift Station Condition Assessment
- Summary

Project Scope

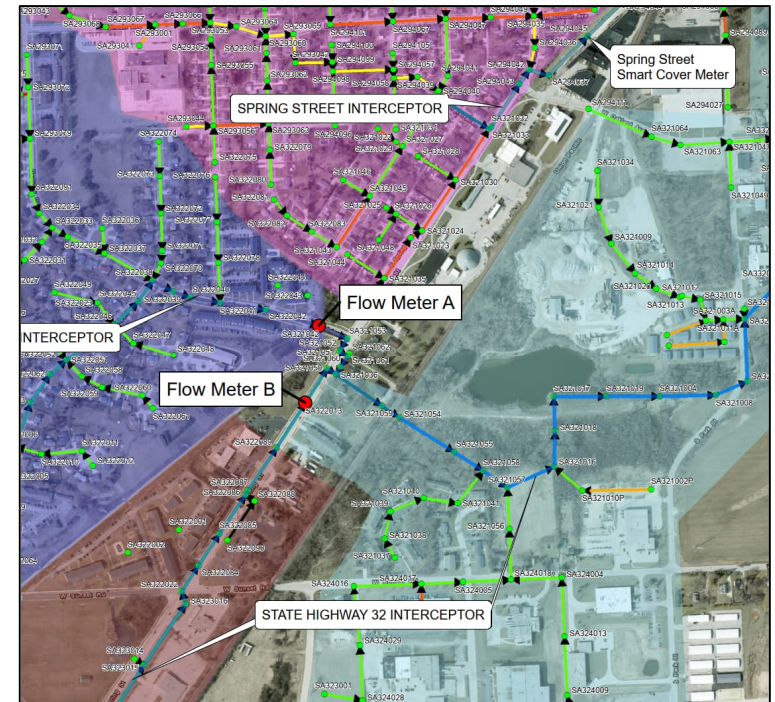
- Evaluate the capacity of specific interceptors for existing conditions and future growth
- Develop recommendations for increasing capacity to convey a 10-year recurrence interval event with future growth
- Complete condition assessments for the City's six lift stations
- Develop options to reinforce or eliminate three exposed sanitary sewer crossings



Flow Meter D data used to evaluate Terrace Drive and Groeschel Road Interceptors

Collection System Flow Metering

- Four area-velocity flow meters installed
- Three existing SmartFLOE™ level sensor type flow meters installed
- Data from two rain gauges on north and south sides of the city used
- Five rainfall events from 2022 evaluated

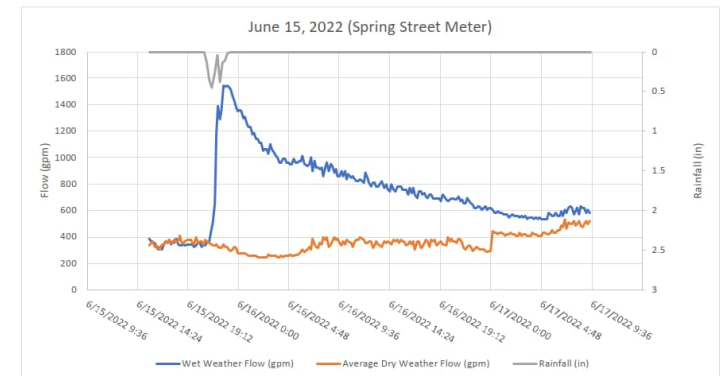
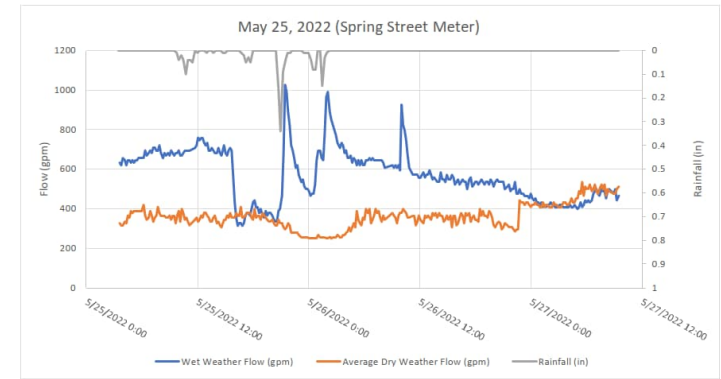


Flow Meters A, B, and Spring Street

Collection System Flow Metering

Meter I.D.	Overall Observations
A	<ul style="list-style-type: none"> Immediate responses to rainfall indicate inflow sources. Flows that remained elevated following wet weather when antecedent moisture is higher indicate there are sources of infiltration.
B	<ul style="list-style-type: none"> Much lower initial responses to rainfall indicate fewer inflow sources and primarily infiltration at this site.
C	<ul style="list-style-type: none"> Immediate responses to rainfall indicate inflow sources. Flows return to pre-rainfall levels in less than 12 hours following the event indicating lower infiltration at this site.
D	<ul style="list-style-type: none"> Immediate responses to rainfall indicate inflow sources. Flows return to pre-rainfall levels in less than 12 hours following the event indicating lower infiltration at this site.
Spring Street	<ul style="list-style-type: none"> Immediate responses to rainfall indicate inflow sources. Flows that remained elevated following wet weather indicate there are elevated sources of infiltration.
Duluth	<ul style="list-style-type: none"> Immediate responses to rainfall indicate inflow sources. Flows return to pre-rainfall levels in less than 12 hours following the event indicating lower infiltration at this site.
Simplicity	<ul style="list-style-type: none"> Immediate responses to rainfall indicate inflow sources. Flows that remained elevated following wet weather indicate there are elevated sources of infiltration.

Table 2.03-1 Wet Weather Data Analysis—Overall Observations All Sites



Example of Flow Metering Results for the Spring Street Meter

Capacity Analysis

- Interceptors Evaluated
 - Terrace Drive Interceptor
 - Groeschel Road Interceptor
 - West Walters Interceptor
 - Jackson Street Interceptor
 - Spring Street Interceptor
 - STH 32 Interceptor
 - Division Street Interceptor
 - Portview Drive Interceptor
 - Westport Drive Interceptor

Interceptor	Metering Data Source	Rainfall Event No. 1	Peak Flow (gpm)	Rainfall Event No. 2	Peak Flow (gpm)
Terrace Drive	Meter D	June 8, 2022	1,056	June 15, 2022	882
Groeschel Road	Meter D	June 8, 2022	1,056	June 15, 2022	882
West Walters	Meter C	June 8, 2022	324	June 15, 2022	269
Jackson Street ¹	Lift Station No. 2, 6, 1, and 3		6,110		6,110
Spring Street	Spring Street	June 8, 2022	1,407	June 15, 2022	1,543
STH 32	Meters A ² and B	June 8, 2022	1,428	July 23, 2022	1,066
Division Street	None ³				
Portview Drive	Meter A ²	June 8, 2022	1,229 ¹	July 23, 2022	917
Westport Drive	Meter A ²	June 8, 2022	1,229 ¹	July 23, 2022	917

Notes:

¹Based on WWTP flow metering data, the wet weather pumps operated on June 8 and June 15 so the normal flow pumps would have operated at 100 percent speed which has a capacity of 2,800 gpm. Assume all pumps will turn on at the same time from each station at some point during the rainfall event.

²Estimated flow. Meter was not working properly.

³Flows based on new development flow projections. Existing baseflow is from less than 15 properties.

Table 4.03-3 Wet Weather Flows Used in Each Interceptor in the Capacity Analysis

Capacity Analysis – Existing Collection System – No Development

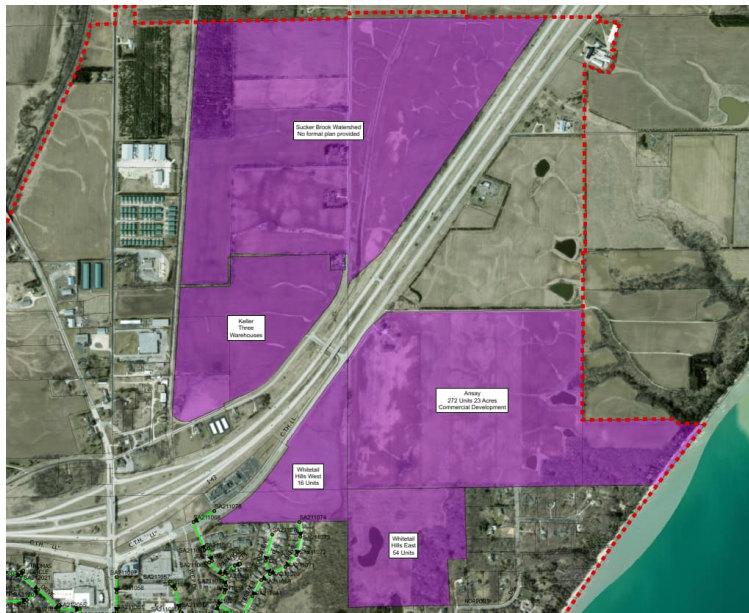
- Design Storm – 10- Year Recurrence Interval
- Surcharging modeled in 7 of the 9 interceptors

Interceptor	Surcharging Anticipated
Terrace Drive	No
Groeschel Road	No
West Walters	Yes
Jackson Street	Yes
Spring Street	Yes
STH 32	Yes
Division Street	Yes
Portview Drive	Yes
Westport Drive	Yes

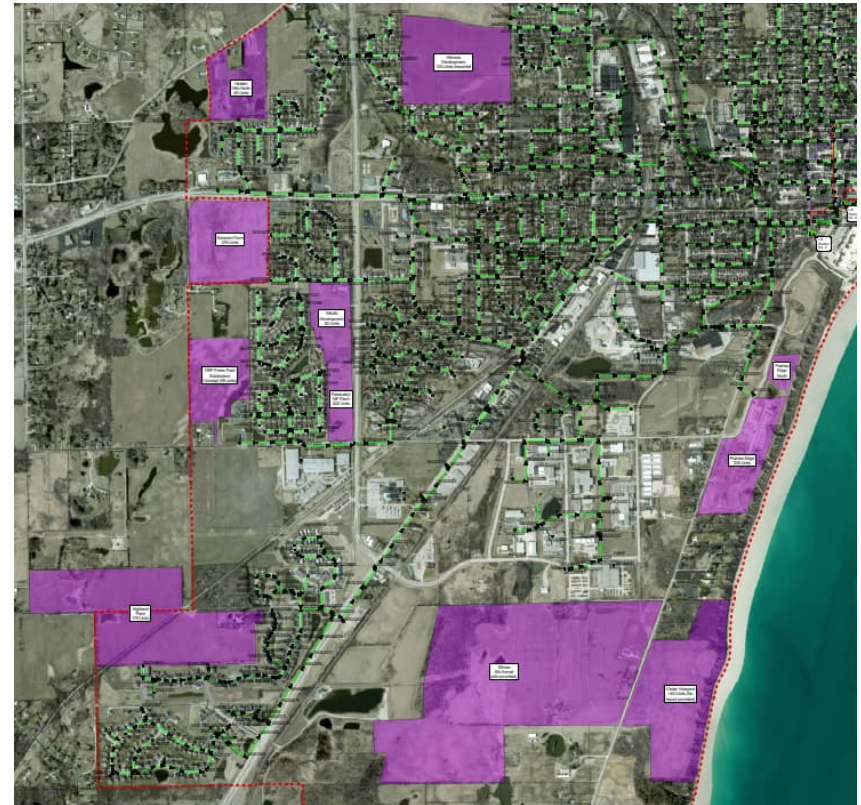
Table 4.04-2 Summary of Anticipated Surcharging in Each Interceptor for the Design Storm

Future Development Analysis

- Proposed Developments



Proposed Developments on the Northern Portion of the City



Proposed Developments on the Southern Portion of the City

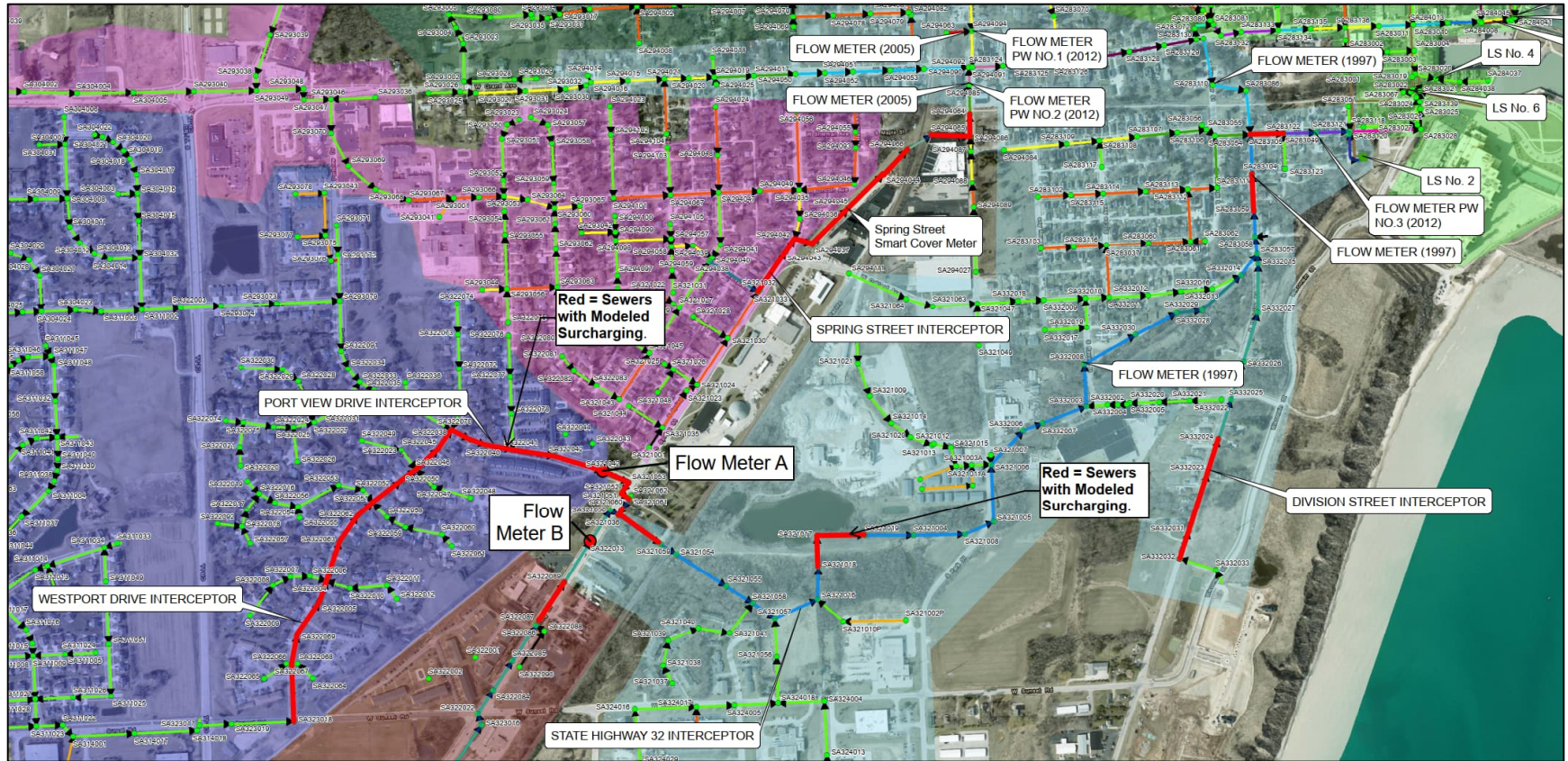
Future Development Analysis

- Assumptions
 - 2.5 People Per Unit
 - 80 gallons per person per day
 - Peaking Factor - 4

Developments	Dwelling Units	Acres	Acres Commercial	PHF	Residential (gpm)	Commercial (gpm)	Total (gpm)
Ansay North	272	90	23	4	151	96	247
Whitetail Hill	70	65		4	39		39
Keller Warehouses		50	50	4		208	208
Hillcrest Development	97	56		4	54		54
Hidden Hills North	45	26		4	25		25
Schanen Farms	276	40		4	153		153
DRF Freier Field Subdivision Concept	56	28		4	31		31
Witzlib	63	18		4	35		35
MF Farms/Panarusky	220	11		4	122		122
Highland Point	179	92		4	99		99
Prairies Edge	235	31		4	131		131
Prairies Edge North	21	5		4	12		12
Tillman	709	203		4	492		492
Cedar Vineyard	45	23		4	25		25
Total		698	73		1,219	304	1,523

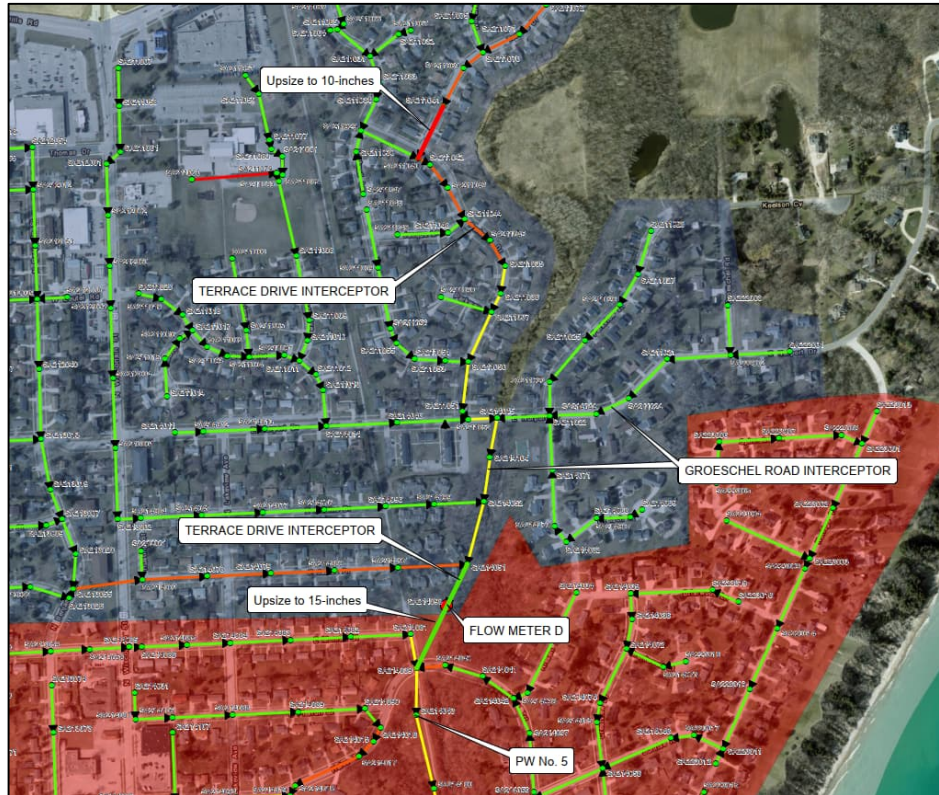
Table 5.03-1 Projected Flows for Each Development

Future Development Analysis



Example of Map Showing Sewers with Surcharging in Red with Future Development Incorporated

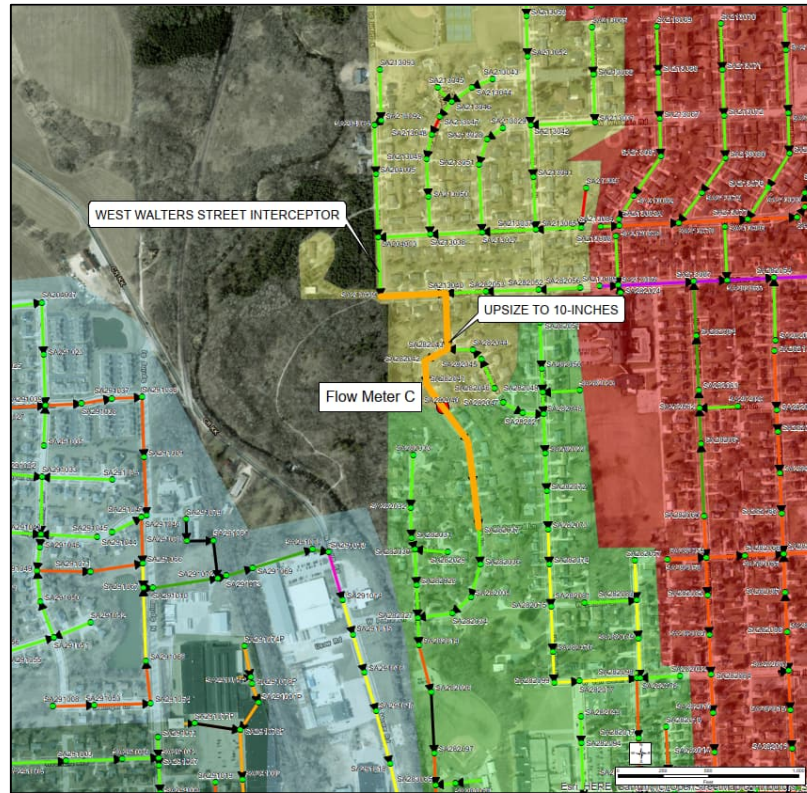
Collection System Alternatives Analysis



275 feet – 10-inch
655 feet – 15-inch
Estimated Cost -\$530,000

Terrace Drive Interceptor Recommended Improvements

Collection System Alternatives Analysis



2,000 feet – 10-inch
Estimated Cost -\$1,210,000

West Walters Street Recommended Improvements

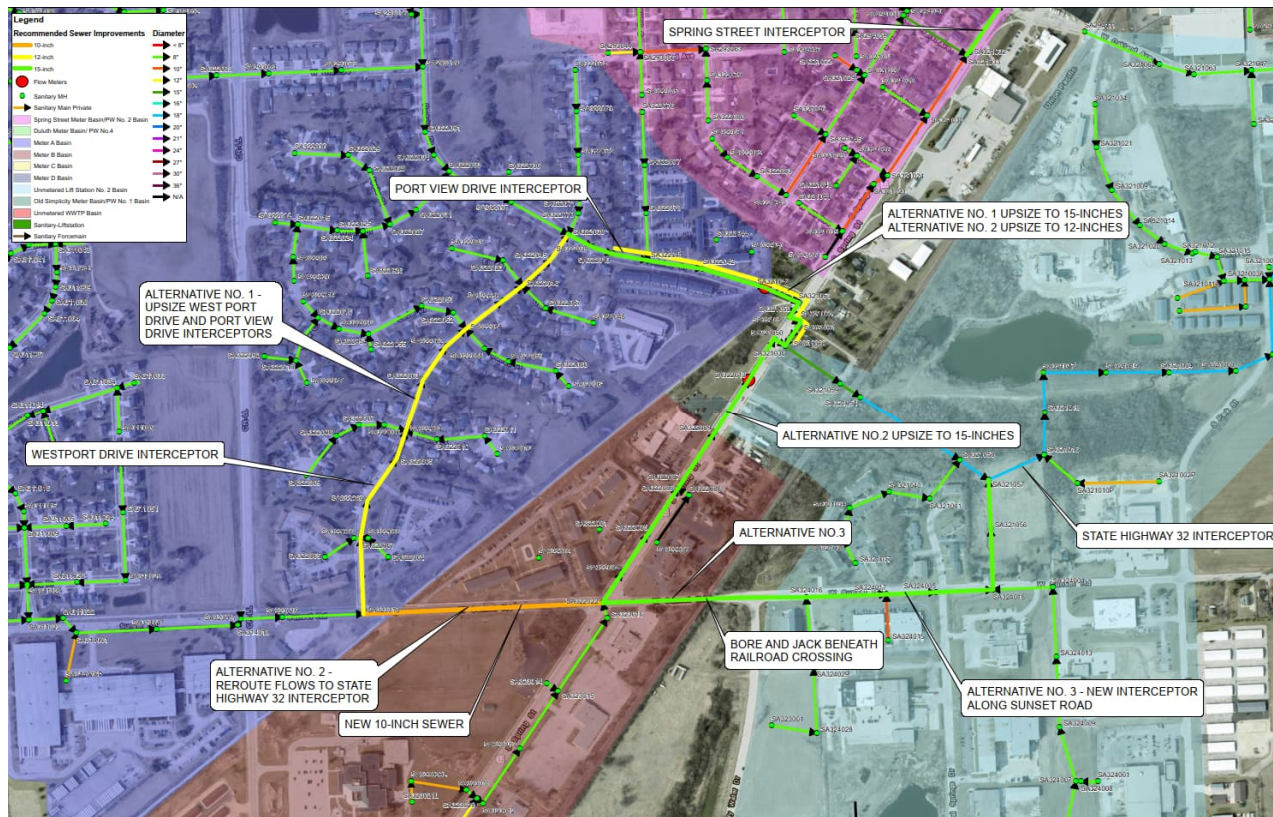
Collection System Alternatives Analysis



2,200 feet – 15-inch
Estimated Cost -\$1,260,000

Spring Street Interceptor Recommended Improvements

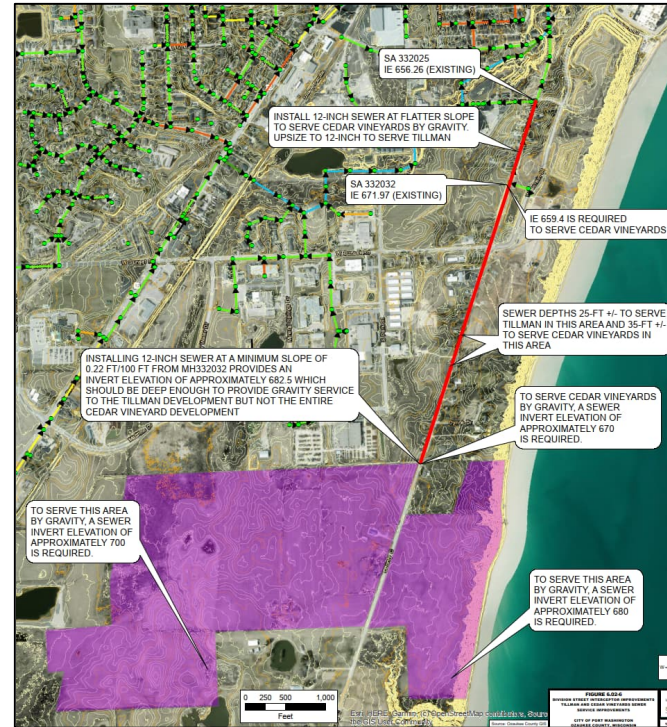
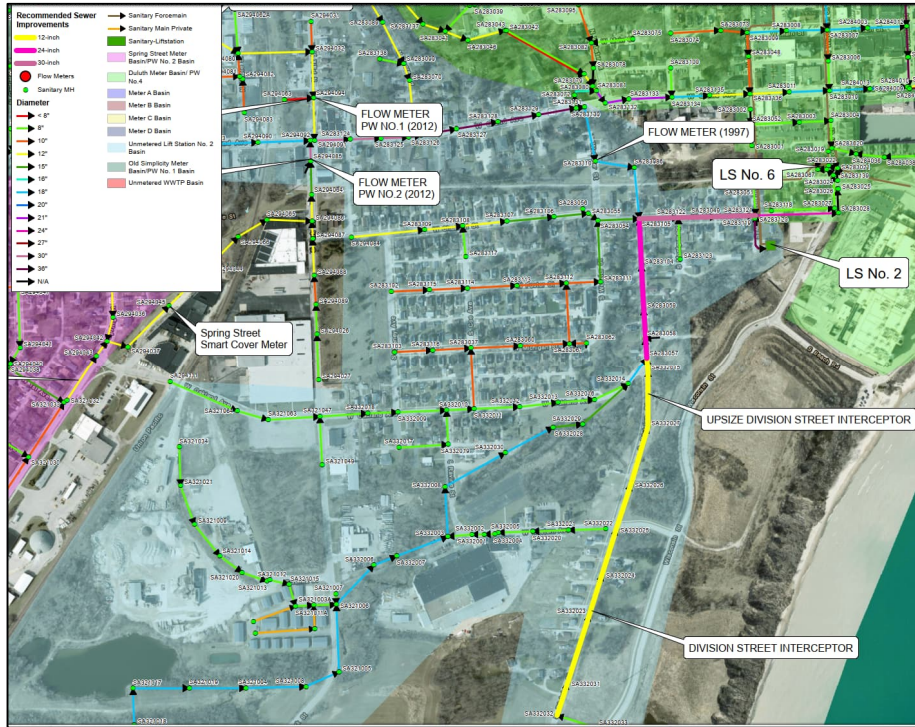
Collection System Alternatives Analysis



Alternative No. 1
 2,250 feet – 12-inch
 1,430 feet – 15-inch
 Estimated Cost - \$1,980,000

Westport Drive and Port View Drive Interceptor Recommended Improvements

Collection System Alternatives Analysis

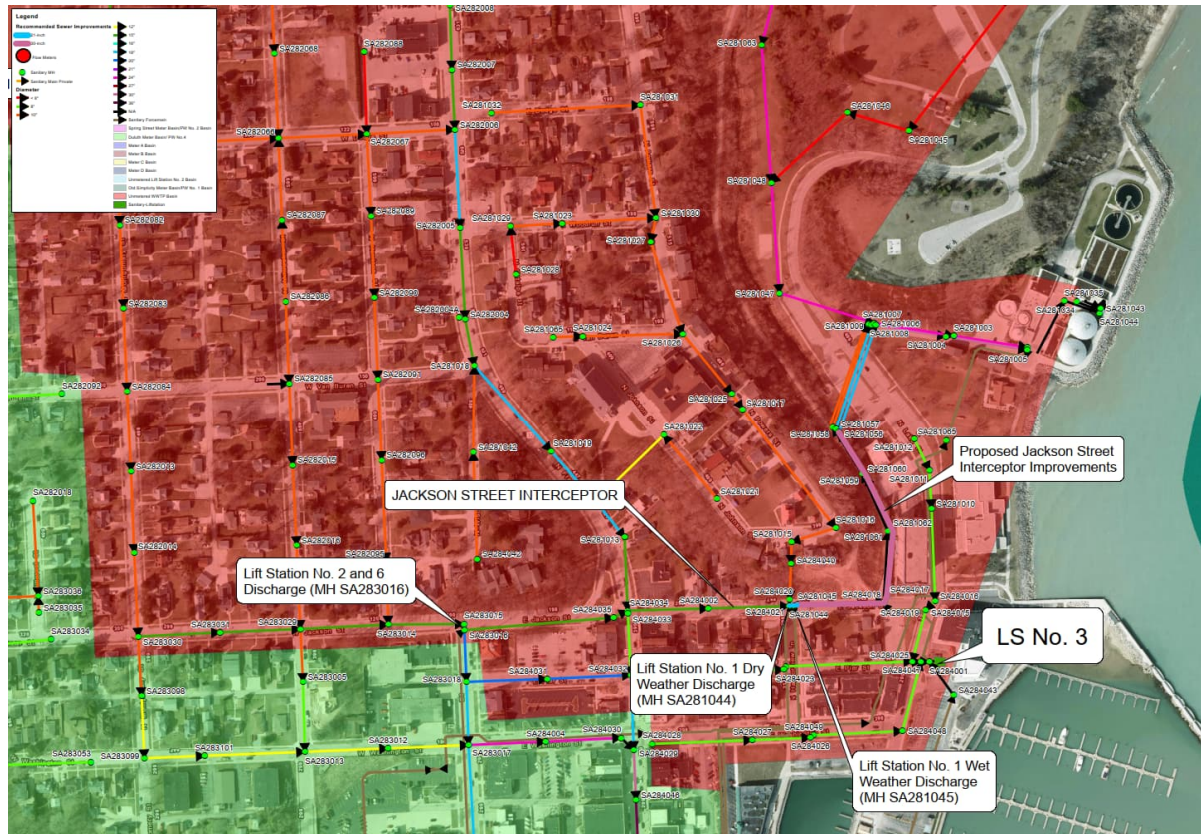


5,725 feet – 12-inch
 760 feet – 24-inch
 420 feet – 30-inch

Estimated Cost
 \$4,860,000

Recommended Improvements to Serve Cedar Vineyards and Tillman Developments

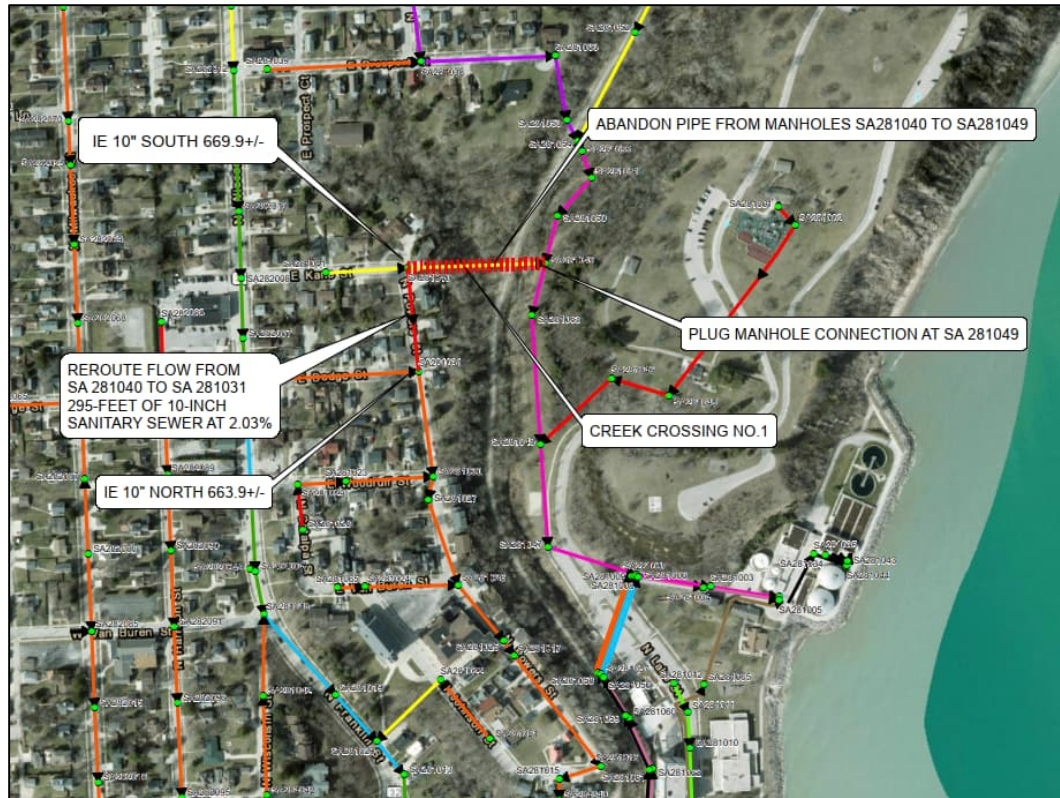
Collection System Alternatives Analysis



8 feet – 21-inch
 725 feet – 30-inch
 Estimated Cost -\$1,650,000

Jackson Street Interceptor Recommended Improvements

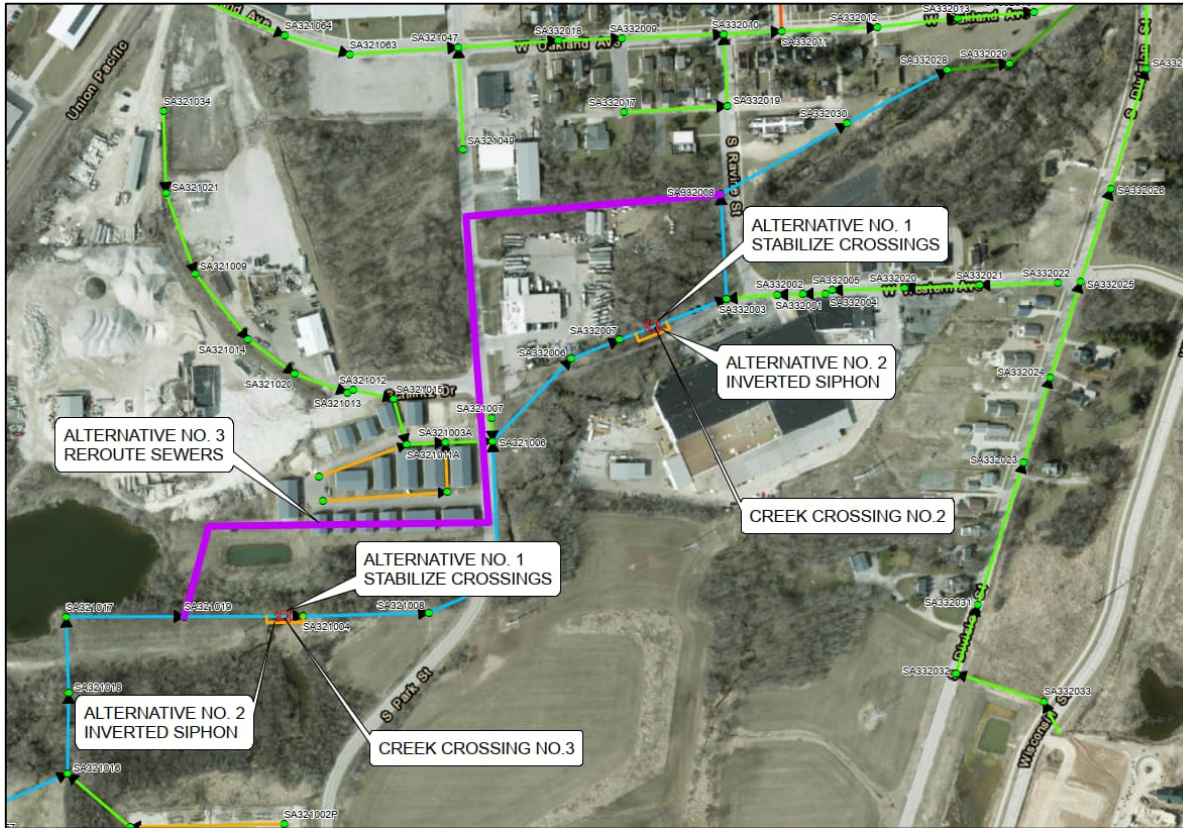
Collection System Alternatives Analysis



295 feet – 10-inch
Estimated Cost -\$220,000

North Creek Crossing Recommended Improvements

Collection System Alternatives Analysis



80-foot – 24-inch Cover Pipe
Estimated Cost -\$110,000

South Creek Crossings Recommended Improvements

Collection System Alternatives Analysis

Table 6.03-1 Opinion of Probable Project Costs (OPPC)

Projects	Description	Cost ³
Terrace Drive Interceptor	275 linear feet (LF) of 10-inch and 655 LF of 15-inch sewer	\$530,000
Spring Street Interceptor	2,200 LF of 15-inch sewer	\$1,260,000
West Walters Interceptor	2,000 LF of 10-inch sewer	\$1,210,000
Westport and Portview Drive Interceptor–Alternative No. 1	2,250 LF of 12-inch and 1,430 LF of 15-inch sewer	\$1,980,000
Westport and Portview Drive Interceptor–Alternative No. 2	1,200 LF of 10-inch, 1,200 LF of 12-inch, and 1,600 LF of 15-inch sewer	\$1,980,000¹
Westport and Portview Drive Interceptor–Alternative No. 3	1,200 LF of 10-inch, 550 LF of 12-inch, and 1,750 LF of 15-inch sewer	\$1,760,000
Division Street Interceptor (Upsizing existing sewer. No extension to south)	2,025 LF of 12-inch, 760 LF of 24-inch, and 420 LF of 30-inch sewer	\$2,810,000
Division Street Interceptor with Gravity Service for Tillman Development ²	5,725 LF of 12-inch, 760 LF of 24-inch, and 420 LF of 30-inch sewer	\$4,860,000
Division Street Interceptor with Gravity Service for Cedar Vineyard Development	5,725 LF of 12-inch, 760 LF of 24-inch, and 420 LF of 30-inch sewer	\$6,640,000
Jackson Street Interceptor	8 LF of 21-inch and 725 LF of 30-inch sewer	\$1,650,000
North Creek Crossing	295 LF of 10-inch sewer. Abandon existing sewer.	\$220,000
South Creek Crossings Alternative No. 1–Reinforcement	80 LF of 24-inch ductile iron (DI) pipe over existing sewer and placement of riprap reinforcement adjacent to and on top of existing sewer	\$110,000
South Creek Crossings Alternative No. 2–Inverted Siphons	120 LF of 12-inch, 180 LF of 18-inch, Siphon Chambers	\$430,000
South Creek Crossings Alternative No. 3–Reroute Sewers	2,100 LF of 18-inch	\$1,440,000

¹Includes \$1,130,000 for improvements in STH 32 for upsized 15-inch sewer.

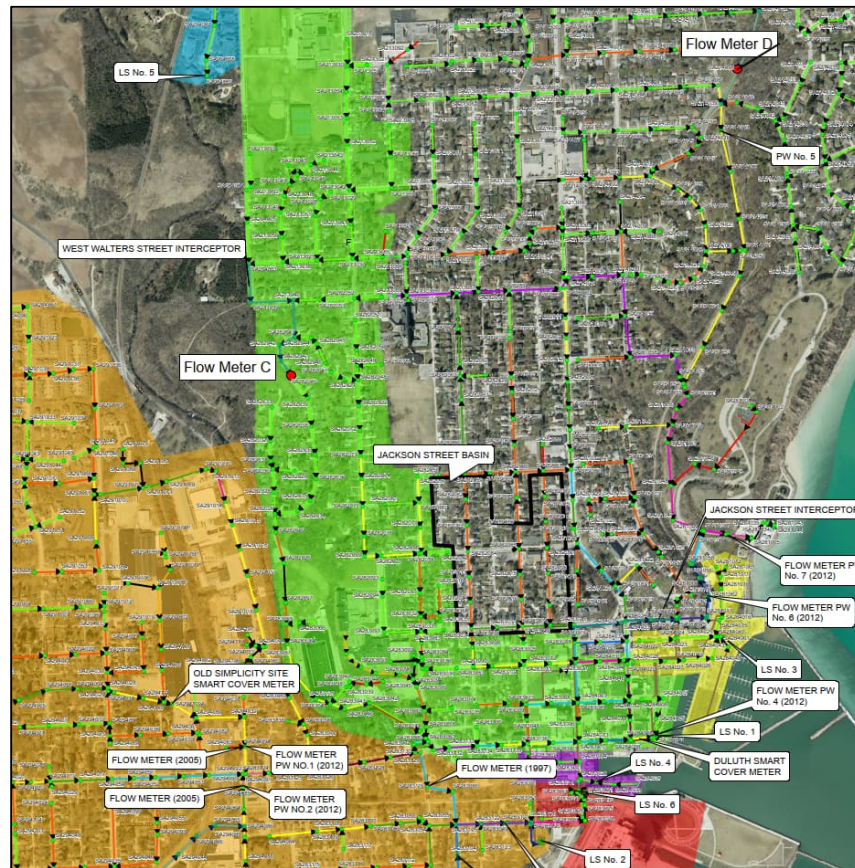
²Does not include costs for a lift station and force main to serve Cedar Vineyards (approximately \$1,000,000).

³Costs are 2nd Quarter 2024.

Total Cost of Selected Alternatives = \$11,800,000

Lift Station Condition Assessments

- 6 Lift Stations
 - Wet well/dry well type
 - Submersible stations
- Condition Assessments
 - Visual review
 - Drawdown testing
 - Mechanical
 - Structural
 - HVAC
 - Electrical/Code



Lift Station Locations

Lift Station Condition Assessments

Table 7.02-1 Lift Station Service Area, Location, Pump, and Force Main Summary

Lift Station	Station Type	Service Area	Location	Pumps	Standby Power
Lift Station No. 1	Normal Flow–Wet well and drywell Wet Weather Flow–Submersible	Primarily downtown and an area to the north of downtown	Grand Avenue at the Harbor	Normal Flow Pumps: 3 pumps @ 600 gpm @ 32 feet TDH (7.5 hp) Wet weather pumps: 2 pumps @ 1,700 gpm @ 21 feet TDH (15 hp)	Generator
Lift Station No. 2	Normal and Wet Weather Flow–Wet well and dry well	Southwest area of the City	Milwaukee Street south of Chestnut Street	Normal Flow Pumps: 2 pumps @ 2,800 gpm @ 78 feet TDH (100 hp) Wet Weather Pump: 2 pumps @ 10,000 gpm @ 62 feet TDH (200 hp) (Installed 2001)	Generator
Lift Station No. 3	Wet well and dry well	Harbor and small area of downtown	Lake Street and Pier Street	2 pumps @ 200 gpm (3 hp) (Installed 1995)	Generator
Lift Station No. 4	Submersible	Small area east of Wisconsin Street	East of Wisconsin Avenue between Grand Avenue and Chestnut Street	2 pumps @ 250 gpm @ 27 feet TDH (3 hp) Installed (2018)	Portable Generator Connection
Lift Station No. 5	Submersible	Serves small area northwest side of the City	South end Garay Lane at cul-de-sac	2 pumps @ 125 gpm @ 46.5 feet TDH (7.5 hp) (2012)	Generator
Lift Station No. 6	Submersible	Lift Station No. 4 and small area around Lift Station No. 6	West of Wisconsin Street between Grand Avenue and Chestnut Street	2 pumps @ 400 gpm @ 50 feet TDH (7.5 hp) (2001)	Secondary Power Service

Note: TDH=total dynamic head

Lift Station Condition Assessments

Lift Station	Year Built	Flow (gpm)	Type	Station Condition ¹	Criticality ²	Priority Score
Lift Station No. 1 (Normal Flow)	Pre-1988	900	Flooded Suction	Fair (4)	4	16
Lift Station No. 1 (Wet Weather)	1988	1,700	Submersible	Fair (4)	4	16
Lift Station No. 2 (Normal Flow)	2001	2,800	Flooded Suction	Very Good (2)	4	8
Lift Station No. 2 (Wet Weather)	2001	10,000	Flooded Suction	Very Good (2)	4	8
Lift Station No. 3	Pre-1988	200	Flooded Suction	Poor (5)	2	10
Lift Station No. 4	1999	250	Submersible	Good (3)	2	6
Lift Station No. 5	1988	125	Submersible	Very Good (2)	2	4
Lift Station No. 6	Pre-1988	400	Submersible	Poor (5)	2	10

¹Station Condition Rating System

²Criticality based on service area size, upstream lift station that would be impacted and land uses.

Poor =Station at or beyond useful life. Rehabilitate within 2 years.

Fair=Station is near end of its useful life. Rehabilitation within 2 to 5 years.

Good=Station is in acceptable condition. Rehabilitate in 5 to 10 years.

Very Good=Station needs minimal improvements. Rehabilitate in more than 10 years.

Excellent=Station near new condition. Rehabilitate in more than 20 years.

Table 7.03-1 Lift Station Condition Rating

Lift Station Condition Assessments

Lift Station	Station Condition ¹	Priority Score	Budgetary Replacement Cost ¹
Lift Station No. 1 (Normal and Wet Weather Flow)	Fair (4)	16	\$820,000
Lift Station No. 2 VFDs (Normal and Wet Weather Flow)	Very Good (2)	8	\$630,000
Lift Station No. 3	Poor (5)	10	\$560,000
Lift Station No. 4	Very Good (3)	6	Operation and Maintenance type costs. No capital project.
Lift Station No. 5	Very Good (2)	4	Televising cost—\$15,000 including tanker trucks. Pig costs would be separate.
Lift Station No. 6	Poor (5)	10	\$510,000

¹Costs are second quarter 2024 dollars. Costs include engineering. Costs assume lift station capacity is not increased.

Table 7.04-1 Summary of Lift Station Conditions, Priority Scores, and Budgetary Replacement Costs

Summary – Interceptors

Projects	Description	Cost ²
Terrace Drive Interceptor	275 LF of 10-inch and 655 LF of 15-inch sewer	\$530,000
Spring Street Interceptor	2,200 LF of 15-inch sewer	\$1,260,000
West Walters Interceptor	2,000 LF of 10-inch sewer	\$1,210,000
Westport and Portview Drive Interceptor–Alternative No. 1	2,250 LF of 12-inch and 1,430 LF of 15-inch sewer	\$1,980,000
Division Street Interceptor with Gravity Service for Tillman Development ¹	5,725 LF of 12-inch, 760 LF of 24-inch, and 420 LF of 30-inch sewer	\$4,860,000
Jackson Street Interceptor	8 LF of 21-inch, 725 LF of 30-inch sewer	\$1,650,000
North Creek Crossing	295 LF of 10-inch sewer. Abandon existing sewer.	\$220,000
South Creek Crossings Alternative No. 1–Reinforcement	80 LF of 24-inch DI pipe over existing sewer and placement of riprap reinforcement adjacent to and on top of existing sewer	\$110,000

¹Does not include costs for a lift station and force main to serve Cedar Vineyards (Approximately \$1,000,000).

²Costs are 2nd Quarter 2024

Table 8.02-1 OPPC



Source: © marish – vectorstock.com

Thank you!
Phil Bzdusek, P.E., Strand Associates, Inc.[®]
Phil.Bzdusek@strand.com
414-271-0771



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AGENDA ITEM MEMORANDUM

City of Port Washington

TO: Board of Public Works

FROM: Roger Strohm, City Engineer

DATE: November 12, 2024

SUBJECT: Review 2025 Street Improvements

ISSUE: The Department of Public Works will soon be sending information to residents on the proposed 2025 Street Improvements. Staff is seeking comment from the BPW prior to sending out the proposed concept plan.

STAFF RECOMMENDATION: This is informational only.

RECOMMENDED MOTION: N/A

BACKGROUND/DISCUSSION: The proposed 2025 street improvement project includes:

E. Monroe Street

E. Pierron Street

Whitefish Road from Wisconsin to Hales Trail

E. Douglas Street

N. Lakeview Avenue from E. James Drive to E. Douglas Street

Kaiser Drive

Water main from N. Webster to the Recreation Building (Pirates Hollow Swimming Pool)

.

The average daily traffic counts are as follows (data is from Wisconsin Information System for Local Roads (WISLR)):

E. Monroe Street 350 VPD

E. Pierron Street 240 VPD

Whitefish Road from Wisconsin to Hales Trail 621 VPD

E. Douglas Street 240 VPD

N. Lakeview Avenue N. Lakeview Avenue - 420 VPD

The streets in the 2024 project are currently 35' wide except E. Douglas Street which is 34' wide on the stem and 30' wide in the cul de sac, E. Whitefish Road which is 43' wide, and Kaiser Drive which varies from 30' to 39' wide.

The traffic counts are all under 750 vehicles per day, so all streets will be considered "local" and are designed with a proposed width of 29', except Whitefish Road which will be 32' and Kaiser which will stay . The road widths are being reduced to match their classification. The reasoning behind reducing existing street widths to match their classification is explained in the attachments.

STRATEGIC PLAN:

- 1. Strategic Direction:** Creating Accountability Through Policies & Procedures
- 2. Impact on Strategic Direction:** We are accountable to the residents by providing information on street improvement projects and policies.

LEGAL:

1. **City Attorney Review: No**
2. **Legal Comments & Conclusions:**
3. **Statutory References:**

FISCAL IMPACT:

Amount of Recommendation/Cost of Project:

Initial Project Cost Estimate: \$910,000 for water improvements
\$2,100,000 for street improvements
\$20,000 for sanitary improvements



Approved Budget Project Cost: \$920,000 for water improvements
\$2,700,000 for street improvements
\$20,000 for sanitary improvements

Prior Year Expenditures: \$0

Total Project Costs to Date: Approximately \$140,000 has been approved for design and staking.

1. **Source of Funding:** 2025 Borrowing
2. **Operating and Maintenance Cost:**

BOARD/COMMITTEE/COMMISSION RECOMMENDATION: N/A

PUBLIC OUTREACH: Information will be sent out to residents on this project, inviting feedback.

IF APPROVED, NEXT STEPS: Discuss with Traffic Safety Committee, and send out information to abutting property owners, obtain feedback, and report back to BPW at December 14 BPW meeting.

ATTACHMENTS:

Gremmer Plans for Public Information Meeting
Resolution 2015-11
PW Street Design Standards Handout
Complete Streets Final Resolution



PORT WASHINGTON, WI
 2025 STREET IMPROVEMENTS
 ROADWAY & UTILITY
 RECONSTRUCTION
 Project: 816-24

PRELIMINARY
10/21/2024

STREETS INCLUDED IN PROJECT:

- N. LAKEVIEW AVENUE (E. JAMES DRIVE - DOUGLAS ST)
- DOUGLAS STREET (N. WISCONSIN STREET - END OF CUL-DE-SAC)
- E. WHITEFISH ROAD (N. WISCONSIN STREET - N. LAKEVIEW AVENUE)
- E. PIERRON STREET (N. WISCONSIN STREET - HALES TRAIL)
- E. MONROE STREET (N. WISCONSIN STREET - KAISER DRIVE)
- KAISER DRIVE (HALES TRAIL - OZAUKEE INTERURBAN TRAIL)

OTHER WORK INCLUDED IN PROJECT:

- PIRATES HOLLOW WATER PARK WATER MAIN REPLACEMENT (FROM N. WEBSTER STREET)

INDEX OF SHEETS

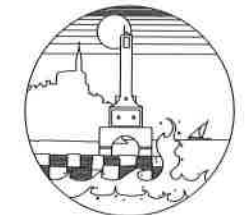
- TITLE SHEET
- GENERAL NOTES
- PROJECT OVERVIEW
- TYPICAL SECTIONS
- CONSTRUCTION DETAILS
- UTILITY PLANS
- STORM SEWER SCHEDULE
- SANITARY SEWER SCHEDULE
- ALIGNMENT DIAGRAM
- PLAN & PROFILE
- COMPUTER EARTHWORK DATA
- CROSS SECTIONS



ORIGINAL PLANS PREPARED BY

G GREMMER & ASSOCIATES, INC.
 CONSULTING ENGINEERS
 Stevens Point • Fond du Lac
 93 South Pioneer Road, Suite 300
 Fond du Lac, WI 54935
 (920) 924-5720

ACCEPTED FOR



City of Port Washington
 100 West Grand Avenue
 Port Washington, WI 53074
 262-284-2600
 e-mail: rvandenoven@portwashingtonwi.gov
 Director of Public Works
 Robert J. Vanden Noven, P.E.

(Date) JEFFREY A. CHVOSTA, PE

DATE: 10/21/2024

SHEET
 1
 136

GENERAL NOTES

THE LOCATIONS OF EXISTING AND PROPOSED UTILITY INSTALLATIONS AS SHOWN ON THE PLANS ARE APPROXIMATE.

THERE MAY BE OTHER UTILITY INSTALLATIONS WITHIN THE PROJECT AREA THAT ARE NOT SHOWN.

A VERTICAL SAW CUT SHALL BE MADE THROUGH EXISTING DRIVEWAYS, SIDEWALKS AND PAVEMENTS AT THE REMOVAL LIMITS.

SAWCUT LOCATIONS SHOWN ON THE PLANS ARE SUBJECT TO ADJUSTMENT BY THE ENGINEER IN THE FIELD.

WHEN THE QUANTITY OF THE ITEMS OF BASE AGGREGATE DENSE OR HMA PAVEMENT IS MEASURED FOR PAYMENT BY THE TON, THE ASPHALTIC SURFACE DEPTH OR THICKNESS OF THE MATERIAL SHOWN ON THE PLAN IS APPROXIMATE, AND THE ACTUAL THICKNESS WILL DEPEND ON THE DISTRIBUTION OF THE MATERIAL AS DIRECTED BY THE ENGINEER.

HMA PAVEMENT AND ASPHALTIC SURFACE WEIGHT CALCULATIONS ARE BASED ON 112 LBS/SY-INCH.

THE EXACT LOCATION OF PRIVATE ENTRANCES IS TO BE DETERMINED IN THE FIELD BY THE ENGINEER.

ALL TREE & STUMP REMOVALS TO BE COMPLETED BY THE CITY OF PORT WASHINGTON. NO TREES OR SHRUBS ARE TO BE REMOVED WITHOUT THE APPROVAL OF THE ENGINEER.

4" TOPSOIL, SEED, FERTILIZER AND MULCH SHALL BE PLACED ON ALL DISTURBED AREAS, EXCLUSIVE OF THE AREA OCCUPIED BY THE NEW PAVEMENTS, SIDEWALKS, ENTRANCES, AND RELATED STRUCTURES.

SECTIONS AS SHOWN ON THE CROSS-SECTIONS INCLUDE THE THICKNESS OF TOPSOIL WHERE REQUIRED.

CURB AND GUTTER RADII ARE SHOWN TO THE FACE OF CURB.

ROADWAY DIMENSIONS ARE SHOWN TO THE FACE OF CURB.

CONTRACTOR SHALL VERIFY EXISTING PIPE SIZES, MATERIALS AND INVERT ELEVATIONS WHEN CONNECTING NEW STORM SEWER INTO EXISTING PIPES PRIOR TO MANUFACTURING INLETS AND MANHOLES.

ROTATE MANHOLE COVERS TO MATCH LANE LINES OR CENTER OF LANE AS DIRECTED BY THE ENGINEER IN THE FIELD.

ALL CURB RAMPS SHALL BE 6-INCH THICK AND PAID FOR AS CONCRETE SIDEWALK/DRIVEWAY - 6-INCH.

ALL SIGN REMOVALS AND INSTALLATIONS SHALL BE COMPLETED BY THE CITY OF PORT WASHINGTON.

SIDEWALK REMOVAL AND REPLACEMENT LOCATIONS SHALL BE DELINEATED BY THE CITY OF PORT WASHINGTON PRIOR TO CONSTRUCTION.

WATER SERVICES SHALL BE INSTALLED WITH A MINIMUM OF 6' OF COVER. WATER SERVICES WITH LESS THAN 6' OF COVER SHALL BE INSULATED.

SANITARY LATERALS SHOWN ON PLAN ARE SHOWN IN APPROXIMATED LOCATION BASED OFF OF TELEVISED RECORDS, AND ARE SHOWN FOR INFORMATIONAL PURPOSES ONLY.

1/2" FELT REQUIRED BETWEEN NEW CONCRETE AND EXISTING POWER POLES, LIGHT BASES, WATER VALVES, AND SIMILAR OBJECTS.

PROPOSED CURB AND GUTTER FLANGE SHALL MATCH THE EXISTING PAVEMENT GRADE AT MATCH POINTS. NO OVERLAYING OF NEW CURB AND GUTTER WITH HMA WILL BE ALLOWED.

ABBREVIATIONS

ADJ	ADJUST
CB	CATCH BASIN
CBX	CONTROL BOX
COR	CORNER
D.I.	DUCTILE IRON
F/C	FACE OF CURB
G	GAS
GL	GAS LATERAL
GV	GAS VALVE
GP	GUY POLE
GUY	GUY WIRE ANCHOR
HYD	HYDRANT
MH	MANHOLE
MAX.	MAXIMUM
MIN.	MINIMUM
NOR.	NORMAL
LP	LIGHT POLE
PED	PEDESTAL
PVI	POINT OF VERTICAL INTERSECTION
PP	POWER POLE
PBX	PULL BOX
RCP	REINFORCED CONCRETE PIPE
RWALL	RETAINING WALL
SS OR ST	STORM SEWER
SA	SANITARY SEWER LATERAL
SP	SPECIAL
TEL	TELEPHONE
TOC	TOP OF CURB
TFS	TRAFFIC SIGNAL
WL	WATER LATERAL
W	WATER MAIN
WSO	WATER SHUT OFF
WV	WATER VALVE

EROSION CONTROL NOTES

EROSION CONTROL MEASURES SHALL BE IN ACCORDANCE WITH LOCAL ORDINANCES AND THE WDNR CONSERVATION PRACTICE TECHNICAL STANDARDS.

EROSION CONTROL ITEMS SHALL BE FIELD LOCATED AS NEEDED.

SILT FENCE SHALL BE INSTALLED IN AREAS WHERE ON-SITE SOILS AND STORMWATER MAY EXIT THE CONSTRUCTION SITE.

ALL OFF-SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF CONSTRUCTION WORK OR A STORM EVENT SHALL BE CLEANED UP BY THE END OF EACH DAY. FLUSHING SHALL NOT BE ALLOWED.

FOR ANY DISTURBED AREA THAT REMAINS INACTIVE FOR MORE THAN 7 WORKING DAYS, OR WHERE GRADING EXTENDS BEYOND THE PERMANENT SEEDING DEADLINES, THE SITE MUST BE TREATED WITH TEMPORARY STABILIZATION MEASURES SUCH AS SOIL TREATMENT, TEMPORARY SEEDING, AND/OR MULCHING.

ALL DISTURBED AREAS SHALL BE TREATED WITH STABILIZATION MEASURES AS SPECIFIED WITHIN 3 WORKING DAYS OF FINAL GRADING.

ANY SOIL EROSION THAT OCCURS AFTER FINAL GRADING AND/OR THE APPLICATION OF STABILIZATION MEASURES MUST BE REPAIRED AND THE STABILIZATION WORK REDONE.

ALL EXISTING AND PROPOSED INLETS WITHIN THE PROJECT LIMITS SHALL RECEIVE INLET PROTECTION TYPE C.

THE FIRST SET OF EXISTING INLETS DOWNSTREAM OF THE PROJECT LIMITS SHALL RECEIVE INLET PROTECTION TYPE C.

CONVENTIONAL SYMBOLS

PLAN	
CORPORATE LIMITS	
PROPERTY LINE	
LOT LINE	
LIMITED HIGHWAY EASEMENT	
EXISTING RIGHT OF WAY	
PROPOSED OR NEW R/W LINE	
SLOPE INTERCEPT	
REFERENCE LINE	
EXISTING CULVERT	
PROPOSED CULVERT (Box or Pipe)	
COMBUSTIBLE FLUIDS	
WOODED OR SHRUB AREA	

PROFILE

GRADE LINE	
ORIGINAL GROUND	
GRADE ELEVATION	
CULVERT (Profile View)	
UTILITIES	
ELECTRIC (UNDERGROUND)	
FIBER OPTIC (UNDERGROUND)	
GAS (UNDERGROUND)	
OVERHEAD UTILITY	
SANITARY SEWER (UNDERGROUND)	
STORM SEWER (UNDERGROUND)	
TELEPHONE (UNDERGROUND)	
WATER (UNDERGROUND)	
UTILITY PEDESTAL	
POWER POLE	
TELEPHONE POLE	

CONSTRUCTION SEQUENCE

1. COMPLETE SLOPE STAKING TO AVOID EXCESSIVE CONSTRUCTION DISTURBANCE
2. INSTALL TEMPORARY EROSION CONTROL MEASURES (INLET PROTECTION). ADD TEMPORARY EROSION CONTROL MEASURES AS GRADING WORK PROGRESSES. TOPSOIL STRIPPING SHALL NOT BEGIN UNTIL EROSION CONTROL MEASURES ARE IN PLACE.
3. COMPLETE UTILITY TRENCH WORK PRIOR TO STRIPPING TOPSOIL
4. STRIP TOPSOIL AND CLEAR & GRUB IN A PROGRESSIVE MANNER THROUGHOUT THE PROJECT, AS NEEDED FOR GRADING WORK. CONSTRUCT PERIMETER CONTROL AROUND ANY STOCKPILES AND PLACE TEMPORARY SEEDING AS REQUIRED. LIMIT THE SIZE OF DISTURBED AREAS TO THAT WHICH CAN BE READILY STABILIZED.
5. COMPLETE GRADING WORK, PLACING PERMANENT EROSION CONTROL MEASURES AS PRACTICAL.
6. CONSTRUCT ROADWAY AND ADJUST INLET PROTECTION AS NECESSARY.
7. COMPLETE REMAINING TOPSOIL, LANDSCAPING, AND PERMANENT EROSION CONTROL MEASURES THROUGHOUT THE PROJECT. REMOVE ACCUMULATED SEDIMENT FROM TEMPORARY EROSION CONTROL MEASURES AND REMOVE AND DISPOSE OF USED EROSION CONTROL DEVICES AFTER 70% VEGETATIVE STABILIZATION HAS OCCURRED.



Dial **811** or (800)242-8511

www.DiggersHotline.com

UTILITIES

STREET

CITY OF PORT WASHINGTON
333 NORTH MOORE ROAD
PORT WASHINGTON, WI 53074
ATTN: JAMES HOILE
PHONE: (262) 483-6985
EMAIL: JHOILE@PORTWASHINGTONWI.GOV

WATER

CITY OF PORT WASHINGTON
408 NORTH LAKE STREET
PORT WASHINGTON, WI 53074
ATTN: DAN FISHER
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EMAIL: DFISHER@PORTWASHINGTONWI.GOV

COMMUNICATIONS

AT&T
220 WISCONSIN AVENUE
WAUKESHA, WI 53186
ATTN: STEVE BURTC
PHONE: (262) 506-2849
EMAIL: SB7561@ATT.COM

COMMUNICATIONS

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1320 N. MARTIN LUTHER KING JR. DR.
MILWAUKEE, WI 53212
ATTN: MATT EWING
PHONE: (414)
EMAIL: MATT.EWING@CHARTER.COM

ELECTRIC

WE ENERGIES
500 S. 116TH STREET
WEST ALLIS, WI 53214
ATTN: JOE FELLEENZ
PHONE: (262) 502-6831
MOBILE: (414) 322-8928
EMAIL: JOSEPH.FELLEENZ@WE-ENERGIES.COM

GAS

WE ENERGIES
500 SOUTH 116TH STREET
WEST ALLIS, WI 53214
ATTN: BRAD ENGNATH
PHONE: (414) 944-5767
MOBILE: (414) 588-7641
EMAIL: BRADLEY.ENGNATH@WE-ENERGIES.COM

WASTEWATER

CITY OF PORT WASHINGTON
450 NORTH LAKE STREET
PORT WASHINGTON, WI 53074
ATTN: DAN BUEHLER
PHONE: (262) 284-5051
EMAIL: DBUEHLER@PORTWASHINGTONWI.GOV

CITY OF PORT WASHINGTON

MR. ROGER STROHM
100 WEST GRAND AVENUE
PORT WASHINGTON, WI 53074
PHONE: (262) 284-2600
EMAIL: RSTROHM@PORTWASHINGTONWI.GOV

DESIGN CONTACT

GREMMER & ASSOCIATES, INC.
93 SOUTH PIONEER ROAD, SUITE 300
FOND DU LAC, WI 54935
ATTN: MR. JEFFREY CHVOSTA
PHONE: (920) 924-5720
EMAIL: J.CHVOSTA@GREMMERASSOCIATES.COM

Revisions:	Job No: 816-24	Designed: CTL	 93 South Pioneer Road, Suite 300 Fond du Lac, WI 54935 (920) 924-5720	PORT WASHINGTON, WI 2025 STREET IMPROVEMENTS ROADWAY & UTILITY RECONSTRUCTION	GENERAL NOTES	SHEET
	Date: 10/21/2024	Drawn: EAW				2
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HORIZONTAL POSITIONS SHOWN FOR THIS AREA IN THE PLANS ARE WISCONSIN COORDINATE REFERENCE SYSTEM (WISCRS), OZAUKEE COUNTY NAD83 (2011), IN U.S. SURVEY FEET. POSITIONS SHOWN ARE GRID COORDINATES, GRID BEARINGS, AND GRID DISTANCES. GRID DISTANCES ARE THE SAME AS GROUND DISTANCES. ELEVATIONS SHOWN FOR THIS AREA IN THE PLANS ARE REFERENCED TO NAVD 88.

POINT #	NORTHING	EASTING	ELEVATION
60	432281.9830	616742.0120	687.44
61	432270.6960	616252.7660	707.37
62	432249.2460	617097.3390	682.35
63	432274.2760	617600.2930	667.38
64	431940.6030	616685.0000	693.74
65	431891.7380	616187.6850	705.34
66	431907.5030	617170.5290	682.66
67	431927.1330	617465.7820	673.33
68	431537.4230	616738.5980	683.12
69	431466.7370	616258.7600	702.21
70	431070.3430	616706.1040	688.79
71	431065.3130	616262.7880	695.37
72	431033.2580	617053.4210	689.82
73	430715.5640	616745.4250	681.18
74	427288.6030	614920.3070	644.05
75	427319.7560	614695.4920	636.89
76	427315.0630	614346.4170	620.28

BM	DESCRIPTION	ELEVATION
A	NORTHWEST BOLT ON FLANGE OF HYDRANT, SOUTHEAST CORNER OF E. MONROE STREET AND N. WISCONSIN STREET	709.46
B	MAG NAIL IN LIGHT POLE, NORTH SIDE OF E. MONROE ST, 200' EAST OF N. WISCONSIN STREET	700.55
C	MAG NAIL IN LIGHT POLE, NORTH SIDE OF E. MONROE ST, 350' EAST OF N. WISCONSIN STREET	693.84
D	RR SPIKE IN LIGHT POLE, SOUTHEAST CORNER OF E. MONROE STREET AND N. LAKEVIEW AVENUE	687.67
E	MAG NAIL IN LIGHT POLE, SOUTH SIDE OF E. MONROE STREET, 300' EAST OF N. LAKEVIEW AVENUE	684.65
F	MAG NAIL IN LIGHT POLE, SOUTH SIDE OF E. MONROE STREET, 300' WEST OF KAISER DRIVE	676.42
G	RR SPIKE IN LIGHT POLE, SOUTHWEST CORNER OF E. MONROE STREET AND KAISER DRIVE	668.10
H	RR SPIKE IN TELEPHONE POLE, SOUTHEAST CORNER OF HALES TRAIL AND KAISER DRIVE	664.18
I	RR SPIKE IN LIGHT POLE, NORTHWEST CORNER OF HALES TRAIL AND E. PIERRON STREET	674.46
J	MAG NAIL IN LIGHT POLE, SOUTH SIDE OF E. PIERRON STREET AT HOUSE #215	688.96
K	MAG NAIL IN POWER POLE #SS-3025 35-5, SOUTH SIDE OF E. PIERRON STREET, 175' EAST OF N. WISCONSIN STREET	700.22
L	RR SPIKE IN POWER POLE, NORTHWEST CORNER OF W. WHITEFISH ROAD AND N. WISCONSIN STREET	705.74
M	MAG NAIL IN POWER POLE #85T70092, SOUTH SIDE OF E. WHITEFISH ROAD AT ALLEY	696.61
N	MAG NAIL IN LIGHT POLE, NORTH SIDE OF E. WHITEFISH ROAD AT HOUSE #132	687.18
O	RR SPIKE IN POWER POLE, NORTHEAST CORNER OF E. WHITEFISH ROAD AND N. LAKEVIEW AVENUE	683.72
P	MAG NAIL IN POWER POLE #01-18350, EAST SIDE OF N. LAKEVIEW AVENUE, 200' NORTH OF DOUGLAS STREET	688.99
Q	NORTHWEST BOLT ON FLANGE OF HYDRANT, SOUTHWEST CORNER OF DOUGLAS STREET AND N. LAKEVIEW AVENUE	690.73
R	MAG NAIL IN LIGHT POLE, NORTH SIDE OF DOUGLAS STREET AT ALLEY	693.82
S	MAG NAIL IN POWER POLE, IN CUL-DE-SAC AT EAST END OF DOUGLAS STREET	690.31
T	NORTHEAST BOLT ON FLANGE OF HYDRANT, NORTHEAST CORNER OF E. WALTERS STREET AND N. LAKEVIEW AVENUE	682.35
U	SOUTHWEST BOLT ON FLANGE OF HYDRANT, NORTHEAST CORNER OF N. WEBSTER STREET AND W. MAIN STREET	637.31
V	WEST BOLT ON FLANGE OF HYDRANT, NORTHWEST CORNER OF POOL	623.91

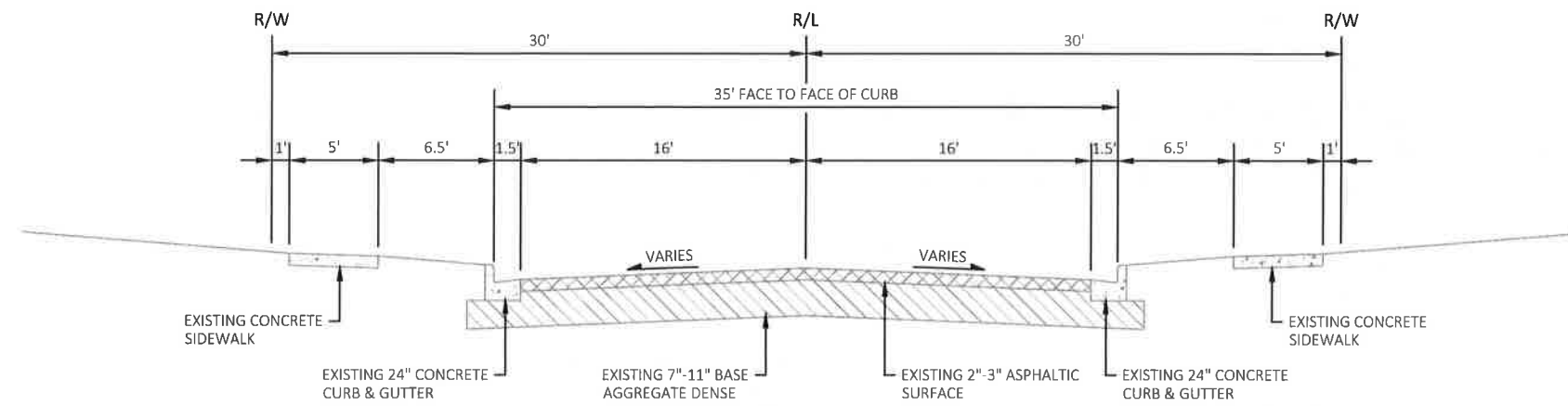
Revisions:
 Job No: 816-24
 Date: 10/21/2024

Designed: CTL
 Drawn: EAW
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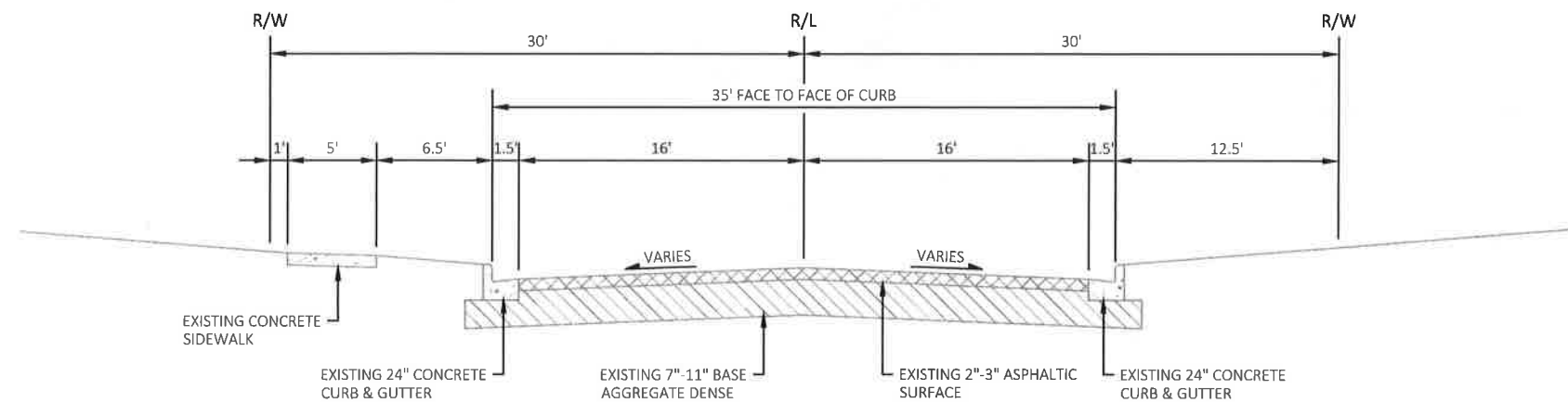
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PORT WASHINGTON, WI
 2025 STREET IMPROVEMENTS
 ROADWAY & UTILITY RECONSTRUCTION

PROJECT OVERVIEW
 SHEET 3 OF 136



TYPICAL EXISTING SECTION
 N. LAKEVIEW AVENUE 9+00 - 19+40
 E. DOUGLAS STREET 305+00 - 307+05.54
 E. MONROE STREET
 E. PIERRON STREET



TYPICAL EXISTING SECTION
 N. LAKEVIEW AVENUE 3+90 - 9+00

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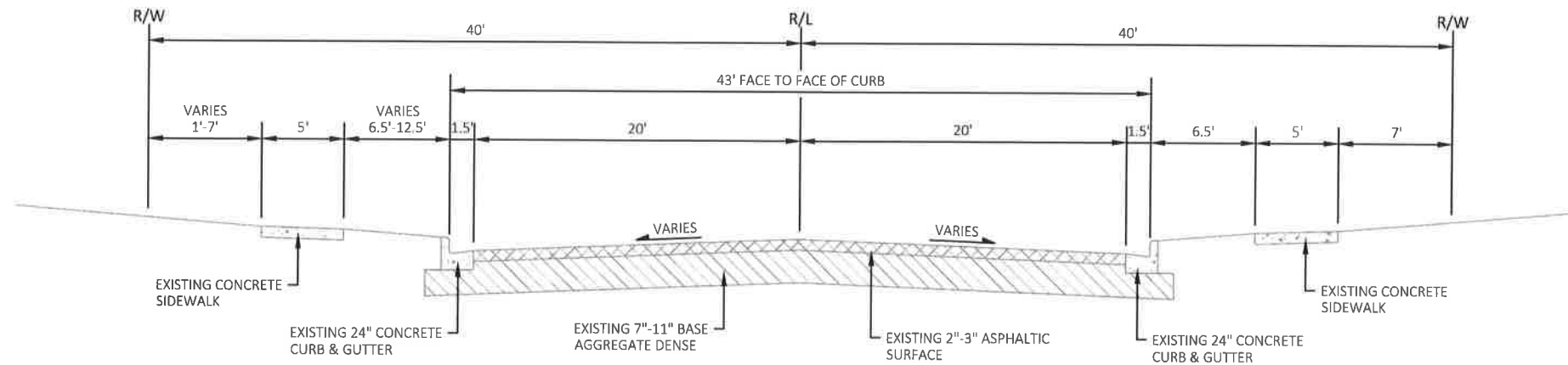


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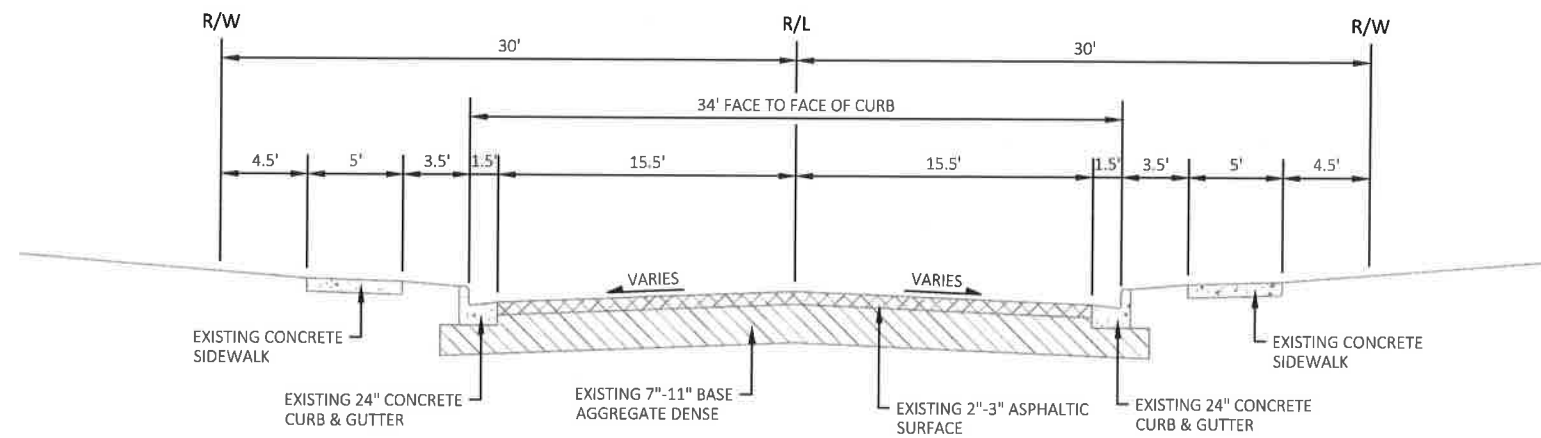
PORT WASHINGTON, WI
 2025 STREET IMPROVEMENTS
 ROADWAY & UTILITY RECONSTRUCTION

TYPICAL SECTIONS

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TYPICAL EXISTING SECTION
E. WHITEFISH ROAD



TYPICAL EXISTING SECTION
E. DOUGLAS STREET 300+57.05 - 305+00

Revisions:	Job No: 816-24	Designed: CTL
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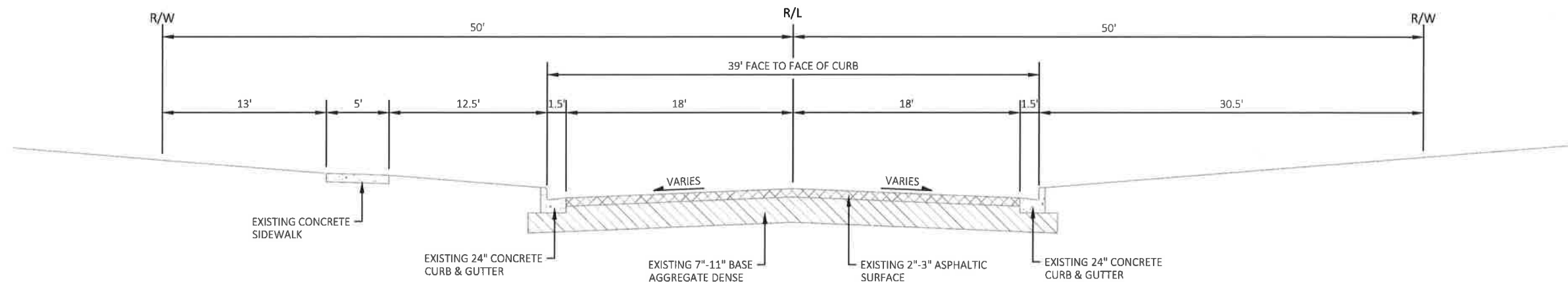


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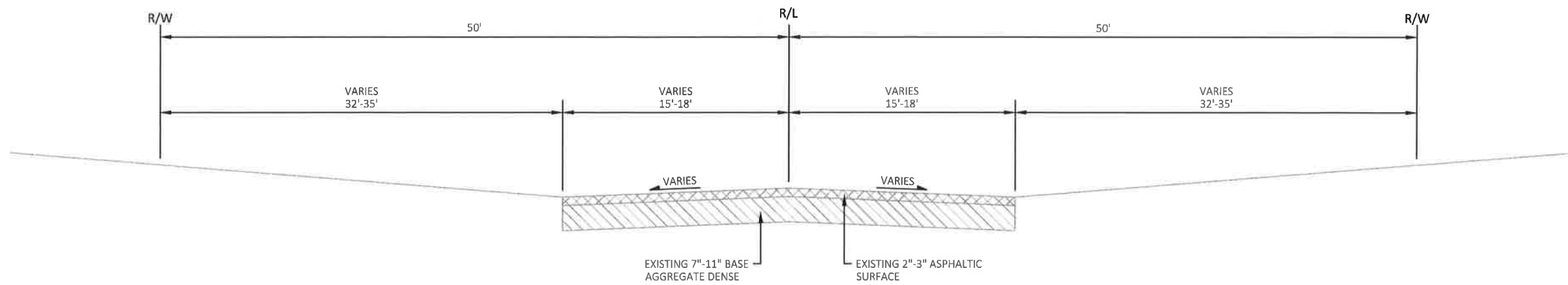
PORT WASHINGTON, WI
2025 STREET IMPROVEMENTS
ROADWAY & UTILITY RECONSTRUCTION

TYPICAL SECTIONS

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TYPICAL EXISTING SECTION
KAISER DRIVE 502+00 - 503+57.77



TYPICAL EXISTING SECTION
KAISER DRIVE 503+57.77 - END

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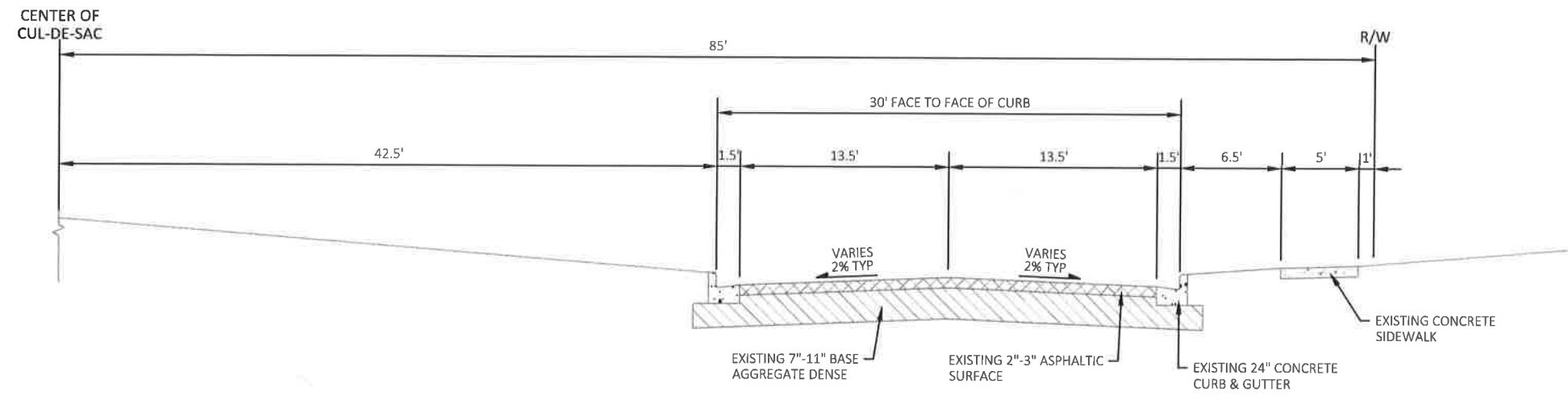


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PORT WASHINGTON, WI
2025 STREET IMPROVEMENTS
ROADWAY & UTILITY RECONSTRUCTION

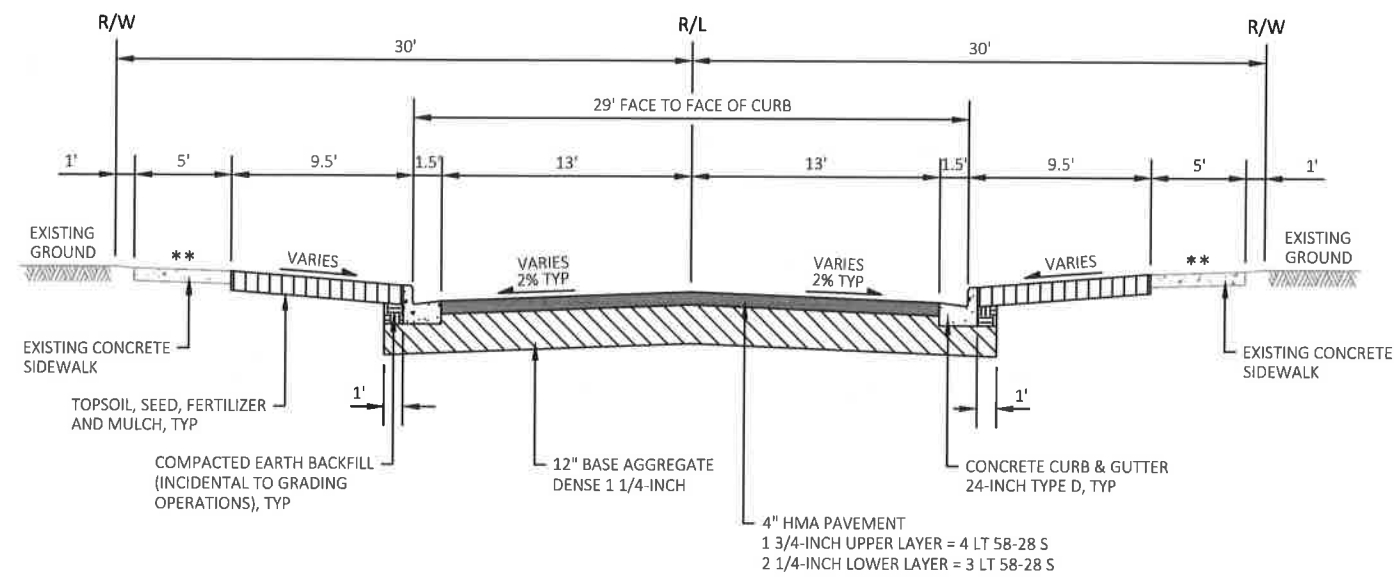
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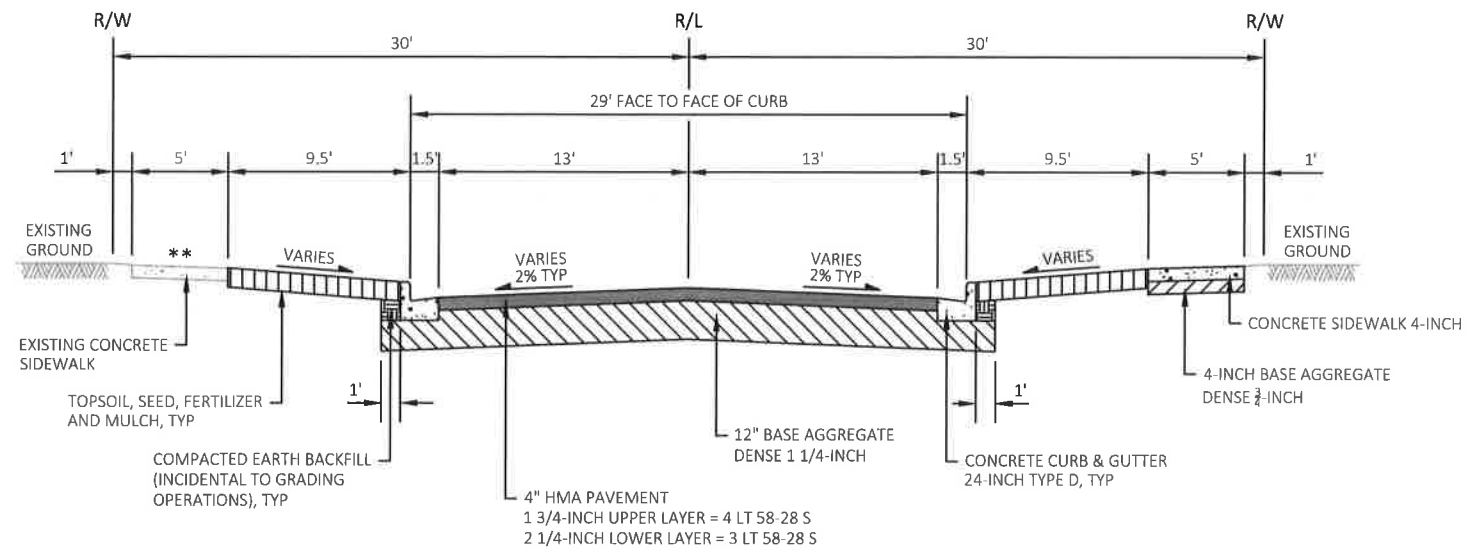
TYPICAL EXISTING SECTION
E. DOUGLAS ST CUL-DE-SAC

** SPOT REPLACE SIDEWALK
SEE PLAN & PROFILE SHEETS
FOR LOCATIONS



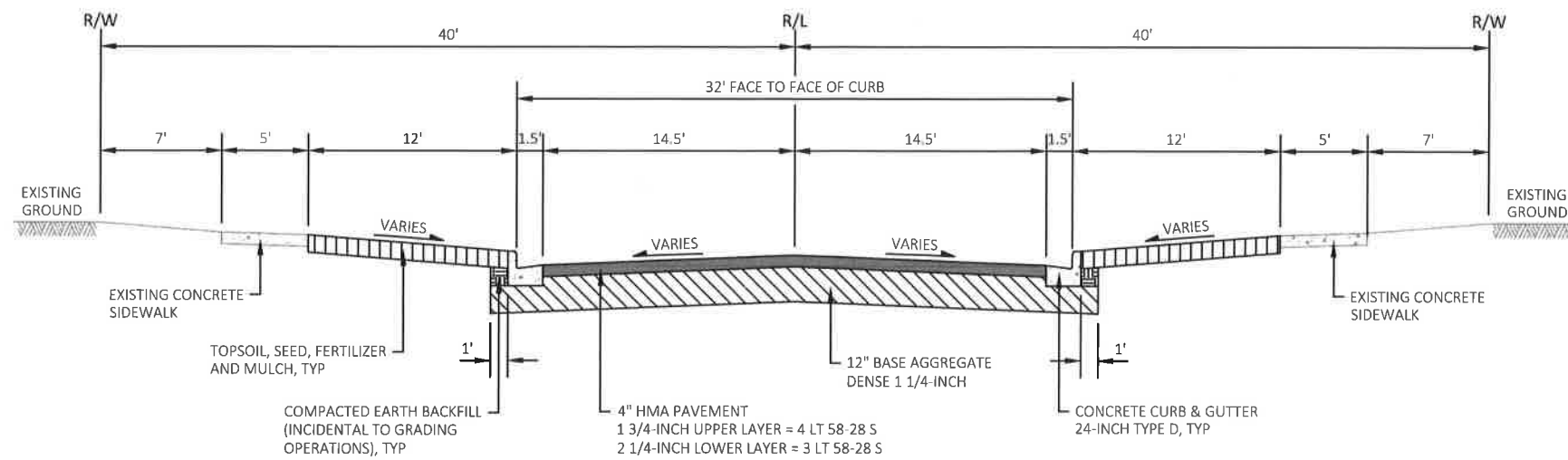
TYPICAL FINISHED SECTION
N. LAKEVIEW AVENUE 9+19.83 - 19+40
E. DOUGLAS STREET 305+00 - 307+05.54
E. MONROE STREET
E. PIERRON STREET

Revisions:	Job No: 816-24	Designed: CTL	<p>93 South Pioneer Road, Suite 300 Fond du Lac, WI 54935 (920) 924-5720</p>	<p>PORT WASHINGTON, WI 2025 STREET IMPROVEMENTS ROADWAY & UTILITY RECONSTRUCTION</p>	<p>TYPICAL SECTIONS</p>	<p>7 136</p>
	Date: 10/21/2024	Drawn: EAW				
		Checked: JAC				
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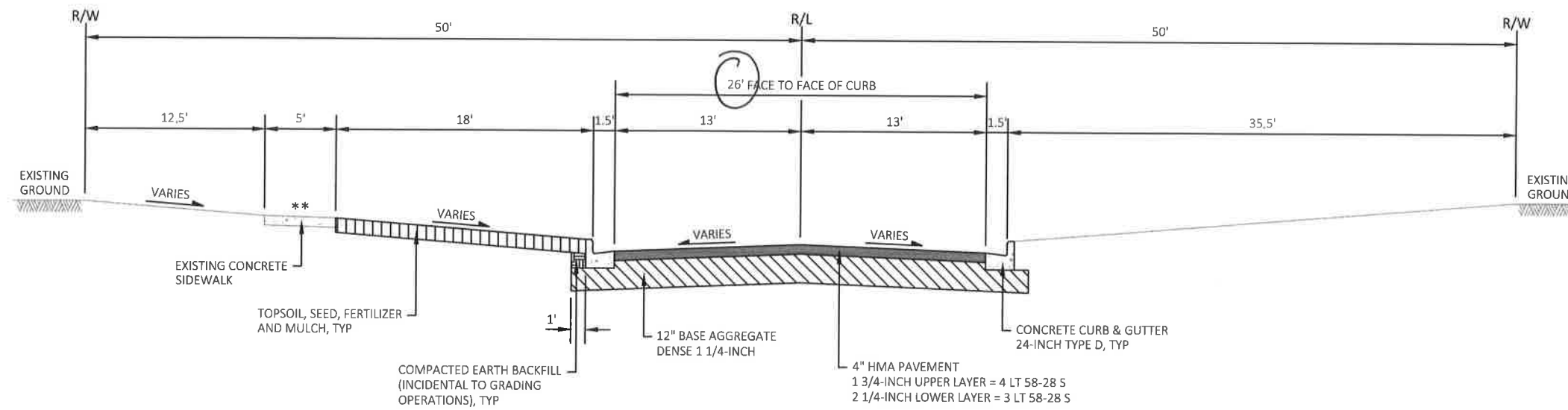
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N. LAKEVIEW AVENUE 3+90 - 9+19.83

** SPOT REPLACE SIDEWALK
SEE PLAN & PROFILE SHEETS
FOR LOCATIONS



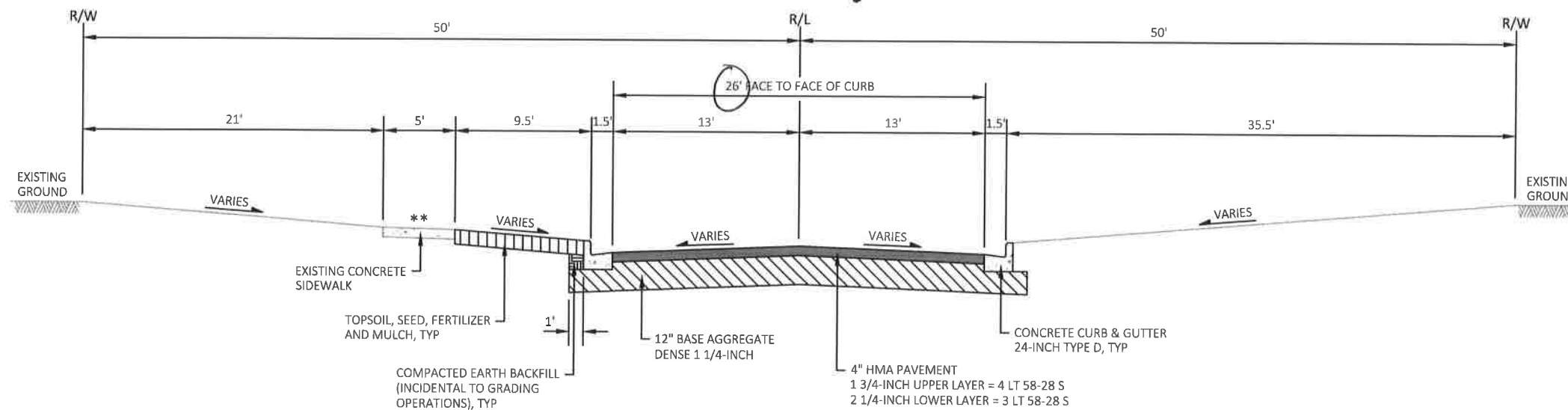
TYPICAL FINISHED SECTION
E. WHITEFISH ROAD

Revisions:	Job No: 816-24	Designed: CTL	 93 South Pioneer Road, Suite 300 Fond du Lac, WI 54935 (920) 924-5720	PORT WASHINGTON, WI 2025 STREET IMPROVEMENTS ROADWAY & UTILITY RECONSTRUCTION	SHEET 8 136
	Date: 10/21/2024	Drawn: EAW			
		Checked: JAC			



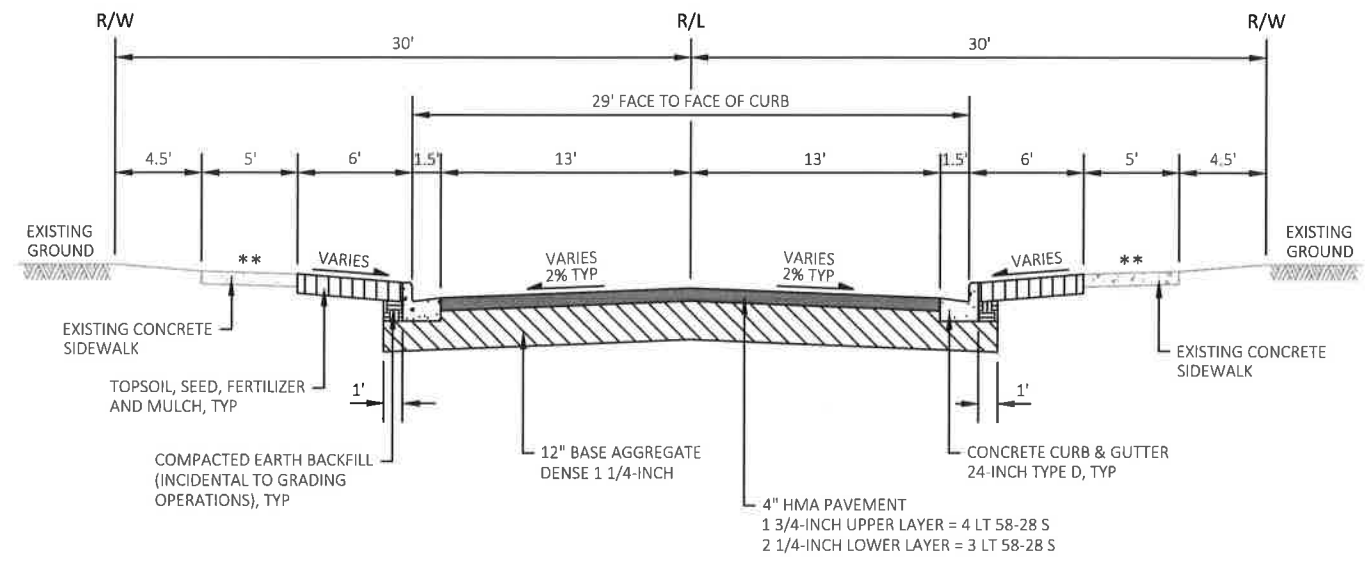
TYPICAL FINISHED SECTION
KAISER DRIVE 502+00 - 503+57.77

** SPOT REPLACE SIDEWALK
SEE PLAN & PROFILE SHEETS
FOR LOCATIONS



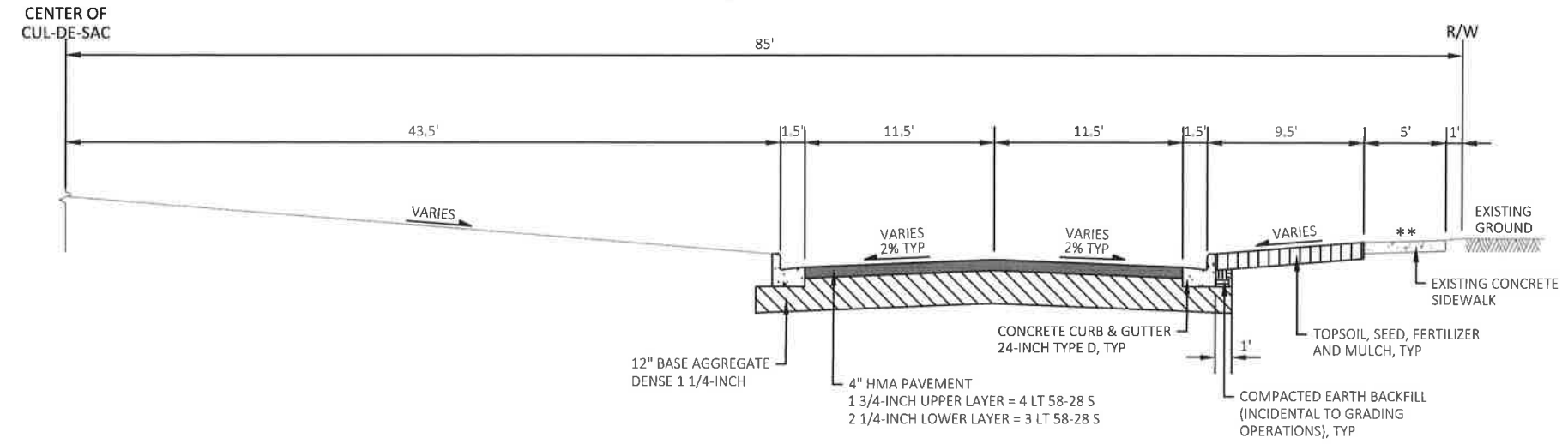
TYPICAL FINISHED SECTION
KAISER DRIVE 503+57.77 - END

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	Date: 10/21/2024	Drawn: EAW				
		Checked: JAC				
FILE NAME : S:\CURRPRO\OZAUKEECO\PORTWASH\2025 STREET IMPROVEMENTS\CIVIL3D\2025\SHEETS\2025-020301-TS.DWG		LAYOUT NAME - Sheet - 06		PLOT DATE : 10/21/2024 5:26 PM	PLOT BY : JEFF CHVOSTA	PLOT SCALE : 1 IN:10 FT




TYPICAL FINISHED SECTION
E. DOUGLAS STREET 300+57.05 - 305+00

** SPOT REPLACE SIDEWALK
SEE PLAN & PROFILE SHEETS
FOR LOCATIONS



TYPICAL FINISHED SECTION
E. DOUGLAS ST CUL-DE-SAC

Revisions:	Job No: 816-24	Designed: CTL	 93 South Pioneer Road, Suite 300 Fond du Lac, WI 54935 (920) 924-5720 Stevens Point • Fond du Lac	PORT WASHINGTON, WI 2025 STREET IMPROVEMENTS ROADWAY & UTILITY RECONSTRUCTION	TYPICAL SECTIONS 10 136
	Date: 10/21/2024	Drawn: EAW			
		Checked: JAC			
FILE NAME : S:\CURRPRO\OZAUKEECO\PORTWASH\2025 STREET IMPROVEMENTS\CIVIL3D\2025\SHEETS\2025-020301-TS.DWG LAYOUT NAME - Sheet - 07 PLOT DATE : 10/21/2024 5:26 PM PLOT BY : JEFF CHVOSTA PLOT SCALE : 1 IN=10 FT					

**CITY OF PORT WASHINGTON
OZAUKEE COUNTY, WISCONSIN**

**RESOLUTION NO. 2015-11
Establishing Street, Highway, Parkway and Related
Widths and Amending Official Map**

WHEREAS, secs. 62.23(6) (b) and (c), Stats. provide that the Common Council of a city may by ordinance or resolution establish or amend an official map of the city or any part thereof establishing and showing, among other things, the exterior lines of streets, highways and parkways; and

WHEREAS, secs. 7.01.000,7.01.040 and 7.02.000 of the Municipal Code of the City of Port Washington authorize the Common Council of the City of Port Washington to establish, change and amend its Official Map showing the location and width of streets, highway and parkways as laid out, adopted and established, and to establish the width of roadways along any street or portion of any street, whenever and as often as the Common Council may deem it for the public interest, and after a public hearing; and

WHEREAS, the Board of Public Works, pursuant to sec. 62.14, Stats. has recommended the establishment by the Common Council of the exterior lines and widths of streets, highways and parkways and related widths as set forth hereinbelow; and


WHEREAS, THE City of Port Washington Plan Commission, pursuant to sec. 62.23(6)(c), Stats. has reviewed and recommend adoption by the Common Council of the proposed amendments to the Official Map establishing the exterior lines and widths of street, highways and parkways and related widths as set forth hereinbelow; and

WHEREAS, the Common Council at their meeting on July 21, 2015, conducted a public hearing regarding the establishment of the exterior lines and widths of streets, highways and parkways and related widths, and the amendment of the Official Map as set forth hereinbelow,

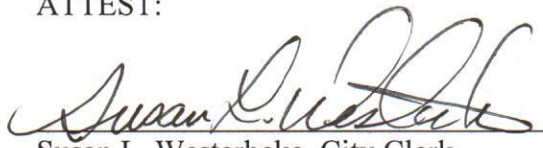
NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Port Washington, that the following are adopted as the exterior lines and widths of streets, highways and parkways and related widths in the City of Port Washington:

<u>Street Type</u> ¹	<u>Pavement Width</u> ²	<u>Right-of-Way Width</u>
Arterial Street	42' to 48'	66' to 80'
Collector Street	36' to 42'	66'
Local Street	28' to 32'	60'
Cul-De-Sac ³	28'	60'

Dated this 21st day of July, 2015.


 Tom Mlada, Mayor

ATTEST:


 Susan L. Westerbeke, City Clerk

¹ Per WisDot "Functional Classification Criteria", April 2013.

² Pavement width may be reduced when seasonal or permanent parking restrictions are imposed.

³ Radius should be 30' in residential areas unless an island is constructed, requiring a longer radius.



CITY OF PORT WASHINGTON | ENGINEERING/ DEPARTMENT OF PUBLIC WORKS

Rob Vanden Noven, P.E., Director of Public Works / City Engineer

Port Washington Street Design Standards

Background

Circa 1960, Port Washington, like many cities, set a new practice of constructing streets that were wider than what had been built prior to that time. The “new” design standard allowed 2 cars to pass one another when cars are parked on both sides of the street. In residential neighborhoods which have garages and low volumes of traffic, this is an extremely rare occurrence. The result was oversized streets which cost more to build, encouraged higher speeds, made neighborhoods less pedestrian friendly, increased stormwater run-off, and negatively affected the urban tree canopy that once graced our neighborhoods. In 1999, the Common Council approved a resolution requiring more traditional residential street design, and since then, new subdivisions and newly re-constructed streets have followed these guidelines. In 2015, the policy was modified to better align the City’s standards for street width with WisDOT guidelines for road classification, AASHTO (American Association of State Highway and Transportation Officials) design standards, and current best practices for street design.

There are 4 street classifications: arterial, collector, local, and cul-de-sac. The general definitions are:

Arterial (42’ – 48’ wide) \geq 6,000 vpd (vehicles per day).

Collector (36’ – 42’ wide) \geq 3,000 vpd

Local (28’ - 32’ wide) \leq 3,000 vpd

Cul de Sac (28’ wide street and 30’ min. radius for circle)

Note: Pavement widths may be reduced when seasonal or permanent parking restrictions are imposed.

Why do we want to go back to the “old” way of constructing streets? Because streets should be designed for their context, ie, traffic volume, parking requirements, and overall function. Traditionally designed streets:

- **Cost less to build and maintain.** Lower initial construction cost. Less crack-filling and pothole patching. Less plowing and salting. Lower resurfacing costs.
- **Are safer.** Traditional streets cause traffic slow down and drive more cautiously, resulting in fewer accidents of lower severity.
- **Are more pedestrian friendly.** Traditional streets have shorter crosswalks which make it easier for pedestrians to cross. Lower speeds favor pedestrian safety and therefore promote walkability. Wider parkways create a greater safe zone for pedestrians (especially children) on sidewalks.

100 West Grand Avenue • P.O. Box 307 • Port Washington, WI 53074

Phone: (262) 284 – 2600 Ext 1016 • Fax: (262) 284 – 7669

Email: rvandenoven@ci.port-washington.wi.us

www.CityofPortWashington.com

- **Provide greater snow storage.** Wider parkways allow more room for snow plows to store snow in winter, keeping it off of sidewalks and out of the street.
- **Allow more accessible driveway aprons.** Wider terraces create flatter driveway aprons. Narrow terraces create steeper driveway approaches.
- **Are better for the environment.** Less impervious surface means less stormwater runoff and improved water quality.
- **Improves viability of street trees.** Tree lined streets are proven to increase property values and improve the aesthetics of a neighborhood, decrease cooling costs, soak up additional stormwater by both the root system and the canopy, and even provide psychological benefits. Wider parkways encourage mature tree growth and decrease the root conflicts with pavement.
- **Is consistent with current best practices.** In addition to numerous studies documenting the reasons for traditional street design as stated above, modern developers are requesting narrower street pavement because that is what buyers prefer.
- **Higher property values.** Traditionally designed streets encourage slower speeds, promote a mature tree canopy, and provide larger front lawns which are preferred by home shoppers and increase property values. Lower costs for street construction allows tax dollars to go further toward reconstructing more streets and further increasing curb appeal and home value.

RESOLUTION 2018-1

A RESOLUTION OF THE CITY OF PORT WASHINGTON ADOPTING A COMPLETE STREETS POLICY

WHEREAS, safe, convenient, and accessible transportation for all users is a priority of The City of Port Washington;

WHEREAS, the term “Complete Streets” describes a comprehensive, context sensitive, integrated transportation network with infrastructure and design that allow safe and convenient travel along and across streets for all users, including pedestrians, bicyclists, persons with disabilities, motorists, movers of commercial goods, users and operators of public transportation, seniors, children, youth, and families;

WHEREAS, Complete Streets are safer for pedestrians and bicyclists, particularly children, older adults, and persons with disabilities;

WHEREAS, Complete Streets improve public health and safety by reducing the risk of injuries and fatalities from traffic collisions for users of all modes of transportation;

WHEREAS, streets that are designed with the safety and convenience of pedestrians and bicyclists in mind increase the number of people walking and bicycling;

WHEREAS, a balanced transportation system that includes Complete Streets is conducive to streets that are lively with people walking and bicycling to everyday destinations, such as schools, shops, restaurants, businesses, parks, transit, and jobs, which in turn enhances neighborhood economic vitality and livability;

WHEREAS, encouraging people to walk, bicycle, and use public transit saves energy resources, reduces air pollution, and reduces emissions;

WHEREAS, Complete Streets encourage an active lifestyle by creating opportunities to integrate exercise into daily activities, thereby helping to reduce the risk of obesity and its associated health problems, which include diabetes, heart disease, high blood pressure, high cholesterol, as well as certain cancers, stroke, asthma, and depression; and

WHEREAS, in light of the foregoing benefits and considerations, the City of Port Washington wishes to improve its commitment to Complete Streets and desires that its streets form a comprehensive and integrated transportation network promoting safe, equitable, and convenient travel for all users while preserving flexibility, recognizing community context, and using the latest and best design guidelines and standards.

NOW, THEREFORE, LET IT BE RESOLVED that the City of Port Washington hereby recognizes the importance of creating Complete Streets that enable safe travel by all users,

including drivers, pedestrians, bicyclists, and people of all ages and abilities, including children, youth, families, older adults, and individuals with disabilities.

BE IT FURTHER RESOLVED that the Department of Public Works should make Complete Streets practices a routine part of everyday operations, should approach every transportation project and program as an opportunity to improve public streets and the transportation network for all users, and should work in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets.

BE IT FURTHER RESOLVED that the Department of Public Works should evaluate how well the streets and transportation network of the City of Port Washington are serving each category of users.

BE IT FURTHER RESOLVED that trainings in how to integrate, accommodate, and balance the needs of all users should be provided for planners, civil and traffic engineers, project managers, plan reviewers, inspectors, and other personnel responsible for the design and construction of streets, bridges, and other portions of the transportation network.

BE IT FURTHER RESOLVED that the City Engineer, Director of Public Works, and Director of Planning and Zoning recommend short-term and long-term steps, planning, and policy adoption necessary to create a comprehensive and integrated transportation network serving the needs of all users; to assess potential obstacles to implementing Complete Streets in the City of Port Washington; and to develop proposed revisions to all appropriate plans, zoning and subdivision codes, laws, procedures, rules, regulations, guidelines, programs, templates, and design manuals, including the City of Port Washington's Comprehensive Plan to integrate, accommodate, and balance the needs of all users in all projects.

BE IT FURTHER RESOLVED that the City Engineer, Director of Public Works, and Director of Planning and Zoning should consider requiring incorporation of Complete Streets modifications and infrastructure in the planning, design, approval, and implementation processes for any construction, reconstruction, retrofit, maintenance, alteration, or repair of streets, bridges, or other portions of the transportation network;

PASSED AND ADOPTED by the City of Port Washington, State of Wisconsin, on January 3, 2018.



Thomas Mlada, Mayor

ATTEST:



Susan L. Westerbeke, City Clerk

AGENDA ITEM MEMORANDUM

City of Port Washington

TO: Board of Public Works

FROM: Rob Vanden Noven, Director of Public Works

DATE: November 12, 2024

SUBJECT: 3rd Quarter Report on the Board of Public Works Charter for 2024

ISSUE: Review 3rd Quarter Board of Public Works Charter for 2024

STAFF RECOMMENDATION: For Information Only

RECOMMENDED MOTION: N/A. For Information Only

BACKGROUND/DISCUSSION: The BPW Charter, attached, was approved by the BPW at the January 2024 meeting. I will highlight the progress on the Strategic Goals for the third quarter at the meeting on Tuesday.

Each of the City of Port Washington's Boards, Commissions, and Committees (BCC's) have an annual charter. This charter identifies the mission of the BCC, the key strategies to monitor and the operational expectations for the year. The Charter includes the mission, membership, responsibilities, timelines, and deliverables/measures of success. The Charters are brought to the City Common Council for approval after the City budget is approved, but no later than January of the preceding year. The measures of success are monitored by the BCC's and communicated to the Common Council through the Council's appointed representative each quarter and reported in Department's monthly reports to the Council.

STRATEGIC PLAN:

1. **Strategic Direction:** Creating Accountability through Policies and Procedures.
2. **Impact on Strategic Direction:** This Charter will help inform the BPW of activities in the DPW and track performance of strategic goals.

LEGAL:

1. **City Attorney Review:** No
2. **Legal Comments & Conclusions:**
3. **Statutory References:**

FISCAL IMPACT: There is no fiscal impact.

BOARD/COMMITTEE/COMMISSION RECOMMENDATION: None

PUBLIC OUTREACH: N/A

IF APPROVED, NEXT STEPS: Continue pursuing completion of the Strategic Goals.

ATTACHMENTS: Board of Public Works Charter – 3rd quarter update

BOARD OF PUBLIC WORKS CHARTER FOR 2024



Each of the City of Port Washington’s Boards, Commissions, and Committees (BCC’s) will have an annual charter. This charter will identify the mission of the BCC, the key strategies to monitor and the operational expectations for the year. The Charter includes the mission, membership, responsibilities, timelines, and deliverables/measures of success. The Charters will be brought to the City Common Council for approval after the City budget is approved, but no later than January of the preceding year. The measures of success shall be monitored by the BCC’s and communicated to the Common Council through the Council’s appointed representative each quarter and reported in Department’s monthly reports to the Council.

PURPOSE OF THE BOARD OF PUBLIC WORKS

Ordinance: § 8-3 Board of Public Works

A. How constituted. The Board of Public Works shall consist of three Alderpersons and three citizen members. For elected officials appointed to the Board, the term of office shall be one year commencing at the regular meeting on the third Tuesday in April. For non-elected officials, the term of office shall be three years commencing at the regular meeting on the third Tuesday in April. Commencing the third Tuesday in April 1978, one member shall be appointed for one year, one member for two years, and one member for three years. Thereafter, all appointments of non-elected officials shall be for three years. All appointments to the Board shall be made by the Mayor; citizen member appointments shall be subject to confirmation by the Council. The Director of Public Works shall serve as staff liaison to the Board of Public Works.

[Amended 8-1-2023 by Ord. No. 2023-15]

B. Organization. The Board shall choose a Chairperson from its members on the fourth Tuesday in April.

C. Responsibilities. The Board of Public Works shall be responsible for all duties required by Wisconsin Statutes and these local ordinances. The Board shall also be responsible for the development and approval of policies and rules and regulations for the operation of the Department of Public Works and for the recommendation of major City policies affecting public works matters for approval by the Common Council.^[1]

[Amended 7-18-2023 by Ord. No. 2023-14]

^[1]*Editor's Note: See § 20-5, Department of Public Works.*

§ 20-5 Department of Public Works.

[Amended 7-18-2023 by Ord. No. 2023-14; 8-1-2023 by Ord. No. 2023-15]

A. The Department of Public Works shall be superintended by the Board of Public Works, under the direction of the Common Council as provided in § 62.14, Wis. Stats. The Director of Public Works shall

be appointed, upon recommendation of the City Administrator, by the affirmative vote of a majority of the members of the entire Council. The term and compensation of the Director of Public Works shall be determined and approved by the Common Council. The Director of Public Works shall serve as staff liaison to the Board of Public Works.

B. The Director of Public Works shall serve as the department head and shall direct, plan, and coordinate the activities of its officers and employees, and shall administer and supervise the Department of Public Works' day-to-day operations and services. The Department of Public Works shall consist of six divisions, which shall be supervised by those persons and bodies, and perform those functions, as set forth hereinbelow:

(1) Streets division. This division shall direct the repair and maintenance of streets, sidewalks, sanitary and storm sewers, and public places, collect garbage, rubbish and trash, clear snow as may be directed by the Director of Public Works (or designee), and maintain the City-owned streetlight system and traffic signals. This division shall be primarily supervised by the Street Superintendent, who also shall be the City Weed Commissioner, under the direction of the Director of Public Works.

(2) Parks and forestry division. This division shall plan, develop, conserve, manage, protect, repair, and maintain City parks, parkways, and green areas, including, but not limited to, planting and caring for trees, shrubs, and plants therein, for the creation and preservation of habitats and ecosystems for human and animal use and environmental benefits. This division shall be supervised by the Parks and Forestry Superintendent (whom the Parks and Recreation Board has designated to perform the duties of City Forester), under the direction of the Director of Public Works. The Parks and Forestry Superintendent shall serve as staff liaison to the Parks and Recreation Board.

(3) Marina/harbor facilities division. This division shall maintain the City's public marina and harbor facilities and shall manage the commercial aspects of the day-to-day operation of such facilities, including, but not limited to, renting and assigning berths and slips within the marina. This division shall be supervised by the Harbormaster, under the direction of the Director of Public Works. The Harbormaster shall serve as staff liaison to the Board of Harbor Commissioners.

(4) Engineering division. This division shall perform all engineering services for the Department of Public Works and for such other City departments as may from time to time require such services. This division shall be responsible for the inspection of streets, sidewalks, sewers, water, and other construction projects. The City Engineer shall supervise this division, under the direction of the Director of Public Works.

(5) Water filtration division. This division shall operate and maintain the City water distribution system and shall pump, purify, and filter water supplied to such distribution system. The City Engineer shall supervise this team, under the direction of the Director of Public Works.

(6) Wastewater treatment division. This division shall be responsible for the conversion of raw sewage from its inception at the disposal plant to its disposal. The City Engineer shall supervise this team, under the direction of the Director of Public Works.

Mission Statement: We will create strong policy to support our public infrastructure by demonstrating stewardship, working with the budget and using our staff expertise.

BOARD OF PUBLIC WORKS DESIGN AND MEMBERSHIP

- **Meeting Date and Time:** Second Tuesday of every month, 5:30 pm

Member List and Term: Ald. Mike Gasper (Vice Chair)
 Ald, John Sigwart
 Ald. Pat Tearney
Appointed members:
 Jason Wittek, Chairman
 Jim Haley
 Cam Pauli

STRATEGIC RESPONSIBILITIES

- **2024 Strategic Goals**
 - **Strategic Goal:** What is being accomplished and how does it align with the strategic plan?
 - **Key Milestones:** What are significant events for this goal (Should be shown in Task Data List below as well.)?
 - **Responsible Person(s):** Who is responsible for strategic goal?

Each Strategic Goals should have task data list.

Task(s)					
Start Date	End Date	Description	Duration	Status	Responsible Person
April 1st	July 1st	Crack Filling 5 miles of city streets	60 days	100% Complete	JD Hoile
Aug 2024	Oct 2024	Grinding and repaving 500 Tons of asphalt patches on city streets	45 days	100% Complete	JD Hoile
Dec. '23	April 2024	Clean 1/3 of the city's sanitary sewers	120 days	100% complete	JD Hoile
April 1 st	Dec 2024	Street Sweep the entire city on a monthly basis	240 days	On Schedule	JD Hoile
Dec. '23	Dec 2024	Clean half the city's (400) catch basins	30 days	Not Completed	JD Hoile
2022	May 2026	Water Filtration Plant upgrades	44 months	5% Complete	Dan Fisher

Current	May 2026	Meter Replacement (100% radio read)	36 months	100% complete (700 this year so far)	Dan Fisher
April	August	Hydrant Flushing. All 700+/year	5 months	100% complete	Dan Fisher
January	December	Valve Exercising- 25% (approx. 500)/year	12 months	On Schedule (50% complete)	Dan Fisher
2022	October 2024	Service Line Material Identification	22 months	Report submitted to DNR	Dan Fisher
July	August	Fire Hydrant Painting (150)	3 months	100% complete	Dan Fisher
Sept 2023	September 2025	WWTP Upgrades	36 months	On Schedule 20% Complete	Dan Buehler
2023	Dec 2024	Lift Station 3 Generator Replacement and Electrical upgrade	12 months	Donohue Engineers designing	Dan Buehler
2023	Oct 2024	Lift Station 2 Pump 1 VFD replacement	10 months	Miller Electrical will install	Dan Buehler
Current	December 2025	Inflow/Infiltration identification	36 months	On Schedule	Roger Strohm
Nov 2023	May 2024	Install new dockside pumpout system for marina	5 months	Complete	Dennis Cherny
Jan 2024	May 2024	Install new security cameras for marina	2 weeks	Complete	Dennis Cherny
May 2024	May 2024	Repair potholes in marina parking lot	1 month	Complete	Cherny/Hoile
Sept 2023	April 1, 2023	Pierre Lane Bridge rehab	8 months	Spec Complete. Re-scheduled for 2025	Roger Strohm
2023	December 31, 2024	Updated municipal stormwater ordinances	12 months	On Schedule	Roger Strohm
June 2023	Sept 2024	2024 Street Improvements	10 months	100% complete	Roger Strohm
Jan. 2023	Oct 2024	2024 Alley Improvements	11 months	100% complete	Roger Strohm
Aug 2023	August 2024	2024 Sidewalk Improvements	10 months	Mudjacking Complete- Replacements in October	Roger Strohm
Jan 2024	December 2024	Create Standard Specifications for Development and Construction	12 months	Not completed	Roger Strohm
2023	December 2023	Inspection Report program and maintenance agreements with private BMPs	12 months	On Schedule	Roger Strohm
Jan 2023	December	Design N. Powers sewer to replace Valley Creek crossing	6 months	30% complete	Roger Strohm
Dec 2023	December	Design CTH LL sidewalk	6 months	Survey complete	Roger Strohm

Dec 2023	December	Design Grand Avenue Sidewalk	12 months	Survey complete	Roger Strohm
Jan 2024	October 2024	Meet 2024 DNR TMDL requirements	22 months	On Schedule	Roger Strohm
June 2024	December 2024	Water Main Ages per PSC Schedule	6 months	On Schedule	Roger Strohm
January 2024	December 2024	Clean Marina Grant	12 months	Edgewater – 3 concepts -on schedule	Roger Strohm
January 2024	December	Moore Street Pedestrian Bridge Inspection and Evaluation Report	7 months	Received Chap 30 permit Winter '24-'25 construction	Roger Strohm
January 2024	December 2024	Revise Garbage/Recycling Ord.	12 months	Not completed	Rob Vanden Noven
January 2024	December 2024	Develop a Process/Procedure Manual for all DPW Divisions	12 months	Not completed	Rob Vanden Noven
January 2024	December 2024	Develop a three-year strategic plan for all DPW divisions	12 months	Not completed	Rob Vanden Noven
January 2024	December 2023	Create Development Handbook w/ City Planner and City Administrator	12 months	Not completed	Rob Vanden Noven
2023	December 2024	Update City Bike/Ped Plan	12 months	Outreach & Committee Mtgs	Rob Vanden Noven
2023	December 2024	Valley Creek Resiliency Planning	12 months	Consultant selected	Rob Vanden Noven
July 2024	June 2024	Bluff Stabilization Engineering and Design	12 months	Complete	Rob Vanden Noven
July 2024	November 2024	Lighthouse Bidding	5 months	December 3 bid opening	Rob Vanden Noven
November	December	Design LL Sidewalk at Kleen Test and north of STH 33	2 months	Survey Complete	Strohm/Vanden Noven
2023	Dec. 2027	STH 33 Resurfacing	4 years	Design 60% complete	Strohm

OPERATIONAL RESPONSIBILITIES

- **For Budget Preparation/Submittal/Monitoring:** Division Heads – Water, Wastewater, Streets, Parks and Forestry, Marina, Engineering
- **For Purchase and Disposal of Equipment:** Division Heads – Water, Wastewater, Streets, Parks and Forestry, Marina, Engineering
- **For (full time) Personnel Decision Making:** Director of Public Works

OBSTACLES, RISKS AND COUNTERMEASURES TO STRATEGIC RESPONSIBILITIES

- Obstacle 1: Extreme Weather events such as flooding, snowstorms, windstorms are not planned and can totally change plans for weeks at a time in order to clean up from the event.
- Counter measure 1: Get help from other divisions, rework goals, have a plan in place for such events
- Obstacle 2: Expansion of the City by population, area, and street length, but no growth in work force.
- Counter Measure 2: Collaborate with other departments. Devise more efficient ways of doing jobs. Improve equipment to more efficiently perform tasks and reduce labor. Seek new grant opportunities. Creatively finance operations where possible.
- Obstacle 3: Recruiting/retaining skilled full time employees and filling seasonal positions.
- Counter Measure 3: Have open dialogue and an understanding of why employees who are currently working here like working for the city. Use this criterion to help recruit and advertise for new employees.
- Obstacle 4: Aging infrastructure requires additional maintenance.
- Counter Measure 4: Replacing aging infrastructure.
- Obstacle 5: Supply Chain Delays
- Counter Measure 5: Advanced planning, purchasing materials prior to contracting installation.

DEPARTMENT BUDGET (to be reviewed by BCC and inserted in this document when the budget is approved.)

MEASURES OF SUCCESS

- **Key Performance Indicators:**
 - Meet timeline and budget goals. (See Strategic Goals)
 - Operate marina at a profit. Utilities set rates to meet operational and capital needs.
 - Meet DNR and other regulatory agency requirements.
 - No lost time work accidents.
 - Customer satisfaction surveys; awards.

- Employee retention and maintain strong applicant pool for vacancies.
- **Customer Service:**
 - Responding to customer complaints within one business day or less.
 - Update and improve communications to customers through direct mail, press releases, City website, and Facebook.
- **Budget:**
 - Stay within or below budget on both operational and capital items. Reduce budget costs through technology, equipment, collaboration, or new strategy development.
- **Proactive Planning for Operations and Capital Items:**
 - Create/maintain inventory of facilities/equipment and other assets; tracking expenses and proper replacement times.
 - Collaborating with other DPW divisions on projects that can benefit the division and DPW as a whole.
 - Creating a 5 year capital Plan and adjusting on a yearly basis
 - Buying equipment that is multi use and has technology to be more efficient.

REPORTING

- To Common Council:
 - Appointed representative each quarter
 - Departmental reports each month

AGENDA ITEM MEMORANDUM

City of Port Washington

TO: Board of Public Works

FROM: JD Hoile

DATE: November 12th, 2024

SUBJECT: Monthly Update



(Loader with grapple loading leaves)



(Loader with leaf Pusher)

Curb Side Leaf Collection

In October the Streets division began curb side leaf collection. The two street sweepers were able to make it through the entire city the first three weeks of the month. The 4th week we sent out the pushing crew to ensure we got through the entire city. When pushing leaves the street sweepers follow behind the pushing crew to clean up what's left behind. Pushing the leaves and loading trucks allows us to quickly pick up large leaf piles in a short amount of time. Using the pushing crew and having the street sweepers follow behind makes the curb side leaf collection very efficient.

Street Maintenance

The Streets division wrapped up all its road maintenance for the year completing 6 miles of crack filling, applying mastic around raised manholes, large cracks, and deteriorated asphalt. The Streets division also finished all its manhole repairs/rebuilds for year and asphalt patched the water main repair on Lake St for the water treatment plant.



(Applying Mastic to Large Cracks)

AGENDA ITEM MEMORANDUM

City of Port Washington

TO: Board of Public Works

FROM: Roger Strohm, City Engineer

DATE: November 12, 2024

SUBJECT: Engineering Monthly Report

Valley Creek:

Contract with Stantec is being scoped and negotiated.

Water Plant Upgrade:

- Generator installation is complete.
- Foundation work for clear well began November 4. This was delayed due to unknown foundation that required removal, water main breaks. I estimate that we are about 6 weeks behind schedule. The Contractor was able to start some work inside the plant to keep us from losing more time.

Wastewater Plant Upgrade:

- On schedule
- Major work includes installing the mixing pump in the south digester tank. Other work includes painting preparation and demolition in other portions of the plant.

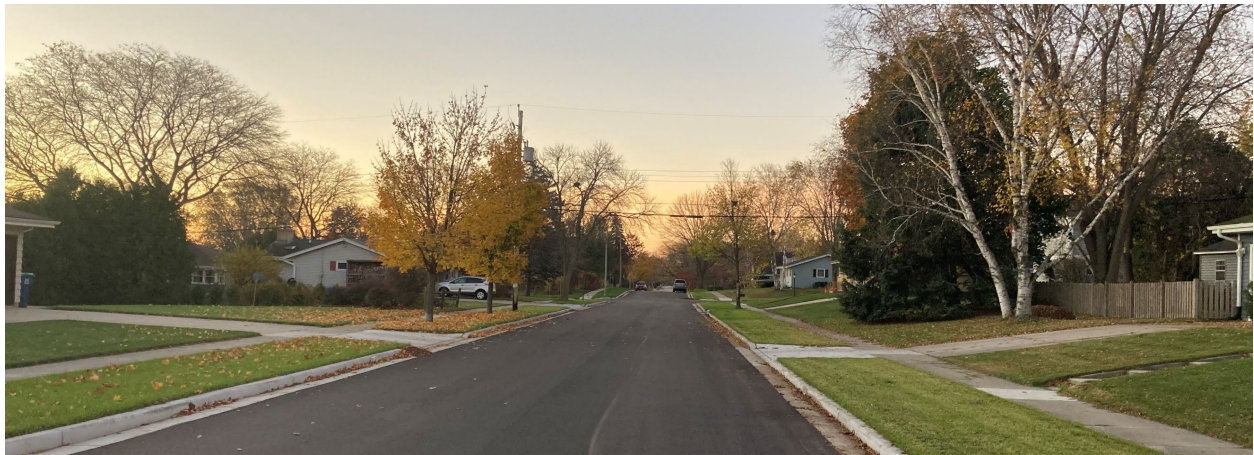
:

Library Upgrade

- Grant materials to execute the grant are being submitted
- RFP for architect is issued.

2024 Road Improvement Project:

- Project is completed. Closeout numbers are being reviewed. I anticipate the final project coming in about \$50,000 below the bid price, approximately 2% of the total construction contract. There were no change orders again this year.



Lakeview Ave at E. Norport Looking South

2024 Light Structure Restoration Project:

- Project is currently bidding. Bid opening is December 3. The pre-bid meeting was held on October 24, where potential bidders could tour the pier light. Ten contractors were present.

Bike/Pedestrian Plan: Over 200 people have responded to the web survey which closed on October 31. First steering committee meeting was held on October 30, with representatives from the school district (parents, teachers, administration), Portal Industries, Capri, the Library, and bike/ped advocates in attendance. The meeting included a downtown walking tour. There will be two future meetings of the steering committee. The plan is expected to be completed by June 2025.



Spring Street Interceptor: A draft easement has been received from WE Energies. The City Attorney is currently reviewing.

Marina Parking Lot Schematic Design: An initial concept plan has been developed by Edgewater Consultants. Engineering and Marina staff are reviewing and refining it.

Sidewalk Replacement Project: BMCI Contractors began miscellaneous sidewalk replacement on November 7. It is anticipated to be completed by November 15.

Other Projects: Staff is currently completing a small bridge inventory required by the WisDOT. Performing stormwater inspections, reviewing plans for Highland Pointe Phase 3, overseeing inspection of Highland Pointe Phase 2 and Hidden Hills North, preparing and submitting reports and reimbursement requests for the grants that were received, and assisting with amendment to the sewer service area for future development.

AGENDA ITEM MEMORANDUM

City of Port Washington

TO: Board of Public Works

FROM: Roger Strohm, City Engineer

DATE: November 12, 2024

SUBJECT: November Activity Report - Wastewater

BACKGROUND: The following report is a summary of October/November activities.

- Completed Monthly Discharge Monitoring Report and submitted to DNR.
- Ordered various supplies for the lab, plant, and lift stations.
- Completed routing daily, weekly, & monthly tasks at the plant and lift stations
- Kickoff design meeting with Donohue for Lift Station 3 (by Newport Shores) generator installation and electrical upgrades is scheduled for November 21.
- Sludge hauling completed for the year.
- Correspondence with some manufacturers in the City due to high fats, oils and greases found in influent.
- Some filamentous bacteria in the aerator tanks. This is typical for this time of year. Operators are keeping it under control.
- Permit requirements are being met.

WWTP Upgrades Updates

- Subcontractors have finished with Digester 2 cleaning and painting. Several valves need replacing in the digester yet.
- Work on piping of discharge from the grit classifier
- Cleaned sludge storage tank 2 and began installation of mixer
- Monthly construction progress meeting occurred.
- Ferrous chloride tank has been replaced – wall repairs yet to be finished.
- New holes for MCC doorway and new overhead door on second level of headworks building have been completed.

AGENDA ITEM MEMORANDUM

City of Port Washington

TO: Board of Public Works

FROM: Dennis Cherny, Harbormaster

DATE: November 12, 2024

SUBJECT: Marina Monthly Report

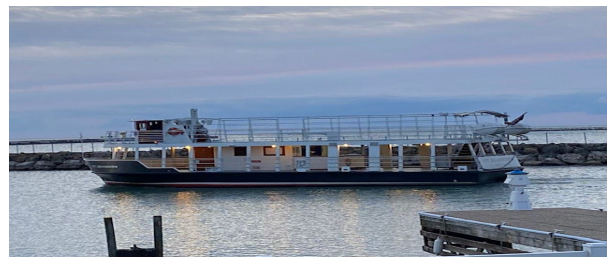


- October was a busy month around the Marina. Tenants were enjoying the beautiful fall weather for as long as they could. The last couple weeks of the month had Great Lakes Boat Transport and Dreamscape Transport pulling 10-15 boats per day, keeping our staff busy with end of the season pump outs and fuel as well.
- Dennis and staff removed the floating docks from the Blue Bridge and stored them along the South Channel for the winter.



Dennis and staff started preparing the facilities for winter on October 31st

- Turned water off, drained, and blew out the water lines to the North Slip
- Turned water off, drained, and blew out the water lines in the Main Marina
- Drained and blew out water lines in the North Building
- Drained and winterized the mobile pumpout system
- Winterized pumpouts on Fuel Dock
- Strung seagull line up and down all docks and finger piers in the Main Marina to prevent birds from making the docks their home for the next five months.



- The marina had a couple of visitors spend the night at the Marina at the end of October. The 65' tour boat out of Chicago "Ft. Dearborn" and the "Tug Kenosha" with deck barges. We love the capability of being a safe harbor to our friends traveling up and down the lake.

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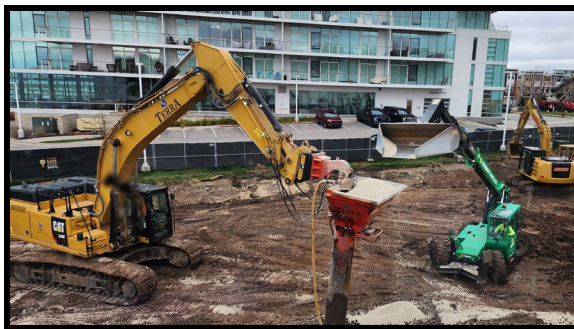
FROM: Dan Fisher, Water Utility Superintendent

DATE: 11/12/2024

SUBJECT: Water Utility Monthly Report

Water Treatment Improvements Project:

Geopier installation started the week of November 4th. Approximately 150 piers need to be installed before the new clearwell and building can be constructed. The Geopiers are expected to be completed by November 15th.



Demolition work including plumbing, electrical, mechanical, and architectural has remained steady. Prep work for painting is underway. Most of the interior work including offices, bathrooms, and lab along with coatings and painting will take place during winter. For more information and updates, please visit <https://www.portwashingtonwi.gov/departments/public-works/water-utility>

Lead Service Line Inventory: The Water Utility successfully submitted the Environmental Protection Agencies (EPA's) Lead Service Line Inventory on 10/4/2024. The Utility is required to provide an initial notification letter to all known lead, galvanized, or unknown service line customers. Letters will be sent out on November 12th. Each notice will include educational materials detailing the health effects of lead and actions to reduce the risk of exposure.

A letter stating that "Your home is served by a lead status unknown service line. Your service line material is unknown but could be lead" has two options to help determine what material the service is made of. Please call (262) 284-5585 to schedule an appointment to have a Water Utility representative identify or visit <https://experience.arcgis.com/experience/8e018179835b48bb9e492d54afd5d9f9/> or scan the QR Code to self-report.

