

## PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

November 3, 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, and Secretary Wick.

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

**Motion carried unanimously.**

**PUBLIC COMMENT:** None

**CONSIDERATION TO RELOCATE UTILITY EASEMENT – WRENWOOD SUBDIVISION:** Dir. Ratayczak reported Matthew Wolak, N115 W16215 Saxony Square, requested Committee consideration to relocate the existing utility easement which lays behind a vacant lot he purchased in the Wrenwood Subdivision. The purpose of the request was to increase the privacy he sought in purchasing Lot 28, as well as maintaining the beauty of the prairie/wetland area which attracted him into buying the property. The Committee backup included correspondence from Dir. Of Community Development, Jeff Retzlaff, Project Management Steve DeCleen of Neuman Development, and homeowner Mr. Wolak who provided an easement location map with color variations on his relocation request. Dir. Ratayczak stated the current easement layout was approved at the Plan Commission in 2018. Dir. Retzlaff corresponded the current easement/path location was selected on the goal of reducing the impact on the environmental features in the out lot while also providing for the trail amenity required under the Wrenwood Planned Development District (PDD). Dir. Retzlaff did not support moving the easement and trail.

*Steve DeCleen, President of Neuman Development and Project Manager of the Wrenwood Subdivision* explained the easement and path were already established prior to Neuman Development acquiring the property. When the southern portion of the subdivision was developed, the Development Agreement stated, “at which time the northern portion of the subdivision was developed, the sewer would go through and a paved path over the top, so the Utility Departments have access to maintain the sewer system.” As a Developer, they were guided by the Developer Agreement and its requirements. Mr. DeCleen felt the utility easement/path was in the best possible spot. Mr. DeCleen further noted the location of the easement/path was not included in their sales collateral material when they were selling the lots/houses as it was unknown if and when the path was going in. Mr. DeCleen apologized for any confusion.

*Mr. Wolak, owner of Lot #28,* thanked the Committee for their consideration and the detail on the background on the justification of placing the easement in its current location. Subsequent conversations with the builder allowed Mr. Wolak to find out all the information on the paved path with gated entry. As it was an unfortunate sequence of events, he wanted to move forward to see if the pathway could be relocated.

Dir. Ratayczak stated he did not believe the access easement was to be gated but a bollard or something aesthetically pleasing placed close to the right of way line. Vehicles would be unable to park on this pathway. Signage would be in place to deter traffic and parking.

**MOTION made by Miller, seconded by Hudson to affirm that the previously approved location/alignment of the sanitary sewer & water main easement with associated paved pathway remain as indicated on the approved construction plans and the Plat of Survey for the Wrenwood Subdivision.**

Discussion followed on the pattern of the pathway and the advantages for the north properties to access Freidenfeld Park without going out to Freistadt Road to Country Aire Drive. It was anticipated there would be more foot traffic vs. bike traffic.

**Motion carried unanimously.**

**UTILITY BILL UPDATE:** Adm. Kreklow explained a high volume of calls were received following the distribution of the third quarter utility billing. Of the 6,700 bills distributed, over 3,500 were based on estimated rather than actual meter readings. Estimated bills were necessary due to the failure of the interface between the meter reading software and the Village's billing software. The billing software had not been updated by the vendor in many years and despite numerous attempts and requests for assistance from the vendor, the interface was inoperable. Staff estimated the current bills using actual water usage during the third quarter of 2020. Specific problems were identified and corrected. Adm. Kreklow stated when the meter replacement project and billing system replacements are complete in 2022, utility bills will be based on actual readings and any necessary adjustments would be made. Conversation continued with details on the most current billing errors and corrective measures. The following corrective actions were presented:

- Meters have been purchased to replace problematic meters. Village Board approval will be needed to contract the installation of the meters. Anticipated completion will be mid-year 2022.
- Staff has reviewed a proposal and finalizing a contract with the successful vendor for a new enterprise resource management system to include a utility billing system. While the implementation plan and timeline are still being developed, the utility billing system will be completed during 2022.
- Staff is researching approaches other communities take regarding summer sewer credits and will bring alternatives and recommendations to the Village Board to streamline the application of these credits, or potentially eliminate the credits in favor of diversion meters to measure the actual amount of water usage diverted from the sewer system.
- The Summer Service Credit will not affect the 1<sup>st</sup> and 2<sup>nd</sup> quarter billing. Staff is working toward getting the new system up and running before the third quarter billing was distributed but it may not be possible due to a number of factors getting the system in place. Another option that could be in place more quickly was a deduct meter based on actual usage. This would require a policy change and other impacts as well. Adm. Kreklow was looking at starting the implementation plan to March, 2022 with completion by the beginning of the fourth quarter. The plan in the meantime was to continue estimating the 3,500 bills. The end goal was to be able to get actual readings and adjust bills accordingly.
- The Utility Billing Clerk has done a good job on providing the best customer service responding and answering questions. The Committee thanked staff for all their efforts.

**MASS METER INSTALL PROPOSAL:** Supt. Haugen solicited six proposals for the installation costs of a mass meter replacement. Three proposals were received ranging from \$246,816 to \$875,000. The installation ancillary cost includes line freezing, inlet/outlet valve replacements, meter jumpers, valves, bib flow back flow preventors and after hours leak issues (no fault of contractor). Supt. Haugen noted there would be a cost recovery of \$33,810 for the line freezing. The inlet/outlet valve replacements (\$144,900.) is a pass-through cost to the property owners along with the ¾" and 1" valves (\$2,994.) As the ancillary items were estimated, Supt. Haugen would keep the Committee updated if costs exceed the "not to exceed" amount.

**MOTION made by Miller, seconded by Neureuther to forward to the Village Board with a positive recommendation to accept the base bid of \$246,816.00 from PMI-Professional Meters, Inc. to include the ancillary costs for line freezing, valve purchases, valve replacements, meter jumpers and hose bib backflow preventors for a total meter installation cost not to exceed \$541,230.00. Funds to be allocated from Acct. #50-180-183-3460.**

**Motion carried unanimously.**

**CONSIDERATION OF INVOICE – D.F. TOMASINI – PILGRIM ROAD WATERMAIN BREAKS:** Supt. Haugen reported the emergency repair of three watermain breaks on Pilgrim Road. Due to the severity of the damage, two underground contracted crews were called to facilitate the repairs.

**MOTION made by Hudson, seconded by Neureuther to forward to the Village Board with a positive recommendation to approve the D.F. Tomasini invoice in the amount of \$17,365.00 for the emergency repair of three watermain breaks on Pilgrim Road. Funds to be allocated from Account #50-742-530-6730.**

**Motion carried unanimously.**

**CONSIDERATION OF PLOW PURCHASE – HIGHWAY/PARKS/BLDGS./GROUNDS:** Supt. Anderson requested Committee authorization to purchase two Boss pick-up truck snowplows. The Department currently owns one Boss plow and wanted to add two additional plows of the same style as they helped with efficiency of the cleanup during snow events. Three bids were received which included the existing plow trade. Though the purchase was not budgeted, the Highway Dept. received \$33,925.63 in revenue from auction sales for retired equipment. The purchase would be paid from the department's operating budget. In the event the operating budget exceeded availability, the purchase would be offset by the auction revenue account.

**MOTION made by Miller, seconded by Hudson authoring the purchase of two Boss scoop style snowplows from Schoessow Equipment Services LLC in an amount not to exceed \$12,771.66.**

**Motion carried unanimously.**

**CONSIDERATION OF INVOICE – CORE & MAIN – HILLTOP DRIVE STORM SEWER:** Dir. Ratayczak requested authorization to process an invoice from Core & Main for the pipe material needed for the Hilltop/Edgewood Drive storm sewer project.

**MOTION made by Hudson, seconded by Neureuther authorizing payment of the Core & Main invoice in the amount of \$11,252.00 for pipe materials used on the Hilltop Drive storm sewer project.**

**Motion carried unanimously.**

**RESOLUTION – ALL WAY STOP – WASAUKEE AND FREISTADT ROADS:**

Dir. Ratayczak explained the Washington County Public Works Committee approved a 4-way stop at the intersection of Wasaukee and Freistadt Roads. Since the Village of Germantown was responsible for the south side of the intersection, Washington County requested the Village of Germantown pass a Resolution in support of the All-Way Stop at the Wasaukee and Freistadt Roads intersection.

**MOTION made by Miller, seconded by Hudson to forward to the Village Board with a positive recommendation to approve a Resolution in support of an All-Way Stop at the intersection of Wasaukee and Freistadt Roads.**

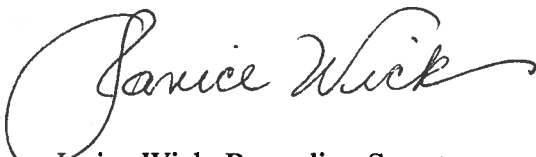
**Motion carried unanimously.**

**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, December 8th, 2021, at 6:00 p.m.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at: 6:47 p.m.



Janice Wick, Recording Secretary