

VILLAGE OF GERMANTOWN
N112 W17001 Mequon Road
Germantown WI 53022

MEETING: **SPECIAL PUBLIC WORKS & HIGHWAY COMMITTEE**

DATE AND TIME: **MONDAY, MARCH 21, 2016** ***6:15 P.M.***

LOCATION: Village Hall Board Room

- I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wisconsin Statutes, in such form that will apprise the general public and new media of subject matter that is intended for consideration and action.
- II. **ROLL CALL:** Chairman Kaminski, Trustees Miller, Warren and Zabel
- III. **NEW BUSINESS:**
 - A. Authorization to Fill Vacant Position – Village Engineer
 - B. Request Authorization for Change Order – Visu Sewer Manhole Lining
- IV. **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.

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

MEETING DATE: March 21, 2016 _ SPECIAL MEETING

AGENDA ITEM: New Business A

ITEM TITLE: Approval to Fill Vacant Position of Village Engineer

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

SUMMARY EXPLANATION:

Due to the recent departure of the Village Engineer the position of "Village Engineer" is now vacant. The position of Village Engineer is the direct manager of the Department of Engineering and is therefore, a vital position within the Village Staff. This position, in part, is responsible for performing/reviewing design of all road/utility projects, inspection of projects during construction, interfacing with governmental agencies and assisting the Planning Department for development reviews. This position covers for the Director of Public Works as Required.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER____

NONE

RECOMMENDATION:

The Director of Public Works requests that the Public Works & Highway Committee approve filling the vacant position of Village Engineer and recommend to the Village Board to approve filling the vacant position of Village Engineer

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.

EMPLOYEE VACANCY JUSTIFICATION WORKSHEET

All positions left vacant by retirement, quitting, or termination need to complete the following worksheet before the vacant position may be advertised or filled. This worksheet shall not pertain to temporary, seasonal, and sworn public safety employees.

Vacancy Justification Worksheet

Position to be filled: Village Engineer

Department: Engineering / Depart of Public Works

Pay: (P6# 23): \$76,698 (min.) to \$86,743 (mid-point)

How long was the previous personnel in position: 7 years

Can the Position be:

Deferred for a period of time?

☐ Yes

☒ No:

Why: This position is a vital link with other departments within the Village. Work load is of a constant nature with other departments dependent on this position.

Transferred or shared with existing staff: ☐ Yes

☒ No:

Why: This position is a professional position requiring licensing from the State of Wisconsin. No other engineering department staff possess professional license.

Consolidated with another position? Yes ☐

No: ☒

Why: Workload is such that this position cannot be consolidated with another position within engineering

Privatized/Contractual?:

☒ Yes

☐ No:

Why: Position could be privatized, but the cost for utilization of private consultants would increase cost by approximately 50% and availability/responsetime would be dramatically reduced. The responsetime would have an effect on other departments.

** Attach current job description and department organizational chart and submit to

Lawrence W. Ratayzak
Department Director

Signature/approval

John Schorn

Village Administrator

Signature/Approval

3/16/2016
Date

3-16-16
Date

VILLAGE ENGINEER

GENERAL STATEMENT OF DUTIES:

The Village Engineer will perform and/or direct engineering work involving design, review, investigation, development, maintenance, and construction of public works projects within the Village of Germantown. The Village Engineer acts as a technical resource to the Village Board and associated government committees. The Village Engineer assists the Public Works Director with Public Works Committee meetings. The Village Engineer is responsible for directing work for the engineering staff and working with the Public Works Department.

DISTINGUISHING ABILITIES:

The Village Engineer must be able to apply professional engineering knowledge and skills for the design and implementation of public works projects. The Village Engineer must act in a professional manner with respect to the Village staff, the public, the elected officials and other appointed commissioners. The Village Engineer must have the ability to communicate clearly and concisely either verbally or in written form.

ESSENTIAL KNOWLEDGE AND SKILLS:

The following is a list of the essential knowledge, skills, and registrations needed for the Village Engineer position:

- Ability to communicate in a professional manner and maintain working relationships with staff;
- Thorough knowledge of principles and practices of civil engineering;
- Understanding of use of construction materials and approved standards of safety;
- Application of engineering principles and standards with design and construction of public works projects;
- Ability to tactfully secure cooperation and strict adherence to construction plans, specifications, and codes from outside contractors;
- Ability to prepare a variety of technical reports, specifications, and contracts for public works projects;

- Computer skills such as using word processors, spreadsheets and engineering software including AutoCAD.
- Ability to direct and instruct departmental staff

DESIRED EXPERIENCE AND TRAINING:

The Village Engineer shall be a graduate of an accredited college or university with a major in civil engineering, or have the equivalent experience necessary to obtain professional registration. Registration as a professional engineer in the State of Wisconsin is required. The Village engineer must have considerable experience in progressively responsible civil engineering work and have experience managing large construction projects and a variety of staff.

EXAMPLES OF DUTIES PERFORMED: (Illustrative Only)

- Supervise and delegate work to engineering staff;
- Establish criteria for design and construction of public works projects;
- Perform design work and field investigation on in-house design projects for street and utility system expansions, replacements, or upgrades;
- Confer with developers to relate Village requirements for expansion of streets and utilities within proposed subdivisions or other developments;
- Coordinate work performed by engineering consultants for the Village;
- Receive complaints and problems from residents and work to resolve problems if possible;
- Attend the Village Planning Commission meetings;
- Attend the Public Works Committee meetings;
- Attend various other public meetings as needed;
- Conduct informational meetings as needed for public works projects;
- Schedule the construction of public works projects;
- Maintain documentation of public works construction projects;
- Assist with the preparation of the annual capital and operating budget;
- Prepare ordinance amendments as needed;
- Review subdivision plats, certified survey maps, and site development plans for compliance with Village standards and ordinances;

- Solicit engineering firms and/or contractors for completion of public works projects;
- Supervise site inspection services for development projects;
- Work with Building Inspectors as needed prior to issuance of building permits;
- Coordinate permits and review for public works projects with the State regulatory agencies;
- Attend training programs and seminars and promote the professional development of staff

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job the employee may be required to climb ladders, climb stairs, walk through construction sites, and walk over irregular surfaces. May be required to visit sites or perform work outside during adverse weather conditions.

The employee must occasionally lift and/or move up to 50 pounds. Bending and twisting is also frequently required. Sitting for long periods during plan reviews and public meetings is also required.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Prepared by: Administrator Office

May 5, 1982

Updated: November 25, 1996

Reviewed: September 4, 2001 - PW Committee

Revised: July 2, 2002

Revised: January 12, 2009 – Village Administrator

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

MEETING DATE: March 21, 2016

AGENDA ITEM: New Business **B**

ITEM TITLE: Change Order Recommendation Visu-Sewer- Manhole Lining

SUBMITTED BY: Timothy K. Zimmerman – Wastewater Superintendent

SUMMARY EXPLANATION:

Village contract number 1501 with Visu-Sewer includes unit pricing for manhole rehabilitation in the amounts of \$132.00 per vertical foot for both cementitious and epoxy. These unit prices are very favorable to the Village. State law allows for up to a 15% addition to the value of a contract for additional work under the current unit price. \$125,000.00 is budgeted in the 2016 Wastewater Utility Budget for miscellaneous manhole rehabilitation throughout the Village. The \$125,000 represents approximately 950 vertical feet of additional manhole rehabilitation.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER

RECOMMENDATION:

It is staff's recommendation to Amend by Change Order Village contract #1501 for the amount not to exceed \$125,000.00. And to forward this recommendation to the Village Board. Money to be utilized for the rehabilitation of select sanitary manholes on Kurt Drive, Crusader Court, Fireman's Park Easement, Park Avenue, and Division Road. All money remaining after targeted manholes are completed would be utilized for the interceptor manholes on Donges Bay Road. Money is budgeted in the 2016 Wastewater Utility Line Item: 60-180-182-3110 Collecting System Capital

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.