PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

August 9, 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 Warren, seconded by Zabel to approve the minutes of July 5, 2017.

Motion carried unanimously.

PUBLIC COMMENT: None

AUTHORIZATION TO PAY INVOICE – WE ENERGIES: Dir. Ratayczak explained as part of the Appleton Avenue road reconstruction, lights/poles needed to be removed from three intersections located within Germantown jurisdiction. One of the intersection costs exceeded department approval authority. The Village will submit a request for payment to the WDOT for reimbursement costs for all three pole locations. Discussion followed. Trustee Zabel believed there was a signed lease agreement on file with WE Energies in which the Village would only be charged for wattage and the monthly fee for lighting and any other costs would be incurred by WE Energies. Dir. Ratayczak stated he would investigate further and inform the Committee once reimbursement was received from the WI DOT.

MOTION made by Zabel, seconded by Campbell authorizing the payment of $3,522.71 to WE Energies for the Street Light/Pole replacement on Appleton Avenue at Oak Lane.

Motion carried unanimously.

RECOMMENDATION FOR RELEASE OF SURETY – MIDWEST ASSISTED LIVING (Tender Reflections): Dir. Ratayczak reported final acceptance of work completed was July, 2016. The one year warranty has been met with staff requesting release.

MOTION made by Zabel, seconded by Warren authorizing the release of the Midwest Assisted Living (Tender Reflections) Letter of Credit in the amount of $8,275.00.

Motion carried unanimously.

DISCUSSION/RECOMMENDATION – TID #6 ENTRANCE SIGN PROPOSAL: Dir. Ratayczak stated as part of the TID #6 development, an entrance sign was included as part of the total project plans. Staff requested proposals from four firms that performed this type of work. One proposal was received from Durham Hill to include the sign, lighting and associated plants and trees. Durham Hill has completed many of these types of projects and came recommended by MLG. The Sign Proposal also needed Plan Commission approval. Additional details were discussed.

MOTION made by Campbell, seconded by Warren to forward to the Village Board with a positive recommendation to enter into a contract with Durham Hill in the amount of $39,159.04 subject to Plan Commission approval of a sign plan and permit for the TID #6 entrance sign on Appleton Avenue. Funds to be allocated from Acct. #46-574-530-3100.

Motion carried 3-1 (Zabel)

DISCUSSION REGARDING POSSIBLE ASSESSMENT POLICY – REMAINING NON-SEWERED/NON-WATERED PARCELS (Woodland Dr., Rosewood Ave., Oakview Ave.): Dir. Ratayczak noted at the request of Trustee Dennis Myers, staff wanted to discuss the possible assessment policy for the affected residents IF sanitary sewer and water main were to be installed to the remaining parcels currently not served. Trustee Myers felt a policy would be beneficial prior to conducting a door to door survey of the affected property owners determining their interest in having sanitary and municipal water. The following points were made;

- Residents are looking to have their roads resurfaced and it was determined that the installation of municipal utilities be considered prior to road reconstruction.
- It first needs to be determined if the project costs would be borne by the affected residents or the Utility; Residents would assume financial responsibility if they petitioned for sewer and water; or the Water Utility would assume financial responsibility of the main line with residents paying for the laterals; By covering the main line costs means that everyone on the utility is paying for the main line cost to serve the affected residents;
- The current assessment policy should be reviewed;
- Utility costs need to be determined;
- Assessment payback is usually 10 years;
- Consider a 3-5 year deferment on the assessment and add an additional 10 years to pay off the balance;
- Residents should be told if they choose not to install utilities and the road is reconstructed, utility installation cannot happen for 10 years;
- Residents should consider testing their well/septic system prior to considering whether they want municipal sewer and water;

DISCUSSION/UPDATE – VACANT CIVIL ENGINEER POSITION: Dir. Ratayczak explained the vacant Civil Engineer position was advertised with a closing date of June 2, 2017. The Village received two applicants, both recent graduates, very little experience, and no actual experience performing utility/road design, plan review or construction inspection/management. Staff researched firms that hire engineers and found the current salary range the Village offered may have been too low. Staff believed the position should be filled with an engineer having some basic experience performing the duties mentioned and questioned the Committee if they would consider filling the position of Utility Engineer which required a certain level of experience and a higher salary range. The following points were made;

- Experience is necessary. A Professional Engineer (P.E.) is not required;
- Try and fill the Civil Engineer position and budget for a Utility Engineer position in 2018 as this position is paid the sewer and water funds;
- Committee should approve a higher budget so staff can hire a Utility Engineer right now;
- Hire a Civil Engineer right now and hire a Utility Engineer in 2018;

- Staff should contract and Engineering Consultant in the interim;
- Staff should advertise the Civil Engineer position again and increase the salary;
- In order to increase the salary for the Civil Engineer position, staff would need to look at the salary grade and adjust it accordingly;
- Trustee Warren stated as part of a professional organization, they survey private firms as to their rate structure and offered to provide the information to Dir. Ratayczak;

In closing, Dir. Ratayczak was authorized to re-advertise the Civil Engineer position again and if he received no results, the Committee would need to reconsider expanding the salary range for this position.

NEXT MEETING DATE: The next Public Works and Highway Committee meeting will be held TUESDAY, September 12, 2017 at 5:30 p.m.

ANNOUNCEMENTS: Trustee Zabel announced the Menomonee Falls Plan Commission approved Grace Lutheran's request to build senior and assisted living units at their County Line Road location. As part of the Conditional Use Permit approval, Capri (the developer) would need to provide Menomonee Falls an amended Agreement between the two Villages regarding utilities. Trustee Zabel noted discussion between staff and Committee should take place as to the affect this development will have on Germantown's sewer and water utilities.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:17 p.m.

Janice Wick

Janice Wick, Recording Secretary