

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

MEETING: PUBLIC WORKS & HIGHWAY COMMITTEE

DATE AND TIME: TUESDAY, Nov. 5, 2019 *6:00 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 Hughes, Warren and Zabel
- III. **APPROVAL OF MINUTES:** October 1, 2019
- 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. Recycling Fee – Discussion
 - B. TID #8-Phase3 Sanitary Sewer – Acceptance of Improvements
 - C. Tree Removal Contract
 - D. Snowplow Policy Review & Possible Language Changes
 - E. Concord Rd./Nigbor Dr. Intersection – Traffic Control
 - F. Revised 2020 Road Program
 - G. Mitigation Site Maintenance – TID #4
 - H. Developer Agreement – Dickman Co., Inc.
 - I. Intersection Safety Screening
 - J. Germantown Development Handbook
 - K. Update – Curbside Recycling – Discussion/Action
- VI. **PROJECTS UPDATE:**
- VII. **NEXT MEETING DATE:** Set December, 2019 Meeting Date and Time
- VIII. **ANNOUNCEMENTS:**
- XI. **ADJOURNMENT:**

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

October 1, 2019
Village Hall Board Room

CALL: Chm. Kaminski called the meeting to order at 6:00 p.m.

ROLL CALL: Chm. Kaminski, Trustee Members Hughes, Warren and Zabel. Also present were Dir. Ratayczak, Engr. Nitschke, Engr. Ehlerding and Secretary Wick.

APPROVAL OF MINUTES: **MOTION made by Warren, seconded by Hughes to approve the Minutes of September 4th, and September 16th, 2019.**

Motion carried unanimously.

PUBLIC COMMENT: Loren Doll, President of the Oakwood Village Homeowners Association, noted the residents have been trying for years to get the sidewalk extended on Hilbert Lane to Sylvan Circle. There were more cars and pedestrian traffic traveling to and from the Saxony Village development and surrounding multi-family buildings. Children, handicapped, and residents who don't drive, are forced to the street due to the sidewalk ending before you reach Sylvan Circle. Mr. Doll felt this was a hazardous situation and suggested if the sidewalk could not be installed this year due to budget constraints, could parking be eliminated on the west side of Hilbert Lane and a crosswalk painted across Sylvan Circle with yield/pedestrian signage? In closing Mr. Doll requested the Committee figure something out by finding the funds to finish the sidewalk.

MOTION made by Warren, seconded by Zabel to move to item "C" under New Business of the Public Works and Highway Committee Agenda.

Motion carried unanimously.

HILBERT LANE SIDEWALK EXTENSION:

MOTION made by Zabel, seconded by Hughes to forward to the Village Board with a positive recommendation to approve the Hilbert Lane sidewalk extension for an amount of \$33,915 with funding allocated from the 2018 Sidewalk CIP Budget and the 2019 Road Program in the form of a change order.

Project Engineer Ehlerding stated the sidewalk project would be slated for this Fall. Funds would be allocated from the 2018 Sidewalk Capital Funds budget and the balance would be issued as a change order from the 2019 Roads Program.

Comments included;

- *Trustee Warren* understood there was money to do the sidewalk, but funding was going to be taken away from other projects in the Road Program. He questioned why was this area chosen? Typical road sections for Germantown is no sidewalks. That is why the roads are wider. There may be other road sections in Germantown where residents may question why they can't have sidewalks.
- *Trustee Zabel* gave a brief history explaining the original Saxony Village Developers Agreement included completion

Public Works and Highway Committee Meeting Minutes

October 1, 2019

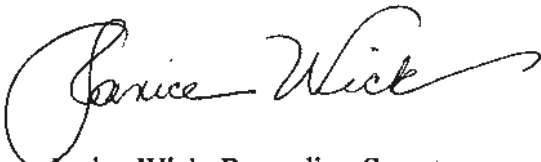
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PROJECTS UPDATE: Dir. Ratayczak provided the Committee with a list of Village projects with associated updates and answered questions.

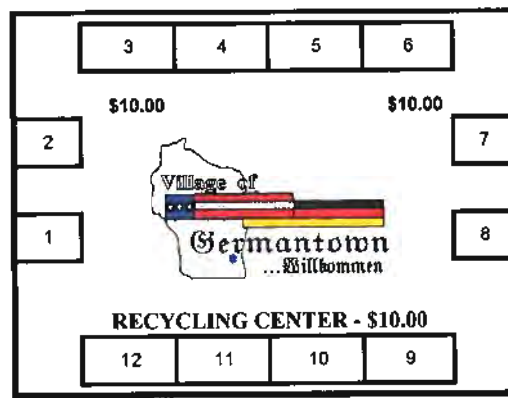
NEXT MEETING DATE: The next Public Works and Highway Committee meeting will be held TUESDAY, November 5, 2019 at 6:00 p.m.

ANNOUNCEMENTS: None.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:31 p.m.



Janice Wick, Recording Secretary



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

MEETING DATE: November 5, 2019

AGENDA ITEM: New Business

ITEM TITLE: Acceptance of Improvements – TID 8 Phase 3 Sanitary Sewer–
Kruczek Construction

SUBMITTED BY: Timothy Zimmerman – Wastewater Superintendent

SUMMARY EXPLANATION:

Kruczek Construction installed 1,383 lineal feet of 12” & 15” SDR-26 sewer main and 6 manhole structures to connect Holy Hill Road to Ellaretee Circle. The Utility has performed CCTV inspection of the mainline and visual inspection of the manhole structures. We find all the installed materials to be acceptable.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER____

RECOMMENDATION:

It is the recommendation of staff to accept the improvements made by Kruczek Construction and begin the one-year warranty period for retainage release effective 11/5/2020.

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

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

MEETING DATE: November 5, 2019

AGENDA ITEM: New Business

ITEM TITLE: Snowplow Policy Review & Possible Language Changes/Approval

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

SUMMARY EXPLANATION:

The Snowplow Policy is covered in the manual titled "Village of Germantown Winter Operations Policy and Procedure Manual" (attached) which includes recommended changes.

One change to point out is to increase the reimbursement amount for mailbox damage from \$45.00 to \$70.00.

Staff has been unable to advance further on this topic due to the past and current workload of priority projects.

ATTACHMENT: ORDINANCE__XX__ RESOLUTION____ OTHER __XX__

- Village of Germantown Winter Operations Policy and Procedure Manual

RECOMMENDATION:

Staff has no recommendation and is open to direction by the Committee.

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.

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All of these factors need to be considered when staff is formulating plans for each operation, and again when evaluating the effectiveness of each operation and its impact on the community.

With the above in mind, the following are goals and objectives of the Village of Germantown's Department of Public Works Winter Operations.

Objectives:

1. To minimize the hazards of slippery road conditions to the motorists and pedestrians through tried and proven techniques of snow and ice control.
2. To work with the police and fire departments and facilitate the handling of emergencies that arise.
3. To reduce economic losses to the community caused by workers and business enterprises not being able to get to their jobs, businesses, or send/receive deliveries.
4. To restore safe traveling conditions on the roadways as soon as possible after each storm occurrence.
~
AS PRACTICAL
5. Minimize the environmental impact of winter road maintenance by using salt and other chemicals in a conservative manner.

Snow & Ice Control Procedures:**WINTER**

Goal: During any plowing or salting operation the Department strives to have the streets cleared and in safe driving condition as soon as the snow event dictates and prior to any rush hour traffic.

The following is a basic procedure and guide to be followed for any snow or ice control operation:

Storm Notification:**A. Non-Working Hours:**

1. The supervisor on call will be advised by the Police Department of slippery or deteriorating road conditions. Dispatch is to utilize and adhere to the supervisory notification roster and abide by the chain of command. (The Police officers are the "eyes" of the Village 24 hours a day.)
2. The supervisor will call in the necessary operators.

B. Working Hours:

1. The supervisor will be on the road to determine road conditions as the day progresses. He will, again, have the assistance of patrol officers to advise him of any localized problems.
2. The supervisor will adjust staffing, as best suits the operations, and assign the necessary personnel to complete the task at hand.

