PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

April 4, 2017
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 Zabel, seconded by Warren to approve the minutes of March 7, 2017.

Motion carried unanimously.

PUBLIC COMMENT: None

HAPPY HOLLOW/FOREST HEIGHTS – DITCH MODIFICATION UPDATE:
Dir. Ratayczak gave a detailed visual presentation and updated the Committee on ditch modifications in the Happy Hollow Subdivision. Village crews completed ditch modifications for properties rated at a Level #5 as part of a report created on the severity of all ditches within the subdivision and as directed by the Committee and Village Board in 2016. The Director was also given permission for determining the need for modifications to other ditches that may have been affected by the previous road project. Budgeted funds were still available to continue ditch modifications within Happy Hollow Subdivision. Staff will continue to determine the best plan for continued modifications with the remaining budgeted funds.
The Committee recommended staff obtain in writing those residents who choose not to have any work done on their ditches. The Director was requested to come up with an exit strategy and report back to the Committee in July. Village crews will begin ditch modifications in the Forest Heights Subdivision in 2017 which will be determined by weather and work load.

CONSIDERATION OF MAILBOX REIMBURSEMENT FOR REPAIRS – W200 N12554 MEADOWBROOK COURT: Supt. Olszewski explained during the March 13th snow event a Village operator backed over a mailbox post. The homeowner had requested reimbursement of $604.12 for the replacement of the "required" mailbox post per the covenants of the Isabelle Farms Subdivision. As Village's Winter Operations Policy states the Village will not replace any decorative mailbox in kind and the maximum replacement value is $45.00, the property owner was directed to appeal his request to the Public Works Committee for further discussion. Supt. Olszewski referenced a Mailbox Replacement Survey completed in early years 2004-2005 in which replacement requirements at various municipalities ranged from a $150.00 replacement value to replacement in kind, at any cost.

Mr. Ryan Haines, W200 N12554 Meadow Brook Ct. stated he referred to the Builder who had provided a quote of $725.82 for the replacement value of his damaged post and mailbox. As the mailbox was not damaged, Mr. Haines requested reimbursement of the post only. No other quotes were obtained. Mr. Haines gave a detailed description of the post and needed to adhere to the guidelines of the subdivision. He also requested help on removing the broken post in the ground as the quote did not provide labor costs. Committee discussion suggested the following:

- Mr. Haines should refer to the Homeowners Assoc. to see if there were any other options for a less expensive replacement; Mr. Haines stated the Homeowners Association was still under the Bank authority and had yet to be turned over to the homeowners.

- Mr. Haines should obtain additional quotes; Suggested were Essmann's Cabinetry in Germantown or Mahvalous Mailboxes in Menomonee Falls;
- Mr. Haines should work directly with Supt. Olszewski on any updated costs for replacement;
- The Committee would like to revisit the Village's Mailbox Policy in the near future.

MOTION made by Kaminski, seconded by Zabel to postpone action on Mr. Haines request for reimbursement for mailbox damage at W200 N12554 Meadow Brook Court, until the May Public Works and Highway Committee Meeting.

Motion carried unanimously.

CONSIDERATIONOF UTILITY CREDIT – N104 W16121 HEDGE WAY: A written request was submitted by the resident at N104 W16121 Hedge Way requesting consideration of a utility credit toward their 4th quarter, 2016 and 1st quarter, 2017 utility bill due to a frozen pipe break outside of their home while they were out of the country. Based on Dir. Ratayczak's calculations, it was found that an additional 66,000 gallons over the average was used during the 4th quarter billing and 242,000 gallons over the average was used during the 1st quarter billing.

Radhika Pebbeti, N104 W16121 Hedge Way, explained she was out of the country and had a neighbor periodically checking the interior of her home. Scott Weigand of the Village's Water Utility went to the home and left his card at the door for the owner or neighbor to see. Once contact was made with the neighbor and the Village Water Utility, they searched the interior of the home and did not find any leaks. The exterior of the home was searched and that is where they found the hose bib leaking.

MOTION made by Zabel, seconded by Miller authorizing staff to credit the sanitary sewer portion of $456.26 of the fourth quarter 2016 sewer and water bill and $1,672.95 of the first quarter 2017 sewer and water bill for the property at N104 W16121 Hedge Way.

Motion carried unanimously.

PRIVATE PROPERTY INFILTRATION/INFLOW MITIGATION PROJECT (PP I/I):
Supt. Zimmerman gave a visual presentation on the Private Property Inflow and Infiltration Project for 2017. The following points were:

- The 2016 PP I/I Project Bids were rejected.
- New hire Engr. Laning was brought up to speed on the Village program and funding.
- Total Allocation for Germantown - $1,157,879 through year 2020; Allocation approved - $741,364 to date for the Village. The value of the approved work plan - $349,820; The 2017 Project will increase by $34,920 (10% of the value of the original contract). Village will not need Commission approval to increase as it is 10% or less of the original contract;
- Project area map was color coded depicting the severity of pipe condition;
- High incidence of failure will qualify Glenwood Park and Hickory Hills Subdivisions for a neighborhood wide project; The project would start at School Road and work south towards County Line Road;

- The work plan had been approved by MMSD and therefore no additional MMSD approvals are necessary. The Village can rebid this project;
- Brown & Caldwell has been retained by MMSD to perform public outreach. The Village will retain Brown and Caldwell for this effort with no charge to the Village;
- Residents will be educated as to the need, the methods of repair, and overall scope of the project;
- Residents will be required to sign releases in order for the work to be performed;
- Residents will have a one time opportunity to have the work done under this program. The project is voluntary at no cost to the resident. Voluntary sign-off is not only crucial to the success of the project, but also for bid quantities for the project;
- It is estimated that 34 laterals will be repaired in 2017 at a cost of $8,000 - $10,000 each; If costs are less, then more laterals can be repaired;
- The 2017 project would start at School Road, over to Butternut, down to Glenwood and then systematically through the rest of the neighborhood;
- The Project Time Frame: Public Education (May/June); Project Bid (July/Aug.); Construction (Fall, 2017);
- There are three contractors in the upper Midwest that are qualified for this type of work and possible bidders for this project;
- Modifications will be made to the Village's bid documents based off of other communities successful RFP templets. ASTM Standards will be included in the bid documents.
- Public Outreach will include a detailed letter to the affected property owners and a public informational meeting. As the PP I&I Program is voluntary, residents will have a one time opportunity to participate in this free program.
- The PP I&I Program could take three to four years or greater to complete based on the number of participants.
- As long as the Village has an established work plan in place, MMSD funding will remain allocated to the Village.

AUTHORIZATION FOR BLANKET PURCHASE ORDER – ADAPTOR INC.:

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation to approve the allocation of a not to exceed amount of $20,000 in the form of a blanket purchase order to Adaptor Inc. for the continued purchase of internal/external manhole chimney seals and extensions to be utilized for the 2017 road projects and other areas on a time and need basis. Funds to be allocated from Acct. #60-83-530-8313.

Motion carried unanimously.

AUTHORIZATION FOR BLANKET PURCHASE ORDER – FERGUSON WATERWORKS:

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation to approve the allocation of a not to exceed amount of $32,000 in the form of a blanket purchase order to Ferguson Waterworks for the purchase of miscellaneous manhole repair materials. Funds to be allocated from Acct. #60-830-530-8313. Motion carried unanimously.

AUTHORIZATION FOR BLANKET PURCHASE ORDER – HD SUPPLY WATERWORKS:

MOTION made by Zabel, seconded by Miller to forward to the Village Board with a positive recommendation to approve the allocation of a not to exceed amount of $12,800 in the form of a blanket purchase order to HD Supply Waterworks for the purchase of Ladtech HDPE manhole adjusting rings and misc. materials. Funds to be allocated from Acct. #60-830-530-8313

Motion carried unanimously.

DISCUSSION/ACTION – RECYCLING CENTER COMMERCIAL PERMIT: Supt. Zimmerman requested Committee approval to discontinue the practice of selling Commercial Recycling Permits to contractors who resided in Germantown and doing work in Germantown and allowing them access to the Village's Recycling Center. With the on-going eradication of infected emerald ash bore ash trees and the fact that local landscape suppliers no longer take material to process due to the glut of material on the market, the Recycling Center would be overrun with material. The Village's DNR Permit levels after the Spring Brush pickup cannot exceed greater than 20,000 cu. yards on site at any given time. Tree removal efforts over the winter had put the Recycling Center yardage near capacity. The current Solid Waste Contract between the Village and Waste Management does allow Germantown residents to utilize the landfill and dispose this type of material at a rate of $.025/lb. or $60.00 per ton. Based off the information provide and the fact that no Commercial Permits were sold the last two years, the Committee agreed to discontinue the sale of Commercial Recycling Permits.

MOTION made by Miller, seconded by Warren to forward to the Village Board with a positive recommendation to end the practice of commercial use at the Germantown Recycling Center.

Motion carried unanimously.

AUTHORIZATION TO PURCHASE – TRAILER: As part of the 2017 Budget for the purchase of a new trailer, Supt. Olszewski received three quotes ranging from $24,475 to $26,225. The trailer will be used to transport equipment such as skid loaders, mini excavator, asphalt roller etc.

MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation to purchase a 2017 Towmaster T-40TA trailer from Ditch Witch for an amount not to exceed $24,475.00. Funds to be allocated from Acct. #10-542-570-8530.

Motion carried unanimously.

AUTHORIZATION TO PURCHASE – CRACK FILLING MATERIAL: Supt. Olszewski requested authorization to purchase between 40,000 to 45,000 pounds of crack filling material at a price of $.4640 per pound. The only distributor authorized to sell asphalt rubber plus was Sherwin Industries of Milwaukee.

MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation authorizing the purchase of crack filling material for Village roads from Sherwin Industries at a cost of $.4640 per pound not to exceed $21,000. Funds to be allocated from Acct. #10-542-530-3505.

Motion carried unanimously.

CONSIDERATION OF 2017 SEALCOAT PROJECTS: Supt. Olszewski provided the Committee with a spreadsheet of potential locations listing the average Paser rating, sealcoat options of each road surface, and budgeted cost to complete. Available budgeted funds for this work was $323,000. Supt. Olszewski mentioned a few of the completed sealcoat projects from last year noting the following; typical aggregate loss due to snow plowing operations; aesthetic appearance; and/or disruption that the project caused. Review of last year's sealcoat application found the product held up well. The Committee was asked to consider the types of application they wanted to use in the selected roads for 2017. Comments included;

- Selection of roads and types of application should be left up to staff;
- Color Coding of streets on the spreadsheet provided to the Committee;
  Green (newer road surfaces with higher Paser Ratings- you would use a GSB 88 application);
  Yellow (road surfaces in which you would use a slag or slurry application);
- Mequon is doing away with slag and slurry applications and using the GSB 88 in all of their subdivisions as there was less aggregate and less complaints;
- GSB 88 needs to cure as it will drag material into driveways, etc... The product does gray and shows patterns of wear in the high traffic areas;

MOTION made by Miller, seconded by Warren authorizing staff to prepare bid documents for the 2017 sealcoat projects up to the budgeted amount of $323,000 for select roads determined by staff. Funds to be allocated from Acct. #10-542-530-3505.

Motion carried unanimously.

AUTHORIZATION TO UTILIZE FUNDS – POLICE DEPT. LED LIGHT CONVERSION: Supt. Olszewski requested permission to utilize funds from the Library Building Acct. for the purchase of LED lamps to be used at the Police Dept. Due to Focus on Energy rebates for the Library conversion, there were additional funds available. The Police Dept. is in a remodeling phase in a number of areas and it made sense to continue the LED light conversion at this location.

MOTION made by Zabel, seconded by Kaminski authorizing staff to utilize funds from Building Line Item Acct. 10-519-570-8221 at a cost not to exceed $10,000 for the purchase of LED lamps to be installed at the Police Dept.

Motion carried unanimously.

AUTHORIZATION TO CONTRACT WASHINGTON COUNTY HIGHWAY DEPT. – ROAD STRIPING: Supt. Olszewski requested authorization to contract Washington County Highway Dept. to paint approximately 34 miles of centerlines and 68 miles of edge lines on the

Village's roadways. Work is billed on a time and material basis. It is expected that approximately $44,000 will be spent for this work.

MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation to allow staff to contract with the Washington County Highway Dept. to paint center lines and edge lines on Village streets. Funds to be allocated from Acct. #10-542-530-3540.

Motion carried unanimously.

AUTHORIZATION TO CONTRACT – WDOT SALT BID: Supt. Olszewski reported he had entered into the WisDOT Bid Process for 2017-2018. Staff committed to 2,500 ton of salt for the upcoming season. The cost per ton was not available at the time the Village was required to submit their quantities which was prior to the regularly scheduled Public Works Committee meeting. Supt. Olszewski reported 1,700 ton of salt on hand. 500 ton of the 2,500 ton ordered will be an early fill using 2017 budgeted funds. The remaining 2,000 ton of salt would need to be part of the 2018 Budget.

MOTION made by Miller, seconded by Warren to forward to the Village Board with a positive recommendation to approve the Village's commitment of approximately 2,500 ton of road salt for the 2017-2018 season as part of the WDOT Salt Bid Process.

Motion carried unanimously.

AUTHORIZATION TO FLUSH FIRE SUPPRESSION LINES – FIRE STATION #2: Supt. Olszewski noted during a recent 5 year fire suppression inspection at Fire Station #2 a deficiency was observed and resulted in the system failing the inspection. In accordance with State and Local Codes, further investigation was required to determine the extent of the degradation. Staff felt in lieu of the investigation it would be more cost effective to flush the system mains and spot check the branch lines for buildup and blockage which would satisfy the Code and insure the system was operating properly. Two quotes were received ranging from $5,718.78 to $18,550.00.

MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation to authorize staff to contract Cintas for an amount not to exceed $5,718.78 to perform fire suppression system flushing at Fire Station No. 2. Funds to be allocated from Acct. #10-519-530-5222.

Motion carried unanimously.

AUTHORIZATION TO PURCHASE – VIDEO DETECTION EQUIPMENT – TRAFFIC SIGNALS: Supt. Olszewski reported as part of the 2017 Capital Budget, $40,000 was included for upgrading the intersection of Appleton Ave./County Line Road with video detection equipment for the traffic signals. TAPCO was the only supplier of the camera and infrastructure in the area. Keeping infrastructure uniform in the system and having TAPCO provide tech support made it necessary to use the presented operation setup. Village crews will be utilized to hang cameras and pull wires. TAPCO will perform all work inside the control cabinet.

MOTION made by Warren, seconded by Miller to forward to the Village Board with a positive recommendation allowing the purchase of video detection equipment from TAPCO in an amount not to exceed $17,413 for the traffic signal upgrades at the intersection of Appleton Avenue and County Line Road. Funds to be allocated from Acct. #10-542-570-8850.

Trustee Zabel requested staff coordinate a meeting with the WisDot, Menomonee Falls, and the Village to discuss materials that were purchased for the coordination of the traffic signal timing along the County Line Road corridor.

Motion carried unanimously.

AWARD OF CONTRACT – 2017 ROAD IMPROVEMENTS PROJECT: Engr. Laning reported two bids were received ranging from $1,457,576 to $1,495,921. A 2.5% contingency was added to the lowest bidder's cost bringing the total project amount to $1,494,015.40. The project consisted of the resurfacing and reconstruction of 3.26 miles of roadway along with associated curb and gutter as needed. Also included in the project were the rehabilitation of 71 sanitary sewer manholes and the construction of a basketball court at Kinderberg Park.

MOTION made by Warren, seconded by Kaminski to forward to the Village Board with a positive recommendation to award the 2017 Road Improvements Project to Payne and Dolan, Inc. for an amount of $1,457,576.00 plus 2.5% contingency with remaining budgeted funds be used for additional road improvements. Funds to be allocated from Acct. #40-452-570-8810, #60-830-530-8313 and #40-552-570-8310.

Motion carried unanimously.

REQUEST FOR APPRROVAL OF THE AGREEMENT BETWEEN THE VILLAGE AND GEHLS: Dir. Ratayczak reported he had not yet approached Gehl's with an Agreement as he had not received a final draft of the Agreement from the Village Attorney at the time of the April Public Works meeting for Committee review.

MOTION made by Zabel, seconded by Kaminski to forward to the Village Board with no recommendation the forthcoming proposed Agreement between the Village and Gehl's for the Main Street Sanitary Sewer Relay.

Motion carried unanimously.

AWARD OF CONTRACT – MAIN STREET SANITARY SEWER RELAY: Dir. Ratayczak reported nine bids were received ranging from $693,000 to $1,599,954.00. The project consisted of relaying the existing 10"-12" sanitary sewer with an 18" pipe diameter from Division Road to Park Avenue and, a 15" diameter pipe from Park Avenue to approximately 655 l.f. east of Park Avenue. Dir. Ratayczak reviewed the apparent low bidder's pre-qualification and contacted others who had worked with this contractor and all offered favorable reviews. Discussion followed.

MOTION made by Zabel, seconded by Kaminski to forward to the Village Board with a positive recommendation to award a contract to Kruczek Construction in the amount of $693,000 plus a 10% contingency for the Main Street Sanitary Sewer Relay contingent upon the Village Board approved, signed Agreement between Gehl's and the Village.

Motion carried unanimously.

PUBLIC WORKS COMMITTEE MEETING SCHEDULE – UPDATE: The Public Works Committee at its March 7, 2017 meeting requested staff confirm with the Village Clerk the proposed changes to the Public Works and Highway Committee meetings for the months of May, 2017 through September, 2017. Clerk Goeckner did not find any conflict with the revised meeting schedule and approved changing the meeting schedule calendar for the above noted time frame.

NEXT MEETING DATE: The next Public Works and Highway Committee meeting will be held Wednesday, May 3, 2017 at 5:30 p.m.

ANNOUNCEMENTS:

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:34 p.m.

Janice Wick

Janice Wick, Recording Secretary