

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

June 3, 2015
Village Hall Board Room

CALL: Chm. Kaminski called the meeting to order at 5:00 p.m.

ROLL CALL: Chm. Kaminski, Trustee Members Miller, Warren, and Zabel. Also present were Dir. Ludwig, Engr. Bischke, and Secretary Wick.

PREVIOUS MINUTES:

MOTION made by Warren, seconded by Miller to approve the Minutes of May 12, 2015.

Motion carried unanimously.

PUBLIC COMMENT:

Holly Basting, N104 W16053 Donges Bay Road, opposed any more money being wasted on Donges Bay Road and felt there was a lot of money already wasted. Outsourcing the inspection services could be taken care of in-house. The Donges Bay Road project has been a money pit and getting worse. Ms. Basting also asked for clarification on the full-depth reconstruction vs. field proof rolls for possible reduction of full-depth reconstruction areas. Ms. Basting also opposed any changes on the Ordinance repealing and recreating Subsection 13.29(8) of the Village Code relating to the Regulation of Private Sanitary Sewer Laterals.

Larry Prodoehl, W140 N10111 Fond du Lac Avenue, opposed any new addition or Code to the Sewer Lateral Ordinance.

DONGES BAY ROAD – CONTRACT AMENDMENT RECONSIDERATION: As directed by the Committee at its May 12, 2015 meeting, John Elkin, R.A. Smith National submitted a revised contract amendment to the original design services contract authorized Aug. 8, 2014.

Mr. Elkin clarified the Committee received the updated revised contract amendment showing the breakdown of additional services requested. Mr. Elkin gave a brief summary of the additional tasks including path design, curb and gutter/urban roadway design at the Jefferson Ditch, curb and gutter and ramp design at the intersections and storm sewer and inlet design including 6 structures.

Engr. Bischke noted the storm sewer design had to be changed several times. There was conflicting data from the GIS and as-builts. The FEMA Analysis was extremely complicated and data issues with the hydrology model complicated the design efforts.

Trustee Warren felt the path design effort, curb/gutter urban roadway design at the Jefferson Ditch, curb/gutter and ramp design at intersections were part of the original scope. He agreed the storm sewer and inlet design was an extra service and agreed to the additional cost.

MOTION made by Warren, seconded by Kaminski to approve the additional cost of \$3,820.00 for the storm sewer and inlet design as part of the Donges Bay Road Contract Amendment.

Trustee Zabel referenced the original contract which stated if there were changes to the design contract, there were procedures to be followed. With any additional work, there were three directives within the contract on how to proceed with the work. The Contract copy presented for Committee viewing had no initials referencing the directive chosen. Engr. Bischke stated Mr. Elkin notified him of the possible change order. At that time it was unknown if the changes would reach the lump sum value when R.A. Smith was at that stage of the work. It was agreed to monitor the work. This has been the one case where the aggregated cost exceeded the initial lump sum proposal.

Trustee Warren did not agree with the policy that if there was extra work that we wait until the end of the job to see if there was any money left. Extras should be discussed at the time to see if you want to spend the cost. Engr. Bischke stated the issues were brought before the Village Board. In the future Engr. Bischke will make sure if there are extras that there needed to be costs associated with those extras.

Motion carried 3-1 (Zabel)

AWARD OF CONTRACT – EPOXY PAINT HYDRANTS: The Water Utility requested authorization to contract the services of a firm to sandblast and epoxy coat fire hydrants in the Village. Three bids were received ranging from \$85/per hydrant to \$135/per hydrant. Discussion followed.

MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation to contract Davies Water Equipment Co. to sandblast and epoxy coat approximately 235 Village fire hydrants at a cost not to exceed \$20,000. Funds to be allocated from Acct. #50-742-530-6770.

Motion carried 3 -1 (Zabel)

CONSIDERATION OF INVOICE – WDNR 2015 WATER USE FEES: Water Supt. Driver explained the WDNR started implementing a water use fee in 2011. If you draw water from the Lake Michigan Basin, you are charged a fee based on the gallons drawn. Supt. Driver creates a spreadsheet disclosing the monthly gallons pumped from all sources and submits that information to the WDNR yearly.

MOTION made by Miller, seconded by Warren authorizing the payment of \$3,752.00 to the Wisconsin DNR for the 2015 Water Use Fees. Funds allocated from Acct. #50-711-530-6030.

Motion carried unanimously.

DISCUSSION TO CONTRACT OUT CLEANING OF PUBLIC BUILDINGS: Supt. Olszewski reported all buildings with the exception of Village Hall and DPW are cleaned by a private contractor. The outside contract that has been in place for six years will expire at the end of Dec., 2015. Staff looked for direction to continue providing custodial services for the balance of the buildings. Supt. Olszewski noted that upon the retirement of one custodian, outsourcing the cleaning did not meet the same level of service as an in-house custodian especially at the Library and Police Department. In closing, Supt. Olszewski looked to the

Committee for parameters as to what direction they would like to see going forward. A cost analysis was provided to the Committee members. Discussion included;

- The more we can outsource the better. Consider outsourcing the current full time custodial position. All possibilities should be looked at.
- Could the Library fund their own cleaning service?
- Currently the full-time position and cleaning service expenditure is approx. \$135,000 for year 2015;
- Some of the locations with minimal workload hours could be handled by seasonal staff or absorbed by a full time employee;
- Survive Alive House custodial maintenance should be discussed with the School District;
- Staff should move forward with RFP's.

AUTHORIZATION TO PURCHASE – 1 TON PICKUP TRUCK – HWY. DEPT.

Supt. Olszewski reported two bids received of the four solicited for the purchase of a one ton 3500 chassis with dump body pickup truck for the Highway Dept.

MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation authorizing the purchase of a new 3500 chassis and dump body pickup truck for the Highway Dept. from Bob Fish for an amount not to exceed \$40,563.00. Funds to be allocated from Account #40-542-570-8520.

Motion carried unanimously.

AUTHORIZATION TO PURCHASE – 1 TON PICKUP TRUCK – PARKS DEPT.

Supt. Olszewski reported three bids received ranging from \$45,693 to \$46,523 for the purchase of a new 2016, 5500 chassis with dump body. This specific front line truck with larger sander and plow will be used for plowing the municipal parking lots.

MOTION made by Miller, seconded by Warren to forward to the Village Board with a positive recommendation authorizing the purchase of a new Dodge Ram 5500 for the Park's Department from 5 Corners for an amount not to exceed \$45,693.00. Funds to be allocated from Acct. #40-553-570-8520.

Motion carried unanimously.

RECOMMENDATION ON WDOT/VILLAGE AGREEMENT REGARDING RESPONSIVE SIGNAL CONTROL ALONG CTH "Q" CORRIDOR:

Dir. Ludwig presented for review a Letter of Agreement Regarding Responsive Signal Control between the WISDOT and the Village. In an effort to improve the signal timing along the CTH "Q" corridor, the Village is able to take advantage of a system improvement along the USH 41/45 corridor providing traffic responsive control coordination along the critical side roads. The first phase in 2015 will include pulling fiber optic cable between the controllers along CTH "Q". The second phase in 2016 will include upgrading traffic controller equipment to be able to synchronize with WISDOT's freeway equipment. Six traffic signals will be affected. The Village will still own all of the equipment and will continue to maintain the signals. WDOT

will manage the response control and monitoring of the signals. There is no cost to the Village other than equipment upgrades. Village funds have been budgeted to begin the system upgrade to interconnect with the DOT's upgrade in 2016. In the event of a problem, there is a clause within the Agreement that if both parties cannot satisfactorily resolve the problem, the Village can concurrently dissolve the Agreement. Supt. Olszewski stated monitoring would be more adaptive and responsive allowing traffic through the congested corridor at a much more consistent rate. The fiber optic conduit is in place and has been tested. A contract to pull the fiber optic lines will be presented to the Committee at a later date. Trustee Zabel requested the Village Attorney review the document and suggested the WDOT and Menomonee Falls locations be included in the agreement along with their location responsibilities.

MOTION made by Kaminski, seconded by Warren to forward to the Village Board with a positive recommendation to approve the letter of agreement between the WISDOT/Village regarding the responsive signal control along the CTH "Q" Corridor pending Village Attorney review.

Motion carried unanimously.

ORDINANCE REPEALING AND RECREATING SUBSECTION 13.29(8) OF THE GERMANTOWN CODE OF ORDINANCES RELATING TO THE REGULATION OF PRIVATE SANITARY SEWER LATERALS:

Trustee Warren reported the Utility Advisory Committee met on this topic and motioned to the Public Works Committee in favor not to repeal and recreate Subsection 13.29(8) of Ordinances. Arguments presented were that the existing ordinances provided the necessary police power to investigate residential homes for potential I&I problems. Further discussion found the emergencies and the frequency of them was minimal. The other argument in favor of re-writing the ordinance was to have all of the issues related to private property I&I in one ordinance. The Utility Advisory Committee felt those who needed to access this information knew where the information was. It may be helpful to a resident but how many residents are searching the ordinances. Reasons to change the Ordinance were not strong enough to warrant the change.

Engr. Bischke explained Wastewater Supt. Zimmerman gave an extensive outline to the Utility Advisory Committee on the 10 year history to make the necessary changes. This topic has gone through an extensive evaluation.

MOTION made by Miller, seconded by Zabel not to approve recreating Ordinance Subsection 13.29(8) of the Germantown Code of Ordinances relating to the regulation of private sanitary sewer laterals.

Dir. Ludwig stated no one person had the power over all other related I&I ordinances as the current Code was written. An updated Code puts all scenarios in one document under one staff member's authority. The current code is extremely restrictive.

Chm. Kaminski stated a revised ordinance would put everything under one umbrella so it would be easy to explain and understand for the staff person who will oversee the program as opposed to piecing things together with other departments.

Trustee Zabel noted that the Code being referred to was the Plumbing Code. The current code states the Director of Public Works or his designee and not the plumbing person has the right to enforce. If staff has a reason to suspect, they have the right to tell the resident of the rules and regulations. Dir. Ludwig clarified staff would not be allowed to enter a property unless permission was granted or there was a court order. With the proposed program, it was unlikely everyone would allow entry and court orders would be timely.

Motion carried 3 – 1 (Kaminski)

EDUCATION AND OUTREACH FOR A PRIVATE PROPERTY INFILTRATION/INFLOW PROJECT PLAN:

Engr. Bischke indicated should a program move forward, education and outreach could include a public informational meeting, mailing to all waste water utility users, door hangers with pertinent information, handouts at Village Hall counters and/or posting on the Village's website. Committee discussion suggested;

- Contacting affected homeowners looking for volunteers to participate in sanitary sewer lateral repairs with a cost benefit; if the resident chooses not to participate, they will need to be made aware that a lateral repair bill will be their responsibility.
- A work plan, project, and funding be set up through MMSD first. Once approvals are given, then staff can proceed with the outreach to try and get people to volunteer.
- Engr. Bischke noted a work plan will be an annual project. The Village Board could choose to fund the program one year and not the next year or priorities could change over the year.
- Education can start by using the Village's website home page alerting the residents what the future holds and how the program will be handled;
- There is a centralized site on the Village's website and Facebook; there have been Facebook responses.
- If staff chooses to use door hangers, it wouldn't hurt to knock on the door to supply additional information. Depending on feedback, then maybe conduct a public informational meeting.

In closing, the Committee understood how critical public education and outreach was and suggested staff start with the Village's website as a public informational tool.

COST SHARING PROPORTIONS FOR A PRIVATE PROPERTY INFILTRATION/INFLOW PROJECT PLAN:

Engr. Bischke indicated a resolution has yet to be determined on the cost share of the project plan. Some suggestions were the Village pays 100% to the MMSD reimbursement funds, or there should be a cost share yet simple. It was determined the program would be for private homeowners only. Apartments and condos were considered acceptable per the definition of the Department of Safety and Professional Services if the apartments or condos were four families or under. Three neighborhoods underwent an analysis. The Committee recommended first taking a look at the priority number one in all three neighborhoods and spending the funds until they were totally expended or, when repairs reached 80% of what had been allocated. It had been discussed that if top priorities were spread through three neighborhoods, lateral lining costs could accelerate due to the daily set up. The greater the number of laterals along a single reach, the cheaper the per capita lateral lining cost.

On a neighborhood basis, you would capture more PPI/I and satisfy MMSD's program by doing a single neighborhood. Committee discussion;

- Thought there was only one area we were looking at which was the only one in the packet. The intent was to tell the whole subdivision what the plan was. You would then look for volunteers. The 80% was not to spend 100% of the monies in reserve but only do enough that we save 20% for the end of the year 2020 time frame.
- 20% of funds could be used for investigative work.
- All of the investigation work was not done to the same extent in Glenwood Park subdivision.
- In order for things to fall in under Milwaukee rules, MMSD is looking for a metered area and wants to know if it is cost effective to do private I&I. They want to go into an area where they know how much flow is increasing. By doing private I&I they can determine how much flow is decreasing.
- MMSD wants to know if it's worthwhile to invest capital funds into its upcoming Year 2050 Facilities Plan. So the intent is to go into the metered areas where MMSD can determine if it is an effective program. In order for you to get the money back from MMSD you have to enter into an agreement with MMSD to fund and improve it.
- Chm. Kaminski reiterated we're going to inform the neighborhood, achieve the economy of scale and let residents know you either jump on board or see you later.

Wastewater Supt. Zimmerman stated the Committee should keep in mind that with recent policy changes at MMSD, when you hit a certain threshold of failure, MMSD wants you to do the entire neighborhood. Extensive dye water flooding was done in the Glenwood Park area and it was found that there was over an 80% failure rate of the laterals inspected. There was an 80% positive response to look at the laterals to quantify the data. This allows Germantown to automatically be eligible do the entire neighborhood whether it is a "1" or "5". You can then walk away from the neighborhood, everything is sealed up and you acquire good quality data off the flow meters. Three other specific areas were identified; Kuhn's Pleasant View Addt. #1, Kuhn's Pleasant View Addt. #2, as well as the Potomac/Vicksburg area.

- At 100% how many homes could the Village afford to do and still have enough for staff to complete a dye test, etc.? Supt. Zimmerman estimated approximately \$8 – \$10 thousand per home for an estimated maximum total of 200 homes.
- Chm. Kaminski: We're using 100% of the funds to cover approximately 200 homes that need lateral repairs and yet we haven't looked at downtown Germantown who may also have issues yet there will be no money available to them. Chm. Kaminski did not agree with using 100% of the funds in certain areas. We have to make the money stretch where ever there is an issue in Village. That is why the Village should fund 60% or 70% and not 100%.
- Trustee Warren: It has been found in other communities that people just don't volunteer. This is a pilot program and we're going to hit the worst homes. There is a sunset clause. The Village will use the money up and pay the 100% in the worst areas and see how effective it was. MMSD gets their feedback, the Village gets their feedback. Now, do we want to continue with this program with our own money?
- Trustee Miller: This is a pilot program. If you need volunteers, you're not going to get it at 80%-20% cost share, or even at 100% you're still going to have a problem getting volunteers. Let's spend the money in the worst areas for people who want to use the money.

- Chm. Kaminski felt you would get a lot of volunteers at 100%. It was very unfair to others who have the same problem in the Village and could use that money in the future. Those residents are in position as everyone else in those neighborhoods. There are a lot of homes continuing to age that may also have lateral issues. It was agreed it was a test so let's test one neighborhood.
- Trustee Warren: There is a criteria that has to be set up. Because there is only so much money and we want to eliminate as much clear water as possible, you need to identify the worst areas and unfortunately you may not be in that area. When informing the public on the website, it needs to be made clear that this is a volunteer program but you have to be in the drainage basin and the reason those basins were established. It would be inefficient to open this program to everyone as there may be only a few volunteers in one area, a few in another area, i.e.
- Chm Kaminski understood the reasons but could not support it. A "step" program could be established to determine areas of most need. There are 4500 residents on sewer and water and we're letting them subsidize a couple of neighborhoods for a test. There is no funding left for them. Their money went to MMSD through utility payments and is now coming back to a select group of people.
- Trustee Zabel: MMSD's criteria prioritizes areas in which PPI/I increases with rainfall. Germantown needs to take care of the areas that are bad. Other areas may not need it. Overall, if Germantown is one of the drier communities and we have areas that exceed 6-1 that MMSD requires to meet the sewer and water shed area to do the study program that they want and give the money back, one of the points is if the Village does not have any of those areas the Village could do other things. The Village does have those areas, so let's use the money where the money was directed to be used. If the numbers go up, this may be a program MMSD keeps going. We won't know that until the studies have been done.
- Trustee Miller questioned if the entire Village was eligible for the pilot program. Supt. Zimmerman stated MMSD left it up to the community to develop how they wanted to designate the funds. If the Village wanted to capture a portion of the money back in to the Utility to be used Village wide for private property I&I, it could. Or you could spend it basin by basin, neighborhood by neighborhood. The community sees fit for spending. MMSD would like the community to target the under-performing sewer sheds first.
- Trustee Zabel referenced MMSD's Statement of Policy for Private I&I and stated this information is on their website.

MOTION made by Warren, seconded by Miller to forward to the Village Board recommending the Village pay 100% of the cost of the private property infiltration/inflow repair to be reimbursed by MMSD until the funds run out.

Motion carried 3-1 (Kaminski)

MOTION made by Zabel, seconded by Miller to forward to the Village Board to clarify the Infiltration/Inflow Program is for residential properties only.

Motion carried unanimously.

MOTION made by Miller, seconded by Zabel to forward to the Village Board with a positive recommendation to implement the most cost efficient program in the defined meter shed to maximize Private Property Infiltration/Inflow reduction.

Motion carried unanimously.

DONGES BAY ROAD CONSTRUCTION INSPECTION – CONSIDERATION OF AWARD: Dir. Ludwig presented three proposals ranging from \$27,952 to \$44,620 for the construction inspection of the Donges Bay Road project. R.A. Smith was the apparent low bidder. Due to the staffing availability, and/or qualifications, and the various projects forthcoming, Dir. Ludwig asked the Committee to consider outsourcing the construction inspection service for the Donges Bay Road project. The preliminary GANTT chart by Payne & Dolan proposes 57 days for Donges Bay Road reconstruction. Discussion included:

- The inspection services will be charged on time and materials.
- Material testing costs should be the responsibility of the Contractor found under the Technical Specifications of the contract;
- How are mileage charges calculated? Engr. Bischke did not believe there was a written policy. His personal practice was to subtract out the distance from home to the office.
- There should only be construction inspectors on site, not project managers. This will keep the costs down.
- It is a small investment to have this oversight. It only takes one big mistake to cost thousands of dollars to remedy. Inspectors/managers are our eyes and ears monitoring the contract to make sure the rules are followed per the plans and specifications;

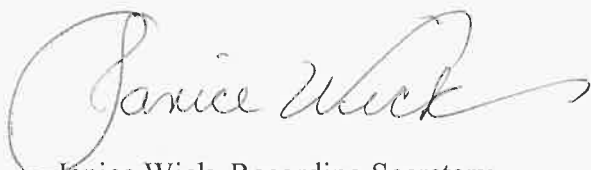
MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation to award a construction inspection services contract to R.A. Smith National for an estimated fee of \$27,952.00 for the Donges Bay Road project. Funds allocated from Acct. #40-542-570-8810. Discussion continued on the need of an onsite construction manager.

Motion carried 3 -1 (Zabel)

SET JULY, 2015 MEETING DATE AND TIME: It was the consensus of the Committee to hold the next Public Works and Highway Committee meeting on Wednesday, July 1, 2015 at 5:00 p.m.

ANNOUNCEMENTS: Chm. Kaminski congratulated Dir. Of Public Works Dan Ludwig on his upcoming retirement and wished him well.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:25 p.m.



Janice Wick, Recording Secretary