

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **PUBLIC WORKS & HIGHWAY COMMITTEE**

DATE AND TIME: **TUESDAY, February 2, 2016 ***5:30 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:** December 21, 2015 and January 5, 2016
- 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. Request to Release Retainer to Pieperline for the Mequon-Eisenhower Roads Intersection Traffic Signalization Project
- VI. **NEW BUSINESS:**
 - A. Consideration of a Utility Credit – N101 W14262 Sunberry Road
 - B. Consideration of a Utility Credit – N106 W14926 Buckhorn Drive
 - C. Consideration of a Utility Credit – N115 W19230 Edison Drive
 - D. Authorization to Continue w/Phase II – Police Dept. Annex Renovation
 - E. Authorization to Contract Flooring Replacement – Police Dept. Roll Call Room & Surrounding Areas
 - F. Authorization to Purchase – Snow Plow
 - G. Maintenance Agreement – General Communications
 - H. Request to Award Contract for 2016 Road Projects
 - I. Request to Release Retainer – Carriage Hills Apartments
 - J. Request to Release Retainer to Payne and Dolan for 2014 Road Reconstruction and Alt Bauer Parking Lot Projects
 - K. Review Prospective DPW Project Concepts Possibly Preceding WI DOT's STH 145 Resurfacing Project
 - L. Village Labor and Equipment Rates - 2016
- VII. **NEXT MEETING DATE:** Set March, 2016 Meeting Date and Time
- VIII. **ANNOUNCEMENTS:**

IX. 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.

SPECIAL

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

December 21, 2015

Village Hall Board Room

CALL: Chm. Ewert called the meeting to order at 6:30 p.m.

ROLL CALL: Chm. Kaminski, Trustee Members Miller, Warren and Zabel. Also present were Dir. Ratayczak, Engr. Bischke (absent & excused), and Secretary Wick (absent & excused)

AUTHORIZATION TO FILL VACANT POSITIONS WITHIN THE PUBLIC WORKS DEPARTMENTS:

MOTION made by Miller, seconded by Warren authorizing staff to fill the Utility Maintenance Operator vacancy in the Wastewater Utility Department.

Motion carried unanimously.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:35 p.m.


Lawrence Ratayczak, P.E.
Director of Public Works

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 programming. 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

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

MEETING DATE: February 2, 2016

AGENDA ITEM: Unfinished Business **A**

ITEM TITLE: Request to Release Retainer to Pieperline for the Mequon – Eisenhower Roads Intersection Traffic Signalization Project

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

SUMMARY EXPLANATION:

This traffic signalization project was required by the Memorandum of Understanding between the Village and Wisconsin DOT developed from the TID #4 Germantown Business Park Traffic Impact Analysis.

It has been one year since Pieperline substantially installed the traffic signals and placed them into operation.

An e-mail from Dennis Cauley, Wisconsin DOT, received on Jan. 13, 2016, accepted the signals as satisfactory.

Project	Retainer Withheld
Mequon-Eisenhower Intersection, traffic signals	\$4,747.50

Staff recommends release of the retainer that was withheld for the one-year warranty period.

ATTACHMENTS: None

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 & HIGHWAYS COMMITTEE
GERMANTOWN, WI**

MEETING DATE: February 2, 2016

AGENDA ITEM: New Business **A**

ITEM TITLE: Consideration to Adjust 4th Quarter Sewer & Water Invoice for Leah Minkin, N101 W14262 Sunberry Road

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

SUMMARY EXPLANATION:

Leah Minkin resides at N101 W14262 Sunberry Road. Leah Minkin brought this to the Villages attention by email & telephone (email attached). The email describes assessing the high usage to an outside faucet found to be turn on. The Minkin's have no knowledge as to how long the faucet was on.

Normal average water usage for the 4th Quarter is 25,500 gallons for 2013 & 2014. The water use for the 4th Quarter of 2015 was 70,000 gallons. The over average use was 44,500 gallons. The cost for the over average water use is \$2.29/1,000 gallons times 44,500 gallons or \$101.90. The cost for the over average sewer use is \$6.913/1,000 gallons times 44,500 gallons or \$307.63.

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER X

Email from Leah Minkin

RECOMMENDATION:

Staff is looking to the Public Works Committee for direction with regard to allow a reduction in the 4th Quarter sewer & water invoice for Leah Minkin, N101 W14262 Sunberry Road.

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.

DATE RUN: 01/13/16
TIME RUN: 15:09:24
ID: UB340000.WOW

VILLAGE OF GERMANTOWN
UTILITY BILLING ACTIVITY

PAGE 1

FROM DATE: 12/01/2013
TO DATE: 01/13/2016

DATE	ACTIVITY DESCRIPTION	READ TYPE	QUANTITY	AMOUNT
0035120500-00 MARK & LEAH MINKIN		N101 W14262 SUNBERRY RD		
12/30/13	WATER	ACT	26	70.56
12/30/13	SEWER	ACT	26	199.78
01/24/14	PAYMENT: CK CHECK			273.04-
01/24/14	PENALTY ON 12/30/13 BILLING			2.70
03/31/14	WATER	ACT	26	72.55
03/31/14	SEWER	ACT	26	199.78
04/17/14	PAYMENT: CK CHECK			272.33-
06/30/14	WATER	ACT	23	65.89
06/30/14	SEWER	ACT	23	180.93
07/11/14	PAYMENT: CK CHECK			246.82-
09/30/14	WATER	ACT	33	88.09
09/30/14	SEWER	ACT	33	224.92
10/21/14	PAYMENT: CK CHECK			313.01-
12/30/14	WATER	ACT	25	70.33
12/30/14	SEWER	ACT	25	193.50
01/19/15	PAYMENT: CK CHECK			263.83-
03/31/15	WATER	ACT	23	67.94
03/31/15	SEWER	ACT	23	199.01
04/17/15	PAYMENT: CK CHECK			266.95-
06/30/15	WATER	ACT	22	65.65
06/30/15	SEWER	ACT	22	192.10
07/08/15	PAYMENT: CK CHECK			257.75-
09/30/15	WATER	ACT	24	70.23
09/30/15	SEWER	ACT	24	205.92
10/14/15	PAYMENT: CK CHECK			276.15-
12/30/15	WATER	ACT	70	175.57
12/30/15	SEWER	ACT	70	523.92
BALANCE:				699.49 *

Ave 4th Qtr = 25.5

OVERAGE $\Rightarrow 70 - 25.5 = 44.5$

OVERAGE COST:

WATER $\rightarrow 44.5 \times \$2.29 = \$101.96$

SEWER $\rightarrow 44.5 \times \$6.913 = \$307.63$

Lawrence Ratayczak

From: Leah Minkin [leah.minkin@olympusgrp.com]
Sent: Monday, January 04, 2016 10:36 AM
To: Lawrence Ratayczak
Cc: lminkin@wi.rr.com
Subject: FW: Water Sewer bill - acct # 0035120500-00

From: Leah Minkin
Sent: Monday, January 04, 2016 10:35 AM
To: 'lrataczak@village.germantown.wi.us'
Cc: lminkin@wi.rr.com
Subject: Water Sewer bill - acct # 0035120500-00

Hello Larry,

I was given your name and e-mail as the correct person to address my billing question to.

Our water consumption for last quarter was 70,000 gallons, and our average consumption has been 23-24,000 gallons per quarter. The only thing that happened that could have caused this was that we did find an outside faucet on. We don't know how long it was running, our neighbor called me at work to notify me, and I came home and shut it off right away. The billing office explained to me that the sewer rates are higher than the water rates, and that this counts toward the sewer rate, even though the water did not go down the sewer.

The total amount of the bill is \$699.49. This is much higher than we normally pay (previous bills have been less than \$300). Will you please review this current bill and our historical usage, and if possible, adjust the current bill down to our most recent average usage? The billing office also explained that this usage number will affect our summer rates.

Please call with any questions. My cell phone # is 262-623-4163.

Thank you for your time,

Leah Minkin
Director of Materials Management



9000 W. Heather Ave., Milwaukee, WI 53224 | P 414.365.9754
F 414.355.1931 | leah.minkin@olympusgrp.com | www.olympusgrp.com



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

MEETING DATE: February 2, 2016

AGENDA ITEM: New Business **B**

ITEM TITLE: Consideration to Adjust 4th Quarter Sewer & Water Invoice for Tal Natt

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

SUMMARY EXPLANATION:

Tal Natt resides at N106 W14926 Buckhorn Drive. Tal Natt brought this to the Villages attention by letter (attached). The letter describes finding a faucet leaking in a rarely used bathroom and that Tal Natt was away from the house for the months of November & December 2015. The faucet auxiliary valve was turned off to stop the flow of water.

Normal average water usage for the 4th Quarter is 8,000 gallons for 2013 & 2014. The water use for the 4th Quarter of 2015 was 31,000 gallons. The over average use was 23,000 gallons. The cost for the over average water use is \$2.29/1,000 gallons times 23,000 gallons or \$52.67. The cost for the over average sewer use is \$6.913/1,000 gallons times 23,000 gallons or \$159.00.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER X

Letter from Tal Natt

RECOMMENDATION:

Staff is looking to the Public Works Committee for direction with regard to allow a reduction in the 4th Quarter sewer & water invoice for Tal Natt, N106 W14926 Buckhorn Drive.

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.

DATE RUN: 01/13/16
TIME RUN: 15:08:45
ID: UB340000.WOW

VILLAGE OF GERMANTOWN
UTILITY BILLING ACTIVITY

PAGE 1

FROM DATE: 12/01/2013
TO DATE: 01/13/2016

DATE	ACTIVITY DESCRIPTION	READ TYPE	QUANTITY	AMOUNT
0026304400-00 TALWINDER NATT		N106 W14926 BUCKTHORN DR		
12/30/13	WATER	ACT	12	40.32
12/30/13	SEWER	ACT	12	111.79
01/24/14	PENALTY ON 12/30/13 BILLING			4.61
03/31/14	WATER	ACT	12	41.47
03/31/14	SEWER	ACT	12	111.79
04/23/14	PENALTY ON 03/31/14 BILLING			9.39
06/30/14	WATER	ACT	12	41.47
06/30/14	SEWER	ACT	12	111.79
07/15/14	PAYMENT: CK CHECK			472.63-
09/30/14	WATER	ACT	13	43.69
09/30/14	SEWER	ACT	13	118.08
10/01/14	PAYMENT: CC ONLINE			161.77-
12/30/14	WATER	ACT	4	23.71
12/30/14	SEWER	ACT	4	61.51
01/21/15	PAYMENT: CK CHECK			85.22-
03/31/15	WATER	ACT	7	31.30
03/31/15	SEWER	ACT	7	88.40
04/17/15	PAYMENT: CK CHECK			119.70-
06/30/15	WATER	ACT	9	35.88
06/30/15	SEWER	ACT	9	81.49
07/16/15	PAYMENT: CC ONLINE			117.37-
09/30/15	WATER	E	11	40.46
09/30/15	SEWER	E	11	81.49
10/21/15	PAYMENT: CC ONLINE			123.17-
12/30/15	WATER	ACT	31	86.26
12/30/15	SEWER	ACT	31	254.31
BALANCE:				339.35 *

AVE 4th Qtr → 8

OVERAGE VOLUME = 31 - 8 = 23

OVERAGE COST:

WATER → 23 x \$2.29 = \$52.67

SEWER → 23 x \$6.913 = \$159.00

Received 1/13/16 *fwk*

January 10, 2016

Tal Natt
N106W14926 Buckthorn Dr.
Germantown, WI 53022
Account No 0026304400-00

Larry Ratayczak
Director of Public Works
Village of Germantown
N112 W17001 Mequon Rd
Germantown, WI 53022

Dear Mr. Ratayczak,

I am writing this letter in regards to my water/sewer bill for the service period September 17, 2015 to December 20, 2015. I was out of the country for the month of November and December due to a family emergency. Upon returning, I found out that the faucet in the second level of my home was leaking very heavily. Since that bathroom is rarely used and I currently was not able to pay for the repairs, I shut down the main valve for the bathroom. After taking this step, I verified that there was no other leak by checking the water meter in my basement.

After a few days, I received a water/sewer bill in the amount of \$339.35, which is nearly three times my normal bill. I would like to request your kind consideration in making a one-time adjustment to my water/sewer bill due to the unique circumstances.

Sincerely,



Tal Natt

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

MEETING DATE: February 2, 2016

AGENDA ITEM: New Business **C**

ITEM TITLE: Consideration to Adjust 4th Quarter Sewer & Water Invoice for
The Laser Shop

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

SUMMARY EXPLANATION:

Debbie Szeklinski Representing "The Laser Shop" located at N115 W19230 Edison Drive brought the issue of an unusually high 4th Quarter water usage to the Villages attention via a telephone call and an email (attached). The email describes finding a urinal, in a seldom utilized bathroom leaking. Since this finding a plumber was brought in the make the necessary repairs.

Ms. Szeklinski also explained that this building is vacant (and for sale) except for a one to two man crew that operates their paint booth approximately 20 hours per week.

Normal average water usage for the 4th Quarter could not be determined for the vacant building therefore the average annual water consumption will be used to analyze the over usage of water. The average use of water for the first three (3) quarters of 2015 is 5,000 gallons. The water use for the 4th Quarter of 2015 was 93,000 gallons. The over average use was 88,000 gallons. The cost for the over average water use is \$2.29/1,000 gallons times 88,000 gallons or \$201.52. The cost for the over average sewer use is \$8.641/1,000 gallons times 88,000 gallons or \$760.41.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER X

Letter from Debbie Szeklinski (The Laser Shop)

RECOMMENDATION:

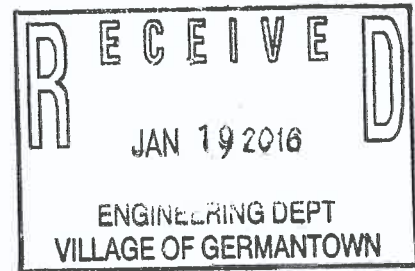
Staff is looking to the Public Works Committee for direction with regard to allow a reduction in the 4th Quarter sewer & water invoice for The Laser Shop, N115 W19230 Edison Drive.

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.



W209 N17150 INDUSTRIAL DRIVE
JACKSON, WI 53037
PHONE: (262) 502-1111
FAX: (262) 502-9930
CELL: (262) 617-5131
debbies@thelasershop.com
<http://www.thelasershop.com>



YOUR FIRST CHOICE IN LASER PROCESSING & METAL FABRICATION

January 14, 2016

Mr. Larry Ratayczak
Village of Germantown Public Works
N112 W17001 Mequon Road
Germantown, WI 53022

Re: Account No. 0020495800-00

Dear Larry:

Per our telephone conversation today, I explained that The Laser Shop owns a building at N115 W19230 Edison Drive in Germantown but, for the most part, the building is not used. We moved our business out of that building and into our new building in Jackson 2 years ago. The Germantown building is for sale and the only thing we have in it is our paint booth which is used about 20 hours a week by one or two employees.

We received a water & sewer bill this past week for \$1,071.86 and we immediately called to ask that the meter be checked. It turns out that the reading from the meter was correct and we found out that one of the urinals in the shop bathroom (which is seldom used) had a trickle of water running down it which was unknown to us. We called our plumber and he went to the Germantown building and fixed the urinal.

I am writing to see if you would be willing to give us a discount on this bill. Had we known about the water leak, we certainly would have had it fixed earlier. You can see from our earlier bills that we do not have much water usage at that building at all. Is there anything you can do to help us out with this very large bill?

I look forward to hearing from you.

Regards,

Debbie Szeklinski
Business Manager

DATE RUN: 01/19/16
TIME RUN: 12:37:26
ID: UB340000.WOW

VILLAGE OF GERMANTOWN
UTILITY BILLING ACTIVITY

PAGE

1

FROM DATE: 12/01/2012
TO DATE: 01/19/2016

DATE	ACTIVITY DESCRIPTION	READ TYPE	QUANTITY	AMOUNT
0020495800-00 THE LASER SHOP		N115 W19230 EDISON DR		
12/28/12	WATER	ACT	133	291.45
12/28/12	SEWER	ACT	133	1,081.22
01/23/13	PAYMENT: CK CHECK			1,372.67-
03/28/13	WATER	ACT	162	345.10
03/28/13	SEWER	ACT	162	1,309.04
04/16/13	PAYMENT: CK CHECK			1,654.14-
06/28/13	WATER	ACT	138	300.70
06/28/13	SEWER	ACT	138	1,120.50
07/23/13	PAYMENT: CK CHECK			1,421.20-
09/30/13	WATER	ACT	81	189.36
09/30/13	SEWER	ACT	81	672.71
10/21/13	PAYMENT: CK CHECK			862.07-
12/30/13	WATER	ACT	89	206.64
12/30/13	SEWER	ACT	89	735.55
01/22/14	PAYMENT: CK CHECK			942.19-
03/31/14	WATER	ACT	99	234.61
03/31/14	SEWER	ACT	99	814.11
04/22/14	PAYMENT: CK CHECK			1,048.72-
06/30/14	WATER	ACT	124	282.67
06/30/14	SEWER	ACT	124	1,010.51
07/22/14	PAYMENT: CK CHECK			1,293.18-
09/30/14	WATER	ACT	170	370.53
09/30/14	SEWER	ACT	170	1,371.89
10/13/14	PAYMENT: CK CHECK			1,742.42-
12/30/14	WATER	ACT	47	119.17
12/30/14	SEWER	ACT	47	405.60
01/26/15	PAYMENT: CK CHECK			524.77-
01/26/15	PENALTY ON 12/30/14 BILLING			5.35
03/31/15	WATER	ACT	3 7.38	22.14
03/31/15	SEWER	ACT	3 21.98	65.93
04/14/15	PAYMENT: CK CHECK			93.42-
06/30/15	WATER	ACT Ave=5	5 5.34	26.72
06/30/15	SEWER	ACT	5 16.04	83.22
07/14/15	PAYMENT: CK CHECK			109.94-
09/30/15	WATER	ACT	7 4.47	31.30
09/30/15	SEWER	ACT	7 14.26	100.50
10/21/15	PAYMENT: CK CHECK			131.80-
12/30/15	WATER	ACT	93 2.45	228.24
12/30/15	SEWER	ACT	93 9.07	843.62
BALANCE:				1,071.86 *

COMPANY RELOCATED
ONLY SKELETON CREW
REMAINED ON SITE

* METER CHARGES NOT
INCLUDED IN OVERAGE
COMPUTATIONS

93-5 = 88 over average use
Wtr $\Rightarrow 88 \times \$2.29 = \201.52
SWR $\Rightarrow 88 \times \$8.641 = \760.41

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

MEETING DATE: Tuesday February 2, 2016

AGENDA ITEM: New Business **D**

ITEM TITLE: Authorization to Continue w/Phase II – Police Dept.
Annex Renovation

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:

The 2016 Building Capital Budget includes funds (\$33,000) for the renovation of the Police Dept. Annex. This is the final phase of a 2 year project. Just like last year DPW staff will be serving as the project manager. Staff will be seeking competitive quotes/pricing from contractors for electrical, drywall, flooring, and painting to furnish labor and materials for their respective fields. DPW personnel will be purchasing construction materials and self performing the rough carpentry.

Staff will carefully review all submittals and choose the best contractors when comparing price, quality, references, availability, etc. Staff will obtain a minimum of 3 quotes for any items we feel will cost more than \$3,500.

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER x

RECOMMENDATION:

Staff recommends moving forward with the PD annex project. Staff also requests authority to secure various contractors to supply materials and labor for the electrical, drywall, flooring and painting portions of the project. If approved funds shall be allocated from Capital Account 10-519-570-8221.

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 & HIGHWAYS COMMITTEE
GERMANTOWN, WI**

MEETING DATE: Tuesday February 2, 2016

AGENDA ITEM: New Business **E**

ITEM TITLE: Authorization to Contract Flooring Replacement- PD
Roll Call Room and surrounding areas

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:

Staff is presenting for Committee review the quotes provided by local Carpet Contractors for the removal and replacement of carpet and base cove at the PD roll call room and surrounding area. The roll call room carpet will be replaced with a low maintenance hard surface and the hallway and nearby offices will be carpet. All of the contractors did not have their quotes back by the time back up was due. Staff will bring results and have recommendation for the February 2 meeting. The 2016 major repairs account has \$6,000 budgeted for this project.

Premiere Flooring	\$
Carpetland	\$
Carpet City	\$

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER x

RECOMMENDATION:

Staff recommends contracting with the lowest bid of the listed Contractors. If approved funds shall be allocated from Major Building Repair account 10-519-570-8221.

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 & HIGHWAYS COMMITTEE
GERMANTOWN, WI**

MEETING DATE: Tuesday February 2, 2016

AGENDA ITEM: New Business **F**

ITEM TITLE: Authorization to Purchase- Snow Plow

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:

The 2016 Highway Budget includes funds (\$9,500) for the purchase of a new snow plow. The fleet has two spare plows as backups in case the need arises during snow events. This plow will become a "front line" plow and the current one will now become a spare. Staff received 3 quotes from area suppliers. The results are as follows:

Burke Truck & Equipment	\$9,216
Wausau Everest	\$9,218
Stainless & Repair	\$9,985

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER x

RECOMMENDATION:

Staff recommends purchasing the 12 foot snow plow from Burke Truck & Equipment in the amount not to exceed \$9,216. If approved funds shall be allocated from Highway capital account 10-542-570-8100.

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 & HIGHWAYS COMMITTEE
GERMANTOWN, WI**

MEETING DATE: Tuesday Feb 2, 2016

AGENDA ITEM: New Business **G**

ITEM TITLE: Maintenance Agreement—General Communications

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:

Staff is presenting for Committee review the maintenance agreement between General Communications and the Village. Under this agreement General Communications (GENCOM) checks mobiles, battery back up, power supplies, and encoders three times a year. This contract insures that the radio system that carries the Village's tornado sirens, and building alarms is functioning properly. General Communications works closely with the Police Dept. and has served the needs of the DPW well in the past. They are familiar with our equipment and are very timely. An informal check of a couple of other Communication contractors found GENCOM to be competitive in their pricing.

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER x

RECOMMENDATION:

Staff recommends contracting with General Communications to check radio alarms for 2016. The cost of the contract shall be \$1,360, and funds shall be allocated from Buildings and Grounds line item 10-519-530-4400.

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: February 2, 2016

AGENDA ITEM: New Business **H**

ITEM TITLE: Request to Award Contract for 2016 Road Projects

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

SUMMARY EXPLANATION:

Several roads were selected by the Committee and Village Board for this year's capital improvement projects: Country Aire Dr. N; Donges Bay Rd.; Fieldstone Pass; Freistadt-Maple intersection north leg; Maple Rd.; and Mequon Rd. sidewalk extension. Donges Bay Rd. was designed by R.A. Smith National and the remaining projects were designed by the Village's Engineering Dept. Bids were solicited Jan. 7th-28th. A plan holders list is attached.

This agenda packet was due before the bid opening, so the bid tabulation will be presented to Committee members before the Feb. 2nd meeting.

ATTACHMENTS: Plan holders list

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.

Date/Status	Company
 01/25/16 1:55 pm	HD Supply Waterworks 15655 W Rogers Drive New Berlin, WI 53215
 01/25/16 1:28 pm	Pavement Maintenance Inc. N57 W13250 Shenandoah Dr. Menomonee Falls, WI 53051
 01/25/16 10:44 am	Dolson, Inc. 150 S. Stevens Street P.O. Box 1459 Rhinelander, WI 54501-1459
 01/21/16 10:10 am	Edgerton Contractors 6466 South 13th Street Oak Creek, WI 53154
 01/21/16 8:03 am	Rams Contracting, Ltd 20079 W. Main St. Lannon, WI 53046
 01/21/16 7:36 am	Super Western N60 W14224 Kaul Ave Menomonee Falls, WI 53051
 01/19/16 11:36 am	Ferguson Waterworks N49 W22990 Commerce Centre Drive Pewaukee, WI 53072
 01/19/16 8:39 am	UPI, LLC. 2180 S. Springdale Rd. New Berlin, WI 53146
 01/15/16 11:28 am	MJ Construction, Inc. 8617 W. Kaul Ave. Milwaukee, WI 53225
 01/14/16 11:58 am	Advance Construction, Inc. 2141 Woodale Ave Green Bay, WI 54313
 01/13/16 2:17 pm	Western Culvert & Supply W324 Delafield Road Oconomowoc, WI 53066
 01/13/16 8:06 am	BidClerk 28 N Clark Ste 450 Chicago, IL 60602
 01/12/16 2:56 pm	Michels Corporation 817 W. Main St. Brownsville, WI 53006
 01/12/16 9:55 am	Builders Exchange of WI W2518 Cty Rd JJ Appleton, WI 54913
 01/12/16 9:10 am	

		James Peterson Sons, Inc. P.O. Box 120 Medford, WI 54451
	01/12/16 8:47 am	Payne & Dolan, Inc N3W23650 Badinger Rd PO Box 781 Waukesha, WI 53187
	01/12/16 8:35 am Completed	Stark Pavement Corporation 12845 W Burleigh Road Brookfield, WI 53005
	01/12/16 8:17 am	Crowley Construction 1353 N. 68th Street Wauwatosa, WI 53213
	01/11/16 12:01 pm	Willkomm Excavating & Grading 17108 County Line Road Union Grove, WI 53218
	01/11/16 9:47 am	Guide Lines Pavement Marking N5144 Ludwig Rd. Rio, WI 53960
	01/11/16 7:45 am	Dorner Inc. E506 Luxemburg Road Luxemburg, WI 54217
	01/08/16 4:44 pm	Zenith Tech Inc. N6W23633 Bluemound Rd. Waukesha, WI 53187-1028
	01/08/16 2:30 pm	Sommers Construction W7841 Smith St Shiocton , WI 54170
	01/08/16 2:10 pm	Mid City Plumbing and Heating, Inc. 12930 W. Custer Avenue Butler, WI 53007
	01/08/16 7:35 am	Vinton Construction Company P.O. Box 1987 Manitowoc, WI 54221-1987
	01/08/16 7:31 am	Musson Brothers, Inc. 4215 North 124th Street Brookfield, WI 53005

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

MEETING DATE: February 2, 2016

AGENDA ITEM: New Business **I**

ITEM TITLE: Recommendation for Final Acceptance of Water Main Improvements and Release of Surety for Carriage Hills Germantown, LLC

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

SUMMARY EXPLANATION:

At the January 6, 2015 Village Board Meeting the Board unanimously accepted the Water Main Improvements, the start of a one (1) year warranty period and the reduction of the Surety to \$11,680.00. Staff has performed a final inspection of the site and determined that the Water Main Improvements at Carriage Hills Germantown, LLC meet the specifications of the project and recommends final acceptance.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER____

NONE

RECOMMENDATION:

Staff recommends accepting the water main improvements and releasing the Surety of \$11,680.00, which is in the form of a Cashier's Check issued by BMO Harris.

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: February 2, 2016

AGENDA ITEM: New Business **J**

ITEM TITLE: Request to Release Retainers to Payne & Dolan for 2014 Road Reconstruction and Alt Bauer Parking Lot Projects

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

SUMMARY EXPLANATION:

These road reconstruction projects were part of the Village's annual capital improvement program.

It has been one year since Payne & Dolan's latest invoice; therefore, they have invoiced for release of the retainers withheld for the 2014 Road projects.

Staff is satisfied with the work completed.

Project	Retainer Withheld
Willow Creek Rd.; Forest Dr.; Elm Ln.; N. Patton Ct. cul-de-sac	\$76,909.67
Alt Bauer Parking Lot	\$1,617.70
TOTAL	\$78,527.37

Staff recommends release of the retainer that was withheld for the one-year warranty period.

ATTACHMENTS: None

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: February 2, 2016

AGENDA ITEM: New Business

K

ITEM TITLE: Review Prospective DPW Project Concepts Possibly Preceding Wisconsin DOT's STH 145 Resurfacing Project

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

SUMMARY EXPLANATION:

Wisconsin DOT plans to start-up their resurfacing project from Mequon Road to CTH P in May 2017. Some of the Village's infrastructure will be impacted by the project.

The Germantown Water Utility does not have any relay needs, so only valve box rim elevations may need to be adjusted to match new pavement surface elevations. This work would be performed by the DOT's contractor.

The Germantown Wastewater Utility does not have any relay needs, so only manhole chimneys would be rehabilitated and rim elevations may need to be adjusted to match new pavement surface elevations. This work would be performed by the Germantown Wastewater Utility.

The Germantown Highway Dept. was hoping that the DOT would be extending and upsizing storm sewer during their project; however, DOT does not have plans to do either.

Of concern is the storm sewer that traverses from Roberts Dr. to Fond du Lac Ave. This storm sewer's condition and size is inadequate and the building located at W156 N11590 Fond du Lac Ave. was inappropriately built atop of it. Also of concern is the flooding caused by the dilapidated storm sewer traversing through the backyards of properties along the south side of Main St.

The best way to alleviate these aforementioned issues is to divert the storm sewer from Roberts Dr. south to the DOT's storm sewer in Pilgrim Rd.; however, the DOT's storm sewer would most probably need to be upsized to accommodate this diversion. Such a project would have to be completed before the DOT's May 2017 startup, and would have to be entirely funded by the Village. Shallow bedrock in the area would complicate and increase costs for such a project. Relay costs would be in the \$200K range with an additional \$50K for shallow bedrock removal, totaling around \$250K.

Would the Committee like staff to develop this project and report it to the DOT through their utility coordination process, or not?

ATTACHMENTS: Storm Sewer Exhibit

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.



Storm Sewer from Roberts to FDL

TextBox1

Village of

Germantown
 N112 W17001 Mequon Road
 Germantown, WI 53022
 262-250-4700



SCALE: 1" = 79'

Print Date: 1/27/2016

DISCLAIMER:

This map is not a survey of the actual boundary of any property this map depicts.

The Village of Germantown Does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.

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

MEETING DATE: February 2, 2016

AGENDA ITEM: New Business **L**

ITEM TITLE: Village Labor & Equipment Rates - 2016

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

SUMMARY EXPLANATION:

As the Village may be requested for personnel or equipment to assist in a project, staff typically prepares a list of rates to be charged for labor and equipment. In 2016 staff is recommending a 2% rate increase for labor or equipment.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER X

Suggested Labor and Equipment Rates for 2016.

RECOMMENDATION:

Staff recommends that the Public Works Committee review the attached rates, request modifications as needed and forward on to the Village Board with a positive recommendation for approval.

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.

LABOR RATES -- 2016

VILLAGE OF GERMANTOWN

POSITION DESCRIPTION	Annual Hourly Rates	
	2015	2016
Director of Public Works	\$95.00	\$96.90
Village Engineer	\$90.00	\$91.80
Project Engineer	\$68.00	\$69.36
Engineer Tech III / Land Surveyor	\$65.00	\$66.30
Land Surveyor/Survey Crew w/Robot	\$152.00	\$155.04
Highway Superintendent	\$67.00	\$68.34
Zoning Administrator/Planner	\$77.00	\$78.54
Engineering Assistant II	\$61.00	\$62.22
Record Drawing Documentation Preparation	\$96.00	\$97.92
Construction Inspection	\$96.00	\$97.92
Highway Maintenance Worker II	\$53.00	\$54.06
Highway Operators (Traffic Signals)	\$93.00	\$94.86
Water Superintendent	\$67.00	\$68.34
Waste Water Superintendent	\$67.00	\$68.34
Utility Operator	\$53.00	\$54.06
Clerical	\$46.00	\$46.92
		\$0.00
		\$0.00
		\$0.00

NOTE: 2016 rates reflect a 2% increase to 2015 rates

EQUIPMENT RATES -- 2016

VILLAGE OF GERMANTOWN

EQUIPMENT DESCRIPTION	Annual Hourly Rates	
	2015	2016
Cruz-Air	\$61.00	\$62.22
Case Backhoe & Loader	\$36.00	\$36.72
Michigan Loader	\$46.00	\$46.92
Case/John Deer Loader/Snow Plow	\$78.00	\$79.56
Case/John Deer Loader/Snow Blower	\$106.00	\$108.12
Single Axle Dump Truck (5yd)	\$33.00	\$33.66
Single Axle Dump Truck w/Plow/Aux. Wing/Sander (5 yd)	\$53.00	\$54.06
Tandem Axle Dump Truck	\$44.00	\$44.88
Tandem Axle Dump Truck w/Plow/Aux. Wing/Sander	\$65.00	\$66.30
4 Wheel Oshkosh w/Plow/Wing/Sander	\$106.00	\$108.12
1-Ton Patrol Truck (2-3 yd)	\$25.00	\$25.50
1-Ton Truck w/Plow	\$31.00	\$31.62
Truck w/Water Jetter w/Aux. Power Unit	\$50.00	\$51.00
Aerial Lift Truck	\$62.00	\$63.24
Pickup Truck	\$19.50	\$19.89
Pickup Truck w/Plow	\$28.00	\$28.56
Self Propelled Vibrating Roller	\$38.00	\$38.76
Self Propelled Non-Vibratory Roller	\$35.00	\$35.70
185 cfm Air Compressor (Portable)	\$28.00	\$28.56
Street Sweeper 40 Hp w/Front Mounted Broom	\$37.00	\$37.74
Vacuum Sweeper	\$82.00	\$83.64
Vac All	\$86.00	\$87.72
Sewer line Televising Truck	\$116.00	\$118.32
Combination Sewer Machine (pipe jetter & vac)	\$140.00	\$142.80
Mini Excavator	\$49.02	\$50.00
Skid Steer Loader w/Bucket	\$32.00	\$32.64
Skid Steer Loader w/Snow Blower/Broom	\$35.00	\$35.70
Tar Kettle	\$34.00	\$34.68
Motorized Mower (24" & Under)	\$13.25	\$13.52
Motorized Mower (25"-47")	\$18.50	\$18.87
Motorized Mower (48" & larger)	\$21.50	\$21.93
Tractor w/Sickle or Flail Mower	\$46.00	\$46.92

Chain Saw	\$12.25	\$12.50
Hydraulic Saw	\$12.25	\$12.50
Hydraulic Pruner	\$12.25	\$12.50
Chipper	\$40.00	\$40.80
Generator (225 Kw)	\$57.00	\$58.14
Generator (Under 10 Kw)	\$25.00	\$25.50
Trailer Mounted Vacuum Excavator	\$84.00	\$85.68
6 " Pump/Hose	\$31.00	\$31.62
4" Pump/Hose	\$26.00	\$26.52
3" Pump/Hose	\$21.50	\$21.93
		\$0.00
		\$0.00
Barricades-----DAILY COST	\$3.00	\$3.06
Traffic Control Signs-----DAILY COST	\$1.50	\$1.53
NOTE: 2016 rates reflect a 2% increase of 2015 rates		