

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

February 2, 2016
Village Hall Board Room

CALL: Chm. Kaminski called the meeting to order at 5:30 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 Miller to approve the minutes of December 21, 2015 and January 5, 2016.

Motion carried unanimously.

PUBLIC COMMENT: None

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

Engr. Bischke requested the release of the retainer which was held for one year for the traffic signalization project at the Mequon-Eisenhower Roads intersection. An email to the Village Engineer from Dennis Cauley, WDOT, accepted the signals as satisfactory.

MOTION made by Zabel, seconded by Warren authorizing the release of the retainer of \$4,747.50 to Pieperline that was held during the one year warranty period for the Mequon-Eisenhower Roads intersection traffic signalization project.

Motion carried unanimously.

CONSIDERATION OF A UTILITY CREDIT – N101 W14262 SUNBERRY ROAD: Leah Minkin, N101 W14262 Sunberry Road requested consideration of a utility credit toward her 4th quarter invoice due to an outside faucet turned on for an unknown period of time. Dir. Ratayczak noted 44,500 gallons in excess water discharged onto the lawn.

Trustee Zabel stated past practice was to charge for water consumption as the water went through the meter. As the water at this property did not enter the sewer system and was therefore not treated, Trustee Zabel suggested the utility billing be adjusted by 44.5 thousand gallons times the sewer rate of \$6.91 for a total of \$307.63.

MOTION made by Zabel, seconded by Miller authorizing staff to credit the sanitary sewer portion of \$307.63 toward the fourth quarter 2015 sewer and water bill for the property at N101 W14262 Sunberry Road.

As the 4th quarter billing would be used in summer averaging, Ms. Minkin asked if the Village could adjust the 4th quarter billing down to her most recent average usage.

MOTION made by Zabel, seconded by Miller to *amend* the Motion authorizing staff to use past winter rates when calculating summer averaging.

Motion as amended carried unanimously.
Original Motion carried unanimously.

CONSIDERATION OF A UTILITY CREDIT – N106 W14926 BUCKTHORN DRIVE:

Dir. Ratayczak received a letter from Tal Natt, N106 W14926 Buckthorn Drive, who had requested consideration of a utility credit due to a leaking faucet in a rarely used bathroom. Based on Dir. Ratayczak's calculations, it was found that an additional 23,000 gallons above Tal Natt's average was usage during the 4th quarter.

Committee discussion supported reducing the overage of the sewer portion of Tal Natt's utility bill to an operations and maintenance charge which would be half of the normal charges of \$6.91 per thousand gallons for the over average sewer use.

MOTION made by Miller, seconded by Warren authorizing a utility credit of \$79.50 on the sanitary sewer portion of the fourth quarter utility billing at N106 W14926 Buckthorn Drive.

MOTION made by Miller, seconded by Warren to *amend* the Motion to remove the 2015 fourth quarter usage when calculating summer averaging for N106 W14926 Buckthorn Drive.

Motion as amended carried unanimously.

Motion carried unanimously.

CONSIDERATION OF A UTILITY CREDIT – N115 W19230 EDISON DRIVE:

Dir. Ratayczak explained the property owner of "The Lazer Shop" contacted the Village regarding high usage at their vacant location on Edison Drive. The owner found a leaking urinal and a plumber was brought in to make the necessary repairs. As normal average water usage for the fourth quarter could not be determined for the vacant building, Dir. Ratayczak used average annual water consumption and calculated 88,000 gallons above the average for the 4th quarter.

Committee discussion justified reducing the overage of the sewer portion of "The Lazer Shop's" utility bill to an operations and maintenance charge which would be half of the normal charges of \$8.641 per thousand gallons.

MOTION made by Zabel, seconded by Warren authorizing staff to eliminate the fourth quarter averaging and reduce the 2015 fourth quarter billing by 50% (\$380.20) for the property located at N115 W19230 Edison Drive.

Motion carried unanimously.

AUTHORIZATION TO CONTINUE W/PHASE II – POLICE DEPT. ANNEX

RENOVATION: Supt. Olszewski explained the 2016 annual budget included \$33,000 for the final phase of the Annex renovation. Work to be completed included electrical work, drywall, flooring and painting. Supt. Olszewski will obtain a minimum of 3 quotes for any contracted work in excess of \$3,500 and review all submittals based on price, quality, references, and availability.

Committee discussion authorized Supt. Olszewski to secure various contractors to supply materials and labor for the electrical, drywall, flooring & painting portions of the project up to the budgeted amount of \$33,000.

MOTION made by Zabel, seconded by Miller to forward to the Village Board with a positive recommendation authorizing staff to secure various contractors for Phase II – Police Department Annex renovation at a cost not to exceed the 2016 budgeted amount of \$33,000. Funds shall be allocated from Acct. #10-519-570-8221. Upon completion of the renovation, staff shall provide the Public Works Committee with an itemized breakdown of costs for each of the contracted services for this project.

Motion carried unanimously.

AUTHORIZATION TO CONTRACT FLOORING REPLACEMENT – POLICE DEPT. ROLL CALL ROOM & SURROUNDING AREAS: Supt. Olszewski received three quotes ranging from \$4,713.26 to \$5,957.00 for the removal of carpet and base cove within the Roll Call Room and in the hallway and nearby offices. A low maintenance hard surface will be installed in the roll call room and carpet will be replaced in the hallway and nearby offices.

MOTION made by Warren, seconded by Miller authorizing staff to contract Carpet City to replace flooring in the Police Department Roll Call Room and surrounding areas for a cost of \$4,713.26. Funds to be allocated from Acct. #10-519-570-8221.

Motion carried unanimously.

AUTHORIZATION TO PURCHASE – SNOW PLOW: Supt. Olszewski presented three quotes ranging from \$9,216 to \$9,985 for the purchase of a 12 foot snow plow. The plow will become a front line plow and the current plow will become a spare.

MOTION made by Miller, seconded by Warren to forward to the Village Board with a positive recommendation to approve the purchase of one 12 foot snow plow from Burke Truck & Equipment for an amount not to exceed \$9,216.00. Funds to be allocated from Acct. #10-542-570-8100.

Motion carried unanimously.

MAINTENANCE AGREEMENT – GENERAL COMMUNICATIONS: Supt. Olszewski presented the annual Maintenance Agreement between General Communications and the Village to check mobiles, battery backup, power supplies and encoders three times per year. General Communications is competitive in their pricing, familiar with the Village's equipment, and very timely in responding. Any repair costs would be separate from the maintenance agreement itself.

Committee discussion suggested Supt. Olszewski contact General Communications to see if they were willing to extend their annual contract agreement for a longer term at a minimum of three to five years. Staff was also asked to research whether the General Communications repair rates were competitive and whether the rates would increase over the term of the agreement.

MOTION made by Zabel, seconded by Warren directing staff to contact General Communications to see if they would consider extending their Maintenance Agreement for a term of more than one year, investigate General Communications repair rates and whether or not they were competitive, and return to the Public Works & Highway Committee meeting with the results.

Motion carried unanimously.

REQUEST TO AWARD CONTRACT FOR 2016 ROAD PROJECTS: Engr. Bischke reported four bids were received ranging from \$1,897,276.99 to \$2,431,161.34. Roads selected for the 2016 road improvement projects were; Country Aire Drive N, Donges Bay Road, Fieldstone Pass, Freistadt/Maple Road intersection north leg, Maple Road, and Mequon Road sidewalk extension.

Committee discussion included;

- Roads were let as one project to take advantage of economies of scale for the bid items;
- A 5% contingency was included for stone, asphalt and other critical items;
- Engr. Bischke completed another review of Country Aire Drive in which there were many constraints due to forestry, utility poles, & wetland issues. The 2016 project will include enclosing more ditches than had anticipated.
- Country Aire Drive has not been redone in 40 plus years with no ditch issues. Trustee Kaminski felt comfortable in spending more funding on the ditches in lieu of the ditch issues at Forest Heights and Happy Hollow Subdivisions.
- Dir. Ratayczak noted more effort and foresight should be used when looking at the proposed projects. The Engr. Dept. staff completed investigative work to include visually looking at the ditches, obtaining more cross sections and existing elevations and how it compared to the future proposed settling of the road. The contractor may not have to do much work on the ditches but staff elected to cover possible issues in the bid.
- Trustee Warren stated it was the right of way that defined the side slopes whereas it should be the other way around. Engr. Bischke added there were a lot of encroachments in the right of way that constricted the operations of the project.
- Trustee Zabel noted there are ditches that have existed for a long time, have drained the water, and the road has held up a long time. His concern was does it make sense to reconstruct those types of ditches?
- The project schedule is determined during the pre-construction meetings. Once determined, this information will be posted on the Village's website, Facebook, Administrator's Report and the Press.

MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation to award the 2016 Road Projects contract to Payne and Dolan in the amount of \$1,897,276.99. Funds to be allocated from Acct. #40-542-570-8810.

Motion carried 3-1 (Zabel)

REQUEST TO RELEASE RETAINER – CARRIAGE HILLS APARTMENTS: Staff has performed a final inspection of the site and found the water main improvements met the specifications of the project.

MOTION made by Zabel, seconded by Warren authorizing staff to release the Surety retainer in the amount of \$11,680.00 to Roesch and Romanchek for the Carriage Hills Apartment Water Main improvements.

Motion carried unanimously.

REQUEST TO RELEASE RETAINER TO PAYNE AND DOLAN FOR 2014 ROAD RECONSTRUCTION AND ALT BAUER PARKING LOT PROJECTS: Staff had recommended the release of the retainer that was held during the one year warranty period.

MOTION made by Zabel, seconded by Warren authorizing staff to release the 2014 Road Reconstruction and Alt Bauer Parking Lot projects retainer in the amount of \$34,801.23 to Payne and Dolan. Funds to be allocated from Acct. #40-200-210-1100.

Motion carried unanimously.

REVIEW PROSPECTIVE DPW PROJECT CONCEPTS POSSIBLY PRECEDING WI DOT'S STH 145 RESURFACING PROJECT: Engr. Bischke explained with WI DOT's plans to start up their resurfacing project from Mequon Road (not including intersection) to CTH P in May 2017, some of the Village's infrastructure would be impacted by the project. Engr. Bischke noted;

- The Water Utility did not have any relay needs with the exception of valve box rim elevation adjustments;
- The Waste Water Utility did not have any relay needs with the exception of manhole rehabilitation and rim elevations adjusted to match the new pavement surface elevation;
- The Highway Dept. would like to see the extension of and upsizing of the storm sewer however the DOT does not have plans to do either one south of the railroad tracks;
- There was concern regarding storm sewer that traverses from Roberts Drive at Pilgrim Road to the southwest across to FDL Ave. The storm sewer's condition and size was inadequate and the fact there was a building built on top of the storm sewer at W156 N11590 Fond du Lac Ave.; Engr. Bischke provided a visual map for the Committee to follow.
- Flooding is an issue during heavy rain events due to dilapidated storm sewer traversing through back yards of properties along the south side of Main Street; Supt. Olszewski suggested diverting the storm sewer to the south along Pilgrim Road and connect to the DOT's existing storm sewer south of the Pilgrim/Fond du Lac intersection.
- It was disclosed at the DOT meeting that the DOT will not be doing anything with their storm sewer during the resurfacing project. Engr. Bischke disclosed to the Committee the storm sewer issues that currently existed to give the Committee a chance to consider scoping, pricing, or drafting a preliminary design to see if the Village would like to consider a storm sewer project before the DOT resurfaces the road.

- Once the DOT is completed with their project, no additional road work can be done for at least five years;
- Supt. Olszewski stated the infrastructure was all original. Some infrastructures have been in place since 1957 and more than likely do not have easements. One manhole is in Flyrite's garage.
- In order to change the drainage pattern, approvals would be needed from the DNR and the Village would need to obtain the necessary permits;

Comments by the Committee:

- Chm. Kaminski felt it was worth investigating due to past history of the area during heavy rain events.
- Funding would need to be found within the Budget to finance the storm water.
- Could the DOT incorporate storm sewer in their project if the Village paid for the up sizing? Engr. Bischke stated the DOT draft PS & E plans were 90% complete.
- The storm sewer in Park Avenue and Fond du Lac Avenue area should also be addressed as it does not drain very well; Supt. Olszewski stated there was a collapsed pipe in that area. The scope of the relay involves many areas that are in question. There was also a large storm sewer by the auto shop that takes a large volume of water. It is uncertain who's jurisdiction the storm sewer resides. Trustee Zabel stated if the Village was going to look at storm sewer projects for next year, the DOT should be notified requesting they address the storm sewer concerns in their jurisdictional area of Fond du Lac Avenue at Park Avenue.
- Staff should look at Village storm sewer pipes beyond the scope of the project and obtain DNR input on basin re-routing before going any further with the project.

MOTION made by Zabel, seconded by Kaminski requesting staff review the storm sewer drainage issues on Pilgrim Road and Park Avenue/FDL Avenue, work with the DOT/DNR for any solutions and return to the Committee with any updates.

Motion carried unanimously.

VILLAGE LABOR AND EQUIPMENT RATES – 2016: Dir. Ratayczak presented the annual Village Labor and Equipment Rates which reflected a 2% rate increase for equipment and 2016 labor rates which were modified to reflect actual labor costs. Dir. Ratayczak further noted 2015 rates were actual rates adjusted to an estimated market value rate to be competitively priced with private firms doing the same work.

Discussion included;

- Trustee Zabel believed a rate study of area communities was completed in 2006-07 and defended the 15% upcharge due to fuel, maintenance, office backup, insurance for vehicles, employee insurance, workman's comp., etc. Numbers from surrounding communities were all compatible.
- Trustee Zabel questioned what the fiscal cost of each department was.
- Chm. Kaminski felt it was fair on how the rates were modified without loading all other costs in.
- Dir. Ratayczak noted his experience with the private sector the multiplier of your salary was usually 52% which covered all benefit/axillary costs. Director Rath calculated

Village costs at 51%. If a multiplier of 3 to 4% is used to reach a private market value, Dir. Ratayczak could not defend that calculation.

- Engr. Bischke gave examples of where Village services were needed for road issues, etc. or if staff was requested to help obtain permits, etc. This is where the Village could then charge market rates for the position doing the work. When rates are submitted as part of a Developers Agreement appendix, staff estimates the number of hours different positions of the department are going to charge. This would put the developer on notice as to the possible charges.
- Dir. Ratayczak stated based on the rates presented, the Village would just cover their costs and not lose any money. Past rates were inflated to market value. The Village is a municipality. The question is do you want to charge market rates?
- Chm. Kaminski requested more information for all departments and questioned if the rates were across the board?

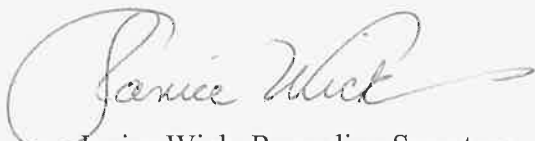
MOTION made by Kaminski, seconded by Warren requesting staff forward all the Village Labor and Equipment Rates for 2016 to the General Government and Finance Committee for discussion of all labor rates within all Village departments, how staff arrives at the rates, and a survey of what surrounding communities were doing.

Chm. Kaminski recommended the Village Administrator and Finance Director supply all costs when establishing labor rates for employees in all departments.

Motion carried unanimously.

NEXT MEETING DATE: The next Public Works and Highway Committee meeting will be held Tuesday, March 1, 2016 at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:01 p.m.



Janice Wick, Recording Secretary