VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: REGULAR MEETING OF THE VILLAGE BOARD

DATE AND TIME: MONDAY, January 18, 2016 7:00 p.m.

LOCATION: Germantown Village Hall Board Room

I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, 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**

III. **PLEDGE OF ALLEGIANCE**

IV. **PRESIDENT'S REPORT**

V. **ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC INTEREST/COMMITTEE REPORTS:**
The following individuals will be given the opportunity to make announcements of future municipal activities: Village President, Village Board Members, Village Administrator, Village Attorney and Village Clerk.

VI. **CITIZEN INPUT/PUBLIC APPEARANCE on items not subject to a public hearing:**
Please be advised per §19.84(2), information will be received from the public. It is the policy of this municipality that there be a three (3) minute time period, per person, with time extension 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. (15 minutes)

VII. **CONSENT AGENDA:**

A. Approval of Village Board Minutes: January 4, 2015

B. Accounts payable/payroll

1.	January 10, 2016	Accounts Payable	$ 808,057.65
2.	January 12, 2016	Payroll (hourly)	$ 203,510.30
3.	January 15, 2016	Payroll (salary)	$ 79,769.09

C. Operator Licenses: January 19, 2016 – June 30, 2016 [Recommended Approval] Kristin Corbett, Daniel Edmonds, Christopher Gioffre, Michael Gorzynski Jr., Abigail Schwartzmiller, Jessica Taylor

The following items were forwarded from the Public Works Committee with a unanimous recommendation:

D. Request to Amend the WE Energies Distribution Easement at N104 W13956 Donges Bay Road to Include Electrical Service [Recommended Approval]

VII. CONSENT AGENDA continued:

E. Authorize Staff to Solicit Bids for the Inspection and Repair of Well #3 [Recommended Approval]

F. Authorize Staff to Contract with Ruekert & Mielke to Upgrade the SCADA System to Include Software, Hardware and Programming at a cost of $80,000 With Funds Allocated From the 2016 Capital Budget Acct. #50-180-184-3972 and #60-180-184-3721 [Recommended Approval]

G. Authorize Staff to Purchase One New Welder from Weld Specialty for an Amount not to Exceed $5,097 with funds allocated from Acct. #10-542-570-8100 [Recommended Approval]

H. Authorize Contract with Wachtel Tree Science at an Amount not to Exceed $15,000 for the Specific Consultation Services related to Emerald Ash Borer (EAB) [Recommended Approval]

I. Authorize Wisconsin DOT to Include Traffic Signal Design in the State-Municipal Agreement for the Mequon Road-Country Air Drive Intersection Project [Recommended Approval]

J. Accept the Private Water Main Maintenance Agreement with Xtreme Stainless, W194 N11005 Kleinmann Drive [Recommended Approval]

The following items were forwarded from the Public Safety Committee with a unanimous recommendation:

K. Request To Purchase (2) Ford SUV Police Interceptors From Ewald Automotive Group In Oconomowoc At $26,533 Per Squad ($53,066 For Both) And Equipment/Changeover Costs Of $28,000, For A Total Amount Of $81,066.00, Allocated From Acct.#10-521-570-8100 [Recommended Approval]

L. Request To Repair Emergency Lighting For Side Intersection Lighting And One Rotator With LED Lights On Fire Dept. Truck 71 Using The Services Of Light It Up EVS - Brent Biedenbender In An Amount Of $3,960 Allocated From Acct. #10-522-530-5400 With The Funds Taken From 2015 Budget And Added To The Budget Carryover Resolution [Recommended Approval]

M. Request Approval To Pay Annual Support Fees To Prophoenix For Fire/Rms/Wda And Netmotion In The Amount Of $9622.68 From Acct #40-522-570-8460 ($825) And Acct #10-522-530-7730 ($8,827.68) [Recommended Approval]

VIII. UNFINISHED BUSINESS: None

IX. PUBLIC HEARINGS – 7:00 P.M. OR LATER: None

X. NEW BUSINESS:

A. Authorization for Blanket Purchase Order – Water Meters

B. Request Authorization to Purchase Tandem Axle Patrol Truck

C. Request Approval to Purchase Single Axle Patrol Truck

D. Request To Award Contract To WisDOT's Engineering Design Consultant To Include Roundabout Expansion For The Lannon Road/Appleton Avenue Intersection To Accommodate TID 6 Traffic

E. Approve Eliminating Industrial Park Sign at NE Corner of Donges Bay Rd & Fond Du Lac Ave

F. Non-Union Employee Compensation Increases for 2016

X. NEW BUSINESS continued:

G. Community Development Director/Planner Position. At this time the Village Board may enter into closed session per Wis. Stats. §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then re-enter open session to take such action as it deems appropriate.

XI. ADJOURNMENT

The next Village Board meeting will be on February 1, 2016 at 7:00 p.m.

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.*

VII. K

BUSINESS OF THE VILLAGE BOARD

GERMANTOWN, WI

MEETING DATE: Monday, January 18th, 2016

AGENDA ITEM: Consent Agenda

ITEM TITLE: Squad Purchase/Squad Equipment and Changeover

SUBMITTED BY: Capt. Mike Snow

SUMMARY EXPLANATION:
The department is requesting authorization to purchase two 2016 Ford SUV Interceptor Patrol Vehicles to replace squad 14 and squad 17. Squad 14 is a 2011 Crown Victoria with over 120,000 miles. Squad 17 is a 2011 Crown Victoria with over 115,000 miles. The money for this purchase is in the 2016 budget under account 10-521-570-8100. The department had sent out five bid requests.
After receiving 2 bids we request to purchase both squads from Ewald Automotive Group out of Oconomowoc, WI. They responded with the lowest bid. The overall purchase request is detailed below:

2 2016 Ford SUV Interceptors @ $26,533/squad	$53,066
Squad equipment and changeover @ $14,000/squad	$28,000
Total	**$81,066**

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER____

RECOMMENDATION:

BOARD ACTION:

X. A

BUSINESS OF THE VILLAGE BOARD
GERMANTOWN, WI

MEETING DATE:	January 18, 2016
AGENDA ITEM:	New Business
ITEM TITLE:	Authorization for Blanket Purchase Order – Water Meters
SUBMITTED BY:	Public Works Committee

SUMMARY EXPLANATION:

The Public Works Committee is requesting authorization for a blanket P.O. for the budgeted amount of $150,000 to purchase water meters. This has been approved for the last two years

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ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER _____

RECOMMENDATION:

By majority vote the Public Works Committee is requesting approval of a blanket purchase order for the budgeted amount of $150,000

Committee recommends allocating $150,000 from the 2016 capital budget (50-180-183-3460)

BOARD 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.

X. B

BUSINESS OF THE VILLAGE BOARD
GERMANTOWN, WI

MEETING DATE: Monday January 18th, 2016

AGENDA ITEM: New Business

ITEM TITLE: Authorization to Purchase Tandem Axle Patrol Truck

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:

Staff is presenting for Board review the pricing obtained for the purchase of a new Tandem Axle Patrol Truck. Staff solicited pricing from regional dealerships selling Western Star. The result of the pricing is as follows:

Truck Country	**$201,639**
V & H (Marshfield)	$202,559
Boyer Ford	Did not bid

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER __x___

RECOMMENDATION:

The PW Committee recommends purchasing a new Western Star Patrol Truck from Truck Country for an amount not to exceed $201,639. If approved, AND once 2016 borrowing has occurred funds for the purchase shall come from Highway Capital Account 40-542-570-8520.

BOARD 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.

X. C

BUSINESS OF THE VILLAGE BOARD
GERMANTOWN, WI

MEETING DATE: Monday, January 18, 2016

AGENDA ITEM: New Business

ITEM TITLE: Authorization to Purchase Single Axle Patrol Truck

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:

Staff is presenting for Board review the pricing obtained for the purchase of a new Single Axle Patrol Truck. Staff solicited pricing from regional dealerships selling Western Star. The result of the pricing is as follows:

Truck Country	**$183,568**
V & H Inc. (Marshfield WI)	$184,292
Boyer Ford	Did Not Bid

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER __x___

RECOMMENDATION:

The PW Committee recommends purchasing a new Western Star Patrol Truck from Truck Country for an amount not to exceed $183,568. If approved, AND once 2016 borrowing has occurred funds for the purchase shall come from Highway Capital Account 40-542-570-8520.

BOARD 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.

X. D

BUSINESS OF THE VILLAGE BOARD
GERMANTOWN, WI

MEETING DATE: January 18, 2016

AGENDA ITEM: New Business

ITEM TITLE: Request to Award Contract to Wisconsin DOT's Engineering Design Consultant to Include Roundabout Expansion for Lannon Road – Appleton Avenue Intersection to Accommodate TID 6 Traffic

SUBMITTED BY: Brionne R. Bischke, P.E., Village Engineer

SUMMARY EXPLANATION:

According to Wisconsin DOT's October 12, 2015 Memorandum of Understanding generated by the TID #6 Willow Creek Business Park's Traffic Impact Analysis, the TID is responsible for expansion of the Lannon Road – Appleton Avenue roundabout.

Since Wisconsin DOT's engineering design consultant Westbrook has already achieved 90%-complete Plans, Specifications & Estimate and remains custodian of them, it would be most efficient for the Village to contract with them to design the TID's contribution to the roundabout since the time schedule is approaching compression.

A representative of Westbrook prepared a proposal and outlined the scope of the engineering design work that would need to be done (attached). The proposal of $47,880 appeared high to DPW/Engineering Dept. staff, so staff consulted R.A. Smith National representatives whom explained that their lack of project history knowledge makes it difficult for them to know the specific roundabout project's complexities. Staff also asked Westbrook to reconsider their proposal and see if they can trim some of its proposed scope. The Westbrook representative affirmed their original proposal with one minor edit.

$47,880.00	Design
$32,553.18	Construction
$80,433.18	**Total**

ATTACHMENTS:

- Westbrook Design Proposal
- e-mail from Aaron Palmer 12-17-2015, Page 1 of 4
- Westbrook Construction Estimate

COMMITTEE ACTION:

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 Wisconsin DOT's Engineering Design Consultant to include roundabout expansion for the Lannon Road-Appleton Avenue intersection to accommodate TID #6's traffic. Motion carried 3-1 (Zabel)

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.

WESTBROOK
Associated Engineers, Inc.

619 East Hoxie St. | P.O. Box 429 | Spring Green, WI 53588
P: (608) 588-7866 | F: (608) 588-7954 | www.westbrookeng.com

VILLAGE OF GERMANTOWN, WISCONSIN

MENOMONEE FALLS – SLINGER
(MAPLE ROAD TO STH 60)
STH 175
WASHINGTON COUNTY
PROJECT I.D. 3360-09-72

LANNON ROAD ROUNDABOUT PLAN AND PS&E REVISIONS

SCOPE OF SERVICES
11 DECEMBER 2015

BACKGROUND

Westbrook Associated Engineers, Inc. under contract with the WisDOT Southeast Region recently completed a multi-year design contract to produce plans, specials and estimate for the resurfacing of STH 175 from the Village of Germantown to the intersection with STH 60. Included in this project plan set was the reconstruction of a single lane roundabout at the Lannon Road intersection with STH 175. Westbrook's final plans and PS&E documents were submitted to the WisDOT's ESubmit site for a final submittal on August 1, 2015. Westbrook's contractual requirements for the project design were completed at that time.

SCOPE

On November 17, 2015 the Village of Germantown informed Westbrook Associated Engineers the Lannon Road roundabout optimum design with two full lanes of traffic through the roundabout will need to be incorporated into the 3360-09-72 contract documents. The Village requested Westbrook prepare a proposal to make the necessary changes in the already completed plan and PS&E documents. Westbrook consulted with the Southeast Region staff to determine the level of WisDOT review and scope the necessary plan changes. The following items of work were identified during that conference:

- Proposed edge line reference file will need to be updated including island changes and NW leg crosswalk changes.
- Coordination with previous project subconsultants and WisDOT units involved in the previous design will be required throughout the duration of these changes.
- Typical Section revisions at roundabout.
- Intersection Details sheets including pavement grading, northing and eastings, and geometrical revisions.
- Replot Plan Details, Erosion Control, Plan & Profile, and Storm Sewer sheets with updated edge file reference.
- Move inlet 1001.3 located on the NE leg island to new location, and update all subsequent sheets related to revising the storm sewer changes.
- Permanent Signing changes due to adding lanes.
- Sign Details to be revised with additions for added lanes.
- Adding lanes will also require coordination with the DOT on overhead signing and the addition of an overhead sign on the SW approach. Overhead sign bases will be within the clear zone and could require shielding which may cause issues with either guardrail or crash cushions.

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- Coordination with utilities due to modifications to storm sewer and addition of overhead sign bases.
- Lighting Plan sheets to be revised with updated edge line drawing. Lights on NW leg may need to be adjusted to accommodate changes to crosswalk.
- Pavement Markings will need updated with addition of lanes and adjustments of tapers.
- Traffic Control sheets to be updated.
- Alignment Detail sheets need minor revisions.
- Quantity and Miscellaneous Quantities revisions including: Excavation Common (if guardrail added at additional overhead sign), Asphaltic Items, Concrete Curb & Gutter 30-Inch Type D, Concrete Sidewalk 5-inch, Signs, Overhead Signs, Pavement Markings, Storm Sewer quantities, etc.
- Cross Sections and Traffic Control Cross Sections may need minor revisions.
- Update Estimator, Estimate Documentation and estimate in Trns-port.
- All PS&E documents to be revised and resubmitted per WisDOT.
    - This will require coordination with Tom Heydel (WisDOT Signing and Pavement Marking) for all revisions to signs and pavement markings at the roundabout.
    - FDM now requires pedestrian accommodations during construction. These requirements will be evaluated at the Lannon Road roundabout.
    - 90% submittal required to be submitted to WisDOT on 3/1/2016.
    - WisDOT will have all sections review project plans and provide comment by 4/1/2016.
    - Final plan revisions, estimate and all PS&E documents to be resubmitted for a 5/1/2016 PS&E date.

COST OF PROPOSED SERVICES

Westbrook Associated Engineers, Inc. proposes the above scope of services be performed on a Lump Sum basis for a cost of $47,880.

Sincerely,
WESTBROOK ASSOCIATED ENGINEERS, INC.

Aaron Palmer, P.E.
Vice President

ACCEPTED BY:

Village of Germantown Date

From: Aaron Palmer [apalmer@westbrookeng.com]
Sent: Thursday, December 17, 2015 8:14 AM
To: Brionne Bischke
Cc: Lawrence Ratayczak
Subject: Re: Appleton-Lannon Roundabout Improvements to Accommodate TID 6

Brionne,

I really don't have any wiggle room I am comfortable removing from my budget. We have been working with the SE Region on this very project since late 2006. Over the past 9 years I think we have come to fully understand the complexities involved in delivering a project through the final review process at the Region. I anticipate this process will be quite extensive and involve many opinionated comments from the Region that will require significant modifications to plan sheets. Currently this project plan set is 533 pages long. A great majority of these pages will have to be modified and reprinted to pdfs from AutoCAD after we start making changes at the roundabout. It is a quite extensive process. Going through another whole PS&E submittal also adds to the overall effort.

At this point the only thing I can offer to change is I had set aside 8 hours for both myself and my Project Engineer to attend a meeting at the Southeast Region if they end up requiring us to attend in person. During my conference call with the Region the other day they stated we "probably" didn't have to attend the meeting in person. Since this project is set up as a Lump Sum project I put that effort into my proposal because they very well might ask us to attend in person. I would be willing to remove that effort at this time with the understanding we will not attend any meetings. That will lower my overall LS proposal to $45,440.

Aaron

On Wed, Dec 16, 2015 at 3:39 PM, Brionne Bischke <bbischke@village.germantown.wi.us> wrote:
Hi Aaron:

Thanks for developing a proposal. I think that the Public Works & Highway Committee and the Village Board are going to get sticker shock. Since R.A. Smith National was the Village's consultant who authored the TIA, I asked their representatives to review the proposal. They are having difficult time grasping the fee as it exceeds their predictions. Would you be able to reduce the fee somewhere? Would you be available to attend our Public Works & Highway Committee's 5:30 PM, January 5, 2016 meeting to explain the fee?

Brionne R Bischke, P.E.
Village of Germantown
Village Engineer

(262) 250-4724 Work
(414) 975-4699 Mobile
bbischke@village.germantown....
N112 W17001 Mequon Rd.
P.O. Box 337
Germantown, WI 53022-0337

Jan-16 **I.D. 3360-09-72** JCG

STH 175

ROUNDABOUT COST DIFFERENCE,

ONE LANE TO TWO LANE

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	COST
305.0120	BASE AGGREGATE DENSE 1 1/4-INCH	90.0	TON	9.50	855.00
455.0105	ASPHALTIC MATERIAL PG58-28	3.0	TON	100.00	300.00
455.0605	TACK COAT	8.0	GAL	2.70	21.60
460.1103	HMA PAVEMENT TYPE E-3	45.0	TON	63.00	2,835.00
608.0415	STORM SEWER PIPE REINFORCED CONCRETE CLASS IV	12	LF	43.60	523.20
614.2300	MGS GUARDRAIL 3	25	LF	15.80	395.00
614.2610	MGS GUARDRAIL TERMINAL EAT	1	EACH	2336.00	2,336.00
614.2620	MGS GUARDRAIL TERMINAL TYPE 2	1	EACH	900.00	900.00
634.0618	POSTS WOOD 4x6x18	2	EACH	61.20	122.40
637.2210	SIGNS TYPE II REFLECTIVE H	67.75	SF	16.90	1,144.98
641.8100.04	OVERHEAD SIGN SUPPORT STRUCTURE S-66-???	1	LS	20,000.00	20,000.00
SPV.0060.03	GROOVED PREFORMED THERMOPLASTIC ARROWS TYPE 1	3	EACH	700.00	2,100.00
SPV.0060.04	GROOVED PREFORMED THERMOPLASTIC ARROWS TYPE 2	3	EACH	625.00	1,875.00
					$32,553.18

X. E

BUSINESS OF THE VILLAGE BOARD
GERMANTOWN, WI

MEETING DATE: January 18, 2016

AGENDA ITEM: New Business

ITEM TITLE: Approve Eliminating Industrial Park Sign at NE Corner of Donges Bay Rd & Fond Du Lac Ave.

SUBMITTED BY: Lawrence Ratayczak, P.E., Director of Public Works

SUMMARY EXPLANATION:

The Wisconsin DOT has a Roundabout Construction project scheduled for the intersection of Donges Bay Rd & Fond Du Lac Ave. The project is scheduled for the 2016 construction season. In the Northeast corner of the intersection is an existing masonry sign (see attached photo) for the Germantown Industrial Park. The current location of the sign is in conflict with the proposed roundabout alignment, therefore the sign needs to be relocated or eliminated.

In January 2014, as part of the planning for this WIDOT project, village staff solicited a proposal from "Design Craft Signs, Inc" for an estimated cost to relocate the existing Industrial Park Sign to the northeast a distance of approximately 75 feet. Through this process it was determined the existing masonry sign could not be relocated/moved, in whole, to the new location due to the type of construction. The current sign is built on a poured in place foundation, slab on grade and cinder block wall to which the stone veneer is attached. The relocation of the sign would require dismantling/salvaging of the masonry stone veneer and constructing an entirely new poured concrete foundation, slab and cinder block wall. The estimated 2014 cost to relocate the sign was $55,105.00. The estimated cost to extend electrical service and to perform onsite electrical for lighting is $7,000.00. The total estimated cost for the relocation of the sign is $62,105.00. For comparison purposes the existing sign was constructed in 2008 at a cost of $49,475.00.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER ___

RECOMMENDATION:

It is the recommendation of the Department of Public Works to eliminate the masonry sign and salvage the flag poles, lighting fixtures, "Germantown" sign and other items determined to have value.

BOARD 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.

SIGNS

INTERIOR • EXTERIOR

www.designcraftsign.com

February 18, 2014

Village of Germantown
N112 W1700 Mequon Road
Germantown, WI 53022

Attn: Dan

Re: Entrance sign at Hwy 145 and Donges Bay Road

Thank you for having Design Craft Signs submit a proposal on the above.

Specifications: Remove sign from existing base and store. Build new base and reinstall sign.

Price $55,105.00 *

* primary electrical hook-up by customer.

Specifications: Remove existing sign base (6" below grade) and haul from site

Price $ 4,380.00

Specifications: Remove existing sign base and full foundation and haul from site

Price $11,300.00

Terms: 50% down balance upon completion.

Submitted By: Accepted By:

Julie Ziemer
Design Craft Signs

_____
Date _____

Design Craft Signs, Inc.
(414) 425-3363 • sales@dcsigns.biz • Fax (414) 425-6179
11003 W. Forest Home Avenue, Hales Corners, WI 53130

Donges Bay Rd
Donges Bay Rd
& STH "145"
© 2015 Google
© 2015 Google
43°12'26.17" N 88°04'57.15" W elev 839

X.F

BUSINESS OF THE VILLAGE BOARD
GERMANTOWN, WI

MEETING DATE: January 18, 2016

AGENDA ITEM: New Business

ITEM TITLE: Non-Union Employee Compensation Increases for 2016

SUBMITTED BY: Dave Schornack, Village Administrator

SUMMARY EXPLANATION:

The Village Board budgeted, in the 2016 Budget, to fund a 2.0% non-union employee compensation increase. This item has been placed on the agenda in order for the Village Board to give direction on how this money should be distributed. As a one-time bonus of .5% was just distributed to some employees last month and because generally the non-union employees are paid lower than their counterparts in the area and these employees went four years with no increase, the Village Administrator would like to increase all of the non-union employee compensation by 2.0%.

RECOMMENDATION:

Motion directing that a salary resolution be prepared and placed on the next Village Board agenda to give all non-union employees covered by the Non-Union Compensation Plan, a 2% compensation increase for 2016.