

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

November 5, 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 (absent & excused), Warren and Zabel. Also present were Dir. Ratayczak, Engr. Nitschke, and Secretary Wick.

APPROVAL OF MINUTES: MOTION made by Zabel, seconded by Warren to approve the Minutes of October 1, 2019.

Motion carried unanimously.

PUBLIC COMMENT: None

RECYCLING FEE - DISCUSSION: Supt. Zimmerman reported the Committee of the Whole at its October 1, 2019 budget meeting directed staff and the Public Works & Highway Committee to discuss ways to administrate the proposed gate fee for the Recycling Center which was included in the proposed 2020 budget. No action was to be taken by the Committee. Supt. Zimmerman presented two options and entrance pass samples for view.

Option 1: ANNUAL PASS - \$25.00 – Vinyl decal affixed to a windshield. Accommodates high volume user.

Option 2: NON-EXPIRING PASS - \$10.00 – Punch card valid for 12 visits. Accommodates occasional or low-volume user.

Both options would be available for purchase at Village Hall.

Discussion included;

- Cost to generate a punch card was minimal; Annual vinyl windshield decals average \$.30/2000;
- There was a 30% increase in processing costs for material brought into the Recycling Center due to the Emerald Ash Bore; Many landscapers no longer want the material as they had plenty of material themselves.
- The Village currently has an agreement with a grinding company where they take material that the Village does not want;
- Chm. Kaminski & Trustee Warren agreed with paying a fee;
- Trustee Zabel did not agree with implementing a fee. For \$100,000 a year in costs, it's one of the cheapest departments the Village has. Residents should not have to pay for it. Taxes should pick up the cost;
- Condominium developments with landscape services are not able to utilize the Recycling Center. Landscape services are a commercial enterprise and not permitted at the Recycling Center. Landscape companies work for profit. As a for profit company they charge for their services and therefore should be paying somebody for the disposal.
- Chm. Kaminski will request the Recycling Fee topic be addressed at the next Village Board meeting.

TID #8-PHASE 3 SANITARY SEWER – ACCEPTANCE OF IMPROVEMENTS:

MOTION made by Zabel, seconded by Warren to approve the sanitary sewer public improvements for TID #8 Phase 3 completed by Kruczek Construction and begin the one year warranty period.

Motion carried unanimously.

TREE REMOVAL CONTRACT: Supt. Olszewski solicited bids from various certified and recommended tree service contractors for the removal of approximately 58 trees ranging in size from 13” to 31” in diameter. Supt. Olszewski noted one bid was received indicating the glut of work out in the field. Staff works closely with Wachtel Tree Science who indicated another Community experienced the same outcome. It was the recommendation of Supt. Olszewski that the Village move forward with the contracted services. Funding would come from the 2019 and 2020 budgets line item. Contracted work would be completed in February.

Trustee Zabel suggested publicly bidding the tree removal service since there may be another service who would remove the trees. He knew of a Tree Service contractor who would have been interested in bidding. Supt. Olszewski referenced when there is a glut of work many contractors are looking to provide their services. The Village looks at what level of contractor they would like to hire to complete the work needed in a municipal type setting. There would need to be extra due diligence on references and accreditation for the type of service requested. John Gall of Wachtel Tree Science recommended the Village proceed with the tree removal. In closing, Supt. Olszewski noted each cycle we push back, the amount of work with trees dying will continue to increase and therefore recommended proceeding with the tree removal contract. He would explore publicly bidding this service in the future.

MOTION made by Warren, seconded by Kaminski to forward to the Village Board with a positive recommendation to contract Limbwalkers Tree Service for an amount not to exceed \$40,447.00 for the removal, stump grinding and site restoration of approximately 58 ash trees at various locations throughout the Village.

Motion carried unanimously.

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

Motion carried unanimously.

DEVELOPER AGREEMENT – DICKMAN CO., INC.: Dir. Ratayczak presented for review the Development Agreement for the Dickman Co. also known as Goldendale Road Germantown, LLC located at the SW corner of Rockfield and Goldendale Roads. Public improvements consisted of the extension of sanitary sewer and 12” watermain. The watermain will terminate at Rockfield Road and Goldendale Road. Sanitary sewer will terminate at the southside of the building proposed to be constructed adjacent to Rockfield Road. The Developer Agreement also addressed standard fees, impact fees and the amount of the Letter of Credit. Sanitary Sewer and Watermain will be within 30’ easements through the property.

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation to approve the Development Agreement for Goldendale Road Germantown, LLC (Dickman Co., Inc.).

Motion carried unanimously.

SNOWPLOW POLICY REVIEW & POSSIBLE LANGUAGE CHANGES:

Supt. Olszewski and staff reviewed the current policy and submitted a few language changes based on Attorney input during a training session held at UW Madison. Though the language changes were minor, Supt. Olszewski noted these changes had more clarity and brought the policy more in step with relevant practices currently being used. Staff would also update the Mailbox Replacement Policy to reflect the replacement value of \$70.00 which was approved at a previous Committee meeting. Input from the Village Attorney suggested if the original Policy was adopted by the Village Board, additional language changes be again adopted by the Village Board. It was suggested Policy updates be highlighted in the draft going forward to Village Board for review and approval.

MOTION made by Zabel, seconded by Kaminski to forward to the Village Board with a positive recommendation an updated draft of the Village's Snowplow Policy upon Village Attorney review and approval.

Motion carried unanimously.

CONCORD RD./NIGBOR DR. INTERSECTION – TRAFFIC CONTROL: Engr. Nitschke reported 73 residents along Concord & Nigbor Drive petitioned the Public Safety Committee to install four-way stop signs at the intersection. The topic was then referred to the Public Works Committee with Engineering review. Engr. Nitschke reviewed traffic counts, the Manual on Uniform Traffic Control Devices and speed data collected by the Police Department. Based on staffs' findings, it was the recommendation not to install a stop sign at the intersection. Engr. Nitschke supported residents' concerns regarding speed and referenced speed counts provided by the Police Dept. In speaking with the resident who circulated the petition it was found no one was queuing from Nigbor Dr. to get on to Concord Road and no near misses at the intersection. The concern was children and walkers and the fact vehicles may strike these pedestrians. As a solution, it was suggested by staff to install intermittently spaced speed tables at the time surface course of asphalt is placed on Concord Road. When making this type of decision it was recommended a Public Informational meeting be held for the neighborhood, so they knew what to expect. Staff would also work with the Police/Fire Depts. and the Highway Dept. For the viewing public, Engr. Nitschke explained a speed table is designed at certain lengths with a ramp up, a flat surface and a ramp back down based on what speed you want drivers to travel at. Discussion included;

- You're always going to have speeders. There are many areas throughout the Village that have the same scenario. Do not make any changes to the road;
- Concord Road is narrow and pedestrian traffic is sometimes difficult to see;
- Place an electronic Speed Indicator Board on Concord Rd. at least once per year as a reminder to drivers;
- Supt. Olszewski was not in favor of speed tables from the maintenance perspective. Ramps will get busted when hit. It is a drastic step especially with snow removal operations.
- Advanced signage, pavement markings, drainage issues, etc. all become part of the cost when considering speed tables; You'll find drivers utilizing other routes to avoid a speed table bringing more traffic to other subdivisions that never had traffic before. You are just moving the problem to another area;
- Electronic Speed Board placement may become a hazard due to the width of the road;

- Engr. Nitschke suggested solar speed signage as used on Freistadt/Maple Roads as they are not as obtrusive; The signage is on a single pole and flashes a driver's speed. Monthly speed reports could be obtained through a service provided by TAPCO. If there is indication of higher speeds along Concord Road, staff would notify the Police Department to let them know enforcement was required in that area;

In closing, the Committee indicated speed control would be considered when Concord Road was scheduled to be completed in 2021.

REVISED 2020 ROAD PROGRAM: Engr. Nitschke indicated it was the goal to complete the Old Farm Subdivision to include Old Farm Road, Harvest Lane, Pheasant Run, Deer Crossing, Bridle Path, Surrey Drive and Prairie Way. Wagon Trail would be a separate project in another year. Other areas included Holy Hill Road from Goldendale Road to Maple Road. Holy Hill would be bid in May/June of 2020 in order to secure Local Road Improvement Program funding. Engr. Nitschke expressed staff was really trying to stretch the roadway capital dollars. When conditions warrant, roads are rehabilitated vs. reconstructed. The concept for 2020 was Old Farm Road from Division Road to Wagon Trail would consist of curb repair with full excavation, binder, and final surface lift of asphalt. Side roads would be rehabilitated with a 2-inch overlay which would extend the surface life by 10-15 years. Also considered were doing half loads on the trucks to deter further damage to binder and base. Comments included:

- When doing the 2" mill, it was suggested a 2" grade with a 3" crown for drainage;
- Half loads may be more costly but understood trying to preserve the current surface; Engr. Nitschke noted half loads would be listed as an alternate in the bid documents. Load tickets would also be viewed prior to entering the job site;
- Trucking costs may be very high. It will depend on when the bid is let and how much a contractor wants the job;

MITIGATION SITE MAINTENANCE – TID #4: Dir. Ratayczak gave a brief history related to the mitigation site in TID #4. Trustee Myers had been active in trying to get additional maintenance completed for that area. It was noted the mitigation area was never designated as a Park type area and therefore never budgeted for maintenance. Maintenance would include regular mowing of the pathway to maintain its width, regular pathway maintenance including grading washout, and/or adding granular material, and bridge/walkway maintenance. A Grant of Conservation Easement/Covenants document and mapping was presented for Committee review. Dir. Ratayczak noted there were many restrictions as to what the Village could and could not do. Currently the trail is mowed twice per year. It appeared the trail popularity has increased and could be tied into other walking areas such as the Prairie Glen Subdivision.

- The DNR does allow the Village to mow the path width;
- Supt. Olszewski stated additional mowing costs are based on the return of investment. There are only a handful of people who utilize the mitigation trail; There are recognized Parks that have higher frequency use. How do you balance/allocate resources?
- There have only been a few special interests in requesting additional maintenance of the trail;
- Chm. Kaminski suggested skipping any maintenance above and beyond the flail mower cutting twice per year.
- Dir. Ratayczak suggested staff walk the trail periodically to check for safety issues;

MOTION made by Kaminski, seconded by Warren recommending staff remove the TID #4 mitigation trail signage, continue the current maintenance schedule, and perhaps revisit the Mitigation Site maintenance topic in one year.

Trustee Zabel did not agree with removing the sign.

Motion carried 2-1 (Zabel)

INTERSECTION SAFETY SCREENING: Engr. Nitschke noted many requests to review and/or assess numerous intersections around Germantown. In speaking with various department heads, it was agreed a list of intersections studied would be nice to have. A proposal was brought forward to have TADI provide an assessment of 30 intersections in Germantown. As part of the backup, Engr. Nitschke referenced actual intersection examples of crash data history that TADI would provide for each intersection. In working with Police, Fire and Highway, the group could identify 30 intersections that would undergo the intersection study with updates every three years. The screening would be a good reference guide for anyone questioning a particular intersection and help staff in determining what they are looking for in upgrades in future road programs. In closing, Engr. Nitschke recommended contracting with TADI Inc. in an amount not to exceed \$9,962 with funds coming from the general fund Asphalt & Seal Coating account. It was further suggested to consider a Transportation Account/Fund. Engr. Nitschke sent emails to Police, Fire and Hwy. Depts. who expressed this concept and the idea of an intersection safety screening was long overdue and provided their support. Discussion followed;

- How are intersections determined? *Engr. Nitschke would ask Police & Fire Depts. to come up with 30 intersections which they had a sense experienced the most accidents. An internal meeting would then be held with the Engr., Police, Fire and Highway Dept. heads to whittle down the list of the top 30 intersections and provide this info to TADI for the assessment.*
- Out of 30 intersections, what percentage were determined whether they were bad or good? *This would be based on intersection location where accidents are occurring, the type of accident i.e. fender bender, crash, etc. It would provide in depth information for our Police and Fire Depts.*
- Could the information provided by TADI be used for the design of an intersection? *Engr. Nitschke stated "NO". The TADI information would be usable for the Highway Safety Improvement Grant Program (HSIP) Application.*
- The Committee agreed this topic should be addressed at the Public Safety Committee.
- Funding for the intersection assessment should come from the Engineering Consultants budget or the Asphalt & Seal Coat budget.
- Supt. Olszewski noted Chief Hoell was adamant about intersection safety and signage being more deferred to the Engineering aspect as it warranted technical knowledge which concurred discussion be held at the Public Works Committee. Chm. Kaminski stated once the Public Safety Committee determines it is necessary from a public safety standard then they can forward their input back to the Public Works Committee.

MOTION made by Kaminski, seconded by Warren to defer the Intersection Safety Screening topic to the Public Safety Committee for their review with funding of the proposed Scope of Services to come from the Highway budget.

Motion carried unanimously.

GERMANTOWN DEVELOPMENT HANDBOOK: Engr. Nitschke presented the draft Germantown Development Handbook and asked the Committee if they had any requested changes or thoughts, etc. The concept was to come forward with a recommendation in December to approve the handbook in its form as a subset to the Village's Municipal Code. The Municipal Code needed many updates and the intent was to unify both the handbook and Code. In the event there are differences in the language between the handbook and Code, the Village Code would rule. The concept was to make sure all language lined up between the two. Any discrepancies would need to be reviewed and potentially adjusted with the Village Board. The final draft of the Handbook will again be addressed by the Public Works Committee in December with recommendation by Village Board in January. The intent was to have the Development Handbook available for use in 2020. In closing, Engr. Nitschke asked the Committee to review the draft handbook and email their comments back to him.

UPDATE – CURBSIDE RECYCLING – DISCUSSION/ACTION: At the request of Trustee Zabel, he asked for an update on Curbside Recycling relating to the regulation and collection of Garbage and Recycling and how many units were commercial residential.

Dir. Ratayczak provided the Committee a brief history of what has been done to date. In July 2017 Village Ordinance No. 13-17 was passed to repeal and recreate Section 11.08 relating to the regulation and collection of garbage and recyclables. Since that time, Engineering interns had scanned all existing Developer Agreements into digital format and reviewed the Agreements for designation of garbage/recycling as to whether it was public or private. A list was provided to the Committee. Due to other workload commitments and priorities, staff has been unable to advance further in research. Waste Management has not been able to provide a list of addresses as to where they collect recyclables. The question remained as to why there was a large difference in the number of units between trash collection and recycling collection. Dir. Ratayczak reverted back to the late 80's when it was believed recycling collection was required for all residential properties. Village Ordinance No. 13-17 now defined DNR requirements and standards which is four units or less would receive recycling collection as part of the Village's contract. The question was raised on how you address condominiums noting some have individual tax key numbers and some did not. Condominiums of five units or more would be treated as a commercial area. Dir. Ratayczak referenced the Riversbend Condominiums where you'll find two family, four family, & 8-12 unit buildings. The Village's contract would allow recycling collection to units four and under. Five units and above would require private contracted services. In closing, Dir. Ratayczak expressed it would take many manual hours to prepare a data base of addresses in which the Village collects both trash and recycling. The following points were made;

- Could a summer intern create a data base? *Engr. Dept. Interns are utilized out in the field with inspections and surveying.*
- Trustee Zabel stated the easiest thing to do was to look for the commercial/residential properties and let them know as of a certain date, the Village will no longer collect recycling as part of the municipal contract. Staff should have address locations as these properties were in the sewer district area.
- Chm. Kaminski stated it was a messy issue; staff had been working on this project and could not see using staff time especially with all the Village development and other priorities going on at this time.
- With Trustee Zabel's knowledge and time, it was suggested that he participate in collecting the necessary information to remove the commercial/residential properties as part of the Village's recycling collection.

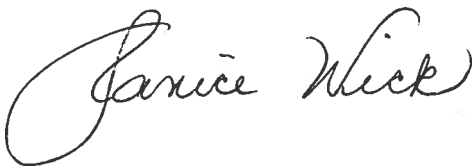
- It was suggested the unit count discrepancy be rectified by the next contract negotiations.
- Waste Management should be able to provide the addresses as they should know where their trucks are picking up;
- Trustee Zabel noted the unit count discrepancy should have been rectified in 2018. The cost savings would have been substantial. Chm. Kaminski questioned whether the cost savings would be worth ticking off the people the Village had been providing recycling collection service for decades. Trustee Zabel stated the commercial/residential building owners would have to be notified and privately contract recycling collection for their tenants.

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, December 10, 2019 at 6:00 p.m.

ANNOUNCEMENTS: None.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:45 p.m.

A handwritten signature in cursive script that reads "Janice Wick". The signature is written in dark ink and is positioned above the printed name.

Janice Wick, Recording Secretary