

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

MEETING: PUBLIC WORKS & HIGHWAY COMMITTEE

DATE AND TIME: TUESDAY, November 10, 2020 *6:00 P.M.*****

LOCATION: Germantown Village Hall Board Room

NOTICE: Pursuant to the current recommendation of the Centers for Disease Control and Prevention limiting the size of public gatherings, capacity within the Board Room will be limited. Members of the body and citizens may also attend the meeting virtually through the WebEx platform, Meeting #126 031 9598 Password: A5nsTpGSJ58 which can be accessed by phone at 408-418-9388 or by logging on <https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=m0035d5730b63f4988cdbaca4c80524d8> Citizens wishing to view the meeting are encouraged to watch the live broadcast of the meeting through Channel 25 on Spectrum cable. Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to comments@village.germantown.wi.us by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration.

- 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 Hudson, Miller, and Zabel
- III. **APPROVAL OF MINUTES:** October 6, 2020 & November 2, 2020
- 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. **UNFINISHED BUSINESS:**
 - A. Drainage Ditches – Hilltop Dr., Fox Lane, Edgewood Dr.
 - B. Woodland Manor Drainage - Discussion
- VI. **NEW BUSINESS:**
 - A. Blackstone Creek – Private/Public Roadway - Informational
 - B. Consideration of Invoice – CTW – Well #3
 - C. Consideration of Invoice – D.F. Tomasini – Hydrant Repair
 - D. 2021 Wachtel Arboricultural Contract
 - E. Johnson Controls – Maintenance and Metasys Contract
 - F. DPW Seasonal & Temporary Position – Pay Increase
 - G. Waste Management Contract Extension – Solid Waste & Recycling
 - H. Bel Aire Lane – Drainage Area
 - I. Wrenwood Sewage Pump Station – Additional Cost
 - J. CN Railroad – Private Access License

VII. PROJECTS UPDATE:

VIII. NEXT MEETING DATE: Set December, 2020 Meeting Date and Time

IX. ANNOUNCEMENTS:

X. 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 6, 2020

Virtual WebEx & Village Hall Board Room

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

ROLL CALL: Chm. Kaminski, Trustee Members Hudson, Miller and Zabel. Also present were Dir. Ratayczak, Adm. Kreklow (Virtual), and Secretary Wick.

APPROVAL OF MINUTES: **MOTION made by Zabel, seconded by Miller to approve the Minutes of September 10, 2020.**

Trustee Myers name was inserted under Roll Call of the Sept. 10th, 2020 minutes.

Motion carried unanimously.

PUBLIC COMMENT: Steve Rugaber, W204 N11313 Hilltop Drive, questioned if the ditching project on Hilltop Drive, Fox Lane & Edgewood Dr. would be done yet this year or next year. Dir. Ratayczak explained survey work was 95% complete. Staff continues to wait for hot-line tickets to identify the gas line service. Once done, that would complete the plans and staff can develop a cost estimate and present the design at the November Public Works meeting for approval and determining funding for the project.

Chm. Kaminski expressed to Mr. Rugaber that discussion will continue at the November Public Works Meeting. Budgets are currently being discussed to determine funding remaining for this year and funding for 2021.

WATERMAIN EXTENSION – WENDY LANE: Dir. Ratayczak gave a visual presentation and provided a conservative cost estimate of \$51,000 to install approximately 150 lf of 12” diameter water main to provide municipal water to a resident who was without a useable well. The work schedule would include survey, draft design, submission/approval by WDNR, bidding, award/approval, contracts, and startup which would span approximately 4.5 months. The utility budget did not have the funding needed for this project.

Trustee Zabel clarified \$51,000 to service two lots along Wendy Lane and \$150,000 to install watermain 150 feet to make a tie in. Noted was the fact that a high end water user was back on line which generated approximately \$40,000 for the quarter so by the time the project would be completed there should be sufficient funds to cover the cost to extend watermain to complete the loop in the system and install services to the properties. The assessment policy would not require connection, but an owner would be assessed upon connection to the watermain.

Dir. Ratayczak will reach out to the consultant engineers to survey the additional 200-300 feet to Division Road and draw up plans for the Village.

MOTION made by Zabel, seconded by Miller directing staff to proceed with a utility project to complete a watermain loop from Dotty Way to Division Road on Wendy Lane and review how to finance the project for year 2021.

Motion carried unanimously.

AWARD OF CONTRACT – ELEVATED STORAGE TANK – TID #8: Dir. Ratayczak reported staff received five bids ranging from \$1,808,000 to \$2,191,000 for the 500,000 gallon elevated storage tank to be located on Rockfield Road. The bid included painting the tank with two colors and an allowance for the Village name on the tank. Also discussed with the Committee were the additional estimated unpaid costs to the base bid to arrive at a total project cost of \$1,9542,040. As part of the bid, staff included an alternate item for the additional cost to

construct the tank at an increased height to serve the Village of Richfield. The alternate amount was \$114,000. Dir. Ratayczak noted the Village of Germantown would have 60 days from the date of the bid opening to decide if the alternate would be included in the project. Staff and the consulting engineer reviewed the bids and recommended an award to Maguire Iron, Inc. The start date of the project may be postponed for the full 60-day grace period.

MOTION made by Zabel, seconded by Miller to forward to the Village Board with a positive recommendation to contract Maguire Iron, Inc. for an amount of \$1,808,000 for the construction of an elevated storage tank at TID #8. Also approved is the additional estimated unpaid cost of \$134,040 for inspection, project administration, electric to site and contingency. The total approved project cost is \$1,942,040. Funds to be allocated from Account #50-722-530-6300.

Motion carried 3-1 (Zabel)

ENGINEER CONSULTANTS – ENGINEERING DEPARTMENT & PUBLIC WORKS:

Dir. Ratayczak reported four interviews took place with himself and Village Administrator for the purpose of contracting engineering services to assist with daily duties and projects within the Engineering and Public Works Departments. Of the four proposals based on the staffing proposed and the associated hourly rates, GRAEF was selected. The consultant was anticipated to provide services for 4-6 months or until staff levels returned to full department status or outline of department staff change. As of this meeting date, two engineers are initially committed to the Village and as other projects arise there would be a pool of Engineers at GRAEF to assist.

COUNTRY AIRE DRIVE SIDEWALK: Dir. Ratayczak explained as part of the Wrenwood Developers Agreement, the Developer was required to construct a paved sidewalk along Country Aire Drive starting at the existing sidewalk south of the development on the east side of Country Aire Drive and terminate at the entrance to Freidenfeld Park. The proposed alignment would continue on the east side of Country Aire Dr. to Pheasant Lane and then cross Country Aire Drive to the west side and continue the sidewalk north to the terminus point and cross Country Aire Drive to the entrance of Freidenfeld Park. Both crossings would have crosswalks painted on the road. This type of alignment would avoid the deep ditch, trees, and brush on the east side of Country Aire Drive north of Pheasant Lane. The Director had made a request to the developer to install a streetlight at Pheasant Lane. Committee comments concluded sidewalk be installed in whole on either side of Country Aire Drive from Mequon Road north to terminus.

Based on the Committees request, Dir. Ratayczak will obtain further information on the selection of sidewalk placement on one side of the road vs. the other.

BLACKSTONE GOLF COURSE – REPLACE CULVERTS WITHIN UTILITY EASEMENT:

MOTION made by Zabel, seconded by Miller to forward to the Village Board with a positive recommendation authorizing the replacement of culverts within the utility easement at the Blackstone Golf Course at a cost not to exceed \$100,000.

Motion carried unanimously.

Public Works and Highway Committee Meeting Minutes

October 6, 2020

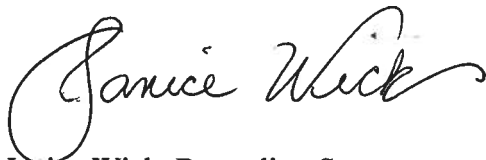
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PROJECTS UPDATE: Dir. Ratayczak provided the Committee with a list of Village projects with associated updates and answered questions.

NEXT MEETING DATE: The next Public Works and Highway Committee meeting will be held November 10, 2020 at 6:00 p.m.

ANNOUNCEMENTS: None.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:51 p.m.

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

Janice Wick, Recording Secretary

SPECIAL

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

November 2, 2020
Village Hall Board Room

CALL: Chm. Kaminski called the meeting to order at 6:30 p.m.

ROLL CALL: Chm. Kaminski, Trustee Members Hudson, Miller (absent) and Zabel. Also present were Dir. Ratayczak and Secretary Wick.

PUBLIC UTILITY EASEMENTS – MOLDMAKERS INVESTMENTS, LLC: Dir. Ratayczak presented two public utility easements for Moldmakers Investments, LLC. The 30' general utility easement will cover the remaining existing sanitary sewer and water main facilities located within the Moldmakers Way right of way which will be vacated as part of their expansion project. The 20' watermain easement is for new water main installation located on Moldmakers property along the west and south side of the property.

MOTION made by Zabel, seconded by Hudson to forward to the Village Board with a positive recommendation to approve the 30' general utility easement and 20' water main easement for Moldmakers Investments, LLC. 3:13

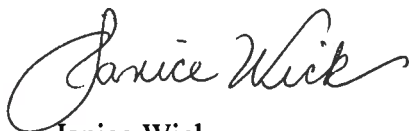
Motion carried unanimously.

DEVELOPER AGREEMENT – MOLDMAKERS INVESTMENTS, LLC: Public Works Director Ratayczak presented for review the developer agreement for Moldmakers Investments, LLC. Updates had been made to Sec. 2.05 of the standard developer agreement to now require GPS location data (fittings, valves, hydrants, etc.). The associated costs are included on the Financial Exhibit page of the Agreement.

MOTION made by Zabel, seconded by Hudson to forward to the Village Board with a positive recommendation to approve the Developer Agreement for Moldmakers Investments, LLC.

Motion carried unanimously.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:35 p.m.



Janice Wick
Recording Secretary

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

MEETING DATE: November 10, 2020

AGENDA ITEM: Unfinished Business

ITEM TITLE: Drainage Ditches-Hilltop Dr, Fox Ln & Edgewood Dr

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

SUMMARY EXPLANATION: (DISCUSSION/DIRECTION)

Staff is completing the design of storm water drainage improvements in the area of Edgewood DR, Fox Ln and Hilltop Dr. The project need was brought forward by residents and Trustee Myers. Staff of the engineering department has performed and completed the required survey of this area. From this survey the proposed drainage improvements were designed. The design is described as follows (see attached):

There is a single 18" ADS-N12 pipe running along the west side of Hilltop. There are dual 15" ADS N-12 lines running on Edgewood and on Fox Lane.

No cost estimate at this time.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER X

- Plan View of storm pipe layout

RECOMMENDATION:

Staff is presenting for discussion and direction from PWHC

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.



Hill Top Dr.

EDGEWOOD Dr.

FOX LN.

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

MEETING DATE: November 10, 2020

AGENDA ITEM: Unfinished Business

ITEM TITLE: Woodland Manor Drainage - Discussion

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

SUMMARY EXPLANATION:

Staff has requested and obtained an estimated cost to survey and design storm drainage from the Woodland Manor area.

The estimated cost is a range of \$6,000.00 to \$8,000.00. The range is due to the undetermined amount of field work such as surveying that may be required.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER ____

RECOMMENDATION:

Staff is presenting for discussion and direction from PWHC

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 10, 2020

AGENDA ITEM: New Business

ITEM TITLE: Blackstone Private / Public Roadway

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

SUMMARY EXPLANATION: (DISCUSSION/INFORMATION)

Staff is evaluating the request by Blackstone to transfer the private roadways to public roadways and offer the following:

The list of things we will need to be provided by the condo association as none of the road or storm sewer was inspected by the Engineering Department during construction in 2008.

The condo association will need to hire reputable surveying and testing firms to provide the following

1. A comprehensive topographic map, sealed and signed by a Professional Land Surveyor, of all areas of the development, including the areas where lots were created by the subdivision plat but the roads were still in ownership of the condo association. The map will contain the location of the following items and will be considered a record drawing of what was constructed and where in relationship to the platted boundary lines of the original Certified Survey Map and the recorded subdivision plat:
 - All pavements including all curb and gutter at a 50' interval on the map
 - A back of curb to back of curb dimension noted at a 200' interval on the map
 - All buildings captured, at least the building faces of the condo units and single family homes to see if they meet the building setback requirements of the PDD and the subdivision plat.
 - All water service valves for the condo units and single family .
 - A CADD file of the map will be provided in an AutoCAD .dwg format based on the North American Datum of 1983-2011 Adjustment for horizontal control and the North American Vertical Datum of 1988 for vertical control.
2. Copies of any private easements that have been recorded that will affect the roads or storm sewer.

3. Record drawings of all of the storm infrastructure shall be provided per village requirements that were in effect in 2008 and show the following information:
 - All storm sewer catch basins, field inlets behind the curb, all storm sewer pipe, storm sewer inlets and outfalls.
 - All storm structures will have the rim elevations, pipe invert elevations computed from measure down dimensions and pipe size and pipe material noted.
 - All record drawings will need to be sealed and signed by a Professional Engineer
4. Pavement and base cores on all of the streets to determine the amount and type of pavement that was installed. Pavement core samples will need to have an extraction test done to determine the type of pavement material used. Just to determine we don't inherit a road pavement made out of 75% recycled asphalt on a 2" gravel base.
5. Should the Village accept these roads, a 60' minimum road right of way will need to be established and center of the R/W will be based on the curb splits. Right of way dedications will need to be acquired from every unit and lot owner including the legal descriptions of the lands from each of the unit parcels and the platted lots.
6. A R/W plat, prepared to WISDOT standards as a Transportation Project Plat (TPP) will be provided to the Engineering Department for review and approval as well as review and approval by the Public Works Committee and Village Board. Included with the R/W plat will be the monumentation of all of the new R/W corners as well as the new boundary markers for the platted lots in the subdivision plat areas. Monumentation will comply with Chapter 236.
7. The Transportation Project Plat (TPP) R/W plat would be recorded at the Register of Deeds office upon approval by the Village

I consider these items the minimum amount of information we need to accept these roads and storm sewer. Also, the detention ponds in the development would still be owned and maintained by the condo and subdivision HOA in perpetuity

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER ____

RECOMMENDATION:

Information and Discussion

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 10th, 2020

AGENDA ITEM: New Business

ITEM TITLE: Consideration of Invoice – CTW Corp. – Well #3

SUBMITTED BY: Paul Haugen, Water Utility Superintendent

SUMMARY EXPLANATION:

The Water Utility is requesting authorization to pay the invoice from CTW for the emergency repair of Well #3 located on River Lane. In mid-September, the Well shut down by a high temp alarm. Along with our Water Dept. staff, CTW was called in as they were working on our Well #11 rehab project. The first inspection revealed that the pump was locked up and would not spin.

After several attempts to get it moving, it was advised to pull the pump. Once pulled, the pump reveled signs of having sand from the aquifer being pulled into the impellors seizing (4) of the (8) impellors to the wear rings.

CTW 21500 W. Good Hope Rd. Lannon, WI \$26,485.00

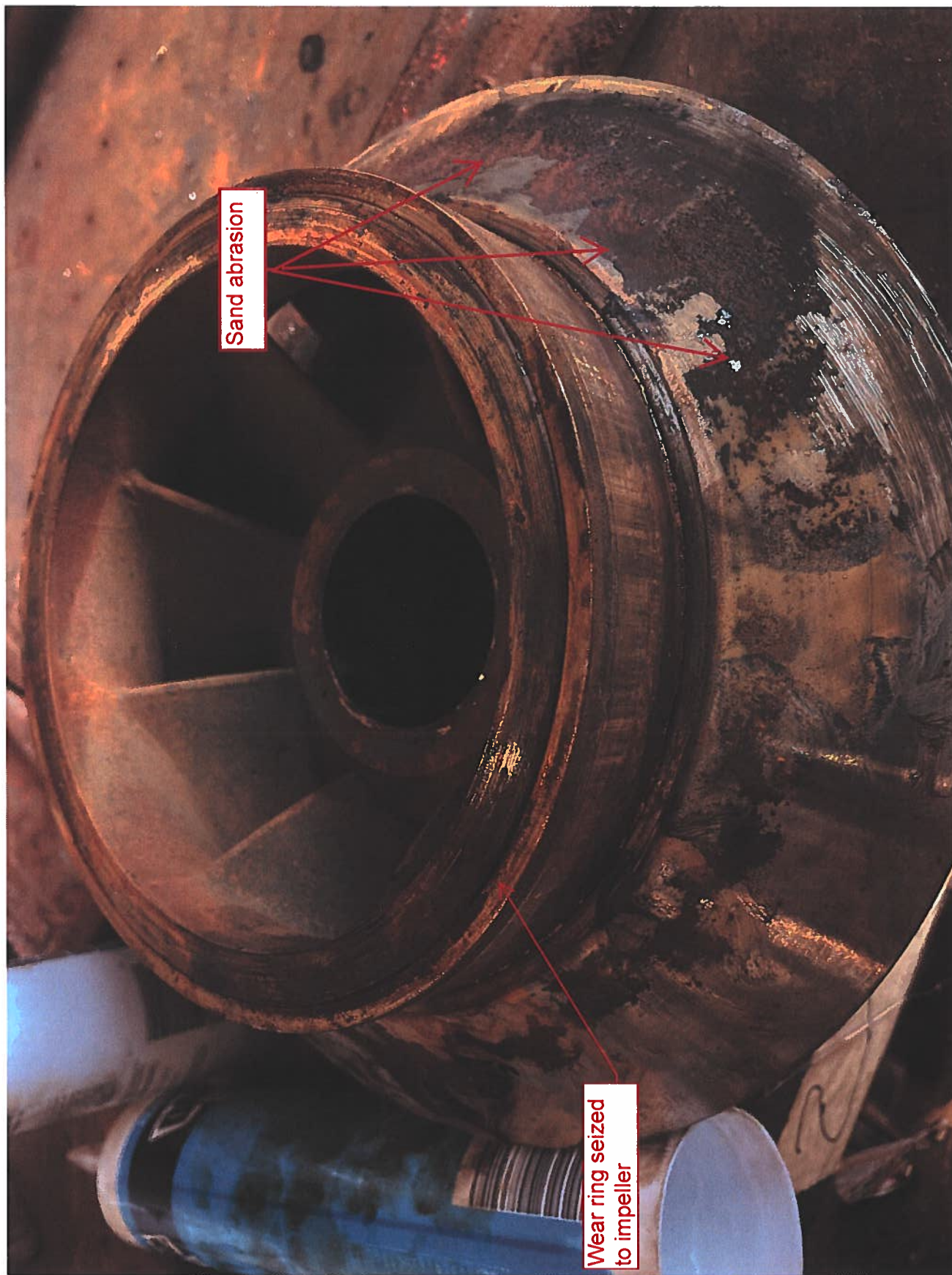
ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER: X

RECOMMENDATION:

Staff recommends paying the invoice to CTW in the amount of \$26,485.00 for the emergency repair at Well #3. Funds to be allocated from account #50-722-530-6330.

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.



Sand abrasion

Wear ring seized
to impeller



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

MEETING DATE: November 10th, 2020

AGENDA ITEM: New Business

ITEM TITLE: Consideration of Invoice – D.F. Tomasini - Hydrant Repair

SUBMITTED BY: Paul Haugen, Water Utility Superintendent

SUMMARY EXPLANATION:

The Water Utility is requesting authorization to pay the invoice from DF Tomasini for the repair of a hydrant hit by a motor vehicle on Squire north of Mequon Rd. The entire cost is billed back to the driver of the car.

DF Tomasini, Inc. N70W25176 Indian Grass Ln. Sussex, WI \$11,845.00

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER X

RECOMMENDATION:

Staff recommends paying the invoice from DF Tomasini in the amount of \$11,845.00 for the hydrant repair on Squire Dr. Funds to be allocated from account #50-742-530-6770.

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.

DFTOMASINI, INC.
CONTRACTORS
262/820-8300

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

October 19, 2020

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

Attn: Paul Haugen

Re: Squire Dr. & Mequon Rd.
DFT #2136-60

The following is our billing for a hydrant replacement, per your direction, at the above referenced location.

LABOR & EQUIPMENT:

28.0 Hrs	Foreman/Operator (9/22 & 9/23)	\$96.00	\$2,688.00
3.0 Hrs	Foreman/Operator Premium Time	40.00	120.00
26.0 Hrs	Laborer (9/22 & 9/23)	94.00	2,444.00
1.0 Hrs	Laborer Premium Time	36.00	36.00
14.0 Hrs	Pickup Truck w/ Misc. Hand Tools	60.00	840.00
10.0 Hrs	Backhoe	110.00	1,100.00
3.0 Hrs	Skid Steer	50.00	150.00
9.0 Hrs	OSHA Repair Shield	35.00	315.00
2.0 Hrs	2" Electric Pump & Generator	25.00	50.00
2.0 EA	Equipment Moves	350.00	700.00
	Total Labor & Equipment		<u>\$8,443.00</u>

MATERIALS & SUBCONTRACTORS

1 LS	Fuel	\$236.25	\$236.25
1 LS	Slurry & Concrete	1,460.20	1,460.20
1 LS	Concrete Sawing	450.00	450.00
1 LS	Stone	255.19	255.19
1 LS	Trucking	433.50	433.50
	Subtotal Materials		<u>\$2,835.14</u>
	Markup on Materials		<u>566.86</u>
	Total Materials & Subcontractors		<u>\$3,402.00</u>

TOTAL AMOUNT DUE

\$11,845.00

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

Sincerely,
D.F. TOMASINI CONTRACTORS, INC.



Kirk Dexheimer
President

KD/kk

50-742-530-6770

GENERAL PUBLIC WORKS CONTRACTORS









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

MEETING DATE: November 10th, 2020

AGENDA ITEM: New Business

ITEM TITLE: 2021 Wachtel Arboricultural Contract

SUBMITTED BY: Scott Anderson, Interim Highway Superintendent

SUMMARY EXPLANATION:

Staff is looking to continue our contract with Wachtel Tree Science & Services. Wachtel has provided the village with excellent service over the life of our previous contracts. Wachtel provides the village with many forestry related services, which include but are not limited to the following: Acting Village Forester, manages the village's GIS tree layer, assist staff with Emerald Ash Borer treatment specifications and contracts, assist staff with tree removal specifications and contracts, assists staff with tree planting specifications and contracts, provides staff with direction on difficult forestry related resident concerns, performs plan review from a forestry perspective. The cost of this service will be billed on a time and material basis in an amount not to exceed \$15,000.00 (\$140/hr Project Manager, \$110/hr Certified Arborist). There has been no change to the contract pricing since 2018.

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER x

RECOMMENDATION:

Staff recommends continuing the Wachtel contract for the 2021 calendar year. 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: November 10th, 2020

AGENDA ITEM: New Business

ITEM TITLE: Johnson Controls: Maintenance and Metasys Contract

SUBMITTED BY: Scott Anderson, Interim Highway Superintendent

SUMMARY EXPLANATION:

The efforts of maintaining the Library's HVAC system have been historically handled by two different contractors. Johnson Controls has previously been under contract for Metasys review. Goschey Mechanical has done all our preventive and mechanical maintenance repair. Using two contractors to maintain our HVAC system has at times posed challenges. It is sometimes a difficult task to get both contractors to the library at the same time to achieve problem resolution. This no doubt has come at a cost to the Village, both financially and in not solving an issue in a timely fashion. Staff is seeking approval to enter into a (3) year HVAC mechanical maintenance and Metasys agreement with Johnson Controls. Having all of our Library HVAC work completed by one contractor should streamline problem resolution and hopefully come at a cost savings to the Village. This new maintenance portion of the contract will come with 27 hours of service, performing preventive maintenance on all the major components in the HVAC system. Because we are part of a maintenance contract, the Village also realizes a cost savings in our hourly rate. Please be aware that the new portion of the contract related to maintenance is preventive only and will not cover costs outside of what is outlined as part of the contract. Any maintenance that is not considered preventive will be billed outside separately.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER x

RECOMMENDATION:

Staff recommends entering a (3) year maintenance and Metasys agreement with Johnson Controls. The costs per year of the agreement is outlined below. If approved, funds shall be allocated from Buildings line item account #10-519-530-5251.

Year 1:	\$7,328.88
Year 2:	\$7,548.75
Year 3:	\$7,775.21

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 10th, 2020

AGENDA ITEM: New Business

ITEM TITLE: DPW – Seasonal/Temporary Position – Pay Increase

SUBMITTED BY: Scott Anderson, Interim Highway Superintendent

SUMMARY EXPLANATION:

Staff is requesting consideration for an increase in the pay rate for four short-term positions used within the department. Recently, Covid-19 showed us how quickly we can become vulnerable by not having adequate staffing. I want to ensure that wages do not become prohibitive if / when we need to hire a candidate for whatever the reason.

Temporary & Seasonal: Each year, there are 2 Temporary, and 10-12 Seasonal positions that are part of our budget. Over the last few years, it has become increasingly difficult to find Temporary and Seasonal employees. One factor is competing with other employers when it comes to wage. The village has had a Temporary position open for the better part of 6-8 weeks. While we have had several parties interested, we only had one candidate follow through on the interview process, and he ultimately decided not to accept the position. This position is currently still unfilled. We have also had difficulty in hiring summer Seasonal employees as well. We used to have a running list of applicants, and even turned people away based on qualifications. We have gotten to the point where it is now difficult to hire a full staff of Seasonal employees. In recent years, we have gone through the summer with a few less than we would prefer. Because we do not have Temporary and Seasonal staff to do lower skill tasks, we are currently using more full-time employees to complete these tasks. This comes at paying a higher cost in wages and leaves the department with less time to complete bigger projects that require more skill. By increasing the wage, we can become more attractive to potential Seasonal and Temporary employees.

Part Time Snow Driver: This is a position that has not been used in almost a decade because we have the utilities as back-up for most of our snow operations. In order to be proactive and prepared for potential staffing shortfalls, I want to ensure the wage is competitive, so that it is not prohibitive in the event we need to fill the position. This position would be used on an as needed basis only.

Auxiliary Mechanic: As discussed during the budget process, our maintenance shop is currently understaffed as they work diligently to keep up with the demands of our ever-growing community. Due to Covid-19, the department recently went (6) working days without a mechanic in the shop. This has put us behind as we prepare Highway Department equipment for winter, not to mention the services we provide to all of the other village departments. We need to be able to attract a candidate to fill in whether on a short-term basis (weeks) or a longer-term basis (several months), when needed. Due to the requirements of this position, we need to be able to make the wage competitive with market and our current staff.

Staff recommends approval of these pay increases, as well as approval to offer a wage as needed based on the applicant's qualifications. Staff acknowledges that we will have to live within our current salaries budget.

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER x

RECOMMENDATION:

Staff recommends increasing the hourly wages to as outlined below and that they be adjusted annually based on the board approved wage increase. If approved, funds will be allocated from the appropriate salaries budget based on worked preformed.

Seasonal Employees: Current: (\$9.46 - \$13.19) Request: \$10.00 - \$15.00

Temporary Employees: Current: (\$9.46 - \$13.19) Request: \$12.00 - \$20.00

Part Time Snow Driver: Current: (\$20.00 - \$22.00) Request \$15.00 - \$25.00

Auxiliary Mechanic: No current position. Request: \$12.00 - \$28.00

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: November 10, 2020

AGENDA ITEM: New Business

ITEM TITLE: Waste Management Contract Extension for Solid Waste and Recycling Collection and Disposal

SUBMITTED BY: Steven R. Kreklow- Village Administrator

SUMMARY EXPLANATION:

Village staff have been in discussions with Waste Management for potential extension of their contract for solid waste and recycling collection services. Waste Management has proposed the following rates for 2021, as the first year of a seven-year contract:

Weekly Waste Collection (including carts)	\$9.24 per unit per month
Bi-Weekly Recycling Collection (including carts)	\$4.25 per unit per month

These are the rates assumed in the 2021 Proposed Budget. Starting on January 1, 2022 and each year thereafter, the rate will be adjusted by the CPI – US City Average – Water, sewer, and trash collection services with a minimum increase of 3% and a maximum increase of 4%. The contract will also include the following provisions:

- Bulk collection: The Village and Waste Management will schedule, on an annual basis a one-time per year Curbside Bulk Collection. The annual bulk item drop off event will be canceled due to lack of participation and resident access to the landfill throughout the year. Outside of the Curbside Bulk Collection week, residents may place at the curb items that do not fit in the cart or exceed four feet in length or sixty pound (except yard waste, tires and electronics) and they will be direct billed \$25.00.
- Apartment Recycling: Apartments will have the opportunity to sign up for cart recycling service at a rate of \$1.00 per unit per month more than the Village pays at that time. Current market rate is approximately \$10.00.

After reviewing this proposal DPW and Administration staff recommend approval of the Waste Management proposal. Market conditions at this time do not appear to be conducive to a formal bidding process.

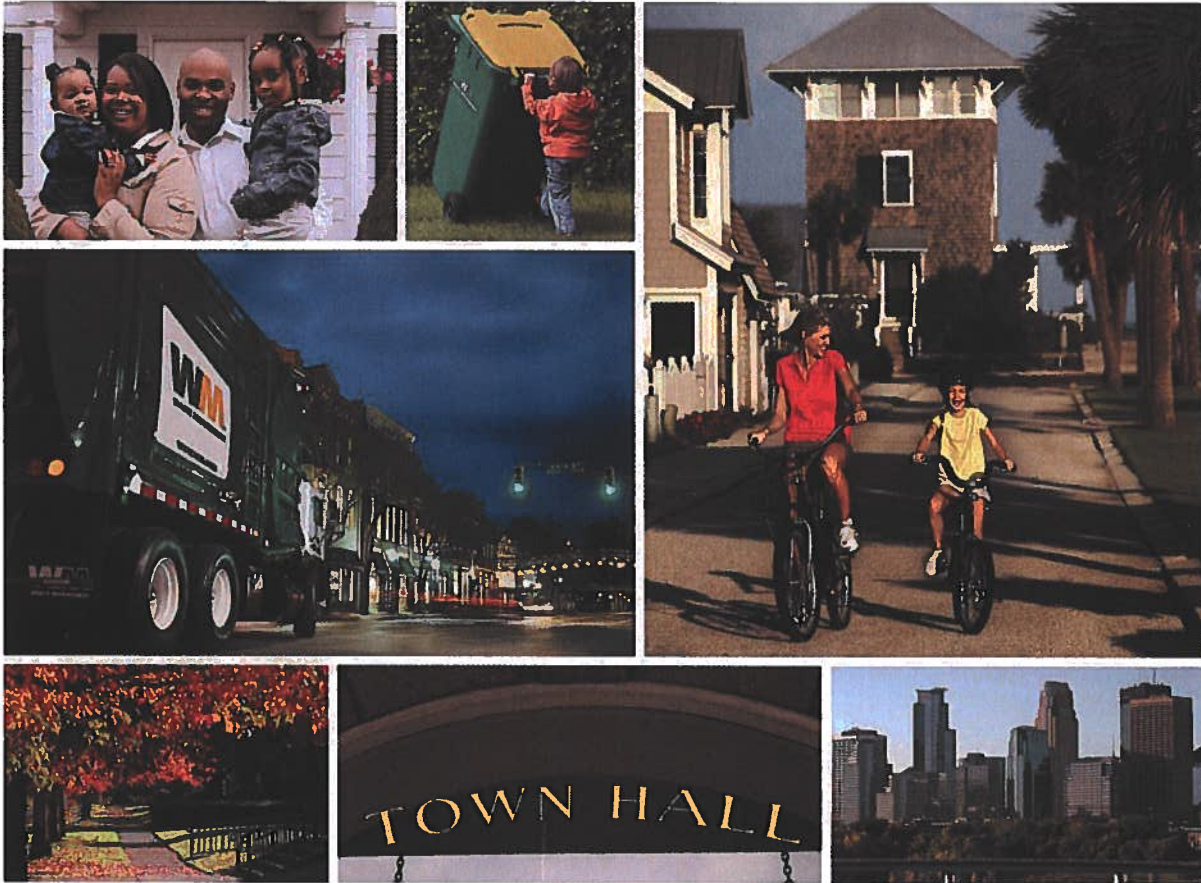
ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER X

RECOMMENDATION:

Staff recommends Public Works and Highway Committee approve awarding the contract to Waste Management, Inc for a 7 year contract to collect the Villages Trash & Recycling and forward with a positive recommendation for award to Village Board.

COMMITTEE ACTION:

PUBLIC SECTOR SOLUTIONS



Community and environmental stewardship at its best.

Proposal for Solid Waste and Recycling Collection and Disposal for the Village of Germantown, WI

Prepared for: Village Staff & Council Members

Prepared by: Tony Knoeck



THINK GREEN!

Proposal Summary

The following proposal is based on approximately 5574 trash units (recycling units TBD) and a seven-year and two month contract ending 12/31/2025. Current rates, as of 9/24/2020, will stay in effect until 12/31/2020 upon signature of new contract:

Fully Automated Residential Curbside Collection:

Weekly Waste Collection (WM supplied carts)	\$ 9.24 per unit per month
Bi-Weekly Recycle (WM supplied carts)	<u>\$ 4.25 per unit per month</u>
	<u>\$13.49 per unit per month</u>

Bulk Collection:

Items that do not fit in the cart or exceeding four feet in length and sixty (60) pounds in weight, except for yard waste, tires, and electronics, will be billed direct to the resident at a rate of twenty-five dollars (\$25.00) per item.

In addition, the Village and Waste Management will schedule, on an annual basis, a one-time per year curbside Bulk Item collection. This collection will occur over a one (1) week period as scheduled between the Village and Waste Management each year. The annual Bulk Item Drop Off event will be cancelled due to lack of use and the ability for residents to use the landfill throughout the year.

Other Services:

Other current services such as landfill access to the residents and municipal building trash and recycling collection, will remain as is outlined in the current contract.

Change in Rate:

Rates will be held firm for the first year. Starting in the second year of the contract (1/1/2022) the rates will be adjusted based on the CPI – “US City average – Water, sewer and trash collection services – Garbage and Trash collection” – minimum three percent (3%), maximum four percent (4%), on the anniversary date of the contract each year. All other current taxes, and disposal and environmental fees are included in the rates above.

Please contact me if you have any questions, comments, or concerns on the proposal provided above.

Best Regards,

Tony Knoeck

Public Sector Services

Waste Management, Inc.

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

MEETING DATE: November 10, 2020

AGENDA ITEM: New Business

ITEM TITLE: Bel Aire Lane – Drainage Area

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

SUMMARY EXPLANATION: (DISCUSSION/DIRECTION)

Staff has been contacted by two residents over the past years regarding complaints of sump pump running often and inability to maintain side yard ditch due to the wet bottom. Staff over the years have dye tested the drainage ditch to confirm no ditch water entering the resident’s drainage tile (sump pump) system and, dye testing confirmed no leaching of ditch water to the residence. Staff investigated the downstream conditions to determine if any improvements could be made to improve drainage. Staff determined that directly on the south side of Bel Aire Lane is a wetland, therefore no ditching can be performed.

Overall, the attached map shows the total drainage basin for this area and that this basin after meandering through private/wooded lands to the south of Bel Aire Lane eventually crosses Pilgrim Road heading westerly to the Jefferson Ponds on Division Rd. Managing the direction of storm water through the land south of Bel Aire Lane is anticipated to be a large project requiring dealing with wetlands and the requirements of the WisDNR.

Staff has reditched, to clean out growth, several years ago.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER ☒ X

- Plan View of Drainage Basin
- Plan View of existing storm system
- Plan Views of existing Wetlands

RECOMMENDATION:

Staff is presenting for discussion and direction from PWHC

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

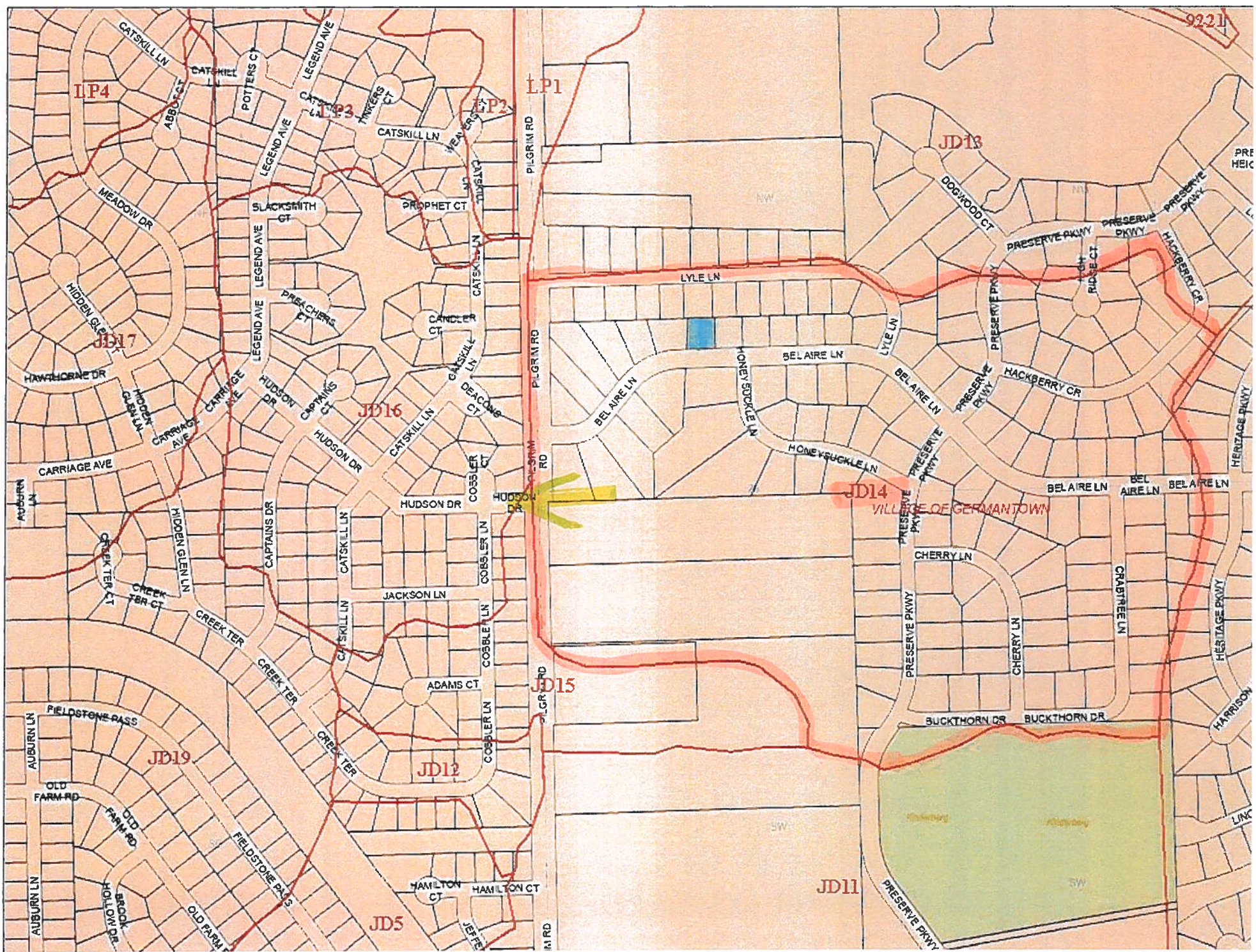


EXHIBIT B



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

MEETING DATE: November 10, 2020

AGENDA ITEM: New Business

ITEM TITLE: Additional Cost-Wrenwood Sewage Pump Station

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

SUMMARY EXPLANATION:

In review, the Wrenwood Sewage Pump Station was included in the Development Agreement for the Wrenwood Subdivision. The Pump Station serves the Wrenwood Subdivision, flow from existing pump station #1 (to be abandoned) and from future development served by the pump station. As part of the Development Agreement the Developer was committed to pay a maximum amount of \$972,750.00. Additional cost would be the responsibility of the Village Waste Water Utility. To cover this added cost the Waste Water Utility had approved in a previous years budget approximately \$600,000.00. The additional cost for the new pump Station attributed to the Village is \$264,000.00. The original cost estimate at the time of the Development Agreement was based on an engineer estimate and not actual bid cost. The added cost is made of increased cost above engineers estimate and change orders related to equipment and building size.

The pump station is on line and operating.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER _____

RECOMMENDATION:

Staff is recommending approval to make payment to Neumann Companies in an amount not to exceed \$275,000.00 and to forward with a positive recommendation to the Village Board.

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 10, 2020

AGENDA ITEM: New Business

ITEM TITLE: Private Access License with CN Railroad Company

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

SUMMARY EXPLANATION:

Staff is presenting a License Agreement with CN Railroad Company. The access is within the CN Railroad Right-of-Way, west side starting at Mequon Road and going to the north (see attachment). The access is for the intended use of the Villages Waste Water Utility to obtain access to the sanitary sewer line installed as part of the Northeast Interceptor Sewer project. CN does not issue permits but instead issues Private Crossing Agreements (License). The License is a one-time issuance at a cost of \$1,000.00.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER X

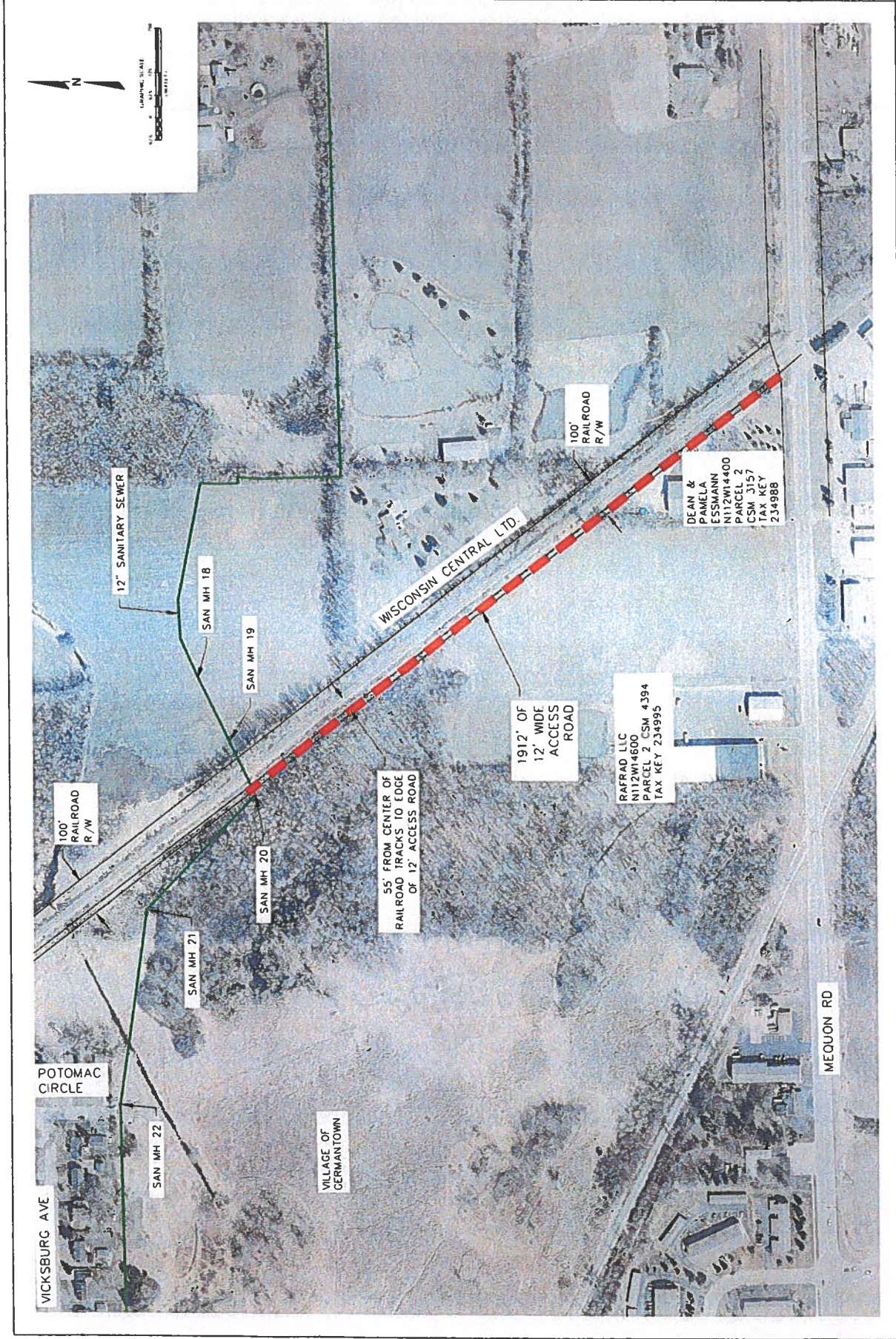
- Plan View of access route

RECOMMENDATION:

Staff is recommending the Public Works and Highway Committee approve the Private Crossing License Agreement for the access road and forward with a positive recommendation for approval to the Village Board.

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.



STATUS OF PROJECTS

November 10, 2020

- 1) NE Interceptor (sanitary sewer) serves the Wrenwood Development Area and areas south of Mequon Rd, east of Country Aire Dr including Pheasant Ln and will eliminate Lift Station #1 (oldest in Village). Minger (contractor) has completed work from the terminus point on Country Aire Dr. to the existing manhole south of the Water Tower on Mequon Rd. A section of pipe west of the railroad tracks, 220-foot section in length, has not been installed. Restoration of site has been completed, including curb/gutter, pavement, and turf. NO CHANGE
- 2) Auxiliary Fire Pump & Booster station pump; PSC has approved the Booster Station/Pressure Reducing Station. Booster Station building was bid on April 23, 2020. The bids were higher than expected; engineering is working at analyzing the building components to attempt to lower the cost. The building and components will be rebid. NO CHANGE
- 3) Design of Holy Hill Road (from the east ramps of I41 to approximately 200 feet east of Goldendale Rd): Estimated project schedule is to construct road in 2021. Village staff is working on completing and distributing an RFP (request for proposal) to selected engineering firms to contract with for the design of the new Holy Hill Rd. Village staff along with consulting services from raSmith have submitted for WisDOT Funding through their MLS (Multimodal Local Supplement) grant program and the Village of Germantown has been awarded a Grant under the MLS (Multimodal Local Supplement) program for \$1,000,000.00, this will go towards the reconstruction of Holy Hill Rd. NO CHANGE
- 4) Application to the WIDNR for the new well site in TID #8 (SE corner of Gateway Crossing & Rockfield Road) has been submitted. WIDNR has approved the New Well #12 site under a Wellhead Protection guideline. Application for the Well will be in 2020. The design of the Well and associated pump building is nearly complete. Staff looking to bid Well in late 2020.
- 5) Elevated Water Tank in TID #8; Tank will have 500,000-gal capacity. PCS has approved Tower #4. Tower was bid with the low bid by Maguire Iron, Inc with a base bid of \$1.808 Mil. Tower est. in service by end of 2021. Staff is working on design of logo and color scheme.
- 6) PP/II project – Graef engineers have met with MMSD staff to determine the status of the PP/II MMSD funded program.

Below is a short summary of where the Village currently sits with the MMSD PPI/I program.

- MMSD updated PPI/I Policy released April 2020
- Village program funding from 2020 will automatically be rolled over into 2021 by the district; no action needed by Village
 - Approximately \$1.6M in funds available to Village in 2021
- MMSD Holding workshop for Municipalities December 17th, 2020 to discuss policy updates and guidance
- 2021 PPII Deadlines
 - June 1, 2021 – Intent to Apply, Roll Over, Decline, or Transfer Funds must be submitted to district
 - August 1, 2021 – Competitive Application Process; applications due for funding in addition to funding available through annual allocations
 - October 1, 2021 – Work Plan must be submitted; Work Plan is secured by a Funding Agreement
 - December 31, 2021– Funding Agreement must be secured
 - 2 years max to get work done after funding agreement
- GRAEF investigating improvements and areas previously studied by Village for 2021 improvements

- 7) Wrenwood Development - Ph #1 & Ph #2 are completed. Lift Station construction is complete and operating under full auto (SCADA) control.



Wrenwood Sewage Pump Station_ Nov. 5, 2020

- 8) Traffic Coordination Project on County Line Road (CTH Q); This is the coordination of the traffic signals from Division Rd to Appleton Ave. Traffic System is up and running. Additional monitoring of traffic movements and associated adjustments to the program as information is obtained will continue.
- 9) 2020 Road Program was bid with Payne & Dolan as low bidder. Contractor has completed ALL work except for turf restoration which has started last week.

- 10) Remaining walkway on Wasaukee Rd from Prairie Glen II development to Mequon Rd has been completed including lawn restoration.
- 11) Glenwood Area sanitary sewer, water main and road project schedule remains undetermined. Plans have been started by engineering staff. NO CHANGE
- 12) PASER Rating of Roads: Pavement and Surface Evaluation Rating (PASER) of Germantown's roads was completed. Based on the updated road ratings, we intend to bring a revised 10-year Road CIP to the committee for review and approval in 2020. NO CHANGE
- 13) The Village of Richfield has made preliminary inquiries related to the Village of Richfield obtaining sanitary sewer and water services from the Village of Germantown. Richfield will not receive sanitary or water service from Germantown and the water tower will be constructed to provide service only to the Village of Germantown.
- 14) Development of site plans for future DPW facility has begun. Review of existing buildings and future needs has been completed. Evaluation of potential use/acquiring of adjacent land in progress. Administrator & DPW working on new evaluation based on direction from the Village Board. Design consultant has met with staff of the Police Department and determined the needs of PD. Consultant has also located the previous study performed in 2008 which was performed to evaluate the needs in 2008 for a new PD building. With the contracting of an Engineering Consultant to assist the engineering department staff will revive this project in the month of October. NO CHANGE
- 15) Collection of recycling units. The reduced recyclable collection started on September 1, 2020. Prior to Sept. 1, 2020 the Village was invoiced for 7,955 units. Current invoice is for 5,647 units collected. This is a reduction of 2,308 units. Current cost per unit is \$3.65/unit/month.
- 16) Goldendale Development by Dickman. The site is at the SW corner of Goldendale Rd & Rockfield Rd. The site will eventually have three buildings the largest to be home to the Illings Company. Public Sanitary and Water is complete. There are no public roads in this development.
- 17) The WDNR has issued the FINAL Wisconsin Pollutant Discharge and Elimination System (WPDES) Permit. The Village DPW and Engineering staff will begin to evaluate what this means to the Village of Germantown. NO CHANGE
- 18) The Village has contracted with Ruekert-Mielke to develop and implement a Storm Water Pollution Prevention Plan (SWPPP) specific to the Village Recycling Yard. This is a requirement of the WDNR. Final Report has been completed and filed with the WDNR.
- 19) The Village of Germantown and Washington County have completed the Jurisdictional Transfer of CTH-Y (Goldendale Rd) to the Village of Germantown. Plans are near completion. The reconstruction will allow improved turning movement of trucks through the intersection. Construction is scheduled for Spring of 2021.

- 20) At the request of the WIDOT the Village's of Germantown and Richfield have begun discussions with the WIDOT regarding traffic volumes at the intersection of Holy Hill Road and the WIDOT entrance ramps to I41. WIDOT has requested that a comprehensive traffic study be performed that would address the current state of development and the future development of the two Villages and the effect on the I41 entrance ramps. The Village of Richfield and Germantown are joining forces to retain TADI to perform the required comprehensive traffic analysis. The cost to be shared by the Villages of Germantown & Richfield, Washington County, and a private landowner in Richfield. Traffic Study is under review. NO CHANGE
- 21) EMC (Electronic Message Center) sign to replace the existing signs located between the Village Hall and the Library will be a double-sided sign that will produce multicolor images. The sign design selected by the voting of the Village Trustees was approved by the Building Construction Oversight Committee at their April 30, 2020 meeting. Engineering will advertise for bids in 2020.
- 22) Freistadt & Maple Rd Intersection project. the Village of Germantown received a HSIP Grant from the WisDOT funding 90% of the cost to reconstruct the intersection of Freistadt RD & Maple Rd. Graef is the engineering consultant approved by the WisDOT. The design portion is progressing on schedule with 60% plans submitted to the Village for review and comment. Construction would be in 2021.
- 23) As a reminder, the Village of Germantown received a grant towards our "Urban Non-Point Source" study in November 2017 and we contracted with Graef-USA to develop the Villages "Stormwater Quality Management Plan". The draft report has been sent to the WIDNR for review. The grant pays 50% up to a maximum of \$60,000.00.
- 24) Holy Hill Road-LRIP Project; This project is the partial reconstruction of Holy Hill Rd from Maple Rd to approximately 200 feet east of Goldendale Rd. The work included pulverizing and leaving material in place, grading and compaction and 5 inches of asphalt pavement. PROJECT IS COMPLETE
- 25) Veridian Kinderberg Estates Development Construction started with the removal of trees on 8/24/2020 and topsoil stripping on 8/31/2020. Grading and utility installation is complete. Partial turf restoration is complete. Curb/gutter and pavement will be completed by the third week of November. Project has had very few complaint calls.
- 26) Paving Rockfield Road (Goldendale Rd to Gateway Crossing); Rockfield Rd has been paved with 3 inches of asphalt binder. This is a temporary pavement intended to last a minimum of 5+ years. The cost will be shared between the Village (\$24,335.00_33%) and the Dickman/Illings Development (\$40,765.00_63%). The Village portion will be paid from the carry over paving project funds account. PROJECT COMPLETED