**VILLAGE OF GERMANTOWN**
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **PUBLIC WORKS & HIGHWAY COMMITTEE**

DATE AND TIME: **TUESDAY, January 9, 2018** *****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:** December 5, 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. Appeal of a Utility Credit – N112 W16760 Mequon Road
B. Consideration of Utility Credit – W162 N10154 Indianwood Drive
C. Authorization to Purchase – Service Truck – Water Utility
D. Authorization to Pay Invoice – D.F. Tomasini (Mequon Road)
E. Authorization to Pay Invoice – D.F. Tomasini (Wilson Drive)
F. Authorization to Pave Access Drive – Well #11
G. Authorization for Blanket Purchase Order – Hydrant Replacements
H. Consideration to Update Water Hydraulic Model
I. Authorization to Replace & Install New Altitude Valves & Piping – Tower #1
J. Authorization to Replace Well House & Water Tower Doors
K. Authorization to Clean & Oversee Replacement of Mud Valve – Tower #1
L. Authorization to Upgrade Meter Reading Hardware – Water Utility
M. Authorization to Contract – Painting Library Interior
N. Authorization to Purchase Patrol Trucks – Highway Dept.
O. Authorization to Purchase ¼ Ton Pickups - Parks & Highway Dept.
P. Authorization to Contract Forestry Services – Wachtel Tree Science
Q. Consideration of Contract – TAPCO Preventative Maintenance
R. Consideration of Maintenance Agreement – Johnson Controls
S. Authorization to Contract – Flooring for Police Dept. and Library
T. Authorization for Letter of Credit Reduction – Prairie Glen II
U. Authorization to Contract – CGC, Inc. – Soil Boring & Analysis – Goldendale Road
V. Authorization to Purchase – Used Compost Screener – Recycling Center
W. Update – 2017 Construction Projects

## VI. NEXT MEETING DATE: Set February, 2018 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

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 $8,25.00. 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 devise 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.

Janice Wick

Janice Wick, Recording Secretary

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

MEETING DATE: January 9, 2018

AGENDA ITEM: New Business A

ITEM TITLE: Appeal of a Utility Credit – N112 W16760 Mequon Road

SUBMITTED BY: Chairperson Terri Kaminski

SUMMARY EXPLANATION:

Chairperson Kaminski requested this topic be placed on the Agenda on behalf of the business owner who would like to appeal the Public Works Committee's decision at the November 8, 2017 meeting authorizing a sewer and water utility credit of $619.04 which was refunded for 1 year for water and sewer connection services at the Dental Professionals Office building.
Please see additional backup attached.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER_X

RECOMMENDATION:

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.

## Janice Wick

**From:** Terri Kaminski
**Sent:** Tuesday, January 02, 2018 8:32 AM
**To:** Janice Wick
**Cc:** Lawrence Ratayczak
**Subject:** Agenda Item

Happy New Year, Janice!
Can I add an agenda item for the Tuesday, Jan. 9 meeting? Dr. Thomas Albiero would like to appeal the decision made in November (I believe) of the refund unanimously approved by the committee for the water meters that were off-line following the remodeling project at their offices. I have spoken to him in recent weeks and would like to place this appeal on our agenda. He believes the refund should be greater. Let me know that this is ok and I will let him know.
Thanks, Terri Kaminski

## Janice Wick

**From:** Brown Huss, Nikki A - PSC <Nikki.BrownHuss@wisconsin.gov>
**Sent:** Wednesday, October 18, 2017 9:17 AM
**To:** Paul Haugen
**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.

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**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' <vbauer@village.germantown.wi.us>; 'Scott Weigand' <SWeigand@village.germantown.wi.us>
**Subject:** RE: Meters removed but still billed

Paul,

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 concern at this property). The customer in this case notified the utility that only one meter was in use, that the others had been removed by a contractor, and inquired regarding being billed for the two removed meters. This was sufficient notice to prompt the utility to investigate, issue appropriate charges and cancel billing going forward.

I also recommend the utility put a process in place to evaluate/review all unexpected zero reads in cases in which the property is not verified vacant, seasonal, etc. When a building "may be" vacant, the correct procedure is for the utility to attempt to verify vacancy/occupancy (call, email, send notice to customer, or review property records, etc.), and stop billing if there is no customer and no consumption. If there is a customer or consumption, then verifying occupancy will allow the utility to promptly address any meter issues such as the one in the current case.

Finally, the customer and associated contractor should be aware that removing, working on or otherwise modifying a utility meter is considered meter tampering, and is not permitted. Tampering may result in additional charges to the customer (for the depreciated value of a lost/broken meter), back bills (for theft of water where a meter was removed and replaced with a straight pipe to avoid billing), and other reasonable requirements to protect the water utility against further losses (such as the cost to tamper-proof an installation).

Please let me know if you have any additional questions.

Thank you,

Nikki Brown-Huss
Consumer Analyst
Public Service Commission of Wisconsin
(608) 267-9814
nikki.brownhuss@wisconsin.gov

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**From:** Paul Haugen [mailto:phaugen@village.germantown.wi.us]
**Sent:** Wednesday, September 27, 2017 5:55 AM
**To:** Brown Huss, Nikki A - PSC <Nikki.BrownHuss@wisconsin.gov>
**Cc:** Valerie Bauer <vbauer@village.germantown.wi.us>; Scott Weigand <SWeigand@village.germantown.wi.us>
**Subject:** RE: Meters removed but still billed

Hi Nikki
If I could ask one more item to all this, could you please site any state statue or PSC code backing up your rendering.
I maybe asked by my elected officials.

Thanks
Paul

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**From:** Brown Huss, Nikki A - PSC [mailto:Nikki.BrownHuss@wisconsin.gov]
**Sent:** Tuesday, September 26, 2017 1:53 PM
**To:** Paul Haugen <phaugen@village.germantown.wi.us>
**Cc:** Valerie Bauer <vbauer@village.germantown.wi.us>; Scott Weigand <SWeigand@village.germantown.wi.us>
**Subject:** RE: Meters removed but still billed

Paul,

Thanks for the clarification. I am just tying up a few loose ends but I should have an answer for you on Thursday. I am out tomorrow for a training in Watertown.

Nikki Brown-Huss
Consumer Analyst
Public Service Commission of Wisconsin
(608) 267-9814
nikki.brownhuss@wisconsin.gov

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**From:** Paul Haugen [mailto:phaugen@village.germantown.wi.us]
**Sent:** Tuesday, September 26, 2017 1:49 PM
**To:** Brown Huss, Nikki A - PSC <Nikki.BrownHuss@wisconsin.gov>
**Cc:** Valerie Bauer <vbauer@village.germantown.wi.us>; Scott Weigand <SWeigand@village.germantown.wi.us>
**Subject:** RE: Meters removed but still billed

Hi Nikki
Please see comments below, in blue are the comments from our billing clerk Val. Mine are in Red. Also, any direction on the 1-5 would be great.

1. Are we required to automatically issue a refund?
2. Both Sewer and water (water and sewer connection charges only-there was no water usage)?
3. How far back can we/should we, issue the refund?
4. Does it have to be a refund? Or can we issue a credit?
5. Do we have to wait until the owner makes an appeal?

**From:** Valerie Bauer
**Sent:** Monday, September 25, 2017 3:32 PM
**To:** Nikki.BrownHuss@wisconsin.gov
**Cc:** Paul Haugen <phaugen@village.germantown.wi.us>
**Subject:** Unused meter @ N112 W16760 Mequon Rd

Hi, Nikki –

I am responding to an email message you sent to Paul Haugen today, 9/25/17.

Additional questions:

1) What was the date of the 1" meter replacement? Aug 16 2016
2) When the meter was replaced why did the utility not complete its investigation of the missing meters when the customer informed the utility they had been removed? This is where the most confusion is coming into play, he was doing a meter replacement cold call on the strip mall that this business is connected to. In the course of replacing the single 1" meter that the owner directed him to he asked where the other two are. It was then the owner said they had been removed. This is where I think there went a Y in the road. He told our meter installer we can look through the building to see if we can find them. The owner was told at that time we are reading two other meters, it would be for him to provide their new location and or where they had been siting (in the closet for 3-4 years which he found on his own just a few weeks ago). Keep in the mind the owner is a dentist ankle deep in dentistry and his time was limited when our meter installer was onsite. Also, Val's note below indicated these two meters had little to no usage at times. Our meter installer left and went onto other things, so who's at fault? Us, because we could not find the two meter in question that we asked for him to

produce? Or, the owner who pulled the meters out at his discretion outside of the planned remodeling scope which was not approved in the building approval process?

3) If the billing system flags zero reads, why weren't the zero reads from these two meters investigated prior to the meter replacement?
4) What is the utility's process for acting on zero read flags?

1) Not sure what you mean by "1st meter replacement", but the most recent meter change prior to the meter removal was 9/2/2011.
2) The meters were removed during a remodeling project in the latter part of 2013; the water utility was not informed the meters were left on the customer's premises.
3) The zero read at that time was most likely investigated by the meter reader trying to obtain and verify that the current, zero, reading was correct. I do remember questioning this, and after the reading was verified, it was also indicated that they were doing some construction. Not to mention the fact that there was also a change in billing/ownership at the same time or shortly thereafter. (The two other smaller dental practices we have use little to no water every quarter.....)
4) Zero reads are first addressed by their appearance on my meter reading exception report. Many are because of vacancies, verified by billing address being different than property address, notes/owner messages obtained previously, deduct meters for sprinkling that wouldn't generally have usage during the 4th & 1st quarters. If there is no backup, or no seemingly logical explanation after looking up the individual account, we will try to send someone back to the property to verify the reading & obtain any visual "notes" about the property (under construction, appears vacant, etc.) I will generally only use an estimate if a same property without some logical explanation comes up again as a zero read the next quarter. Then I will estimate based on past usage, and send a letter later in the quarter requesting the customer to call to setup a meter change appointment. The accounts that come up as Unread are given to the meter reader for an additional attempt to read. If no reading can be obtained, they are estimated, and then sent a letter requesting a meter change appointment be made.

Please let me know if you need any additional information.

Why did dentist not respond to the billings / letters sent by the G.T. wtr. Utility?

Thanks,

Vall Bauer, Utility Clerk
Village of Germantown
P.O. Box 337
Germantown, WI 53022
(262) 250-4703
vbauer@village.germantown.wi.us

**From:** Paul Haugen
**Sent:** Thursday, September 14, 2017 8:29 AM
**To:** 'Brown Huss, Nikki A - PSC' <Nikki.BrownHuss@wisconsin.gov>
**Cc:** Valerie Bauer (vbauer@village.germantown.wi.us) <vbauer@village.germantown.wi.us>; Scott Weigand (SWeigand@village.germantown.wi.us) <SWeigand@village.germantown.wi.us>
**Subject:** Meters removed but still billed

Hi Nikki
Below are you answers in red

Also, a few more questions:

1. Are we required to automatically issue a refund?
2. Both Sewer and water (water and sewer connection charges only-there was no water usage)?
3. How far back can we/should we, issue the refund?
4. Does it have to be a refund? Or can we issue a credit?
5. Do we have to wait until the owner makes an appeal?

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**From:** Brown Huss, Nikki A - PSC [mailto:Nikki.BrownHuss@wisconsin.gov]
**Sent:** Wednesday, September 13, 2017 3:06 PM
**To:** Paul Haugen <phaugen@village.germantown.wi.us>
**Subject:** RE: Test

I have a few more questions regarding the strip mall issue:

Was the water shut off at the curb at any point during the remodel? No, the water utility was never called out to shut the water off.
Was the building inspector aware of the change in meter configuration? No, the owner of the building and his plumbing contractor made the decision after the plan review of this remodeling project was approved by the village then during the construction phase, remodeling conditions prompted the need to make this meter consolidation. This information was found out one week ago.
Does the building inspector work as a representative of the utility? Yes, he is an employee of the village.
Who performed the work on the meters at the property? The owners plumbing contractor.
Was authorization obtained to move the meters at the property? No
Does your billing system flag accounts with zero reads? Or multiple zero reads? Yes, our billing system does flag a zero read. About a year+ ago we had a meter install replacement at this very property to replace the one current 1" meter with a new meter. At that time our utility meter installer only observed the one meter and told the owner we are reading three meters at this location. He asked the owner where the other two meters are, he said "there is only one meter" but was aware the two were removed he was not sure of their location. At that time the meter installer did some meter hunting with the owner but was unsuccessful in finding them pondering their re-installment. That is where it stopped. Unfortunately when this all happened 3-4 years ago the utility was aware of the remodeling but was not aware of the occupancy status. We were never called to pick up the abandoned meters that were then found by the owner of the property one week ago in a closet after we pressed the issue that there has to be two more meters on site.
What type of meters and size of meters are installed at the property? There was three meters originally, sizes 2-1" and 1-5/8" all three are bronze disc meters with trace radio transponders. Now there is only 1-1" bronze meter.
Who brought the issue to the utility's attention (how was it finally discovered)? Our meter billing clerk, the battery in the radio read finally died so we could not get a signal pick up.

Thanks,
Nikki Brown-Huss

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**From:** Paul Haugen [mailto:phaugen@village.germantown.wi.us]
**Sent:** Wednesday, September 13, 2017 1:18 PM
**To:** Brown Huss, Nikki A - PSC <Nikki.BrownHuss@wisconsin.gov>
**Subject:** Re: Test

Not sure on the date of the building but yes both are late one has made an attempt to pay down a portion.
Thanks Paul

Sent from my U.S. Cellular® Smartphone

-------- Original message --------
From: "Brown Huss, Nikki A - PSC" <Nikki.BrownHuss@wisconsin.gov>
Date: 9/13/17 12:38 PM (GMT-06:00)
To: Paul Haugen <phaugen@village.germantown.wi.us>
Subject: RE: Test

When was the building built? Are both accounts behind on their bills?

Thanks.
Nikki

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**From:** Paul Haugen [mailto:phaugen@village.germantown.wi.us]
**Sent:** Wednesday, September 13, 2017 12:29 PM
**To:** Brown Huss, Nikki A - PSC <Nikki.BrownHuss@wisconsin.gov>
**Subject:** RE: Test

Hi Nikki
Just to follow up with our phone conversation, the property that is a side by side is serviced with only one water service but has two meters. So the problem would be by shutting off one side that may pay we would shut off both.
And yes the tenants are responsible for the payments not the owner of the building.

Thanks
Paul

Paul Haugen-Water Superintendent
Germantown Water Utility
Village of Germantown
PO Box 337
N122W17177 Fond du Lac Ave.
Germantown, WI 53022
Office - 262-253-8254
phaugen@village.germantown.wi.us

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**From:** Brown Huss, Nikki A - PSC [mailto:Nikki.BrownHuss@wisconsin.gov]
**Sent:** Wednesday, September 13, 2017 11:47 AM
**To:** Paul Haugen <phaugen@village.germantown.wi.us>
**Subject:** Test

Hello.

Nikki Brown-Huss
Consumer Analyst
Public Service Commission of Wisconsin
(608) 267-9814
nikki.brownhuss@wisconsin.gov

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

MEETING DATE: January 9, 2018

AGENDA ITEM: New Business B

ITEM TITLE: Consideration to Adjust 4th Quarter Sewer & Water Invoice for John Brukbacher, W162 N10154 Indianwood Drive

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

SUMMARY EXPLANATION:

John Brukbacher resides at W162 N10154 Indianwood Drive. John Brukbacher brought this to the Villages attention by personal visit to Village Hall & letter (attached). The letter describes assessing the high usage to an outside faucet that was left in the on position and which had a hose connected with the end nozzle turned off. The cold weather caused the hose to freeze and rupture allowing water to run onto the lawn. Water Utility staff where not called to the residence to investigate or witness the event.

Normal average water usage in the 4$^{th}$ Quarter is 17,330 gallons for 2014, 2015 & 2016. The water use for the 4th Quarter of 2017 was 32,000 gallons. The over average use was 14,670 gallons. The cost for the over average water use is $2.29/1,000 gallons times 14,670 gallons or $33.59. The cost for the over average sewer use is $6.913/1,000 gallons times 14,670 gallons or $101.41.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER _X__

Letter from John Brukbacher
3 -year Utility bill summary

RECOMMENDATION:

Staff is looking to the Public Works and Highway Committee for direction with regards to a reduction in the 4th Quarter sewer & water invoice for John Brukbacher, W162 N10154 Indianwood Drive.

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.

1-2-18

Lawrence W Batayczak P.E
Director of Public Works
Village of Germantown.

Dear Mr Batayczak:

During the billing period of ~~9~~ 9-13-17 to 12-14-17 a garden hose at my home ruptured. I had turned off the water at the nozzle but not at the hose bib. As a result, a considerable amount of water discharged into my back yard.

I realize that I am responsible for the water that was discharged. However, I am seeking an adjustment in the sewer portion of my bill since the water was not discharged into the sewage system.

The sewer charges for the above listed dates are 261.23. During the previous 4 quarterly statements the sewer charges totaled 505.69 reflecting an average of 126.42.

Any consideration the Commission can give me in this matter will be greatly appreciated. I realize I will have to meet with the Commission and look forward to our meeting

1-2-18

Lawrence W. Rataycyak P.E.
Director of Public Works
Village of Germantown

I can be reached at my home 262-255-5422 or cell phone 262-442-6284.

Thank you for your attention in this matter

Sincerely

John Brubacher

JOHN BRUKBACHER
W162N10154 INDIANWOOD DR
GERMANTOWN WI 53022

FROM DATE: 12/01/2014
TO DATE: 01/02/2018

| DATE | ACTIVITY DESCRIPTION | READ TYPE | QUANTITY | AMOUNT |
|---|---|---|---|---|
| 0034104700-00 JOHN A BRUKBACHER | | W162 N10154 INDIANWOOD DR | | |
| 12/30/14 | WATER | ACT | 17 | 52.57 |
| 12/30/14 | SEWER | ACT | $\boxed{17}$ | $\boxed{143.22}$ |
| 01/07/15 | PAYMENT: CK CHECK | | | 195.79- |
| 03/31/15 | WATER | ACT | 13 | 45.04 |
| 03/31/15 | SEWER | ACT | 13 | 129.88 |
| 04/09/15 | PAYMENT: CK CHECK | | | 174.92- |
| 06/30/15 | WATER | ACT | 18 | 56.49 |
| 06/30/15 | SEWER | ACT | 18 | 157.53 |
| 07/09/15 | PAYMENT: CK CHECK | | | 214.02- |
| 09/30/15 | WATER | ACT | 37 | 100.00 |
| 09/30/15 | SEWER | ACT | 37 | 157.53 |
| 10/08/15 | PAYMENT: CK CHECK | | | 257.53- |
| 12/30/15 | WATER | ACT | 23 | 67.94 |
| 12/30/15 | SEWER | ACT | $\boxed{23}$ | $\boxed{199.01}$ |
| 01/22/16 | PENALTY ON 12/30/15 BILLING | | | 2.73 |
| 02/03/16 | PAYMENT: CK CHECK | | | 266.95- |
| 03/31/16 | WATER | ACT | 14 | 47.33 |
| 03/31/16 | SEWER | ACT | 14 | 136.79 |
| 04/07/16 | PAYMENT: CK CHECK | | | 186.85- |
| 06/30/16 | WATER | ACT | 21 | 63.36 |
| 06/30/16 | SEWER | ACT | 21 | 185.18 |
| 07/08/16 | PAYMENT: CK CHECK | | | 248.54- |
| 09/30/16 | WATER | ACT | 52 | 134.35 |
| 09/30/16 | SEWER | ACT | 52 | 185.18 |
| 10/07/16 | PAYMENT: CK CHECK | | | 319.53- |
| 12/29/16 | WATER | ACT | 12 | 42.75 |
| 12/29/16 | SEWER | ACT | $\boxed{12}$ Slas. Avg= 14 | $\boxed{122.97}$ |
| 01/06/17 | PAYMENT: CK CHECK | | | 165.72- |
| 03/31/17 | WATER | ACT | 13 | 45.04 |
| 03/31/17 | SEWER | ACT | 13 | 129.88 |
| 04/06/17 | PAYMENT: CK CHECK | | | 174.92- |
| 06/30/17 | WATER | ACT | 11 | 40.46 |
| 06/30/17 | SEWER | ACT | 11 | 116.05 |
| 07/11/17 | PAYMENT: CK CHECK | | | 156.51- |
| 09/29/17 | WATER | ACT | 25 | 72.52 |
| 09/29/17 | SEWER | ACT | ~~25~~ 14 | 136.79 |
| 10/11/17 | PAYMENT: CK CHECK | | | 209.31- |
| 12/28/17 | WATER | ACT | 32 | 88.55 |
| 12/28/17 | SEWER 12/14 1616 | ACT | 32 | $\boxed{261.23}$ |
| | | | BALANCE: | 349.78 * |

52 ÷ 3 = 17.33

Annual Average 4th qtr. → 17.33 (3 qtr's)
Overage 4th qtr. (32 − 17.33) → 14.67 2017

Overage cost:
- Sewer (14.67 x $6.913) → $101.41
- water (14.67 x $2.29) → $ 33.59

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

| | |
|---|---|
| MEETING DATE: | January 9th, 2018 |
| AGENDA ITEM: | New Business C |
| ITEM TITLE: | Consideration to purchase and replace a water utility fleet vehicle. |
| SUBMITTED BY: | Paul Haugen, Water Utility Superintendent |

SUMMARY EXPLANATION:

Three quotes were received, price included trade in: The hours on the 2003 vehicle is at 7,408hrs and the mileage is 125,962.

- Ewald $60,423.00
- Fish $60,429.00
- Holz $59,636.66

**Holz Motors 5961 S 108th Pl, Hales Corners, WI 53130** **$59,636.66**

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ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER _____

RECOMMENDATION:

The Water Utility is requesting authorization to purchase a new 2500 Chev diesel, Multi-drawer aluminum service body, lift gate and plow from Holz Motors in the amount of $59,636.66.
The estimated amount of $59,000.00 was approved in the 2018 budget.

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: January, 9th 2018

AGENDA ITEM: New Business D

ITEM TITLE: Consideration to pay invoice for an 8" water main failure at N122 W16660 Mequon 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 an 8" DI water main failure at N122 W16660 Mequon Rd. This work was authorized under emergency situation because the water main broke. The invoice is for labor and materials

| | | |
|---|---|---|
| **D F Tomasini Inc.** | **Sussex, WI** | **$4,234.15** |

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER _X____

RECOMMENDATION:

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

Staff recommends allocating $4,234.15 from the 2017 operating budget Acct #50-742-530-6730

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.

DF TOMASINI, INC.
CONTRACTORS
262/820-8300

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

December 14, 2017

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

**Attn:** Paul Haugen

**Re:** Repair Water Main
N122 W16660 Mequon Rd.
Germantown, WI
DFT #2007-82

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

**LABOR & EQUIPMENT:**

| | | | |
|---|---|---|---|
| 24.0 Hrs | Labor (12/6/17) | $85.00 | $2,040.00 |
| 5.0 Hrs | Premium Time | 31.00 | 155.00 |
| 5.0 Hrs | Tractor Backhoe | 85.00 | 425.00 |
| 6.0 Hrs | 2" Electric Pump and Generator | 25.00 | 150.00 |
| 6.0 Hrs | OSHA Repair Shield | 35.00 | 210.00 |
| 1.0 Hrs | Breaker Attachment | 40.00 | 40.00 |
| 6.0 Hrs | Pickup Truck w/ Misc. Hand Tools | 40.00 | 240.00 |
| 2.0 EA | Equipment Moves | 350.00 | 700.00 |
| | **Total Labor & Equipment** | | **$3,960.00** |

**MATERIALS & SUBCONTRACTORS**

| | | | |
|---|---|---|---|
| 1 LS | 3/8" Chips | $75.96 | $75.96 |
| 1 LS | Fuel | 152.50 | 152.50 |
| | Subtotal Materials | | $228.46 |
| | Markup on Materials | | 45.69 |
| | **Total Materials & Subcontractors** | | **$274.15** |
| | **TOTAL AMOUNT DUE** | | **$4,234.15** |

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

Sincerely,
D.F. TOMASINI CONTRACTORS, INC.

Kirk Dexheimer
President

KD/kk

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

| | |
|---|---|
| MEETING DATE: | January 9th 2018 |
| AGENDA ITEM: | New Business E |
| ITEM TITLE: | Consideration to pay invoice for water service and Curb stop repair at N105 W14683 Wilson Dr. |
| 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 a three day repair of the water line and curb stop failure to the home at N105 W1468 Wilson Dr. This work was authorized under emergency situation because the property lost system pressure. The invoice is for labor and materials. See attached photos.

| | | |
|---|---|---|
| **D F Tomasini Inc.** | **Sussex, WI** | **$17,065.29** |

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER __X__

RECOMMENDATION:

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

Staff recommends allocating $17,065.29 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.

DF TOMASINI, INC.
CONTRACTORS
262/820-8300

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

December 14, 2017

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

**Attn:** Paul Haugen

**Re:** Repair Water Service & Replace Curb Stop
N105 W14683 Wilson Dr.
Germantown, WI
DFT #2007-81

The following is our billing to repair water service and replace curb stop, per your direction, at the above referenced location.

**LABOR & EQUIPMENT:**

| | | | |
|---|---|---|---|
| 69.0 Hrs | Labor (12/8/17 - 12/9/17 - 12/11/17) | $85.00 | $5,865.00 |
| 45.0 Hrs | Premium Time | 31.00 | 1,395.00 |
| 18.0 Hrs | Tractor Backhoe | 85.00 | 1,530.00 |
| 15.0 Hrs | OSHA Repair Shield | 35.00 | 525.00 |
| 20.0 Hrs | Pickup Truck W/Misc. Tools | 40.00 | 800.00 |
| 1.0 Hrs | Breaker Attachment | 40.00 | 40.00 |
| 1 LS | Plates (5) | 425.00 | 425.00 |
| 5.5 Hrs | Truck (Quad) | 60.00 | 330.00 |
| 12.0 Hrs | 2" Electric Pump and Generator | 25.00 | 300.00 |
| 4 EA | Equipment Moves | 350.00 | 1,400.00 |
| | **Total Labor & Equipment** | | **$12,610.00** |

**MATERIALS & SUBCONTRACTORS**

| | | | |
|---|---|---|---|
| 1 LS | Slurry | $3,405.24 | $3,405.24 |
| 1 LS | Fuel | 307.50 | 307.50 |
| | Subtotal Materials | | $3,712.74 |
| | Markup on Materials | | 742.55 |
| | **Total Materials & Subcontractors** | | **$4,455.29** |
| | **TOTAL AMOUNT DUE** | | **$17,065.29** |

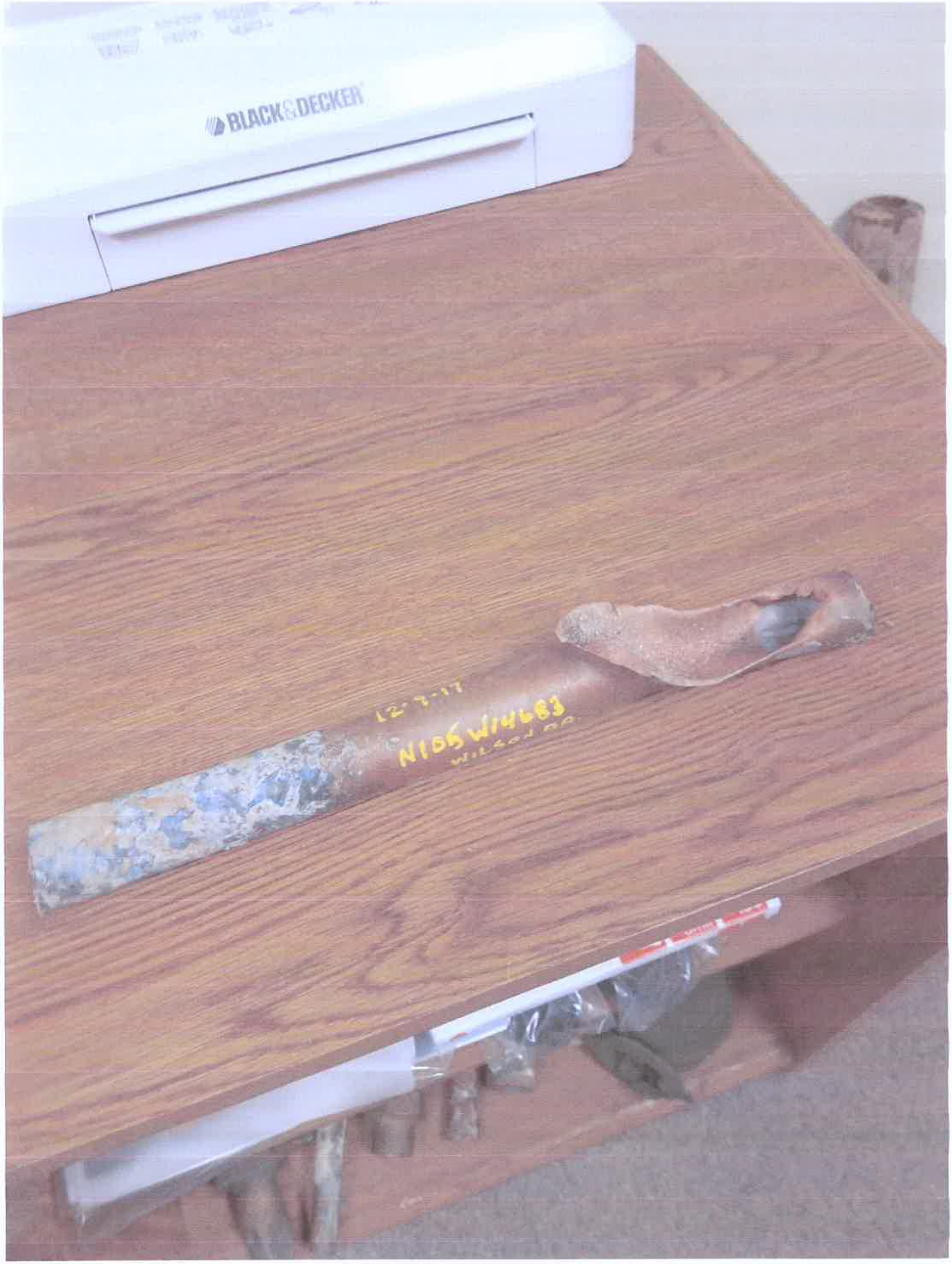
Please let me know if you have any questions regarding the information provided

Sincerely,
D.F. TOMASINI CONTRACTORS, INC.

Kirk Dexheimer
President

KD/kk


CAT
420E


BLACK&DECKER
N105 W14683

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

| | |
|---|---|
| MEETING DATE: | January 9th, 2018 |
| AGENDA ITEM: | New Business F |
| ITEM TITLE: | Consideration to pave at Well #11 |
| SUBMITTED BY: | Paul Haugen, Water Utility Superintendent |

SUMMARY EXPLANATION:

The Water Utility is requesting permission to pave the crane access drive which is currently gravel. Also to remove and re-pave a small 4' x 10' access to the storage delivery area on the north east side of the building.

Five contractors were contacted for quotes:

1. Poblocki Paving-$12,719.00
2. Frank Armstrong Enterprises-$6,129.00
3. Munson, Inc.-$6,205.00
4. Q3-did not provide a quote

---

ATTACHMENT: ORDINANCE_____RESOLUTION_____ OTHER _____

RECOMMENDATION:

Staff recommends the quote from Munson, Inc. not to exceed $6,205.00 because they quoted 6" total asphalt thickness compared to 4 ½" thickness from Armstrong and Armstrong's quote did not include the 4' X 10' area.

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: January 9th, 2018

AGENDA ITEM: New Business G

ITEM TITLE: Consideration to replace old fire hydrants in the amount not to exceed $30,000.00

SUBMITTED BY: Paul Haugen, Water Utility Superintendent

SUMMARY EXPLANATION:

The Water Utility is requesting an open PO for time and material for hydrant replacements to include the lead and valve assembly. This is an ongoing replacement program, as we identify old and malfunctioning hydrants to get them replaced.

---

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER _____

RECOMMENDATION:

Staff recommends authorizing water utility staff to hire as needed a contract service for the replacement of hydrant, lead and valve assembly not to exceed $30,000.00

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: January 9th, 2018

AGENDA ITEM: New Business H

ITEM TITLE: Consideration to update water hydraulic model

SUBMITTED BY: Paul Haugen, Water Utility Superintendent

SUMMARY EXPLANATION:

Ruekert-Mielke our GIS and water model provider, worked on our hydraulic water system model that was last updated in 2011-2012. The original model was created with limited GIS and water demand information and needs to be updated and calibrated in order to provide more accurate and reliable results. The water system model updates include revising the infrastructure in the model to reflect all modifications that have occurred since 2011-2012, allocating demands within the model to reflect current customer demands, and calibrating the model to ensure model results reflect actual field tests.

The updated hydraulic water system model will provide the water utility with accurate fire flow data and water system pressures in the existing system. The water system model will be used to determine if water system improvements recommended for proposed residential and commercial properties will provide adequate fire flows and system pressures. The water system model could also be used to identify current deficiencies in the existing water system, determine water age, and in the development of a Uni-directional flushing program.

---

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER _____

RECOMMENDATION:

Staff recommends authorization to allocate $26,000.00 to Ruekert & Mielke from account #50-742-530-6710.

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: | January 9th, 2018 |
| AGENDA ITEM: | New Business I |
| ITEM TITLE: | Authorization to Replace and Install New Altitude Valve, Piping and Associated Valves on Tower #1 located at W188N11600 Maple Rd. |
| SUBMITTED BY: | Paul Haugen, Water Utility Superintendent |

SUMMARY EXPLANATION:

The Water Utility is requesting to upgrade the existing altitude valve. This valve is used as the master control valve for all three towers. The valve is original to the tower built in 1989 and had been serviced several times, the last two service repairs have been to the point that the repair costs are exceeding 50% of the value of the valve.

There are two valve manufacturers for this type of control valve:

1. Golden Anderson Valve (currently in use)
2. Cla-valve

We did not get representative quotes as Dorner Company reps both valve manufacturers and will be the general on the job. The price for the labor and materials to replace the valve and associated piping and fittings are as follows:

**Dorner Company    N61 W23043 Silver Spring Dr.    $28,057.00**

---

ATTACHMENT:    ORDINANCE_____RESOLUTION_____    OTHER _____

RECOMMENDATION:

Staff recommends purchasing a new 10" cla-val, associated system valves, pipe and paint coating from Dorner Company at a cost of 28,057.00 including a $500.00 contingency for a total not to exceed $28,557.00.

$32,000.00 was the approved estimated 2018 budget amount from account #50-741-530-6610.

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: January 9, 2018

AGENDA ITEM: New Business J

ITEM TITLE: Consideration to replace well house and water tower doors.

SUBMITTED BY: Paul Haugen, Water Utility Superintendent

SUMMARY EXPLANATION:

The Water Utility is requesting authorization to replace the following:
(3) Doors at Well #3
(1) Dbl Door at Well #7
Main entrance doors to Tower's #1, #2
Misc. repairs at Well #3, #5, #7, and 11

Four firms were contacted:

| | |
|---|---|
| **Bob Unger, Independent Contractor:** | Did Not Provide Quote |
| **American Door & Window:** | Could not provide a quote |
| **Aro Lock & Door:** | $22,095 (without Water Tower Doors) (did not want to install) |
| **Block Iron and Supply Inc.:** | $21,991.00 (less the two tower doors) |
| **Block Iron and Supply Inc.:** | **$33,751.00 (plus the two tower doors & installation)** |

---

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER _____

RECOMMENDATION:

Staff recommends authorization to hire Block Iron & Steel Supply Company Inc. with a built in contingency of $1,000.00 for a total not to exceed $34,751.00 for the replacement of three doors at Well #3, one double door at Well #7 and misc. repairs at Wells #3, #5, #7 and #11.

$35,000.00 was the estimated approved 2018 budget amount from Account #50-712-530-6110

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: | Jan 9th, 2018 |
| AGENDA ITEM: | New Business K |
| ITEM TITLE: | Consideration to Clean and Oversee Replacement and Installation of New Mud Valve on Tower #1 located at W188N11600 Maple Rd. |
| SUBMITTED BY: | Paul Haugen, Water Utility Superintendent |

SUMMARY EXPLANATION:

The Water Utility is requesting permission to demo the old mud valve and piping and install a new frost proof mud valve and piping on water tower #1. We will also have the inside cleaned. The current mud valve is cracked and broken. The purpose of a mud valve is to allow the bottom bowl sediment to pass into the over flow pipe during cleaning operations.

Three tank engineering firms were contacted for quotes:

| | | |
|---|---|---|
| 1. | Badger State Inspection, LLC. | $9,850.00 |
| 2. | Dixon Engineering | $9,980.00 |
| **3.** | **Strand Associates** | **$8,450.00** |

ATTACHMENT: ORDINANCE_____RESOLUTION_____ OTHER _____

RECOMMENDATION:

Staff recommends authorization to forward to the Village Board with a positive recommendation to hire Strand Associates for a cost not to exceed $8,450.00 for the cleaning, replacement and installation of a new mud valve on Tower #1.
$10,000.00 was the approved 2018 budgeted amount from account #50-741-530-6610.

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: | January 9th, 2018 |
| AGENDA ITEM: | New Business L |
| ITEM TITLE: | Honeywell EA-Mobile Solution/Trace Reading Hardware Upgrade |
| SUBMITTED BY: | Paul Haugen, Water Utility Superintendent |

SUMMARY EXPLANATION:

The Water Utility is requesting authorization to upgrade our old mobile data collector for reading AMCO/Badger trace radio transponders. In 2007 the Germantown Water Utility decided to stop paying for software tech support which would have given us the ability to stay current with any new software and any hardware upgrades providing us a bridge migration to our new system. The old system has crashed several times and is no longer dependable. The cause is from overheating of the mobile unit, wrong date calculation requiring re-reading and loss of data requiring re-reading. The floppy disc failure has required us to do re-reads.
The old system is original to the start of our Trace radio read technology. We currently have about 4300 of the old style Trace transponders/meters to read and we are in the process of replacing them.

| | | |
|---|---|---|
| **Honeywell \| Smart Energy** | **208 S. Rogers Lane Raleigh, NC 27610** | **$18,695.00** |

ORDINANCE_____ RESOLUTION_____ OTHER __________ ATTACHMENT:

RECOMMENDATION:

Staff recommends authorization to purchase new meter reading hardware/software from Honeywell | Smart Energy for the amount not to exceed $18,695.00.
We are asking to utilize funds from our capital meter account #50-180-183-3460.
$150,000.00 was the approved 2018 budget amount.

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: Tuesday January 9th, 2018

AGENDA ITEM: New Business M

ITEM TITLE: Authorization to Contract- Painting Library Interior

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:
The 2018 major repairs budget for the Library includes $21,250 for interior painting. This reflects a portion of the overall work that needs to be completed. The project is expected/planned to be a phased over a 2-3 year span. Building staff divided the Library into 8 sections. We then met with the Library Director to determine a priority schedule of those areas. The 2018 project includes the main desk and study rooms, the Children's area, and west section of the Library.

When meeting with painting contractors Staff requested that they quote ALL 8 sections individually. The scope of the work includes two coats of paint, patching, and prepping. It also includes a labor rate that requires the work be performed when the Library is not open to the public.

While the 2018 budget only includes funding for a portion of the work, staff is requesting the entire project be awarded at this time. The first half of the project will be performed in 2018 and completed under the $21,250 budgeted. The balance of the work and funding would be included in the 2019 budget. This process was presented to all contractors that bid the project as a POTENTIAL option IF agreed to by Committee and Board. By awarding the entire project at this time it helps with the continuity over the two year process and insures the workmanship and product will be as consistent as possible. This is the OPTION preferred by staff, but is NOT a requirement if Committee and Board do not feel this is an appropriate direction. Below are the bids obtained by Staff: First figure 2018 portion second figure entire project.

| | | |
|---|---|---|
| **MACORP** | **$20,410** | **$53,056** |
| STATE | $22,670 | $62,890 |
| PRECISE PAINTING | $21,250 | $73,832 |

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER __x___

RECOMMENDATION:
Staff recommends contracting with MACORP for the painting of the ENTIRE library. The 2018 portion in the amount not to exceed $20,410. The balance of the work to be performed in 2019.

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: | Tuesday January 9th, 2018 |
| AGENDA ITEM: | New Business N |
| ITEM TITLE: | Authorization to Purchase Patrol Truck |
| SUBMITTED BY: | Jay Olszewski, Highway Superintendent |

SUMMARY EXPLANATION:
Staff is presenting for Committee review the pricing obtained for the purchase of a two single axle Patrol Trucks. $200,000 was budgeted for this purchase.

Staff solicited pricing from dealerships from Wisconsin and Minnesota who sell Western Star. The result of the pricing is as follows:

| | |
|---|---|
| Quality Truck | $185,011.70 |
| Truck Country | $185,610.70 |
| Boyer Ford Trucks Inc. | $188,266.70 |

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER __x___

RECOMMENDATION:
Staff recommends purchasing two Western Star Patrol Trucks from Quality Truck for an amount not to exceed $185,011.70 each. If approved, AND once 2018 borrowing has occurred funds for the purchase shall come from Highway Capital Account 40-542-570-8520.

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: Tuesday January 9th 2018

AGENDA ITEM: New Business

ITEM TITLE: Authorization to Purchase- ¼ Ton Pick Up- Parks Dept. and Highway Dept.

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:
The 2018 Parks Dept. and Highway Dept capital budgets included $40,000 each for the purchase of a new ¼ ton pickup truck and plow. Staff solicited bids from three area dealers and the results are listed below. The truck for the Parks Dept includes a lift gate which accounts for the difference in costs. One comes in over budget and the other comes in under budget. The overall cost for the two trucks comes in under $80,000 the combined total of both vehilces.

**2018 CHEVY 2500 w/ PLOW**

| | | |
|---|---|---|
| Holtz | $41,496.86 | $37,121.86 |
| Ewald Auto | $42,987 | $38,612 |
| Bob Fish | $43,535 | $39,160 |

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER __x___

RECOMMENDATION:
Staff recommends purchasing the ¼ TON PICK UPS from **Holtz Motors.** Funds shall be allocated from account 40-553-570-8520 and 40-542-570-8520 respectively.

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: Tuesday January 9th, 2018

AGENDA ITEM: New Business P

ITEM TITLE: Authorization to Contract-Forestry Services- Wactel Tree Science

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:
Staff is requesting permission to contract with Wactel Tree Service to provide specific consultation services as it relates to the handling of Emerald Ash Borer (EAB). Wactel has worked with the Village in the past and is very familiar with our tree inventory. Wactel drafted the initial EAB plan for the Village a number of years ago as well as inventoried all of Village's street trees. Staff believes that the best course of action is to continue with the assistance of experts who are familiar with our specific situation. Staff fully expects to use Village forces as much as possible in this process. Other communities such as Elm Grove and Whitefish Bay are working with Wactel and having success with their EAB plan. The cost of the service will be on a time and material basis in the amount not to exceed $15,000 ($140/hr. Project Manager, $110/hr. Certified Arborist).

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER __x___

RECOMMENDATION:
Staff recommends contracting with Wactel Tree Service. If approved funds shall be allocated from Parks Line Item 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: | Wednesday January 9th, 2018 |
| AGENDA ITEM: | New Business Q |
| ITEM TITLE: | Consideration of Contract- TAPCO Preventative Maintenance |
| SUBMITTED BY: | Jay Olszewski, Highway Superintendent |

SUMMARY EXPLANATION:
Staff is presenting for Committee review the "Traffic Signal Preventative Maintenance Contract" between the Village and TAPCO. This contract covers the 15 current controlled intersections under Village jurisdiction. Some highlights of the contract include verifying proper operation of control equipment, maintaining signal plan charts, cabinet blueprints and timing plan charts, verifying proper operation of the NEMA Conflict monitor units, AC power feeds, signal head alignment, proper operation of all loop detectors, correct "flash" operation, and lastly that TAPCO will respond for maintenance and/or design modifications as requested by the Village. The hourly rate for TAPCO is \$105/hr standard, \$157.50/hr. non business, and \$210/hr Sunday and holiday. The total cost for PM portion of the contract is \$2,445. The village will pay that full amount and invoice Fleet Farm \$163 (1/15th) for their portion of the agreement.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER __x___

RECOMMENDATION:
Staff recommends entering into this contract with TAPCO. Funds for the cost shall be allocated from Highway Line Item account 10-542-530-3540.

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: Tuesday January 9th, 2018

AGENDA ITEM: New Business R

ITEM TITLE: Maintenance Agreement—Johnson Controls

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:
Staff is presenting for Committee review the maintenance agreement between Johnson Controls and the Village. This agreement covers the heating and cooling system for the library. The current agreement expires 2/28/2018 and ends a 3 year commitment.
JCI maintains the software that "controls" the heating and cooling system as well as the alarms that monitor the boiler system. The $2,980 cost for the 1st year of the agreement includes 16 hours of consultative service. The 16 hours is directed at the discretion of the Village. Staff is recommending a 3 year service agreement as in the past. A multiyear agreement comes with a 15% savings on the hourly rate if work is needed in excess of the 16 hour "prepaid" contract amount. Year 2 of contract is $3,069 and Year 3 would be $3,161.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER __x___

RECOMMENDATION:
Staff recommends contracting with Johnson Controls as part of a 3 year planned service agreement. Funds shall be allocated form Building line item 10-519-530-5251.

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: Tuesday January 9th, 2018

AGENDA ITEM: New Business S

ITEM TITLE: Authorization to Contract Flooring PD and Library

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:
The 2018 Major Repairs Buildings Budget includes $14,000 ($11,000 PD, $3,000 Library) for the installation of flooring. This year the project includes the lower hallway and locker room at the PD, as well as the kitchen area at the Annex. At the Library the flooring in the immediate entrance way will be replace. Staff is presenting for Committee review the quotes provided by local contractors.

| | |
|---|---|
| Premier Flooring | $11,965 |
| Carpet City | $12,240.35 |
| Carpetland | $16,040 |

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER __x___

RECOMMENDATION:
Staff recommends contracting with Premier Flooring in the amount not to exceed $13,000. This includes an approximate 10% contingency that most likely will NOT be needed, but does provide some money IF there are any unforeseen circumstances. If approved funds should be allocated from 10-519-570-8221 PD and 10-519-570-8251 Library.

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: | January 9, 2018 |
| AGENDA ITEM: | New Business T |
| ITEM TITLE: | Reduction of Existing Letter of Credit for Prairie Glen Phase 2 |
| SUBMITTED BY: | Lawrence Ratayczak, P.E.- Director of Public Works |

SUMMARY EXPLANATION:

The improvements highlighted on the attached "Exhibit A" for Prairie Glen Subdivision Phase 2 have been completed and accepted. The remaining items are scheduled for completion in spring/summer of 2018. Currently the Village holds a $1,295,942.68 Letter of Credit issued by Park Bank. Staff recommends that the letter of credit be reduced by $1,000,633.00 to $295,309.68.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER _____

Exhibit "A"

RECOMMENDATION:
Staff recommends that the Public Works & Highway Committee reduce the existing Letter of Credit to $295,309.68.

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"

PRAIRIE GLEN PHASE 2
DEVELOPMENT AGREEMENT

| Item Description | Basis | Est. Amount | |
|---|---|---|---|
| Sanitary Sewerage System | 1.02 | $185,886.00 | |
| Water Supply Facilities | 1.03 | $176,374.00 | |
| Underground Private Utilities | 1.04 | $24,500.00 | |
| Grading | 1.05 | $400,800.00 | |
| Internal Road Pavement (excl. surface lift) | 1.05 | $78,520.00 | |
| Internal Road Pavement, surface lift | 1.05 | $36,000.00 | |
| Concrete Curb and Gutter | 1.05 | $28,710.00 | |
| Internal Sidewalks | 1.05 | $48,960.00 | |
| Traffic Signs and Street Signs | 1.05 | $1,000.00 | |
| Permanent Barricades | 1.05 | $1,000.00 | |
| Wasaukee Road Intersection | 1.06 | $29,600.00 | – 50% (By-Pass Lane not Constructed |
| Wasaukee Road Sidewalk (frontage) | 1.06 | $22,960.00 | |
| Wasaukee Road Sidewalk (extension) | 1.06 | $5,120.00 | |
| Erosion Control | 1.07 | $10,000.00 | |
| Storm Water Management and Drainage | 1.08 | $104,543.00 | |
| Storm Water Maintenance Agmt and Certs | 1.08 | $1,000.00 | |
| Landscaping | 1.09 | $71,649.00 | |
| Street Trees, Ph 1 | 1.10 | $26,000.00 | |
| Street Trees, Ph 2 | 1.10 | $18,000.00 | |
| Street Lamps and Yard Lights | 1.11 | $10,000.00 | Reduction $1,000,633.00 |
| Survey Monuments | 1.12 | $1,000.00 | |
| Record Drawings | 2.05 | $1,000.00 | |
| SUBTOTAL | | | $1,282,622.00 |
| **Impact Fees** 17 Lots | | | |
| Water: ($832.00/Res. Unit) | 4.02a | $14,144.00 | |
| Parks: ($736.00/Res. Unit) | 4.02a | $12,512.00 | |
| Fire: ($171.00/Res. Unit) | 4.02a | $2,907.00 | |
| Police: ($148.00/Res. Unit) | 4.02a | $2,516.00 | |
| Library: ($281.00/Res. Unit) | 4.02a | $4,777.00 | |
| Sewer Connection Fee: ($3808.00/Res. Unit) | 4.02a | $64,736.00 | |
| **SUBTOTAL** | | | $101,592.00 ($5,976.00/House) |
| **Impact Fees assessed at current rate at time of issuance of permit** | | | |
| **Improvement Review Fee** | | | |
| 2.25% of 1st $250,000 of Construction Cost | 4.03b | $5,625.00 | |
| 1.75% of 2nd $250,000 of Construction Cost | 4.03b | $4,375.00 | |
| 1.25% of Construction Cost > $250,000 | 4.03b | $9,783.00 | |
| **SUBTOTAL** | | | $19,783.00 |
| **Misc. Fees** | | | |
| Professional Fees (Estimate) | 4.04 | $5,000.00 | |
| Inspection Fees (Estimate) | 4.04 | $12,000.00 | |
| Data Conversion Fee (Estimate) | 4.05b | $1,000.00 | |
| Recapture for Increase Sanitary Sewer to 15" | 1.02b | ($3,679.32) | |
| **SUBTOTAL** | | | **$14,320.68** |
| **TOTAL** | | | **$1,418,317.68** |

[a]Amount to be Paid at Time of Signing Individual Lot Building Permits **$101,592.00**

[b]Amount to be Paid at Time of Signing Developer's Agreement **$20,783.00**

INITIAL LETTER OF CREDIT AMOUNT $1,282,622 + $14,320.68 **$1,295,942.68** # 295,309.68

Developer or Owner

Harry Bielinski, President
Print Name

8/21/17
Date

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

8/25/2017
Date

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

MEETING DATE: January 9, 2018

AGENDA ITEM: New Business U

ITEM TITLE: Authorization to Contract- CGC, INC for Soil Boring & Analysis (Goldendale Road)

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

SUMMARY EXPLANATION:

As part of the proposed TID #7 Development, sanitary sewer & water main require extension from the existing utilities on Freistadt Road north to the south ROW of the Wisconsin & Southern RR. To accurately evaluate the soil conditions and perform a comprehensive design of the proposed sanitary sewer & water main soil borings & associated analysis of the soil must be performed. To this end the engineering staff recommends contracting with CGC, INC 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. These soil boring reports would be utilized in the overall design of the proposed sanitary sewer & water main extension on Goldendale Road. The attached proposal received from CGC, INC. is in the amount of $4,475.00. The cost of the testing would be paid initially from a General Fund Account, which would be refunded by TID #7.

This proposal is below the value requiring Village Board approval, signature by Village president is required.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER _X__

- PROPOSAL- CGC, INC.

RECOMMENDATION:

Staff is requesting the Public Works & Highway Committee to authorize the Village to enter into an agreement with CGC, INC. in the amount of $4,475.00.

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.

# CGC, INC.

336 S. Curtis Road • West Allis, WI 53214 • Phone (414) 443-2000 • Fax (414) 443-2099 • cgcmilw@cgcinc.net

Mr. John Laning
Village Engineer
Village of Germantown - Engineering
N112 W17001 Mequon Road
Germantown, WI 53022-3212

**PROPOSAL:** CM975-122
**DATE:** December 14, 2017
**RE:** Proposal for Geotechnical Services
Proposed Sanitary Sewer Installation
Village of Germantown, Wisconsin

**PROJECT DESCRIPTION**

We understand the Village is proceeding with plans to install a sanitary sewer along the alignment of Goldendale Road in Germantown, Wisconsin. The requested scope of services includes the drilling of soil borings at locations selected by the Village.

**SCOPE OF SERVICES**

A total of eight (8) SPT soil borings are proposed to be drilled for this exploration program to provide an overview of the prevailing subsoil conditions. The borings are slated to be drilled to a depth of 25 ft or to refusal, whichever occurs first. Following drilling, a brief letter report will be developed which details our findings and includes typewritten boring logs. No specific recommendations are deemed necessary at this time. Borings will be backfilled in accordance with WDNR's requirements. All pavement penetrations will receive an asphaltic cold-patch upon completion of drilling.

**SPECIAL TERMS/ASSUMPTIONS**

- The Village will layout the borings along the alignment and establish ground surface elevations.
- CGC will coordinate public utility clearance at the site with Diggers Hotline.
- CGC's services do not include any landscape repairs, environmental screening and/or analysis of the site conditions.

**ESTIMATED COSTS** (Rates per attached Rate Schedule A)

The breakdown of our costs to complete the exploration is as follows:

- Drilling Services: Mob./demob. of a mobile truck rig, plus 200 l.f. of drilling ...... $3,475
- Laboratory Testing Allowance ............................................ $ 150
- Preparation of Brief Letter Report with Findings ............................ $ 850 L.S.

**Estimated Total $4,475**

**COMPLETION SCHEDULE**

Upon receiving formal authorization to proceed, we are prepared to complete the drilling in January, 2018, as discussed. Drilling is expected to take 2+ days to complete. Submittal of the letter report can typically be provided within about 1.5 weeks thereafter. Verbal recommendations can be provided within 48 hrs after drilling, if desired.

**ACCEPTANCE**

**As CGC's formal authorization to proceed with the work outlined within the scope of services defined in the above proposal, please review the terms and conditions presented on the attached General Conditions for Professional Services, and return one (1) signed copy to our office.**

**Accepted by:** **Date:** ______________ **Submitted by:** **JPS** **Date:** 12/14/17

**Firm:** ______________________ **CGC, Inc.**

**By:** ______________________ **By:** [signature]
Jeff P. Simkowski, P.E.

**Title:** ______________________ **Title:** Milwaukee Office Manager

**Please return one copy for our records**

# 2017 SCHEDULE OF FEES AND CHARGES
# CONSTRUCTION TESTING/GEOTECHNICAL SERVICES
# CGC, INC.
# MILWAUKEE, WISCONSIN
# SCHEDULE A

## I. Hourly Rates for Professional and Technical Staff

| Staff Categories | Rate/Hour |
|---|---|
| Field Technician | |
| Level A .... $ | 29.00 |
| Level B | 38.00 |
| Level C | 47.00 |
| Level D | 53.00 |
| Level E | 60.00 |
| Clerical | 43.00 |
| Staff Engineer | 67.00 |
| Senior Staff Engineer or Geologist | 72.00 |
| Project Engineer | 79.00 |
| Consulting Professional | 93.00 |
| Senior Consulting Professional | 110.00 |
| Principal/Consulting Professional | 125.00 |

Personnel have been classified in the above staff categories based on skill, education and experience levels. Legal consultation rates are doubled.

## II. Field Density Testing

| | |
|---|---|
| 1. Personnel Charges | Per Item I |
| 2. Field Density Test Charges | 10.00/test |
| 3. Moisture-Density and Relative Density Tests | |
| a. Modified or Standard Proctor | |
| 1. Sample Preparation (per sample) .... $ | 35.00 |
| 2. Coarse-Grained Soil (per point) | |
| i. 4 in. mold .... $ | 27.00 |
| ii. 6 in. mold .... $ | 37.00 |
| 3. Fine-Grained Soil (per point) | |
| i. 4 in. mold .... $ | 39.00 |
| ii. 6 in. mold .... $ | 41.00 |
| b. Relative Density | |
| 1. Dry .... $ | 110.00 |
| 2. Wet .... $ | 130.00 |

## III. Concrete Testing

| | |
|---|---|
| 1. Personnel Charges for Cylinders Made by CGC Technicians | Per Item I |
| 2. Compressive Strength Testing-Cylinders .... $ (or holding not testing) | 12.50/cylinder* |
| Single Use Molds .... $ | 2.50/each |
| Trimming Charges .... $ | 12.00/each end |
| 3. Cast-in-Place Pull Out Cylinders (CIPPOCS) .... $ | 30.00/cylinder |
| Single use molds .... $ | 35.00/each |
| Extensions .... $ | 15.00/each |
| Trimming charges .... $ | 10.00/each end |
| 4. Concrete Cylinder Pick-up Service (applicable <u>only</u> if unique visit required) | |
| If done in conjunction with other testing | No charge |
| Separate Site Visit | ** |
| 5. Consultation on Concrete Problems | Per Item I |

## IV. Field Testing/Equipment

| | |
|---|---|
| 1. Coring Machine .... $ | 85.00/day |
| 2. Generator | 85.00/day |
| 3. Pavement Saw | 85.00/day |
| 4. Hammer Drill | 50.00/day |
| 5. Concrete Field Equipment | 10.00/day |
| 6. Fire Proofing Bond Test | 10.00/each |
| 7. Windsor Probe | |
| a. Equipment Rental | ** |
| b. Test Probes | 21.00/set of 3 |
| 8. Swiss Hammer | 50.00/day |
| 9. Steel Testing | |
| a. Bolt Testing | ** |
| b. NDT-Welded Connections | ** |
| 10. Dynamic Cone Penetrometer | 35.00/day |
| 11. Floor Flatness - Dipstick Method | *** |
| 12. Double Ring Infiltration | 100.00/set up |
| 13. Photoionization Detector | 95.00/day |
| 14. Cylinder Cure Box | 80.00/season |
| 15. Crack Monitors | 30.00/each |
| 16. Vaprecision Slab Moisture Kits | 35.00/each |
| 17. Relative Humidity Sleeve/Test | |
| a. Sleeve/Test | 85.00/each |
| b. Readout Machine | 60.00/day |
| 18. Concrete Maturity Curve Development | 900.00 est. |
| 19. Maturity Meter Temperature Probes | 85.00/each |
| 20. Traffic Control Signs | 150.00/day |
| 21. Grout Sample Box | 7.00/each |

* This rate applies only to cylinders prepared by on-site CGC, Inc. representatives.
Discounted rate be available on large volume projects.
A rate of $14.00/cylinder will be applied to all other test specimens.

** Denotes tests performed on a time and expense (T&E) basis.

*** Denotes tests performed on a T&E basis plus dipstick daily charge.

## OTHER TERMS AND CONDITIONS

**<u>Laboratory Services</u>**
Standard laboratory tests will be at a fixed charge per test. When appropriate, there will be a charge for the time of laboratory personnel associated with the supervision of the testing program and summarizing and plotting of the test data. These personnel time charges will be at the hourly rates for the classification involved. A detailed breakdown of these charges will be supplied on request. The charge for nonstandard tests will be performed on a time-and-materials basis.

**<u>Subcontracts and Equipment Rental</u>**
The cost of services subcontracted by CGC to others, including but not limited to, chemical analysis, test borings, specialty contractors, surveyors, consultants, and equipment rental, e.g., backhoes, bulldozers, and test apparatus, etc., will be charged at cost plus a maximum of 20%.

**<u>Other Direct Non-Salary Expenses</u>**
Other costs incurred by CGC, which are directly identifiable to the project, including, but not limited to: vehicle rental; subsistence; fares of public carriers; special supplies and/or equipment; fees and special project insurance; permits and licenses; shipping charges; tolls and parking; special drafting, stenographic, or printing supplies, including outside printing of photographs, photostats, blueprints, etc., will be charged at cost plus 15%. A report reproduction fee of $10 per copy will be invoiced.
Mileage associated with the project for company-owned vehicles will be charged at 75 cents per mile. Mileage associated with employee-owned vehicles will be charged at the current IRS allowable rate (i.e., 53.5 cents per mile) plus 15% markup.
Use of specialized equipment provided by CGC will be invoiced at a fixed daily or weekly rate. A summary of these rates will be provided on request.

**<u>Payment</u>**
Invoices will be submitted monthly and will include the charges incurred during the preceding month. Payment of these invoices is due within thirty (30) days of the invoice date. Late payment may be subjected to interest charges of 1.5% per month.

**This fee schedule contains confidential business information and is not to be copied or distributed for any purpose other than the use intended in this contract or proposal**

CGC, Inc.

# GENERAL CONDITIONS FOR PROFESSIONAL SERVICES

## ARTICLE I
## METHOD OF CHARGING AND PAYMENT CONDITIONS

The method of charging for CGC's services ("Services") shall be on a time and materials basis and shall be based on the Schedule of Fees and Charges in effect when the Services are performed. CGC periodically shall submit invoices to Client. Client shall pay each invoice within thirty (30) days of the date of the invoice. However, if Client objects to all or any portion of any invoice, Client shall so notify CGC thereof within fifteen (15) days from date of the invoice, give reasons for the objection and pay that portion of the invoice not in dispute. Client shall pay an additional charge of one and one-half percent (1-1/2%) of the amount of the invoice per month or the maximum percentage allowed by law, whichever is the lesser, for any payment received by CGC more than thirty (30) days from date of invoice. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal. The additional charge shall not apply to any disputed portion of any invoice resolved in favor of Client. In the event of a legal action brought by CGC against Client for invoice amounts not paid, attorneys' fees, court costs and other related expenses shall be paid to the prevailing party by the other party.

Client shall reimburse CGC for any sales, use and value-added taxes which apply to the Services. Client shall reimburse CGC for the amount of such taxes in addition to the compensation due for the Services.

In addition to the above, if payment of CGC invoices is not maintained on a thirty (30) day current basis, CGC may, by ten (10) days written notice to Client, suspend further performance and withhold any and all data from Client until such invoice payments are restored to a current basis.

## ARTICLE II
## CONSTRUCTION PROCEDURES

CGC, except for its own services, shall not specify construction procedures, manage or supervise construction, or implement or be responsible for health and safety procedures; shall not be responsible for the acts or omissions of contractor's or other parties on the project; and shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs. CGC testing or inspection of portions of the work of other parties on a project shall not relieve such other parties from their responsibility for performing their work in accordance with applicable plans, specifications and safety requirements.

## ARTICLE III
## RECOGNITION OF RISK

Client recognizes that environmental, geologic, hydrogeologic and geotechnical conditions can vary from those encountered at the times and locations where data are obtained by CGC, and that the limited data result in some level of uncertainty with respect to the interpretation of these conditions, despite the use of due professional care.

## ARTICLE IV
## PROFESSIONAL RESPONSIBILITY

CGC represents that the Services shall be performed, within the limits prescribed by Client, in a manner consistent with that level of care and skill ordinarily exercised by other professional consultants under similar circumstances at the time the Services are performed. No other representations to Client, express or implied, and no warranty or guarantee is included or intended hereunder, or in any report, opinion, document or otherwise.

## ARTICLE V
## LIMITATIONS OF LIABILITY

The liability of CGC, its employees, agents and subcontractors (hereinafter for purposes of this Article V referred to collectively as "CGC"), for Client's claims of loss, injury, death, damage or expense, including, without limitation, Client's claims of contribution and indemnification with respect to third party claims, relating to the Services or to obligations imposed hereunder (hereinafter, "Client's Claims") shall not exceed in the aggregate:

(1) the total sum of $100,000 for Client's Claims arising out of professional negligence, including errors, omissions or other professional acts, and including unintentional breach of contract;

(2) the total sum of $1,000,000 for Client's Claims arising out of negligence, or other causes for which CGC has any legal liability, other than as described in (1) above.

In no event shall either CGC or Client be liable for consequential damages, including, without limitation, loss of use or loss of profits, incurred by one another or their subsidiaries or successors, regardless of whether such damages are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them.

## ARTICLE VI
## INDEMNIFICATION

If any claim is brought against CGC, its employees, agents or subcontractor (hereinafter for purposes of this Article VI referred to collectively as "CGC") and/or Client by a third party relating in any way to the Services, the contribution and indemnification rights and obligations of CGC and Client, subject to the limitations of liability under Article V above, shall be determined as follows:

(1) if any negligence, breach of contract, or willful misconduct of CGC caused any damage, injury or loss claimed by the third party, then CGC and Client shall each indemnify the other against any loss or judgement on a comparative responsibility basis under comparative negligence principles (Client responsibility to include that of its agents, employees and other contractors);

(2) unless CGC was guilty of negligence, breach of contract, or willful misconduct which, in whole or in part, caused the damage, injury or loss asserted in the third party claim, Client shall indemnify CGC against the claim, liability, loss, legal fees, consulting fees and other costs of defense reasonably incurred.

## ARTICLE VII
## INSURANCE

CGC agrees to maintain during the performance of the Services: (1) statutory Workers' Compensation coverage; and (2) Comprehensive General and Automobile Liability insurance coverage in the sum of not less than $1,000,000.

## ARTICLE VIII
## CLIENT ACTION TO BE TAKEN

Client shall notify CGC of any known, potential or possible health or safety hazards existing on or near the project site upon which the Services are to be or are being performed. If hazardous conditions are discovered during the performance of the Services that are different in type, amount or concentration from those disclosed to CGC prior to commencement of the Services, then, upon notification, Client and CGC shall equitably adjust the Services and compensation. If the parties are unable to agree on the adjustment, the Services shall be terminated and CGC shall be paid for the portion of the Services performed and reasonable termination charges.

Client shall correctly show, on plans to be furnished to CGC, the location of subsurface structures, such as pipes, tanks, cables and utilities. If the Services require CGC to investigate the location of such underground structures, then consistent with the agreed upon scope of such investigation, CGC shall be obligated to perform the investigation in accordance with reasonable standards of care. CGC shall not be responsible for damage to underground structures which occurs despite the use of such care.

Client shall give CGC prompt written notice of any suspended defect in the Services.

## ARTICLE IX
## FORCE MAJEURE

Neither party shall hold the other responsible for damages or for delays in performance caused by force majeure, acts of God, or other acts or circumstances beyond the control of the other party or that could not have been reasonably foreseen and prevented. For this purpose, such acts or circumstances shall include, but not be limited to, unusual weather affecting performance, floods, epidemics, war, riots, strikes, lockouts or other industrial disturbances, protest demonstrations, unanticipated site conditions, and inability, with reasonable diligence, to supply personnel, equipment or material for the Services. Should such acts or circumstances occur, both parties shall use their best efforts to overcome the difficulties arising and to resume as soon as reasonably possible the normal pursuit of the Services. Delays which cumulatively exceed forty-five (45) days shall, at the option of either party, make the Services subject to termination for convenience or to renegotiation.

## ARTICLE X
## ESTIMATED TIME SCHEDULE

Because of the uncertainties inherent in the Services, time schedules are only estimated schedules and are subject to revision unless specifically described as otherwise herein.

## ARTICLE XI
## ESTIMATED CHARGES AND PAYMENT CONDITIONS

CGC's charges are estimated only and shall not be regarded as "lump sum", "fixed price" or "guaranteed maximum" compensation unless expressly stated as such in writing.

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

MEETING DATE: January 9, 2018

AGENDA ITEM: New Business

ITEM TITLE: Authorization to Purchase – Used Compost Screener for the Recycling Center

SUBMITTED BY: Timothy K. Zimmerman – Wastewater Superintendent

SUMMARY EXPLANATION:
I am seeking authorization to spend up to the approved budgeted amount for a used compost screener. When dealing with the used equipment market, items are sold on a first come first serve basis. Authorization to spend up to the budgeted amount doesn't necessarily mean we would spend the entire amount, but we also want to make sure we are getting the best value for the dollar and longevity for the Village.

ATTACHMENT: ORDINANCE_____ RESOLUTION____ OTHER_____

RECOMMENDATION
It is my recommendation to allow spending not to exceed $60,000, on a used compost screener for the Recycling Center. And forward a positive recommendation on to the Village Board. Money is allocated for this purchase in the 2018 budget in 40-567-570-8400 – Capital Equipment.

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: January 9, 2018

AGENDA ITEM: New Business W

ITEM TITLE: Discussion; 2017 Projects, General Discussion Regarding Status

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

SUMMARY EXPLANATION:

Staff is bringing this topic forward for a quick update as to the status of the 2017 Roads, Sewer & Water projects. Project final cost to be discussed at the February PWHC meeting.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER ___

NONE

RECOMMENDATION:

NONE

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.