

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

November 8, 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 (absent), 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 October 3, 2017.**

Motion carried unanimously.

PUBLIC COMMENT: None

RELEASE OF RETAINER – 2016 SEALCOAT PROGRAM – FAHRNER ASPHALT:

MOTION made by Zabel, seconded by Warren authorizing staff to release the 2016 Sealcoat Program project retainer in the amount of \$19,299.00 to Fahrner Asphalt.

Motion carried unanimously.

CONSIDERATION OF UTILITY CREDIT – N112 W16760 MEQUON ROAD:

MOTION made by Zabel, seconded by Warren authorizing a water and sewer utility credit of \$619.04 to Dental Professionals Office at N112 W16700 Mequon Road for the non-usage of two water meters for one year that were removed during building renovations. The credit should be applied toward the account.

Dir. Ratayczak explained staff contacted the PSC to determine what responsibility the water utility would have in regard to refunding payment on the two meters sitting idle on the premises. The PSC concluded a refund for charges for the two meters could go back to the date the Water Utility was on site exchanging the remaining meter and was made aware the other two meters were no longer installed or in use. The customer did not notify the utility of the removal/disconnect request and therefore would not be entitled a refund back to the date of removal. The Dental Office would be responsible for charges incurred from the date of removal to the date of informing the Water Utility that the service was no longer used.

Kyle Menne, of Dental Professionals introduced himself to answer any questions. He was informed by his Associates that the other two tenants in the building were now all joined in one location therefore the other two meters were no longer necessary.

Paul Haugen, Water Utility Superintendent, was informed that a decision was made during the remodeling process that the three businesses would install their service through one meter. All connections were plumbed properly. No verification has been done as to the whether the current consumption reflected the use by all three businesses.

Motion carried unanimously.

CONSIDERATION/RECOMMENDATION OF WATER MAIN EXTENSION – KELLER INC. – GOLDENDALE ROAD:

Dir. Ratayczak gave a visual presentation to report Keller Inc. had submitted plans to construct a building just north of their existing business on Goldendale Road at Woodland Drive. As part of the proposed development, Keller Inc. is required to connect to the Village's public water system. The sanitary sewer connection was not an issue. Dir. Ratayczak explained the Village's past practice was to require a development to extend new watermain across the entire parcel being developed. Keller Inc. had requested a variance to extend 16" watermain approximately 250 feet which would end just north of Woodland Drive. The extension would include a fire hydrant at Woodland Drive and an 8" lateral across Goldendale Road to service the new development. Dir. Ratayczak gave examples of other locations in which utilities were required along the full frontage of a property.

Aaron Keller of Keller Inc. reported lands north of his property were wetlands and undevelopable. Their thoughts were to install a hydrant just north of Woodland Drive which they would tee into for their future development. As their parcel extended 600 feet, it would not be feasible to develop the property if the Village required the extension of water main to their property limits. Keller, Inc. stated in a letter that they would extend the 16" watermain and not look for any upsizing reimbursement.

Committee comments included;

- T. Zabel - Usually the Village pays the cost difference for oversizing. The requirement is you should extend the watermain to your property limits. If a developer chose not to extend to his property limits the Village would ask that the developer waive his rights to any possible assessment that may occur in the event of a water main extension in the future. Clarification: the property owner will forgo his right to a public hearing in the future stating that he would agree to any assessment put on his property for any future expansion of the watermain.
- Dir. Ratayczak noted early results on the sewer and water petition in the Woodland Manor Subdivision were not favorable.
- Mr. Aaron Keller stated he would believe his partners would be open to waiving their rights to an assessment and would need to address the request with the other owners.
- Mr. Keller noted their existing building was currently on a holding tank and upon construction would tie into the sanitary sewer system along with the proposed building.
- Dir. Ratayczak stated a Developers Agreement would disclose the assessment requirements noting the owner would be liable for assessment costs at a future date.
- A rough calculation on future assessment costs to extend watermain to the property limits could be \$85,000 to \$95,000. The property owner would not be charged unless there was a future need for a watermain extension.

MOTION made by Zabel, seconded by Warren to allow Keller Inc., W204 N11509 Goldendale Road, to proceed with the extension of water main on Goldendale Road to the north side of Woodland Drive to serve their property and direct staff to include language in the Developer Agreement that states Keller Inc. would waive their rights to a special assessment against the additional frontage to their northern property limits.

Motion carried unanimously.

DISCUSSION/RECOMMENDATION – SANITARY SEWER SERVING PROPOSED GROSENICK DEVELOPMENT N/W OF MEQUON AND WASAUKEE ROADS:

Dir. Ratayczak gave a visual presentation and reported Grosenick Development submitted a concept plan to construct a 14 lot subdivision on the west side of Wasaukee Road just north of Mequon Road. The plan submitted would have individual wells and septic systems. Dir. Ratayczak referenced the south side of Mequon Road at Wasaukee Road in which the sanitary sewer was oversized with the intent to serve the immediate area and the area north of Mequon Road including the Grosenick property and land to the north. This area is within the Sanitary Sewer Service Area. Municipal utilities in the Prairie Glen II subdivision have been completed. Dir. Ratayczak noted the out lot next to the Prairie Glen II development that would allow the extension of sanitary sewer north of Mequon Road. The oversizing of the sanitary sewer to a 15" pipe was to include property on the north side of Mequon Road. Discussion followed on the potential layout of sanitary sewer to service the north side of Mequon Road. Dir. Ratayczak referenced Municipal Code 18.08(7) – Public Sanitary Sewerage Systems which stated when public sanitary sewerage facilities are available to a subdivision or planned development, such facilities shall be designed and constructed in accordance with all applicable rules and regulations of the WI Adm. Code NR110. Discussion followed. The proposed development land was within the sewer service area and therefore municipal utility connections should be required.

MOTION made by Warren, seconded by Kaminski recommending staff follow the Municipal Code and past practice to require the Grosenick Development to construct sanitary sewer and water main as required by the Village's Municipal Code for the proposed development located north of Mequon Road, west of Wasaukee Road.

Motion carried 2 – 1 (Zabel)

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 \$5,718.50 to D.F. Tomasini for the emergency repair of a 2" copper water line saddle and corporation for a business at W156 N9636 Pilgrim Road. Funds to be allocated from Acct. #50-742-530-6750.

Motion carried unanimously.

AUTHORIZATION TO PAY INVOICES – FERGUSON WATERWORKS:

MOTION made by Zabel seconded by Warren to forward to the Village Board with a positive recommendation authorizing payment of the Ferguson Waterworks invoices in the amounts of \$13,183.80, \$6,069.62 and \$3,840.32 for HDPE pipe, fittings, end sections and structures used for the Happy Hollow Subdivision ditch enclosures. Funds to be allocated from Acct. #40-541-570-8892.

Motion carried unanimously.

AUTHORIZATION TO PAY INVOICE – HILLTOP ASPHALT – BEECH DRIVE:

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation authorizing payment of the Hilltop Asphalt invoice in the amount of \$7,585.00 for asphalt material used to restore four driveway approaches and one road crossing as part of the Beech Drive storm sewer project. Funds to be allocated from Acct. #10-542-530-3505 (\$2,765), and #10-542-570-8100 (\$4,820).

Motion carried unanimously.

REVIEW/APPROVAL OF REVISED JOB DESCRIPTION – CIVIL ENGINEER:

MOTION made by Zabel, seconded by Warren to approve the revised Job Description for the Civil Engineer position upon Village Attorney review.

Motion carried unanimously.

RELEASE OF RETAINER – TID #6 PHASE #1 UTILITIES – SUPER EXCAVATORS:

MOTION made by Warren, seconded by Zabel authorizing the release of a contract retainer in the amount of \$37,867.64 to Super Excavators, Inc. which was held during the one year warranty period for the 2016 TID #6 Sewer and Water Utilities project.

Motion carried unanimously.

**LETTER OF CREDIT REDUCTION – SAXONY VILLAGE – HERITAGE PLACE
JOINT VENTURE DEVELOPER:**

Dir. Ratayczak received a request by the Developer to reduce the Letter of Credit being held for water main by 90% and sanitary sewer by 75% within the Saxony Village development. Both utilities had been installed with the water main passing all required testing and the sanitary sewer still requiring jetting, televising and final manhole inspection. It was the recommendation of the Dir. Of Public Works to reduce the amount held for water main by 90% initiating the one year warranty period and no reduction for the sanitary sewer until accepted by staff.

MOTION made by Zabel, seconded by Warren authorizing staff to reduce the Heritage Place Joint Venture (Saxony Village) Letter of Credit to \$17,239.00 for the water main which the balance will be held for the one year warranty period.

Motion carried unanimously.

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

ANNOUNCEMENTS: None

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:11 p.m.


Janice Wick, Recording Secretary