

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **PUBLIC WORKS & HIGHWAY COMMITTEE**

DATE AND TIME: **WEDNESDAY, November 8, 2017 ***5:30 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:** October 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. **UNFINISHED BUSINESS:**
 - A. Release of Retainer – 2016 Sealcoat Program – Fahrner Asphalt
- VI. **NEW BUSINESS:**
 - A. Consideration of Utility Credit – N112 W16760 Mequon Road
 - B. Consideration/Recommendation of Water Main Extension – Keller Inc. – Goldendale Road
 - C. Discussion/Recommendation – Sanitary Sewer Serving Proposed Grosenick Development N/W of Mequon and Wasaukee Roads
 - D. Authorization to Pay Invoice – D.F. Tomasini
 - E. Authorization to Pay Invoice – Ferguson Waterworks
 - F. Authorization to Pay Invoice – Hilltop Asphalt – Beech Drive
 - G. Review/Approval of Revised Job Description - Civil Engineer
 - H. Release of Retainer – TID #6 Phase #1 Utilities – Super Excavators
 - I. Letter of Credit Reduction – Saxony Village – Heritage Place Joint Venture Developer
- VII. **NEXT MEETING DATE:** Set December, 2017 Meeting Date and Time
- VIII. **ANNOUNCEMENTS:**
- IX. **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.

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

October 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 Warren, seconded by Campbell to approve the minutes of September 12, 2017.

Motion carried unanimously.

PUBLIC COMMENT: None

DISCUSSION/RECOMMENDATION – WELL #3 REHABILITATION: Dir. Ratayczak reported Well #3, constructed in 2006, was one of two deep Village wells that has a radium removal system. Testing was completed which indicated the well was in need of cleaning to remove the growth of biofilm and replace the filter media. The rehabilitation work had been in the planning stages for a couple of years. The pumping equipment is at its service life where it was recommended to be inspected and replaced as necessary. Foth Infrastructure & Environmental had been working with the Water Utility to evaluate the condition of the well and provided a proposal to perform the well rehabilitation project. Engineering fees were estimated at \$26,900, contractor costs at \$120,000 and filter media replacement and associated training at \$33,800. In closing, Dir. Ratayczak noted Well #3 had been taken out of service due to the inability of the well and filter equipment to produce water that was acceptable.

Water Superintendent Paul Haugen stated at no point was the Village in violation with the WDNR. Back-flushing of the media indicated bad water quality and therefore the Well was taken out of service.

Greg Bolin of Foth Infrastructure had prepared the rehabilitation proposal which was presented to the Committee. He noted the water quality of the well was not health related but aesthetically it was suspected it was due to biofilms. Further samples of the water quality at the well showed the filter media was fouled with biological growth. Mr. Bolin explained the well environment was not pristine. There was presence of non-pathologic micro-organisms that could cause certain conditions in the well to affect water quality. Mr. Bolin recommended the following; cleaning and disinfecting the well, piping, detection tank, filter, removing and replacing the filter media and cleaning the filtered tank once the media was removed. In order to clean the well, it was necessary to remove the pump from the well. It was suggested it would be the appropriate time to replace the original well pump which was 12 years old and past its life expectancy of 10 years. Rehabilitation could take up to 4 months to complete. Disinfection and cleaning of the well would require DNR approval. Rehabilitation of the well will last 10 years. Committee comments included;

- Will Foth Infrastructure look at the Village's process to minimize the biofilm either with chemicals or cycles, etc.? Mr. Bolin stated as part of the rehabilitation there will be a standard procedure for treating the well for biofilms which should be done every 3-5 years.
- The Engineering fees would not exceed \$26,900. Costs could come in less.

- Mr. Bolin had been involved with Germantown through other firms for many years. He was involved with the design and construction of Well #3.
- Upon the construction of Well #3, two procedures were pilot tested to decide what treatment to use. Both had worked and it was usually the question of economics vs. convenience. There are no new products or means by which to minimize the radium.
- This project would use water utility funds for implementation.
- Training will be provided by the company to teach staff on how to effectively service the media replacement.

MOTION made by Warren, seconded by Zabel to forward to the Village Board with a positive recommendation to approve the rehabilitation of Well #3 for an estimated cost of \$180,700.00.

Chm. Kaminski requested this topic be addressed under New Business of the Village Board agenda so all Board Members have an understanding of the Well rehabilitation.

Motion carried unanimously.

AUTHORIZATION TO PAY INVOICE – D.F. TOMASINI:

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation authorizing the payment of \$8,053.64 to D.F. Tomasini for the emergency repair of a 12' water main failure on River Lane at Bunsen Drive. Funds to be allocated from Acct. #50-742-530-6750.

Motion carried unanimously.

AUTHORIZATION TO PAY INVOICE – STARK PAVEMENT CORP.:

MOTION made by Zabel, seconded by Warren authorizing payment of the Stark Pavement Corp. invoice in the amount of \$4,526.32 for hot mix asphalt material used to patch various areas within the Village. Funds to be allocated from Acct. #10-542-530-3505.

AUTHORIZATION TO PAY INVOICE – LANNON STONE PRODUCTS:

MOTION made by Warren, seconded by Zabel authorizing payment of the Lannon Stone Products invoice in the amount of \$4,589.99 for delivered stone used to patch various project locations within the Village. Funds to be allocated from Acct. ##10-542-570-8100 (Beech Drive Drainage project), #10-542-530-3510 (Road shouldering) and #50-742-530-6730 (Water main breaks).

Motion carried unanimously.

RELEASE OF RETAINER – 2016 SEALCOAT PROGRAM – FAHRNER ASPHALT:

MOTION made by Warren, seconded by Campbell authorizing staff to release the 2016 Sealcoat Program project retainer in the amount of \$7,392.00 to Fahrner Asphalt.

Motion carried unanimously.

AUTHORIZATION TO SPEND FUNDS – COUNTY HIGHWAY Q COORDINATION

PROJECT: Supt. Olszewski stated the County Highway Q signal project has been a work in progress since 2015. Multiple jurisdictions were involved and now can move forward with the controlled adaptive timing pattern of signals generated by the WDOT in the corridor from Maple Road and Appleton Avenue to County Line Road and Division Road. At this time additional expenditures are needed to complete the Village's portion of the project. Supt. Olszewski stated up to this point 7,800 feet of fiber optic cable has been purchased at a cost of \$3,000. Staff solicited pricing from three area contractors for the boring and pulling of the fiber. Prices obtained found Pieper Line as the apparent low bidder for both the boring and the pulling of fiber. Signal cabinet equipment upgrades to utilize the fiber optics will be provided by TAPCO as they are the only provider. Committee discussion included;

- Plans and specifications were generated by the WDOT;
- Upon approval, construction will begin at the end of October;
- There should be no lane closures and no public impact;
- The Village will continue to maintain our intersections but overall, the WDOT will accumulate all of the information that is given to them for all of the intersections and devise the best timing for the corridor;

MOTION made by Zabel, seconded by Warren authorizing staff to expend the use of the budgeted \$55,000 for the County Highway Q Signal Coordination project to include borings, and pulling of fiber optic.

Motion carried unanimously.

AUTHORIZATION TO EXTEND CLEANING CONTRACT – CLEAN POWER:

Supt. Olszewski requested permission to extend the municipal buildings cleaning contract for a 3rd year. The original contract was for two years at no cost increase with the option to extend the contract for a third year. The third year option would have a price increase based on the consumer price index for year 2017. The current contractor continues to provide solid cleaning services for the Village buildings. Discussion followed.

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation to extend the Clean Power Cleaning Contract for a 3rd year knowing the cost will be based on the Consumer Price Index (CPI).

Motion carried unanimously.

AUTHORIZATION FOR BLANKET PURCHASE ORDER – HALQUIST STONE: Supt. Olszewski requested authorization for a blanket purchase order for the continuous purchase and delivery of ¾" stone for the Schoen-Lauffen and Alt Bauer Parks' path restoration projects. Discussion followed.

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation to approve a blanket purchase order for an amount not to exceed \$10,000 for the continued purchase and delivery of ¾" base course stone by Halquist Stone to be used for the Schoen-Lauffen and Alt Bauer Parks' path restoration projects. Funds allocated from Acct. #10-553-570-8100.

Motion carried unanimously.

DISCUSSION/AUTHORIZATION TO BID POLICE DEPARTMENT IMPOUND BUILDING:

MOTION made by Zabel, seconded by Warren authorizing the Engineering Department staff to advertise for the construction of an impound building at the Police Department.

Motion carried unanimously.

DISCUSSION/AUTHORIZATION TO CEASE PARTICIPATION IN THE MMSD GREEN INFRASTRUCTURE PROJECTS/PROGRAMS:

Supt. Zimmerman explained as part of the MMSD's ongoing flood mitigation and private property infiltration and inflow (PP/II), MMSD developed Green Infrastructure Projects/Programs (rain gardens, vegetative roofs, infiltration swales, etc.). These programs are more common in urban and developed areas. Germantown has a lot of green space and homes with a lot more area in between them and therefore the Green Infrastructure program did not really apply to our community. MMSD is allowing the Village the option to not participate in the Green Infrastructure Program and credit \$19,212 to Germantown's Operations and Maintenance account and \$111,146 to the Capital account. Any unused funds remaining at the end of 2017 from 2017 and prior year billings could be rolled over to the Village's Private Property Infiltration and Inflow Program (PP/II).

Dir. Ratayczak did note if the Village chose to opt out of the Green Infrastructure Program, there was a one time rule that would allow us to participate again. If the Village chose to participate the second time, there would no longer be an option to opt out of the program.

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation to cease participation in the MMSD Green Infrastructure Program with the billing credit for years 2017 and prior to be used toward the Village's PP I/I Program.

Motion carried unanimously.

DISCUSSION – 2018 DPW BUDGET: At the request of Chm. Kaminski, DPW Highway, Parks, Building & Grounds, Water Utility, and Sewer Utility Department Supervisors presented their department's 2018 Capital and general budget items for additional review and to answer any further questions.

NEXT MEETING DATE: The next Public Works and Highway Committee meeting will be held **WEDNESDAY**, November 8th, 2017 at 5:30 p.m.

ANNOUNCEMENTS: None

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:30 p.m.



Janice Wick, Recording Secretary

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

MEETING DATE:

Wednesday November 8th, 2017

AGENDA ITEM:

Unfinished Business

A

ITEM TITLE:

Request to Release Retainer- Fahrner Asphalt 2016
Sealcoat Projects

SUBMITTED BY:

Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:

When I brought this before Committee last month the wrong dollar amount was requested and approved. Only a portion of the retainer was approved in October. I am now humbly asking for the correct amount of the retainer to be released \$19,299.

I apologize for this mistake.

ATTACHMENT:

ORDINANCE _____

RESOLUTION _____

OTHER x

RECOMMENDATION:

Staff recommends releasing the \$19,299 retainer owed to Fahrner Asphalt and accepting the 2016 seal coat projects.

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: November 8, 2017

AGENDA ITEM: New Business A

ITEM TITLE: Consideration of Utility Credit, N112 W16760 Mequon Rd.

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

SUMMARY EXPLANATION:

Thomas Albiero, Dental Professionals Office, is located at N112 W16660 Mequon Road. Thomas Albiero brought this unique issue to the Villages attention by telephone call & email (email attached). The email states that 2 of 3 meters used at one time in the building were removed during a major remodeling project in late 2013. During the remodeling project 2 of the 3 meters were removed by a contractor and placed in a storage area and forgotten, the Germantown Water Utility was never notified. The meters are remote read and therefore until one of the batteries went dead and a meter stopped pinging no attention was drawn to the facility. The Utility did notice the zero readings but since the building was under construction (remodeling) no further investigation was performed.

Since this is an unusual situation the PSC was contacted to determine what responsibility the water utility would have in regard to refunding billings/payments made for the 2 meters sitting idle on the premises. The PSC stated in an email "After reviewing the situation in detail, it appears appropriate and consistent with requirements that the utility issue a refund for charges related to the 2 meters back to date that the utility was on site exchanging the remaining meter and was made aware that the 2 additional meters were no longer installed or in use. Since the customer did not work with or notify the utility of the removal or request disconnection for the 2 meters, they would not be entitled to a refund back to the date of removal, and is responsible for the charges from the date of removal to the date of informing the utility that the service was no longer used".

This refund request is for service charges only and has no dealing with water consumption, which was zero for these 2 meters. Based on the PSC recommendation the start date to consider the refund request would be July 1, 2016 to June 30, 2017 or 1 year. The potential refund for water service charges for the 2 meters is \$162.92.

Since there was zero water consumption there would have been zero waste discharge to the sanitary sewer raising the question if for the same period the sanitary sewer charges should be refunded? The sewer charge for the same period is \$456.12.

The total for the water and sewer during the non-use time of the 2 meters is \$619.04

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER X

Email from Thomas Albiero
Billing Record
PSC & Staff communication

RECOMMENDATION:

Staff is looking to the Public Works and Highway Committee for direction with regards to a refund for N112 W16760 Mequon Road.

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.

Lawrence Ratayczak

From: Thomas Albiero <tomalbiero@gmail.com>
Sent: Monday, September 18, 2017 8:14 PM
To: Lawrence Ratayczak; Valerie Bauer; phaugen@village.germantown.wi.uw
Subject: Fwd: Unused meters @ N112 W16760 Mequon Rd
Attachments: BILL ACTIVITY ALBIERO DBP 2012 - 2017.pdf

Larry-

Attached is billing activity for 2 of the 3 water meters located at Dental Professionals as well as a brief note of explanation from Val Bauer. Late in 2013 we removed these 2 water meters as part of a major remodeling project. We now have 1 water meter for the entire building.

The 2 meters that were removed were placed in a storage area but were forgotten. Our person who pays our bills did not realize that we were getting bills for meters that were not connected because we have always paid 3 bills. When the battery on one of the meters went dead and it stopped pinging the village, Paul Haugen stopped by to change it out and discovered the problem. He took the disconnected meters with him.

Can we get a refund for the billings since late 2013 as shown on the record? Let me know if you need any other information. Thanks for your help.

Tom Albiero DDS
Dental Professionals

----- Forwarded message -----

From: Valerie Bauer <vbauer@village.germantown.wi.us>
Date: Fri, Sep 8, 2017 at 10:01 AM
Subject: Unused meters @ N112 W16760 Mequon Rd
To: "tomalbiero@gmail.com" <tomalbiero@gmail.com>
Cc: Paul Haugen <phaugen@village.germantown.wi.us>, Lawrence Ratayczak <lratayczak@village.germantown.wi.us>

Hi, Tom --

Per your request of Paul Haugen, Water Supt., attached is the billing history for the (2) meters that were apparently removed unknown to the Water Utility.

Your option at this point is to send a letter/email to our Public Works Director, Larry Ratayczak (lratayczak@village.germantown.wi.us), giving him an overview of what has taken place to the best of your knowledge, and what credit/compensation you are looking for. Then he can gather any additional information he needs to make a determination on a credit/reimbursement or take it to committee for that decision.

Please let me know if you should need any additional information.

DATE RUN: 10/04/17
TIME RUN: 12:07:41
ID: UB340000.WOW

VILLAGE OF GERMANTOWN
UTILITY BILLING ACTIVITY

PAGE 1

Meter "A"

FROM DATE: 12/01/2015
TO DATE: 10/04/2017

DATE	ACTIVITY DESCRIPTION	READ TYPE	QUANTITY	AMOUNT
2239820100-00 DR THOMAS ALBIERO		N112 W16760 MEQUON RD		
12/30/15	WATER	ACT		25.46
12/30/15	SEWER	ACT		74.02
01/12/16	PAYMENT: CK CHECK			99.48-
03/31/16	WATER	ACT		25.46
03/31/16	SEWER	ACT		74.02
04/18/16	PAYMENT: CK CHECK			99.48-
06/30/16	WATER	ACT		25.46
06/30/16	SEWER	ACT		74.02
07/20/16	PAYMENT: CK CHECK			99.48-
09/30/16	WATER	ACT		25.46
09/30/16	SEWER	ACT		74.02
10/18/16	PAYMENT: CK CHECK			99.48-
12/29/16	WATER	ACT		25.46
12/29/16	SEWER	ACT		74.02
01/11/17	PAYMENT: CK CHECK			99.48-
03/31/17	WATER	ACT		25.46
03/31/17	SEWER	ACT		74.02
04/12/17	PAYMENT: CK CHECK			99.48-
06/30/17	WATER	E		25.46
06/30/17	SEWER	E		74.02
07/10/17	PAYMENT: CK CHECK			99.48-
BALANCE:				.00 *

1 of 2 meters
stopped pinging
which indicated
dead battery

101.84+
61.08+

002

Water 162.92*

296.08+

Sewer 160.04+

002

456.12*

162.92+

456.12+

002

Total Wtr & Sew 619.04*

W 101.84
S 296.08

DATE RUN: 10/04/17
TIME RUN: 12:07:55
ID: UB340000.WOW

VILLAGE OF GERMANTOWN
UTILITY BILLING ACTIVITY

PAGE 1
Meter "B"

FROM DATE: 12/01/2015
TO DATE: 10/04/2017

DATE	ACTIVITY DESCRIPTION	READ TYPE	QUANTITY	AMOUNT
(Albion to DPB LLC 1/13)				
2239820200-00 DPB LLC			N112 W16760 MEQUON RD	
12/30/15	WATER	ACT		15.27
12/30/15	SEWER	ACT		40.01
01/12/16	PAYMENT: CK CHECK			55.28-
03/31/16	WATER	ACT		15.27
03/31/16	SEWER	ACT		40.01
04/18/16	PAYMENT: CK CHECK			55.28-
06/30/16	WATER	ACT		15.27
06/30/16	SEWER	ACT		40.01
07/20/16	PAYMENT: CK CHECK			55.28-
09/30/16	WATER	ACT		15.27
09/30/16	SEWER	ACT		40.01
10/18/16	PAYMENT: CK CHECK			55.28-
12/29/16	WATER	ACT		15.27
12/29/16	SEWER	ACT		40.01
01/11/17	PAYMENT: CK CHECK			55.28-
03/31/17	WATER	ACT		15.27
03/31/17	SEWER	ACT		40.01
04/12/17	PAYMENT: CK CHECK			55.28-
06/30/17	WATER	ACT		15.27
06/30/17	SEWER	ACT		40.01
07/10/17	PAYMENT: CK CHECK			55.28-
BALANCE:				.00 *

} 61.08

W 61.08
S 160.04

I would like to stop over and have a chat about this,

Thanks
Paul

From: Brown Huss, Nikki A - PSC [<mailto:Nikki.BrownHuss@wisconsin.gov>]
Sent: Wednesday, October 18, 2017 9:17 AM
To: Paul Haugen <phaugen@village.germantown.wi.us>
Subject: RE: Meters removed but still billed

- **Wis. Stat. § 196.22 Discrimination forbidden.** No public utility may charge, demand, collect or receive more or less compensation for any service performed by it within the state, or for any service in connection therewith, than is specified in the schedules for the service filed under s. 196.19, including schedules of joint rates, as may at the time be in force, or demand, collect or receive any rate, toll or charge not specified in the schedule.
- **Wis. Admin. Code § PSC 185.33(14)(a)PSC 185.33(14)(a), Billing.** Credits due a customer because of meter inaccuracies, errors in billing, or misapplication of rates shall be shown separately and identified.
- Wis. Admin. Code § 185.33(19)(a) provides that no interest is necessary if the utility refunds the overpayment to the customer within 60 days of the determination by the utility or commission that the refund is due. If the utility issues a refund within the 60-day period, the utility would not be required to include interest.

From: Brown Huss, Nikki A - PSC
Sent: Wednesday, October 4, 2017 11:28 AM
To: 'Paul Haugen' <phaugen@village.germantown.wi.us>
Cc: 'Valerie Bauer' <ybauer@village.germantown.wi.us>; 'Scott Weigand' <SWeigand@village.germantown.wi.us>
Subject: RE: Meters removed but still billed

Paul,

PSG After reviewing the situation in detail, it appears appropriate and consistent with requirements that the utility issue a refund for charges related to the 2 meters back to date that the utility was on site exchanging the remaining meter and was made aware that the two additional meters were no longer installed or in use. Since the customer did not work with or notify the utility of the removal or request disconnection for the two meters, the customer would not be entitled to a refund back to the date of removal, and is responsible for charges from the date of removal to the date of informing the utility that the service was no longer used.

Utilities are required to stop service at the request of a customer. At the time of the meter exchange the customer made the meter tech aware that service was no longer being provided to the two meters that had been removed by the customer. At that time, the appropriate utility action would have been to cancel the remaining two accounts, complete its investigation into the whereabouts of the meters, and if the meters were lost, stolen or damaged, bill the customer for their depreciated value pursuant to Germantown tariff schedule X-1, and if necessary due to concerns related to meter tampering at the property, tamperproof the remaining installation (although this does not appear to be an ongoing

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

MEETING DATE: November 8, 2017

AGENDA ITEM: New Business B

ITEM TITLE: Consideration/Recommendation of Water Main
Extension – Keller Inc- Goldendale Road

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

SUMMARY EXPLANATION:

Keller Inc, developer, has submitted plans to construct a 30,000-sf light industrial building at W204 N11509 Goldendale Road. Approximate location is Goldendale Rd & Woodland Dr. As a part of this proposed development Keller Inc requires connection to the Village Public Water system. The nearest existing water main is on Goldendale Rd one lot south of Woodland Dr. or at the northwest corner of the old Nardo's Passport Inn (refer to attached map). The existing water main on Goldendale Rd is 16 inches and the development parcel is approximately 650 lineal feet.

It has been the practice of the Village to require a development to extend new water main across the entire parcel being developed. Keller Inc is requesting a variance to extend 16" water main approximately 250 lf which would end the water main just on the north side of Woodland Dr. This would also include a fire hydrant at Woodland Dr. and an 8" lateral across Goldendale Rd to service the new Development. Keller Inc also states that they would not be looking for any up-size re-imbursement (refer to attached letter from Keller Inc). Keller Inc feels that due to the shape of the lot, the environmental hurdles required to make this parcel developable and the longest leg of the triangular parcel being along Goldendale Road the only way this development works is to shorten the required length of water main.

Staff has brought this development forward for consideration & recommendation as to the extent that Keller Inc is required to construct the required water main extension as part of their development.

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER x

- Over View Map
- Plan View – Goldendale Development- Keller Inc.
- Keller Inc letter – October 5, 2017

RECOMMENDATION:

Staff recommends that the Public Works & Highway Committee follow past practice and require the Keller Inc development to construct the 16-inch water main extension across the full frontage of Goldendale Road with the Village to pay the up-size cost from a 12 inch water main to a 16 inch water main.

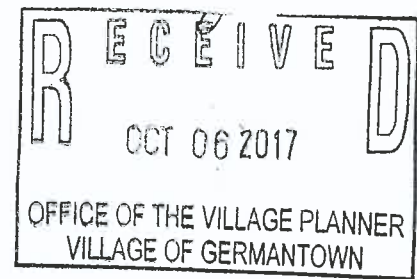
COMMITTEE ACTION:

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.



Keller

Planners | Architects | Builders
With Offices in the Fox Cities, Madison,
Milwaukee & Evans



October 5, 2017

Lawrence W. Ratayczak, P.E.
Director of Public Works
Village of Germantown
N112 W17001 Mequon Road
Germantown, WI 53022

RE: Utility Extension for W204 N11569 Goldendale Road

Public Works Committee,

Thank you for taking the time to consider this request. Keller, Inc is proposing the construction of a 30,000 square foot light industrial building to be located on a new CSM of the properties W204 N11569 & W204 N11509 Goldendale Road. This property is the current location for Keller, Inc and the vacant land associated with this parcel. In addition to the land Keller, Inc is located on we have purchased and subsequently razed an existing residential property that was adjacent to our property.

The construction of this new building will require a NFPA 13 Fire Protection system therefore requiring the property to be served by Village of Germantown water utility. Currently neither property is served by the Village of Germantown Water Utility as the water main has not been extended past our properties and we have not had the need for Village Water. Our current facility is served by a well and septic system.

The further development of this property has not come without its challenges. The lot is not a typical commercial lot in both shape and environmental hurdles. The lot is a pie shaped lot with its longest exposure or "leg of the triangle" fronting Goldendale Road. With the need to be served by Village Water Utility Keller, Inc will need to extend the current water main (*ending at the NW corner of W204N11498 Goldendale Road*) to our property. Current Village ordinance requires the water main be extended to the furthest extent of our property along our frontage when extending the main to serve the property. Herein lies the hurdle for the development. Given the non-typical shape of the lot, the distance needed to extend the main to get to our property, and the environmental corridors bordering our property we are asking for a compromise on the Village Ordinance.

If Keller, Inc was to extend the water main to the furthest extent of its property that main extension would be approximately 650 lineal feet. The property we are proposing this development on has about 3 buildable acres. A typical 3 acre light industrial or commercial parcel would have approximately 250 – 300 lineal feet of street frontage given a more typical lot would be 250' x 500'. As you can see the buildable acreage with this lot shape has a disproportionally high length of street frontage. Also to the North of

our property is a large environmental corridor that is undevelopable. The next commercial business lot is approximately 1,800' to the North and it is approximately 2,700' to Freistadt Road.

Keller, Inc is proposing the following compromise to the ordinance which we feel serves the Village of Germantown's best interest and allows this project to move forward.

- Extend the water main approximately 250 lineal feet from its current point of termination and cross Woodland Drive.
- Water Main extension to be 16" C-900.
- Install a Fire Hydrant at the NE corner of Woodland & Goldendale and a 10' extension from the new fire hydrant to the north for future extension of the main.
- Extend 8" lateral across Goldendale Road to serve new development.

Keller, Inc would not request and defer any credits or reimbursement for upsizing of the water main extension from 8" to 16" as the Village of Germantown Ordinances allows for. With this compromise the Village of Germantown can bear a lesser cost of future utility extensions to close loops in the current system. Again, thank you for your consideration on this issue and we look forward to again helping grow the Village of Germantown.



Nathan Laurent
Regional Manager
Keller, Inc.

Enclosures: Preliminary Development Plan Sheets C1.0, A1.0, A2.0, & Rendering

CC: Paul Haugen, John Laning, Jeff Retzlaff, Terri Kaminski, Janice Wick, Alan Campbell, Robert Warren, Arthur Zabel



Village of Germantown

DISCLAIMER:

This map is not a survey of the actual boundary of any property this map depicts.

The Village of Germantown Does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1" = 500'



Village Of Germantown
N112 W17001 Mequon Road
Germantown, WI 53022
262-250-4700

Print Date: 11/3/2017

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

MEETING DATE: November 8, 2017

AGENDA ITEM: New Business 

ITEM TITLE: Discussion/Recommendation of Sanitary Sewer Service
– Proposed Grosenick Development

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

SUMMARY EXPLANATION:

Mr. Grosenick has submitted a Concept Plan to construct a 14 lot subdivision on property that he owns on west side Wasaukee Road just north of Mequon Road. The development is being submitted to utilize individual wells and septic systems.

Prairie Glenn II, which is located on the west side of Wasaukee Road just south of Mequon Road was constructed with oversized sanitary sewer with the intent to serve the immediate area on the south side of Mequon Rd. and the area north of Mequon Rd including the Grosenick property and land to the north. Prairie Glenn II utilities are completed. This area is also within the sanitary Sewer Service Area.

In Municipal Code Section 18.08(7) Public Sanitary Sewerage Systems: When public sanitary sewerage facilities are available to the subdivision or planned development, such facilities shall be designed and constructed in accordance with all applicable rules and regulations of the Wis. Adm. Code NR 110..... The subdivider shall construct sanitary sewerage facilities in such a manner as to make adequate sanitary sewerage service available to each lot within the subdivision.

Section 18.08(8) Public Water Supply Facilities; Requirement is the same as for sanitary sewerage service.

See map for existing conditions.

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER x

- Over View Map
- Concept Plan

RECOMMENDATION:

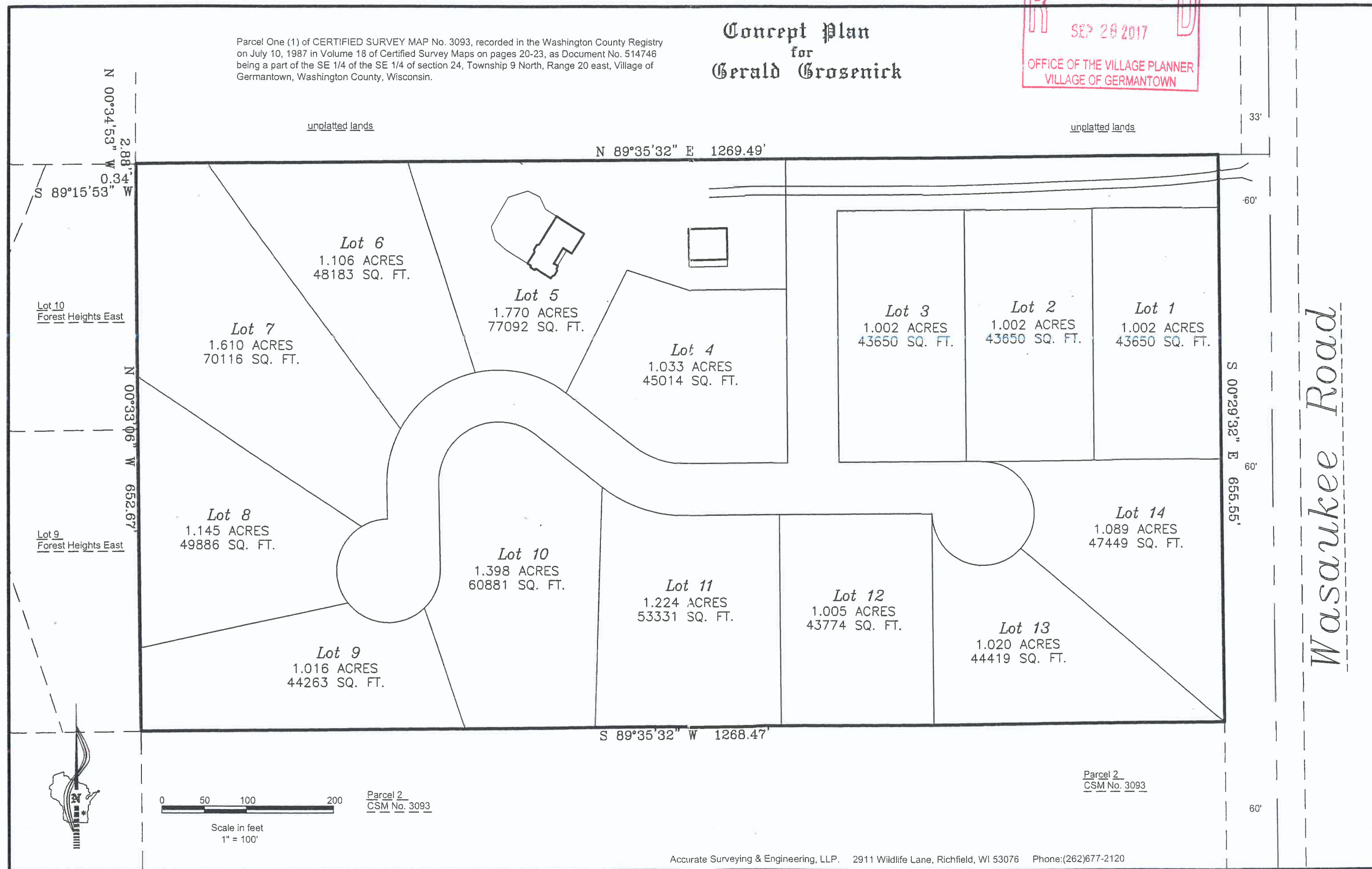
Staff recommends that the Public Works & Highway Committee follow the municipal Code and past practice to require the Grosenick Development to construct the sanitary sewer and water main as required by the Village Municipal Code.

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.

Parcel One (1) of CERTIFIED SURVEY MAP No. 3093, recorded in the Washington County Registry on July 10, 1987 in Volume 18 of Certified Survey Maps on pages 20-23, as Document No. 514746 being a part of the SE 1/4 of the SE 1/4 of section 24, Township 9 North, Range 20 east, Village of Germantown, Washington County, Wisconsin.

Concept Plan for Gerald Grosenick



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

MEETING DATE: Wednesday, November 8th

AGENDA ITEM: New Business D

ITEM TITLE: Consideration to pay invoice – Services to repair water lateral failure at W156 N9636 Pilgrim Rd.

SUBMITTED BY: Paul Haugen, Water Utility Superintendent

SUMMARY EXPLANATION:

The Water Utility is requesting authorization to pay the invoice from D F Tomasini Inc. for the repair of a 2" copper water line saddle and corporation for a business at W156 N9636 Pilgrim Rd. This work was authorized under emergency situation because the saddle failed along with the flared copper corp. The invoice is for equipment and labor.

D F Tomasini Inc.	Sussex, WI	\$5, 718.50
--------------------------	-------------------	--------------------

ORDINANCE _____ RESOLUTION _____ OTHER _____ ATTACHMENT:

RECOMMENDATION:

Staff recommends paying the invoice from D F Tomasini for emergency water lateral repair.

Staff recommends allocating \$5,718.50 from the 2017 operating budget Acct #50-742-530-6750

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.



N70 W25176 INDIAN GRASS LANE, SUSSEX, WI 53089
FAX 262/820-8400
dft@dftomasini.com

October 18, 2017

Village of Germantown
N122 W17177 Fond du lac Ave.
Germantown, WI 53022

Attn: Paul Haugen

Re: Water Main Break
W156 N9636 Pilgrim Road
Germantown, WI
DFT #2007-60

The following is our billing to repair a water main break, per your direction, at the above referenced location.

LABOR & EQUIPMENT:

38.0 Hrs	Labor (9/18/17)	\$85.00	\$3,230.00
3.5 Hrs	Premium Time	31.00	108.50
8.0 Hrs	Tractor Backhoe	85.00	680.00
8.0 Hrs	OSHA Repair Shield	35.00	280.00
8.0 Hrs	2" Pump and Generator	25.00	200.00
8.0 Hrs	Pipe Saw	25.00	200.00
8.0 Hrs	Pickup Truck W/Misc. Tools	40.00	320.00
2 EA	Equipment Moves	350.00	700.00
Total Labor & Equipment			\$5,718.50

TOTAL AMOUNT DUE

\$5,718.50

Please let me know if you have any questions regarding the information provided

Sincerely,
D.F. TOMASINI CONTRACTORS, INC.

Kirk Dexheimer
President

KD/kv

50-742-530-6750 PN

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

MEETING DATE:

Wednesday November 8th, 2017

AGENDA ITEM:

New Business E

ITEM TITLE:

Authorization to Pay Invoice- Ferguson Waterworks

SUBMITTED BY:

Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:

Materials for Happy Hollow Ditch enclosures were purchased from Ferguson Waterworks. As a result invoices were generated that require Committee and Board approval. The materials include HDPE pipe, fittings, end sections, and structures.

The Invoices are as follows: \$13,183.80; \$6,069.62; and \$3,840.32

ATTACHMENT:

ORDINANCE _____ RESOLUTION _____ OTHER x

RECOMMENDATION:

Staff recommends paying the invoices and allocating funds from Engineering account 40-541-570-8892.

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.

**WATERWORKS**5350 NORTH RICHMOND STREET
APPLETON, WI 54913-0000

Please contact with Questions: 920-731-3252

VILLAGE OF GERMANTOWN
N122 W17177 FOND DU LAC
PO BOX 337
WATER DEPT
GERMANTOWN, WI 53022

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
0234032-1	\$13,183.80	2164	1 of 1

**PLEASE REFER TO INVOICE NUMBER WHEN
MAKING PAYMENT AND REMIT TO:**FERGUSON WATERWORKS #1476
PO BOX 802817
CHICAGO, IL 60680-2817**SHIP TO:**VILLAGE OF GERMANTOWN
N122 W17177 FOND DU LAC
PO BOX 337
GERMANTOWN, WI 53022

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH
1479	1479	WIE	DENNIS	MJH	18" ADS	10/18/17	ID 12307

ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT
1120	960	A18650020DW	18X20 F2648 W/TITE SLD HDPE PIPE	9.600	FT	9216.00
12	12	A1865AN	18X15 N12 COR TEE	264.430	EA	3173.16
24	24	A1865AA	18 N12 HDPE SPLT COUP	25.600	EA	614.40
12	12	A1565AA	15 N12 HDPE SPLT COUP	15.020	EA	180.24
INVOICE SUB-TOTAL						13183.80

LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH *NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.

VENDOR # 06252
ACCT. # _____
DISC. \$ _____
APPROVAL _____**Go Paperless - Upgrade to Email Delivery!**

You'll receive one email per day with all your invoices attached as a PDF. Contact us with your email address today.

Call us at the number above to switch to email delivery today!



TERMS: NET 10TH PROX	ORIGINAL INVOICE	TOTAL DUE	\$13,183.80
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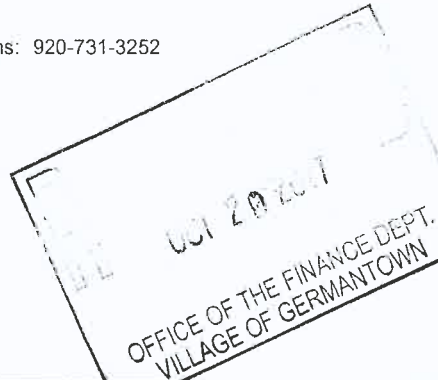
All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at http://wolseleyna.com/terms_conditionsSale.html and are incorporated by reference. Seller may convert checks to ACH.

**WATERWORKS**5350 NORTH RICHMOND STREET
APPLETON, WI 54913-0000

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
0234032	\$3,840.32	2164	1 of 1

**PLEASE REFER TO INVOICE NUMBER WHEN
MAKING PAYMENT AND REMIT TO:**FERGUSON WATERWORKS #1476
PO BOX 802817
CHICAGO, IL 60680-2817

Please contact with Questions: 920-731-3252

VILLAGE OF GERMANTOWN
N122 W17177 FOND DU LAC
PO BOX 337
WATER DEPT
GERMANTOWN, WI 53022**SHIP TO:**VILLAGE OF GERMANTOWN
N122 W17177 FOND DU LAC
PO BOX 337
GERMANTOWN, WI 53022

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH
1479	1479	WIE	DENNIS	MJH	18" ADS	10/17/17	ID 12301

ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT
1120	0	A18650020DW	18X20 F2648 W/TITE SLD HDPE PIPE		FT	0.00
12	0	A1865AN	18X15 N12 COR TEE		EA	0.00
24	0	A1865AA	18 N12 HDPE SPLT COUP		EA	0.00
12	0	A1565AA	15 N12 HDPE SPLT COUP		EA	0.00
15	15	N1501DI	15 DI GRATE	123.750	EA	1856.25
11	11	A1867RCD	18 N12 MARMAC DBL REP COUP 1867RCD	180.370	EA	1984.07
INVOICE SUB-TOTAL						3840.32

LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH "NP" IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.

VENDOR # 06252
ACCT. # _____
DISC. \$ _____
APPROVAL _____**Go Paperless - Upgrade to Email Delivery!**

You'll receive one email per day with all your invoices attached as a PDF. Contact us with your email address today.



Call us at the number above to switch to email delivery today!

TERMS: NET 10TH PROX	ORIGINAL INVOICE	TOTAL DUE	\$3,840.32
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All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at http://wolseleyna.com/terms_conditionsSale.html and are incorporated by reference. Seller may convert checks to ACH.

FERGUSON®

WATERWORKS

EMAIL DUPLICATE INVOICE

FERGUSON WATERWORKS #1476
PO BOX 802817
CHICAGO, IL 60680-2817

Deliver To:

From: Rachel Burkot

Comments:

Please Contact With Questions:

920-731-3252

Invoice Number	Customer	Page
0234031	2164	1

Please refer to Invoice Number when making payment and remit to:

TOTAL DUE --->

6069.62

FERGUSON WATERWORKS #1476

PO BOX 802817

CHICAGO, IL 60680-2817

Sold To:

VILLAGE OF GERMANTOWN

N122 W17177 FOND DU LAC

PO BOX 337

WATER DEPT

Ship To:

VILLAGE OF GERMANTOWN

N122 W17177 FOND DU LAC

PO BOX 337

WATER DEPT

Ship Whse	Sell Whse	Tax Code	Customer Order Number	Sales Person	Job Name	Invoice Date	Batch
1479	1479	WIE	DENNIS	MJH	18" ADS	10/06/2017	12265
Ordered	Shipped	Item Number	Description	Unit Price	UM	Amount	
880	540	A18650020DW	18X20 F2648 W/TITE SLD HDPE PIPE	9.600	FT	5184.00	
120	120	A15650020DW	15X20 F2648 W/TITE SLD HDPE PIPE	7.380	FT	885.60	
2	2	PSLUBXL1Q	1 QT 2 LB PIPE JT LUB NSF NEW FORM	0.010	EA	0.02	

Invoice Sub-Total

6069.62

Tax

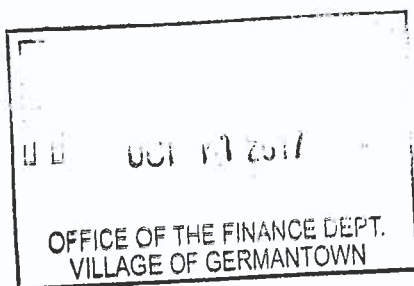
0.00

Total Amt

6069.62

TOTAL DUE --->

6069.62



VENDOR # 06252
ACCT. # 40-541.570-8892
DISC. \$
APPROVAL

ALL ACCOUNTS ARE DUE AND PAYABLE PER THE CONDITIONS AND TERMS OF THE ORIGINAL INVOICE. ALL PAST DUE AMOUNTS ARE SUBJECT TO A SERVICE CHARGE AT THE MAXIMUM RATE ALLOWED BY STATE LAW PLUS COSTS OF COLLECTION INCLUDING ATTORNEY FEES IF INCURRED. FREIGHT TERMS ARE FOR OUR DOCK UNLESS OTHERWISE SPECIFIED ABOVE. COMPLETE TERMS AND CONDITIONS ARE AVAILABLE UPON REQUEST OR CAN BE VIEWED ON THE WEB AT http://wolseley.com/terms_conditionsSale.html GOVT BUYERS: ALL ITEMS QUOTED ARE OPEN MARKET UNLESS NOTED OTHERWISE.

LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH *NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.

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

MEETING DATE: Wednesday November 8th, 2017

AGENDA ITEM: New Business F

ITEM TITLE: Authorization to Pay Invoice- Hilltop Asphalt

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:

As part of the Beech Drive storm sewer project restoration of four residential driveway approaches and one road crossing required paving. Along with the scheduled drainage project Village crews replaced a failed road culvert at the intersection on Beech and Laue Ct. Village staff worked with Hilltop Asphalt to pave the above mentioned areas. Staff is requesting payment of the invoice that was generated for the work provided.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER x

RECOMMENDATION:

Staff recommends paying Hilltop Asphalt \$7,585.00 for paving driveway approaches and roadway along Beech Drive. Funds may be allocated from the following Highway line items: \$2,765 10-542-530-3505 and \$4,820 from 10-542-570-8100.

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.



Hilltop Asphalt Co., Inc.

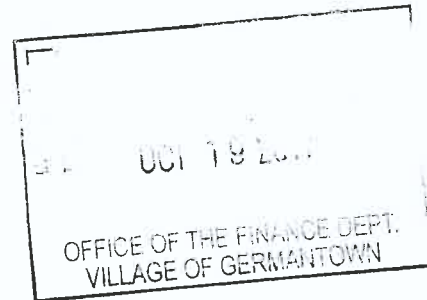
4600 Monches Rd.
Colgate, WI 53017

Invoice

Phone #
(262) 628-2205

Date	Invoice #
10/16/2017	5709

Bill To
Village of Germantown P.O. Box 337 Germantown, WI 53022



Terms
Due on receipt

Description	Amount
4" Asphalt Culvert Patch Laurel Ct 21'x31'	2,765.00
4" Asphalt Culvert Patch Beech Dr. 10' X 34'	1,485.00
2.5" Asphalt Approach W213N10062 Beech Dr. 13'x22'	825.00
3.5" Asphalt Approach W213N10103 Beech Dr. 11'x31'	905.00
2.5" Asphalt Approach W213N10113 Beech Dr. 11'x22'	660.00
2.5" Asphalt Approach W213N10123 Beech Dr. 13'x21'	745.00
Saw cut and remove concrete and extra asphalt	200.00
<i>\$ 2,765 = 10-542-530-3505 jo</i> <i>B. \$ 4,820 = 10-542-570-8100 jo</i>	
VENDOR # <u>08477</u> ACCT. # _____ DISC. \$ _____ APPROVAL _____	
THANK YOU FOR YOUR BUSINESS! Terms: 1.5% interest per month will be charged on balance due over 30 days, with intent to lien.	
	Total \$7,585.00

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

MEETING DATE: November 8, 2017

AGENDA ITEM: New Business G

ITEM TITLE: Review/Approval of Revised Job Description – Civil Engineer

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

SUMMARY EXPLANATION:

The General Government and Finance Committee approved a change in the Pay Grade for the Civil Engineer position from Pay Grade 12 to Pay Grade 16. In addition to the change in Pay Grade the Civil Engineer Job Description required revisions to reflect the new Pay Grade. The revised Job Description is attached for review and approval.

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER x

- Revised Job Description – Civil Engineer

RECOMMENDATION:

Director of Public Works recommends that the Public Works & Highway Committee approve the revised Job Description for the Civil Engineer position.

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.

**Village of Germantown
Job Description**

Job Title: Civil Engineer

Department: Engineering

Reports To: Village Engineer

FLSA Status: Non-Exempt **Pay Grade:** 16

Dates Modified: November 1, 2017

Selection: Village Engineer and Director of Public Works

RESPONSIBILITIES OF POSITION:

The main responsibilities of this position are to design sanitary sewer, water main, storm sewer and roads; to coordinate and design storm drainage basins, to coordinate development and project activities; to review plans for new developments and perform other engineering functions.

GENERAL STATEMENT OF DUTIES:

This position assists the Village Engineer with engineering-related services associated with administering permits, compliance with governing regulatory agency requirements, design of public works projects, review and oversight of private development projects, mapping, recordkeeping and all other engineering-related services as directed by the Village Engineer.

In addition, this position applies civil engineering practices and principles in the design of projects such as sanitary sewer, water main, storm sewer, storm water detention & roads; works closely with other Village Departments, regulatory agencies and the public at-large; performs review of new developments for adherence to Village and State codes for storm water, sanitary sewer and water main. Maintains the Village MS4 program including filing reports and pond outfall testing. Implements good recordkeeping skills. This position is required to carry a cell phone, which will be provided.

May also assist with inspection of public works projects.

EXAMPLES OF DUTIES PERFORMED:

Coordinate and designs engineering projects;
Prepares Specifications, cost estimates and contract documents for construction projects;
Engages in long-range planning;
Coordinates projects with other Village departments;
Assist with inspection of DPW projects;
Assist with driveway permits & inspection;
Assist with WDNR storm water permit illicit discharge detection & elimination, education &

**Village of Germantown
Job Description**

outreach, annual reports, and watershed-based permit development & MS4 program;
Maintains Pond Maintenance Agreement Program and File;
Assist with biennial PASER reports; utility and work in right-of-way permits & inspection;
Assist with record drawings;
Assist with sanitary & water system maps;
Perform development plan reviews;
Assist with investigating and resolving complaints;
Assist with counter customer service.

MINIMUM QUALIFICATIONS REQUIRED:

Bachelor's Degree in Civil Engineering from an ABET-accredited university and three to five years engineering experience in the design of sanitary sewer, water main, storm sewer/drainage systems and roads or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must possess solid verbal and written communication skills; practical knowledge of civil engineering practices and principles; computer skills associated with AutoCAD, MS-Outlook, MS-Word, MS-Excel and MS-PowerPoint software. Basic working knowledge of modern survey techniques is a Plus.

Must have passed the F.E. exam and possess Wisconsin EIT certification. Wisconsin P.E. certification desired but not a requirement at time of hire; candidate and Village to agree to a future date of P.E. requirement.

A valid Wisconsin Driver's License is required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to climb ladders; climb stairs; walk through construction sites; walk over irregular surfaces; occasionally lift and/or move up to 50 pounds; frequently bend and twist; and sit for extended periods of time.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to work in both field and office environments; concurrently work on multiple projects and tasks; perform field work in all weather conditions.

The Village of Germantown is an Equal Opportunity Employer

**BUSINESS OF THE PUBLIC WORKS AND HIGHWAY COMMITTEE
GERMANTOWN, WI**

MEETING DATE: November 8, 2017

AGENDA ITEM: New Business H

ITEM TITLE: Request to Release Retainer to Super Excavators, Inc. for TID No. 6 –
Sanitary Sewer and Watermain Installation

SUBMITTED BY: John Laning, P.E., Village Engineer

SUMMARY EXPLANATION:

Super Excavators, Inc. was contracted in 2016 to install sanitary sewer and watermain as part of the TID No. 6 development. The project was successfully completed in 2016 and has now passed the one year warranty period. All contract requirements have been met; The Village of Germantown is holding \$32,036.35 in project retainage at this time.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER X

RECOMMENDATION:

Staff recommends the Public Works Committee approve the release of the contract retainer in the amount of \$32,036.35 to Super Excavators, Inc. which was held during the one year warranty period for the 2016 TID No. 6 Sewer and Water Utilities Project. This action will officially close out the above referenced contract.

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: November 8, 2017

AGENDA ITEM: New Business I

ITEM TITLE: Letter of Credit Reduction-Saxony Village--Heritage
Place Joint Venture Developer

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

SUMMARY EXPLANATION:

Staff has received a request from Heritage Place Joint Venture to reduce the Letter of Credit being held for the Water Main by 90% and the Sanitary Sewer by 75% in the Saxony Village Development. Both the water main and sanitary sewer have been installed but only the water main has passed all required inspections and testing. The water main has been accepted and is in service. The sanitary sewer requires jetting, televising and final manhole inspection which is not completed until binder pavement is in place. The sanitary sewer has not been accepted. Heritage Place Joint Venture placed a CASH Letter of Credit for the Saxony Development.

Schedule "A" in the Developers Agreement has a Letter of Credit value of \$172,390.00 for the water main and \$156,437.00 for the sanitary sewer.

The Director of Public Works recommends reducing the amount held for the water main by 90% for which the remaining 10% (\$17,239.00) will be held for the one-year warranty period.

The Director of Public Works recommends no reduction for the sanitary sewer Letter of Credit until the Village staff has accepted the sanitary sewer.

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER X

--Schedule "A" of the Developers Agreement

RECOMMENDATION:

Staff recommends that the Public Works & Highway Committee follow staff recommendation and approve a 90% reduction in the Saxony Village Letter of Credit for the Water Main and 0% reduction for the Sanitary Sewer.

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.

EXHIBIT "A"

SAXONY VILLAGE

revised 3/16/2017

APARTMENT DEVELOPMENT AGREEMENT

ITEM DESCRIPTION	BASIS	ESTIMATED AMOUNT
Sanitary Sewer System	1.03	\$156,437.00
Water System	1.02	\$172,390.00
Street Signs	1.08	\$200.00
SUB-TOTAL		\$329,027.00
DATA Conversion Fee	4.05	\$500.00 *
Improvement Review Fee: Minimum Fee	4.03	\$5,000.00 *
Professional Fee (Attorney)	4.04	\$500.00 *
Inspection Fee (Estimate: \$7,000; billed monthly)	4.04	\$0.00 *
SUB-TOTAL		\$6,000.00
TOTAL		\$335,027.00
* Amount to be Paid at Time of Signing of Development Agreement		\$6,000.00
INITIAL LETTER OF CREDIT AMOUNT		\$329,027.00

NOTE: BELOW FOR REFERENCES PURPOSES ONLY

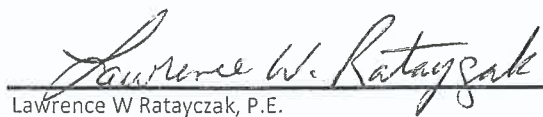
IMPACT & CONNECTION FEE'S TO BE PAID AT THE TIME OF EACH BUILDING PERMIT ISSUANCE

Sanitary Sewer (1 REC @ \$3,932 / REC)	4.02
Water (1 REC @ \$832 / REC)	4.02
Fire (1 REC @ \$218.00 / REC)	4.02
Police (1 REC @ \$148.00 / REC)	4.02
Park & Recreation (1 REC @ \$736.00 / REC)	4.02
Library (1 REC @ \$281.00 / REC)	4.02

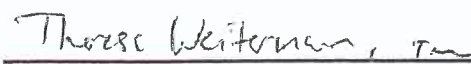
NOTE: REC Fee will be charged at the current REC Fee at time of Building Permit Issuance



 Developer or Owner



 Lawrence W Ratayczak, P.E.
 Director of Public Works



 Print Name



 Date: