

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **PUBLIC WORKS & HIGHWAY COMMITTEE**

DATE AND TIME: **WEDNESDAY, November 2, 2016** *****6:30 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:** October 4, 2016 and October 17, 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. Presentation of the First Draft of the Five Year Road Improvement Program
- VI. **NEW BUSINESS:**
 - A. Consideration of a Refund – Solid Waste/Recycling Collection – W209 N11292 Schiller Drive
 - B. Request for a Utility Credit – Tender Reflections Memory Care
 - C. Request for a Utility Credit – N113 W17066 Driftwood Court
 - D. Consideration of Invoice – Washington County Highway Department
 - E. Consideration of Invoice – Stark Pavement Corp.
 - F. Authorization to Purchase LED Lights – Library
 - G. Authorization to Purchase Trailer
 - H. Authorization to Fill Upcoming Vacancy – Water Utility Superintendent
 - I. Update on TID #6 – Willow Creek Business Park
- VII. **NEXT MEETING DATE:** Set December, 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.

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

October 4, 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. Laning and Secretary Wick.

PREVIOUS MINUTES: **MOTION made by Warren, seconded by Zabel to approve the minutes of September 1, 2016.**

Motion carried unanimously.

PUBLIC COMMENT: None

AUTHORIZATION TO CONTRACT – INTERNAL PLUMBING AT FIRE STATION #1: Supt. Olszewski reported staff solicited quotes from 4 area plumbers to perform internal plumbing work at Fire Station #1. Two quotes were received ranging from \$16,000 to \$31,066.

MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation to contract Ideal Mechanical to complete the internal plumbing work at Fire Station #1 for a cost not to exceed \$16,000. Funds to be allocated from Acct. #10-519-570-8222.

Motion carried unanimously.

EAB – RESPONSE TO COMMON QUESTIONS, SITUATIONS, and ORDINANCE ENFORCEMENT – DISCUSSION AND/OR DIRECTION: Supt. Olszewski reported the effects of EAB are becoming more and more evident throughout the Village. Staff is now noticing more dieback of both public and private trees. A comprehensive EAB Readiness Plan was created in 2007 and a plan is in place for the removal, treatment and replacement of “public” ash trees. Supt. Olszewski believed there would be questions by the Village residents and therefore looked to the Committee to discuss common questions and review the Ordinances that would be used to address the Emerald Ash Bore and dead/diseased trees.

- ***Dead/Diseased trees in easements:*** Easements on private property that grant limited access to private property; responsibility of the tree should be on the property owner.
Committee discussion: upon review of the easement document, responsibility shall be that of the homeowner. Questions/answers should be compiled and placed on the website for public viewing.
- ***Dead/Diseased trees on private property:*** Dead/diseased trees that pose a threat to public safety or property will be handled according to Ordinance 17.60. Trees that do not pose a clear and immediate threat, but are a “nuisance” to a neighbor should be resolved privately between neighbors and considered a private matter.
Committee discussion: Supt. Olszewski stated the Ordinance gives staff the right to rectify only if a direct threat causing property damage.
- ***Trees on the right of way line:*** If any part of the trunk of the tree is in contact with the right of way line, it will be considered a public tree and the responsibility of the Village.
Committee discussion: Staff should do a rough measure. If the tree falls on the border, the resident should be responsible for proving that the tree may be in the right of way.

Trees on the border and leaning toward the home shall be the responsibility of the homeowner to prove ownership. Trees leaning toward the street should be the responsibility of the Village to prove whether or not the tree in question is on private property. It may be more difficult to determine property lines if homeowner borders a park. Utility box placement on the property may help determine property limits. Property owners who question staff's opinion can always state their case at the Village Board level.

- ***Clarification of 17.06(9) Appeals:*** Any person who receives a determination or order from the Village and objects to all or any part thereof may appeal to the "Tree Board"...
Committee discussion: "Tree Board" should be changed to "Public Works Committee". Contact the Village Planner to add the Ordinance change to the Plan Commission Agenda for approval.
- ***Trees in common areas or "shared" parcels in subdivisions:*** Contact Home Owners Association (if one still exists). This could be problematic as some HOA's have dissolved.

Supt. Olszewski provided a "Shared Property Example" aerial map in which Village of Germantown Property bordered a Home Owners Association property and private property. There may be ash trees within those areas. There may be conflict if a tree causes issue for a neighboring property.

Additional comments:

- When a developer is required to install trees within the terrace as part of their development, the Village becomes responsible for future maintenance.
- The average inch diameter of a diseased tree is 18" or less. Removal costs can range from \$1,500 to \$2,000 per tree depending upon the size.
- Utility Companies will only clear trees when it impacts their utilities.
- If there is no homeowner association can tree removal costs be divided among all homeowners within the affected subdivision and put on their tax bill? Only if there would be a lot of trees and residents were complaining or it became a safety issue.
- There will be future budget implications as more and more trees need to be removed.

AUTHORIZATION TO CONTRACT TREE TRIMMING – OLD FARM SUBDIVISION

AREA: Staff obtained quotes ranging from \$10,800 to \$21,300 to prune street trees within the right of way in the Old Farm subdivision. Staff requested a not to exceed amount of \$13,000 as bids were favorable and wanted to increase the scope of work to include a minor expansion of pruning along Wagon Trail.

MOTION made by Zabel, seconded by Miller to forward to the Village Board with a positive recommendation to contract M&M Tree Care to prune approximately 117 trees within the right of way in the Old Farm Subdivision at a cost not to exceed \$13,000. Funds to be allocated from Acct. #10-553-530-5290.

Motion carried unanimously.

CONSIDERATION OF CHANGE ORDER REQUEST – TID #6 EXTRA ROCK:

Dir. Ratayczak reported mass grading and ponds construction in TID #6 encountered a considerable amount of additional bedrock to be removed. The additional rock was located in

forested areas that were not explored for rock prior to bidding and, in areas between rock exploration drill sites. Bid prices for the removal of rock were \$19.10/c.y. to include blasting, digging, and removal. Extra blasting costs were quoted at \$12.00/c.y. As there was an estimated 40 to 60 ton of extra rock, Dir. Ratayczak proposed selling it. Through research Dir. Ratayczak had estimated a cost of \$3.25 per ton which he felt was a very fair price. A lot of the extra rock was blended in the soil and used on site to reach the 95% compaction requirement.

MOTION made by Zabel, seconded by Miller to forward to the Village Board with a positive recommendation to approve a change order request for the additional bed rock removal in TID #6.

Discussion followed.

MOTION made by Zabel, seconded by Kaminski to *amend* the Motion to agree to pay the cost of \$12 per cubic yard for drilling and blasting rock over and above what was in the pond and request staff to provide final quantities to the Public Works Committee before taking this topic to the Village Board.

**Motion as *amended* carried unanimously.
Original Motion carried unanimously.**

TID #6 – SELLING OF CRUSHED STONE – DISCUSSION AND/OR ACTION: Dir. Ratayczak reported the additional bedrock removal costs in TID #6 would be offset by the sale of the crushed stone. Dir. Ratayczak researched the cost through local crushed material vendors and calculated a sale price of \$3.25 per ton. The estimated quantity of crushed rock to sell was 60,000 tons. All revenue will be credited to TID #6.

MOTION made by Zabel, seconded by Miller to approve the sale of excess crushed aggregate material in TID #6 at a cost of \$3.25 per ton.

Motion carried unanimously.

ACCEPTANCE OF IMPROVEMENTS/LETTER OF CREDIT REDUCTION – GATEWOOD PLACE: Dir. Ratayczak reported the public improvements of the Gatewood Place development have been completed, inspected, and accepted by staff. The Director of Public Works recommended final acceptance of the water main, sanitary sewer, and roadway improvements, reduce the Letter of Credit, and begin the one year warranty period.

MOTION made by Warren, seconded by Zabel to accept the public water main, sanitary sewer & roadway improvements in the Gatewood Place development and reduce the Letter of Credit to \$11,303.00 for the one year warranty period.

Motion carried unanimously.

RELAY SANITARY SEWER ON PARK AVENUE – DISCUSSION AND/OR ACTION: Dir. Ratayczak stated in preparation for the water main relay project on Park Ave. from Fond du Lac Avenue north 510ft., staff requested the Sewer Utility to televise the sanitary sewer due to possible blasting involved with the water main project. During televising it was reported the

existing sewer pipe made of clay material and one of the original "lined" sewers in the Village had begun to fail to a point that infiltration was occurring at the lateral connections. Dir. Ratayczak added the sewer line was in no condition to be relined and would be a waste of money. Staff was seeking approval to have the Engineering Dept. develop plans/specifications and advertise for bids to relay the existing sanitary sewer. Dir. Ratayczak estimated the cost at \$228,500. It was also noted the Park Avenue road surface had a Pazer Rating of a "3" and suggested this portion of roadway be included in the 2017 Road Improvement Schedule.

Discussion included an explanation of the condition of the sewer lining. Trustee Zabel noted there were only four or five laterals and if the water seemed to be coming in four or five places, why couldn't the Village incorporate the private I&I contract and get the private laterals lined from the mainline up to the building to take care of that. It would be a lot cheaper. Dir. Ratayczak stated it was a possible solution but wanted to bid out the project to see what the market brings in for price. Chm. Kaminski requested confirmation from Waste Water Supt. Zimmerman that the 4-5 lateral connections were indeed leaking before incorporating the I&I contract with this project. Trustee Miller believed Park Avenue road conditions were far worse south of Fond du Lac Avenue. As the sewer was the same age, should the Village consider relaying sewer all the way to Main Street? Dir. Ratayczak stated it would not be possible to bid this section of roadway as it would increase the whole scope of the water main extension project north of Fond du Lac Avenue. There is no water main on Park Avenue south of Fond du Lac Avenue so you would want to install all utilities prior to road reconstruction which would be a large project in itself. In closing, Trustee Zabel requested to see the video tape to verify the lateral infiltration, how the numbers relate, and make an educated choice as to what is the best.

MOTION made by Zabel, seconded by Miller authorizing the Engineering Dept. staff to develop plans, specifications and advertise for bids to relay the existing sanitary sewer on Park Avenue north of Fond du Lac Avenue to a point where new sewer is installed by the Fire Station. Also requested is to have Waste Water Superintendent Zimmerman answer additional questions regarding the lining and video taken of the sanitary sewer in that area.

Motion carried 3 – 1 (Zabel)

SET BACK RELEASE/DOT NOISE & ACCESS RESTRICTION – WEIMER BEARING:

Dir. Ratayczak explained there were six parcels of land involved with assembling a piece of property that Weimer Bearing has built on. Along with the six parcels were WDOT restrictions still attached to the properties. The release of restrictions needed to be approved by the Village with the creation of "Correction Instruments" for the purpose of modifying all of the previous Certified Survey Maps that were prepared for the land and six parcels. Upon the release, Weimer Bearing will be allowed to install a sign for their company. Discussion followed.

MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation to approve four CSM Correction Instruments for the purpose of modifying all previous CSM's for the Weimer Bearing parcels once owned by the Village, due to the release of the WDOT's access and noise restrictions which were still in force.

Motion carried unanimously.

EXTENSION OF WATER MAIN ON PARK AVENUE SOUTH ACROSS STH 145 –

DISCUSSION AND/OR ACTION: Dir. Ratayczak reminded the Committee that the water main on Park Avenue from Fond du Lac Ave. to a point 510 feet north is set to be relayed in 2016. In addition, WDOT is set to resurface the pavement on Fond du Lac Avenue in year 2017 which included the Park Avenue intersection. WDOT has a policy that after paving, there is a five year moratorium for construction activities. It was the suggestion of Trustee Zabel that staff investigate extending the water main relay project to the south of Fond du Lac Avenue. With this suggestion, staff approached the current contractor for a quotation to perform the work. The estimated cost to relay the additional section was \$34,600 which included a 15% contingency to cover unknown items when crossing Fond du Lac Avenue.

MOTION made by Miller, seconded by Warren to forward to the Village Board with a positive recommendation to include the extension of additional water main to cross Fond du Lac Avenue as part of the current Park Avenue Waterman Relay contract with Mueller Excavating at an additional estimated cost of \$34,600 including a 15% contingency.

Motion carried unanimously.

PRESENTATION OF THE FIRST DRAFT OF THE FIVE YEAR ROAD IMPROVEMENT PROGRAM:

Engr. Laning presented for review a draft version of the Village's Five Year Road Improvement Program. Road selection for each year (2017 – 2021) was based primarily on each road's condition, which included anticipated budget availability, proximity or grouping of streets, coordination with other public works projects and priority based on usage and importance. The handout gave a summary of the proposed construction costs by each year for reconstructed streets and resurfaced streets. The handout further broke down pavement reconstruct streets and streets to be pulverized and overlaid by listing the actual street, length of repair, width, area in square yards and estimated cost. Estimated costs were based on typical assumptions and historical data.

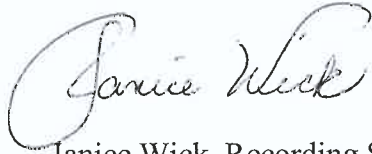
Committee comments included:

- Staff should investigate Country Aire Drive south of Freistadt Road. This section of road is in poor condition. As this section of road was not part of the five year improvement program, Engr. Laning stated he would investigate and could incorporate this section of road if need be.
- Engr. Laning pointed out the following variables used in the decision making and how roads arrived in the year at which they were shown. They included a resident petition, suggestions from Trustees Myers and Zabel and input from the Highway Department.
- The draft Road Improvement Program will be dovetailed into future utility replacements.
- Staff needs to review the Glenwood Park Subdivision area. Staff claims there have been multiple leaks in which the ductile pipe should be replaced and resized. Trustee Zabel also wanted proof that the sewer in Pilgrim Road was sized large enough to handle the removal of the lift station.
- The Committee will review the draft program, drive the roads to be improved, email the Village Engineer with questions, and return to the Committee with suggestions.
- Dir. Ratayczak noted staff will also be working on a Five Year Utility Plan of water and sanitary sewer relays which will work in conjunction with the road replacement program.

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

ANNOUNCEMENTS: None

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:54 p.m.

A handwritten signature in cursive script, reading "Janice Wick". The signature is written in dark ink and is positioned above the printed name.

Janice Wick, Recording Secretary

SPECIAL
PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

October 17, 2016
Conference Room "A"

CALL: Chm. Kaminski called the meeting to order at 6:45 p.m.

ROLL CALL: Chm. Kaminski, Trustee Members Miller, Warren and Zabel. Also present were Engr. Laning and Director Ratayczak.

**AWARD OF CONTRACT – FIRE STATION #2 NORTH CONCRETE APPROACH
REPLACEMENT:**

MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation to award a contract to Zenith Tech, Inc. in the amount of \$48,513.50 to replace the north concrete approach at Fire Station #2. Funds to be allocated from Acct. #40-519-570-8222.

Motion carried unanimously.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:49 p.m.


Lawrence Ratayczak, P.E.
Director of Public Works

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

MEETING DATE: November 2, 2016

AGENDA ITEM: Unfinished Business **A**

ITEM TITLE: Presentation of the First Draft of the Five Year Road Improvement Program

SUBMITTED BY: John Laning, P.E., Village Engineer

SUMMARY EXPLANATION:

Staff is in the process of finalizing the Village's Five Year Road Improvements Program and wishes to obtain any final input from the Committee pertaining to the selection and schedule of future roadway improvements.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER X

RECOMMENDATION:

This item is presented for discussion and for input and direction from the Committee.

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: November 2, 2016

AGENDA ITEM: New Business **A**

ITEM TITLE: Consideration of Refund – Solid Waste/Recycling Collection-
W209 N11292 Schiller Drive

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

SUMMARY EXPLANATION:

Village staff has received a written request from Jason Kruse who resides at W209 N11292 Schiller Drive (Bavarian Woods Subd.) to receive a refund from the Village in the amount of \$1,053.93. The requested refund is for private garbage/trash collection fees paid to Waste Management since 2008. The request is being made now due to new information forwarded to Mr. Kruse that the Developers Agreement places the duty of garbage/trash collection upon the Village of Germantown wherein the past Mr. Kruse was instructed to privately contract for their garbage/trash collection.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER X

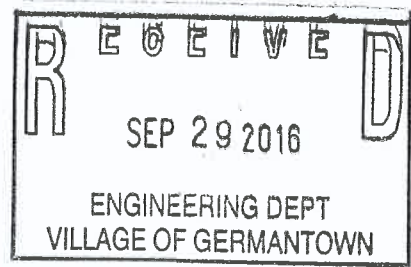
- Letter and enclosures from Mr. Jason Kruse
- Copy of Developer Agreement (pg #9)

RECOMMENDATION:

Staff is looking to the Public Works Committee for direction as to consideration for payment of the requested refund and for any future refund requests similar to this request.

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.



W209N11292 Schiller Drive
Germantown, WI 53022
September 26, 2016

Larry Ratayczak
Director of Public Works
Village of Germantown
P.O. Box 337
Germantown, WI 53022

Dear Mr. Ratayczak:

I am writing to request a refund for \$1,053.93 for garbage removal fees I paid to Waste Management since 2008. It has come to my attention that garbage removal is paid by the Village through my property tax dollars.

Attached is an email from Waste Management verifying the amount paid since I moved into my house in Germantown.

Please feel free to contact me at (414) 588-7285 if you have any questions regarding this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Kruse".

Jason Kruse



Jason Kruse <kruseja28@gmail.com>

Payment List - German Town

1 message

White, Brianna <bwhite12@wm.com>

Fri, Sep 23, 2016 at 3:02 PM

To: "kruseja28@gmail.com" <kruseja28@gmail.com>

Hello, I have attached a list of all payments received on account: 477-0164491-2275-4 — for the service address of: W209N1192 SCHILLER DR N GERMAN TOWN WI 53002-2824

JASON AND REBECCA KRUSE

This will provide the payment date, amount, type (card, checking account, or bill-pay via bank) of each payment from the start of the account on 10-22-2008. As well as the year-end totals. If you have any further questions please reach out to customer service at 866-301-3294 or visit WM.com for self-help options

Inv# --- PayDate ---- Payment Type ----- Amount

3862589	11/04/08	ACH	28.00
3945174	02/06/09	1541	27.26
4049474	05/12/09	1568	27.18
4126918	08/07/09	VISA	29.58
4233780	11/02/09	VISA	30.64

****YEAR END TOTAL PAYMENTS MADE = \$142.66**

4288667	01/24/10	VISA	30.86
4377859	04/26/10	VISA	31.50
4450656	08/19/10	VISA	33.05
4567604	10/31/10	VISA	33.57

****YEAR END TOTAL PAYMENTS MADE = \$128.98**

4640588	02/05/11	VISA	33.96
4711147	05/05/11	VISA	35.10
4820579	08/05/11	VISA	35.59
Unapply	08/05/11	VISA	11.13
4889517	11/05/11	VISA	25.28

****YEAR END TOTAL PAYMENTS MADE = \$141.06**

4889517	02/05/12	VISA	11.13
4965914	02/05/12	VISA	25.35
4965914	05/05/12	VISA	11.13
5038852	05/05/12	VISA	25.78
5038852	07/19/12	VISA	11.13
5108089	07/19/12	VISA	17.66
5108089	11/05/12	VISA	11.13
5171390	11/05/12	VISA	25.61

****YEAR END TOTAL PAYMENTS MADE = \$138.92**

5171390	02/05/13	VISA	11.13
5261162	02/05/13	VISA	25.12
5261162	05/05/13	VISA	11.13
5325372	05/05/13	VISA	25.85
5325372	08/05/13	VISA	11.13
5395023	08/05/13	VISA	25.71
5395023	11/05/13	VISA	11.13
5456474	11/05/13	VISA	29.34

****YEAR END TOTAL PAYMENTS MADE = \$150.54**

5456474	02/02/14	VISA	11.13
5496714	02/02/14	VISA	17.14
5496714	02/05/14	VISA	23.31
Unapply	02/05/14	VISA	17.14
5552759	08/05/14	VISA	40.45
5552759	11/06/14	VISA	.14
5591156	11/06/14	VISA	40.01

****YEAR END TOTAL PAYMENTS MADE = \$ 149.32**

5631130	02/05/15	VISA	.44
5674859	02/05/15	VISA	38.41

Unapply	07/05/15	VISA	41.14
5749478	08/05/15	VISA	41.29
Unapply	08/05/15	VISA	37.57
5789654	11/05/15	VISA	3.09
**YEAR END TOTAL PAYMENTS MADE			= \$161.94

5789654	02/05/16	VISA	34.48
5833707	02/05/16	VISA	6.03
**YEAR END TOTAL PAYMENTS MADE			= \$40.51

TOTAL PAYMENTS MADE SINCE LIFE OF ACCOUNT: **\$1,053.93**

Thanks,

Brianna White

Waste Management Customer Care
Midwest Center

1-866-301-3294
bwhite12@wm.com

Recycling is a good thing. Please recycle any printed emails.

ARTICLE V - SPECIAL PROVISIONS

5.01 WETLAND AND FLOODPLAIN CONDITIONS. It shall be an explicit condition that Developer shall comply with all required regulations and shall obtain all necessary approvals in writing from the appropriate agencies relative to the wetlands and floodplain areas which may be on the Property. Approval of the subject Development Plan by the Village Plan Commission shall not be construed to be Village approval of intrusions into wetland or floodplain areas, or Village approval of filling or modifications to wetlands or floodplain areas. Developer, except as required on approved plans, will not be allowed to grade, fill, or conduct any other type of development within 75 feet of the high water mark of a navigable waterway or 25 feet from a wetland. A note regarding this restriction shall be placed on the Final Plat. If the Zoning Administrator suspects the presence of wetlands or navigable stream upon site inspection, an updated delineation will be required. Final delineation of wetlands and navigable streams shall be confirmed by the Southeastern Wisconsin Regional Planning Commission.

5.02 PHASES. Developer has represented that it will construct the proposed project in one phase.

* 5.03 GARBAGE COLLECTION. The Developer, its successor and assigns shall not hold the Village responsible for damage to the private roadways by the solid waste hauler/recycler contracted for refuse collection and recycling pickup by the Village. *

ARTICLE VI - FINANCIAL GUARANTY

6.01 AMOUNT. Developer shall deposit with the Village a certified check or provide an irrevocable letter of credit which shall assure the faithful performance of Developer's obligations under this Agreement as itemized in Exhibit "A" attached hereto and incorporated herein by reference. The Village may in its sole discretion following Developers request and acceptance by the Village Public Works Committee of some but not all of the improvements constructed as part of this Agreement, reduce the deposit or letter of credit to the amount estimated by the Village Engineer (in a manner consistent with the Ordinances) to be necessary to secure performance by Developer hereunder. In no event shall the amount of the guaranty be reduced below the aggregate total estimated cost of the improvements not yet installed or accepted, plus fifteen percent (15%). The Village is hereby authorized to contact directly Developer's financial agent from time to time regarding the sufficiency of the financial guaranty. The termination date of the Letter of Credit, following acceptance by the Village shall be no earlier than one year following the date of issuance of permits for public improvement work by the Village. If the public improvements to be undertaken by Developer under this Agreement are not complete within one year following the issuance of permits for such work, for any reason including force majeure under Section 8.03 below and without regard to the fault of Developer, then Developers obligation to provide a letter of credit shall be extended through the completion of the work and its inspection and acceptance of dedication by the Village. After construction and total completion of the project and acceptance of the project by the Village Public Works Committee, the surety will be reduced to 10% of the actual cost of construction for a period of

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

MEETING DATE: November 2, 2016

AGENDA ITEM: New Business *B*

ITEM TITLE: Consideration to Adjust 3rd Quarter Sewer & Water Invoice for
N109 W17525 Virginia Avenue

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

SUMMARY EXPLANATION:

Tender Reflections Memory Care is located at N109 W17525 Virginia Avenue. Wanda Crotty brought his concern of a high utility billing to the Village's attention by an email to the Director of Public Works and a telephone call to the Utility finance clerk. The owner is concerned with the large invoice during the construction time frame of their facility. The tail end of the construction included the installation of all the plants, trees and turf which required extensive watering during the summer draught period. The owners installed an extensive above ground automatic irrigation system. Turf growth is a requirement for the erosion control permit and occupancy. It is the Director of Public Works opinion that a large volume of water was used during this period for irrigation and therefore this water did not enter the sanitary sewer system.

Normal average water usage for this Quarter cannot be determined since the building had not received occupancy and only start up employees were on site. The recorded consumption for the billing Quarter ending 9/30/2016 was 892,000 gallons. The Director of Public Works recommends entire payment of the water invoice (\$1,856.08) and a 60% reduction of the sewer invoice which results in a sewer invoice amount of \$3,082.83. This also accounts for the quarterly service charge of \$132.02. (see attached sheet)

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER X

-Billing statement

RECOMMENDATION:

Staff is looking to the Public Works Committee for direction with regard to allow a reduction in the 3rd Quarter sewer & water invoice for Tender Reflections Memory Care, N109 W17525 Virginia Avenue

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: 10/05/16
TIME RUN: 15:50:11
ID: UB340000.WOW

VILLAGE OF GERMANTOWN
UTILITY BILLING ACTIVITY

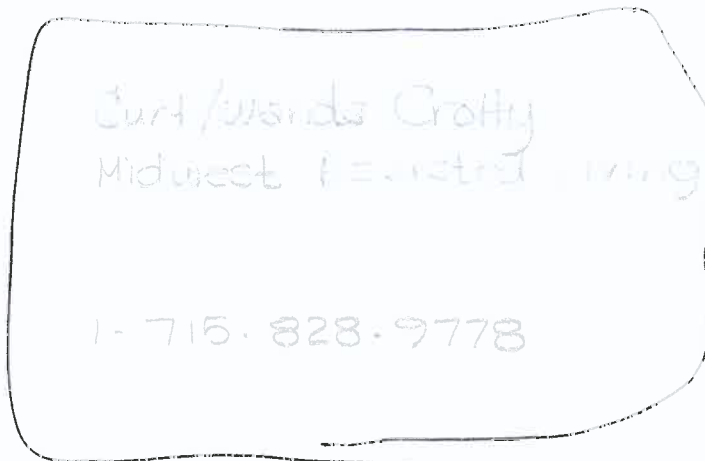
PAGE 1

FROM DATE: 12/01/2015
TO DATE: 10/05/2016

DATE	ACTIVITY DESCRIPTION	READ TYPE	QUANTITY	AMOUNT

0028196000-00	TENDER REFLECTIONS MEMORY CARE	N109 W17525 VIRGINIA AVE		

06/30/16	WATER	ACT	2	71.42
06/30/16	SEWER	ACT	2	149.30
06/30/16	FIRE PRO	ACT		130.00
07/26/16	PENALTY ON 06/30/16 BILLING			3.51
09/16/16	PAYMENT: CK CHECK			354.23-
09/30/16	WATER	ACT	892	1,856.08
09/30/16	SEWER	ACT	892	7,839.79
09/30/16	FIRE PRO	ACT		130.00
			BALANCE:	9,825.87 *



10/26/16

Spoke w/Wanda Crotty and describe 2 choices.

1.) One time new construction credit would to pay current invoice + 1st grtr invoice of 2017

2.) present current invoice + hope for 50% - 60% credit

on sewer, Wanda to call back w/ choice
10/28/16 left. Wanda a msg. No call back.

Major water use to irrigate new construction summer/fall. Facility was not open to business (No patients). I recommend Sewer be reduced by 60% and pay entire water charge.

Water → \$ 1,856.08

Sewer → \$ 3,082.83

[\$ 7,839.79 - \$ 132.02 (Monthly service charge) = \$ 7,707.07

[40% of \$ 7,707.07 → \$ 3,082.83]

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

MEETING DATE: November 2, 2016

AGENDA ITEM: New Business

C

ITEM TITLE: Consideration to Adjust 3rd Quarter Sewer & Water Invoice for
N113 W17066 Driftwood Ct. #1

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

SUMMARY EXPLANATION:

Michael Groll resides at N113 W17066 Driftwood Ct #1. Michael Groll brought his concern of a suddenly very high utility billing to the Villages attention by an email to the Director of Public Works and a telephone call to the Utility finance clerk. The resident described finding a large discrepancy in the water and sewer billing with no explanation as to a reason why. A utility staff employee re-read the meter 3 weeks after the quarterly reading and determined that the meter was functioning properly. This is an apartment so there is no opportunity at this location for water to have been used for irrigation.

Normal average water usage for any Quarter is 7,710 gallons from October 10, 2014 to September 30, 2016. The water use for all Quarterly billings averages 7,000-8,000 gallons. The recorded consumption for the billing Quarter ending 9/30/2016 was 25,000 gallons. The over average use was 17,290 gallons. The cost for the over average water use is \$2.29/1,000 gallons times 17,290 gallons or \$39.59. The cost for the over average sewer use is \$6.913/1,000 gallons times 17,290 gallons or \$119.53.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER X

-Email from Michael Groll and billing statement

RECOMMENDATION:

Staff is looking to the Public Works Committee for direction with regard to allow a reduction in the 3rd Quarter sewer & water invoice for Michael Groll, N113 W17066 Driftwood Ct.

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.

Lawrence Ratayczak

From: Groll, Michael [mgroll@herzing.edu]
Sent: Wednesday, October 05, 2016 4:51 PM
To: Lawrence Ratayczak
Subject: Water Bill Issue

Importance: High

Hello Mr . Ratayczak –

I hope all is well! I am writing you today to notify you that I have spoken with a few of your staff members in the past few days regarding my Water Bill.

Both ladies I have spoken with were extremely helpful, which is most appreciated. I called to inquire why my latest quarterly water bill was nearly 2.5 times higher than it has ever been in the 3+ years I have lived at my address. We have had zero issues with a leaky faucet or a running toilet, and honestly nothing has really changed. So you can probably imagine my surprise when learning we used nearly 35,000 gal in a quarter, when it's usually between 8-10,000 gal in a quarter.

I asked the young lady today (I believe her name was Leslie, but I could be wrong) to possibly stop over and do another reading, which she did. She said that in three weeks, we are sitting at 2,000 gal consumed and doing the math, that is right on par with where it normally is.

I was hoping that there would be some sort of potential leniency or credit that can be applied to aid in this bill. Honestly, I am at a loss for words as to how it could have potentially happened. I truly appreciate your time and help in the matter, while you look into if anything can be done with this bill.

Account # 112239727900
Michael & Jaimie Groll
N113 W17066 Driftwood Ct. #1
Germantown, WI 53022

Thank you for your time and I anxiously await your reply,
Michael

Mr. Michael D. Groll
Enrollment Coordinator
Herzing University Online | W140 N 8917 Lilly Road | Menomonee Falls, WI 53051 |
Direct Line: (866) 508-0748 x341 | **Fax:** (414) 727-7090 |

HERZING®
— UNIVERSITY —



Herzing University is accredited by the Higher Learning Commission - www.ncahlc.org or 800.621.7440.

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DATE RUN: 10/04/16
TIME RUN: 12:35:06
ID: UB340000.WOW

VILLAGE OF GERMANTOWN
UTILITY BILLING ACTIVITY

PAGE

1

FROM DATE: 12/01/2014
TO DATE: 10/04/2016

DATE	ACTIVITY DESCRIPTION	8/10/13	READ TYPE	QUANTITY	AMOUNT

1122397279-00 MICHAEL GROLL & JAIMIE REYES N113 W17066 DRIFTWOOD CT #1					

12/30/14	WATER		ACT	7	30.37
12/30/14	SEWER		ACT	7	80.37
01/21/15	PAYMENT: CC ONLINE				111.85-
03/31/15	WATER		ACT	8	33.59
03/31/15	SEWER		ACT	8	95.31
04/23/15	PENALTY ON 03/31/15 BILLING				1.28
05/15/15	PAYMENT: CC ONLINE				129.07-
06/30/15	WATER		ACT	8	33.59
06/30/15	SEWER		ACT	8	95.31
07/23/15	PENALTY ON 06/30/15 BILLING				1.39
08/17/15	PAYMENT: CC ONLINE				125.00-
09/30/15	WATER		ACT	8	33.59
09/30/15	SEWER		ACT	8	95.31
10/23/15	PAYMENT: CC ONLINE				135.53-
10/27/15	PENALTY ON 09/30/15 BILLING				1.34
12/30/15	WATER		ACT	8	33.59
12/30/15	SEWER		ACT	8	95.31
01/22/16	PENALTY ON 12/30/15 BILLING				1.29
02/12/16	PAYMENT: CC ONLINE				130.00-
03/31/16	WATER	3/11	2 ACT	7	31.30
03/31/16	SEWER		ACT	7	88.40
04/27/16	PENALTY ON 03/31/16 BILLING				1.20
06/09/16	PAYMENT: CC ONLINE				122.00-
06/30/16	WATER	6/14	10 ACT	8	33.59
06/30/16	SEWER		ACT	8	95.31
07/26/16	PENALTY ON 06/30/16 BILLING				1.28
08/25/16	PAYMENT: CC ONLINE				130.00-
09/30/16	WATER	9/13	35 ACT	25	72.52
09/30/16	SEWER		ACT	25	212.84
BALANCE:					284.63 *

10/5/16

37

6K 2,600
x 4
8.14

3wks

Ave per Qtr → 7.71

Average Volume → 25 - 7.71 = 17.29

Average Cost:

Water → 17.29 x \$2.29 = \$39.59

Sewer → 17.29 x \$6.93 = \$119.53

Mod # 882287

10/4/16

12:31pm

1122397279-00

414-731-7507

Michael Groll

+ Quinn Groll

Rdg. high knee

10/5/16

1:38pm

- called

Michael

w/ results

of mtg. rdg

+ only option left
to make a request
to DPW

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

MEETING DATE: Wednesday, November 2, 2016

AGENDA ITEM: New Business **D**

ITEM TITLE: Consideration of Invoice-Washington County Highway Dept.

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:

Washington County preformed the centerline and edge line painting for the Village. This work is billed on a time and materials basis. Staff is requesting payment of Invoice #5655 in the total amount \$27,067.32

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER x

RECOMMENDATION:

Staff recommends paying Washington County \$27,067.32 for centerline and edge line painting. Funds shall be allocated from Highway line item account 10-542-530-3540.

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.



Washington County Highway Department

INVOICE #5655

900 Lang Street, West Bend, WI 53090-2666
Phone: (262)335-4435 Fax: (262)335-4439

To: Village of Germantown
N112W17001 Mequon Rd.
Germantown, WI 53022

Invoice Date: 10/11/2016

Invoicing for the period: 9/1/2016 Thru 9/28/2016
September 2016
(See Attached for Detail)

l. m. h. h. t.
10/11/16

Total Due: \$27,067.32

Please make check payable to
"WASHINGTON COUNTY TREASURER"
Remit to the address below.

Account Number: 14400.122010

PLEASE SEND A COPY OF THE INVOICE ALONG WITH YOUR REMITTANCE
TO: WASHINGTON COUNTY TREASURER
P.O. BOX 1986
WEST BEND, WI 53095

Account.....: 53330
 County ID...:5333041100
 Month/Year: 9/2016
 Project ID...: --

Default Report Heading
 STATEMENT OF EXPENDITURE
 330-15 VILLAGE OF GERMANTOWN
 9/1/2016 Thru 9/28/2016

Invoice

10/11/2016

Page 1

<u>EMPLOYEE LABOR</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>	<u>090</u> <u>D PAVMARK</u>
09-06-2016	30.00		674.30	674.30
09-08-2016	30.00		674.30	674.30
09-12-2016	30.00		674.30	674.30
09-14-2016	30.00		674.30	674.30
09-15-2016	30.00		674.30	674.30
09-19-2016	18.00		404.58	404.58
SUBTOTAL 168.00/0.00	168.00		3,776.08	3,776.08

<u>FRINGE BENEFITS</u>	<u>Rate</u>	<u>Total</u>	<u>090</u> <u>D PAVMARK</u>
	75.58	2,853.96	2,853.96
SUBTOTAL		2,853.96	2,853.96

*** LABOR SUBTOTAL		6,630.04	6,630.04
---------------------------	--	-----------------	-----------------

<u>SMALL TOOLS</u>	<u>Rate</u>	<u>Total</u>	<u>090</u> <u>D PAVMARK</u>
	2.10	139.23	139.23
SUBTOTAL		139.23	139.23

<u>EQUIPMENT</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>	<u>090</u> <u>D PAVMARK</u>
09-06-2016	13.50		549.96	549.96
09-08-2016	15.00		631.36	631.36
09-12-2016	14.50		624.52	624.52
09-14-2016	15.50		638.20	638.20
09-15-2016	15.00		631.36	631.36
09-19-2016	8.50		359.80	359.80
SUBTOTAL	82.00		3,435.20	3,435.20

*** EQUIPMENT SUBTOTAL		3,574.43	3,574.43
-------------------------------	--	-----------------	-----------------

<u>MATERIAL</u>	<u>U/M</u>	<u>Quantity</u>	<u>Rate</u>	<u>Total</u>	<u>090</u> <u>D PAVMARK</u>
09-06-16 M106-07 WHITE CENTERLINE	GAL	168	7.3201	1,229.78	1,229.78
09-06-16 M106-08 YELLOW CENTERLINE	GAL	178	7.2904	1,297.69	1,297.69
09-06-16 M106-11 GLASS BEADS	LB	2525	0.2830	714.58	714.58
09-08-16 M106-07 WHITE CENTERLINE	GAL	231	7.3201	1,690.94	1,690.94
09-08-16 M106-08 YELLOW CENTERLINE	GAL	196	7.2904	1,428.92	1,428.92
09-08-16 M106-11 GLASS BEADS	LB	3117	0.2830	882.11	882.11
09-12-16 M106-07 WHITE CENTERLINE	GAL	232	7.3201	1,698.26	1,698.26
09-12-16 M106-08 YELLOW CENTERLINE	GAL	144	7.2904	1,049.82	1,049.82
09-12-16 M106-11 GLASS BEADS	LB	2744	0.2830	776.55	776.55
09-14-16 M106-07 WHITE CENTERLINE	GAL	165	7.3201	1,207.82	1,207.82
09-14-16 M106-08 YELLOW CENTERLINE	GAL	99	7.2904	721.75	721.75
09-14-16 M106-11 GLASS BEADS	LB	1927	0.2830	545.34	545.34
09-15-16 M106-07 WHITE CENTERLINE	GAL	71	7.3201	519.73	519.73
09-15-16 M106-08 YELLOW CENTERLINE	GAL	125	7.2904	911.30	911.30
09-15-16 M106-11 GLASS BEADS	LB	1470	0.2830	416.01	416.01

Account.....: 53330
County ID....:5333041100
Month/Year: 9/2016
Project ID...: --

Default Report Heading
STATEMENT OF EXPENDITURE
330-15 VILLAGE OF GERMANTOWN
9/1/2016 Thru 9/28/2016

Invoice

10/11/2016

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<u>MATERIAL</u>	<u>U/M</u>	<u>Quantity</u>	<u>Rate</u>	<u>Total</u>	<u>090</u> <u>D_PAVMARK</u>
09-19-16 M106-07 WHITE CENTERLINE	GAL	9	7.3201	65.88	65.88
09-19-16 M106-08 YELLOW CENTERLINE	GAL	58	7.2904	422.84	422.84
09-19-16 M106-11 GLASS BEADS	LB	522	0.2830	147.73	147.73
SUBTOTAL				<u>15,727.05</u>	<u>15,727.05</u>

Account.....: 53330
County ID...:5333041100
Month/Year: 9/2016
Project ID...: --

Default Report Heading
STATEMENT OF EXPENDITURE
330-15 VILLAGE OF GERMANTOWN
9/1/2016 Thru 9/28/2016

Invoice

10/11/2016

Page 3

<u>CHARGE SUMMARY</u>		<u>Quantity</u>	<u>Total</u>	<u>090</u> <u>D PAVMARK</u>
01 TOTAL LABOR	(06)	168.00	6,630.04	6,630.04
02 TOTAL MACHINERY	(07)	82.00	3,574.43	3,574.43
03 TOTAL MATERIAL	(08)		15,727.05	15,727.05
<u>04 TOTAL ALL ITEMS</u>			<u>25,931.52</u>	<u>25,931.52</u>

<u>ADMIN</u>	<u>Rate</u>	<u>Total</u>	<u>090</u> <u>D PAVMARK</u>
	4.38	1,135.80	1,135.80
<u>SUBTOTAL</u>		<u>1,135.80</u>	<u>1,135.80</u>

<u><u>06 JOB GRAND TOTALS</u></u>	<u><u>\$27,067.32</u></u>	<u><u>27,067.32</u></u>
-----------------------------------	---------------------------	-------------------------

REMIT TO:

WASHINGTON COUNTY TREASURER
P. O. BOX 1986
WEST BEND, WI. 53095

Pay This Amount: \$27,067.32

Notes

09/08/2016	PAINTED CENTERLINE & EDGE LINE.
09/15/2016	PAINTED CENTERLINE & EDGE LINE.
09/12/2016	PAINTED CENTERLINE & EDGE LINE.
09/19/2016	PAINTED CENTERLINE & EDGE LINE.
09/06/2016	PAINTED CENTERLINE & EDGE LINE.
09/14/2016	PAINTED CENTERLINE & EDGE LINE.

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

MEETING DATE: Wednesday November 2, 2016

AGENDA ITEM: New Business **E**

ITEM TITLE: Consideration of Invoice-Stark Asphalt

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:

Recently Village crews have been asphalt patching in various areas within the Village. As a result we have generated a substantial bill with Stark Asphalt that is over the spending authority of staff. We are requesting payment to Stark Asphalt in the amount of \$8,065.24.

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER x

RECOMMENDATION:

Staff recommends paying Stark Asphalt \$8,065.24 for hot mix asphalt that was used to patch various roads within the Village. Funds shall be allocated from Highway line item account 10-542-530-3510.

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.

Stark Pavement Corp.12845 W.Burleigh Rd.
Brookfield, WI 53005

INVOICE 39836

Account No.: GER

Page: 1

Sold To: VILLAGE OF GERMANTOWN
N122 W17177 FOND DU LAC
GERMANTOWN , WI 53022

Date: 10/15/16 12:00

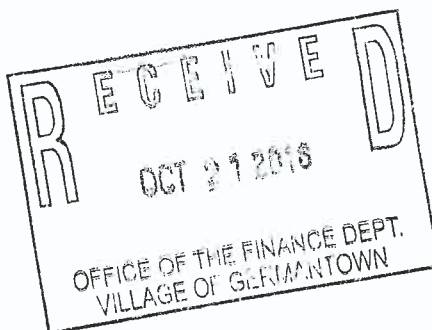
Terms: Net 30 Days

PO:

Ticket	Date	Order	Location	Product	Qty	Rate	Amount	Tax Amount	Total
/1775125	10/03/16	1	2	SURFACE 3/8	1.01	48.25	48.73	0.00	48.73
/1775135	10/03/16	1	2	SURFACE 3/8	6.23	48.25	300.60	0.00	300.60
/1775165	10/03/16	1	2	SURFACE 3/8	7.12	48.25	343.54	0.00	343.54
/1775194	10/03/16	1	2	SURFACE 3/8	6.01	48.25	289.98	0.00	289.98
/1775219	10/03/16	1	2	SURFACE 3/8	3.24	48.25	156.33	0.00	156.33
/1775309	10/04/16	1	2	SURFACE 3/8	6.10	48.25	294.33	0.00	294.33
/1775340	10/04/16	1	2	SURFACE 3/8	6.10	48.25	294.33	0.00	294.33
/1775389	10/04/16	1	2	SURFACE 3/8	6.03	48.25	290.95	0.00	290.95
/1775419	10/04/16	1	2	SURFACE 3/8	4.15	48.25	200.24	0.00	200.24
/1775479	10/05/16	1	2	SURFACE 3/8	6.02	48.25	290.47	0.00	290.47
/1775491	10/05/16	1	2	SURFACE 3/8	1.14	48.25	55.01	0.00	55.01
/1775508	10/05/16	1	2	SURFACE 3/8	6.13	48.25	295.77	0.00	295.77
/1775553	10/06/16	1	2	SURFACE 3/8	6.01	48.25	289.98	0.00	289.98
/1775554	10/06/16	1	2	SURFACE 3/8	1.04	48.25	50.18	0.00	50.18
/1775613	10/07/16	1	2	SURFACE 3/8	1.00	48.25	48.25	0.00	48.25
/1775783	10/10/16	1	2	SURFACE 3/8	6.99	48.25	337.27	0.00	337.27
/1775800	10/10/16	1	2	SURFACE 3/8	7.21	48.25	347.88	0.00	347.88
/1775816	10/10/16	1	2	SURFACE 3/8	7.05	48.25	340.16	0.00	340.16
/1775859	10/11/16	1	2	SURFACE 3/8	3.00	48.25	144.75	0.00	144.75
/1775871	10/11/16	1	2	SURFACE 3/8	5.22	48.25	251.87	0.00	251.87
/1775893	10/11/16	1	2	SURFACE 3/8	5.11	48.25	246.56	0.00	246.56
/1775928	10/12/16	1	2	SURFACE 3/8	5.10	48.25	246.08	0.00	246.08
/1776024	10/13/16	1	2	SURFACE 3/8	5.09	48.25	245.59	0.00	245.59
/1776080	10/13/16	1	2	SURFACE 3/8	5.07	48.25	244.63	0.00	244.63
/1776130	10/13/16	1	2	SURFACE 3/8	5.04	48.25	243.18	0.00	243.18
/1776215	10/14/16	1	2	SURFACE 3/8	5.06	48.25	244.15	0.00	244.15
/1776270	10/14/16	1	2	SURFACE 3/8	5.03	48.25	242.70	0.00	242.70
/1776320	10/14/16	1	2	SURFACE 3/8	5.01	48.25	241.73	0.00	241.73
Subtotal					137.31	Ton	\$6,625.24	\$0.00	\$6,625.24
/1775122	10/03/16	1	2	TACK/EMULSION PAIL	1.00	45.00	45.00	0.00	45.00
/1775132	10/03/16	1	2	TACK/EMULSION PAIL	2.00	45.00	90.00	0.00	90.00
/1775192	10/03/16	1	2	TACK/EMULSION PAIL	3.00	45.00	135.00	0.00	135.00

Stark Pavement Corp.12845 W.Burleigh Rd.
Brookfield, WI 53005

Account No.: GER

Sold To: VILLAGE OF GERMANTOWN
N122 W17177 FOND DU LAC
GERMANTOWN , WI 53022

INVOICE 39836

Page: 2

Date: 10/15/16 12:00

Terms: Net 30 Days

PO:

Ticket	Date	Order	Location	Product	Qty	Rate	Amount	Tax Amount	Total
/1775339	10/04/16	1	2	TACK/EMULSION PAIL	4.00	45.00	180.00	0.00	180.00
/1775477	10/05/16	1	2	TACK/EMULSION PAIL	4.00	45.00	180.00	0.00	180.00
/1775489	10/05/16	1	2	TACK/EMULSION PAIL	1.00	45.00	45.00	0.00	45.00
/1775490	10/05/16	1	2	TACK/EMULSION PAIL	1.00	45.00	45.00	0.00	45.00
/1775506	10/05/16	1	2	TACK/EMULSION PAIL	2.00	45.00	90.00	0.00	90.00
/1775550	10/06/16	1	2	TACK/EMULSION PAIL	2.00	45.00	90.00	0.00	90.00
/1775551	10/06/16	1	2	TACK/EMULSION PAIL	1.00	45.00	45.00	0.00	45.00
/1775552	10/06/16	1	2	TACK/EMULSION PAIL	1.00	45.00	45.00	0.00	45.00
/1775892	10/11/16	1	2	TACK/EMULSION PAIL	2.00	45.00	90.00	0.00	90.00
/1775927	10/12/16	1	2	TACK/EMULSION PAIL	2.00	45.00	90.00	0.00	90.00
/1776020	10/13/16	1	2	TACK/EMULSION PAIL	2.00	45.00	90.00	0.00	90.00
/1776210	10/14/16	1	2	TACK/EMULSION PAIL	2.00	45.00	90.00	0.00	90.00
/1776263	10/14/16	1	2	TACK/EMULSION PAIL	2.00	45.00	90.00	0.00	90.00
Subtotal					32.00	PAIL	\$1,440.00	\$0.00	\$1,440.00
Invoice Total					169.31	***	\$8,065.24	\$0.00	\$8,065.24

Total Invoice ----- > \$8,065.24

PHONE: 414-466-0644 FAX: 262-784-6841
STARK PAVEMENT CORP

VENDOR #	19652
ACCT. #	
DISC. \$	
APPROVAL	

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

MEETING DATE: Wednesday, November 2, 2016

AGENDA ITEM: New Business **F**

ITEM TITLE: Authorization to purchase LED Lights Library

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:

Included in the 2016 Buildings Major Repair account for the Library were monies for the purchase of LED lights. The lights include 4 styles of lamps. Staff solicited pricing from 3 area vendors. The results are as follows:

1st AYD	\$6,714.37
Neu-Tech	\$12,212.00
Batteries Plus	\$17,331.65 (Cannot meet needed product)

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER x

RECOMMENDATION:

Staff recommends purchasing the LED lights for the Library from 1st AYD for an amount of \$6,714.37. If approved funds shall be allocated from Building account 10-519-570-8251.

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: Wednesday, November 2, 2016

AGENDA ITEM: New Business **G**

ITEM TITLE: Authorization to Purchase Trailer

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:

Included in the 2016 Parks budget were monies for a 18' tandem trailer. Staff solicited pricing from 3 area vendors. The results are as follows:

Miller Bradford	\$8,095
Ditch Witch	\$8,150
Fabick Cat	\$8,650

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER __x__

RECOMMENDATION:

Staff recommends purchasing the trailer from Miller Bradford in the amount not to exceed \$8,095. If approved funds shall be allocated from Parks account 10-553-570-8100.

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: November 2, 2016

AGENDA ITEM: New Business **H**

ITEM TITLE: Authorization to Fill Upcoming Vacancy-Water Utility Superintendent

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

SUMMARY EXPLANATION:

The Director of Public Works has been verbally notified that the current Water Utility Superintendent will be retiring in January of 2017. Official written notification is expected on November 5, 2016. Staff, in preparation for filling the upcoming vacancy is submitting the required "Employee Vacancy Justification Worksheet" for review and discussion. The Director of Public Works recommends that this position be advertised immediately after a written notice of retirement is received from the current superintendent, Mr. Jim Driver. In addition, I would like to add that the Village will miss Jim's knowledge, talents, skills and dedication to the continued successful operation of the Village of Germantown's Water System over the last 13+ years.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER X

- Employee Vacancy Justification Worksheet
- Position Description

RECOMMENDATION:

Staff is recommending that the Public Works Committee forward to the Village Board, with a positive recommendation, to fill the upcoming vacancy of the Water Superintendent position.

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: Superintendent of Water Utilities

Department: Water Utility / Department of Public Works

Pay: For 2016 minimum pay is \$59,673.00; mid-range is \$67,490.00

How long was the previous personnel in position: 13+ years

Can the Position be deferred for a period of time: Yes ☐ No ☒

Why: This position is a critical front line management position of the Water Utility. The position is responsible for the continuous and reliable operation of a potable water system which is critical to the health and welfare of the Village of Germantown residents and visitors. The removal of this position would be a hardship to the daily operation, maintenance and future planning of the Water Utility.

Transferred or shared with existing staff: Yes ☐ No: ☒

Why: If this position were not to be filled and was to be transferred/shared by existing management the Utility would need to hire an additional operator to maintain the minimum number of staff required to keep the Water Utility in a position to perform the functions required to retain the current level of performance. The Utility is currently staffed by four (4) operators and one (1) working Superintendent. Safety concerns would become a major issue with fewer staff.

Consolidated with another position: Yes ☐ No: ☒

Why: Same as above. Consolidation would require the hiring of an additional operator to maintain current minimum staffing levels. Also, the consolidated position would require an increase in wages to compensate for the additional responsibilities. This would not create a sufficient saving of wages to offset the reduced management time to both of the consolidated positions.

Privatized/Contractual: Yes ☐ No: ☒

Why: The current staffing size, as stated above cannot be reduced, therefore, maintaining a staff level of five (5) and Contracting for management would increase cost and Privatizing may determine a staffing level increase which would possibly increase operational cost.

** Attach current job description and department organizational chart and submit to
Department of Public Works Committee then to Village Board

Lawrence Ratajski

Department Director

Signature/approval

David Schwarbach

Village Administrator

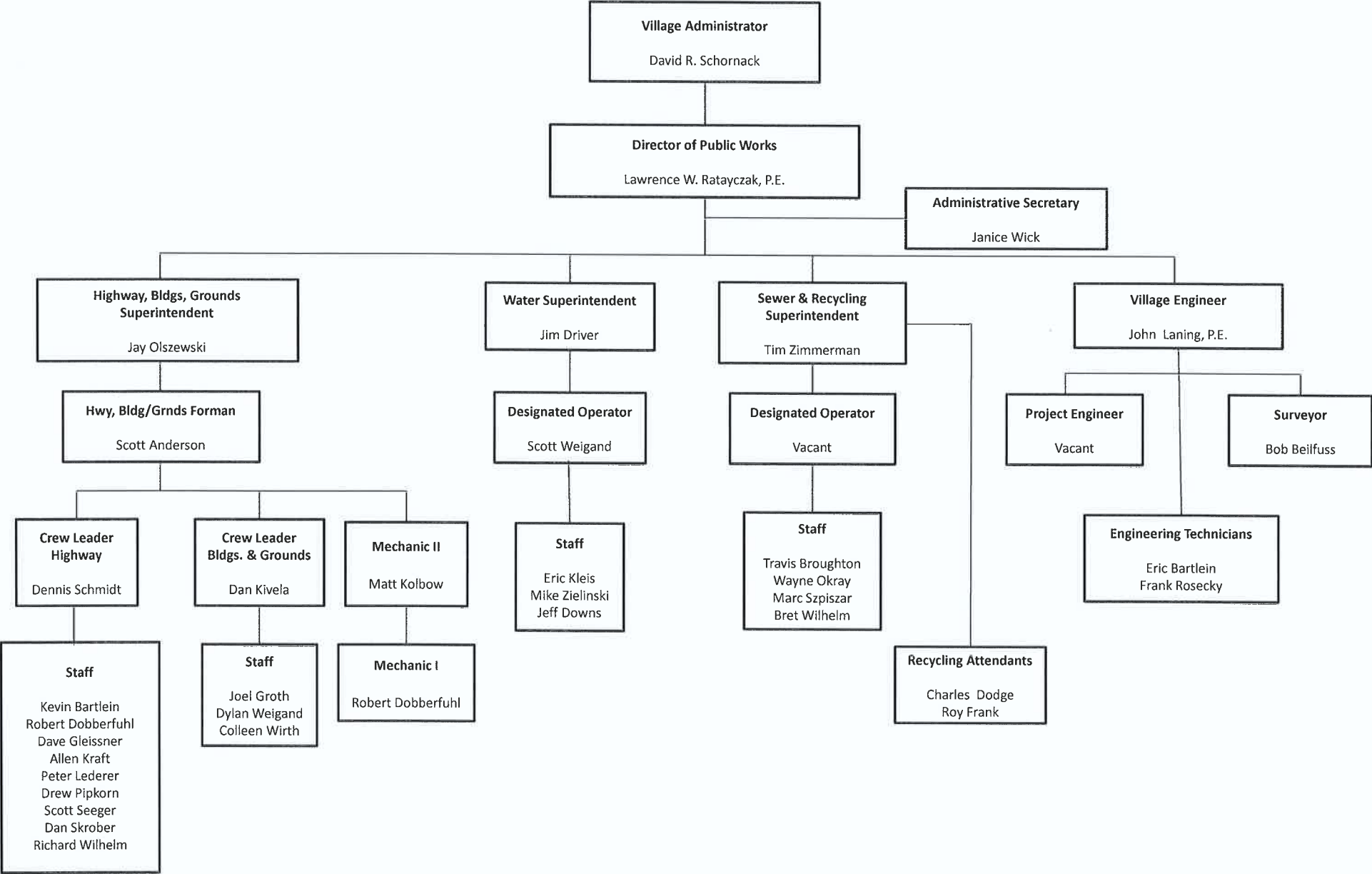
Signature/Approval

10/28/16

Date

10-28-16

Date



SUPERINTENDENT OF WATER UTILITY

GENERAL STATEMENT OF DUTIES:

The employee in this position has responsibility for planning, budgeting, directing and coordinating the operation and maintenance of the groundwater distribution system and related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible non-represented position which requires the ability to supervise, coordinate and participate in the operation and maintenance of Germantown's water utility in accordance with MMSD, PSC, DNR and USEPA standards. Independent discretion and authority is required. The work is performed under the supervision of the Director of Public Works. This employee exercises supervision over employees in all of the water functions. This position is required to carry a cell phone and respond to emergency situations. The on-call time may be rotated with the employees of this department.

EXAMPLES OF DUTIES: (Illustrative Only)

- Operates electric pumps, control panels and other equipment;
- Implements a program of maintenance and repair of pumps, wells, towers, motors, etc.;
- Oversees the sampling and testing requirements of the WDNR and other groundwater agencies;
- Have working knowledge of PSC and DNR regulations
- Work with Engineering Division to ensure construction projects meet expectations set forth by the Village of Germantown
- Keeps constant surveillance of the water distribution system and SCADA controls;
- Possess a working knowledge of Radium Removal
- Keeps constant surveillance of the quantity and quality of the water utility;
- Operates computer control system and secure printed reports;
- Monitors and upgrades SCADA system as required to maintain alarm and control systems for water utilities;
- Makes a continuous analysis and evaluation of the water distribution system and makes changes in procedures as judged necessary for satisfactory operations;
- Evaluates electronics and control boards to insure continuous performance;
- Maintains records and prepares reports; Meets the A-B Utility Accounting and Recordkeeping Guidelines;
- Oversees supervision of Diggers Locate Program;
- Work with the Director of Public Works in the planning of replacement and expansion of the water system
- Participates in and supervises the maintenance of the tower and well house landscaping;
- Establish procedures for exercising valves and flushing hydrants;
- Responds to residents' complaints;
- Works with outside professional firms to conduct leak surveys & set up on-going repair program;
- Performs related duties as required.

SUPERINTENDENT OF WATER UTILITY

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of modern water distribution and maintenance principles; extensive knowledge of the functions and mechanics of pumps and other electrical equipment and machinery; ability to input, operate, make corrections and give written and oral reports from computers; ability to read schematic drawings. Considerable knowledge of electronic controls systems; considerable knowledge of water chemistry; ability to inspect machinery and mechanical equipment and operations and to detect operational flaws and defects; ability to follow oral and written instructions; ability to read gauges and meters accurately; mechanical aptitude; good physical condition.

DESIRED EDUCATION, EXPERIENCE AND TRAINING:

The employee should have at a minimum a high school diploma and three to five years of progressive management experience in water distribution operations management. The employee must be licensed by the Wisconsin DNR as a Waterworks Operator certified in groundwater and distribution. Knowledge of accounting practices associated with an A-B utility is desirable.

Extensive experience in water distribution supplemented by study in computer operation and systems; also electrical and electronic systems or any equivalent combination of experience and training which provides the required knowledge, skill and ability.

PHYSICAL DEMANDS:

While performing the duties of this position, the employee will be required to climb ladders, climb stairs, walk through mud and on irregular surfaces, climb over construction debris, and have a good sense of balance. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Good corrected vision both near and far is required. The ability to communicate via a two-way portable radio is required. Work will be performed under all weather conditions.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described therein represent those an employee will encounter while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. This work environment has a moderate noise level.

Prepared by: Director of Public Works
Updated: April 13, 2000
Updated: July 11, 2002
Updated: October 28, 2016

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

MEETING DATE: November 2, 2016

AGENDA ITEM: New Business

ITEM TITLE: Update on TID #6 - Willow Creek Business Park

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

SUMMARY EXPLANATION:

The construction of the TID #6 – Willow Creek Business Park started in late spring and has continued to its current point of approximately 90% completion. Along the way the project encountered additional rock blasting and removal, sensitive working conditions along two large buried oil/gas pipelines, additional rock blasting / removal, creative soil stabilization methods and did I mention the additional rock blasting and removal. There have been areas of additional cost, did I mention the additional rock!, and there have been areas of reduced cost such as utilizing some of the additional rock to stabilize the areas of poor soil in place of chemical stabilization to meet the required compaction. The additional rock has been crushed and is being sold with all proceeds going back into the project. The sanitary sewer and water main is complete with some expected savings from a change to pipe material and trench backfill material. Nimitz Road will be constructed to the point of curb and gutter (completed) with the binder coarse of asphalt pavement expected during the week of November 7, 2016. Street Lighting and Trees will also be installed this year. WE energies will be on site in November to install electrical and gas utilities.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER ____

RECOMMENDATION:

This is just an Update and information topic no recommendation is required

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.