

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

June 2, 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 Neureuther. Also present were Dir. Ratayczak, Adm. Kreklow (WebEx) and Secretary Wick.

APPROVAL OF MINUTES: **MOTION made by Neureuther, seconded by Hudson to approve the Minutes of May 5, 2021.**

Motion carried unanimously.

PUBLIC COMMENT: None

MEQUON ROAD STREET LIGHTING – LIGHTING MATERIAL PURCHASE:

Supt. Anderson requested permission to purchase street lighting materials (poles, bases, arms, and fixtures) directly from the manufacturer and supply those materials to the contractor who will be installing the lighting along Mequon Road. By direct purchasing, the Village would save on the sales tax and any mark-up that would have been added by the contractor. Also noted was the timing of the purchase was extremely important as the cost of pole materials must remain within budget when added to the cost of the contract for installation. Two bids were received ranging from \$150,326.08 to \$204,974.56.

MOTION made by Miller, seconded by Hudson to forward to the Village Board with a positive recommendation allowing staff to purchase the street lighting materials for the Mequon Road Street Lighting project from Hein Electric Supply for an amount not to exceed \$150,326.08. Funds to be allocated from Acct. #40-542-570-8850.

Motion carried unanimously.

CONSIDERATION OF UTILITY CREDIT – W159 N9809 BUTTERNUT ROAD: Supt. Haugen explained the resident's softener regeneration switch was stuck open for an extended period while the resident was away from his home. The high consumption appeared on the meter data and the water never entered the sanitary sewer but was instead discharged to a sump crock in the basement. Surface discharge of gray water was in violation of the State Plumbing Code and Village Ordinance. Mr. Krause was notified by the Village that corrective action needed to be taken on the discharge prior to any credit given.

MOTION made by Miller, seconded by Kaminski authorizing a credit of \$263.96 to W159 N9809 Butternut Road for the first quarter water and sewer bill equal to the prior 5 quarters average provided that the property owner redirects the gray water discharge to the sanitary sewer and those corrections visually inspected by the Village's Building Inspector.

Discussion followed. Mr. Krause addressed the Committee and was told of the requirements necessary prior to receiving a credit on his utility bill.

Motion carried unanimously.

RESOLUTION -ADOPTING 2020 CMAR (COMPLIANCE MAINTENANCE ANNUAL REPORT): Dir. Ratayczak presented the CMAR Report to the Committee. The report was a part of the WPDES (Wisconsin Pollutant Discharge Elimination System) General Permit and the requirement of Ch. NR208 WI Administrative Code.

MOTION made by Hudson, seconded by Neureuther to forward to the Village Board with a positive recommendation to approve the 2020 Compliance Maintenance Annual Report (CMAR) and adopt its results by Resolution.

Motion carried unanimously.

CONSIDERATION OF INVOICE – D.F. TOMASINI: Supt. Haugen requested authorization to pay D.F. Tomasini for valve replacements ahead of the 2021 Road Program.

MOTION made by Miller, seconded by Hudson authorizing the payment of the D.F. Tomasini invoice in the amount of \$10,201.00 for the additional valve replacements ahead of the 2021 Road Program. Funds to be allocated from Acct. #50-180-183-3480.

Motion carried unanimously.

HVAC – WELLS #2, #5, & #7: Supt. Haugen had investigated with the help of IBC Engineering Services, an HVAC consultant, for an effective way to better manage & control high moisture and high ambient air temperatures at three Well locations. The conditions are due to the continual running of the large pump motors and electrical controls for water production. The current method of cooling and dehumidifying is with electric fans and free standing dehumidifiers. The moisture was removed but the needed cooling was not available. Based on the heat loss/gain investigation by IBC Engineering, it was recommended staff request proposals from HVAC Mechanical contractors to provide a quote mitigating the onsite ambient heat conditions. Five proposals were sent out with three responses received ranging from \$21,797.00 to \$27,075.00. Discussion followed.

MOTION made by Miller, seconded by Hudson to forward to the Village Board with a positive recommendation authorizing staff to contract Conditioned Air Design in the amount of \$21,797.00 for the installation of HVAC equipment at Wells #2, #5, and #7. Funds to be allocated from Acct. #50-180-184-3310.

Motion carried unanimously.

CONCEPT PLAN – MASS METER INSTALL: As reported by the Water Utility at the April 2021 Public Works Committee meeting, the meter reading equipment was failing and meter batteries were failing at a pace that it was difficult to keep up with the current replacement schedule. The Water Utility provided a Concept Plan to include soliciting bids for the installation of meters estimated to cost \$237,000. Meter costs were quoted at \$478,500. It was noted the Village would capture a \$45,000 cost savings on a bulk meter order but there would soon be a price increase of 5% (\$24,000) added to the quoted meter cost. Supt. Haugen discussed possible funding options with the Village Administrator and the following suggestions were to be considered; review cash flow, the use of an interfund loan if necessary or private funding options. In closing, Supt. Haugen noted Village Board approval was necessary for the

expenditure and to increase the Water Utility budgetary authority. Once authorized, staff could move forward with the meter and installation contracts.

MOTION made by Miller, seconded by Kaminski to forward to the Village Board with a positive recommendation authorizing approval to increase the spending authority to the Water Utility for the quoted cost for the meters totaling \$478,500.

Committee discussion included;

- Chm. Kaminski stated it was time a mass meter install be completed.
- Trustee Miller was not in favor of the time delay increase of \$24,000.
- Adm. Kreklow expressed the replacement of meters was critical and time sensitive and provided the following options to finance the payments; 1.) Vendors may provide financing and depending upon the terms of financing it may be advantages to the Village to consider based upon the vendors terms. 2.) Utilize an Interfund loan. The General Fund reserve could loan money to purchase the meters to the Water utility. The Village would be required to make an interest payment similar to what was being earned on investments for those general fund reserves. The Water Utility would pay back the loan out of the anticipated rate increase.
Adm. Kreklow did not believe financing should get in the way of taking the next step and soliciting for proposals from vendors to see what the numbers would be.
- Trustee Miller questioned whether there were any funds available in the Water utility to expend. Adm. Kreklow stated there were some funds available and could use working capital reserves. Adm. Kreklow would work with the Village's investment advisors to verify cash flow. Another factor is to determine when the bill for the \$600,000 would be due.
- Adm. Kreklow was comfortable forwarding the meter installation program concept to the Village Board and would also be giving a presentation on the status of the Water Utility Rate request.
- Supt. Haugen reported the material expenditure of \$150,000 per year for the replacement of water meters since 2013. Based on the 300-400 meters replaced yearly, it would take 6 to 8 years to complete.
- Trustee Neureuther needed more background on this topic and was not thrilled about the vendor financing option which was unknown or the Village borrowing money to ourselves.
- Financing terms were unknown with a vendor. Typically financing would be spread over a period of years. An Interfund Loan would refund the General Fund within a period of 12-18 months after the rate increase is put into effect.
- A mass meter install by a contract should take one to two months to complete.

Motion carried 3-1 (Neureuther)

BELL MUSEUM PAINTING PROJECT: Supt. Anderson reported bids were solicited from three area contractors for the painting of the Bell Museum. Of the three, only one bid was received. Staff noted the bid received was competitive.

MOTION made by Neureuther, seconded by Miller authorizing staff to contract Macorp Premier Painting & Finishing for the exterior painting of the Bell Museum for \$9,645.00. Funds to be allocated from Acct. #10-519-570-8425.

Motion carried unanimously.

DHEINSVILLE PARK – PARKING LOT PAVING: Dir. Ratayczak reported the paving of the Dheinsville Park parking lot and walkways was included in the Park & Rec 2021 budget. As this item was to be included in the 2021 Road Improvement Program, it was not. Upon request, the Road Improvement contractor provided a quote of \$74,482.00 to complete the parking lot paving which fell within the Park's budget. Since time for scheduling paving was critical due to the new Pavilion's events schedule, Dir. Ratayczak authorized the work to be completed prior to approval of the Public Works and Highway Committee.

MOTION made by Miller, seconded by Hudson to approve the 2021 Road Improvement contract change order with Payne & Dolan in the amount of \$74,482.00 for the paving of the Dheinsville Park parking lot and walkways.

Motion carried unanimously.

SIDEWALK ON DIVISION ROAD – DOTTY WAY TO SOUTH OF WENDY LANE:

Dir. Ratayczak stated a request was made by President Wolter for the investigation of installing a walkway on Division Road from Dotty Way to the southern termination point just south of Wendy Lane. The initial thought was to take advantage of the area disturbed by the watermain construction along this route. Upon further investigation and options presented to staff by raSmith, it was noted there was not sufficient right of way without filling the ditch with pipe. This option would still place the walkway 2 feet from the roads edge and be dangerous for walkers. The best option would require obtaining right of way to construct the walkway on the west side of the drainage ditch. Staff requested permission from the Committee to discuss the purchase of right of way from three property owners. Appraisals or title searches have not been done. Dir. Ratayczak also reported Division Road needed to be reconstructed. In working with Graef engineers and the State of Wisconsin, it was noted there was a State Surface Transportation Program (STP) for funding and the Village would be applying. If the Village went through with the program, Division Road would become an "urban" road with curb and gutter and strict direction on walkways/bike paths. Several walkways on Division Road would need to be looked at and possibly reconstructed to adhere to the ADA requirements. Committee comments included;

- What is the length of sidewalk needed to make a connection? Dir. Ratayczak stated approximately 1,100 ft. on the west side of Division Road.
- If the Village chooses to proceed with the STP funding, road construction would not take place for 5-7 years.
- We should keep Division Road in our Road Improvement Program and do the sidewalks the way the Village wants. The Village may not choose the STP funding for road improvements.
- Graef engineers stated Division Road was in bad shape, but patch repairs could be done until such time the whole road could be reconstructed.
- Staff should acquire the necessary right of way now for the sidewalk connection and not wait 5+ years for road reconstruction.

MOTION made by Hudson, seconded by Neureuther authorizing staff to develop plans and acquire right of way proposals for the construction of sidewalk on the west side of Division Road from Dotty Way just south of Wendy Lane and bring proposals to the Committee next month.

Motion carried unanimously.

MEDIANS AT RAILROAD CROSSING – FREISTADT ROAD: Dir. Ratayczak reported the Commissioner of Railroads required the Village to make alterations at the railroad crossing on Freistadt Road between Maple Road and River Lane. Staff had requested Graef investigate the directive and it was recommended the Village construct a curb & gutter raised median at each side of the crossing. This would become a fast, hard closed method to deter traffic at the crossing. This plan was then given to the Roads Improvement contractor, Payne & Dolan, who submitted a quote of \$34,506.25 to complete the work. Dir. Ratayczak requested Committee authorization to proceed with the required work as he felt the prices received were competitive.

MOTION made by Miller, seconded by Hudson authorizing staff to proceed with the recommended placement of medians at the Freistadt Road railroad crossing between Maple Road and River Lane provided the Commissioner of Railroad approves the plan.

Motion carried unanimously.

R.O.W. ACQUISITION – CENTURY LANE: Dir. Ratayczak gave a brief history regarding the efforts to reconstruct Century Lane and the need for additional right of way from those property owners. Lovers Lane had sufficient right of way. As there was a concerted effort to perform the work in 2020, the Village had no funds budgeted for the purchase of land for the additional right of way needed. Residents indicated they would give the needed land to the Village but once title searches were done for each parcel, the mortgage companies required the land be purchased. Therefore, road reconstruction was postponed in 2020 and 2021 due to budget timing. Estimated funds for the required right of way purchase was \$80,000.00. The reconstruction of Century Lane was estimated at \$350,000 - \$400,000. Discussion followed with the Committee allowing staff to include funding in the 2022 budget for the purpose of purchasing land for right of way on Century Lane.

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

ANNOUNCEMENTS: None

NEXT MEETING DATE: The next Public Works and Highway Committee meeting will be held Wednesday, July 7, 2021, at 6:00 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at: 7:20 p.m.

A handwritten signature in black ink, appearing to read "Janice Wick", with a stylized flourish at the end.

Janice Wick, Recording Secretary