

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **PUBLIC WORKS & HIGHWAY COMMITTEE**

DATE AND TIME: **MONDAY, June 12, 2017 ***4:30 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 Campbell, Warren and Zabel
- III. **APPROVAL OF MINUTES:** May 3, 2017
- 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. **NEW BUSINESS:**
 - A. Resolution to Adopt the 2016 Compliance Maintenance Annual Report (CMAR)(DNR)
 - B. Authorization to Contract – EAB Ash Tree Treatments
 - C. Discussion/Recommendation – Water Service to W140 N10828 Country Aire Drive
 - D. Discussion/Approval to Hire Consulting Engineer for Initial NE Interceptor Study
- VI. **NEXT MEETING DATE:** Set July, 2017 Meeting Date and Time
- VII. **ANNOUNCEMENTS:**
- VIII. **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

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.

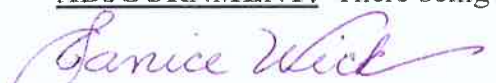
Trustee Zabel requested staff to check with the Village Attorney to determine if authorization was needed by the Village Board as this position was not budgeted.

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

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

MEETING DATE: 12 June 2017

AGENDA ITEM: New Business A

ITEM TITLE: Compliance Maintenance Annual Report

SUBMITTED BY: Timothy K. Zimmerman – Wastewater Superintendent

SUMMARY EXPLANATION:

I am presenting for your review the 2016 CMAR (Compliance Maintenance Annual Report). This requirement went into effect on January 1, 2006 as part of the renewal of our WPDES (Wisconsin Pollutant Discharge Elimination System) General Permit under the authority of Chapter 283, Wisconsin Statutes and the requirements of ch. NR 208 Wisconsin Administrative Code. The report must be accepted by resolution by the governing body (Village Board) before submission to the Department of Natural Resources.

ATTACHMENT: ORDINANCE _____ RESOLUTION X OTHER X

RECOMMENDATION:

It is my recommendation to send forward to the Village Board the 2016 CMAR and adopt its results by resolution of the full Village Board.

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.

STATE OF WISCONSIN VILLAGE OF GERMANTOWN WASHINGTON COUNTY

RESOLUTION NO. ____-17

A RESOLUTION ADOPTING THE 2016 WISCONSIN POLLUTION DISCHARGE
ELIMINATION SYSTEM COMPLAINT MAINTENANCE ANNUAL REPORT

WHEREAS, by the action taken in Resolution NO. ____-17, the Village is a participant in the Wisconsin Pollutant Discharge Elimination System ("WPDES") program; and

WHEREAS, participants in the WPDES program are required to renew their General Permits issued under that program; and

WHEREAS, the permit renewal requires the Village to complete and submit a Compliance Maintenance Annual Report ("CMAR"); and

WHEREAS, the Village's Public Works Committee reviewed the attached CMAR report and forwarded the same to the Village Board with a recommendation for adoption; and

WHEREAS, the Village Board having reviewed the same concurs with the recommendation of the Public Works Committee;

NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of Germantown, Wisconsin, do hereby adopt the attached Compliance Maintenance Annual Report.

BE IT FURTHER RESOLVED that the Village Wastewater Superintendent is hereby directed and authorized to include the attached CMAR in the Village's application for the renewal of its WPDES General Permit.

Introduced by Trustee:

Adopted: June 19, 2017 Vote: Ayes: Nays: Absent:

Dean Wolter, Village President

ATTEST:

Barbara K.D. Goeckner, Village Clerk

Compliance Maintenance Annual Report

Germantown Village

Last Updated: Reporting For:
5/24/2017 2016

Financial Management

1. Provider of Financial Information

Name:

Timothy Zimmerman

Telephone:

(262)-253-7765

(XXX) XXX-XXXX

E-Mail Address
(optional):

gtsewer@bizwi.rr.com

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

- ☒ Yes (0 points)
- ☐ No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?
Year:

2014

0

- ☒ 0-2 years ago (0 points)
- ☐ 3 or more years ago (20 points)
- ☐ N/A (private facility)

2.3 Did you have a special account (e.g., CWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

- ☒ Yes (0 points)
- ☐ No (40 points)

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year:

2016

- ☒ 1-2 years ago (0 points)
- ☐ 3 or more years ago (20 points)
- ☐ N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR

\$ 660,234.60

3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.) -

\$ 0.10

3.2.3 Adjusted January 1st Beginning Balance

\$ 660,234.50

3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.) +

\$ 32,786.64

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 693,021.14

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund?

\$ 125,000.00

0

Please note: If you had a CWWP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

☒ Yes

☐ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

☒ Yes - If Yes, please provide major project information, if not already listed below.

☐ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Private property I/I remediation	800000	2017
2	48" Interceptor Rehabilitation 7600 lin. ft. 2018 cost 2.9 million	2900000	2018
3	Main Street and Park Avenue Sewer relays	850000	2017

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 7

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	68,534	28
February	55,893	23
March	55,192	27
April	61,403	12
May	47,737	23
June	45,441	25
July	41,693	16
August	39,691	20
September	39,814	26
October	45,316	20
November	47,502	21
December	52,664	26
Total	600,880	267
Average	50,073	22

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☒ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☐ Self-Priming Pumps
- ☒ Submersible Pumps
- ☒ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

☒ No

☐ Yes

Year:

By Whom:

Describe and Comment:

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6.4 Future Energy Related Equipment	
6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?	
VFD upgrades	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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2016

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

☒ Yes

☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

☒ Yes

☐ No (30 points)

☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Continue to reduce system I/I. Use cost effective I/I removal technologies. Continue to provide current levels of service and improve on them as time and money allow.

Did you accomplish them?

☒ Yes

☐ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

☒ Organizational structure and positions (eg. organizational chart and position descriptions)

☒ Internal and external lines of communication responsibilities

☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Chapter13, sub 3 Muncipal Code

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2003-01-01

Does your sewer use ordinance or other legally binding document address the following:

☒ Private property inflow and infiltration

☒ New sewer and building sewer design, construction, installation, testing and inspection

☐ Rehabilitated sewer and lift station installation, testing and inspection

☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary

☒ Fat, oil and grease control

☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

☒ Equipment and replacement part inventories

☒ Up-to-date sewer system map

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- ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- ☒ A description of routine operation and maintenance activities (see question 2 below)
- ☒ Capacity assessment program
- ☒ Basement back assessment and correction
- ☒ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)]

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- ☒ Construction, Inspection, and Testing
- ☒ Others:

<http://www.village.germantown.wi.us/DocumentCenter/View/76>
Industry accepted best practices

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)]

Does your emergency response capability include:

- ☒ Responsible personnel communication procedures
- ☒ Response order, timing and clean-up
- ☒ Public notification protocols
- ☒ Training
- ☒ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]

☐ Special Studies Last Year (check only those that apply):

- ☒ Infiltration/Inflow (I/I) Analysis
- ☐ Sewer System Evaluation Survey (SSES)
- ☐ Sewer Evaluation and Capacity Management Plan (SECAP)
- ☐ Lift Station Evaluation Report
- ☐ Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	25.1	% of system/year
Root removal	0	% of system/year
Flow monitoring	100	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	3.1	% of system/year
Manhole inspections	8.3	% of system/year
Lift station O&M	270	# per L.S./year
Manhole rehabilitation	4.64	% of manholes rehabbed
Mainline rehabilitation	.02	% of sewer lines rehabbed
Private sewer inspections	.1	% of system/year

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Private sewer I/I removal % of private services

River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

29.94	Total actual amount of precipitation last year in inches
34.89	Annual average precipitation (for your location)
99.16	Miles of sanitary sewer
8	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
3	Number of basement backup occurrences
2	Number of complaints
3.527	Average daily flow in MGD (if available)
4.493	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.03	Basement backups (number/sewer mile)
0.02	Complaints (number/sewer mile)
1.3	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume (MG)
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

☐ Yes

☒ No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

☐ Yes

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- No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

I/I is trending down due to manhole rehab and mainline grouting

5.4 What is being done to address infiltration/inflow in your collection system?

on going manhole rehab, mainline pipe evaluations, PP I/I program through MMSD

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			4	16
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

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Resolution or Owner's Statement

Name of Governing
Body or Owner:

Village of Germantown - Village Board

Date of Resolution or
Action Taken:

2017-06-19

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

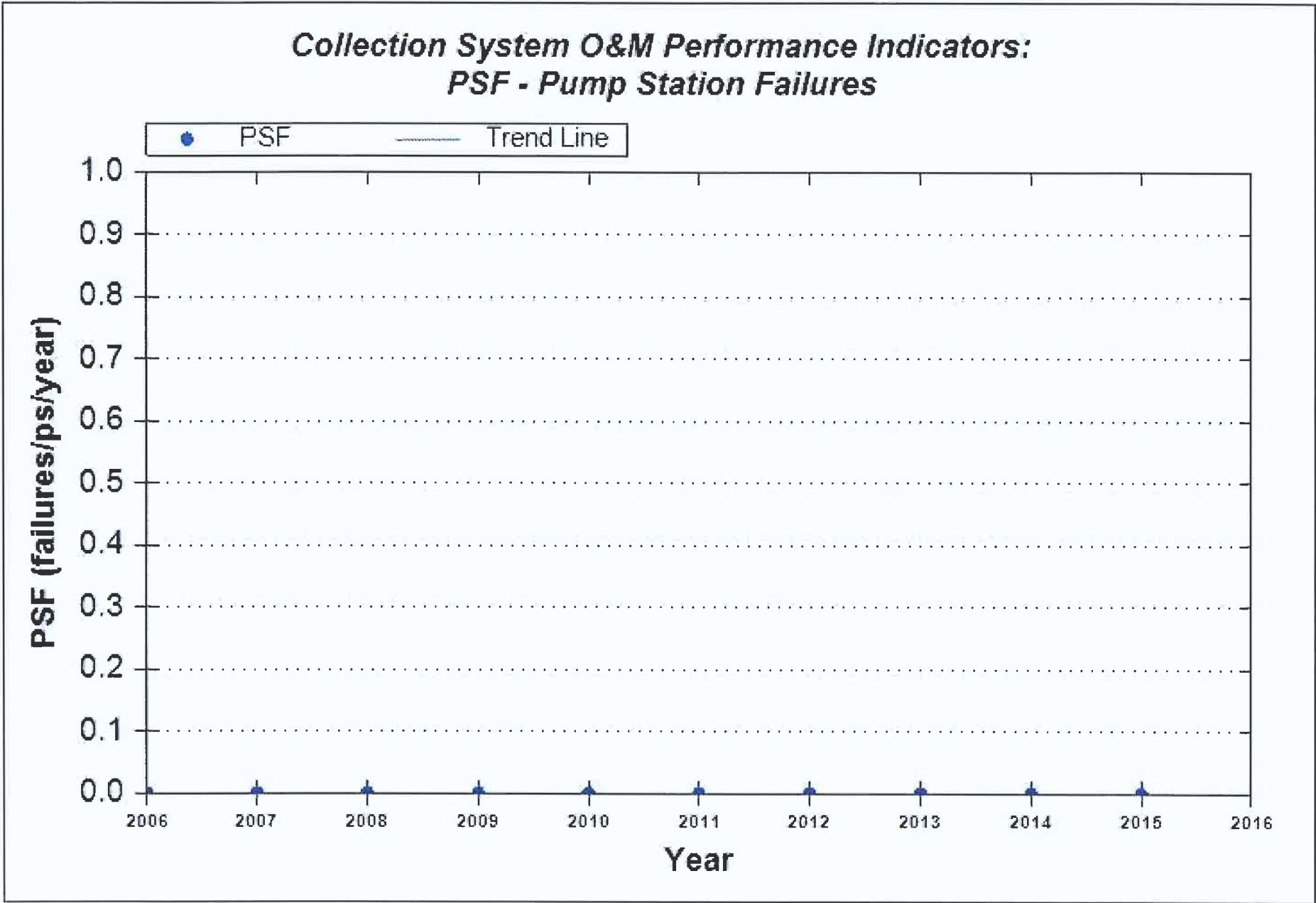
ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

Germantown Village

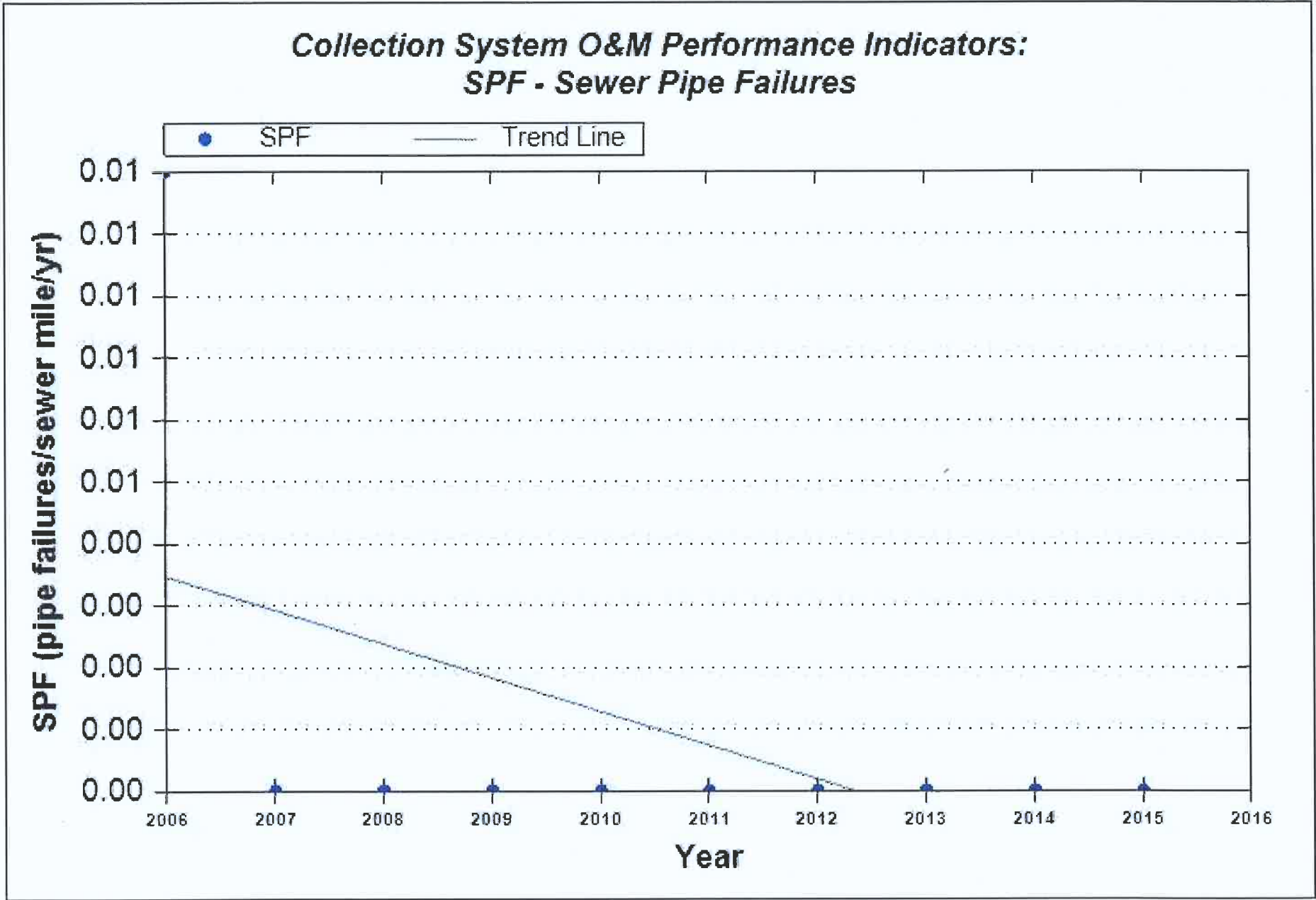
Linear equation uses 2006 - 2016 CMAR data
for Trend Line: PSF: $y = 0x + 0$



Germantown Village

Linear equation uses 2006 - 2016 CMAR data

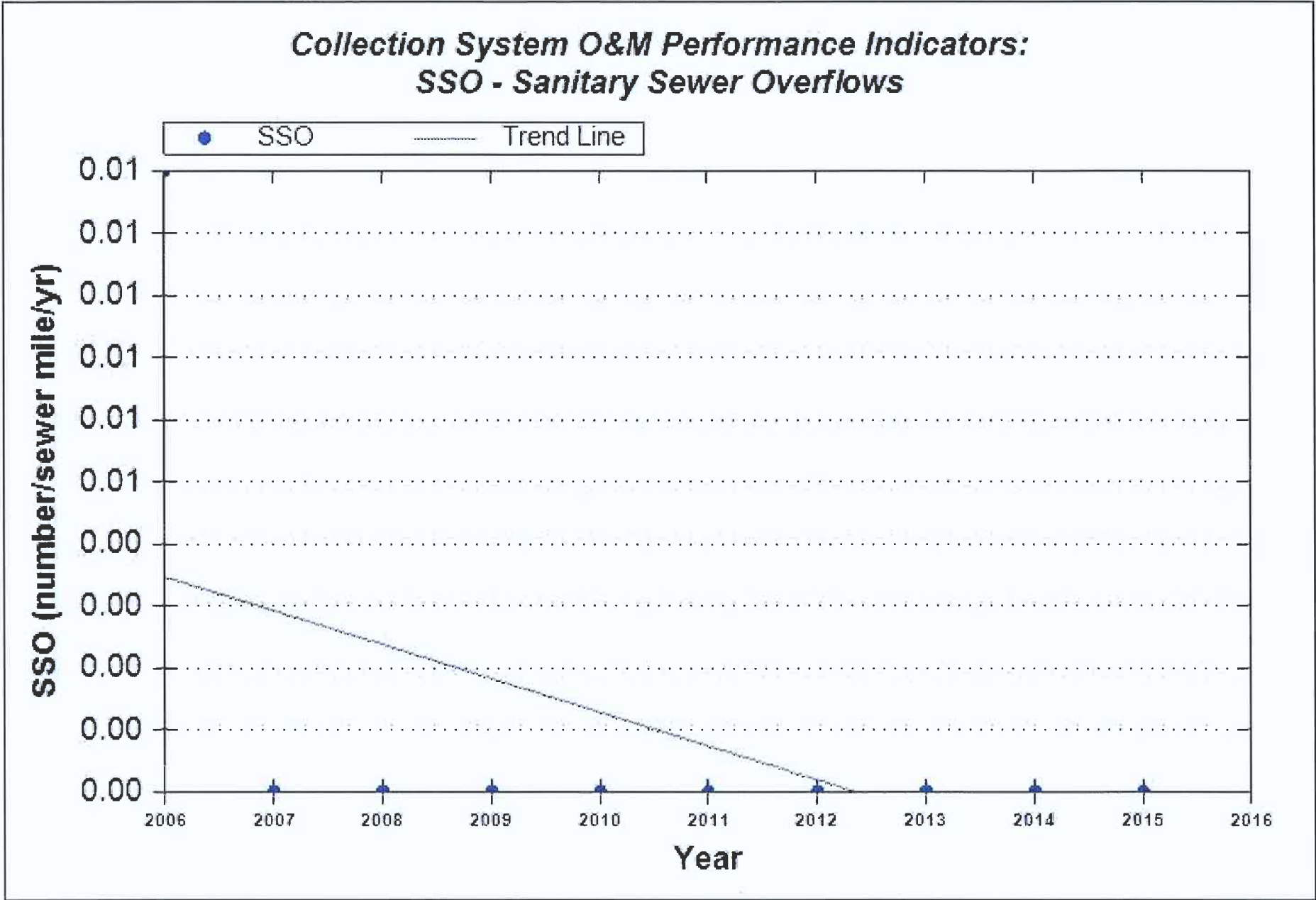
for Trend Line: SPF: $y = -0.000545x + 0.00$



Germantown Village

Linear equation uses 2006 - 2016 CMAR data

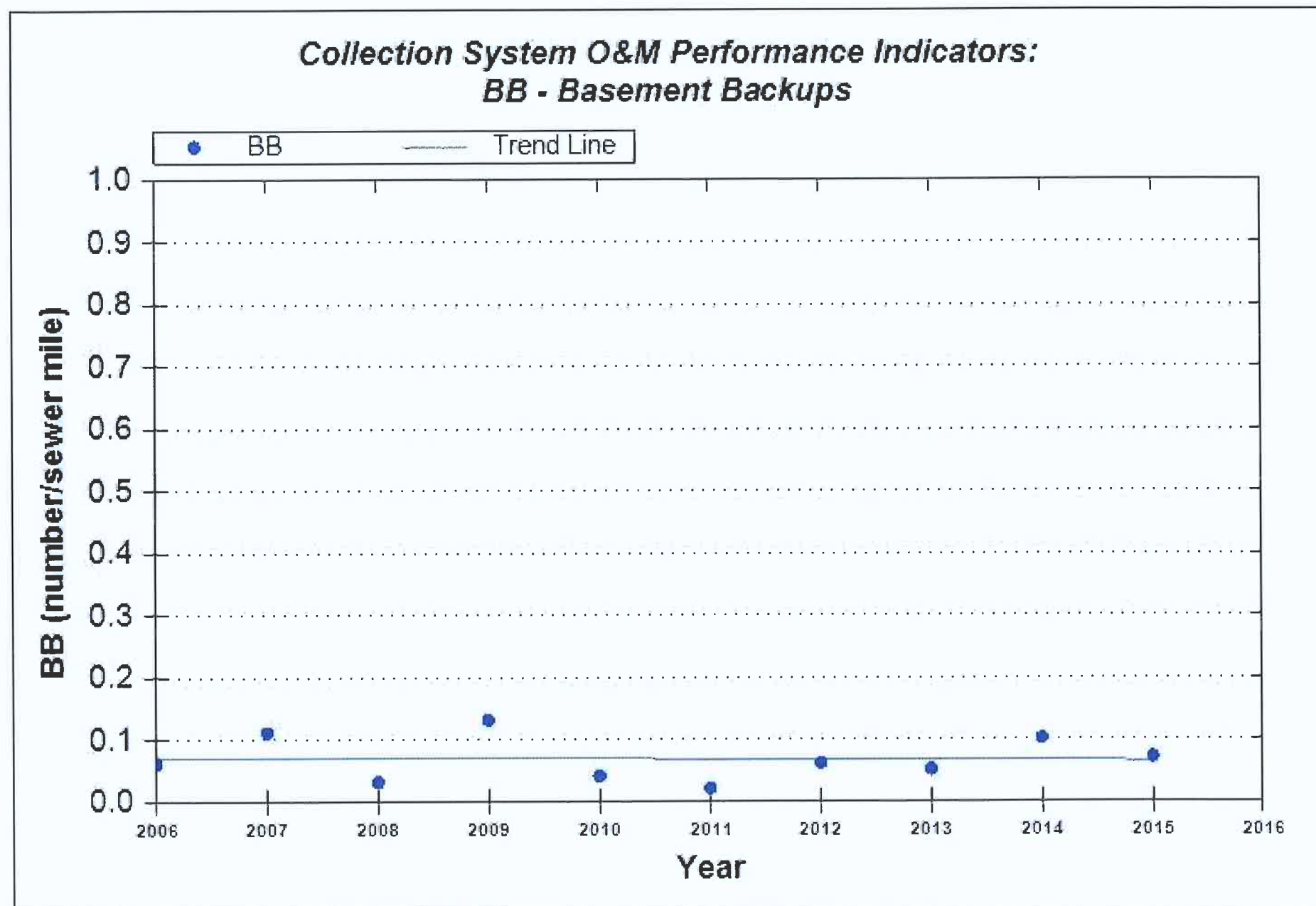
for Trend Line: SSO: $y = -0.000545x + 0.00$



Germantown Village

Linear equation uses 2006 - 2016 CMAR data

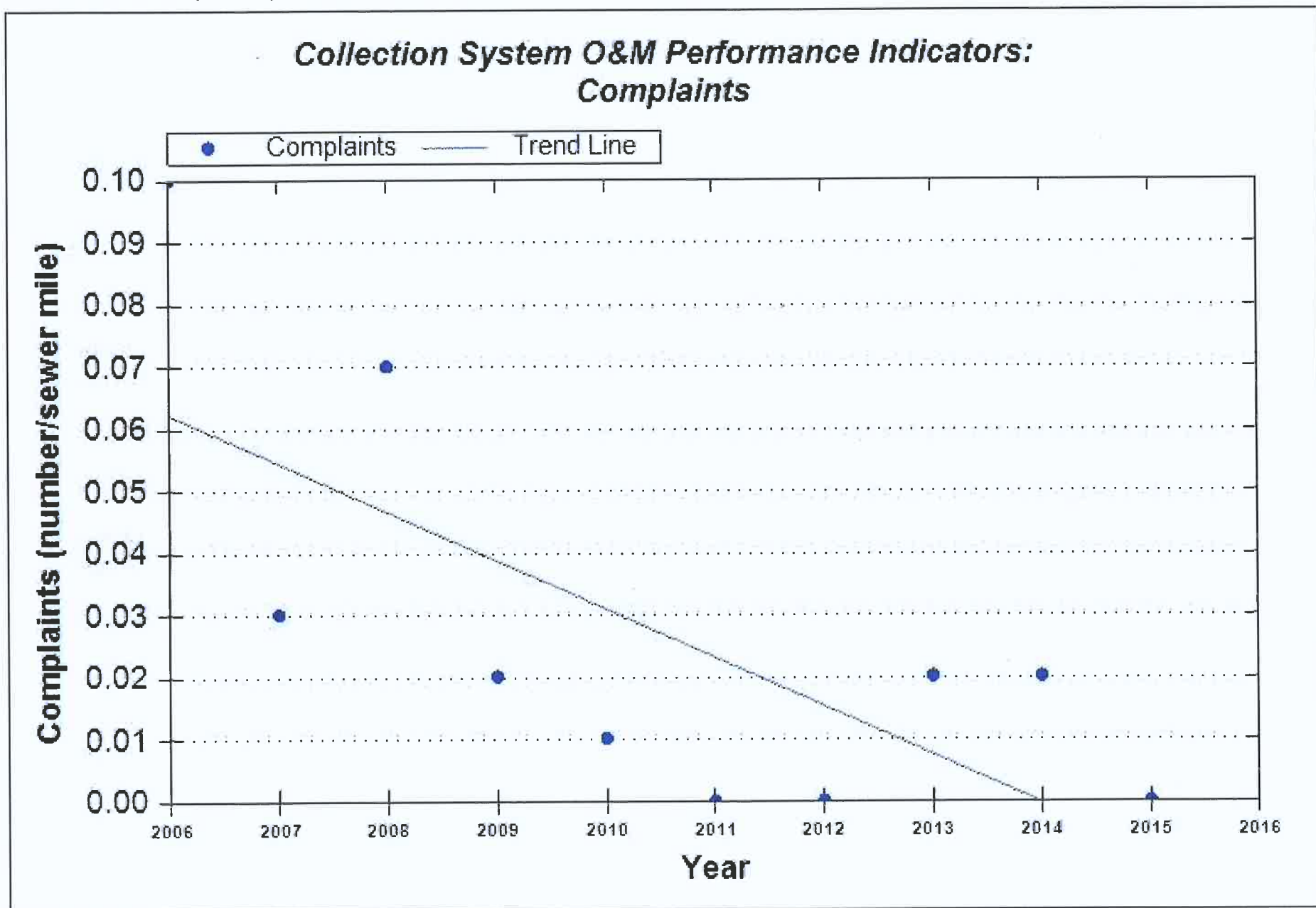
for Trend Line: BB: $y = -0.000665x + 0.07$



Germantown Village

Linear equation uses 2006 - 2016 CMAR data

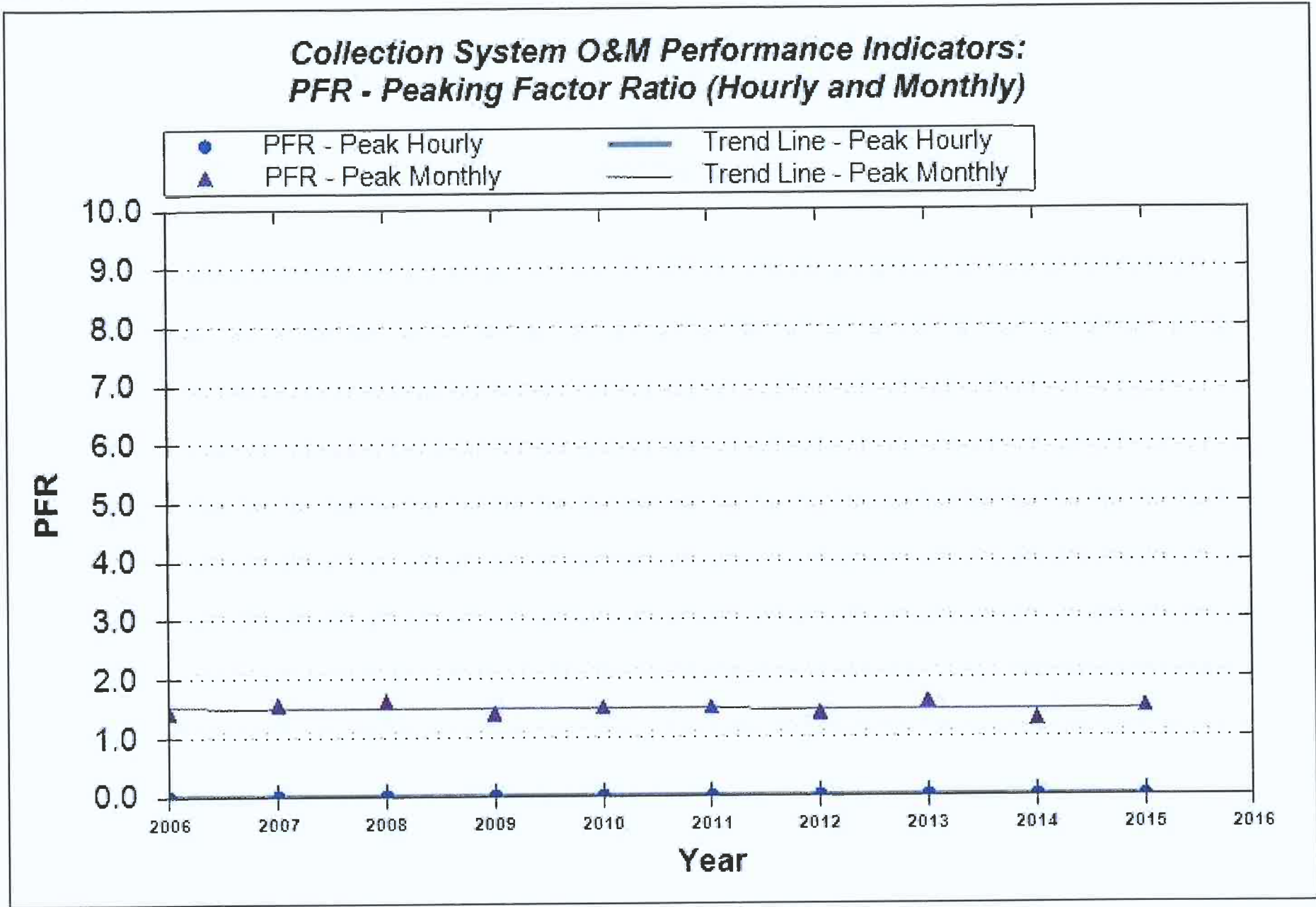
for Trend Line: Complaints: $y = -0.007817x + 0.06$



Germantown Village

Linear equations use 2006 - 2016 CMAR data

for Trend Lines: PFR - Peak Hourly: $y = 0x + 0$ PFR - Peak Monthly: $y = -0.006243x + 1.51$



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

MEETING DATE: Monday June 12, 2017

AGENDA ITEM: New Business **B**

ITEM TITLE: Authorization to Contract – EAB Ash Tree Treatments

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:

Staff is presenting for Committee review the quotes for the trunk injection treatments of select ash trees throughout the Village. The scope of the project is 251 trees at roughly 2,025 inches (DBH). The selected trees are centrally located within Fireman's Alt Bauer, Wiedenbach, Kinderburg, Friendenfeldt, Spassland, Division Road, PD, Library, and Village Hall. The trees were treated in 2015 and are still in a healthy condition today. Trees need to be treated on an every other year basis. Staff notified 8 area contractors and invited them to bid on the project. The results are as follows:

M&M Tree Care	\$10,631.25
Crawford Tree and Landscape	\$13,972.50
Wactel Tree Science	\$14,175.00
Hoppe	\$16,706.25

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER _____

RECOMMENDATION:

Staff recommends contracting with the M&M Tree Service for a unit rate of \$5.25 per inch at an approximate total cost of \$10,631.25. Funds shall be allocated from parks account 10-553-530-5290.

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: June 12, 2017

AGENDA ITEM: New Business 

ITEM TITLE: Water Service to W140 N10828 Country Aire Drive

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

SUMMARY EXPLANATION:

It has been brought to the attention of the Village Staff that a new residence was constructed in 2013 at W140 N10828 Country Aire Drive and was allowed to install a private well for the purpose of supplying drinking water to the residence. At the time of home construction, a Municipal water main existed in front of this residence. The water main was installed in 2003.

Properties that existed at the time of the water main construction were granted an indefinite waiver from connection to the municipal water main. The parcel of land that the new home was constructed did not exist in 2003. The parcel existing in 2003 was split in 2013 to create the parcel of land on which the new house was constructed. Therefore, the new house is not covered by the indefinite waiver granted to the original parcels.

Pursuant to the Village of Germantown Municipal Code Section 13.15(1) and State Statutes a residential dwelling must connect to municipal water if available to the property. Clearly, municipal water was available to the property in question.

ATTACHMENT: ORDINANCE __XX__ RESOLUTION _____ OTHER _____

Municipal Code Section 13.15(1)

RECOMMENDATION:

Staff recommends that the Committee require the property owner of W140 N10828 Country Aire Drive to connect to the Municipal Water System.

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.

13.14 - SEPARATE CONNECTION REQUIRED. (Am. Ord. #20-03)

Code of Ordinances



- (1) Each principal building served by the Utility shall have a separate and independent water service from the public main.
- (2) Connection to the Village Water system shall be accompanied by the installation of a Utility water meter.

13.15 - CONNECTION; ABANDONMENT OF PRIVATE SYSTEMS. (Am. Ord. #11-02; Rep. & Recr. Ord. #29-03)

- (1) Buildings used for human habitation which are located adjacent to a public water main or in a block through which or adjacent to a public water main extends shall be connected to the public water system; provided, however, that if the property has a private potable water system when the public water main becomes available, connection to the public water main shall be deferred until such time as the property owner requests connection or the private potable water system fails.

However, if the extension of municipal water is done as the result of a petition signed by a majority of property owners, those property owners that signed the petition requesting the extension of municipal water are hereby required to connect to municipal water within 12 months of approval of the system by the Public Works and Highways Committee.

- (a) If a person fails to comply with the requirement to connect to municipal water within the given period, the Village may, cause such connection to be made and charge the property owner for such costs. If such costs are not paid within 30 days of invoice by the Village to the property owner at the address to which the property tax bills are sent, such costs shall be assessed as a special tax lien against the property, unless the owner, within 30 days after the completion of the work, files a sworn affidavit with the Village Clerk stating that he cannot pay such amount in one sum and asking that it be levied in not to exceed 5 equal annual installments, and the amount shall be so collected with interest at a rate which is sufficient to recover the Village's costs of borrowed funds or interest lost plus one percentage point, but not exceeding 15% per annum from the completion of the work. The unpaid balance shall be a special tax lien on the property.

(2)

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

MEETING DATE: June 12, 2017

AGENDA ITEM: New Business D

ITEM TITLE: Discussion/Approval to Hire Consulting Engineering Firm to perform Initial Engineering Study for NE Sanitary Interceptor Sewer

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

SUMMARY EXPLANATION:

It has been brought to the attention of the Village Staff during meetings with a developer (Carity) presenting a future planned development that the possibility exists to construct a portion of the NE Sanitary Interceptor Sewer through their planned development. This development would require sanitary sewer service from the Future NE Interceptor sewer. The development's planning would require detailed information of the NE Interceptor sewer such as alignment and invert elevations. The developer's engineer, Pioneer Engineering & Surveying, LLC, has presented a proposal to the Village of Germantown to perform all the initial hydraulic grade line evaluations, potential service area boundaries of the NE Interceptor and potential route evaluations. The lump sum proposal is in the amount of \$25,000.00. Staff believes that completion of this initial evaluation would reduce the overall RFP cost currently under development by an equal or greater amount.

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER XX

- Copy of Proposal from Pioneer Engineering & Surveying, LLC

RECOMMENDATION:

Staff recommends that the Committee forward to the Village Board with a positive recommendation to enter into an agreement with Pioneer Engineering & Survey, LLC for evaluation of potential routes and service area of the Future NE Interceptor Sanitary Sewer. If approved funds would be used from previously approved Capital Budget Acct. # 60-180-183-3140 (Interceptor Main & Accessories).

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.

I am proposing that the Village of Germantown hire Pioneer Engineering & Surveying, LLC. to evaluate various sanitary sewer routes (between the connection point and Mequon / Country Aire) estimating the depth of the sewer, to evaluate those alternatives relative to the proposed subdivision, to evaluate the drainage area extending to the municipal boundary to the north and to the east to determine the maximum service area which could be serviced by the interceptor sewer (also indicating the probable location and drainage areas for potential lift stations). I would require that the Village would be able to supply me with topographic and cadastral information for Sections 1, 2, 3, 10, 11, 12, 13, 14, 15, 22, 23, 24 25, and 26, together with existing sanitary sewer information for Section 26, a copy of any previous studies and of course a Land Use Map so that I could commence the work. I would require several meetings with you to discuss the alternatives which could also lead into other alternatives. The objective is to create an ultimate plan and the selection of the most cost effective placement of the proposed sanitary sewer. I would provide these services for a flat fee of \$25,000. I would complete all work within a 30 day time frame (assuming the Village can meet within a couple of days of every request for a meeting). In conclusion, the Village will be able to select the best available route, know ultimate drainage areas, have preliminary engineering for each alternative, all within a 30 day time frame. Then the Village can request via an RFP for the surveying, engineering, soil borings, environmental assessments, cost estimates, construction surveying, etc. based on a solidified route. In this format, the individual engineering groups (and their subcontracts) responding to the RFP knows exactly how to properly bid the project which could contain vast cost savings to the Village. To me this makes a great deal of sense.

Please review the contents of this letter and let me know if this solution would be of interest to you.

Thank you for your consideration.

Sincerely,
PIONEER ENGINEERING & SURVEYING, LLC.

KALVIN K. KLIMECK, P.E., R.L.S.
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