

# **PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES**

**May 11th, 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 Director Ratayczak, Wastewater Superintendent Zimmerman, Water Superintendent Haugen, Public Works Superintendent Anderson and Administrative Assistant Remich.

**APPROVAL OF MINUTES:** MOTION (R. Miller/Hudson) to approve the Minutes for March 1<sup>st</sup>, March 7<sup>th</sup> and April 4<sup>th</sup>, 2022. Motion carried unanimously.

**PUBLIC COMMENTS:** None

## **UNFINISHED BUSINESS**

### **A: Intersection of Concord Road and Nigbor Drive**

Director Ratayczak is presenting follow up to change the intersection of Concord Rd & Nigbor Dr from a two-stop sign controlled intersection to a 4-way stop sign-controlled intersection. The engineering department along with the Street Department performed research on current traffic conditions. In addition, a Traffic Engineer Consultant (TADI) was hired to perform an analysis of the traffic flow, including speed and movements. The result of the analysis and the recommendation of TADI is that the intersection should remain as a two-way stop-controlled intersection.

John from TADI spoke and explained how their study included an intersection movement count and speed data along Concord with over 1000 vehicles were recorded. Results observed that the speeds & crash history of this intersection were consistent with the current 2-way stop at that intersection. Traffic volume would have to increase 14-fold to get to the minimum threshold for volume to warrant a 4-way stop. Speeds were measured at an average of 25-26 MPH. TADI feels this is the appropriate recommendation.

Discussion followed including data compilation was from 13 hours of turning data and speed data for a month during winter. Moving the 2 stop signs to the alternate corners not an option as it's proven to not make a difference. DOT does not warrant using stop signs with the purpose of slowing traffic down.

A resident showed up to speak in favor of the 4-way stop and presented another petition with 76 signatures. He would like to see the data for a summer month when children are out of school. It was determined to be feasible as our equipment is still there. Hudson would like data for the last 2 weeks in June. And Ratayczak would like to run the data past TADI again before bringing it back to PWHC. It was decided to proceed as stated and bring it back to PWHC meeting on July 6<sup>th</sup>.

MOTION (R. Miller/Hudson) to recommend collection of additional data and postponing any decision until after the PWHC July meeting. Motion Unanimous.

## **NEW BUSINESS**

Kaminski made a motion to move Topic K. to the next position in the agenda so Mike from Graef can speak and leave.

### **A: Construction Manager for New Department of Public Works Facility**

Director Ratayczak stated that the Final design of the Public Works Department Building is near completion, so the selection of a Construction Management Services consultant is the next step prior to bidding the project. Construction Management can be performed in two approaches; 1) construction management can self-perform the various trades and sublet what they do not perform 2) construction management does not self-perform any trade work and competitively bids all trades in the attempt to achieve the lowest cost. In addition, it is the legal opinion that the best way to meet the State Bid Law requirements is to competitively bid all trades. For this reason, staff selected a Request for Professional Services contract which required "No self-performing" of any work by the construction manager.

**Public Works Highway Committee Meeting Minutes**

The decision to use this process greatly limited the number of bidders since most construction management firms self-perform a majority of the work. To this end the Village received one bid from Moore Construction Services in the amount of:

Construction Phase Fee: \$2.25% @ est. bldg. cost of \$28 mil = \$630,000

General Conditions: \$603,451

It is important to be under contract soon as the expected delay to obtain materials is growing longer. Moore Construction Services has completed recent projects with the City of New Berlin, come highly recommended and have been involved with Graef from the start giving input from a construction point of view.

Mike spoke from Graef to explain why option 2 to hire a construction manager is preferable. Moore has been involved since inception a year and a half ago and has been instrumental in keeping us on budget and with long lead times and prices going up. An advantage to having a CM onboard, you still have to follow all the public bidding laws that doesn't change but certain packages such as steel we can separate out individually getting pricing and materials one at a time rather than all at once with design bid build. Discussion followed. This is in the budget and once the CM is on board the orders for materials will be placed as soon as possible before the prices continue to escalate. Quote was 2.25% on our contract compared to 2.75% Moore bid in New Berlin due to his involvement in the project from the beginning. Ratayczak is comfortable with him and feels confident in him, he has high integrity and great references. Kaminski normally we get more than one bid but in this instance that was not possible. Ratayczak yes that is correct and design build would not be legal for us to do according to our attorney. This would be the best way to get multiple competitive bids on all stages of the project.

**MOTION (R.Miller/Neureuther)** to recommend entering into a contract with Moore Construction Services in the amount of 2.25% for Construction Phase Fee and \$603,451.00 for General Conditions and forward with a positive recommendation to the Village Board for approval. Motion is unanimous. This goes to the VB on New Business not on Consent Agenda. Motion Unanimous.

**B: Meter Installation Update**

Superintendent Haugen stated that disconnection notices are going out. He read the notice to get it into formal record basically stating that the residents that were notified via mail multiple times this year need to call immediately to schedule their water meter replacement or they are at risk of disconnect if they do not comply. Just to update the board the project is going well overall. We are at 965 meters installed of 2900. They do them in 5 zones, we are currently in Zone 1 to whom they sent out 3 post cards, each with a stronger language. This next notification is the disconnection notice. He brings this to you just in case you get calls. Zone 1 is incomplete by 81 of 600 mailers. This is for information only and Paul will email the board members and get it posted on the website.

Presented for information and discussion, no action required.

**B: 5-year Capital Improvement Program – Parks & Recreation**

Director Ratayczak stated at the March 1, 2022, PWHC meeting the Committee requested an explanation of two entries 1) Land Acquisition-Community Park-\$1,000,000 & 2) Community Park Master Plan & Phase 1 Development-\$2,000,000 in the Park & Recreation planning budget for 2023. My investigation of these two values revealed that they were prematurely entered into the 5-Year CIP and should have waited for the Comprehensive Outdoor Recreation Plan (CORP) to be finalized and approved. With CORP being approved recently by Park & Recreation we will reevaluate the needs based on the approved plan and look to a future year to enter values into the 5-Year CIP Plan. He amended the plan and removed those items for 2023 taking \$3,000,000 out of the CIP.

**MOTION (R.Miller/Neureuther)** to recommend approving the amended 5-year CIP program. Motion Unanimous.

**C: Annual MS4 Permit**

Director Ratayczak stated that the Village's Wisconsin Pollutant Discharge Elimination System (WPDES) Municipal Separate Storm Sewer System (MS4) Permit #WI-S065404-1 and the MMSD's Chapter 13 Rule, both require the Village to submit an annual report to both the Wisconsin DNR and the MMSD. Section III.H of the Permit requires

**Public Works Highway Committee Meeting Minutes**

that the Village's governing body review and acknowledge that it has been appraised of the Report's contents. The Report's summary (which excludes appendices) is provided to the Committee members for review. Graef came in last year and trained Eli Brulla and Jake Sajdak to do the testing and compile the report ourselves as far as how much salt, catch basin, sweepings, etc. it's the same report we haven't changed it. Sweetwater will be brought in they do all the outreach and public education for all communities involved. Which includes brochures, billboards, etc. which went up from \$3000 to \$12,000.

**MOTION (R.Miller/Neureuther)** to recommend the Village Board authorize the Village President to sign the Report and to approve submittal to the Wisconsin DNR and to the MMSD. Larry will correct dates on attachments. Motion Unanimous.

**D: Buckthorn Presentation**

Director Ratayczak stated that the PWHC requested at the December 8, 2022, meeting for staff to research and present what Buckthorn is and how the residents can dispose of harvested plant material.

Buckthorn is an invasive plant species which means it is a plant that is not native to this area. Common Buckthorn is native to Eurasia and was introduced to North America in the 1880's as an ornamental plant, it reached Wisconsin in approximately 1849 where it was planted in hedgerows. People were unaware of the fact that it would become one of the most detrimental invasive species found in the state. Its abundant fruit is dispersed by birds and it spreads rapidly, replacing native vegetation and lowering species diversity.

In Germantown there are areas where the Buckthorn plant is predominant, and residents are in search of how to dispose of harvested plants. In addition, the Village of Germantown has decided not to accept harvested Buckthorn material at certain times of the year due to the contamination of wood mulch produced and distributed by the Villages Recycle Yard. It is difficult to separate Buckthorn from other wood material accepted by the Village that is ground to wood chips and distributed to residents and others for mulch. If mulch were to be contaminated with Buckthorn berries (seeds) the distribution of mulch would spread Buckthorn seed throughout the Village and areas outside of the Village.

Superintendent Zimmerman stated that in August 2018 we stopped accepting buckthorn at the recycling center once the berries matured. When our DNR representative audited our facility, she wanted some kind of management system for receiving buckthorn. Buckthorn management is not codified, it is recognized as an invasive species, but the Village does not have to do anything to comply as it is not regulated. But using best practices and following the guidelines put out by the UW Extension we took it upon ourselves to be proactive, so we stopped taking buckthorn when the berries were most viable. Guidance from UW Extension shows that buckthorn is better managed dealing with it at the source. Anyone that has removed buckthorn has learned that if you don't treat the stump, it comes right back, it is very hard to kill. WM landfill does take it at .16¢/lb with a \$10 minimum so residents can take it there if they can't burn it on their own property. Options were discussed at length including changing the 2 annual brush pickups to 1 big one in July or August when everything would be accepted. Committee thought this to be a good idea and directed staff to look at the costs and come back to Committee later this summer.

**MOTION (R.Miller/Neureuther)** to accept Buckthorn for this year's pick-up and review data in July for future plans. Motion is unanimous.

**E: Fire Station Roof Replacement**

Superintendent Anderson stated as part of the 2022 Building & Grounds capital budget, \$70,000 was allocated for the replacement of the roof at the Edison Drive fire station. The roofing materials in general are 22 years old and showing signs of deterioration. The specifications call for plywood replacement as needed, a limited lifetime warranty shingle and ice and water shield around the perimeter, in all valleys, and new flashing around all roof protrusions. Staff has solicited pricing from several area contractors and the results are listed below.

|                                 |           |
|---------------------------------|-----------|
| Integrity Roofing:              | 56,950.00 |
| Murphy's Exterior Construction: | 66,316.67 |
| J&B Construction:               | 71,410.00 |

**Public Works Highway Committee Meeting Minutes**

**MOTION (Hudson/R.Miller) to recommend contracting with Integrity Roofing to complete the roofing project not to exceed \$63,000 which is the project cost plus 10%. The contingency would cover plywood costs and any unforeseen problems should they arise. Motion is unanimous.**

**F: Fire Station Exterior Painting**

Superintendent Anderson stated as part of the 2022 Building & Grounds capital budget, \$25,000 was allocated for the exterior painting at the Edison Drive fire station. The building was constructed in 2000 and the exterior has not yet been painted. Staff has solicited pricing from several area contractors and the results are listed below.

|                               |          |
|-------------------------------|----------|
| MACORP Painting:              | \$25,286 |
| Hess Sweitzer Painting LLC:   | \$25,725 |
| Service Painting Corporation: | \$47,000 |

**MOTION (Hudson/R.Miller) to recommend contracting with MACORP Painting in an amount not to exceed \$25,286. Motion is unanimous.**

**G: Library Fire Suppression Main-Line Replacement**

Superintendent Anderson stated as part of the 2022 Buildings & Grounds capital budget, \$120,000 was allocated to replace the dry fire suppression mainline piping at the library. Microbial induced corrosion has affected several of our dry fire suppression systems already and piping replacement has already taken place at two other village buildings. The dry fire suppression system at the library is mostly confined to the attic which has obvious height constraints that limit the ability to find and repair leaks. The plan is to replace all schedule10 main-line dry fire protection piping and add a nitrogen generator. The nitrogen generator will produce and fill the system with nitrogen, a condition in which the corrosion cannot survive thereby extending the life of the new main line and existing pipe that remains. Staff has solicited pricing from several area contractors and the results are listed below.

|                        |                          |
|------------------------|--------------------------|
| US Fire Protection:    | \$83,260                 |
| Ahern Fire Protection: | \$91,930                 |
| Mared Mechanical:      | Did not submit proposal. |

**MOTION (Neureuther/Kaminski) to recommend contracting with US Fire Protection in an amount not to exceed \$91,586, which is the proposed amount plus a 10% contingency. Motion is unanimous.**

**Discussion Followed.** Hudson wants clarification on what fund this is coming from. This is part of Superintendent Anderson's budget that he presented last fall. Reimbursement information from the library capital fund would have to come from Administration/Finance? Move ahead but get back with clarification from the budget director at VB Meeting.

**H: 2022 Emerald Ash Borer Treatment**

Superintendent Anderson stated each year, the village conducts Emerald Ash Borer treatment with the intent to maintain a select number of Ash trees throughout the village. Each tree selected is treated on a bi-annual basis as recommended to maintain the trees health and longevity. The project will treat approximately 72 Ash trees in various areas around the village. Staff has solicited pricing from area contractors and the results are listed below.

|                            |             |
|----------------------------|-------------|
| Crawford Tree & Landscape: | \$4,309.76  |
| M&M Tree Care:             | \$4,724.16  |
| First Choice Tree Care:    | \$4,921.00  |
| Buckley Tree Service:      | \$10,101.00 |

**Discussion Followed.**

**MOTION (R.Miller/Hudson) to recommend the using Crawford Tree & Landscape to complete the annual Emerald Ash Borer treatment project in an amount not to exceed: \$4,309.76. Motion is unanimous.**

**Public Works Highway Committee Meeting Minutes****I: Wisconsin DOT Salt Contract**

Superintendent Anderson stated Staff recently made a commitment that the village remain part of the WisDOT Salt Bid Process for 2022-2023 winter season. Staff will purchase up to 1920 tons of salt in 2023. The cost per ton is not yet available. Currently the Village has approximately 3100 tons of salt on hand. Attached is a breakdown of the salt usage for the past 21 seasons. Staff is requesting the financial commitment to remain part of the WisDOT Bid Process. Discussion Followed.

**MOTION (R.Miller/Hudson)** recommends remaining part of the WisDOT bid process. Motion is unanimous.

**J: Budget Amendment Wastewater Truck**

Superintendent Zimmerman stated that in January 2022 PWHC approved the carryover and expenditure of the unused 2021 dollars for the truck replacement for the amount not to exceed \$55,000. We were informed this morning from Ewald (state bid dealership) that GM has a 14.5% price increase for 2023. The 14.5% increase exceeds the budget amount by \$6,000.00 not including in-house upfit of toolboxes and emergency lighting. Trade in appraisal has not been completed since no order has been placed. It is expected that the trade in value will be between \$5,000 and \$8,000, and would offset the majority, if not all, of the 14.5% increase.

**MOTION (R.Miller/Hudson)** to recommend the approval of a budget amendment for the amount not to exceed \$6,000 for the above referenced truck and forward the same onto the Village Board. Motion is unanimous.

**PROJECT UPDATES:** Reviewed and discussed.

Kaminski the lighting on Mequon Road how much longer is it going to take? It's getting pretty dark at night. The contractor is assembling poles today and working with Eli to get a temporary set of wires in the ground to light up Mequon Road to Squire in the next few days. 5 extra poles are being installed for the project. Eastern 1/3 is out of service, max is 1/3 out of service at a time. They are looking at being done by the end of June.

**NEXT MEETING DATE:** Next meeting was set for Wednesday, June 1st, 2022 at 6pm.

**ANNOUNCEMENTS:** None

**ADJOURNMENT:** Chairman Kaminski adjourned the meeting at 7:39pm.

*Deb Remich*

Department of Public Works

Administrative Assistant