

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

January 9, 2018
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 Dir. Ratayczak, Engr. Laning and Secretary Wick.

PREVIOUS MINUTES: **MOTION made by Warren, seconded by Campbell to approve the minutes of December 5, 2017.**

Motion carried unanimously.

PUBLIC COMMENT: None

MOTION made by Kaminski, seconded by Warren to move to Item B under New Business of the Public Works and Highway Committee Agenda.

Motion carried unanimously.

CONSIDERATION OF UTILITY CREDIT – W162 N10154 INDIANWOOD DRIVE:

A written request was submitted to the Director of Public Works requesting consideration of a utility credit toward the property owner's 4th quarter, 2017 sewer and water utility billing. The outside faucet was left in the on position in which a garden hose was attached with the end nozzle turned off. The hose ruptured allowing the water to run onto the lawn. Based on Dir. Ratayczak's calculations, it was found an additional 14,670 gallons over the average was used during this time period.

John Brukbacher, W162 N10154 Indianwood Drive, provided the same summary and realized he was responsible for the water that was discharged on to the lawn. He was seeking an adjustment on the sewer portion of his bill as the water did not go to the sewer system. Any consideration would be appreciated.

MOTION made by Zabel, seconded by Warren authorizing staff to credit the sanitary sewer portion of \$101.41 of the fourth quarter 2017 sewer and water bill for the property at W162 N10154 Indianwood Drive.

Motion carried unanimously.

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

Motion carried unanimously.

APPEAL OF A UTILITY CREDIT – N112 W16760 MEQUON ROAD: Dir. Ratayczak gave a recap of a water/sewer utility credit that was presented at the November 8, 2017 Committee meeting due to the non-usage of two water meters which were being invoiced over the course of four years. During the renovation of the dental office there were no records at the Village indicating there would be any change in the water supply. During the remodeling phase

it was decided by the contractor and owner to modify the water supply by connecting all water services within the building to one location. Two of the three meters were placed into a closet. The meters were then discovered four years later when one started pinging indicating the battery was low. During the four years the Village was invoicing meter connection charges for the meters not in use for a total of \$2,153.00. As this was an unusual situation, staff had contacted the Public Service Commission for their recommendation. The PSC stated the utility could credit charges up to one year from the time the Water Utility was informed the other two meters were no longer in use. The Committee at its November meeting approved a credit of \$619.04 to Dental Professionals.

Dr. Albiero, N112 W16760 Mequon Road, stated no one was aware of where the disconnected meters were. He understood the situation was an error on his part. It was an innocent mistake. Three entities were being billed for water. With the reconfiguration of tenants it was determined there would be a substantial cost savings by plumbing all tenants to one meter. The other two meters were then placed in a storage closet to protect them and were forgotten. Mr. Albiero understood there were costs involved but hoped the Committee understood this was an inadvertent mistake and no malice to cheat the system. He understood paying any costs associated with billing and record keeping but requested an additional refund on the balance owed for the two unused meters.

Trustee Zabel noted the Village was governed by PSC rules. Once the Village was aware the meters were no longer in use, PSC rules recommended a refund could be calculated back to the date the Water Utility was notified which was one year.

Chm. Kaminski supported Dr. Albiero's appeal process noting he hired a firm to do the construction work and therefore take on the responsibility of making sure everything was done correctly. The PSC recommendation to refund back one year was not necessarily a "rule". Trustee Zabel differed stating the PSC Rate Rules note what you are allowed to do.

Dir. Ratayczak noted Water Superintendent Haugen did an excellent job in investigating this situation by contacting the PSC with their recommendations and staff presented their best judgement at the November, 2017 Public Works meeting which was to refund charges up to one year.

Dr. Albiero stated the Committee had the flexibility for an additional credit based on the PSC's communication that there should be a policy when there are zero reads on a meter. The PSC was sympathetic to the situation.

Based on an estimate of time spend reading the meters and staff investigation, the Committee agreed Village costs were approximately \$500.00 and approved an additional refund/credit of \$1,000 to Dr. Albiero.

MOTION made by Warren, seconded by Campbell authorizing the additional utility billing credit of \$1,000 to Dental Professionals, N112 W16760 Mequon Road for the non-usage of two water meters being stored on site.

Motion carried 3-1 (Zabel)

AUTHORIZATION TO PURCHASE – SERVICE TRUCK – WATER UTILITY: Supt. Haugen reported three quotes were received ranging from \$59,636.66 to \$60,429.00 for the purchase of a service utility truck. Prices included a trade in.

MOTION made by Warren, seconded by Campbell to forward to the Village Board with a positive recommendation authorizing the purchase of a 2018 Chevy 2500 diesel pickup Truck with a multi-drawer aluminum service body, lift gate and plow from Holz Motors for an amount not to exceed \$59,636.66.

Motion carried unanimously.

AUTHORIZATION TO PAY INVOICE – D.F. TOMASINI (Mequon Road): Supt. Haugen reported an emergency repair of an 8” ductile iron water main at N112 W1666 Mequon Road.

MOTION made by Warren, seconded by Campbell authorizing the payment of \$4,234.15 to D.F. Tomasini for the emergency repair of a 8” diameter failure at N112 W16660 Mequon Road. Funds to be allocated from Acct. #50-742-530-6730.

Motion carried unanimously.

AUTHORIZATION TO PAY INVOICE – D.F. TOMASINI (Wilson Drive): Supt. Haugen reported an emergency repair of a water line and curb stop failure at N105 W14683 Wilson Drive. Photos were provided showing the extent of the repair.

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation authorizing the payment of \$17,065.29 to D.F. Tomasini for the emergency repair of the water line and curb stop failure to a home at N105 W114683 Wilson Drive. Funds to be allocated from Acct. #50-742-530-6750.

Motion carried unanimously.

AUTHORIZATION TO PAVE ACCESS DRIVE – WELL #11: Supt. Haugen received three contractor quotes ranging from \$6,129 to \$12,719 to pave the crane access drive and re-pave a 4’x10’ access to the storage delivery area on the northeast side of the building at Well #11. It was the recommendation of staff to hire Munson, Inc. as they quoted a 6”asphalt thickness and the access storage delivery area site in which the other two quotes did not. Discussion followed on the purpose of a hard surface and durability.

MOTION made by Warren, seconded by Campbell to forward to the Village Board with a positive recommendation authorizing the services of Munson, Inc. to pave the crane access drive and re-pave access to the storage delivery area at Well #11 for a cost not to exceed \$6,205.00.

Motion carried unanimously.

AUTHORIZATION FOR A BLANKET PURCHASE ORDER – HYDRANT REPLACEMENTS: Supt. Haugen requested an open purchase order for contracted services to

provide labor for hydrant replacements to include lead and valve assembly. The Village would provide the materials.

MOTION made by Campbell, seconded by Warren to forward to the Village Board with a positive recommendation to approve the allocation of \$30,000 in the form of a blanket purchase order for a qualified contract service to provide labor and equipment for the continuing replacement of hydrants and lead and valve assemblies repairs, with the Village providing materials and restoration.

Motion carried unanimously.

CONSIDERATION TO UPDATE WATER HYDRAULIC MODEL: Supt. Haugen explained the original water model appearing on the Village's GIS System was created with limited GIS and water demand information and needed to be updated and calibrated in order to provide more accurate and reliable results. The updates included revising the infrastructure in the model to reflect all modifications that have occurred since 2011-2012. The updates would reflect current customer demands and calibrate the model to ensure model results reflect actual field tests. The updated hydraulic water system model would provide the water utility with accurate fire flow data and water system pressures in the existing system. The water system model would be used to determine if water system improvements for proposed developments would provide adequate fire flows and system pressures, identify current deficiencies in the existing water system, determine water age and in the development of a uni-directional flushing program. The update is good up to ten years or dependent upon how much development occurs in the community. Staff will spend 2-3 days in the field to collect representative fire flows from throughout the system. Also collected will be real live consumption data from all of the water services from the billing department and inserted into the water model. Committee discussion included:

- Updates are being done prior to the ten year mark due to development; the new model will allow real live data input;
- The Water Hydraulic Model can be used as a source of evaluation of a future well/tower site;
- Staff will input all data available and, projected use for the most current developments i.e. Saxony Village, Fairway Knoll, & Prairie Glen II;
- Consider a contingency in the contract stipulating a re-evaluation of data when the two large users come on line;
- As the system grows, the Village has the ability to insert the line segments for projects already on line. You do not need to re-do the entire model;
- Take into account all of the ongoing construction and consider inputting data later in the year or have a contingency within the contract language to do so;

MOTION made by Kaminski, seconded by Zabel to forward to the Village Board with a positive recommendation authorizing the allocation of \$26,000 to Ruekert & Mielke to update the Water Hydraulic Model incorporated with the Village's GIS system contingent on taking into consideration that the update is inclusive of the best possible data to unfinished major projects coming on line before finalizing the model or collect data later. Funds to be allocated from Acct. #50-742-530-6710.

Motion carried unanimously.

AUTHORIZATION TO REPLACE & INSTALL NEW ALTITUDE VALVES & PIPING – TOWER #1:

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation authorizing the replacement and installation of a new altitude valve, piping, and associated valves at Tower #1 by Dorner Company for a cost of \$28,057.00 plus a \$500.00 contingency not to exceed \$28,557.00. Funds to be allocated from Acct. #50-741-530-6610.

Motion carried unanimously.

AUTHORIZATION TO REPLACE WELL HOUSE & WATER TOWER DOORS:

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation authorizing the services of Block Iron & Steel Supply Company Inc. to replace three doors at Well #3, one double door at Well #7 and misc. repairs at Wells #3, #7 and #11 for a cost of \$33,751.00 plus a \$1,000.00 contingency not to exceed \$34,751.00. Funds to be allocated from Acct. #50-712-530-6110.

Motion carried unanimously.

AUTHORIZATION TO CLEAN & OVERSEE REPLACEMENT OF MUD VALVE – TOWER #1:

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation authorizing the services of Strand Associates at a cost not to exceed \$8,450.00 for monitoring and costs associated with the cleaning, replacement and installation of a new mud valve on Tower #1. Funds to be allocated from Acct. #50-741-530-6610.

Motion carried unanimously.

AUTHORIZATION TO UPGRADE METER READING HARDWARE – WATER UTILITY:

Supt. Haugen requested authorization to upgrade the Village's old mobile data collector for reading AMCO/Badger trace radio transponders. In 2007 the Water Utility decided to discontinue software tech support and therefore the transponders were no longer current with software or hardware upgrades. The old system has crashed several times due to overheating of the mobile unit, wrong data calculations and loss of data which makes the units no longer dependable. The old system was original to the start of the Village's Trace radio read technology. Currently there are approximately 4300 old style Trace transponders/meters to read. Staff replaces the old style meters at approximately 500 per year.

MOTION made by Warren, seconded by Campbell to forward to the Village Board with a positive recommendation authorizing the purchase of new meter reading hardware/software from Honeywell/Smart Energy for a cost not to exceed \$18,695.00. Funds to be allocated from Acct. #50-180-183-3460.

Motion carried unanimously.

AUTHORIZATION TO CONTRACT – PAINTING LIBRARY INTERIOR: Supt. Olszewski explained the painting of the Library will be phased over a 2-3 year span. The 2018 Budget included \$21,250 for painting a portion of the interior to include the main desk and study rooms, Children's area and the west section of the Library. Quotes were solicited from three area contractors with 2018 pricing ranging from \$20,410 to 21,250. Contractors were also asked to provide pricing for the entire painting project with pricing ranging from \$53,056 to \$73,832. By awarding the entire project at this time would insure the workmanship and product will be as consistant as possible. Director Ratayczak suggested a contingency in the overall contract in the event monies would not be available in the 2019 budget, and that the Village would not be committed to the work being done.

MOTION made by Campbell, seconded by Warren to forward to the Village Board with a positive recommendation authorizing MACORP to paint the entire library over a 2 -3 year span for a total cost not to exceed \$53,056.00.

Motion carried unanimously.

AUTHORIZATION TO PURCHASE PATROL TRUCKS – HIGHWAY DEPT.: Supt. Olszewski requested authorization to purchase two single axle patrol trucks. Three quotes were received with pricing for each ranging from \$185,011.70 to \$188,266.70.

MOTION made by Warren, seconded by Kaminski to forward to the Village Board with a positive recommendation to authorize the purchase of two Western Star Patrol Trucks from Quality Truck for a total amount not to exceed \$370,023.40 and contingent upon borrowing approval. Funds to be allocated from Acct. #40-542-570-8520.

Motion carried unanimously.

AUTHORIZATION TO PURCHASE ¼ TON PICKUPS – PARKS & HIGHWAY DEPT.: Supt. Olszewski requested authorization to purchase two ¼ ton pickup trucks. Three quotes were received. The truck for the Parks Dept. included a lift gate with prices ranging from \$41,496.86 to \$43,535.00. The truck for the Highway Dept. ranged in price from \$37,121.86 to \$39,160.

MOTION made by Warren, seconded by Kaminski to forward to the Village Board with a positive recommendation authorizing the purchase of two ¼ ton pickup trucks from Holtz Motors, one for the Parks Department at a cost of \$41,496.86 and one for the Highway Department at a cost of \$37,121.86. The purchase shall be contingent upon borrowing approval. Funds to be allocated from Acct. #'s 40-553-570-8520 and #40-542-570-8520.

Motion carried unanimously.

AUTHORIZATION TO CONTRACT FORESTRY SERVICES – WACHTEL TREE SCIENCE: Staff had requested permission to contract Wachtel Tree Science to provide specific consultation services related to the handling of Emerald Ash Borer (EAB). Wachtel had worked with the Village in the past and familiar with the Village's tree inventory. Supt. Olszewski believed it was best to continue with the assistance of experts familiar with the Village's specific situation. The cost of service will be on a time and material basis.

MOTION made by Warren, seconded by Campbell to forward to the Village Board with a positive recommendation to contract Wachtel Tree Science to provide specific consultation services as it related to the handling of the Emerald Ash Borer (EAB) at a cost not to exceed \$15,000. Funds to be allocated from Acct. #10-553-530-5290.

Motion carried unanimously.

CONSIDERATION OF CONTRACT – TAPCO PREVENTATIVE MAINTENANCE:

The TAPCO Preventative Maintenance Agreement is a yearly contract which covers the 15 controlled intersections under Village jurisdiction. TAPCO will verify proper operation of control equipment and operating functions of the signals. The Village will then be provided with a report of items that need to be addressed. TAPCO did provide hourly rates in the event staff needed additional assistance. The total cost for the year is \$2,445.00. Fleet Farm will be invoiced \$163 (1/15th) of their portion of the agreement.

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation to enter into a one year contract with TAPCO to provide maintenance of 15 controlled intersections under Village jurisdiction at a cost of \$2,445.00. Funds to be allocated from Acct. #10-542-530-3540.

Motion carried unanimously.

CONSIDERATION OF MAINTENANCE AGREEMENT – JOHNSON CONTROLS:

Supt. Olszewski requested Committee consideration of a Maintenance Agreement between the Village and Johnson Controls for a three year commitment to oversee the heating and cooling system at the Library. Johnson Controls maintains the software that controls the heating and cooling system as well as the alarms that monitor the Library's boiler system. The contract covers 16 hours of consultative service at the discretion of the Village. The multiyear agreement includes a 15% savings on the hourly rate if work is needed in excess of the 16 hour "prepaid" contract amount. The first year contract is \$2,980, second year \$3,069 and third year is \$3,161.

MOTION made by Campbell, seconded by Warren to forward to the Village Board with a positive recommendation approving a three year contract with Johnson Controls for a total amount of \$9,210.00 as part of a Planned Service Agreement to cover the heating and cooling system for the Library. Funds to be allocated from Acct. #10-519-530-5251.

Motion carried unanimously.

AUTHORIZATION TO CONTRACT – FLOORING FOR POLICE DEPT. AND

LIBRARY: As part of the 2018 Major Repairs – Building budget, Supt. Olszewski presented for Committee review quotes received by local contractors ranging from \$11,965 to \$16,040 for the removal/replacement of flooring in the lower hallway and locker room at the Police Dept., kitchen area at the Police Annex, and entrance way at the Library. Also requested was a 10% contingency for any unforeseen circumstances.

MOTION made by Warren, seconded by Campbell to forward to the Village Board with positive recommendation to contract Premier Flooring to install flooring at the Police Department and Library for a total cost not to exceed \$13,000 which includes a 10% contingency for any unforeseen circumstances. Funds to be allocated from Accts. #10-519-570-8221 and #10-519-570-8251.

Motion carried unanimously.

AUTHORIZATION FOR LETTER OF CREDIT REDUCTION – PRAIRIE GLEN II:

MOTION made by Zabel, seconded by Warren authorizing staff reduce the Prairie Glen II Letter of Credit to \$295,309.68 for select work completed as part of Exhibit “A” in the Prairie Glen Phase II Development Agreement.

Motion carried unanimously.

AUTHORIZATION TO CONTRACT – CGC, INC. – SOIL BORING & ANALYSIS – GOLDENDALE ROAD: Dir. Ratayczak explained a contract with Wisconsin Testing Laboratories in the amount of \$6,860.00 was approved at the December, 2017 Committee meeting for the soil boring and analysis on Goldendale Road. Since that time Dir. Ratayczak worked with Engr. Laning who reached out to CGC, Inc. to obtain another comparative quote. The difference between the two quotes received was related to the traffic control line item. As CGC’s quote was lower, staff reached out to CGC, Inc. to confirm all aspects of traffic control were covered. Costs of this work would be refunded by TID #7.

MOTION made by Warren, seconded by Campbell authorizing staff to enter into an agreement with CGC, Inc. in an amount of \$4,475.00 for eight (8) soil borings and analysis for the proposed sanitary sewer and water main extension on Goldendale Road.

Motion carried 3-1(Zabel).

AUTHORIZATION TO PURCHASE – USED COMPOST SCREENER – RECYCLING CENTER: Supt. Zimmerman requested authorization to spend up to the budgeted amount of \$60,000 for the purchase of a used compost screener. He expressed when dealing with the used equipment market, items are sold on a first come first serve basis.

MOTION made by Kaminski, seconded by Warren to forward to the Village Board with a positive recommendation authorizing the purchase of one used compost screener for the Recycling Center at a cost not to exceed \$60,000. The purchase shall be contingent upon borrowing approval. Funds to be allocated from Acct. #40-567-570-8400.

Motion carried unanimously.

UPDATE – 2017 CONSTRUCTION PROJECTS:

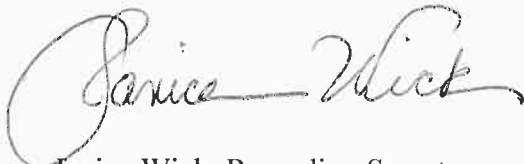
Director Ratayczak and Engineer Laning had provided the Committee an update as to the status of the 2017 Roads, and Sewer & Water projects. Final costs will be discussed at the February Public Works Committee meeting.

ANNOUNCEMENTS: Dir. Ratayczak reported the Commissioner of Railroads commissioned a study/investigation of the Pilgrim Road near Hwy 145 railroad crossing to determine its safety. The study did reveal the need for an improved crossing to include drop down gates. Based on the findings, the Commission of Railroad directed the change be made and will hold a Public Hearing February 15, 2018 in Madison with Village participation held by conference call in the Village Hall Board Room from 10:30 a.m. until concluded.

Chm. Kaminski announced she will not be in attendance at the February 6th Public Works and Highway Committee meeting and requested Trustee Zabel chair that meeting.

NEXT MEETING DATE: The next Public Works and Highway Committee meeting will be held **TUESDAY**, February 6, 2018 at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:35 p.m.



Janice Wick, Recording Secretary