

**VILLAGE OF GERMANTOWN  
PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES  
MAY 12, 2015**

**CALL TO ORDER:** The meeting was called to order at 5:01 p.m.

**ROLL CALL:** Chairman Kaminski, Trustee Members Miller, Warren and Zabel. Also present were Director Ludwig, Engineer Bischke, Wastewater Superintendent Zimmerman, Highway Superintendent Olszewski and Deputy Clerk Dobratz.

**PREVIOUS MINUTES:**

**MOTION made by Warren, seconded by Zabel to approve the Minutes of April 7, 2015.**

**Motion carried unanimously.**

**PUBLIC COMMENT:** None

**MOTION made by Warren, seconded by Miller to move to Item "M" under New Business of the Public Works and Highway Committee Meeting agenda.**

**Motion carried unanimously.**

**RECOMMENDATION FOR REUKERT & MIELKE TO PERFORM A 5 YEAR AUDIT AS PER CMOM:** Director Ludwig reported looking at hiring Ruekert-Mielke to perform a 5 year audit, which is a requirement of MMSD as part of the Capacity, Management, Operation and Maintenance Program (CMOM). Requests for proposals were sent to Brown & Caldwell and Ruekert-Mielke. Ruekert-Mielke was the only consultant to reply requesting \$7,800 to provide the scope of services needed to complete a five-year audit and one-year update. Funds would be allocated from Acct. #60-850-530-8520.

**MOTION made by Zabel, seconded by Miller to forward to the Village Board with a positive recommendation to approve hiring Ruekert-Mielke to prepare a 5-Year Audit Plan to comply with MMSD requirements as part of the Capacity, Management, Operation and Maintenance Program (CMOM) at a cost not to exceed \$7,800.**

Discussion followed.

**Motion carried unanimously.**

**MOTION made by Warren, seconded by Zabel to move Items "A, B and C" to the Utility Advisory Committee.**

Discussion; A Utility Advisory Committee meeting is scheduled for Thursday May 21st at 5:30 p.m. for the purpose of discussing specific topics related to the Private Property Sanitary Sewer Laterals. After the Utility Advisory Committee meeting, the Private Property Infiltration & Inflow topic would appear again on the Public Works Committee Agenda. Trustee Kaminski clarified the topics listed would appear on the June Public Works Agenda.

- A. Ordinance Repealing and Recreating Subsection 13.29(8) of the Germantown Code of Ordinances Relating to the Regulation of Private Sanitary Sewer Laterals

- B. Education & Outreach for a Private Property Infiltration/Inflow Project Plan
- C. Cost-Sharing Proportions for a Private Property Infiltration/Inflow Project Plan

**Motion carried unanimously.**

**ACCEPTANCE OF FIRE HYDRANT LEAD MAINTENANCE AGREEMENT – SUNLITE PLASTICS:** Engineer Bischke submitted for review the Fire Hydrant Lead Maintenance Agreement for Sunlite Plastics. This Maintenance Agreement had been reviewed by the Village's Attorney and will become a recorded document assuring the fire hydrant and its lead is properly maintained. In the event the developer failed to maintain or repair the hydrant, the Water Utility would make the necessary repairs and seek reimbursement from the owner.

**MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation to accept the Fire Hydrant Lead Maintenance Agreement for Sunlite Plastics, W194 N11340 McCormick Drive.**

**Motion carried unanimously.**

**AUTHORIZATION OF ADDITIONAL WELL TELEVISION SCOPE TO WELL #4 PUMP CONVERSION PROJECT:** Engineer Bischke reported during a preconstruction meeting with Water Well Solutions to remove the oil lubricated pump and replace it with a water lubricated pump, it was mutually decided to televise the well shaft after removing the existing pump and floating oils. This additional scope would help identify existing shaft integrity and any existing defects that may need attention. Supt. Driver stated it was unknown what the current integrity of the shaft was and felt televising of the shaft after the pump and oil removal would confirm whether or not there were any structural defects that needed immediate attention. Water Well Solutions proposed to televise the well for an additional \$1,200 and staff requested Committee authorization for the change order to the existing contract.

**MOTION made by Zabel, seconded by Miller authorizing a change order of \$1,200.00 to the Water Well Solutions contract to perform additional televising at Well #4.**

**Motion carried unanimously.**

**APPROVAL OF CHANGE ORDER – CONTRACT REPAIRS – WOLF HOUSE**

Superintendent Olszewski requested approval of a \$680 change order for the contracted repairs at the Wolf House. When the existing beam was removed, it was discovered that the top sill of the cobblestone foundation was deteriorated causing excess material to weep into the basement. To keep the project moving forward, staff authorized the additional work.

**MOTION made by Zabel, seconded by Warren to approve a change order in the amount of \$680.00 to JM Remodeling & Construction for the additional foundation ledge repairs to the Wolf House.**

**Motion carried unanimously.**

**AUTHORIZATION TO FILL OPERATOR VACANCY IN HIGHWAYS, PARKS, BUILDINGS & GROUNDS DEPARTMENT AND AUTHORIZE JOB DESCRIPTION UPDATE.** Superintendent Olszewski requested authorization to fill a full time vacancy for a full time operator created by a recent resignation. After restructuring in 2011 staff had been reduced from 18 to 17 staff employees. In order to maintain level of service Germantown expects, it was critical to maintain the 17 full time department employees. Supt. Olszewski also

requested approval of the updated job description for the position which would bring the duties up to current standards. Further discussion included how long the position had been open, time of hiring, posting internally and outside advertising.

**MOTION made by Miller, seconded by Warren to forward to the Village Board with a positive recommendation authorizing staff to fill the current full-time vacancy for a Highways, Parks, Buildings and Grounds Maintenance Operator and approve the updates to the Highways, Parks, Buildings and Grounds Maintenance Operator job description.**

**Motion carried unanimously.**

**AUTHORIZATION TO CONTRACT WITH WACHTEL TREE SERVICE - EAB DETAILED**

**PLAN/CONSULTING:** Superintendent Olszewski requested authorization to contract Wachtel Tree Service to provide consultation services relating to Emerald Ash Borer. Wachtel drafted the initial EAB plan for the Village and was very familiar with the tree inventory. The new plan would detail trees that should be removed, treated, observed, etc. Wachtel will assist with public outreach and education. Currently the Village did not have an infestation; The Contract is to not exceed \$15,000 with funds allocated from Acct. #10-553-530-5290. Discussion followed regarding the budget for this item, explanation of services, what other communities were using experts, experience or staffing issues, experts background, and going out for bid.

**MOTION made by Zabel, seconded by Warren authorizing staff to obtain additional Emerald Ash Borer (EAB) Plan and Consultation Services proposals for cost comparisons and forward the additional proposals to Village Board for the final approval of a contract not to exceed \$15,000.00.**

**Motion carried unanimously.**

**AUTHORIZATION TO PURCHASE TRUCK BOX:** Superintendent Olszewski presented three quotes ranging from \$9,892. to \$11,895 for the purchase of a new 7 cubic yard heavy duty dump box. All vendors were given the same specifications; however each provided a price on a slightly different box. Based on the box size requested by staff, Casper Truck Equipment met those requirements and therefore recommended purchasing the box from Casper Truck Equipment for the amount of \$10,067.00.

**MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation to approve the purchase of one new heavy duty dump box from Casper Truck Equipment for a cost of \$10,067.00. Funds to be allocated from Acct. #10-542-570-8100.**

**Motion carried unanimously.**

**ACCEPTANCE OF IMPROVEMENTS AND RETAINER REDUCTION - CONTINENTAL 246**

**(BUFFALO WILD WINGS):** Director Ludwig stated commercial developer Continental 246, installed a water system, sanitary sewer lift station access driveway, traffic signals, and street lights to facilitate their development along County Line Road. Public improvements were inspected, tested, and are in a new condition and therefore, Staff requested acceptance of the public improvements, initiate the one year warranty period, and reduce the surety down to 10% or \$32,000. Discussion followed on the private lateral main, hydrant that the Village will be maintaining, and general access easement for shared parking.

**MOTION made by Zabel, seconded by Miller to accept the Continental 246 (Buffalo Wild Wings) improvements, begin the one year warranty period, and reduce the surety to \$32,000.**

Discussion followed on \$32,000 being held for one year and what it would cover. If everything failed, it probably wouldn't be enough to cover all costs but, everything had been inspected by staff. The Planning Department was holding the Occupancy Bond which was an additional \$20,000.

**Motion carried unanimously.**

**DONGES BAY ROAD CONTRACT AMENDMENT RECONSIDERATION:** Engineer Bischke reported reconsideration authorized by the Committee Chair and Director Ludwig allowing John Elkin, of R.A. Smith National to discuss the Donges Bay Road contract amendment that was denied at the April 7, 2015 Committee meeting. Staff agreed it was warranted to have Mr. Elkin explain the change order as he was not at the April meeting. Mr. Elkin gave background information on the path design and providing new paths between Pilgrim Road and Heritage Hills. One of the path designs included storm sewer and gutter associated with the existing path revisions between the Jefferson Ditch and Pilgrim Road which were not included in the original contract. The curb and gutter ramp design, through additional analysis, found seven intersections would have benefited by replacing the curb and gutter radii and paving further back to achieve a smooth transition from the Donges Bay Road to the side street from the paving standpoint. Replacement of curb and gutter wasn't in the original contract.

Trustee Warren stated that the path, engineering of the road way, and paths were part of the overall design and not additional scope items. Regarding curb and gutter; again it was part of the original scope, had to match points with side roads, had to build in contingencies based on past experience. In his opinion, it wasn't additional work even if the scope was loose, it's part of the overall design of the project. Mr. Elkin explained they fine-tuned the scope on paths so they wouldn't have to charge extra. The safety recommendations were made from the DOT design project to move it off road and make it safe.

Mr. Elkin noted storm sewer design, two manholes, two inlets, and 200 feet of storm sewer had to be designed which was specifically excluded in the contract. Mr. Elkin explained a field inlet had to be added to Mr. Wood's property and two additional curb and gutter inlets. Because there was water main in the road, the storm sewer main had to be put behind the curb and connect to the Jefferson ditch culvert. Nothing in the scope had storm sewer design.

Trustee Miller stated that this was a 10% change order. Dir. Ludwig corrected stating that when including all the \$200,000 of preliminary engineering completed, it was really a 2.5% change order.

**MOTION made by Warren, seconded by Zabel requesting R.A. Smith National to submit a revised invoice for the Donges Bay Road Contract Amendment showing a breakdown of subsections for approval.**

Mr. Elkin, R.A. Smith National asked for clarification on what was to be broken out. Trustee Warren explained having general categories like pathway, storm sewer design, and curb and gutter, the level of effort in two or three categories, whatever was appropriate.

**Motion carried unanimously.**

**RELOCATION ORDER FOR DONGES BAY ROAD BETWEEN DIVISION AND PILGRIM ROADS:** Engineer Bischke noted five areas along Donges Bay Road in which temporary grading may extend beyond the 33 feet from the centerline of the road. When the summation of individual temporary grading easements equal or exceed \$1,000, the Village Board must adopt a relocation order. The consensus of further research found these types of easements are acquired for zero value. There is an

acquisition but no money is transacted. Village Attorney Brian Sajdak provided a draft Relocation Order for review minus the required legal descriptions of each of the affected parcels. A Resolution for the Declaration of Public Necessity and Relocation Order to Reconstruct Donges Bay Road from Division Road to Pilgrim Road would need to be presented to the Village Board for approval. Discussion was held on how the relocation orders pertain, jurisdiction process, low dollar order, Statute process, temporary grading easement, and making everyone aware we are accepting the plans.

**MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation to adopt the Relocation Orders with their specific legal descriptions for each affected area on Donges Bay Road between Division and Pilgrim Roads and adopt the Resolution for the Declaration of Public Necessity.**

Discussion on if this was for all the projected easements because, anything to be recorded would be on this document. This moves it onto Village Board to adopt the relocation order.

**Motion carried 3 – 1 (Zabel)**

**AWARD OF CONTRACT – CATIE VISTA STORM RELAY:** Engr. Bischke and staff designed and bid the installation of storm sewer along the right of way on Sylvan Circle and Francese Drive. The design was challenging due to the shallow depth of the existing storm sewer near the Francese-Montgomery intersection and the distance to the sag in Sylvan Circle. The only design remedy was to lay two smaller diameter pipes side-by-side with the consequence of increased material and trench excavation costs. Two bids were received ranging from \$99,250 to \$133,997 and both over the budgeted amount for the project. Engr. Bischke noted monies were available from the Freistadt-Maple Roads intersection project.

**MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation to award the Catie Vista Storm Relay Project to All-Ways Contractors for a total project amount of \$99,250.00. Funds to be allocated from Acct. #40-541-570-8892.**

**Motion carried unanimously.**

**ANNOUNCEMENTS:** The regular Public Works Committee Meeting will be held Wednesday, June 3, 2015 at 5:00 p.m. During the summer months (June, July and August), the meetings will be the first Wednesday of the month at 5:00 p.m.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:20 p.m.

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**Jilline Dobratz**  
**Village Deputy Clerk**