

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

November 2, 2016
Village Hall Board Room

CALL: Chm. Kaminski called the meeting to order at 6:30 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 October 4, 2016 and October 17, 2016.**

Motion carried unanimously.

PUBLIC COMMENT: None

PRESENTATION OF THE FIRST DRAFT OF THE FIVE YEAR ROAD IMPROVEMENT PROGRAM: Dir. Ratayczak requested input regarding the petition submitted by the residents of Ridgeview Drive and presented by Trustee Myers at the October, 2016 Public Works meeting. Trustee Myers looked to staff to move this street to the 2017 road projects list vs. the 2018 road projects list. Committee comments included;

- Ridgeview Drive is comparable to most streets in the Old Farm Subdivision area;
- Ridgeview and other streets just to the west are slated for repairs in year 2018 while the Old Farm subdivision roads are slated for 2017. It would make sense to do the internal streets then Old Farm so you are not driving over the new road;
- Engr. Laning took that logic into consideration and looked to work your way out of the subdivision as to not go over the new roads. As the plan stood there were other ways out of the area as to not utilize the previous resurfaced roads. The petition presented by the residents of Ridgeview Road did not take into account the amount of budget available or the condition of the other roads. Staff did their best to prioritize.
- Everyone wants their road done; Who wouldn't sign a petition to have their road repaired;
- DPW staff is currently wedging the road surface along the curb flange in the Old Farm Subdivision in areas where settling is occurring causing the potential of icing in the winter months.
- The Village is doing the best they can with the budget they have to work with.
- Engr. Laning suggested leaving out the last block on Old Farm Road from Wagon Trail east at Timberline and when you reach Timberline you could prevent trucking over that segment of Old Farm Road;
- Ridgeview Lane is one of the worst roads in the group and the road to the east;
- Trustee Zabel firmly believed Concord Road be redone from Colonial west to Division Road before the roads in Glenwood Subdivision are done. Concord Road has more traffic and it was understood the water main should be in place prior to the reconstruction. If the residents want the water main fine. If the people don't want water main, it doesn't need to be installed. Many utilities have been built outside of the road limits without damaging the road.
- Staff prefers to have utilities installed prior to putting in a new road. It is possible to install utilities outside of the road surface area; Germantown prefers utilities be

installed edge of road under pavement. Concord Road will be researched further and discussed at a future Public Works Committee meeting.

- A section of Nigbor south of Concord Road is listed in 2018 but needs to be added to the map.
- Mayflower Drive; a 200 foot section at the north end should be added to the map;
- Leave the Old Farm Road resurfacing as is right now.
- Final decisions will need to be made by February in order to bid out the work.
- Staff should drive Country Aire Drive as the cross joints are very bumpy. Supt. Olszewski reported the road conditions were bad and flex patching was done a couple of years ago. Due to the age of the pavement, the surface has lost its elasticity.
- Daniels Drive northern branch is highlighted on the map in error.
- Bonniwell Road west of Goldendale Road needs to be resurfaced. Staff should review this area.
- Country Aire Drive at Mequon Road intersection to be done in 2018. It may be the opportune time to do all of Country Aire Drive.
- Holy Hill Road between Fond du Lac Avenue and Division Road is in very rough shape;
- Trustee Zabel openly contemplated whether possible recent changes in State Law would help ascertain jurisdiction and maintenance responsibilities for certain roadways where inter-municipal boundaries divide ownership of a common segment of road between the two municipalities such as a road that traverses Village and Town boundaries. Trustee Zabel recommended the Village show said respective ownerships on official Village maps. This would eliminate confusion in instances where an individual municipality that states that they maintain a particular segment of right-of-way can no longer claim said segment, in WisDot Local Road Certification, through reciprocity.

CONSIDERATION OF A REFUND – SOLID WASTE/RECYCLING COLLECTION –

W209 N11292 SCHILLER DRIVE: Dir. Ratayczak received a written request from Jason Kruse, property owner at W209 N11292 Schiller Drive who was looking for a refund of \$1,053.93 from the Village for private trash service fees he incurred since 2008. At one time the Bavarian Woods Developer Agreement was interpreted that the residents would be responsible for private trash collection. Further review of the Developer Agreement by the Village Attorney places the duty of garbage/trash collection upon the Village. Dir. Ratayczak calculated the fees Mr. Kruse submitted and what the Village was paying to Waste Management for trash collection during that time period. The Village's fees calculated at \$920.28 which was a little less than what the homeowner was charged from 2008 forward. Trustee Zabel had spoken to the Village Attorney who had stated by State Law the statute of limitations was six years. The question was, what should the Village reimburse; what the homeowner paid in their taxes or do you refund what the homeowner paid Waste Management? Committee discussion concluded the resident paid for service which was included as part of his taxes and he paid privately. Services were provided by Waste Management and not through the Village's contract with Waste Management. What Mr. Kruse should get back is what he paid to the Village for the trash service. Based on Dir. Ratayczak's calculations, Mr. Kruse was entitled to a credit of \$648.72 based on fees paid as part of his taxes for six years.

MOTION made by Kaminski, seconded by Zabel to follow legal council's recommendation to go with the six year statute of limitations and pay the property owner at W209 N11292 Schiller Drive what he paid on his property taxes for trash services within the six year time period which is \$648.72.

Motion carried unanimously.

REQUEST FOR A UTILITY CREDIT – TENDER REFLECTIONS MEMORY CARE:

An email and phone request by Wanda Crotty, Developer of the Tender Reflections Memory Care facility on Virginia Avenue, voiced concern of their third quarter 2016 utility billing. It was believed the high usage was during the construction period in which plants, trees and turf required extensive water during the summer period. It was noted turf growth was a requirement of the erosion control permit and occupancy. It was the opinion of Dir. Ratayczak that the large volume of water was used during this unoccupied period for irrigation and therefore the water did not enter the sanitary sewer system. Discussion followed on determining a fair credit based on use and no occupancy at the time of usage. There was no way of determining the actual amount of water that went through the sewer system. It was clarified the water portion of the utility bill would need to be paid.

MOTION made by Kaminski, seconded by Zabel authorizing a utility credit of 75% toward the sewer portion of the third quarter utility billing for the Tender Reflections Memory Care facility on Virginia Avenue.

Trustee Zabel clarified the sewer bill had a fixed charge and a rate charge. The fixed charge should be automatically what it is. The rate charge can be adjusted accordingly.

Motion carried unanimously.

REQUEST FOR A UTILITY CREDIT – N113 W17066 DRIFTWOOD COURT: Dir. Ratayczak received an email request by Michael Groll voicing concern of a very high 3rd quarter utility billing. As Mr. Groll was unaware of any leaks throughout his system, he looked to the Committee for a possible credit. The water meter was inspected by staff who found the equipment functioning properly. Discussion concluded there was no possible explanation i.e. a leaking toilet, faucet, or whether there was an outside water source connected to Mr. Groll's meter, therefore a credit was not warranted. It was up to Mr. Groll to research a possible cause as the water went through his meter. If Mr. Groll could prove the water went through a hose bib the Committee would consider re-evaluating a possible credit. Dir. Ratayczak stated Mr. Groll's past two year billing history showed no spikes in usage due to outside water use.

MOTION made by Kaminski, seconded by Zabel authorizing staff to deny the request by Michael Groll, N113 W17066 Driftwood Court #1, for a reduction of his 3rd quarter sewer and water invoice unless Mr. Groll could provide proof the water did not go through the sewer system.

Motion carried unanimously.

CONSIDERATION OF INVOICE – WASHINGTON COUNTY HIGHWAY DEPARTMENT:

MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation to approve paying the Washington County Highway Department invoice in the amount of \$27,067.32 for centerline and edge line painting various locations within the Village. Funds to be allocated from Acct. #10-542-530-3540.

Motion carried unanimously.

CONSIDERATION OF INVOICE – STARK PAVEMENT CORP.:

MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation to approve paying the Stark Asphalt invoice in the amount of \$8,065.24 for hot mix asphalt used to patch various locations within the Village. Funds to be allocated from Acct. #10-542-530-3510.

Motion carried unanimously.

AUTHORIZATION TO PURCHASE LED LIGHTS – LIBRARY: Staff solicited pricing from three area vendors for the purchase of LED conversion lights for the Library. Pricing quotes ranged from \$6,714.37 to \$17,331.65. As it was found a certain lamp was unavailable after pricing quotes were received, a replacement type lamp was slightly higher in cost and therefore increasing the lowest bid to \$7,250.27. A Focus on Energy Grant will be applied for by 1st AYD which will be reflected in the end price.

MOTION made by Miller, seconded by Warren to forward to the Village Board with a positive recommendation to approve the purchase of LED lights for the Library from 1st AYD for an amount of \$7,250.27. Funds to be allocated from Acct. #10-519-570-8251.

Motion carried unanimously.

AUTHORIZATION TO PURCHASE TRAILER: Staff solicited pricing from three area vendors for the purchase of an 18' tandem trailer. The trailer would be an addition to the inventory and will be heavily used during the summer months when crews transport equipment to various locations. Results ranged from \$8,095 to \$8,650.

MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation to approve the purchase of one 18' tandem trailer from Miller Bradford for a cost not to exceed \$8,095.00. Funds to be allocated from Acct. #10-553-570-8100.

Motion carried 3 – 1 (Zabel)

AUTHORIZATION TO FILL UPCOMING VACANCY – WATER UTILITY SUPERINTENDENT: Dir. Ratayczak had officially been notified by the Water Utility Superintendent that he will be retiring in January, 2017. In preparation of filling the vacancy, Dir. Ratayczak submitted the required "Employee Vacancy Justification Worksheet" and

presented it to the Committee for review and discussion. Dir. Ratayczak noted the Village would miss Supt. Driver's knowledge, talents, skills and dedication to the continued successful operation of the Village's water system over the last 13+ years. The department currently operates with the superintendent and four operators. Combining the position with the sewer utility was an option but you would still need an additional operator to fill the needs of the department. Comments included;

- Staff would like to see the position filled prior to the Supt. Driver's retirement;
The Wastewater Superintendent could assist in the interim.
- Salary minimum is \$59,673; Salary mid-range is \$67,490. Current department superintendents are below the mid-range salary.
- The market should be explored to determine if adjustments should be made to the salary range for the position;
- Trustee Zabel personally felt one person should be able to run both utilities and the position should be combined; when you have a maintenance scheduling department where you're only doing maintenance on sewer systems or maintenance on water systems, there's usually only one person in charge of both departments. It was suggested and preferred the Village add an Engineer for utilities. This position would oversee the utility department superintendents who are maintenance people for the utility systems out in the roadway and all of the utility engineering. The proposed position would need certifications which would be fairly easy to get. The Utility Engineer proposed position should be brought back. This position would control the whole system of sewer and water.
- Chm. Kaminski did not see the cost savings in having one person run both utilities. If the Village chose to offer the position to the other utility superintendent, he would have to get an increase in pay to do that. You still need another person under the superintendent;
- Dir. Ratayczak noted if you were to bring in a Utility Engineer experienced in design and knowledge in managing a water system, salary requirements could exceed \$70,000. You would still need a certain number of personnel in each department who would keep track of maintenance issues and Diggers Hotline. The current water superintendent does fill in on various tasks within the department and cited examples. Even though Trustee Zabel's suggestion would work, Dir. Ratayczak did not see where there would be a cost savings.
- A consultant could be hired to complete design tasks. It would still be necessary to fill the minimum number of staff members needed to run the water utility.

MOTION made by Kaminski, seconded by Warren to forward to the Village Board with a positive recommendation to fill the upcoming vacancy of the Water Superintendent position.

Chm. Kaminski suggested staff check surrounding communities as to how they handle their department staffing.

Motion carried 3-1 (Zabel)

UPDATE ON TID #6 – WILLOW CREEK BUSINESS PARK: Dir. Ratayczak reported the following;

- Curb and gutter to be completed by the end of next week.
- Final grading and paving by Monday, Nov. 7th.
- Willow Creek Drive will be paved this year.
- Appleton Avenue reconstruction is paved and shouldered but not striped;
- Trees required on Appleton Avenue will be installed in 2017; A landscape plan is still in the works;
- Nimitz Court tree installation will be completed yet this year weather dependent;
- Construction quantity costs are just coming in. Costs may exceed what was projected due to the additional rock found on site. There have been offers for the extra rock on site but interested parties do not want it until the middle of next year. Dir. Ratayczak will contact MLG to discuss further.
- Still selling extra rock to Super Excavators;
- Aerators are required in the ponds. Staff is looking into costs which does not include electricity;
- WE Energies on site in November to install electrical and gas utilities;
- Traffic barricades will be removed once striping is completed;
- Restoration work will be completed under traffic.

NEXT MEETING DATE: The next Public Works and Highway Committee meeting will be held Wednesday, December 7, 2016 at 5:30 p.m.

ANNOUNCEMENTS: None

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:55 p.m.

A handwritten signature in cursive script, appearing to read "Janice Wick".

Janice Wick, Recording Secretary