

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

January 5, 2016
Village Hall Board Room

CALL: Chm. Kaminski called the meeting to order at 5:02 p.m.

ROLL CALL: Chm. Kaminski, Trustee Members Miller, 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 December 1, 2015.

Motion carried unanimously.

PUBLIC COMMENT: None

REQUEST TO AMEND DISTRIBUTION EASEMENT AT N104 W13956 DONGES

BAY ROAD: Engr. Bischke explained the easement amendment was in relation to the round-about project, high pressure gas main and other projects in the area of Donges Bay Road and Fond du Lac Avenue. There is a monument sign which may be removed and flag poles that currently require electrical service. Staff would like to maintain electrical service in the area for future use depending on the final decision of the monument. With foresight in mind, WE Energies had asked the distribution easement be amended to include the electrical service at N104 W13956 Donges Bay Road. Discussion followed.

MOTION made by Zabel, seconded by Miller to forward to the Village Board with a positive recommendation to amend the WE Energies Distribution Easement to include electrical service at N104 W13956 Donges Bay Road.

Motion carried unanimously.

AUTHORIZATION TO PULL AND INSPECT – WELL #3: Supt. Driver requested authorization to solicit bids to pull and inspect Well #3 located on River Lane. The Well which has been in operation for 8 years is due for inspection.

MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation authorizing staff to solicit bids for the inspection and repair of Well #3.

Motion carried unanimously.

AUTHORIZATION FOR BLANKET PURCHASE ORDER – WATER METERS: Supt. Driver requested authorization to generate a blanket purchase order up to the 2016 budgeted amount of \$150,000 for the purchase of water meters on a time and need basis as part of the meter change-out program.

MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation to approve the allocation of \$150,000 in the form of a blanket purchase order for the continuing purchase of water meters on a time and need basis. Funds to be allocated from the 2016 Capital Budget Acct. #50-180-183-3460.

Motion carried 3-1(Zabel)

AUTHORIZATION TO UPGRADE THE SCADA SYSTEM: Water Supt. Driver explained the SCADA System is a Supervisory Control and Data Acquisition system that monitors and controls all wells and lift stations. The current computer based system is XP and over 10 years old. Therefore upgrades were warranted. Upgrades included software, hardware, and programing. Discussion followed.

MOTION made by Miller, seconded by Warren to forward to the Village Board with a positive recommendation authorizing staff to contract Ruekert & Mielke to upgrade the SCADA System to include software, hardware and programming at a cost of \$80,000. Funds to be allocated from the 2016 Capital Budget Acct. #50-180-184-3972 and #60-180-184-3721.

Motion carried unanimously.

AUTHORIZATION TO PURCHASE – TANDEM AXLE PATROL TRUCK: Supt. Olszewski noted as part of the 2016 Budget the Highway Department requested authorization to purchase one tandem axle patrol truck. Bids were solicited from three vendors which two responded. This purchase would replace Highway Equipment #465 (Year 2000 International). Discussion followed on truck replacement and repair methods.

MOTION made by Kaminski, seconded by Miller to forward to the Village Board with a positive recommendation to authorize the purchase of one Western Star tandem axle patrol truck from Truck Country for an amount not to exceed \$201,639. Funds to be allocated from the 2016 Capital Budget Acct. #40-452-570-8520.

Motion carried 3-1(Zabel)

AUTHORIZATION TO PURCHASE – SINGLE AXLE PATROL TRUCK: Supt. Olszewski requested authorization to purchase one single axle patrol truck as part of the 2016 Capital Budget. Bids were solicited from three vendors which two responded. This purchase would replace Highway Equipment #464 (Year 1998 Louisville). Discussion followed on truck replacement and repair methods.

MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation to authorize the purchase of one Western Star single axle patrol truck from Truck Country for an amount not to exceed \$183,568. Funds to be allocated from the 2016 Capital Budget Acct. #40-452-570-8520.

Motion carried 3-1(Zabel)

AUTHORIZATION TO PURCHASE – WELDER: Three bids were solicited ranging from \$5,097 to \$5,524 for the purchase of a new welder for the DPW shop.

MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation authorizing staff to purchase one new welder from Weld Specialty for an amount not to exceed \$5,097. Funds to be allocated from Acct. #10-542-570-8100.

Motion carried unanimously.

AUTHORIZATION TO CONTRACT WITH WACHTEL TREE SERVICE – EAB

DETAILED PLAN/CONSULTING: Supt. Olszewski explained this type of service would be the second year of a three year plan to consult staff on the approach of the Emerald Ash Bore as related to street and park trees. The first year, Wachtel Tree Service was an instrumental resource providing an arborist's knowledge and expertise on how to assist and proceed with the infestation. The focus in 2016 included replanting in which Wachtel would procure and create bid documents for the species of trees needed. The contract also includes Wachtel's hourly rate to include consultation, updating the Village's GIS System and Tree Inventory. This phased program would allow for the replacement of the proper trees in the proper location for the entire Village. The main focus will be the Pilgrim Road corridor as resources were limited. Committee discussion requested staff provide a metric as to how successful the treatment program was therefore questioning if the Village was doing the right thing.

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation to contract Wachtel Tree Science at an amount not to exceed \$15,000 for the specific consultation services as related to Emerald Ash Borer (EAB).

Motion carried unanimously.

ACCEPTANCE OF IMPROVEMENTS – FIRE STATION #2 DRIVEWAY-PHASE I:

Improvements to the Fire Station #2 driveway included replacement of the asphalt pavement with a sturdy concrete pavement. Concrete cylinder shear tests demonstrated the pavement fulfilled specification requirements. Engineering Department staff recommended acceptance of improvements withholding a 2.5% retainer for the one year warranty period.

MOTION made by Zabel, seconded by Miller to accept the Fire Station #2 Driveway-Phase I improvements holding a 2.5% retainer of \$1,311.25 for the one year warranty period.

Motion carried unanimously.

ACCEPTANCE OF IMPROVEMENTS – 2015 ROAD PROJECTS: Engr. Bischke provided a table of projects and the amount of retainer to be held for each improvement location. The retainer amount did not include incomplete work.

MOTION made by Zabel, seconded by Miller to accept the 2015 Road Projects improvements, withholding a retainer of \$44,434.75 for the one year warranty period.

Motion carried unanimously.

ACCEPTANCE OF IMPROVEMENTS – LAKEWOOD CONDOS WATER MAIN

RELAY: This project included replacing deteriorating ductile iron pipe. Items to be completed in Spring included gravel roadway restoration and reconnection of the pond aerator electrical circuitry. The pipe successfully passed bacteriological and pressure testing. Staff recommended acceptance of improvements withholding a 2.5% retainer for the one year warranty period.

MOTION made by Warren, seconded by Miller to accept the Lakewood Condos Water Main Relay improvements withholding a retainer of \$4,071.90 for the one year warranty period.

Motion carried unanimously.

RECOMMENDATIONS TO PLAN COMMISSION REGARDING POSSIBLE GATEWOOD PLACE ROADWAY AND UTILITY EXTENSIONS TO DONGES BAY ROAD:

Engr. Bischke presented and explained an aerial image and two CSM's for the Committee to get a perspective of the property in question. The property owner looked to the Village for suggestions to develop the property and yet be cost feasible. The Developer's preferences included a shared driveway off Donges Bay Road and/or Gatewood Place and water/sanitary sewer laterals off Donges Bay Road and/or Gatewood Place. Standard practice included the extension of Gatewood Place to Donges Bay Road with acceleration/deceleration lanes on Donges Bay Road; water main extension from Gatewood Place connecting to existing water main in Donges Bay Road, and sanitary sewer main from Gatewood Place.

Representative, Tim Hiller, The Hiller Company, addressed the Committee noting he was working with the property owner to come up with solutions for a challenging site. Wetland configurations on the property limit the ability to do typical lot divisions. Several design methods had increased the cost of development. Net evaluation determined out of pocket costs exceeding one half million dollars. Mr. Hiller further explained the layout of the property and loss of landscape if the site needed to be re-graded. Mr. Hiller noted there were tradeoffs that would be beneficial to a less dense configuration as presented which included less storm water impact to the Village due to less impervious surface, etc. Committee comments included;

- Plan Commission should make the recommendations on determining whether to extend public Gatewood Place through the property to connect to Donges Bay Road;
- Was the sewer deep enough in Gatewood Place to service the property south of Donges Bay Road? Staff did not have the elevations to make that determination. Mr. Hiller stated original sewer/water plans from many years ago showed all lots being serviced off of Gatewood Place. The current proposal is to run two laterals into Donges Bay Road and two into Gatewood Place. Engr. Bischke noted an interceptor in Donges Bay Road was 40 feet deep and therefore suggested utility connections at Gatewood Place.
- All connections to utilities in Donges Bay Road shall be installed before/during the Village's road reconstruction project in 2016 at the developer's expense; Special assessment would be acceptable;
- Public water main shall be extended through the property from the existing public water main in Gatewood Place and connect to the public water main in Donges Bay Road at developer's expense;
- Sanitary sewer can be serviced off of Gatewood to service the developer's properties;

MOTION made by Zabel, seconded by Kaminski recommending the following with regards to the Gatewood Place Roadway and Utility Extensions to Donges Bay Road;

- All connections to utilities in Donges Bay Road shall be installed before/during the Village's road reconstruction project in 2016 at the developer's expense; If the Village Utility is required to make the connections, the property owner would be assessed;

- **Public Water main shall be extended through the property from the existing public water main in Gatewood Place and connect to the public water main in Donges Bay Road as part of the development at developer's expense;**
- **Sanitary connection shall be to the existing stub in Gatewood Place;**

Mr. Hiller noted water main extension would be quite expensive to serve four lots and asked if there were any alternatives.

Waste Water Superintendent Zimmerman stated the sanitary sewer lateral as it currently exists for the single family residence that used to be on the parcel would need to be abandoned. The sanitary sewer is abandoned at the right of way. Once the sewer is lined in that area, the Waste Water Utility will entomb the lateral. There will be no cost to the developer for the abandonment in the right of way. The owner should sign off on the lateral abandonment.

Motion carried unanimously.

REQUEST TO AUTHORIZE WISCONSIN DOT TO INCLUDE TRAFFIC SIGNAL DESIGN IN STATE-MUNICIPAL AGREEMENT FOR MEQUON ROAD – COUNTRY AIRE DRIVE INTERSECTION PROJECT:

Engr. Bischke attended the WDOT's 60% plan review on the project. It was mentioned that recent traffic counts were 20 vehicles per hour short of traffic signal warrants and therefore the need for traffic signals would occur before the project's construction. The Village's Memorandum of Understanding for TID #4 Business Park stipulated the Village would be responsible for designing and installing the traffic signals. Engr. Bischke stated it would be most beneficial to hire WDOT's traffic signal designers or consultant DAAR Engineering to include the traffic signals in their plans, specifications and estimate. If the Committee agreed, an amendment to the State/Municipal Agreement would be in order.

Costs incurred for signalization on Mequon Road at Eisenhower Drive totaled \$285,000. Costs incurred at the Country Aire Drive intersection may be in the same ballpark.

Trustee Zabel requested staff contact the Village Attorney to question if the Village entered into a contract in the last year the Village can spend money on the TIF, can the funds be used in years 2018 or 2019 as part of the original agreement for the intersection? Engr. Bischke acknowledged he would find out the answer. Discussion continued on vehicle counts and signal design. The Village was responsible for costs incurred with design, construction, and inspection.

MOTION made by Kaminski, seconded by Miller authorizing WDOT to include traffic signal design in the State-Municipal Agreement for the Mequon Road-Country Aire Drive intersection project.

Motion carried unanimously.

REQUEST TO APPROVE INVOICE – WE ENERGIES – ELECTRIC FACILITY RELOCATION WORK – DONGES BAY & PILGRIM ROADS FOR WASTEWATER UTILITY CURED IN PLACE PIPE LINING PROJECT:

Supt. Tim Zimmerman explained as part of the planning locates associated with the Cured in Place Pipe Lining Project

last Spring, a primary electric facility was not located by Digger's Hotline. During construction another requested locate found the electric facility. It was thought the by-pass structure could work between the primary electric facility and Donges Bay pavement. WE Energies was contacted when soil conditions exposed the primary lines. WE Energies felt it was a hazardous situation and chose to set a pole to re-route the primary wires for the traffic signals at Pilgrim Road. As this work was not part of the original CIPP contract, staff had requested payment to WE Energies for the additional work.

Trustee Zabel noted the primary electric lines are within the right of way. The Village grants WE Energies to place their lines in the right of way. If WE Energies' utility needs to be moved when work needs to occur, the cost to move the utility is usually WE Energies.

Supt. Zimmerman added that normal procedure is when a locate ticket is requested, staff would have known the lines were there and approached WE Energies in advance of starting any work. It was agreed it was an emergency situation that needed to be addressed right away to keep traffic under control and keep the project moving along.

MOTION made by Warren, seconded by Kaminski authorizing staff to pay the WE Energies invoice in the amount of \$2,695.66 for the emergency relocation of the electric facility in conjunction with the Cured in Place Pipe Lining Project in the area of Donges Bay & Pilgrim Roads.

Motion carried 3-1 (Zabel)

REQUEST TO AWARD A CONTRACT TO WISCONSIN DOT'S ENGINEERING DESIGN CONSULTANT TO INCLUDE ROUNDABOUT EXPANSION FOR LANNON ROAD-APPLETON AVENUE INTERSECTION TO ACCOMMODATE TID #6 TRAFFIC: Engr. Bischke reported WI DOT planned on submitting plan specifications and estimates very soon. This project was precipitated by TID #6 in which a Traffic Impact Analysis was performed which delineated what improvements were needed associated with the intersection of the new business park and improvements required with the roundabout. The WDOT created a Memorandum of Understanding which delineated who was responsible for what. One of the requirements was for Village staff to contact their consultant to ascertain a contract or develop a contract with them to install the improvements that were needed at the roundabout at the time of the year 2018 construction. Staff had contacted Westbrook Engineers who had met with the DOT. The scope of work provided by Westbrook was presented to the Committee for review. Engr. Bischke pointed out the scope of work required an additional turn lane, signage and expansions. The cost for Westbrook's services totaled \$47,880. Engr. Bischke contacted Westbrook Engineers on the high cost of services in which they replied the only services deduction they could make was a couple of meetings. Engr. Bischke noted Westbrook Engineers was custodian of the plan sets. To hire another Engineering firm to do the work for the Village or take the project out for bid, staff would struggle with obtaining a release from the custodianship of the plans; learning curve on what to do with the plans; and obtaining a new engineering firm to come up with a design all within a time frame of March 1st. Engr. Bischke stated it would be most efficient to have Westbrook Engineers complete the work for the Village. Discussion followed. The Committee agreed the proposal was very costly but due to the timeline, or hiring another firm, and requesting permission to use plans from the WDOT's Engineering firm could be more costly. Engr. Bischke had consulted R.A. Smith to review the project but they stated they lacked history on the project and were reluctant to offer their

services. If the Village chose not to proceed, it would be in violation of the agreement signed with the WDOT.

MOTION made by Kaminski, seconded by Miller to forward to the Village Board with a positive recommendation to award a contract in the amount of \$47,880 to WDOT's Design Consultant, Westbrook Associated Engineers, Inc. to include a roundabout expansion for the Lannon Road/Appleton Avenue intersection to accommodate TID #6 traffic.

Motion carried 3-1 (Zabel)

REQUEST TO RELEASE RETAINER TO PIEPERLINE FOR THE MEQUON-EISENHOWER ROADS INTERSECTION TRAFFIC SIGNALIZATION PROJECT:

Supt. Olszewski exhausted many attempts to contact a WDOT representative to report the signalization was now complete and the maintenance responsibility was now WDOT's. Supt. Olszewski stated he has maintained an email trail of due diligence in reaching out to the WDOT. Committee discussion concluded staff should make another attempt to contact the WDOT representative prior to releasing the retainer.

MOTION made by Zabel, seconded by Warren to postpone releasing the retainer to Pieperline for the Mequon-Eisenhower Roads Intersection Signalization Project until staff receives WDOT approval.

Motion carried unanimously.

REQUEST TO APPROVE – WASHINGTON COUNTY HIGHWAY DEPARTMENT INVOICE – STRIPING FREISTADT ROAD:

MOTION made by Miller, seconded by Warren to approve the Washington County Highway Dept. invoice in the amount of \$3,777,06 for the striping associated with improvements to the Freistadt-Maple Roads intersection. Funds to be allocated from Acct. #40-541-570-8909.

Motion carried unanimously.

REVIEW AND FINALIZE LIST OF CAPITAL ITEMS TO BE INCLUDED IN THE 2016 BORROWING:

Dir. Ratayczak provided the Committee with a finalized list of capital items to be presented to the General Government and Finance Committee. A description of items was discussed. It was the Director's opinion that all items for the departments were justified. Also noted was the WDOT payback for the Donges Bay Road design. The Village may encumber the full amount of approximately \$217,000 to be paid back over a two year period.

Trustee Zabel questioned if there were any carry over of funds to fund the 2016 traffic signal cabinet upgrades. Supt. Olszewski noted they will carry over any 2015 balance to offset the traffic signal equipment upgrades. Finance Director Rath will provide the Department with any remaining balances at months end. Comments included;

- Ditches must be done;
- Depending on how Village comes out financially from 2015, there may be monies to apply to the 2016 capital items rather than borrowing for the items;

- General Government and Finance will review capital budgets again and then to Village Board;
- Everything the Department of Public Works requested is needed; At the same time it may come down to choosing the tandem truck vs. the patrol truck;
- The Donges Bay Road Design Payback portion of the budget would be deducted and financed through Water Utility funds and possibly affect borrowing if larger payments were required;
- DPW staff should have their priorities set when submitting their Capital purchases to the second Village Board meeting in February.

Supt. Olszewski stated some of DPW's purchases were time sensitive with pricing and questioned the time frame of finalizing the borrowing. The Committee agreed borrowing should be finalized by the second Village Board meeting in the month of February.

REQUEST TO APPROVE \$2,300 CONTRIBUTION TO SWEET WATER REGIONAL NR216 EDUCATION AND OUTREACH EFFORTS FOR VILLAGE'S MS4 STORM WATER PERMIT: As part of the NR216 Permit requirements, this contribution is pooled with other southeast WI Municipalities and non-government organizations providing storm water pollution public education effort.

MOTION made by Warren, seconded by Miller authorizing the expenditure of \$2,300 toward the Year 2016 SWEET Water Regional NR216 Education & Outreach Efforts for the Village's MS4 Storm Water Permit.

Motion carried unanimously.

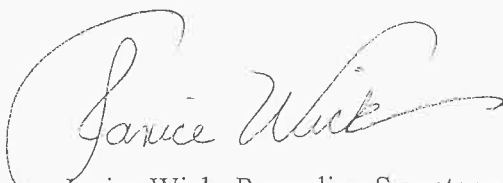
REQUEST TO ACCEPT THE PRIVATE WATER MAIN MAINTENANCE AGREEMENT WITH XTREME STAINLESS, W194 N11005 KLEINMANN DRIVE:

MOTION made by Zabel, seconded by Miller to forward to the Village Board with a positive recommendation to accept the Private Watermain Maintenance Agreement with Xtreme Stainless, W194 N44115 Kleinmann Drive.

Motion carried unanimously.

NEXT MEETING DATE: The next Public Works and Highway Committee meeting will be held Tuesday, February 2, 2016 at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:55 p.m.



Janice Wick, Recording Secretary