PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

December 10, 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, and Secretary Wick.

APPROVAL OF MINUTES: **MOTION made by Warren, seconded by Zabel to approve the Minutes of November 4th & 5th, 2019.**

Motion carried unanimously.

PUBLIC COMMENT: None

GERMANTOWN DEVELOPMENT HANDBOOK:

MOTION made by Hughes, seconded by Zabel to postpone action on the Germantown Development Handbook.

Motion carried unanimously.

UPDATE – CURBSIDE RECYCLING – DISCUSSION/ACTION: Summary information was supplied to the Committee noting the following; staff obtained the services of others to modify the Village produced spreadsheet to format information in a manner that would be usable by Waste Management. Waste Management confirmed data supplied could be utilized and is attempting to compare their collection addresses and the Village's 5 plus unit building addresses. Waste Management has not given a schedule for the completion of their analysis.

COMBINATION SEWER CLEANING MACHINE – AUTHORIZATION TO PURCHASE: Three quotes were received ranging from $509,840 to $519,500 for a replacement combination sewer cleaner. The existing truck will remain in the fleet as a reserve and shared by the Water Utility and Highway Departments.

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation to approve the purchase of a Vac-Con sewer cleaner and cab/chassis from Envirotech Equipment for an amount not to exceed $509,840.00.

Motion carried unanimously.

WELL #2 – REPLACE & INSTALL UNDERGROUND PIPING: Staff has requested outside services to replace aging steel piping that has shown signs of failure inside the Well #2 building and through the floor. Three quotes were requested in which two were received ranging from $29,800 to $30,000.

MOTION made by Zabel, seconded by Hughes to forward to the Village Board with a positive recommendation to approve the services of D.F. Tomasini to perform the removal and installation of piping connecting to the existing fire hydrant at Well #2 at a cost of $29,800.00.

Motion carried unanimously.

WELL #11 – REHABILITATION: Engineering services were requested by staff for the complete rehabilitation of Well #11. Water Supt. Haugen stated the pump would be pulled along with televising and water sampling to determine its existing condition. Based on the inspection report, a recommended repair list would be provided to the Village for implementation.

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation to approve the services of Water Quality Investigations to perform engineering services and inspection of Well #11 at a cost of $23,900.00.

Motion carried unanimously.

WASHINGTON COUNTY INVOICE – CENTERLINE PAINTING/BRIDGE INSPECTION:

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation to approve the Washington County invoice in the amount of $20,020.12 for centerline and edgeline painting of Village streets. Funds to be allocated from Acct. #10-542-530-3540.

Motion carried unanimously.

LINE ITEM OVERAGE - LIBRARY: Supt. Olszewski reported the Buildings and Grounds budget for maintenance repairs at the Library would be over budget by approximately $15,000 due to unexpected expensive maintenance issues to include the A/C in the Community Room, heating issues in the Children's Area, Alarms, and trench grate replacement in front of the main entrance.

LINE ITEM OVERAGE – SENIOR CENTER: Supt. Olszewski reported the Senior Center budget for maintenance repairs was over budget by approximately $5,000 due to a few unexpected expensive maintenance issues to include a water heater replacement, wall repair, trim/stain work and electrical.

LINE ITEM OVERAGE – SNOW/ICE MATERIALS/SUPPLIES: Supt. Olszewski reported the Snow/Ice Materials & Supplies budget was over budget due to an oversight when placing the early fill request for the current salt contract. Review of the detailed expense report showed a balance greater than what was available for the early fill obligation which exceeded the remaining line item balance of $20,000. The overall 2019 Highway budget would still be within budget.

PUBLIC WORKS FEASIBILITY STUDY – CONTRACT CHANGE ORDER: Engr. Nitschke explained additional feasibility concepts were requested by staff which incurred additional fees associated with completing the Feasibility Study. While Venture Architects was prepared to complete the Feasibility Study for the original agreed amount, staff agreed to compensate Venture Architects for the additional work. The additional work quoted would bring the total contract amount to $11,340.00.
Trustee Warren did not agree with the practice of adding to the original contract. It was a 51% increase even though it was a small dollar amount.

Engr. Nitschke expressed it was himself that had requested the additional work.

MOTION made by Warren, seconded by Hughes to approve the additional work quoted by Venture Architects as part of the Public Works Feasibility Study contract in the amount of $3,845.00.

Motion carried 3-1 (Hughes)

Engr. Nitschke provided a detailed description of the four alternatives to include;

1. Build all new facilities which would provide 163,399 sq. feet of space;
2. Build some new and refurbish some of the buildings which would provide 140,144 square feet;
3. Reuse and refurbish the office and buildings #4 & #5. Existing buildings #2 & #3 would be demolished for a new garage and mechanics bay; Total sq. footage would be 68,129;
4. Construct a new garage and administrative building on the existing ballfields to the south of the existing footprint that would provide 52,900 sq. feet of space;

Engr. Nitschke noted a key point; staff was looking at a Feasibility Study for the facilities that the Public Works Department utilized on the DPW campus. Bulk storage materials, salt storage, waste material storage, etc. would be a separate component. Engr. Nitschke also provided an estimate of probable construction costs for the proposed options. There were many steps that went with the study and it was suggested if the Committee was looking at staying in the $10 million dollar range, staff would recommend option #3 knowing that there would be future improvements especially for the Wastewater Utility. In the process staff would be able to examine additional needs of the Highway and Water Utility Depts. out 10-20-30 years. Also recommended was permission to obtain the right of first refusal of property east of the existing DPW facility. The facility proposed in Option #3 could be mirrored and add more space.

Dir. Ratayczak noted the proposed size of the facility would bring the Village up to date but did not provide much expansion for the future especially for the sewer and water utilities which continue to grow. The salt dome would still need to be enlarged for future growth and a salt brine area created.
Additional comments included:

- Current DPW building location is a centralized location even though confined to land area;
- Would Village growth make the current DPW location more valuable where the Village may consider selling and relocate the DPW campus elsewhere?
- Don't want to see a substandard building where the Village keeps adding on building sections; Take down existing and build new.
- Committee should consider whether to build all at once; or stage in an overall Master Plan;
- Forward to the Building Construction Oversight Committee for review and comment;
- Staff should proceed with determining whether land to the east of the current DPW location is available for purchase;
- Dir. Ratayczak was directed to confer with the Village Administrator to determine if the Village could increase the budget from $10 million to $15 million;

MOTION made by Kaminski, seconded by Hughes authorizing staff to approach the property owners to the east of the current DPW site for the potential sale of their property once budget needs are determined for the DPW site expansion.

Motion carried unanimously.

CONTRACT FOR 2020-2023 GIS SERVICES: Engr. Nitschke reported staff negotiated an 8.5% reduction in the annual rate charged for GIS Core Services. In order to obtain the reduced rate, a 3-year contract was required.

MOTION made by Kaminski, seconded by Hughes to forward to the Village Board with a positive recommendation to approve entering a 3-year contract with Ruekert & Mielke for AssetAlly and GIS Core services for an annual amount of $27,845.00.

Motion carried unanimously.

ACCEPTANCE OF IMPROVEMENTS – GATEWAY CROSSING – ROAD, SANITARY, WATER, LIGHTING:

MOTION made by Zabel, seconded by Warren to accept the public improvements for Gateway Crossing watermain, storm sewer, street lighting and roadway and release the Letter of Credit in the amount of $137,690.00.

Motion carried unanimously.

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 WEDNESDAY, January 8, 2020 at 6:00 p.m.

ANNOUNCEMENTS: None.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:54 p.m.

Janice Wick

Janice Wick, Recording Secretary