

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **PUBLIC WORKS & HIGHWAY COMMITTEE**

DATE AND TIME: **TUESDAY, September 1, 2015 ***5:00 P.M.*****

LOCATION: **Germantown Village Hall Board Room**

- I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.
- II. **ROLL CALL:** Chairman Kaminski, Trustees Miller, Warren and Zabel
- III. **APPROVAL OF MINUTES:** August 6, 2015
- IV. **PUBLIC COMMENT:** Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there be a three minute time period, per person, with time extensions per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, NO ACTION will be taken under public comments.
- V. **UNFINISHED BUSINESS:**
 - A. Consideration of Pedestrian Accommodations for WisDOT Interstate 41 Bridge Rehabilitation Project
- VI. **NEW BUSINESS:**
 - A. Authorization to Fill Utility Maintenance Operator Position – Water Department
 - B. Contractor Request for Exception to Design Standards for Sampling Manholes – Moore Development (Kleinmann Drive)
 - C. Authorization to Pay Invoice – Adaptor Inc.
 - D. Authorization for Blanket Purchase Order – Material Processing-Recycling Center
 - E. Release Letter of Credit – Hillstone Apartments
 - F. Maintenance Agreement for Crosswalk Marking – Highway 145 (Fond du Lac Ave.)
 - G. Request to Amend State/Municipal Agreement for Non-Participating Utility Extensions/Relays Situated Around the STH 145 – Donges Bay Road Intersection
- VII. **ANNOUNCEMENTS:**
- VIII. **ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

*** Notice is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision making responsibility. This may constitute a meeting of the Village Board per State ex rel. Badke v. Greendale Village Board, even though the Village Board will not take formal action at this meeting.

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 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.

A handwritten signature in cursive script, appearing to read "Janice Wick", written in dark ink.

Janice Wick, Recording Secretary

**BUSINESS OF THE PUBLIC WORKS & HIGHWAY COMMITTEE
GERMANTOWN, WI**

MEETING DATE: September 1, 2015

AGENDA ITEM: Unfinished Business A

ITEM TITLE: CONSIDERATION OF PEDESTRIAN ACCOMMODATIONS FOR
WISDOT INTERSTATE 41 BRIDGE REHABILITATION PROJECT

SUBMITTED BY: Brionne R. Bischke, P.E., Interim DPW Director / Village Engineer

SUMMARY EXPLANATION:

Wisconsin DOT further considered this issue and found that substantial work would be required to accommodate shared use paths on these bridges, and that it would be best to reconsider this work when the bridge life cycles are anticipated to expire in 20-30 years.

ATTACHMENTS:

- E-mail explanation from Wisconsin DOT

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

Brionne Bischke

From: Jeff Retzlaff
Sent: Friday, August 14, 2015 8:51 AM
To: Brionne Bischke
Subject: FW: 1100-43-00 IH 41 Bridge Rehab Project

In light of this news, is it even worth taking to the Plan Commission and Park Commission?

*Jeffrey W. Retzlaff, AICP
Community Development Director
Zoning Administrator
Village of Germantown
N112 W17001 Mequon Road
Germantown, WI 53022
262-250-4735
jretzlaff@village.germantown.wi.us*

From: Flower, Cynthia R - DOT [mailto:Cynthia.Flower@dot.wi.gov]
Sent: Thursday, August 13, 2015 12:53 PM
To: Jeff Retzlaff <jretzlaff@village.germantown.wi.us>
Cc: DOT 11004300-USH 41 (Wash to 33) <DOT11004300USH41Washto33@dot.wi.gov>; Pluemer, Brian S - DOT <Brian.Pluemer@dot.wi.gov>; Wiesen, Joshua J - DOT <Joshua.Wiesen@dot.wi.gov>; Gard, Greg - DOT <Greg.Gard@dot.wi.gov>; Squires, Christopher G - DOT <Christopher.Squires@dot.wi.gov>; Willer, Travis L - DOT <Travis.Willer@dot.wi.gov>
Subject: FW: 1100-43-00 IH 41 Bridge Rehab Project

Jeff – Wanting to be proactive, on this issue so we sketched the typical section of the potential shared use path configuration and sent it to our Bureau of Structures for review. They have determined that in order to accommodate a shared use path on either Freistadt or Holy Hill Road would require substantial substructure work which is out of the scope of this maintenance project at this time.

However, based on the life cycle of both bridges they will likely be needing to be reconstructed in 20-30 years after these deck replacements. It might be beneficial to discuss the shared use path on the bridges at this future time.

Please feel free to call me to discuss further if you have any questions.

Cindy Flower, P.E.

30% Design Project Manager

Wisconsin Department of Transportation

141 N.W. Barstow Street
P.O. BOX 798
Waukesha, WI 53187-0798
PH: (262)548-5695
e-mail: cynthia.flower@dot.wi.gov

From: Jeff Retzlaff [mailto:jretzlaff@village.germantown.wi.us]
Sent: Wednesday, August 05, 2015 3:22 PM
To: Jacak, Joshua M - DOT
Subject: RE: 1100-43-00 IH 41 Bridge Rehab Project

**BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE
GERMANTOWN, WI**

MEETING DATE: September, 1 2015

AGENDA ITEM: New Business *A*

ITEM TITLE: Authorization to replace Water Utility Operator

SUBMITTED BY: Jim Driver, Water Utility Superintendent

SUMMARY EXPLANATION:

The Water Utility is requesting authorization to replace Utility Operator. This position is being vacated by the retirement of a long time employee.

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER **X**

RECOMMENDATION:

Staff recommends replacing the Utility position

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

UTILITY MAINTENANCE OPERATOR - Water

GENERAL STATEMENT OF DUTIES:

Performs a variety of manual tasks in maintaining and operating water pumping stations and the water distribution system; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

Employees in this class perform a variety of tasks in maintaining and operating the water distribution system in accordance with the Wisconsin Department of Natural Resources (WI DNR), and the United States Environmental Protection Agency (USEPA) standards. Employee will use acquired knowledge and skills in testing water meters, operating trucks and heavy equipment, applying chemicals, laboratory analysis, setting and repairing hydrants. Work is performed under the supervision of the Director of Public Works and Water Utility Superintendent through the Designated Operator.

EXAMPLES OF WORK: (Illustrative Only)

Installs, repairs and cleans water mains, fire hydrants and valves of various sizes;
Makes water taps and installs water meters;
Repairs broken or leaking water mains and defective fire hydrants;
Test water meters for accuracy and cleans and repairs as needed;
Takes water meter readings;
Locates stop boxes, raising and adjusting them as needed;
Does masonry work;
Plows snow and salts roads as required;
Operates a chain saw in removing trees and brush;
Performs routine maintenance on departmental vehicles and equipment;
Collects water samples and tests for various parameters as required;
Takes daily pump readings;
Performs routine maintenance work on pumps and other electrical devices, including SCADA system and computer;
Picks up trash and debris;
Cuts grass in parks and utility sites;
Empties and fills reservoirs and elevated tanks, sterilizing them as required;
Drives a dump truck hauling gravel, dirt, salt, fill or other material;
Operates heavy equipment as assigned;
Performs maintenance on gas and diesel vehicles or equipment as assigned;
Assists in keeping the Village garages and pump stations in a clean and orderly condition;
Fills out work sheets allocating time spent to various projects;
Exercise gate valves;
Fills and maintains chemical tanks and pumps;
Communicates with water customers;
This position will be in responsible charge of the water utility whenever the Director of Public Works, Water Utility Superintendent, and Designated Operator are absent.
All other duties as may be assigned or required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of philosophies, practices and principles relating to the operation of a water distribution system. The ability to develop and maintain an effective relationship with the public and to communicate both verbally and in writing. Shall possess a grade 1 Water Supply Certification with subgrades G and D issued by the Wisconsin Department of Natural Resources, or equivalent through reciprocity.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Completion of standard high school course work supplemented by studies in mechanics and electrical wiring and controls, or any equivalent combination of experience and training which provides the required knowledge, skill, and ability. Considerable knowledge of maintenance and repair procedures of mechanical and electrical equipment used in the conveyance of potable water. Experience in distribution system maintenance procedures and principles, good physical condition, and the ability to enter into, and complete work assignments in confined space areas and be physically able to use self contained breathing apparatus. The ability to maintain records of inspection and maintenance of all equipment. The ability to read gauges and meters accurately and to follow oral and written work instructions. The applicant must possess a valid Motor Vehicle Operators Certificate issued by the State of Wisconsin. Applicant must have a CDL drivers license or the ability to obtain same within 6 months of hiring. Must meet all D.O.T. requirements

PHYSICAL DEMANDS:

While performing the duties of this position, the employee will be required to climb ladders, climb stairs, walk through mud and on irregular surfaces, climb over construction debris, and have a good sense of balance. Good corrected vision both near and far is required. The ability to communicate via a two-way radio is required. Work will be performed under all weather conditions.

The employee must have the physical ability, strength and mobility necessary to complete the duties independently and in concert with others; the ability to repetitively lift and move objects weighing up to 90 pounds without assistance approximately four times per day, and to lift and move objects weighing up to 200 pounds in concert with others approximately five times per week.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work environment has a moderate noise level.

Prepared by: Director of Public Works
Updated: January, 2005

EMPLOYEE VACANCY JUSTIFICATION WORKSHEET

All positions left vacant by retirement, quitting, or termination need to complete the following worksheet before the vacant position may be advertised or filled. This worksheet shall not pertain to temporary, seasonal, and sworn public safety employees.

Vacancy Justification Worksheet

Position to be filled: Utility Operator

Department: Water

Pay: \$22.38

How long was the previous personnel in position: 30 yrs

Can the Position be:

Deferred for a period of time? ☐ Yes ☒ No:

Why: The water utility operator with 4 full time employees. They are responsible for six high production wells, two Radium Removal Facilities, 5000 water meters, thousands of valves & hydrants. The water utility is required to take several thousand water samples annually. Do water main & lateral repairs. Respond to residents as well as contractors needs. House keeping duties. Share 30% of Diggers Locates

Transferred or shared with existing staff: ☐ Yes ☒ No:

Why: We are already short staffed

Consolidated with another position? Yes ☐ No: ☒

Why: All position are spread thin now

Privatized/Contractual?: ☐ Yes ☒ No:

Why: It is not workable with the type of service the utility is required provide.

** Attach current job description and department organizational chart and submit to



Department Director

Signature/approval



Village Administrator

Signature/Approval

8/27/2015

Date

8-27-15

Date

**BUSINESS OF THE PUBLIC WORKS & HIGHWAY COMMITTEE
GERMANTOWN, WI**

MEETING DATE: September 1, 2015

AGENDA ITEM: New Business B

ITEM TITLE: CONTRACTOR REQUEST FOR EXCEPTION TO DESIGN
STANDARDS FOR SAMPLING MANHOLES – MOORE
DEVELOPMENT (KLEINMANN DRIVE)

SUBMITTED BY: Brionne R. Bischke, P.E., Interim DPW Director / Village Engineer

SUMMARY EXPLANATION:

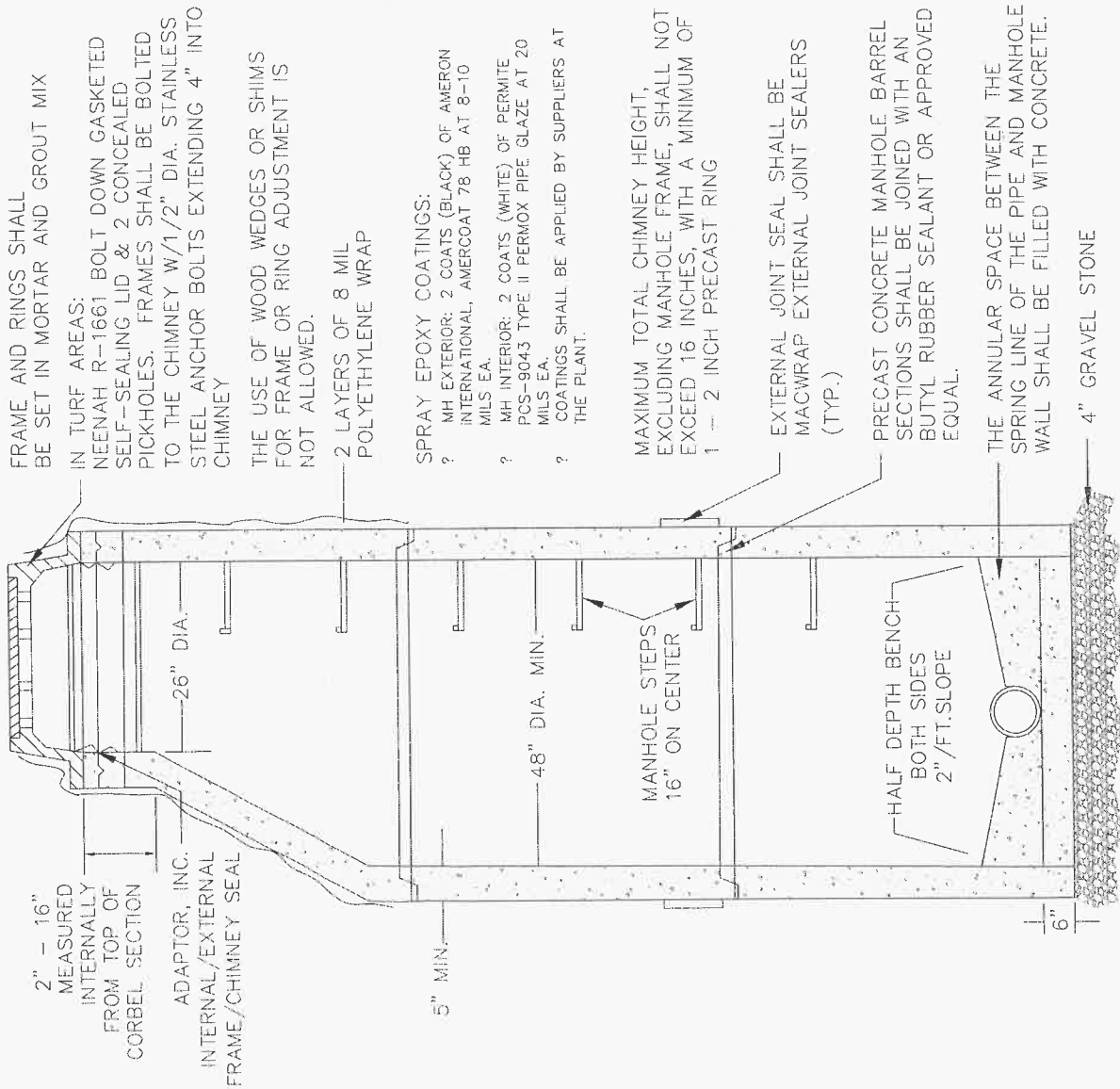
Moore Development's utility contractor Stockhausen is requesting post-installation exception to Village Design, Drafting & Construction Standards & Specifications. Despite these standards being clearly presented on the construction drawings as Sampling Manhole Details for both Lots #1 and #4, Stockhausen ordered and installed non-conforming sampling manholes for both lots. As a result, the Wastewater Utility rejected the non-conforming sampling manholes. In response, Stockhausen requested appeal of this rejection.

ATTACHMENTS:

- Sampling Manhole Detail from Lot #1 construction drawings
- Sampling Manhole Detail from Lot #4 construction drawings

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.



FRAME AND RINGS SHALL BE SET IN MORTAR AND GROUT MIX

IN TURF AREAS:

NEENAH R-1661 BOLT DOWN GASKETED SELF-SEALING LID & 2 CONCEALED PICKHOLES. FRAMES SHALL BE BOLTED TO THE CHIMNEY W/1/2" DIA. STAINLESS STEEL ANCHOR BOLTS EXTENDING 4" INTO CHIMNEY

THE USE OF WOOD WEDGES OR SHIMS FOR FRAME OR RING ADJUSTMENT IS NOT ALLOWED.

2 LAYERS OF 8 MIL POLYETHYLENE WRAP

SPRAY EPOXY COATINGS:

- ? MH EXTERIOR: 2 COATS (BLACK) OF AMERON INTERNATIONAL, AMERCOAT 78 HB AT 8-10 MILS EA.
- ? MH INTERIOR: 2 COATS (WHITE) OF PERMITE PCS-9043 TYPE II PERMOX PIPE GLAZE AT 20 MILS EA.
- ? COATINGS SHALL BE APPLIED BY SUPPLIERS AT THE PLANT.

MAXIMUM TOTAL CHIMNEY HEIGHT, EXCLUDING MANHOLE FRAME, SHALL NOT EXCEED 16 INCHES, WITH A MINIMUM OF 1 - 2 INCH PRECAST RING

2" - 16" MEASURED INTERNALLY FROM TOP OF CORBEL SECTION

ADAPTOR, INC. INTERNAL/EXTERNAL FRAME/CHIMNEY SEAL

5" MIN.

48" DIA. MIN.

MANHOLE STEPS 16" ON CENTER

EXTERNAL JOINT SEAL SHALL BE MACWRAP EXTERNAL JOINT SEALERS (TYP.)

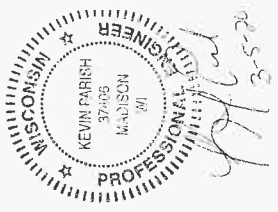
PRECAST CONCRETE MANHOLE BARREL SECTIONS SHALL BE JOINED WITH AN BUTYL RUBBER SEALANT OR APPROVED EQUAL.

THE ANNULAR SPACE BETWEEN THE SPRING LINE OF THE PIPE AND MANHOLE WALL SHALL BE FILLED WITH CONCRETE.

4" GRAVEL STONE

6"

HALF DEPTH BENCH BOTH SIDES 2"/FT. SLOPE



REVISIONS
GERMANTOWN SITE PLAN REVIEW 4/14/12
GERMANTOWN REVISION 7/18/2014
PERMANENT SET 01/12/2015

DATE
JANUARY 12, 2015

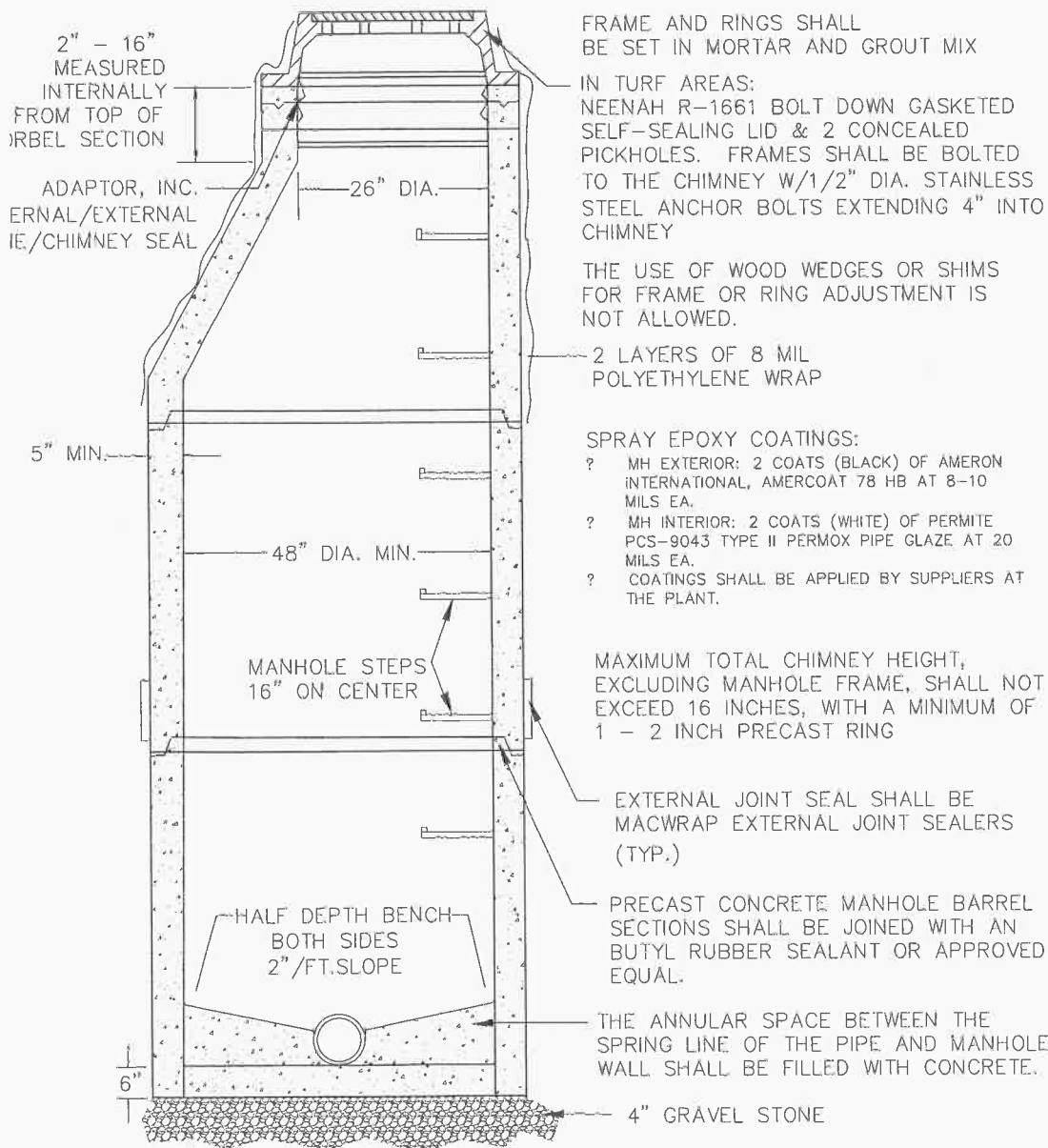
PROJECT CODE
MGO-107201

SHEET TITLE
SITE, UTILITY
PAVING PLAN
LOT 4

SHEET NUMBER
C2.

CONTRACT NO. 201
ALL RIGHTS RESERVED

SAMPLING MANHOLE DETAIL



SAMPLING MANHOLE DETAIL

REVISIONS

GERMANTOWN SITE PLAN REVIEW 4/14/2014
GERMANTOWN REVISION 7/18/2014

DATE

JULY 18, 2014

PROJECT CODE

MGO-1072013

SHEET TITLE

SITE, UTILITY & PAVING PLAN
LOT 1

SHEET NUMBER

C3.1

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**BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE
GERMANTOWN, WI**

MEETING DATE: September 1, 2015

AGENDA ITEM: New Business C

ITEM TITLE: Authorization to Pay Invoice – Adaptor Inc.

SUBMITTED BY: Timothy K. Zimmerman – Wastewater Superintendent

SUMMARY EXPLANATION:

I am seeking authorization to pay the attached invoice number 24084 to Adaptor Inc. in the amount of \$2,040.00 for manhole chimney seals. Finance Director Rath asked me to come before this committee for authorization because this was the fifth invoice for this amount over the past 3 months and she feels that it is a violation of the Village Purchasing Policy to make multiple purchases from the same vendor for similar materials. Materials purchased were used for in-house manhole rehabilitation at multiple locations throughout the Village. In the future, she is requesting that I do a blanket PO for these materials.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER__X__

RECOMMENDATION:

It is staff's recommendation to approve the payment of invoice number 24084 to Adaptor Inc. for the amount of \$2,040.00, from account number 60-8330-530-8313 Collection System Maintenance.

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.



Adaptor, Inc.
2151 S. 54th St
WEST ALLIS, WI 53219

Phone: 414 764-6733
Fax: 414 764-1494

Invoice No.: 24084

Page No.: 1

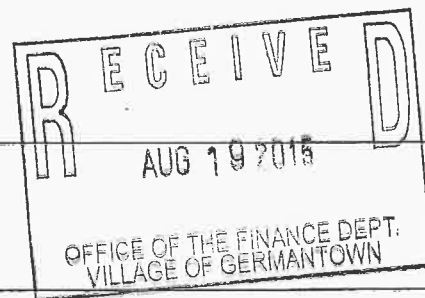
Date: 08/12/15

Customer No.: VILL-GERM-SEWER

Bill To:

VILLAGE OF GERMANTOWN -SEWER
N122 W17177 FOND DU LAC AVE.
P.O. BOX 337
GERMANTOWN, WI 53022

Ship To:



Customer Phone #
262 253-7765

Fax #
262 250-4702

FAX / EMAIL INV. 262-253-8255

Shipped VIA OUR TRUCK	Terms NET 30 DAYS	Ship Date 08/17/15	P.O. Number VERBAL TIM	REP ID #: ADAPTOR
Quantity	Description		Unit Price	Extended Amount
10.00	DIST-INTERNAL/EXTERNAL ADAPTOR SEAL NEENAH 1661 W/16" SLEEVE		204.00	2,040.00

Item Total 2,040.00

Shipping & Handling 0.00
Sales Tax 0.00

Invoice Total 2,040.00

Total Due \$ 2,040.00



VENDOR # 01037
ACCT. # 60.830.530.8313
DISC. \$ _____
APPROVAL _____

THANK YOU FOR THE ORDER

Bill To:

VILLAGE OF GERMANTOWN -SEWER
N122 W17177 FOND DU LAC AVE.
P.O. BOX 337
GERMANTOWN, WI 53022

Ship To:

RECYCLE CENTER

Customer Phone #

262 253-7765

Fax #

262 250-4702

EMAIL INV.

Shipped VIA OUR TRUCK	Terms NET 30 DAYS	Ship Date 06/02/15	P.O. Number VERBAL TIM	REP ID #: ADAPTOR
Quantity	Description		Unit Price	Extended Amount

10.00	DIST-INTERNAL/EXTERNAL ADAPTOR SEAL NEENAH 1661 W/16" SLEEVE	204.00	2,040.00
-------	---	--------	----------

600-830-530-8313 (tu)

Item Total 2,040.00

Shipping & Handling 0.00
Sales Tax 0.00

Invoice Total 2,040.00

Total Due \$ 2,040.00

VENDOR #	<u>01037</u>
ACCT. #	_____
DISC. #	_____
APPROVAL	<u>[Signature]</u>

THANK YOU FOR THE ORDER



Adaptor, Inc.
2151 S. 54th St
WEST ALLIS, WI 53219

Phone: 414 764-6733
Fax: 414 764-1494

Invoice No.: 23621
Page No.: 1
Date: 06/17/15
Customer No.: VILL-GERM-SEWER

Bill To:

VILLAGE OF GERMANTOWN -SEWER
N122 W17177 FOND DU LAC AVE.
P.O. BOX 337
GERMANTOWN, WI 53022

Ship To:

60-830-530-8313 (TW)

Customer Phone #

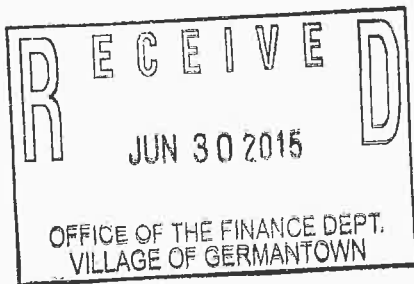
262 253-7765

Fax #

262 250-4702

EMAIL INV.

Shipped VIA OUR TRUCK	Terms NET 30 DAYS	Ship Date 06/24/15	P.O. Number VERBAL TIM Z.	REP ID #: ADAPTOR
Quantity	Description		Unit Price	Extended Amount
10.00	SEAL-INTERNAL/EXTERNAL ADAPTOR NEENAH 1661 W/16" SLEEVE		204.00	2,040.00



Item Total	2,040.00
Shipping & Handling	0.00
Sales Tax	0.00
Invoice Total	2,040.00
Total Due \$	2,040.00



VENDOR #	01037
ACCT. #	60-830-530-8313 (TW)
DISC. \$	
APPROVAL	[Signature]

THANK YOU FOR THE ORDER



Adaptor, Inc.
2151 S. 54th St
WEST ALLIS, WI 53219

Phone: 414 764-6733
Fax: 414 764-1494

Invoice No.: 23738

Page No.: 1

Date: 07/01/15

Customer No.: VILL-GERM-SEWER

Bill To:

VILLAGE OF GERMANTOWN -SEWER
N122 W17177 FOND DU LAC AVE.
P.O. BOX 337
GERMANTOWN, WI 53022

Ship To:

P.O. Typed

SAME

60-830-530-8313 (TW)

Customer Phone #

262 253-7765

Fax #

262 250-4702

EMAIL INV.

Shipped VIA OUR TRUCK	Terms NET 30 DAYS	Ship Date 07/08/15	P.O. Number VERBAL TIM	REP ID #: ADAPTOR
Quantity	Description		Unit Price	Extended Amount
10.00	DIST-INTERNAL/EXTERNAL ADAPTOR SEAL NEENAH 1661 W/16" SLEEVE		204.00	2,040.00

Item Total 2,040.00

Shipping & Handling 0.00
Sales Tax 0.00

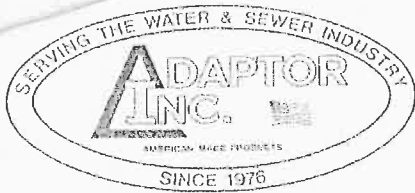
Invoice Total 2,040.00

Total Due \$ 2,040.00

VENDOR #	
ACCT. #	
DISC. #	
APPROVAL	

VENDOR #	01037
ACCT. #	
DISC. \$	
APPROVAL	

THANK YOU FOR THE ORDER



Adaptor, Inc.
2151 S. 54th St
WEST ALLIS, WI 53219

Phone: 414 764-6733
Fax: 414 764-1494

Invoice No.: 23894
Page No.: 1
Date: 07/22/15
Customer No.: VILL-GERM-SEWER

Bill To:

VILLAGE OF GERMANTOWN -SEWER
N122 W17177 FOND DU LAC AVE.
P.O. BOX 337
GERMANTOWN, WI 53022

Ship To:

SAME

60-830-530-8313
CW

Customer Phone #
262 253-7765

Fax #
262 250-4702

FAX INV. 262-253-8255

Shipped VIA OUR TRUCK	Terms NET 30 DAYS	Ship Date 07/22/15	P.O. Number VERBAL TIM	REP ID #: ADAPTOR
Quantity	Description		Unit Price	Extended Amount
10.00	DIST-INTERNAL/EXTERNAL ADAPTOR SEAL NEENAH 1661 W/16" SLEEVE		204.00	2,040.00

Item Total 2,040.00

Shipping & Handling 0.00
Sales Tax 0.00

Invoice Total 2,040.00

Total Due \$ 2,040.00

VENDOR # 01037
ACCT. #
DISC. #
APPROVAL [Signature]

THANK YOU FOR THE ORDER

**BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE
GERMANTOWN, WI**

MEETING DATE: September 1, 2015

AGENDA ITEM: New Business D

ITEM TITLE: Authorization for a Blanket Purchase Order for the Recycling Center for Material Processing

SUBMITTED BY: Timothy K. Zimmerman – Wastewater Superintendent

SUMMARY EXPLANATION:

I am seeking a blanket purchase order for Max R Recovery for material processing for the remainder of the year. I estimate the cost for the remainder of the year will not exceed \$12,000.00. Daily operational costs are at \$3,313.00 for 8.5 hours of processing.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER

RECOMMENDATION:

It is staff's recommendation to approve the Blanket P.O. to Max R Recovery for the amount not to exceed \$12,000.00. And to forward the same recommendation onto the Village Board for approval. Funds to be allocated from Recycling Budget line item 10-546-570-7960.

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

**BUSINESS OF THE PUBLIC WORKS & HIGHWAY COMMITTEE
GERMANTOWN, WI**

MEETING DATE: September 1, 2015

AGENDA ITEM: New Business E

ITEM TITLE: RELEASE LETTER OF CREDIT – HILLSTONE APARTMENTS

SUBMITTED BY: Brionne R. Bischke, P.E., Interim DPW Director / Village Engineer

SUMMARY EXPLANATION:

Scott Bence of J.B.J. Companies requested release of the \$11,800.00 remaining letter of credit (LOC) for the Hillstone Apartments development located on the west side of Fond du Lac Ave. a few properties north of the Donges Bay Rd. intersection. The Committee had reduced the LOC from \$22,000.00 to \$11,800.00 during its Oct. 7, 2014 meeting. Staff inspected all items covered by the LOC and found everything satisfactory.

ATTACHMENTS:

- Exhibit A of the Hillstone Apartments Development Agreement
- Excerpt of Committee's Oct. 7, 2014 Minutes

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

EXHIBIT "A"

HILLSTONE APARTMENTS DEVELOPMENT AGREEMENT

<u>Item Description</u>	<u>Basis</u>	<u>Estimated Amount</u>
Water Supply Facility	1.02	\$ 12,000
Site Grading, Erosion Control and Landscaping	1.04, 1.06	\$ 1,000
Sidewalk	1.08	\$ 9,000
Sub-Total		<u>\$22,000</u>
Improvement Review Fee: Minimum Fee	4.03	\$5,000*
Professional Fees (Attorney)	4.04	\$ 400*
Inspection Fees (Estimate by Village)	4.04	\$ 200*
Data Conversion Fee	4.06	\$ 300*
Sub-Total		<u>\$5,900</u>
Total		<u>\$27,900</u>
* Amount to be Paid at Time of Signing		<u>\$5,900</u>
INITIAL LETTER OF CREDIT AMOUNT		<u>\$22,000</u>

(Impact, Connection & RCA fees to be computed & paid for at the time of Building Permit issuance)

Water: (\$832.00 x REC in 2014) where REC=Number of UNITS x 0.333)	4.02
Fire: (\$0.63549/\$1000 of building cost)	4.02
Police: (\$0.2809/\$1000 of building cost)	4.02
Sanitary Sewer Connection Fees	4.02
(\$3,572 x REC in 2014) where REC=Number of UNITS x 0.333)	

Developer or Owner

Dan Ludwig, P.E., Director of Public Works

Print Name: _____

 **LETTER OF CREDIT REDUCTION – HILLSTONE APARTMENTS:** Dir. Ludwig reported the developer had installed the water main and hydrant to the 10 family apartment building. The work was inspected and accepted by staff.

MOTION made by Vanderheiden, seconded by Zabel authorizing the Letter of Credit reduction of \$10,200 for the Hillstone Apartments located on Fond du Lac Avenue.

Motion carried unanimously.

CONVEYANCE OF RIGHTS IN LAND TO WDOT – FDL AVENUE ROUNDABOUT:

Dir. Ludwig reported as part of the Fond du Lac/Donges Bay Road roundabout project, WIDOT uses a standard conveyance of rights document for utilities located on and off the right of way. An existing water main was located at the southeast quadrant of the intersection. The conveyance of rights does not require a relocation of the Village's utility but gives the WDOT the right to work on top of the Village's utility through the construction period. The Village's Attorney reviewed the document and found it acceptable to forward to the Village Board for approval.

MOTION made by Warren, seconded by Zabel to forward to the Village Board with a positive recommendation to approve signing the Conveyance of Rights to WIDOT for the existing water main in the SE quadrant of Fond du Lac Avenue and Donges Bay Road for the STH 145 Project 2475-00-22 Plat 4.01.

Motion carried unanimously.

RIVERSBEND LANE RECONSTRUCTION PROJECT – SCHEDULING UPDATE:

Engr. Bischke received notification from Payne and Dolan who reported the reconstruction of Riversbend Lane in year 2014 was not feasible due to late notice to proceed because of delayed Panda Express approvals and numerous commitments to other projects. Payne and Dolan did not want to commit to a project of this magnitude due to weather conditions that might have prohibited them from completing the project to the normal performance specifications and standards. Year 2014 project costs for Riversbend Lane will remain the same for 2015.

MOTION made by Warren, seconded by Kaminski authorizing the delay of the Riversbend Lane reconstruction project until the year 2015 construction season.

Motion carried 3-1 (Zabel)

CHANGE ORDER – WALL INSPECTION FOR AIR GAS: The Village retained R.A. Smith National to inspect the retaining wall construction at the Air Gas site for a cost of \$7,000. As part of the Developer's Agreement, Air Gas will reimburse the Village for costs associated with the wall inspection. The original contract amount for the inspection had been entirely used and the wall was only half finished. R.A. Smith National believed an additional \$5,000 would be needed to inspect the wall to its completion. Discussion continued.

**BUSINESS OF THE PUBLIC WORKS & HIGHWAY COMMITTEE
GERMANTOWN, WI**

MEETING DATE: September 1, 2015

AGENDA ITEM: New Business F

ITEM TITLE: MAINTENANCE AGREEMENT FOR CROSSWALK MARKING –
HIGHWAY 145 (FOND DU LAC AVE.)

SUBMITTED BY: Brionne R. Bischke, P.E., Interim DPW Director / Village Engineer

SUMMARY EXPLANATION:

Wisconsin DOT is planning a maintenance mill-and-fill project along STH 145 between Francese Dr. and CTH P. They would like to stripe crosswalks at numerous intersections along the corridor; however, their practice is not to install the crosswalk striping unless the municipality agrees with maintain them.

ATTACHMENTS:

- Maintenance Agreement for Crosswalk Marking – Highway Pavement Marking

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

Permit # SE-66-010

MAINTENANCE AGREEMENT FOR CROSSWALK MARKING - HIGHWAY PAVEMENT MARKING

APPLICANT (City, Village, Town) Village of Germantown	COUNTY: Washington
--	-----------------------

Is hereby authorized to maintain crosswalk pavement marking on or along the state highway noted below

This will serve as an agreement for the requestor to maintain crosswalk pavement marking following construction. The markings will be installed as part of Construction Project ID # 2475-12-30/60 at WISDOT cost.

Crosswalks (Specify Type) Crosswalk Markings (See Fig. 3B-15 of the MUTCD)	Stop Lines N/A	Curbs N/A
Parking Stalls N/A	Word Message or Arrows N/A	
Location (On STH/USH) STH 145	Local Street Name See locations below and map attached	At Street Name See list below
Description/Type Pedestrian crosswalk pavement markings consisting of : (Preformed Thermoplastic) Francesse Drive Sylvan Circle Pilgrim Rd Park Ave		
Address and phone # of municipality: Brionne Bischke, Interim DPW Director N112 W17001 Mequon Road PO Box 337 Germantown, Wis 53022		

The above named municipality hereby assumes full responsibility for costs of maintaining all markings authorized and shall hold harmless the State of Wisconsin and the Wisconsin Department of Transportation from any claims resulting from action

by the local unit of government. All markings will conform with the *Manual on Uniform Traffic Control Devices* as to color, size and location.

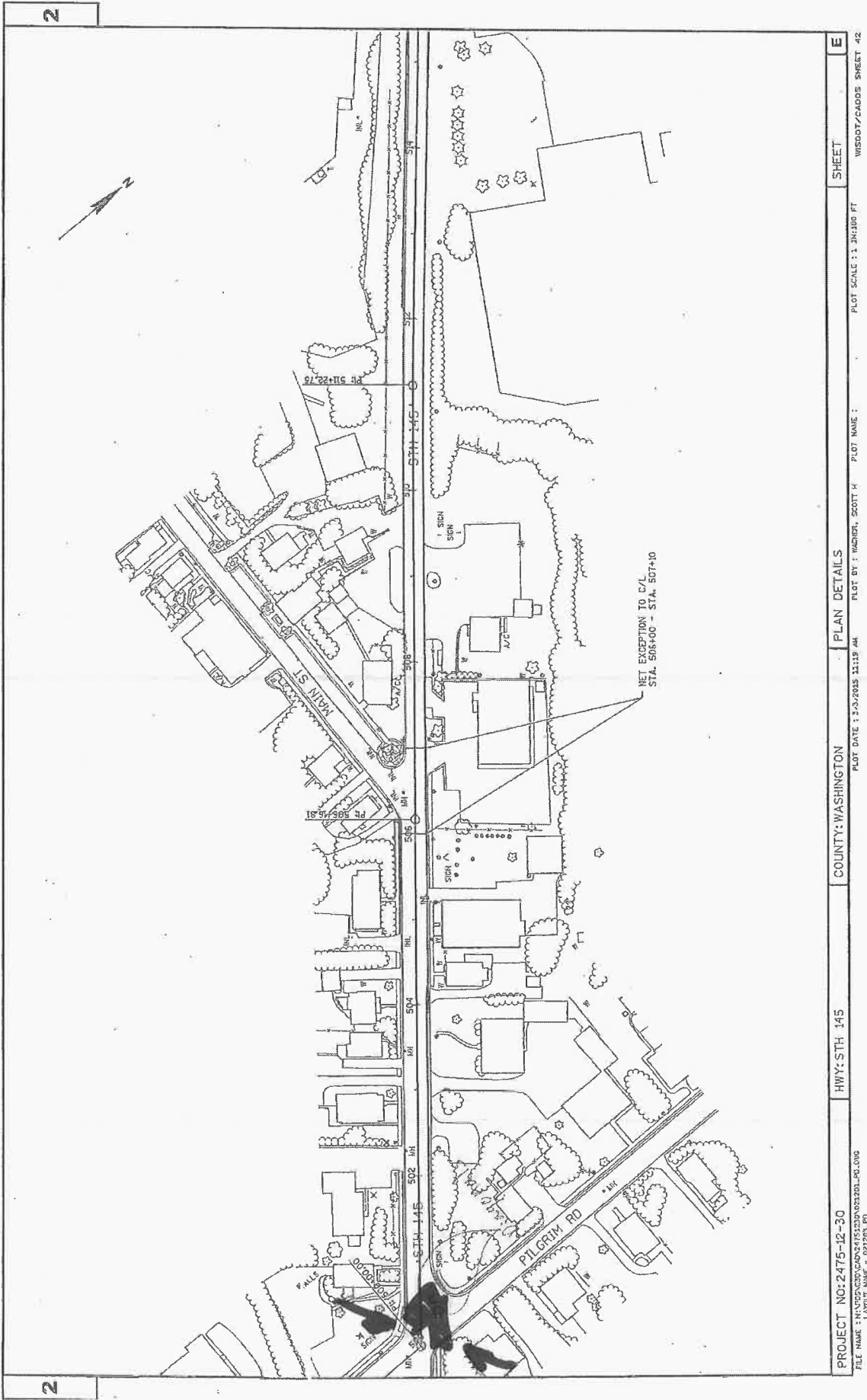
Conditions:

- 1. Municipality shall maintain crosswalk markings or remove them in their entirety if no longer desired.
- 2. see attached indemnification

Name of Authorized Official (print)	Title
✓ _____ <i>Signature</i>	✓ _____ <i>Date</i>

APPROVED for the Wisconsin Department of Transportation:	
✓ _____ <i>Traffic Operations Engineer SE REgion</i>	✓ _____ <i>Date</i>

N:spo/operations/traffic ops/permits/crosswalk marking permits/Washington county/SE 66-010 STH 145 in Village of Germantown



PROJECT NO: 2475-12-30

FILE NAME: N:\PROJECTS\2475-12-30\2475-12-30.DWG

LAYOUT NAME: 021001.DWG

HWY: STH 145

COUNTY: WASHINGTON

PLAN DETAILS

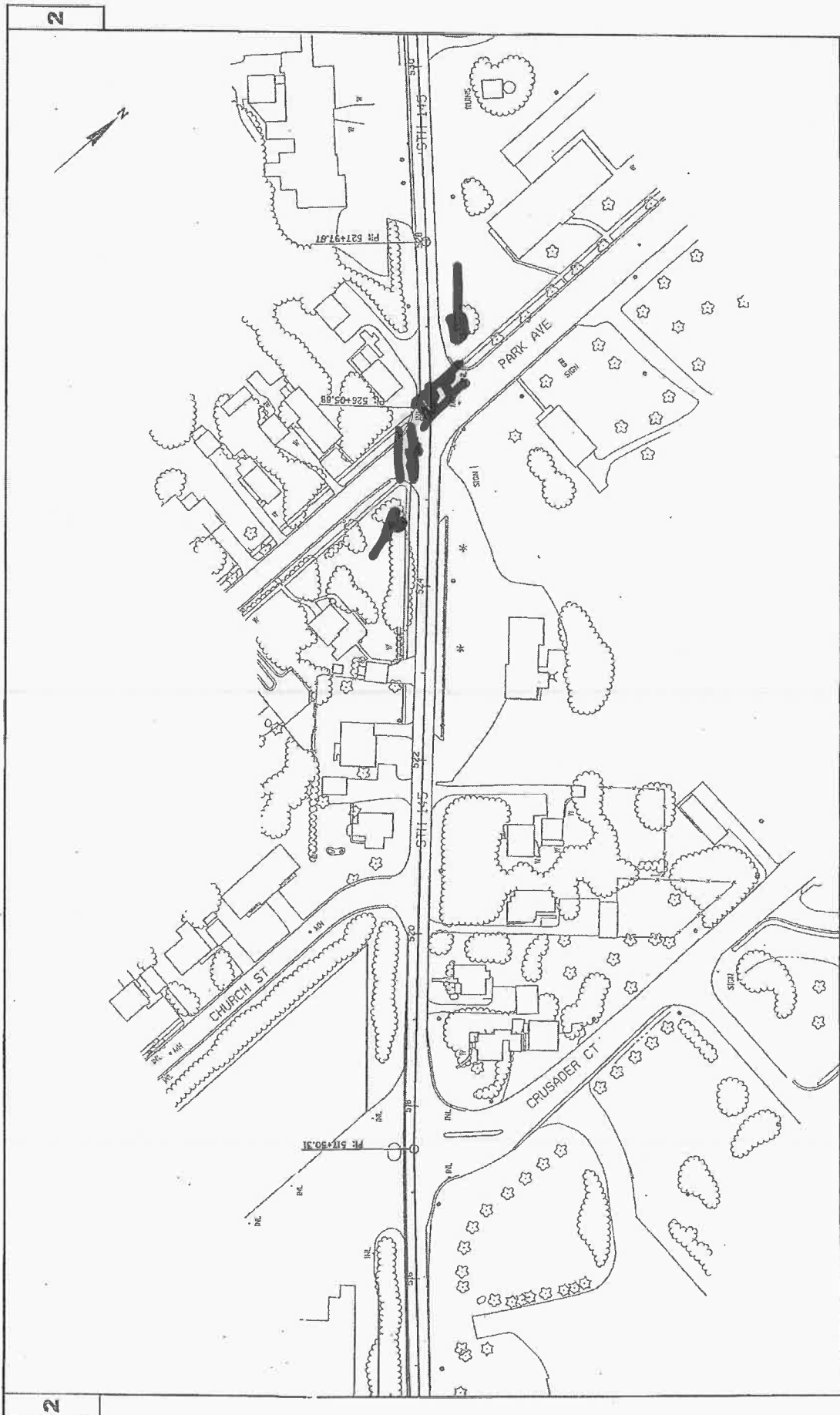
PLT BY: T. WAGNER, SCOTT H

PLT SCALE: 1"=100' FT

SHEET

E

WISDOT/CADDIS SHEET 42



2

2

**BUSINESS OF THE PUBLIC WORKS & HIGHWAY COMMITTEE
GERMANTOWN, WI**

MEETING DATE: September 1, 2015

AGENDA ITEM: New Business 

ITEM TITLE: REQUEST TO AMEND STATE/MUNICIPAL AGREEMENT FOR
NON-PARTICIPATING UTILITY EXTENSIONS/RELAYS
SITUATED AROUND THE STH 145 – DONGES BAY ROAD
INTERSECTION

SUBMITTED BY: Brionne R. Bischke, P.E., Interim DPW Director / Village Engineer

SUMMARY EXPLANATION:

The Village Board authorized an initial version of the State/Municipal Agreement (SMA) presented by the former DPW Director during its Feb. 16, 2015 meeting. That version of the SMA presented a placeholder of \$10,000 for Village-responsible non-participating costs. In Aug. 2015, the Village received a letter in which the Wisconsin DOT estimated \$441,893.83 of Village-responsible non-participating costs. Village Engineering Dept. staff subsequently estimated \$651,873.66 of total Village-responsible non-participating costs, \$396,813.43 of which would benefit and be funded by TIF #4. Of the remainder, \$214,935.72 would be funded by the Water Utility and \$40,124.51 would be funded by the Wastewater Utility.

ATTACHMENTS:

- Excerpt of Village Board's Feb. 16, 2015
- State/Municipal Agreement
- Wisconsin DOT "Contract Let" letter
- Staff's Cost Estimate

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

NEW BUSINESS:

- A. **Ordinance No. 03-15** Amending the Zoning Code of the Village of Germantown to Rezone Portions of the Lands From the A-1: Agricultural District to the Rs-1: Single Family and A-2: Agricultural District; 2-Lot Certified Survey Map (CSM) for Parcel #051-997 (W200N14144 Rocky Lane, Richfield, WI; ½ Mile North of Cedar Lane), Richard & Catherine Evers, Agent for John & Ellen Kuber, Property Owner and Applicant
MOTION (Baum/Warren) to approve as presented. Correction to approval page to read Village Board President. **Motion carried.**

- ➔ B. Request for Approval of State/Municipal Agreement for Fond du Lac Ave – Donges Bay Road Intersection & Utility Update
Director Ludwig presented information regarding the roundabout project at Fond du Lac and Donges Bay Road for 2016. Asked DOT to consider improving our storm sewer while on this project. It will impact a number of our utilities with relocations and abandonments as well as relaying and lowering of water main. Due to the impact of the project would like to extend utilities to the north to get them out of the intersection and to avoid future impacts by getting them out of the DOT right of way. All expenses are TIF eligible as the 1994 plan mentioned these as possible projects. No cost for liability insurance or delay of contractors. Requesting to use TIF 4 funds to fund the project. This fits within the DOT timeline as well. Requesting approval and signing of the agreement. Discussion of project, which will be done in conjunction with DOT project, using their contractor, their traffic control and their contract. We don't have to supply a separate contractor which leaves us out of the liability issue. Our responsibility to reimburse the DOT and to inspect the sewer to be sure it is installed correctly. **MOTION (Baum/Kaminski) to approve the request as presented.** Discussion of a vacant lot the Village has there with a lateral indicated to be abandoned and consideration to not do so for possible future development. **MOTION (Baum/Kaminski) to amend to put a new lateral back in for this one, 8 in favor, 1 opposed (Warren), carried.** Discussion of consideration of special assessments in this area. **MOTION (Zabel/Baum) to amend to direct staff to bring back a special assessment resolution for those properties that do not have sewer and water, for consideration.** Discussion of it being a TIF project, TIF funded and consideration of special assessments and where assessed funds end up. **8 in favor, 1 opposed (Vanderheiden), carried. Motion as amended, by roll call vote, carried.**

- C. Request to Award Water Main Contract – Appleton Ave Extension and Lakewood Condos Relay Contract
Engineer Bischke presented information on the proposed contract. **MOTION (Baum/Kaminski) to award the water main contract for Appleton Ave Extension and Lakewood Condos Relay contract to Advance Construction in the amount of \$538,000.** Discussion of need for easement and process to obtain it, rates required by PSC. **Roll call vote, 8 in favor, 1 opposed (Zabel), carried.**

- D. Recommendation to Lower Speed Limit on Donges Bay Road to 35 mph Between Division Road and Fond du Lac Ave
MOTION (Hughes/Kaminski) to approve as requested. Discussion: Engineer



**STATE/MUNICIPAL AGREEMENT
FOR A STATE- LET HIGHWAY
PROJECT**

Date: January 13 2015.

I.D.: 2475-00-00/20/70

Road Name: STH 145

Limits: Donges Bay Road Intersection

County: Washington

Roadway Length: 0.01 miles

The signatory Village of Germantown, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: Improvement

Proposed Improvement - Nature of work: As determined by project scoping.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality: A nominal amount is included to cover items in paragraph 4 (to be adjusted in the final plan).

TABLE 1: SUMMARY OF COSTS

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%*
Preliminary Engineering:					
Plan Development	\$ 329,250	\$ 329,250	100%	\$ -	0%
Real Estate Acquisition:					
Acquisition	\$ 500,000	\$ 500,000	100%	\$ -	0%
Compensable Utilities	\$ -	\$ -	100%	\$ -	0%
Construction:					
Participating	\$ 2,150,000	\$ 2,150,000	100%	\$ -	0%
New Sidewalk	\$ 35,000	\$ 35,000	100%	\$ -	0%
Non-Participating	\$ 10,000	\$ -	0%	\$ 10,000	100%
Total Cost Distribution	\$ 3,024,250	\$ 3,014,250		\$ 10,000	

* See Item 9 Basis for local participation in Terms and Conditions

This request is subject to the terms and conditions that follow (pages 2 -- 4) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of the Village of Germantown (please sign in blue ink)		
Name <u>[Signature]</u>	Title <u>Village President</u>	Date <u>2-19-15</u>
Signed for and in behalf of the State (please sign in blue ink)		
Name _____	Title <u>SE Region Planning Chief</u>	Date _____

TERMS AND CONDITIONS:

1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceed Federal/State financing commitments or are ineligible for Federal/State financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table that show Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality. The costs listed in Table 1: Summary of Costs are approximate costs unless otherwise noted. The Municipality will be responsible for actual costs incurred.
3. Funding of each project Phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or State transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter and bridge costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
 - (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
4. Work necessary to complete the improvement to be financed entirely by the Municipality or other Utility or Facility Owner includes the following items:

- (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Roadway and Bridge width in excess of standards.
 - (d) Construction inspection, staking and material testing and acceptance for construction of sanitary sewer and water main.
 - (e) Parking lane costs.
 - (f) Coordinate, clean up, and fund any hazardous materials encountered for city utility construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
5. As the work progresses, the Municipality will be billed for work completed which is not chargeable to Federal/State funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
 6. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
 7. The work will be administered by the State and may include items not eligible for Federal/State participation.
 8. The Municipality shall at its own cost and expense:
 - (a) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the State and shall make ample provision for such maintenance each year. This agreement does not remove the current municipal maintenance responsibility.
 - (b) Maintain all items outside the travel lane along the project, to include but not limited to parking lanes, curb and gutter, drainage facilities, sidewalks, multi-use paths, retaining walls, pedestrian refuge islands, landscaping features and amenities funded by community sensitive solutions.
 - (c) Maintain and accept responsibility for the energy, operation, maintenance, repair and replacement of the lighting system.
 - (d) Prohibit angle parking.
 - (e) Regulate parking along the highway. The municipality will file a parking declaration with the state.
 - (f) Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy which has equal or more restrictive controls.
 - (g) Provide complete plans, specifications and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions or claims resulting from the sanitary sewer and water system construction.
 - (h) Maintain all community sensitive solutions and/or enhancement funded items.
 - (i) Coordinate with the state on changes to highway access within the project limits.
 - (j) In cooperation with the state, assist with public relations for the project and announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
 - (k) Maintain signs and pavement markings not necessary for the safe and efficient movement of traffic (no parking signs, crosswalk pavement markings not at signalized intersections, etc).

9. Basis for local participation: Participation is based on actual costs incurred, all costs listed in Table 1: Summary of Costs are approximate costs unless otherwise noted.
- (a) Funding for preliminary engineering 100% State
 - (b) Funding for real estate required for standard roadway construction, 100% State
 - (c) Funding for construction of standard roadway items – 100% State.
 - (d) Funding for new sidewalk, on NHS route, where no Trans 75 exceptions apply is funded 100% State and funding for the multi-use path is 100% State, based upon cost share policy for multi-use paths at a round-about. The Municipality agrees to maintain the sidewalk and multi-use path.
 - (e) Funding for non-participating items 100% Municipality.

[END]



Division of Transportation
System Development
Southeast Regional Office
141 N.W. Barstow Street
P.O. Box 798
Waukesha, WI 53187-0798

Scott Walker, Governor
Mark Gottlieb, P.E., Secretary
Internet: www.dot.wisconsin.gov

Telephone: (262) 548-5903
Facsimile (FAX): (262) 548-5662
E-Mail: waukesha.dtd@dot.wi.gov

August 6, 2015

Brionne Bischke
Acting Director of Public Works
N12 W17001 Mequon Rd
Germantown WI 53022

Dear Brionne Bischke:

SUBJECT: I.D. 2475-00-70
Orchard Road
Donges Bay Road Intersection
Washington County

The above construction project is scheduled for a September 15, 2015 bid letting at an engineering estimated cost of \$3,077,354.27 including 15% for construction engineering. This estimate is confidential and should not be disclosed to potential bidders prior to bid opening. The project was authorized to incur costs effective August 3, 2015.

Based on the engineering estimate and the "Project Agreement", your share of the construction cost will be approximately \$441,893.83.

Unless we hear otherwise from you, we will proceed with the contract administration process of receiving bids and awarding a contract to the low bidder. In the event the low bid exceeds our estimate by 10%, it is likely that the bids will be rejected.

If you have any questions, please contact Project Manager Nguyen Ly at (262) 548-8739.

Sincerely,

Kathy Bender

Kathy Bender
Transportation Program Coordinator

c: Nguyen Ly, WisDOT
File

Water Main Project

Item	Extended Amount		Total Project Estimate Cost
	TID Cost	Village Cost	
Remove and Relocate Existing Hydrant Assembly or Hydrant	\$0.00	\$21,730.00	\$21,730.00
Relocating Existing Water Main	\$0.00	\$37,500.00	\$37,500.00
Water Service Abandonments	\$0.00	\$13,600.00	\$13,600.00
Remove and Salvage Hydrant And Auxiliary Valve Assembly	\$2,850.00	\$5,850.00	\$8,700.00
Water Gate Valve Adjustments	\$0.00	\$1,671.00	\$1,671.00
Install Water Services	\$8,970.00	\$48,218.00	\$57,188.00
Remove/Slurry Abandoned Water Main Pipe	\$5,850.40	\$15,949.60	\$21,800.00
Remove and Salvage Existing Water Valve	\$2,437.50	\$3,762.50	\$6,200.00
Install Water Main	\$180,774.25	\$59,945.25	\$240,719.50
Insulating Utility Pipe (4" Styrofoam Board Over Water Main Pipe)	\$365.63	\$9.37	\$375.00
Exploratory Excavation	\$0.00	\$4,500.00	\$4,500.00
Existing Sanitary Water Manhole Chimney Repairs	\$0.00	\$2,200.00	\$2,200.00
Total	\$201,247.78	\$214,935.72	\$416,183.50

Sanitary Sewer Project

Item	Extended Amount		
	TID Cost	Village Cost	
Rebuild Existing Sanitary Manhole	\$4,855.50	\$124.50	\$4,980.00
Existing Sanitary and Water Manhole Chimney Repairs	\$0.00	\$24,850.00	\$24,850.00
Sanitary Service Abandonments	\$0.00	\$6,000.00	\$6,000.00
Install Sanitary Service	\$11,768.25	\$4,561.75	\$16,330.00
Install Sanitary Manhole	\$24,666.72	\$632.48	\$25,299.20
Install Sanitary Sewer Main	\$154,275.18	\$3,955.78	\$158,230.96
Total	\$195,565.65	\$40,124.51	\$235,690.16
			\$651,873.66