

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

December 1, 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 (5:03p.m.), Warren, and Zabel. Also present were Director Ratayczak, Engr. Bischke, and Secretary Wick.

PREVIOUS MINUTES: **MOTION made by Warren, seconded by Zabel to approve the minutes of November 3, 2015.**

Motion carried unanimously.

PUBLIC COMMENT: None

AUTHORIZATION TO FILL VACANCY – HIGHWAY, PARKS, BUILDING & GROUNDS DEPARTMENT: Supt. Olszewski requested permission to fill a vacancy for a full time operator position within the Highway, Parks, Building and Grounds Department due to a recent retirement. Maintaining fulltime staffing levels was essential and any reduction would impact the ability to maintain level of service. Supt. Olszewski also requested discussion on DPW vacancies and asked for the Committee's permission to consider allowing staff to fill DPW vacancies in the event a current employee transfers to another department. This approval would save valuable time on filling positions. Current policy and procedures require Committee and Board approval to advertise for a DPW position. Committee discussion included;

- All positions within DPW should be re-organized and cross-trained. In the event of a shortage in one department, you can utilize employees from other departments;
- Cross training is possible on basic jobs. Sewer and Water Operators maintain licenses with continuing education requirements and therefore all would not be qualified to fill in within those departments. Shared positions can be utilized in the utility departments if a driver is needed for a watermain break. Utility positions will reciprocate if drivers are needed for snow plowing.
- Dir. Ratayczak clarified staff would like approval that once one position opens, staff would be allowed to fill a position where there is a transfer in or out of a department. Currently filling a position could be up to a 90 day process due to Committee and Board approvals, advertising, and interviewing.
- If someone transfers from a utility department to the Hwy., Parks, Bldg./Grounds Department, a Committee meeting could be held prior to a Village Board meeting to shorten the time frame for filling the position.
- Utility positions should be kept separate from other DPW positions. Chm. Kaminski was comfortable with allowing staff to advertise filling positions if someone transfers from one department to another department.
- Supt. Olszewski clarified the Committee would be granting permission for the "Department of Public Works" to fill internal positions wherever the vacancy may end up.
- In the near future, staff and Committee should look for a better way to streamline the process of filling of positions within the Department of Public Works.

- As the December Agenda topic did not give authorization to fill any vacancies other than the one advertised within the Department of Public Works, the request for permission to fill a vacancy in any DPW department would have to be addressed at a future meeting.

MOTION made by Kaminski, seconded by Miller to forward to the Village Board with a positive recommendation authorizing staff to fill the full time vacancy for a Highway, Parks, Building & Grounds Maintenance Operator.

Motion carried unanimously.

CONSIDERATION OF INVOICE – WASHINGTON COUNTY HIGHWAY DEPARTMENT:

MOTION made by Warren, seconded by Zabel to forward to the Village Board with a positive recommendation to approve paying the Washington County Highway Department invoice in the amount of \$44,659.37 for centerline and edge line painting various locations within the Village. Funds to be allocated from Acct. #10-542-530-3540.

Motion carried unanimously.

CONSIDERATION OF INVOICE – D.F. TOMASINI INVOICE #1945-45 – WINDSOR COURT:

MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation to approve the D.F. Tomasini invoice in the amount of \$5,345.00 for the emergency watermain repair on Windsor Court at Squire Drive. Funds to be allocated from Acct. #50-742-530-6730.

Motion carried unanimously.

MOTION made by Warren, seconded by Kaminski to move to Item “I” under New Business of the Public Works and Highway Committee Meeting agenda.

Motion carried unanimously.

REVIEW AND POSSIBLE ACTION ON VILLAGE REQUESTED SANITARY SEWER AND WATERMAIN IMPROVEMENTS THROUGH SAXONY VILLAGE PROPERTY:

Engr. Bischke noted staff had been planning a sanitary sewer relay and water main loop connections through the Saxony Village property for several years and have planned and budgeted for this project in year 2016. A visual presentation and explanation was given to the Committee. Early in 2015 a developer proposed developing the property in year 2016 with utilities servicing just his development. Staff contacted the developer to explain the Village's needs and discuss the developer's needs. The developer's engineer drew up a revised set of plans which would incorporate Village improvements and the developer's utility needs. What came to question was who would be responsible for what costs if the Village moved forward on

the utility improvements. Should the developer be fiscally responsible for the utility upgrades and relays beyond what he needs to service his development? Engr. Bischke expressed to the Committee if the Village and developer worked together it would be the ultimate achievement as the developer would be picking up some of the cost. Cost proportions would have to be delineated between the Village and developer. Further discussion was held on the interconnect of watermain to Castle Drive which would improve water quality and service. Castle Drive is a private street and listed as a reservation on the plat, however, when the reservation was completed the Village had never accepted the reservation. If the Village wanted to make the reservation public, the Village had to accept it. Another benefit would come to the large manufacturer along the Main Street corridor who is seeking to improve and upgrade their production. A cost share proportion would also be incorporated with the project. Engr. Bischke provided a spreadsheet and detailed discussion of utility costs to include a breakdown of Village costs to be reimbursed to the developer and the developer costs. As the information was preliminary, Engr. Bischke requested Committee direction in order for the Developer's Engineer to develop detailed plans to submit to the various regulatory agencies. In closing, Engr. Bischke stated the Developer was willing to work with the Village by allowing discussion with the Public Works Committee to incorporate the Village's utility project with his proposed project. He asked the Committee to keep in mind the Village would pay a lot more doing the project on its own vs. working in a partnership with the Developer. Committee discussion included;

- Committee approvals would be submitted to the Plan Commission;
- Total cost of the Village Utility Project is \$430,282; There would be an approx. \$200,000 savings if working with the Developer;
- It would make financial sense to work with the Developer to remedy a problem within the Main Street corridor.
- The Developer does not need Village Utility improvements in order to connect to existing utilities;
- The Developer has changed the utility design for his project to accommodate public needs; It is a matter of timing that the Village could incorporate the utility project with the developer's project;
- In the event the developer's project changes again, the sewer/water main designs would change again. Would this be a deal breaker for both projects? Engr. Bischke stated concept and costs were still the same.
- Dir. Ratayczak clarified the Developer was looking for guidance from the Village through the Public Works Committee as to whether the Village was interested in conjoining the Village's Water/Sewer Utility Improvements project with his development project. The Developer will then present his plans to the Plan Commission accordingly. If the development gets approval to service utilities within the development site, the Village would still need to look at improving the Village's utilities through the corridor.
- Trustee Zabel stated the Village had a policy (Chapter 18.08 (d)-Sanitary Sewer Traversing Other Lands). If necessary to traverse other land to serve a subdivision or planned development, the Village may install such sanitary sewer and the subdivider or developer shall pay the total cost thereof. The Village shall reimburse the subdivider or developer to the extent of special assessments is levied. In the event special assessments are deferred, the subdivider or developer shall be reimbursed when the special assessments are paid or when installment payments commence. Trustee Zabel noted the

cost of doing this is the responsibility of the developer by the policy book and Codes. Do we correct the sanitary sewer system to eliminate a problem or do we leave the system as it exists now? Either way was fine with Trustee Zabel. The cost to go and clean the sewer on a regular basis vs. \$200,000 which would probably be a few years to get to that point. If the Village chooses to do the by-pass sewer and do the watermain connection those costs would be borne by the developer. A Developer's Agreement on file in the Clerk's Dept. has the watermain put in from Hilbert Lane to Castle Drive at the developer's cost which was approved by the Village Board in 2004. Adding an additional \$41,000 because we're asking the developer to extend it as part of creating the system you create the system to have the loop to have the by-passes. It is up to the developer to put those costs in. Trustee Zabel also pointed out the memos that he has seen from Mr. Trapp to the Village's Attorney which stated that Castle Drive actually belonged to the 21.5 acre parcel of land by a Conditional Use Permit granted to Mr. Trapp prior to the land sale. The 21.5 acre parcel is responsible for maintenance on Castle Drive.

- Chm. Kaminski stated it would be beneficial to improve the sanitary sewer system especially if the company in the area was going to expand. Chm. Kaminski would like to see a cost share on the sewer instead of the Village paying all. We shouldn't be asking the developer to improve the Village's infrastructure for the Village's benefit.
- Dir. Ratayczak, stated with the increased production of the company in the area there was potential of backups as the existing pipe was undersized and at full capacity under the tracks. If the entire production flow was released at one time there was high potential of a backup. The Village currently works with the company to avoid that potential.
- Engr. Bischke noted other developer's had to build the utility system to their properties in order to get service. The application of the special assessment policy did not apply to this particular development because he already had service.
- Trustee Warren questioned if sanitary sewer was not installed right away, would the Village need to reserve easements? Engr. Bischke responded "yes". Sanitary sewer could not be installed without the proper easements. There were other route options that could be considered.
- It would make sense to install utilities at the same time the developer is constructing the site.
- Trustee Zabel stated the 2004 Developer's Agreement approved by the Village states the Developer shall be required to connect from Point "A" to Point "B". As per Policy, when you have a section you want to complete a loop, you do the loop. You usually do the loop because the developer has property abutting up against one utility and property abutting the other end.
- Trustee Zabel believed Castle Drive was the developer's responsibility by a Conditional Use Permit that was granted to Mr. Trapp many years ago when the apartments were built. The Conditional Use Permit transferred to the 21.56 acres per a letter by attorneys' which is on file at Village Hall. With the policies that are in place, the developer is required to complete Castle Drive to Squire Drive with curb, gutter and storm sewer. The offsite watermain est. of \$41,360 should be borne by the developer.
- If the Public Works Committee does not take any action on this topic, the Developer would then not proceed with the public improvements. The Developer needs assurance

from the Village that the Village will accept responsibility for the items that do not serve his development's purposes.

- Trustee Zabel stated development is to benefit the Village. It's not necessary to do it so it's a benefit to the developer. When you do that, the whole thing is to complete a road system, complete all of the things that are required to do on their development. They complete a system that is set up to create road patterns that is set up by the Village, they create the system that sets up the utilities to move the way utilities and the people want, that's why you build a bigger pipe when it's not needed. You do those things that are beneficial to the Village but the development is supposed to be to the benefit of the Village not to the negative of the Village or Utility.

MOTION made by Warren, seconded by Kaminski to accept the utility cost estimates and exhibits presented by the Village Engineer as related to the Sanitary Sewer and Water Main Improvements through the Saxony Village property with the understanding that the numbers could change based upon legal opinion on Village vs. Developer responsibility for both the installation of water and sewer as presented.

Motion carried 3 – 1 (Zabel)

REQUEST TO APPROVE CHANGE ORDER – CATIE VISTA STORM SEWER PROJECT: Engr. Bischke explained improvements to the storm sewer were intended to mitigate a history of flooding in the area. During the project it was found that more trench-related materials and restoration were needed than anticipated. Staff had recommended approving a \$4,249.05 change order for those items. Discussion followed. Staff shall review the Change Order Policy and bring their findings to the Public Works Committee for discussion.

MOTION made by Warren, seconded by Miller to approve a change order in the amount of \$4,249.05 to All-Ways Contractors, Inc. for additional trench materials and restoration on the Catie Vista Storm Sewer Project.

Motion carried unanimously.

REQUEST TO ACCEPT IMPROVEMENTS – CATIE VISTA STORM SEWER PROJECT: Improvements to the Catie Vista Storm Sewer included installing new storm sewer from the sag in Sylvan Circle between Francese Drive and Pilgrim Road to an existing storm water management pond at Francese Drive and Montgomery Drive. The purpose was to mitigate a history of flooding in the area. Inspection by the Engr. Dept. staff found no deficiencies and recommended approval.

MOTION made by Warren, seconded by Miller to accept the Catie Vista Storm Sewer improvements and begin the one year warranty period.

Motion carried unanimously.

REQUEST TO RELEASE RETAINER – LANNON-APPLETON WATER MAIN EXTENSION, PHASE #1: Improvements to the Lannon-Appleton Water Main Extension included extending water main through a second I-141 crossing just south of the Lannon Road interchange and extending the water main approximately 1,000 feet northwest along Appleton

Avenue from a point just north of the Wal-Mart taper. Staff inspected the system and recommended the retainer release.

MOTION made by Warren, seconded by Miller authorizing staff to release the project retainer of \$15,576.49 to Globe Contractors for the Lannon-Appleton Water Main Extension, Phase #I.

Motion carried unanimously.

REVIEW AND POSSIBLE ACTION ON WDOT DETOUR PROPOSAL FOR PILGRIM ROAD-FDL AVENUE PROJECT: Engr. Bischke received a detour proposal from the WDOT for implementing a mill and overlay project along Pilgrim Road and Fond du Lac Avenue from Francese Drive to CTH P. Two alternative detour routes included;

- Mequon Road to Country Aire Drive to Freistadt Road;
- Mequon Road to Maple drive to Freistadt Road;

The Committee was provided a five year history of crash data for the proposed routes. Engr. Bischke stated the proposed alternate DOT routes were to minimize left turns. Staff recommendation included accepting a split detour. If agreed, staff would notify the WDOT who would then draft a new agreement. Discussion followed on possible changes to the detour route.

MOTION made by Zabel, seconded by Warren to accept the WI DOT Detour Proposal recommendation to include splitting the detour routes, authorize Village signature of the proposal and direct staff to notify the WDOT of possible conflicts at Hwy 145(Fond du Lac Ave.) and Freistadt Road and consider changing the route to Hwy 145 (Fond du Lac Ave.) and Division Road (County G).

Motion carried unanimously.

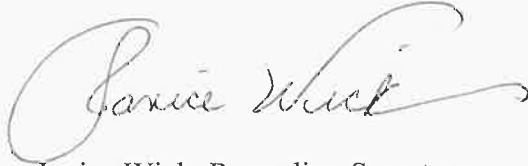
REVIEW AND POSSIBLE ACTION ON STATE/MUNICIPAL AGREEMENT FOR MEQUON ROAD-COUNTRY AIRE DRIVE INTERSECTION PROJECT: Engr. Bischke reported the WDOT will be performing four-way stop controlled intersection improvements at Mequon Road and Country Aire Drive in year 2018. Review of the Agreement's terms and conditions found language not relevant to the intersection or Village's ownership of facilities. Engr. Bischke asked the DOT to strike this language in which they replied it was impossible as the language was developed by their attorneys. Signing of the Agreement would allow the WDOT to move forward with the project. If the Committee chooses to make language changes, staff will contact the Village Attorney with direction. Discussion followed.

MOTION made by Zabel, seconded by Kaminski to forward to the Village Board with a positive recommendation to accept the State/Municipal Agreement for the Mequon Road-Country Aire Drive Intersection project.

Motion carried unanimously.

NEXT MEETING DATE: The next Public Works and Highway Committee meeting will be held Tuesday, January 5, 2016 at 5:00 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:26 p.m.

A handwritten signature in cursive script, reading "Janice Wick". The signature is written in dark ink and is positioned above the printed name.

Janice Wick, Recording Secretary