

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

April 13, 2021

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, and Secretary Wick.

APPROVAL OF MINUTES: **MOTION made by Miller, seconded by Zabel to approve the Minutes of March 2, 2021. Motion carried unanimously.**

PUBLIC COMMENT: None

SANITARY SEWER SERVICE – PHEASANT LANE – DISC./DIRECTION: Per the Committee's direction at the March 2021 Committee meeting, staff had sent a letter and survey to all parcels on Pheasant Lane to determine if any wanted municipal sewer. Twelve residents were notified with 11 responses voting "NO".

MOTION made by Zabel, seconded by Hudson to place the installation of sanitary sewer in Pheasant Lane on hold until such time a majority of residents' request the installation of sanitary sewer.

Motion carried unanimously.

FIREMEN'S PARK ELECTRICAL UPGRADES: Park & Rec Director Schroeder requested permission to contract for the electrical upgrade services for Firemen's Park. As part of the 2019 Phase I project, electrical outlets were installed in nine poles and a portion of the bollards near the future shelter. During an event in 2020 it was determined the electrical service was insufficient to meet the needs of the vendors. Staff discussed options to upgrade the system and determined it would be most cost effective to work with the future Phase 2 (shelter building) electrical subcontractor. Dir. Schroeder presented the proposal from Wil-surge Electric to complete the electrical upgrades. The Public Works staff agreed, if needed, the relocation of one of the light poles for the finished circle drive could be done in house as well as demoing the existing service panel. In speaking with the architect on the project, it was felt the cost of this work was well within range and reasonable and therefore no other quotes were solicited.

MOTION made by Zabel, seconded by Miller authorizing staff to contract Wil-Surge Electric to complete the electrical upgrades for Firemen's Park in an amount not to exceed \$14,861.00. Funds to be allocated from Acct. #40-552-570-8310.

Trustee Miller questioned whether the vendors were paying for the electrical usage as part of their permit. Dir. Schroeder stated the Park's electrical deficiency was found during a Kiwanis event last year. The vendors had paid their fees directly to the Kiwanis. When Music at the Pavilion resumes this summer, those vendors who pay a small permit fee are self-contained food trucks and may not need to use the Park's electric. Trustee Zabel suggested staff read the electric meter before and after an event and determine how much electricity is being used and adjust the permit fees accordingly.

Motion carried unanimously.

MEQUON ROAD – STREET LIGHTING – UPDATE: Hwy. Supt. Anderson re-capped the suggestion to have the Plan Commission review the proposed street lighting for Mequon Road from Division Road east to Pilgrim Road. The Plan Commission at their April 12th meeting had recommended the Option #3 lamp fixture which was provided in the backup presented under this topic. Pole options were also presented showing a visual on how the fixture would look on the pole with the Plan Commission recommending a black texture pole color. Further discussion at the Plan Commission included light reflection on Mequon Road and adjoining sidewalks. As there was concern about the light intensity by the property owners on the south side of Mequon Road, the Plan Commission stated the maximum illumination range was to be no greater than 4000 kw.

As the lights are manufactured, they can be set up in different photometric patterns. The illumination will be white and modern allowing for better visibility. Also discussed was pole height. Reducing the height of the pole would increase the number of poles needed. The current Budget would not allow for this additional cost. Staff intended on re-using the current foundations as much as possible for the new pole installation. The poles will be at the same height with a decorative base. Supt. Anderson will solicit bids for equipment and labor and return to the Committee with costs.

EAB ASH TREE TREATMENT - 2021: Supt. Anderson solicited and received bids ranging from \$9,424.80 to \$15,529.50 for the annual EAB Ash tree treatments. Each tree selected is treated on a bi-annual basis as recommended. This year's treatment will include 151 ash trees in various locations throughout the Village.

MOTION made by Miller, seconded by Zabel authorizing staff to contract Crawford Tree & Landscape for the treatment of Emerald Ash Bore on approximately 151 Village trees for an amount not to exceed \$9,424.80.00. Funds to be allocated from Acct. #10-553-530-5290.

Motion carried unanimously.

HIGHWAY DEPARTMENT TRAILER PURCHASE: Supt. Anderson solicited and received bids ranging from \$9,980 to \$10,900 for the purchase of a new tilt deck trailer for the Highways, Parks, Bldg., and Grounds Departments.

MOTION made by Miller, seconded by Zabel authorizing staff to purchase a tilt deck trailer from Miller-Bradford & Risberg in an amount not to exceed \$9,980.00. Funds to be allocated from Acct. #10-542-570-8100.

Motion carried unanimously.

WDOT SALT BID FOR 2021-2022:

MOTION made by Zabel, seconded by Miller to forward to the Village Board with a positive recommendation to approve the Village's commitment of approximately 2,500 ton of road salt for the 2021-2022 season as part of the WDOT Salt Bid process.

Motion carried unanimously.

ACCEPTANCE OF IMPROVEMENTS – NORTHEAST INTERCEPTOR:

MOTION made by Zabel, seconded by Miller to accept the Northeast Interceptor improvements made by Minger Construction and begin the one year warranty period.

Motion carried unanimously.

METER INSTALLATION UPDATE - INFORMATIONAL: Supt. Haugen updated the Committee on the Meter Installation Program. After the last meter read for the 1st quarter of 2021 it was found the failure rate or total unread meters were at 700+. The unread meters must be manually entered into the billing system as an estimated read which is very time consuming. The current system to read the meters is approximately 25 years old and uses a floppy disc technology and a virtual server. Batteries inside the old meters are coming to the end of their service life and shutting down preventing the signal from being read. Supt. Haugen stated he would investigate drafting a request for proposal for a mass installation of meters with contract labor and report his findings back to the Committee. There would be a reduced cost savings if there was a mass meter purchase. The meter replacement program started in 2012. All industrial and commercial meters have been replaced. The maximum amount of meter installs per year are 300 to 500. There are still an additional 3,000 + meters to replace.

CONSIDERATION OF INVOICE – MESA – WELL #11 REHAB: Supt. Haugen reported the Well #11 rehab started in 2020. Cathodic protection was originally installed at the first failure in 2015. It was recommended at that time to bid extra protection from the stray current issue by installing a cathode protection system.

MOTION made by Zabel, seconded by Miller authorizing payment of the MESA invoice in the amount of \$7,524.41 for the wiring materials used in the cathodic protection system for Well #11. Funds to be allocated from Acct. #50-722-530-6300.

Motion carried unanimously.

CONSIDERATION OF INVOICE – CTW – WELL #4: CTW was requested to investigate, provide, and implement an emergency plan for the repair of the pipe column failure at Well #4.

MOTION made by Miller, seconded by Hudson to forward to the Village Board with a positive recommendation to authorize payment of the CTW invoice for \$105,607.50 for the complete removal and reinstallation of the pipe column, pump, and chemical treatment at Well #4. Funds allocated from Acct. #50-722-530-6330.

Motion carried unanimously.

CONSIDERATION OF INVOICE – WATER QUALITY INVESTIGATIONS – WELL #4: Water Quality Investigations had been hired to contribute a scientific explanation, follow up treatment and monitoring protocols for the pipe column failure at Well #4.

MOTION made by Zabel, seconded by Miller authorizing payment of the Water Quality Investigations invoice for \$8,154.96 for the scientific explanation, follow -up treatment and monitoring protocols for the Well #4 pipe column failure. Funds to be allocated from Acct. #50-722-530-6330.

Motion carried unanimously.

SANITARY UTILITY EASEMENT AGREEMENT – WRENWOOD SUBDIVISION:

Dir. Ratayczak reported the Village's sanitary sewer which is part of the Northeast Interceptor Sewer goes through the Wrenwood Subdivision. Staff had requested a written, recorded easement from Neumann Development for the purpose of the Village's Wastewater Utility having access to the public sanitary sewer within the easement.

MOTION made by Miller, seconded by Zabel to forward to the Village Board with a positive recommendation to authorize approval of the Sanitary Utility Easement Agreement for the Wrenwood Subdivision.

Motion carried unanimously.

HOLY HILL ROAD – LRIP PROJECT – FINAL ACCEPTANCE: Dir. Ratayczak reported this project was bid separately from the 2020 Road Improvement Program. Holy Hill Road was pulverized and paved under the Local Roads Improvement Program. The application for reimbursement of the LRIP Grant Funds (approx. \$58,000) could not be submitted until the Holy Hill Road project was completed and closed out.

MOTION made by Miller, seconded by Hudson to accept the Holy Hill Road (LRIP) resurfacing project.

Motion carried unanimously.

2021 ROAD IMPROVEMENTS PROJECT – BID RESULTS: Dir. Ratayczak handed out an updated summary of the 2021 Road Improvement bids. As part of the bid process, staff requested a base bid, and bids on three alternative roads in the event there were additional funds available. Dir. Ratayczak reported escrowed funds were available from the Harvest Hills and Woodland Ponds Estates subdivision developers which could be used for the Elm Lane road improvements.

MOTION made by Zabel, seconded by Hudson to forward to the Village Board with a positive recommendation to award to the 2021 Road Improvement Projects to include Alternates #2 & #3 to Payne & Dolan Inc. in the amount of \$1,814,039.70. Any remaining funding available, Alt #1 (Donges Bay Road between Wasaukee Road and Washington Drive) shall be completed.

Motion carried unanimously.

STORM WATER PONDS - PUBLIC/PRIVATE OWNERSHIP: Dir. Ratayczak provided a visual overview and reported the Engineering Dept. has identified all privately owned and maintained and publicly owned and maintained storm water ponds within the Village of Germantown. Currently there are a total of 135 ponds in which 18 ponds are Village owned. Staff continues with research on which ponds have maintenance agreements with pond ownership and are working on sending letters to these owners to perform an inspection and any necessary work to restore the pond to its approved design specifications. Staff had requested a proposal from Graef for the inspection of the Village owned ponds from which a maintenance program would be developed.

SAFETY SCREENING ANALYSIS – 30 INTERSECTIONS – APPROVAL:

Dir. Ratayczak reported the Engineering Dept. received the final report completed by TADI for the Safety Screening Analysis of 30 intersections within the Village. The report identified 4 intersections that had the possibility of receiving a Highway Safety Improvement Program Grant for modifications. Engineering staff requested the review and opinion of the Traffic Engineers at Graef who recommended the Village apply for a HSIP Grant for the intersection of Maple Road & Lannon Road due to the turning movements. At Graef's recommendation, staff contacted TADI to request a proposal to submit a Grant application since TADI had submitted many applications and had a high success rate. HSIP Funding is usually 90% of costs paid by the State and 10% paid by the Village.

MOTION made by Zabel, seconded by Miller to approve the submittal of a HSIP Grant Application for the intersection of Maple Road and Lannon Road to be completed by TADI (Traffic and Analysis Design Inc.) in the amount of \$14,947.00.

Motion carried unanimously.

GOLDENDALE ROAD-PHASE 2 WATERMAIN – FINAL ACCEPTANCE:

MOTION made by Zabel, seconded by Hudson to approve the public watermain improvements on Goldendale Road – Phase 2.

Motion carried unanimously.

GOLDENDALE ROAD-PHASE 2 SANITARY SEWER – FINAL ACCEPTANCE:

MOTION made by Miller, seconded by Zabel to approve the public sanitary sewer improvements on Goldendale Road – Phase 2.

Motion carried unanimously.

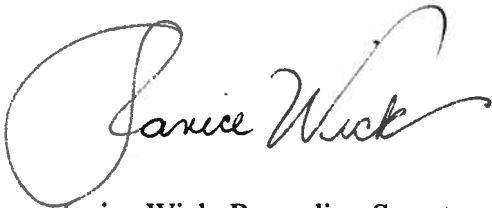
PROJECTS UPDATE: Dir. Ratayczak provided the Committee with a list of Village projects with associated updates and answered questions.

ANNOUNCEMENTS: Dir. Ratayczak reported the Engineering Department's Land Surveyor Bob Beilfuss has given notice that he will be leaving employment on Friday, April 16th.

Chm. Kaminski thanked Trustee Zabel for his service on the Public Works Committee. This was his last meeting and will be missed.

NEXT MEETING DATE: The next Public Works and Highway Committee meeting will be held Wednesday, May 5, 2021 at 6:00 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at: 7:08 p.m.

A handwritten signature in black ink, appearing to read "Janice Wick". The signature is fluid and cursive, with a large loop at the beginning.

Janice Wick, Recording Secretary