

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

August 6, 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 Interim Director/Engr. Bischke, and Secretary Wick.

PREVIOUS MINUTES:

MOTION made by Warren, seconded by Zabel to approve the Minutes of July 1, 2015.

Motion carried unanimously.

PUBLIC COMMENT: None

CONSIDERATION OF WDOT INVOICE – DONGES BAY ROAD (DIVISION ROAD TO STH 145): Per the direction of the Committee at the July, 2015 meeting, Engr. Bischke was asked to investigate with the WDOT and Village Finance Director if a proposed amortized or escalated repayment plan would be acceptable. The WDOT responded that they now wanted payment within a few months vs. the ten year repayment plan previously mentioned during a conference call. Conversation with the Village's Finance Director stated a sinking fund was not a legal process in municipalities and full repayment within a few months would have a dramatic impact to the Village's budget. Through Engr. Bischke's contact with Representative Dan Knodl, he agreed it was unfair that the invoice needed to be paid in full and stated if the Village had continued issues in negotiating a payment plan with the WDOT that the Village should contact his office and he would support (it). Engr. Bischke further noted if payment was not received timely, the DOT stated it could withhold GTA (General Transportation Aide) payments until the entire invoice was paid. Trustee Zabel stated research of the original WDOT contract did not state a time frame in which invoices were to be paid. He recalled meetings at South East in which the Village representatives were told there would be ten years to pay the invoice in full.

Committee discussion suggested staff contact Representative Dan Knodl and State Representative Alberta Darling for negotiations with the Wisconsin DOT.

MOTION made by Zabel, seconded by Warren to postpone action on the WDOT Invoice-Donges Bay Road (Division Road to STH 145) until staff can set up a meeting with the elected officials and representatives of the WI Dept. of Transportation.

Motion carried unanimously.

ADOPTION OF THE 2016 ROAD RECONSTRUCTION PROJECTS: Engr. Bischke requested Committee input on the selection of 2016 road reconstruction projects. Geotechnical engineering consultants have already completed surveys, evaluations, and reconstruction recommendations for the roads listed in the Tables below.

Project	Consultant Recommendation	2013 PASER Rating	Average Daily Traffic	Est. Cost
Donges Bay Rd (Pilgrim Rd to Magnolia Dr)	Pulverize & Overlay w/ EBS	3	2,400 (Yr. 1998)	\$822±K
Maple Rd (Cedar Ln to Rockfield Rd)	Pulverize & Overlay	2	350 (Yr. 2003)	\$294±K
Fieldstone Pass (Wagon Trl to Donges Bay Rd)	Remove & Replace Asphalt	3 5 (528')	150 (Yr. 2000)	\$344±K
Mequon Rd. Sidewalk (south side east of Pilgrim Rd.) ⁶	N/A	N/A	N/A	\$37±K
Year 2016 Total				\$1.497± million

Comments included;

- Trustee Warren; Explore costs for substituting Hedge Way and Ridgeview Lane for one half of the Fieldstone Pass project recommendation;
- Trustee Zabel; Some locations along Maple Road are considered the “Town” of Germantown. Should the Village request funding for those areas?;
- Trustee Zabel; Concord Road from Division Road to Colonial Drive should be looked at as it has not been surfaced since 1973;
- Maple Road, Donges Bay Road, Mequon Road sidewalk need to be completed in year 2016. There is a balance of \$344,000 if Fieldstone Pass (Wagon Trail to Donges Bay Road) is not completed; Concord Road is slated for resurfacing in year 2017.
- Trustee Miller; Should Virginia Avenue be considered seeing there will be new development at the end of the road? Engr. Bischke suggested the Committee consider the Virginia Avenue repair for year 2017 as construction will be continuing into year 2016;

MOTION made by Warren, seconded by Miller requesting staff explore cost options for substituting Hedge Way and Ridgeview Lane for one half of Fieldstone Pass. Additionally look at costs to reconstruct Concord Road from Colonial Drive west to Division Road.

MOTION made by Miller, seconded by Kaminski to *amend* the Motion requesting if funding was not available to complete road reconstruction on Country Aire Drive in 2015 then Country Aire Drive should be completed as part of the 2016 Road Reconstruction projects.

Motion as amended carried unanimously.

Original Motion carried unanimously.

MAINTENANCE OF DITCHES WITHIN THE RIGHT-OF-WAY – DISCUSSION AND/OR ACTION: Trustee Zabel requested discussion on this topic due to various resident concerns that the ditches in front of their homes were not accessible and they were unable to cut lawns due to the grades. Trustee Zabel asked for Committee consideration to create a policy regarding ditch maintenance. Engr. Bischke investigated surrounding communities and found the municipalities cut right of way approximately twice per year or mandated property owners to maintain their own ditches. Ditch enclosures were not common as they were found to be a costly alternative.

Trustee Miller stated the County policy was one ditch cutting at the roads edge in early summer, and one ditch cutting on both sides of the ditch in late summer.

Supt. Olszewski stated the boom mower equipment does not reach the back slope of some of the ditches in the residential areas of Happy Hollow Subdivision. Hand trimmers could be used but it would be time consuming. Comments were received from Mike ?, N113 W13132 Crestview Drive, Chuck Worgull, W218 N9867 Happy Hollow Lane, Peggy Lundberg, W217 N9851 Whitehorse Drive, Rodney Ross, W218 N9795 Happy Hollow Lane, Joel Bohringer, N113 W13450 Crestview Drive, Dean Wandel, N113 W13523 Crestview Drive, Paul Martin, N113 W13155 Crestview Drive and Terry Voss, W220 N9728 Amy Belle Road who noted the following;

- Consider low growing native plantings as a possible solution to cutting right of way;
- Since ditches have been redone, the slope is at too much of an angle; they cannot cut with a lawn mower;
- Ditches not draining as well as they use to;
- Received an offer to assist staff in determining slopes with the use of his laser equipment;
- Install PVC pipe and cover with dirt which will solve the problem;

Committee discussion included;

- Village should create a policy regarding ditch maintenance to possibly include enclosures, native vegetation, etc.;
- Ditch enclosures would be the best solution but it takes money;
- Engr. Bischke noticed near the driveway culverts themselves is where the slopes exceeded a 3 to 1 slope. Middle areas of the ditches seemed to be at 3 to 1. An explanation was given as to the road profile and the private property issues involved to maintain a 4 to 1 slope;
- Staff to explore the ditches in the Happy Hollow and Forest Heights Subdivisions which were suspected by residents to be excessive in depth and report back to the Committee with their findings;
- Grant programs are available and are based on per assessed values. Staff can explore this option for 2016 and noted a project would need to be defined in order to qualify for a Grant;

MOTION made by Kaminski, seconded by Zabel authorizing staff to survey properties in the Happy Hollow Subdivision and Forest Heights Subdivision to determine the ditch slopes, investigate native plantings as an option, explore Grants that may be available, and return to the Committee with their findings.

Motion carried unanimously.

AUTHORIZATION TO PURCHASE – PLOW FOR TRUCK EQUIPMENT #301:

Supt. Olszewski received three quotes ranging from \$6,831 to \$6,985 for the purchase of one Boss 9'2" DXT Poly V-plow for Highway Dept. Truck #301. This equipment will be responsible for snow removal in Village parking lots.

MOTION made by Warren, seconded by Zabel to forward to the Village Board with a positive recommendation to purchase one new poly v-plow from Stern Enterprises for Hwy. Dept. Truck #301 for an amount not to exceed \$6,831.00. Funds to be allocated from Acct. #10-553-570-8100.

Motion carried unanimously.

AUTHORIZATION TO CONTRACT – EAB ASH TREE TREATMENTS: Supt. Olszewski presented four quotes received ranging from \$9,790 to \$13,608 for the emerald ash bore tree trunk injection treatments for approximately 84 trees which are centrally located within Fireman's, Alt Bauer, and Spassland Parks. Treatments will take place twice every other year with tree survival expected to be 80% to 90%. The Village received a DNR matching grant of \$5,075 to help offset the costs of treatments, education, and outreach. Discussion followed.

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation to contract M&M Tree Care to provide Emerald Ash Bore Tree Treatments to various Village trees at a cost not to exceed \$9,790.00. Funds to be allocated from Acct. #10-553-530-5290.

Motion carried unanimously.

AUTHORIZATION TO CONTRACT FOR ROAD PATCH – SPRINGHILL LANE: Supt. Olszewski presented four quotes received ranging from \$9,000 to \$12,360 for patching a section of Spring Hill Lane located in Mountbrook Subdivision. A repair was necessary due to an underground spring which substantially deteriorated a section of the road. Village crews removed existing asphalt and substandard subbase, installed drain tile, fabric and aggregate. Due to the overall size of the road surface repair, a contractor was necessary to do the work.

MOTION made by Zabel, seconded by Miller to forward to the Village Board with a positive recommendation to contract Hilltop Asphalt at a cost of \$9,000 to patch a 135'x20' section of Spring Hill Lane. Funds to be allocated from Acct. #10-542-530-3505.

Motion carried unanimously.

AUTHORIZATION TO PURCHASE – FUEL CARD READER UPGRADE: Three quotes were received ranging from \$12,030 to \$16,206.43 for the purchase of a new fuel card reader for the DPW fuel island. The upgrade was necessary as the old system was not compatible with Windows 7.

MOTION made by Miller, seconded by Warren to forward to the Village Board with a positive recommendation authorizing the purchase of a Fuel Card Reader System for the DPW fuel island from Badger Oil at an amount not to exceed \$12,030. Funds allocated from Acct. #10-542-570-8100.

Motion carried unanimously.

RELEASE RETAINER – VISU SEWER – CIPP LINING: The Committee accepted improvements of the CIPP lining project at the July, 2014 meeting. It has been one year since the work has been completed. Staff remains satisfied with the work completed.

MOTION made by Warren, seconded by Miller authorizing staff to release the project retainer of \$27,009.00 for the 2013 Interceptor cured in place pipe lining.

Motion carried unanimously.

AUTHORIZATION TO PURCHASE – WET WELL MIXING SYSTEMS – MAIN STREET AND OLD FARM LIFT STATIONS: Supt. Zimmerman presented two of three proposals solicited ranging from \$60,500 to \$70,406 for the replacement of the failed comminutor at the Old Farm Lift Station. In searching for a replacement, it was found that a better alternative existed consisting of a chopper pump and nozzle. This type of system setup would both comminute and mix the wet wells. A total of five pumps would be ordered with 2 pumps for each lift station and one spare in the event of a breakdown. Further detail was given on the important components of the system.

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation authorizing the purchase of five (5) Vaughan Wet Well Conditioning Pumps with two duplex control panels for Main Street and Old Farm Lift Stations from William/Reid, Ltd. for an amount not to exceed \$60,500. Funds allocated from Acct. #60-180-184-3250.

Motion carried unanimously.

PRESENTATION BY WE ENERGIES REGARDING EASEMENT ACQUISITIONS AND UTILITY CONFLICTS FOR HIGH PRESSURE GAS MAIN RELAY AND POSSIBLE ACTION: WE Energies is negotiating property easements acquisitions for the high pressure gas main relay project in Germantown. Erik, Strommen, WE Energies Project Manager gave an overview of the project to include the route, justification, and timeline. An anticipated decision for approval is expected in the Fall of 2015 with an anticipated start date of February, 2016 and will take two years to complete. As part of the vintage life cycle replacement program, the older gas main will be replaced for eight miles with a 24" main allowing for an increase in system capacity. Route maps "A" & "B" were provided to the Public Service Commission in February, 2015. Since then, the PSC provided an additional route consideration as it made more use of the existing easements. A detailed explanation was given with WE Energies noting they preferred Route "A". WE Energies also noted the City of Mequon preferred not going through the nature preserve as proposed in Route "C". Also noted were potential conflicts with Skyline Development Corp. developing future properties. Route "C" was less environmentally friendly as they would encounter wetlands and unknowns at the north end of the W.M. landfill. WE Energies received the latest utility drawings for the roundabout at Donges Bay Road at 145 (Fond du Lac Ave.) Review of the plans did not identify any major concerns with utility conflicts. As detailed design moves forward on the high pressure main replacement project, the design company will work with the Village of Germantown regarding the Village's existing utility infrastructure.

On behalf of the Village, Engr. Bischke stated Route "C" was the preferred route due to the public utilities and laterals coming off those public utilities.

Pat Adams, Property Management, WE Energies, provided a handout to the Committee and stated the project was currently being reviewed by the PSC who reviews the routes, collects all input and will decide on the route. WE Energies will meet with the land owners and residents along the route and offer easement options. WE Energies discussed three Village easements and, requested input on the easement process and the best way of obtaining the easements from the Village. Once the order is received from the PSC, WE Energies will follow the statutory process. Easement restrictions would include; no structures on top of the easement, no tree planting within 15 feet, and no grade changes unless WE Energies is contacted first. Concrete/Asphalt driveways, and paths are allowed over the easement area. WE Energies will obtain an appraisal and the land owner can get a second appraisal. Appraisals will then be reviewed to determine values.

Trustee Zabel wanted to protect the Village. If the Village ever had to do something in the future, any modifications to the WE Energies pipeline should be borne by WE Energies and not the Village. He felt the only way to do this was putting this language in the easement document. He referenced the County Line Road project which WE Energies inserted language in the easement document which stated in the event the water main needed to be moved, it would be the Village's responsibility to pick up the cost even though it was in an easement. Trustee Zabel thought the same language should apply for the pipeline easement documents.

Ms. Adams, WE Energies, stated the County Line Road easement language was not uncommon. When a community comes to WE Energies for an easement, WE Energies does not require the community to pay for the easement. Ms. Adams stated when a request is received, they look at what utility infrastructure they have there now and what plans are slated for the next 5-10 years. With the County Line Road easement, there was an area in which there were overhead lines which may have been an issue when the Village installed or was maintaining their utilities in the future.

Matt Fehler, P.E., of WE Energies Projects Group, stated he would work on future design and construction of the pipeline. Referring to the NE property at Hwy 145 and Donges Bay Road, the majority of the proposed pipeline will be located in the road right of way next to the six inch line. Putting the 6" line in an easement was less intrusive as far as the construction method. As part of the design process, WE Energies is currently doing survey work and will be potholing a lot of the existing facilities to try and design around them.

Ms. Adams, WE Energies, stated if the Village would want additional language included in the current easement document, she would propose setting up a meeting with Village legal and staff to further discuss possible changes to the document.

In closing, it was suggested the Village Attorney be consulted regarding language in the easement documents. WE Energies can proceed with the easements with language noting subject to approvals. PSC determines need and necessity.

MOTION made by Zabel, seconded by Warren to direct staff to work with WE Energies and the Village Attorney to come up with language to protect the Village from future costs on the easement acquisitions related to the high pressure gas main relay and to value the easements at \$1.00 each.

Motion carried unanimously.

Engr. Bischke stated there was discussion by the Village Utility Departments who voiced concern of utility conflicts as there were various laterals along the route.

Water Superintendent Jim Driver believed there would be conflicts with existing water main and laterals, but did not know how much or who would be responsible for performing, inspecting, and paying for the work. WE Energies would work around the existing utilities in road right of way and plumbers would be hired if conflicts arose. WE Energies would work with staff and would pay the initial costs. Inspections would be completed by WE Energies.

Wastewater Superintendent Zimmerman voiced Concern #1 - on some of the proposed overlay easements over critical sewer infrastructure along Donges Bay Road east of Pilgrim Road. WE Energies will review further but the plan was to be further off the edge of the pavement and should be within the road right of way. The portion of roadway in which an easement will be obtained should be well north of the sewer infrastructure so there were no issues with the existing pipeline the Village maintains. As you get to Hwy 145, there is room within road right of way to install pipeline parallel to the sewer infrastructure. Detail has yet to be determined on the required separation for facilities. Mr. Zimmerman voiced Concern #2 - with a large diameter gravity sewer in the area, would it be compromised whether through a lateral or connection from a cross subdivision, and would there be gas migration into the interceptor if there was ever a leak. The interceptor is 25 to 30 feet deep. If the Village had to do work on the interceptor sewer, it was noted the WE Energies gas main is all in that area. Mr. Fehler, WE Energies, stated additional measurements to determine how much room there is between the interceptor sewer and edge of right of way will be part of the detailed design if this route is actually selected. Concern #3 – Bury Depth: There will be 4 feet of cover from the ground surface down to the top of the pipe which would put the bottom of the pipe at six feet. Concern #4 – The pipe depth will be in the neighborhood of every sewer connection along the proposed route. There are approximately 300 unknown connections. WE Energies affirmed they would televise to determine depths as part of the detailed design if this route is chosen.

In closing, it is up to WE Energies to tap into their best resources to determine connection locations. In the event they hit something, it will be at their cost to repair. Mr. Fehler stated when looking at route options all factors were considered. The cost difference between Routes “C” and “A” were significant to WE Energies.

REQUEST FOR CHANGE ORDER BY WATER WELL SOLUTIONS – WELL #4:

Jeff Gibson, Project Engineer/Manager of Water Well Solutions requested Committee consideration to authorize a change order for additional items related to the Well #4 pump conversion from oil to water lubrication system. He further explained the project specifications did not require the site removal and associated equipment to scrap out the old pump. Mr. Gibson believed there was miscommunication/misunderstanding when Supt. Driver asked

Water Well Solutions if they wanted to remove and dispose of the pump. Also noted was specifications called for one bacterial water sample when work was completed. With this type of work, the DNR requires two samples eight hours apart. One sample came back safe and one did not, therefore, Water Well Solutions incurred additional costs working on obtaining additional sampling including pumping off discolored water.

Water Superintendent Driver stated he was asked on site what he wanted done with the old pipe and responded if Water Well Solutions wanted it for scrap they could have it. At no time was Supt. Driver informed there would be an additional charge for Water Well Solutions to haul the pump away. He believed the contractor would take the pump for scrap at no additional charge. Village crews also completed the additional pumping process in order to obtain a safe sample and should not have been charged for that service. It is usually the obligation of the contractor to provide safe samples at their cost. Discussion followed on the additional charges above and beyond the contracted amount.

MOTION made by Zabel, seconded by Warren to pay the final invoice to Water Well Solutions (-) minus \$5,940.00 for scrap fees incurred for the old pump site removal as part of the Well #4 pump conversion from oil lubrication to water lubrication.

Motion carried unanimously.

REVIEW AND POSSIBLE ACTION OF DEVELOPERS AGREEMENT FOR PRAIRIE GLEN PHASE II SUBDIVISION: Engr. Bischke provided the Committee a draft copy of the Prairie Glen Phase II Subdivision Developers Agreement for review. Engr. Bischke gave a brief overview on various sections of the agreement. A draft copy was sent to Bielinski Homes who reviewed the agreement. Staff noted the following for Committee discussion;

- Easement Documents: Are the easement documents defined as public or private; Staff will research.
- Internal Sidewalks: Complete at the time of road construction vs. home construction;
- External Sidewalks: Existing PDD requires external sidewalk on Wasaukee Road to connect to the existing sidewalk on the corner of Mequon Road and Wasaukee Road;

Nancy Washburn, Representative of Bielinski Homes responded;

- In terms of easements, she was not aware of any sewer or water utilities outside of public right of way. The Plat will show the public easements for storm sewer.
- Internal Sidewalks: Bielinski Development would like to piece in the internal sidewalks once it is known where a driveway will be positioned on the property. This would avoid having to remove sections if sidewalk was already in place. Sidewalks will be completed by any of the open space areas and out-lots right away with road construction; all funds are held in the Letter of Credit for the sidewalks regardless of when they are installed.
- Wasaukee Road Sidewalk Connection: There are design conflicts with the ditch depth, a road culvert entering into the ditch, and trees in the right of way. If the sidewalk was built in its current form, easements and retaining walls would be required. It was known that the WDOT was looking at improving the intersection and Bielinski Development suggested the Village leave the language in the Developers Agreement and hold funds in

the Letter of Credit until reconstruction of the intersection was determined by the WDOT. Bielinski Development would complete the external sidewalk to the end of the property lines and retain funds to complete the sidewalk to Mequon Road with no deadline for completion. Committee discussion followed on external sidewalk design and holding funds in the Letter of Credit for future construction, internal sidewalk construction, and the installation of street trees once the homeowner occupied the home.

MOTION made by Warren, seconded by Miller authorizing staff to change the Prairie Glen Phase II Developers Agreement current wording to allow the Developer to place the sidewalk in front of a home after the home is constructed.

Motion carried unanimously.

MOTION made by Zabel, seconded by Miller to forward the Prairie Glen Phase II Subdivision Developers Agreement to the Village Board upon Plan Commission approval and numbers are determined for the Letter of Credit.

Motion carried unanimously.

APPROVAL TO PAY INVOICE – EMERGENCY REPAIR – DIVISION ROAD CULVERT: Engr. Bischke reported three bids were received ranging from \$33,702 to \$96,000 for the emergency repair of the Division Road culvert just south of Lilac Lane. The culvert which is a tributary of the Jefferson Ditch and located in a busy arterial road received confirmation by the Village Attorney that an emergency repair was warranted.

MOTION made by Zabel, seconded by Kaminski to forward to the Village Board with a positive recommendation to pay the invoice of \$33,702.00 to Baumhardt Sand & Gravel Inc. for the emergency repair on the Division Road culvert.

Motion carried unanimously.

REQUEST TO APPROVE A RESOLUTION APPROVING AMENDMENTS TO THE 2015 BUDGET – LINE ITEM TRANSFER – DIVISION ROAD CULVERT: Engr. Bischke explained funding for the Division Road emergency culvert repair needed to be transferred from other accounts to make payment for the actual work completed. It was found the Alt Bauer Park Basketball Court and Path Replacement project bids were significantly under funds budgeted and therefore consultation with the Finance Director concurred with the transfer of funds.

MOTION made by Warren, seconded by Zabel to forward to the Village Board with a positive recommendation to accept a Resolution approving amendments to the 2015 Budget line item transfer for the Division Road culvert repair.

Motion carried unanimously.

REVIEW AND POSSIBLE ACTION OF A RESOLUTION ESTABLISHING THE RESIDENTIAL EQUIVALENCY USER CHARGE (A.K.A. RESIDENTIAL EQUIVALENT CONNECTION):

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation to approve a Resolution establishing the Residential Equivalency User Charge of 56,446 gallons/capita/year when averaging metered use by Germantown utility residential users.

Motion carried unanimously.

REQUEST TO APPROVE A RESOLUTION APPROVING AMENDMENTS TO THE 2015 BUDGET – LINE ITEM TRANSFER – FIRE STATION NO. 2 CONCRETE DRIVEWAY:

Engr. Bischke explained bids to replace the Fire Station No. 2 concrete driveway exceeded the budgetary estimate and therefore bids were rejected. Since that time, the Fire Dept. had unused funds available due to the recent purchase of a fire truck that fell below the budgeted amount. Staff requested a transfer of the unused funds into the account funding the driveway replacement. Committee discussion requested staff rebid the project to obtain bid totals prior to transferring funds.

MOTION made by Zabel, seconded by Miller to postpone action on approving a Resolution approving amendments to the 2015 Budget - line item transfer for Fire Station No. 2 Concrete Driveway until such time staff provides updated contract bid totals to the Committee.

Motion carried unanimously.

ANNOUNCEMENTS: The next Public Works and Highway Committee meeting will be held Tuesday, September 1, 2015 at 5:00 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:00 p.m.

Janice Wick, Recording Secretary