

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

October 6, 2015
Village Hall Board Room

CALL: Chm. Kaminski called the meeting to order at 5:13 p.m.

ROLL CALL: Chm. Kaminski, Trustee Members Miller, Warren, and Zabel (5:16 p.m.). Also present were Director Ratayczak, Engr. Bischke, and Secretary Wick.

PREVIOUS MINUTES: **MOTION made by Warren, seconded by Miller to approve the minutes of September 1, 2015.**

Motion carried unanimously.

PUBLIC COMMENT: None

MAINTENANCE OF DITCHES WITHIN THE RIGHT-OF-WAY – DISCUSSION AND/OR ACTION: Engr. Bischke stated the Public Works Committee had asked staff to look at the ditches in the Forest Heights and Happy Hollow subdivisions to ascertain whether work should be done on some of the ditches as some were problematic for residents. Staff had completed their research and established a criteria of addresses, frontage, depth greater than 2.5', stagnant water, whether ditches were mowed or not, and obstacles. Each property was inspected and formulated a "raw" score. Engr. Bischke stated there were different ways to look at things but staff chose the formula presented to accomplish the Committees request to research. Once a "raw" score was added up, an Engineer's opinion adjustment was a calculating factor. This factor determined whether something should be done to a particular ditch or whether staff found no issues with a particular ditch. Engr. Bischke noted if staff found two adjoining properties with various issues and a property in between with no issues, the one single property would be included in a ditch enclosure project. With all factors in place, it was then determined whether a ditch should be enclosed and a cost to do so. If the Committee chose to do a ditch enclosure/improvement project, ditch lining would be an appropriate/cheaper alternative. Engr. Bischke stated there was \$120,000 budgeted as a place holder to do this type of work. As the funds budgeted would not pay for all work necessary, staff suggested phasing the work over a period of time. Another consideration to be determined by the Committee was a possible cost share (50-50 cost share defeated in 2013).

Trustee Zabel stated the Public Works Motion was to have the properties surveyed in Happy Hollow and Forest Heights to determine the ditch slopes not necessarily the ditch depth. At previous meetings residents were told what they couldn't maintain, the Village would take care of. It had since been found that Village equipment could not maintain the back side of a few of the ditches. Trustee Zabel questioned whether DPW could install piping and at what cost? Supt. Olszewski stated his staff could accommodate enclosing the ditches with some parameters. The scope of the project would need to be known.

Trustee Warren noted any slope greater than 3 to 1 was not manageable. He suggested possibly re-grading these properties before money was spent on piping.

Engr. Bischke stated staff did not find any non-conforming ditch the entire length of a parcel/property. There were localized areas that really couldn't be remedied easily. Enclosures

or resetting driveway culverts would be a couple of options. Some front yard properties were at a steep elevation so moving the ditch closer to the house would not help. Enclosures of those types of properties would be the best alternative.

Engr. Bischke stated Final Scores of "5" on the Ditch Evaluation Worksheet should be done first. The Committee needed to determine the schedule of priority and when the work should be done.

- Project materials are estimated at approximately \$20/ft. (soil, stone, pipe) plus Highway Dept. labor;
- Continue to move forward to restore the dangerous ditches; Keep the \$120,000 placeholder in the budget;
- Do not allow "Wildflowers" as an alternative;
- Re-grading ditches was not an option. If you re-grade, driveway culverts would have to be reset;
- Re-grading outside of the right of way may create more private property issues;
- Enclose the worst ditches which are listed as "5" on the Ditch Evaluation Chart.
- If the Committee would like to do everything that has steep side slopes, you would need to address a few addresses listed as "2's" and a "0" on the Ditch Evaluation Worksheet.

The Committee first requested the Village Engineer prioritize the address list by the steepness of the ditch and maintenance safety concerns and return his update to the next Public Works Committee meeting. Secondly, based on the \$120,000 place holder, Hwy. Supt. Olszewski shall determine how much work can be accomplished with the funds available and the time frame to complete the work.

Comments and questions were received from John Simerlein, N113 W12930 Crestview Drive, Peggy Lundberg, W217 N9851 White Horse Drive, David Larson, N113 W13341 Crestview Drive, Dave Broberg, W132 N11533 Forest Drive, Garrett Bradley, W132 N11293 Forest Drive whose comments consisted of slope issues causing hazards to anyone parking on the side of the road, ditches cannot be maintained safely with a lawn mower, stagnant water, the personal toll on some residents, finish the subdivision well so residents can take pride in them, address the water in ditches year round at the north end of Forest Drive as there is nowhere for it to go, prioritize lowest properties first, reluctant to cost sharing.

Mr. Simerlein noted for the record that he did not want anything done with his ditch.

A request was made and agreed to by the Committee to move Item B under "Unfinished Business" to after Item H under "New Business".

AUTHORIZATION TO FILL VACANCY – WASTE WATER UTILITY:

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation authorizing staff to fill the current full time vacancy in the Waste Water Utility Department.

Motion carried unanimously.

AUTHORIZATION TO PURCHASE – CUTTING EDGES: Supt. Olszewski requested authorization to purchase snow plow cutting edges. Staff solicited four vendors and prices were presented to staff.

MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation authorizing the purchase of snow plow cutting edges from Heavy Equipment Specialists for a total cost of \$7,110.00. Funds allocated from Acct. #10-542-530-5400.

AWARD OF CONTRACT – MATS, TOWELING, MOP HEADS: Supt. Olszewski solicited proposals from area firms in which three firms responded for supplying mats, toweling and mop heads used at all Village buildings. Pricing ranged from \$5,095.44 to \$10,274.60. Supt. Olszewski noted ITU offered a 2% discount per item if a 24 month agreement was authorized and a fixed unit rate for a 36 month agreement.

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation to contract ITU-Absorb Tech for an annual cost of \$4,993.53 which includes the 2% discount and fixed unit rates for 36 months for the supply of mats, towels, and mop heads for Village buildings.

Motion carried unanimously.

CONSIDERATION OF CONTRACT – TAPCO PREVENTATIVE MAINTENANCE: Supt. Olszewski presented the Traffic Signal Preventative Maintenance Contract which would cover fifteen controlled intersections under Village jurisdiction. TAPCO will respond for maintenance and/or design modifications as requested by the Village.

MOTION made by Zabel, seconded by Miller to forward to the Village Board with a positive recommendation to enter into a one year contract with TAPCO to provide maintenance of 15 controlled intersections under Village jurisdiction at a cost of \$2,075. Funds allocated from Acct. #10-542-530-3540.

Motion carried unanimously.

REQUEST TO RELEASE \$8,913.10 RETAINER TO SCOTT CONSTRUCTION FOR 2014 SEAL COAT PROJECTS:

MOTION made by Zabel, seconded by Warren authorizing staff to release the project retainer of \$8,913.10 to Scott Construction for the 2014 Seal Coat projects.

Motion carried unanimously.

REQUEST FOR CHANGE ORDER OF \$15,000 TO BADGER WELL DRILLING FOR ADDITIONAL TEST PUMPING: Dir. Ratayczak reported three test borings were drilled in the NE area of County Line Road and Lannon Road. It has since been resolved that one of the wells should receive extended continuous pumping. Extended pumping would provide the

estimated capacity of the well and evaluate improvement to water quality. Estimated additional cost for pumping is \$22,875.00 therefore exceeding the original contract by \$15,000.

Greg Bolin, Foth Infrastructure & Environmental, LLC, stated Badger Well Drilling agreed to a reduced rate of \$67/hr. from \$125/hr. for the continuous pumping. He noted one favorable site and expressed the need to continue pumping to get a handle on water quality and quantity. Currently the water is safe per safe drinking water perimeters but the purpose of continued pumping enables the water quality to improve. During the times of pumping, Foth Infrastructure will collect samples and have the samples analyzed. It is hoped the aesthetic quality parameters improve. During the 14 day time period, Foth will measure and record water levels both in the pump well and the other two borings. Water samples will be collected, analyzed in the field, and sent out for a laboratory analysis. Hopefully the laboratory analysis will show improvement with the aesthetics parameters. Foth can then make the judgement whether or not the well aesthetic quality is suitable for pursuing a permanent well for the Village. In the event there is a need for an additional well, there is potential for a deeper well on the same site. Mr. Bolin stated with or without the shallow well testing out, the site would still be useful and could be acquired for the purpose of putting in a deeper well. The production of a deeper well was not dependent on location but more money to build, operate, and maintain. If the well site pans out and the Village chooses to keep the well site in reserves, the Village would need to acquire the site with enough land, achieve DNR approval of the site, and complete a wellhead protection plan to protect the development and the control of future development in the area.

MOTION made by Miller, seconded by Warren to forward to the Village Board with a positive recommendation to approve a change order in the amount of \$15,000 to Badger Well Drilling for the additional test pumping at Boring #1 of the test well site located on Lannon Road at County Line Road.

Motion carried 3-0 Abstention – 1 (Zabel)

REQUEST FOR CHANGE ORDER OF \$20,000 TO FOTH FOR ADDITIONAL ENGINEERING CONSULTING SERVICES AS RELATED TO NEW WELL DEVELOPMENT:

Greg Bolin, Foth Infrastructure had satisfied all terms of their original agreement to provide professional services for the location, testing & analysis of three test wells within the community. With the extended work to continue with the evaluation of test well No. 1, additional costs will be incurred for continued professional services to the Village. The total change order request was \$20,000. Of the additional costs, one half of the cost would be for the geophysical consultant who collects and interprets the data and prepare reports. The other half of costs would be to Foth Infrastructure for consultation, the needed scope of services and cost estimates if the Village chose to continue with acquiring the site and land analysis. This would be a lump sum contract with no contingencies. Dir. Ratayczak stated the original change order requested was \$15,800. An additional \$4,200 was added to the total by staff in the event there were unforeseen circumstances.

The Committee questioned whether staff could handle the application process, approvals, site evaluation, etc. Dir. Ratayczak believed staff could complete some of the tasks. Chm. Kaminski wanted to further research what Village staff could complete and asked Mr. Bolin to provide a cost to complete tasks 1-4 of the additional consulting services.

MOTION made by Miller, seconded by Warren to forward to the Village Board with a positive recommendation to approve a change order in the amount of \$11,000 to Foth Infrastructure & Environment, LLC for additional engineering consulting services as related to continued new well development and by temporarily removing the following service; "Prepare a detailed Engineering Services Proposal for constructing new permanent well(s) at the site of Boring No.1 to include developing budget amounts for well drilling costs, engineering services for required activities to develop the new well sources such as site acquisition, site investigation report preparation, gaining DNR approvals, well(s) designing, bidding and construction services."

Motion carried 3-1 (Zabel)

REQUEST TO AWARD CONTRACT FOR FIRE STATION #2 CONCRETE DRIVEWAY APPROACH REPLACEMENT REBID:

Engr. Bischke explained initial bids for this project were rejected as bids received exceeded the budget by approximately 37%. At the time of bidding, unfounded speculation anticipated dramatically inflated concrete prices which were dispelled after the project's bid period. A re-bid of the project produced five bids ranging from \$51,700 to \$87,281.10. As the re-bids still exceeded the budget of \$45,000, staff will request a budget amendment to make a transfer of funds from the Fire Dept. Account to the Building and Grounds Acct.

MOTION made by Kaminski, seconded by Warren to forward to the Village Board with a positive recommendation to award a contract to T.P. Concrete for an amount of \$51,700 for the concrete driveway approach replacement at Fire Station #2.

Motion carried 3 – 1 (Zabel)

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

Engr. Bischke reported the current bid for the Fire Dept. Concrete Driveway exceeded the budgeted amount of \$45,000. The Fire Dept. had additional funds available from a vehicle purchase and approved transferring \$6,700 from their Fire Dept. Vehicles account to the Building and Grounds Fire Station account to fund the project.

MOTION made by Zabel, seconded by Miller to forward to the Village Board with a positive recommendation to approve a Resolution approving the amendments to the 2015 Budget line item transfer of \$6,700 from the Fire Department Vehicles Account to the Building and Grounds-Fire Station Account to fund the Fire Station No 2 concrete driveway approach replacement.

Motion carried unanimously.

DISCUSSION REGARDING AUDIT OF CURRENT TRASH AND RECYCLING COLLECTION:

Dir. Ratayczak reported he was working on an audit of the collection system. The 2015-2020 contract which includes semi-automated trash collection has been executed. Informational mailings to the residents will be going out this week. Trash carts are

expected to be delivered the last week of October. The new semi-automated system will begin Monday, November 2nd.

It was discovered the current Ordinance was never changed to reflect the semi-automated recycling cart collection which began in 2010. Going forward the Ordinance amendment should now include the semi-automated recycling collection and semi-automated trash collection. Dir. Ratayczak along with staff has been researching the current collection of trash and recyclables throughout the Village. The DNR Code states a community shall pick up trash and recyclables for four units and under, no commercial, no industrial. The 2015–2020 Village Contract with Waste Management had been adjusted to reflect this information. Dir. Ratayczak has created an ongoing list of Developments and collection requirements. Developer Agreement collection requirements would supersede any Ordinances with the municipality.

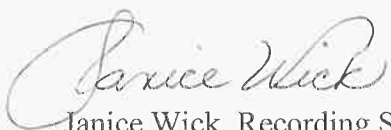
Supt. Zimmerman reported in 2008 the Village underwent an audit of the Recycling Program due to applying for Grant funds each year. The DNR felt the Ordinance wording was too vague and implied the Village was only picking up to 3 family, not including 4 family. The entire recycling and garbage collection Ordinance was changed in 2008 to reflect the current DNR rules. The Village of Germantown has historically picked recycling at any residential property whether it was a 16 family or a side by side duplex. In 1988 the Recycling Center was created to encourage recycling to all commercial, industrial and residential. In 1992 at the State level, changes were made mandating recycling. There were no guidelines on how but it had to be done. It was at that time a Recycling Ordinance was first created. The Village's first municipal contract with a waste hauler began in 1994. 18 gallon recycling totes were delivered to all residential properties multi-family included. Some multi-family received totes and others 2 yard dumpsters. The Village was always collecting recyclables for all residents. Through historical records the Village always collected four family even though the Ordinance was incorrect.

Dir. Ratayczak will continue to work on updating the Ordinance and related documents in reference to what is collected. It was further noted if the Village chose to discontinue recycling collection for properties greater than four family, it would amount to \$80,000 per year. Due to Act 10, there would be no savings to the Village as you would have to reduce the tax levy by the same amount. There is no net gain to the Village.

Trustee Miller stated on behalf of the Village President and himself, he would like to see the pickup day for Main Street changed from Fridays to Mondays. This would alleviate receptacles being left at the curb/sidewalks on weekends when establishments have a greater amount of pedestrian traffic on the sidewalks. Dir. Ratayczak had contacted Waste Management who stated they would work with the Village on making the necessary adjustments.

NEXT MEETING DATE: The next Public Works and Highway Committee meeting will be held Tuesday, November 3, 2015 at 5:00 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:26 p.m.



Janice Wick, Recording Secretary