

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

March 1, 2022

Village Hall Board Room

CALL: Chairman Kaminski called the meeting to order at 6:00 pm.

ROLL CALL: In attendance were Chairman Kaminski, Trustee Members R. Miller, Hudson and Neureuther. Also present were Administrator Kreklow, Dir. Ratayczak, Wastewater Superintendent Zimmerman, Public Works Superintendent Anderson, Clerk Treasurer Braunschweig and Administrative Assistant Remich.

APPROVAL OF MINUTES: MOTION R. Miller/Hudson to approve the Minutes of February 1st, 2022. Motion carried unanimously.

PUBLIC COMMENT: None

A: Consideration of Eliminating or Modifying the Summer Sewer Credit

Superintendent Zimmerman is presenting for discussion: The Wastewater Utility has provided a summer sewer credit to residential customers for a very long time as spelled out in Ch.13.37 of the Village code. It is calculated based off the following formula: $Q4 + Q1 * 1.15 / 2$ and is billed the lesser amount of the actual read or the formula computation. This is a very time consuming and arduous task for staff to compute and is the number one complaint generator during these two billing cycles. A review of a random sample of 100 customers who received credits for Q2, Q3, or both show a loss of revenue of 54.86%. These revenue losses are significant and capturing this lost revenue would help maintain the solvency of the Wastewater Utility and allow for no rate increases for the foreseeable future. Simple logic and looking into one's own usage of water during the summer, would indicate higher consumption due to more frequent bathing, and more consumption for bodily needs that far exceed the additional 15% being captured. The MMSD bills the Village based on formulary flow as follows: 49 gallons per capita (2.49) per day. For Germantown that equals 122.01 gallons per day or 11,132 gallons per quarter. Often our volumetric credit is less than the 11,132 gallons being charged by MMSD. A survey of communities in SE Wisconsin indicates that a vast majority of them don't offer a summer sewer credit. But do offer the option of installing an irrigation or sprinkling meter.

It is staff's recommendation to have an honest discussion about the summer sewer credit with the PWHC and forward on to the Village Board a recommendation that is equitable for both the Utility and the rate payers to be in full effect by Q1 of 2023 with the implementation of the Tyler Munis billing system. Items for consideration and/or action are as follows:

- Elimination of the summer sewer credit for Q2 beginning in 2022. And to modify Chapter 13.37 of the Village Code to use the following formula to calculate Q3 credit: $Q1 + Q2 / 2 * 1.25$. Minimum calculated average to receive credit 11,000 gallons.
- If no elimination, increase percentage of capture to 25-35% and increase minimum calculated volume to 11,000 gallons.
- Modify Chapter 13.37 of the Village Code to read: Sewer volume charges for metered residential customers are based on actual metered water flows for the first, second and fourth calendar quarters. The third calendar quarter's sewer volume charge (summer quarter) is based on the actual metered water flow for said quarter, or the calculated average of the three previous quarters, using whichever is less. A minimum calculated average of 11,000 gallons is required for the average to be used for the third quarter. This credit will be given automatically to all residential customers.
- Elimination of summer average completely by the start of 2023. And have the option for deduct meter.
- Modification to Chapter 13.37 of the Village Code to allow for the installation of an irrigation/sprinkler deduct meter for accuracy and equity for all parties. Residential customers who have extensive outdoor water usage in early spring, late summer or fall may wish to install a sewer-deduct meter at their cost to measure "non-sewer" usage. Once the deduct meter is installed and inspected, sewer volume charges will be based on the consumption from the primary meter less the consumption from the deduct meter. The charge for the additional meter is established by the current rate sheet for the Water Utility at \$5.00/Qtr.

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Utility Invoicing is the first thing being set up in the new accounting program, so we need to get this issue resolved before then. Most customers do not use water heavily in Q2 - April, May and June. The summer sewer credit has been happening for a very long time and we are only one of two communities that give the credit for 2 quarters. This credit is automatic, last quarter the system crashed and every invoice had to be calculated by hand. Trustee Millers concern is that this comes on the heels of a water increase. We are in the process of data conversion now for utility billing and will run the last 2 quarters thru a test phase. Wait for the change until 2023 then deal with eliminating the credit in its entirety? Most municipalities are encouraging customers to put in the deduct water meter. Another thought is that we could waive the install charges for the deduct meter for the first year. 2nd quarter of 2022 will still have to be hand calculated.

MOTION R.Miller/Kaminski Motion to recommend the elimination of the summer sewer credit for Q2 beginning in 2022 and to modify Chapter 13.37 of the Village Code to use the following formula to calculate Q3 credit: $Q1+Q2/2*1.15$ and raise the minimum calculated average to receive credit to 11,000 gallons and another motion was made to keep this on unfinished business to continue the dialog regarding Q3 and 2023, these items should be separated out and put on the agenda at a future meeting. Motion is unanimous. Not on VB consent agenda.

B: Fire Station Insulation Project

Superintendent Anderson stated that in 2019 the fire suppression main line pipe at the Fire Station was replaced due to microbial induced corrosion. When the work was complete the blown insulation was matted down reducing the “R” value. As part of the 2022 budget staff included \$13,000 in non-borrowed capital to install additional insulation. Staff solicited pricing from three area insulation contractors and the results are listed below.

Wisconsin Home Improvement:	\$9,773.68
Builder’s Insulation:	\$11,293.00
Insulation Specialists:	No proposal submitted.

MOTION Hudson/Neureuther to recommend contracting with Wisconsin Home Improvement to reinstall attic insulation at the Fire Station in an amount not to exceed \$9,773.68. Motion carried unanimously.

C: Spring Tree Planting

Supt. Anderson stated that each year trees around the village are removed for various reasons including vehicle & storm damage and disease. The village currently has 550 “vacant” planting sites within known areas on our GIS layer. As part of the 2022 budget, tree planting is planned into the general fund street tree maintenance line item. This year’s project will replace 61 trees in various areas around the village including: along roadways, around village buildings and in the parks. Staff has solicited pricing from area contractors and the results are listed below. If the street tree maintenance account trends well throughout the year, we could look to complete a smaller fall tree planting contract if the conditions are favorable. Trees come with a 1-year guarantee.

Property Solutions Contracting:	\$18,120.00
Century Landscape:	\$29,019.00
Wendland Nursery:	\$31,304.00
Johnson’s Nursery:	\$32,284.05

MOTION Neureuther/R.Miller to recommend using Property Solutions Contracting to complete the spring 2022 tree planting project in an amount not to exceed: \$18,120. Motion carried unanimously.

D: Parks Tractor Loader Purchase

Supt. Anderson stated as part of the 2022 Parks Department capital budget, \$45,000 was added for the replacement of a small tractor loader. The loader currently owned by the village is being replaced because it’s beyond its useful service life. Staff solicited pricing from three area vendors and the results are listed below.

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John P. Lochen Company:	\$42,950
Service Motor Company:	\$43,593
Bill's Power Center:	\$45,084

MOTION R.Miller/Hudson to recommend the purchase of a Kubota LX series tractor loader from John P. Lochen Company in an amount not to exceed \$42,950. Motion carried unanimously.

E: Village Labor & Equipment Rates 2022

Director Ratayczak stated that the Village may be requested for personnel or equipment to assist in a project, staff typically prepares a list of rates to be charged for labor and equipment. For 2022 staff is recommending a 3.5% rate increase for labor and a 3% rate increase for equipment.

MOTION R.Miller/Neureuther to recommend that the Committee forward the 2022 Labor & Equipment Rates on to the Village Board with a positive recommendation for approval. Motion carried unanimously.

F: Payment to Wisconsin Department of Transportation

Director Ratayczak stated the WIDOT Project for the construction of a round-about at the intersection of STH 145 (Fond du Lac Ave) and Donges Bay Rd. was designed and managed by the WIDOT and it included a Village of Germantown paid portion to extend sanitary sewer and water main to a point past the road project limits. This was a 2017-2018 project. With further investigation it was found that the amount on the invoice was the closeout determinations made by the WIDOT for the actual work completed billable to the Village of Germantown. Work that was invoiced to the Village during the project was accounted to either the Wastewater or Water Utility for payment by the Village.

MOTION R.Miller/Neureuther to recommend the approval of payment to the WDOT in the amount of \$61,511.70 and forward on to the Village Board with a positive recommendation for payment. Motion carried unanimously.

G: Intersection of Concord Road and Nigbor Drive

Director Ratayczak stated at the January 17, 2022, Village Board meeting the Engineering Department was assigned to investigate and report back on the need to modify the current 2-way stop to a 4-way stop at the intersection of Concord Rd and Nigbor Dr. The Engineering Department was to report back to the PWHC within 60 days of the January 17, 2022 Village Board meeting. To date the Department of Engineering and the Street Department have worked in unison to install the speed limit and car volume detection equipment on Concord Rd and contracted with a Traffic Engineer Consultant to analyze the need for a 4-way stop. The Village equipment records the traffic volume, speed, and time of day for each vehicle that travels past the equipment in both directions.

Traffic Analysis and Design, Inc (TADI) was contracted to review the data collected from the Village equipment. In addition, TADI will perform a traffic turning movement investigation to give a more comprehensive analysis of traffic movement. At the end of data collection TADI will submit a Memorandum Report with their findings and recommendations for a 4-way stop intersection. TADI's Report is due by March 15, 2022.

Discussion Followed. Committee will analyze all data after March 15, 2022 and discuss variables. This should be brought back to Public Works Committee at that time and they would like the TADI engineer to attend the meeting to relay his findings. Trustee Jan Miller has been following this issue and should also be invited.

H: 5-year Capital Improvement Program

Director Ratayczak stated the 5-Year CIP was completed, with final revisions, in December 2022. It was presented as a DRAFT to the Committee of the Whole on October 13, 2021, during 2022 Budget Review. The 5-year CIP included input from all Departments represented in the CIP. Also included was the inspection of 26 buildings, salt dome and 10 misc. structures/public amenities (splash pad, concession, and shelters) from which maintenance cost

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estimates and timing of maintenance were determined. The inspections were performed by structural engineers and architects from GRAEF. The 5-Year CIP will be evaluated and updated in the fall of each year, which will include adding the next year.

Park and Recreation questions... Director Standridge should be in the discussion about that portion at the next meeting.

MOTION Neureuther/R.Miller to bring this discussion back at the next PWHC meeting so the Park & Rec portion can be clarified. Motion carried unanimously.

I: Discussion – Holy Hill Road Reconstruction

Director Ratayczak reported that plans for the reconstruction of Holy Hill Road started with the conception of TID #8 and was included in the TID #8 Financial Plan. Although the original plan only included reconstruction as a 4-lane road from approximately “B” Street to the east boundary of the Briggs & Stratton Building and from this point to Goldendale Rd as a 2-lane roadway. This plan was altered by two things: First being an unplanned increase in the success of TID #8 and Second the Traffic Analysis Report that called for the increased traffic lanes due to the number of buildings being constructed in TID #8.

Highlights of the Final Design is a 4-lane divided roadway (18-foot median) with a 10’ concrete mixed-use path on the southside and a 6’ sidewalk on the north side – keeping walkway connections in mind, streetlights in the median and traffic lights at Goldendale Rd. In addition, planned but not constructed at this time are future intersections for a frontage road at “B” street north and a frontage road to the south at the self-storage driveway. Storm water outfalls into the storm water pond that is located on the Capstone-41 Development.

As a reminder the Village of Germantown received a \$1 million Grant from the State of Wisconsin to be used towards the reconstruction of Holy Hill Rd. Discussion Followed

PROJECT UPDATES: Reviewed and discussed.

NEXT MEETING DATE: Next meeting was set for Wednesday, April 6th, 2022 at 6pm.

ANNOUNCEMENTS: None

ADJOURNMENT: Chairman Kaminski adjourned the meeting at 7:23pm

Deb Remich

Department of Public Works

Administrative Assistant