

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

October 5, 2021
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, and Secretary Wick.

APPROVAL OF MINUTES: **MOTION made by Miller, seconded by Neureuther to approve the Minutes of August 16, 2021.**

Motion carried unanimously.

PUBLIC COMMENT: Matt Wolak, N115 W16215 Saxony Square, noted he was building a home in the Wrenwood Subdivision and requested Committee consideration to relocate the easement near his lot that runs from Wrenwood South to Wrenwood North. He was unaware of the easement at the time of purchase and was told there would be nothing behind his lot and therefore purchased that lot for that purpose. Mr. Wolak asked for consideration to move the first leg of the utility easement closer to the tree line which would create more privacy and better views of the prairie.

Chm. Kaminski stated the Committee would consider Mr. Wolak's request at the November 2021 Public Works Committee meeting.

CONSIDERATION OF INVOICE – VINTON CONSTRUCTION CO: Dir. Ratayczak reported 2 – 16" butterfly valves needed to be replaced at the time of the Freistadt/Goldendale intersection reconstruction. As Vinton Construction was in the Germantown area, a quote was requested by staff and was found to be comparable to other valve work done in the past and the Village saved a portion on mobilization costs.

MOTION made by Miller, seconded by Hudson to forward to the Village Board with a positive recommendation authorizing the payment of the Vinton Construction Co. invoice in the amount of \$16,880.00 for 2 - 16" water valve replacements as part of the Freistadt/Goldendale Roads intersection reconstruction. Funds to be allocated from Acct. 50-180-183-3530.

Motion carried unanimously.

2022 WACHTEL ARBORICULTURAL CONTRACT: Supt. Anderson requested Committee approval to continue the Village's contract with Wachtel Tree Science & Services who provide the Village numerous forestry related services. The cost of the service is billed on a time and material basis. Wachtel's service has been excellent over the life of the previous contracts.

MOTION made by Neureuther, seconded by Miller to forward to the Village Board with a positive recommendation to contract Wachtel Tree Science & Services for calendar year 2022 to provide specific consultation services as it relates to numerous forestry services at a cost not to exceed \$15,000. Funds to be allocated from Acct. #10-553-530-5290.

Motion carried unanimously.

PROPOSED WALKWAY – COUNTRY AIRE DRIVE – DISCUSSION/DIRECTION:

Dir. Ratayczak explained Neumann Development was required as part of their Developer's Agreement to construct sidewalk on Country Aire Drive from the current dead-end sidewalk south of Pheasant Lane to Friedenfeld Park. Past Committee direction required the sidewalk to be continuous from Mequon Road on the same side of Country Aire Drive for its entirety. Installing sidewalk on the east side of the road would require the installation of pipe in the existing drainage ditches and removal of trees. Dir. Ratayczak further noted the Village was looking at repaving Country Aire Drive in 2022 as part of the Local Roads Improvement Program (LRIP) in which the Village would receive State Funds of approximately \$63,000. Staff proposes to accept funds from Neumann Development in lieu of the developer installing the sidewalk. Staff would then include the sidewalk with the plans for the Country Aire Drive repaving. Constructing the sidewalk with the road improvements would better fit with the road and function better with any required storm drainage improvements. Discussion followed.

MOTION made by Miller, seconded by Hudson authorizing the Director of Public Works to negotiate the amount Neumann Development contributes toward the construction of a sidewalk on the east side of Country Aire Drive, release Neumann Development from their obligation in the Developers Agreement to reconstruct the sidewalk on Country Aire Drive, and direct staff to include this sidewalk as part of repaving Country Aire Drive.

Motion carried unanimously.

WELL #12 – CHANGE ORDER: Dir. Ratayczak explained Well #12 was originally designed & awarded to be a 1,600 foot deep sandstone aquifer Well. Through the drilling process and at a depth of 420 feet, a large source of water was discovered. A proposal was then made and approved by the Village to investigate the potential of a Shallow Well. Benefits included the water source in a Shallow Well commonly did not contain radium. Upon Committee approval a Change Order to perform the required test pumping, monitoring, and testing required by the WDNR was completed. Results proved the Well to be an acceptable Shallow Well. The second Change Order in the amount of \$54,333.04 reflected the costs associated with changing from constructing a deep well to constructing a shallow well which included contractor costs for remobilizing the equipment. Associated costs were reviewed and approved by staff and the consulting engineers for the project. Discussion followed.

MOTION made by Miller, seconded by Hudson to approve Change Order #2 in the amount of \$54,333.04 to Municipal Well & Pump for the cost associated with changing the construction of Well #12 from a deep well to a shallow well.

Motion carried unanimously.

EXPORT TOPSOIL – WRENWOOD NORTH: Dir. Ratayczak reported pursuant to Village Code 17.441, Neumann Companies submitted a request to remove 46,000 cubic yards of excess topsoil from the Wrenwood-North Subdivision project site. Soil borings indicated twelve inches of topsoil across the development site.

MOTION made by Neureuther, seconded by Hudson authorizing the request by Neumann Companies to remove 46,000 cubic yards of excess topsoil from the Wrenwood – North Subdivision site.

Motion carried unanimously.

DPW ORGANIZATIONAL STRUCTURE – UPDATE: Adm. Kreklow provided an organizational structure update to the Committee noting the following:

Staffing Update: The Village Engineer candidate was extended an offer of employment and declined the position. The position will continue to be posted. Staff is trying to identify candidates with the potential of recruiting them to the Village and working on improving the attractiveness to the positions open. Ideas will be provided at a future meeting with hopes of getting those positions filled.

Contract Support: The work that Graef has been doing for the Village has been positive. There has been a lot of progress made on various engineering projects to include the 5-year Paving Program, improved processes for the Sealcoat/Cracking Filling Program, and the Five Year Capital Improvement Program.

Financial Update: The Engineering budget for Contracted Services is \$40,000 over budget however salaries are \$50,000 under budget. Some of the Graef charges are being charged directly to capital projects.

Operational Update: Village staff has been able to maintain levels of service for the last year and a half even though it has not been easy. The Superintendents have done a very good job in continuing to provide services that are important to the community. Progress is being made on getting information and improving the process of entering infrastructure data in the Village's GIS when operations people need it. The coordination between design engineering, inspections and operations people has improved.

HR Update: Months ago, a proposal was presented regarding the compensation for the three superintendents. The proposal was not adopted, and the superintendents remain at the same pay range. It was Adm. Kreklow's opinion that an increase to the pay range was still warranted. Ways to move forward included doing the increase independently, not necessarily the pay of the individuals in those positions. Two of the three positions are at the top of their pay range. When reviewing performance there was little room for a merit based pay increases. If pay ranges were increased, there was the possibility when performance merits it, those individuals could get pay increases. The Support Services Manager is working on an overall review of the Village's compensation system. By year end staff will present a proposal to shrink the number of pay ranges which is currently at 25. It is not the intent to give staff increases but to create flexibility within the pay ranges so when the budget allows and staff has earned it, there are pay increases available.

Committee comments included;

- *Will employees at the top of their range get a merit increase?* There would be a one-time bonus instead of building it into the base.
- *Are compression studies going to be done?* The Village has done studies and will present this information at the General Government and Finance Committee.
- *When the study is presented at the GGF Committee please include the Supervisors salaries.*
- *Were there any funds included in the budget for this year?* There is funding in the Budget for a total of 2.5% for all represented and non-represented employees.

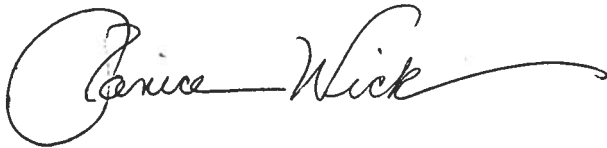
- *What is the status of the Superintendents reporting directly to the Administrator? Is that going to change?* The reporting structure is continuing, and Adm. Kreklow did not believe it would be a permanent structure. When the Engineering positions are filled, staff can move to a longer term solution.

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, November 3, 2021, at 6:00 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at: 6:55 p.m.

A handwritten signature in cursive script, reading "Janice Wick". The signature is fluid and elegant, with a large initial "J" and a long, sweeping underline.

Janice Wick, Recording Secretary