

# PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

December 5, 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 Engr. Laning and Secretary Wick.

**PREVIOUS MINUTES:** MOTION made by Warren, seconded by Campbell to approve the minutes of November 8, 2017.

Trustee Zabel noted the Motion made on Agenda Item "Discussion/Recommendation – Sanitary Sewer Serving Proposed Grosenick Development N/W of Mequon and Wasaukee Roads" should read "Motion carried 2 – 1 (Zabel)". Secretary Wick would confirm the vote on the November 8, 2017 audio file and make the necessary changes to reflect the actual vote.

Motion carried unanimously.

**PUBLIC COMMENT:** None

MOTION made by Zabel, seconded by Campbell to move to Item D under New Business of the Public Works and Highway Committee Agenda.

Motion carried unanimously.

**AUTHORIZATION TO FILL STAFF POSITION – WATER UTILITY DEPARTMENT:**

Supt. Haugen had requested authorization to advertise for one additional full time Water Utility position. Due to additional work load with maintaining the water system to include two additional filtration systems in 2005 & 2010, and Digger's Hotline counts trending upward, this position was necessary. Supt. Haugen noted the system locates which were shared by the Water Utility and Sewer Utility will now be done completely by Water Dept. staff. Staff has not increased since 1999.

MOTION made by Zabel, seconded by Campbell authorizing staff to advertise for one new full time Water Utility position.

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 \$8,920.56 to D.F. Tomasini for the emergency replacement of a 8" gate valve and fire hydrant lead/valve behind a business at N112 W16040 Mequon Road. Funds to be allocated from Acct. #50-742-530-6730.

Chm. Kaminski questioned if D.F. Tomasini was the only contractor available for emergency repairs. Supt. Haugen had reached out to two other contracting firms (Michaels and Super Excavators) in which neither replied. It was believed the savings would not be great as most

contractors were union positions. D.F. Tomasini responds within the hour. Most other large contractors will respond but after hours. D.F. Tomasini has a good relationship with the Village.

**Motion carried unanimously.**

**AUTHORIZATION FOR A BLANKET PURCHASE ORDER – WATER METERS:**

Supt. Haugen requested authorization to generate a blanket purchase order up to the 2018 budgeted amount of \$150,000 for the purchase of water meters on a time and need basis as part of the meter change-out program.

Trustee Zabel suggested staff use Badger Meter now that the commercial meter change outs were complete. Supt. Haugen noted if Badger Meter was included again, there would be three systems. He would prefer to continue using Metrion/Franier and would check to see if the readers and meters were compatible.

**MOTION made by Warren, seconded by Campbell to forward to the Village Board with a positive recommendation to approve the allocation of \$150,000 in the form of a blanket purchase order for the continuing purchase of water meters on a time and need basis. Funds to be allocated from Acct. #50-180-183-3460.**

**Motion carried 3-1 (Zabel)**

**AUTHORIZATION TO PURCHASE – CHLORINE & FLUORIDE DRUM SCALES:**

Supt. Haugen reported all chemical drum scales were purchased 14+ years ago and were at the end of their service life. He requested the purchase two new electron drum scales with one dual channel digital indicator/transmitter. The scales will be tied into the SCADA system. Three vendors were contacted for replacement quotes in which one vendor responded.

**MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation authorizing the purchase of two Chlorine and Fluoride drum scales from William/Reid at a total cost of \$8,025.00. Funds to be allocated from Acct. #50-180-184-3320.**

**Motion carried unanimously.**

**CONSIDERATION TO EXECUTE – CROSS CONNECTION CONTROL CONTRACT:**

Supt. Haugen requested authorization to execute a two year contract with Hydro Corporation for the monthly cross connection control inspection for commercial properties. Supt. Haugen further explained Cross Connections occur when you have differences in pressure zones such as private fire protection in a commercial property. Those zones have to be protected from the potable side. A device is installed that would read differentiation in pressure and preventing potentially contaminated water from back flowing into the Village's system. Hydro Corp. inspects commercial properties to make sure they are compliant with State requirements and the Village's Cross Connection Inspection Program.

**MOTION** made by Warren, seconded by Campbell to forward to the Village Board with a positive recommendation authorizing a two year contract with Hydro Corporation for the monthly cross connection control inspection for commercial properties at a total contract cost of \$22,992.00 billed \$958/monthly. Funds to be allocated from Acct. #50-741-530-6640.

Motion carried unanimously.

**MOTION** made by Zabel, seconded by Warren to move back to Item A, B, C under New Business of the Public Works and Highway Committee Agenda.

Motion carried unanimously.

**AUTHORIZATION TO FILL VACANCY – HIGHWAYS, PARKS, BLDGS. & GROUNDS DEPARTMENT:** Supt. Olszewski requested authorization to fill a vacancy created with the retirement of an operator. Discussion followed.

**MOTION** made by Zabel, seconded by Campbell authorizing staff to fill the vacancy in the Highways, Parks, Bldgs. & Grounds Department.

Motion carried unanimously.

**AUTHORIZATION TO PAY INVOICE – AMERICAN STATE EQUIPMENT:** Supt. Olszewski had requested authorization to pay the American State Equipment invoice for services rendered even though the dollar amount would exceed the line item budgeted for the year. The funds expended would be within the over-all budget of the department.

**MOTION** made by Zabel, seconded by Warren authorizing the payment of \$2,200.00 to American State Equipment for the rental of an excavator for various projects. Funds to be allocated from Acct. #10-542-530-5420.

Motion carried unanimously.

**AUTHORIZATION TO PAY INVOICE – DOOR MASTER GARAGE DOOR CO.:**

**MOTION** made by Zabel, seconded by Warren authorizing the payment of \$1,026.00 to Door Master Garage Door Co. for the repair of garage doors at Fire Station #1. Funds to be allocated from Acct. #10-519-530-5222.

Motion carried unanimously.

**LETTER OF CREDIT REDUCTION – SAXONY VILLAGE – HERITAGE PLACE JOINT VENTURE:** A request was received by the Developer to reduce the Letter of Credit being held for the sanitary sewer in the Saxony Village development. The sanitary sewer had been jetted, televised and manholes inspected. It was the recommendation of the Director of Public Works to reduce the amount held for the sanitary sewer by 90% initiating the one year warranty period.

**MOTION made by Zabel, seconded by Warren authorizing staff to reduce the Heritage Place Joint Venture (Saxony Village) Letter of Credit to \$15,643.70 for the sanitary sewer which the balance will be held for the one year warranty period.**

**Motion carried unanimously.**

**REQUEST TO ACCEPT/RECORD WATER MAIN EASEMENT – WI STAMPING:**

Engr. Laning reported WI Stamping extended the existing water main on their property as part of their building expansion project. As part of the water main extension, a new water main easement was prepared to cover both the existing water main and the new extension area. Upon the acceptance and recording of the new easement, the old water main easement will be released from public record. Improvements were inspected by Engineering staff and supported documents had been submitted and approved.

**MOTION made by Warren, seconded by Campbell authorizing approval and the recording of the WI Stamping Water Main Easement for their building located at N110 W13455 Patton Court.**

**Motion carried unanimously.**

**UPDATE – 2017 CONSTRUCTION PROJECTS:**

This topic was deferred until further notice.

**AUTHORIZATION TO SEND RFP – CONSULTANT SERVICES – SANITARY SEWER & WATER MAIN EXTENSION ON GOLDENDALE ROAD:**

As part of the proposed TID #7 Development, sanitary sewer and water main require extension from the existing utilities on Freistadt Road north to the south right of way of the Wisconsin & Southern railroad. In order to request detailed bids from contractors to perform the installation of utilities, the Village would require a set of engineered plans and specifications. Due to the current staffing level within the Engineering Dept., the Director of Public Works proposed requesting R.F.P.'s from five qualified firms, to bring back for Committee approval, the firm selected to perform consulting services for the utility extensions.

**MOTION made by Zabel, seconded by Campbell authorizing Engineering Dept. staff to send Request for Proposals to chosen qualified Engineering firms for consulting services regarding the proposed sanitary sewer and water main extension on Goldendale Road.**

**Motion carried 3-1 (Zabel)**

**AUTHORIZATION TO CONTRACT – WISCONSIN TESTING LABORATORIES, LLC SOIL BORING & ANALYSIS – GOLDENDALE ROAD:**

As part of the proposed TID #7 Development, sanitary sewer and water main require extension from the existing utilities. To accurately evaluate the soil conditions and perform a comprehensive design of the proposed utilities, soil borings and associated analysis of the soil needs to be performed. Engineering staff recommended contracting with Wisconsin Testing Laboratories, LLC to perform eight (8) soil borings to a depth of 25 feet, analyze the soil from each boring and draft a boring log for each

bore completed. Soil boring logs would be utilized in the overall design of the proposed utility extension on Goldendale Road.

**MOTION** made by Warren, seconded by Kaminski to forward to the Village Board with a positive recommendation authorizing staff to enter into an agreement with Wisconsin Testing Laboratories, LLC in the amount of \$6,860 for soil borings and analysis for the proposed sanitary sewer and water main extension on Goldendale Road.

Motion carried 3-1 (Zabel)

**NEXT MEETING DATE:** The next Public Works and Highway Committee meeting will be held **TUESDAY**, January 9, 2018 at 5:30 p.m.

**ANNOUNCEMENTS:** None

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:05 p.m.

A handwritten signature in cursive script, reading "Janice Wick". The signature is written in dark ink and is positioned above the printed name of the signatory.

Janice Wick, Recording Secretary