

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

May 3, 2017
Village Hall Board Room

CALL: Chm. Kaminski called the meeting to order at 5:30 p.m.

ROLL CALL: Chm. Kaminski, Trustee Members Campbell, 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 April 4, 2017.

Motion carried unanimously.

PUBLIC COMMENT: None

CONSIDERATION OF MAILBOX REIMBURSEMENT FOR REPAIRS – W200 N12554

MEADOWBROOK COURT: Supt. Olszewski explained Mr. Haines was asked at the April Public Works meeting to obtain comparable pricing on the replacement of his mailbox post. At that time Mr. Haines requested reimbursement of \$604.12 for damages. Mr. Haines had received pricing from Essmann's in Germantown and Marvelous Mailboxes in Menomonee Falls and it was found those quotes exceeded the original requested amount. Chm. Kaminski summarized for the newest Committee member, Alan Campbell, on the request by property owner Mr. Haines whose mailbox was damaged by a Village plow. The Village's current policy allows up to \$45.00 for the replacement of a mailbox. Replacement costs above and beyond the Village's spending authority were the responsibility of the homeowner. Committee comments included;

- When a developer establishes a subdivision, the Village should provide criteria for mailboxes; the standard criteria is what most resident's have. When you have a subdivision with covenants requiring a certain box, the Village needs to inform the developer in advance to set limits on cost; Currently the Village Ordinance states we will replace in kind up to a dollar limit;
- The Mailbox Ordinance could be revised. It would need to go to Board of Zoning Appeals;
- Could the Village Board supersede the current Ordinance on record by agreeing to pay up to a certain dollar amount for specialty mailboxes?;
- Mailboxes are in the Village's right-of- way. What occurs within the right-of-way the Village has jurisdiction. The Village would have the right to inform a Homeowner's Association of the Village's limits on replacement/repair costs;
- Replacement/Repair cost limits should be increased;
- By paying replacement/repair costs exceeding the current limit of \$45.00 may set a precedence.
- An average of 60 mailboxes are repaired each winter season. An average of 10-15 mailboxes exceed the \$45.00 repair limits.

Ryan Haines, W200 N12554 Meadowbrooke Court, clarified the Isabelle Farms subdivision required the mailbox/post/lamp post in question. He noted there were many requirements within the subdivision which were in place to maintain the value of the subdivision. He encouraged the Committee to look at the property tax bills for the subdivision noting they had expensive mailboxes but they also pay high taxes. He understood the policy but asked what was the right

thing to do? It was an accident, but the Village damaged his property. He was required to replace the mailbox in kind.

MOTION made by Kaminski, seconded by Zabel authorizing staff to pay the full cost of \$604.12 for damaged incurred to a mailbox/post by a Village plow at W200 N12554 Meadowbrook Court.

Chm. Kaminski noted this claim should be paid by the Village and moving forward staff should consult with the Village Attorney to make the necessary Policy changes. Future Development Agreements should clarify the maximum payout on mailbox damage.

Trustee Zabel noted this claim was different as a Village plow truck accidentally backed into the mailbox.

Supt. Olszewski stated staff would install the mailbox/post.

Motion carried 3 – 1 (Warren)

CONSIDERATION OF UTILITY CREDIT – N104 W16026 Donges Bay Road: A written request was submitted to the Director of Public Works requesting consideration of a utility credit toward their 1st quarter, 2017 sewer and water utility billing due to an unknown valve leak in her shed over the winter. Based on Dir. Ratayczak's calculations, it was found an additional 32,400 gallons over the average was used during this time period.

Marta Stewart, N104 W16026 Donges Bay Road, further explained the water leak at her shed and requested consideration of a credit seeing the water had not gone into the Village's sewer system.

MOTION made by Zabel, seconded by Warren authorizing staff to credit the sanitary sewer portion of \$223.98 of the first quarter 2017 sewer and water bill for the property located at N104 W16026 Donges Bay Road.

Motion carried unanimously.

AUTHORIZATION TO CONTRACT – TREE REPLACEMENT PROJECT: Supt. Olszewski reported \$24,000 was budgeted for the replacement of 60 trees. WE Energies had removed a number of street trees as part of a major gas main project as well as trees in Spassland Park. Wachtel Tree Science assisted staff and created a replanting plan with input from Village staff and WE Energies. Staff solicited bids from 6 area nurseries for the replacement of approximately 60 trees and received 2 proposals ranging from \$41,947.50 to \$43,159.26. WE Energies had reimbursed the Village \$20,000 for the trees removed as part of their project.

MOTION made by Warren, seconded by Campbell to forward to the Village Board with a positive recommendation authorizing staff to contract Century Landscaping in the amount of \$41,947.50 for the replacement of 60 Village trees. WE Energies has reimbursed \$20,000 toward the tree replacement and the balance of \$21,947.50 will be allocated from Acct. #10-553-530-5290.

Motion carried unanimously.

AUTHORIZATION TO PURCHASE – SKID LOADER WITH ATTACHMENTS: Supt. Olszewski requested authorization to purchase a new skid loader with attachments. Dealers were also requested to provide a trade-in value for the current skid loader. Three quotes were received ranging from \$75,085 to \$86,313.

MOTION made by Warren, seconded by Zabel to forward to the Village Board with a positive recommendation authorizing the purchase of one Kubota SVL75-2 Skid Loader from J.P. Lochen in the amount not to exceed \$43,735.00, and, additional attachments from various vendors in the amount not to exceed \$31,350.00 for a total cost not to exceed \$75,085.00. Funds to be allocated from Acct. #10-542-570-8450.

Motion carried unanimously.

REVIEW OF THE WINTER OPERATIONS POLICY AND PROCEDURE MANUAL:

Supt. Olszewski presented the current Winter Operations Policy and Procedure Manual in which the latest review had brought some language changes and minor updates to keep in step with current practices and procedures. Items noted included Sidewalks, Depositing Snow on Village Streets (Municipal Code 8.10) and the Mailbox Replacement Policy. The following comments were made by staff and Committee;

- All sidewalks in the Village are cleared by staff and not on overtime;
- Sidewalks are plowed by staff on County Line Road from Division Road west to Appleton Avenue;
- Snow is removed from Village Park sidewalks that have shelters;
- Sidewalk snow removal is completed by staff when time and equipment is available;
- Consider discontinuing sidewalk snow removal on side streets;
- Committee was made aware there will be additional sidewalks to clear along Donges Bay Road at the round-about northwest to the Apartment development, Prairie Glen II subdivision, sidewalks to nowhere. The Village will need to decide what level of service staff will need to provide for select areas; The Village currently has 15-20 miles of sidewalk.
- Prior to the season, all sidewalks are marked and any damages as a result of snow removal are repaired by staff;
- Supt. Olszewski was asked to provide the Committee with the costs of yearly maintenance for sidewalk snow removal;
- Complete a survey of other Communities on their sidewalk snow removal policies;
- When a resident obtains a Building Permit, they should be notified of the Village's policy on sidewalk snow removal.
- Based on the input of Supt. Olszewski, the Committee suggested raising the mailbox replacement cost to \$70-\$75.

MOTION made by Kaminski, seconded by Campbell to authorize as part of the Village's Ordinance to increase the mailbox replacement cost as part of the Mailbox Replacement Policy up to \$70.00 upon proof of receipt.

Motion carried unanimously.

AUTHORIZATION TO FILL VACANCY – WASTE WATER UTILITY: Supt. Zimmerman requested permission to fill a full time vacancy for a Wastewater Operator position and advertise the position upon Committee approval. Supt. Zimmerman noted the department operated with a staff of four providing services for the Utility, Recycling Center and Diggers Hotline. The loss of one position would represent a 25% reduction in the workforce.

MOTION made by Zabel, seconded by Kaminski authorizing staff to advertise for and fill the Wastewater Operator position within the Wastewater Utility Department.

Motion carried unanimously.

DISCUSSION/RECOMMENDATION – PARK AVENUE WATER MAIN ASSESSMENT: Dir. Ratayczak reported the Park Avenue Water Main project was approximately 98% complete. The Carriage Hills Apartment complex has a Water Main Facility Developer's Agreement on file with the Village which states in Section 6.04 that the owner shall be responsible for all future costs associated with water main extensions along the front footage of their property. The Village reserves the right without notice or hearing to impose special assessments or charges for any amounts to which it is specifically entitled by virtue of this Agreement for improvements specifically provided for herein upon the property. In the event of a future water main extension along Park Avenue, the Owner shall also be responsible for all future costs associated with watermain extensions along the front footage of the property. The owner hereby waives Notice and Consent to all special assessment or special charges proceedings which may be required by law. The Carriage Hills Apartment complex assessment was calculated at \$91,328.56.

Trustee Zabel suggested staff confer with the Village Attorney on creating a document for the Carriage Hills Apartment complex assessment.

MOTION made by Zabel, seconded by Kaminski to direct staff and legal to come up with an assessment for Carriage Hills for their value of the water main on Park Avenue with a two year deferment and at an interest rate that can be carried over ten years at an interest rate one half percent higher than what we borrowed the most recent note at.

Motion clarified by Trustee Zabel: No interest the first two years. Once the assessment starts at the two year mark, Carriage Hills can choose to pay in full or if he chooses to take the assessment over ten years, each year he will be paying one half percent greater than what the Village borrowed money at this year.

Public Works Director Larry Ratayczak further clarified a deferment of two years before the assessment kicks in, and then there is a 10 year payback on that assessment at an interest rate at one half percent greater than what the Village borrowed this year. There is no interest during the two year deferment period.

Motion carried unanimously.

Trustee Zabel noted once the Park Avenue Watermain Assessment was prepared, it would need to go to the Village Board for final approval.

DISCUSSION AND/OR ACTION – REVISE SECTION 8.10 OF THE MUNICIPAL CODE – DEPOSITING SNOW ON VILLAGE STREETS PROHIBITED: Dir. Ratayczak reported staff along with the Village Attorney had reviewed the current Code as it related to the depositing of snow on Village streets and adjoining terrace areas. In addition, a request was made by a Village Trustee to review the Code for the placement of snow by a property owner onto the property and/or right of way of a neighboring property. It was determined the best solution was to revise Section 8.10 to address this growing concern.

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation to approve the revision of Section 8.10 of the Municipal Code to read as follows: DEPOSITING SNOW ON VILLAGE STREETS PROHIBITED: It shall be unlawful for any person to plow, shovel, or otherwise deposit or place snow on or across the maintained portion of any public road and terrace area within the Village or to permit such depositing of snow from property occupied by him or her.

Motion carried unanimously.

AUTHORIZATION TO FILL VACANCY – CIVIL ENGINEER: Dir. Ratayczak requested authorization to fill a vacancy upon the resignation of the current Civil Engineer.

MOTION made by Zabel, seconded by Warren authorizing staff to fill the Civil Engineer position within the Engineering Department.

Motion carried unanimously.

AUTHORIZATION TO HIRE ADDITIONAL SUMMER INTERN – ENGINEERING DEPT.: Engr. Laning requested authorization to hire an additional Summer Intern due to recent vacancy of the Civil Engineer position. The additional Intern will provide inspection services for numerous Village projects and wages for this position would be covered by the reduction in Civil Engineer wages not being utilized.

MOTION made by Warren, seconded by Campbell authorizing staff to hire a third Summer Intern in the Engineering Dept. for the summer 2017 season.

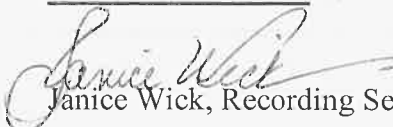
Trustee Zabel requested staff to check with the Village Attorney to determine if authorization was needed by the Village Board as this position was not budgeted.

Motion carried unanimously.

NEXT MEETING DATE: The next Public Works and Highway Committee meeting will be held MONDAY, June 12th, 2017 at 5:00 p.m.

ANNOUNCEMENTS: None

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:42 p.m.


Janice Wick, Recording Secretary