

**VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022**

MEETING: REGULAR MEETING OF THE VILLAGE BOARD

DATE AND TIME: MONDAY, March 20, 2023 7:00 p.m.

**LOCATION: Germantown Village Hall Board Room
N112 W17001 Mequon Road**

NOTICE: Due to technology issues, this meeting will not be broadcast on Channel 25, Spectrum Cable, Webex or live streamed on Youtube. It is unknown at the time of posting whether a video recording of the meeting will be available on the Village YouTube Channel.

AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **PLEDGE OF ALLEGIANCE:**
- IV. **PRESIDENT'S REPORT:**
- V. **APPOINTMENTS**
 - A. **Commissions/Boards/Committees**
 1. **Park & Recreation Commission (1 year term)**

Chairperson	Brian Depies
Member	Don Eby
- VI. **ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC INTEREST
COMMITTEE AND DEPARTMENT REPORTS:**
 - A. The following individuals will be given the opportunity to make announcements of future municipal activities: Village President, Village Board Members, Village Administrator, Village Attorney, Village Clerk, And Department Heads, to include:
- VII. **CITIZEN INPUT/PUBLIC APPEARANCE on items not subject to a public hearing:**

Please be advised per §19.84(2), information will be received from the public. It is the policy of this municipality that there be a three (3) minute time period, per person, with time extension per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments. Written Public Comments should be directed to comments@germantownwi.gov, by 4 p.m. on Monday, March 20.
- VIII. **CONSENT AGENDA:**

- A. Approval of Minutes March 6, 2023, Meeting.
- B. Accounts payable/payroll:
 - 1. March 10, 2023 Accounts Payable \$ 249,171.03
 - 2. March 14, 2023 Payroll \$ 255,177.97

The following items were forwarded from the **Public Works and Highway Committee** with a unanimous recommendation:

- A. Highway Department Patrol Truck- Reallocation of excess Building and Grounds Capital Funds to Cover Cost.

IX. UNFINISHED BUSINESS

- A. None.

X. PUBLIC HEARINGS:

- A. None

XI. NEW BUSINESS:

- A. 2021 Audit Update
- B. Audio Visual System & Channel 25 Update
- C. Authorization to FOTH Infrastructure & Environmental to proceed in obtaining PSC approval for Richfield Service Area
- D. Report on Upcoming State Road Construction Projects
- E. Cancellation of April 3 Village Board Meeting

XII. ADJOURNMENT:

The next regular meeting of the Village Board will be on Monday, April 17, 2023, at 7:00 p.m.

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For Additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

**VILLAGE OF GERMANTOWN
VILLAGE BOARD MEETING MINUTES
March 6, 2023**

CALL TO ORDER: The meeting was called to order at 7:08 p.m. by President Wolter.

ROLL CALL: Present: President Wolter, Trustee Hudson, Kaminski, J. Miller, R. Miller, Myers, Neureuther, and Pieper. Absent Excused: Trustees Baum. Also present: Administrator Kreklow, Attorney Sajdak, Interim Clerk Rettler, and Director Retzlaff.

PLEDGE OF ALLEGIANCE:

PRESIDENT'S REPORT: President Wolter thanked Deanna Braunschweig for her service as Clerk/Treasurer as she departs from the Village of Germantown.

PRESENTATIONS: Police Chief Snow presented commendations to the following officers: Lt. Penny Schmitt, Sgt. Justin Pesch, Sgt. Darren von Bereghy, Officer Shaun Whealon and Officer Greg Duckert. Chief Snow also presented commendation to Germantown citizen Joshua Tarantino.

ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC INTEREST COMMITTEE AND DEPARTMENT REPORTS: The trustees reported on upcoming meeting dates and times. The Chamber Awards Dinner will be March 23.

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Scott Hefle of Old Farm Road spoke in regard to budget assistance.

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- L. Capstone-41 Development Easements.
- M. Award the Fire Department Trench Drain System Replacement contract to Braden Plumbing Inc in an amount not to exceed \$21,340.00.

Motion (Myers/R. Miller) to approve consent agenda items A-M. Roll Call Vote carried unanimously.

- N. Reallocation of excess funds from the Buildings & Grounds Capital Budget.

Motion (J. Miller/Myers) to Postpone consent agenda item N. until the next Village Board meeting with a request for more concise wording. Roll Call Vote carried unanimously.

UNFINISHED BUSINESS

None.

PUBLIC HEARINGS:

None

NEW BUSINESS:

- A. Discussion of Waste Management Solid Waste/Recycling Collection.

Administrator Kreklow and Public Works Director Ratayczak discussed concerns with Waste Management solid waste/recycling collection. Representatives Tim Wengren, Tony Keneck, and John Gillis, from Waste Management operations, were present to answer questions and present their plan going forward to address the Village of Germantown's needs.

- B. M Squared Engineering LLC, Agent for Orange Blossom LLC, Property Owner of DJ Frank Landscape Contracting– N120 W21350 Freistadt Road. Ordinance #03-2023 to Rezone the property from the A-1: Agricultural and B-3: General Business Districts to the A-2: Agricultural Zoning District; Conditional Use Permit, CUP 03-2023 for horticultural services operation; and Certified Survey Map (CSM) to combine parcels.

Motion (Myers/Kaminski) to approve M Squared Engineering LLC, Agent for Orange Blossom LLC, Property Owner of DJ Frank Landscape Contracting– N120 W21350 Freistadt Road. Ordinance #03-2023 to Rezone the property from the A-1: Agricultural and B-3: General Business Districts to the A-2: Agricultural Zoning District; Conditional Use Permit, CUP 03-2023 for horticultural services operation; and Certified Survey Map (CSM) to combine parcels. Director Retzlaff presented details of the conditions. Roll Call Vote carried unanimously.

- C. Jim Marriott, Agent for SPI Real Estate LLC and Stonecast Products, GFL Muskego LLC, and the Village of Germantown, Property Owners – Parcel 2 of CSM 5028 (GTNV 362-999), south of Donges Bay Road and the North Crossway Channel, east of the railroad, north of the Omega Hills landfill. Ordinance #04-2023 to Rezone property from the A-1: Agricultural Zoning District to the M-1: Limited Industrial Zoning District and 2-Lot Certified Survey Map (CSM) to redivide the property;

Motion (Myers/Pieper) to approve Jim Marriott, Agent for SPI Real Estate LLC and Stonecast Products, GFL Muskego LLC, and the Village of Germantown, Property Owners – Parcel 2 of CSM 5028 (GTNV 362-999), south of Donges Bay Road and the North Crossway Channel, east of the railroad, north of the Omega Hills landfill. Ordinance #04-2023 to Rezone property from the A-1: Agricultural Zoning District to the M-1: Limited Industrial Zoning District and 2-Lot Certified Survey Map (CSM) to redivide the property; Director Retzlaff presented details of the rezoning. Roll Call Vote carried unanimously.

- D. Appeal of Impact Fee by Heritage Place Joint Venture LLC and JBJ's Companies Inc.

Motion (Pieper/J. Miller) to approve Resolution 04-2023 appeal of impact fee by Haritage Place Joint Venture LLC and JBJ's Companies Inc. Attorney Sajdak presented the appeal details. Roll call vote carried. Myers Voted no.

Motion (Myers/Pieper) to enter closed session. Motion carried unanimously

- E. Potential Land Acquisition of Kolb Property. The Village Board may enter into closed session as per Wis. Stat. §19.85(1)(e) for the purpose of deliberating or negotiating, when competitive or bargaining reasons require a closed session and then re-enter open session to take such action as it deems appropriate.
- F. Amendment to JW Speaker Development Agreement, The Village Board May Enter Into Closed Session Per Wi. §19.85(1)(E) Deliberating Or Negotiating The Acquisition Of Public Property, The Investing Of Public Funds, Or Conducting Other Specified Public Business, Whenever Competitive Or Bargaining Reasons Require A Closed Session And May Re-Enter Open Session To Take Such Action As it Deems Appropriate; and,

- G. Potential Land Acquisition of Grosenik Property. The Village Board may enter into closed session as per Wis. Stat. §19.85(1)(e) for the purpose of deliberating or negotiating, when competitive or bargaining reasons require a closed session and then re-enter open session to take such action as it deems appropriate; and,
- H. Administrator Setting 2023 Performance Goals. The Village Board May Enter into Closed Session per Wis Stat § 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and then may reconvene into open session to take such action as it deems appropriate; and,

Trustee Myers left closed session.

Motion (Pieper/Kaminski) to return to open session at 10:21 p.m. 7:0. Motion carried unanimously.

Motion (R. Miller/Kaminski) to proceed as discussed in closed session regarding the potential land acquisition of Grosenik Property. Motion carried 5:2. Tr. J. Miller and Hudson voted no.

ADJOURNMENT: There being no further business, the meeting adjourned at 10:25 p.m.

The next regular meeting of the Village Board will be on Monday, March 20, 2023, at 7:00 p.m.

**BUSINESS OF THE PUBLIC WORKS COMMITTEE & VILLAGE BOARD
GERMANTOWN, WI**

MEETING DATE: Wednesday, March 1st, 2023

AGENDA ITEM: New Business

ITEM TITLE: 2022–2023 Patrol Truck Discussion.

SUBMITTED BY: Scott Anderson: Highway, Parks, Building & Grounds Superintendent

SUMMARY EXPLANATION:

You may likely recall that in January of 2022 staff discussed the purchase of two patrol trucks with both the Public Works Committee, and Village Board. Below is a summary for your review and subsequent discussion.

- 2022 shortfall as budgeted amount of \$200,000.00 was not enough to cover the manufacturer cost increases. Additionally, our local supplier Truck Country did not have a truck chassis to sell the village in January of 2022.
- Public Works Committee and Village Board commitment in January of 2022, authorizing the purchase of both the 2022 truck and 2023 truck later in the calendar year of 2022. Both Western Star Chassis were ordered in late December of 2022 once they became available from the manufacturer.
- \$200,000.00 was budgeted in 2022, rolled into 2023 and coupled with an additional \$240,000.00 as part of the 2023 budget, giving us \$440,000.00 total for the expenditure.
- Chassis construction is in que, and they are scheduled to be delivered to the village in May of 2023. Total expenditure for the two chassis is \$264,781.00, this leaves us \$175,219.00 in remaining funds to purchase and build the equipment portion of the truck.
- In early February of 2023, we finally received our equipment pricing from Burke Truck to complete the equipment portion, and the total expenditure for both trucks is \$227,416.80. Staff has worked to get equipment pricing since last summer as work on the 2023 budget was underway.
- Because we did not have our final equipment pricing, the 2023 budget included our “best estimate” at that time. Staff has now learned that the remaining funds are again not sufficient to complete the construction of these trucks.
- The cost of \$227,416.80 to purchase equipment and construct both trucks, minus the remaining budget of \$175,219.00, leaves a shortfall of \$52,197.80.
- If the trucks are delivered in May, and we reallocate some budgeted funds, there is a high probability that we could see final delivery of both trucks right toward the end of 2023.

RECOMMENDATION:

Staff recommends reallocating excess funds from the Buildings & Grounds capital budget to offset the monetary shortfall to complete this truck purchase and forward this request onto the Village Board with a positive recommendation. If approved, the shortfall in 40-542-570-8520, shall be covered by the surplus in 40-519-570-8222.

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

2021 Audit Update

Presentation to Village Board

March 20, 2023

Challenges to Completing 2021 Close

- Retirement of Finance Department in 4th Quarter of 2020
- Late finish of 2020 Audit contributed to a backlog of 2021 entries
- On-going problems with MSI Financial software
- Complex manual processes (i.e. interfund transfers) with inadequate documentation
- Staffing shortages
 - 2 Deputy Clerk/Treasurer Vacancies in 2022
 - Utility Billing Clerk: six-week medical leave/vacated fall of 2022
 - Temporary (CLA) Accountant
- Extraordinary Project Workload
 - Tyler Munis Implementation
 - Meter Replacement

Server Crash and Data Loss

- On September 24th Village Hall server failed
- Back up files were corrupted back to July 30th, 2022
- Files lost included MSI entries, financial and budget spreadsheets, as well as reports and backup documents
- All MSI entries from July 30th through September 26th, had to be re-entered into the system
- Manual re-entries made from files/reports posted on Village website or attached to emails re-created.

Status of Audit and Annual Financial Report

- Financial statements and footnotes are complete and audited.
- Statistical section complete and under review.
- Transmittal letter near completion and needs review.
- Baker Tilly scheduled to present audit to GGF on April 17th.

2021 Projected Budget Surplus

- Projected surplus calculated by CPA from CLA mid-year 2022
- Based on data from MSI entered into a reconciliation spreadsheet of interfund transfers
- Estimated budget surplus to be \$1.1 million

Audit Findings Affecting Budget Actuals

- Property Tax Allocations:
 - State lottery tax credit was applied only to the general fund but should have been applied to other funds
 - General fund revenue reduced \$400,000
- Other Revenues
 - Revenue from the State (shared revenue and computer aid) was overstated.
 - General fund revenue reduced by \$190,000
- Ambulance Fees
 - General fund revenue reduced by \$160,000 for uncollectible amount

2021 Budget Surplus

- 2021 Budget Surplus is \$350,000
- Includes earnings on investments revenue as calculated by the “measurable and available” standard required for budgetary accounting.
- Balance sheet surplus is \$50,000 and includes mark-to-market adjustment for earnings on investments, according to standard for financial statement accounting.

Steps to Improve Financial Reporting

- Improvements to Financial Systems
 - Replaced outdated water meters in 2022.
 - Tyler Munis Utility Billing now live.
 - Tyler Munis Financials in process of being implemented (Fall 2023).
 - Tyler Munis HR/Payroll implementation underway (end of 2023).
- Organizational Improvements
 - Create Accountant Position (September 2022)
 - Separate Finance and Clerk functions (April 2023)
 - Review staffing levels in Finance (April 2023)

Questions?

**BUSINESS OF THE VILLAGE BOARD
GERMANTOWN, WI**

MEETING DATE: March 20, 2023

AGENDA ITEM: New Business

ITEM TITLE: Authorization to FOTH Infrastructure & Environmental to proceed in obtaining PSC approval for Richfield Service Area

SUBMITTED BY: Lawrence W Ratayczak, PE- Director of Public Works

SUMMARY EXPLANATION:

The Inter-Governmental Agreement (IGA) between the Villages of Germantown (VOG) and Richfield (VOR) require approval from the Public Service Commission (PSC) for VOG to service VOR Service Area with Municipal Water. Village staff has determined that the most timely and economical approach to obtain PSC approval is to hire FOTH to provide the critical information the PSC will require. Staff recommends FOTH, due to their extensive experience with the Villages water system and obtaining PSC approval for the increase height of the Rockfield Road water tower.

The proposal from FOTH is time and material based with an estimated range of cost between \$46,000 to \$54,000 and pursuant to the IGA the Village of Richfield will reimburse the Village of Germantown for ALL cost associated with this approval process.

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER xx

- Proposal

RECOMMENDATION:

Staff recommends the Village Board approve the Time & Material Proposal from FOTH Infrastructure & Environmental, LLC, having an estimated maximum amount of \$54,000.00, to obtain PSC approval to service the Richfield Service Area. Cost to be paid by the Village of Richfield.

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.



Ballpark Commons Office Building
7044 S. Ballpark Drive, Suite 200
Franklin, WI 53132
(414) 336-7900
foth.com

March 10, 2023

Mr. Larry Ratayczak, P.E., DPW
Village of Germantown
N112 W17001 Mequon Road
Germantown, WI 53022-0337

RE: Richfield Water Service PSC & WDNR Submittal

Dear Larry,

Thank you for the opportunity to present our proposal for engineering services for the Public Service Commission (PSC) and Wisconsin Department of Natural Resources (WDNR) application submittals for the Village to provide the Village of Richfield with municipal water service. The following is our understanding of the project scope, assumptions, and an initial budget range based on a preliminary level of effort estimate.

1. Project Understanding

This project involves the necessary application material to be submitted to the PSC and WDNR for the purposes of obtaining agency approvals for the Village of Germantown to provide public retail water supply to the Village of Richfield. The proposed service area and watermain are depicted on the attached map dated February 20, 2023. This proposal scope is based on our knowledge of the process and emails from both the PSC and WDNR on likely application submittal requirements. The scope will be refined further after the PSC preapplication meeting.

2. Materials to be Compiled/Completed & Submitted

PSC Construction Application (CA)

- Sections I to XII
- Section C – Utility Expansion (Items 1 through 5)
- Section G – Large Mains
- Type II Environmental AFR, including PSC and WDNR tables
- PSC format map indicating the Germantown expanded retail service area
- Update Page W – 28 of the Annual PSC Report upon approval
- Respond to PSC review questions/clarifications

WDNR Application

- Submit correspondence/materials/agreements requesting and approving retail water expansion area.

3. Clarifications & Notes

Field investigations:

- Foth is not obtaining field investigations for wetlands associated with the data required for a Type II Environmental AFR. If wetland delineations have not been obtained for the transmission main, the viability of mapped wetlands will need to be pursued. This will need to be clarified in the PSC pre application meeting.
- No other field investigations are anticipated.

Assumptions:

- Section D of the CA will not be necessary as the booster station and water tower have already obtained PSC and WDNR approval.
- Transmission main mapping/drawings will be supplied by the designer.
- Transmission main total cost estimate and Class AB Utility itemized project cost by Uniform System of Accounts (USOA) breakdown to be supplied by the transmission main designer.

Items required from Owner:

- Any necessary financial information associated with the water rate questions in the CA.
- Assist with requests for information from the Village of Richfield and the transmission main design engineer.

4. **Total Level of Effort Summary**

Foth will complete the above-described items on a time and material basis for an estimated range between \$46,000 to \$54,000.

5. **Schedule**

Foth understands that time is of the essence and will begin immediately upon receiving authorization from the Village. It is anticipated that the applications will be completed within 4-5 weeks after authorization.

6. **Agreement to Proceed**

It is understood that the services will be provided under a contract with the Village of Germantown. Foth will proceed with work upon contract authorization with the Village.

If you have any questions regarding our proposal, please call Tom at (414) 336-7905.

Sincerely,
Foth Infrastructure & Environment, LLC



Thomas J. Ludwig, P.E.
Principal Engineer/Client Director



Dale R. Broeckert, P.E.
Project Manager

Proposed SSA Expansion Area Germantown to Richfield

Proposed SSA Expansion Area

- Richfield Expansion Area
- Germantown Expansion Area
- Proposed Sewer Main
- Proposed Water Main
- Municipal Boundary
- Existing SSA Boundary
- Parcels

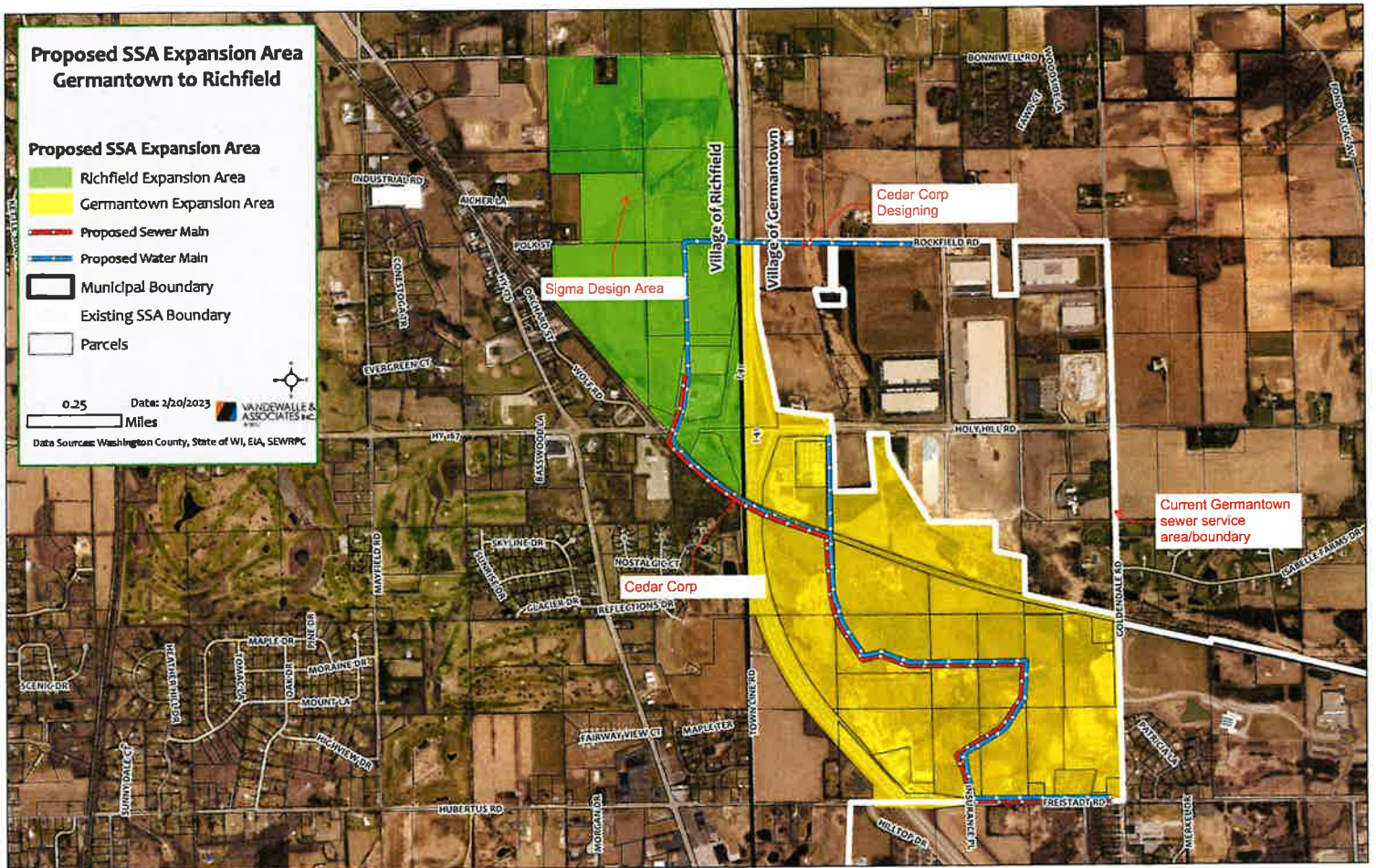
0.25

Date: 2/20/2023

Miles



Data Sources: Washington County, State of WI, EIA, SEWRPC



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- A. Discussion of Waste Management Solid Waste/Recycling Collection.

Administrator Kreklow and Public Works Director Ratayczak discussed concerns with Waste Management solid waste/recycling collection. Representatives Tim Wengren, Tony Keneck, and John Gillis, from Waste Management operations, were present to answer questions and present their plan going forward to address the Village of Germantown's needs.

- B. M Squared Engineering LLC, Agent for Orange Blossom LLC, Property Owner of DJ Frank Landscape Contracting– N120 W21350 Freistadt Road. Ordinance #03-2023 to Rezone the property from the A-1: Agricultural and B-3: General Business Districts to the A-2: Agricultural Zoning District; Conditional Use Permit, CUP 03-2023 for horticultural services operation; and Certified Survey Map (CSM) to combine parcels.

Motion (Myers/Kaminski) to approve M Squared Engineering LLC, Agent for Orange Blossom LLC, Property Owner of DJ Frank Landscape Contracting– N120 W21350 Freistadt Road. Ordinance #03-2023 to Rezone the property from the A-1: Agricultural and B-3: General Business Districts to the A-2: Agricultural Zoning District; Conditional Use Permit, CUP 03-2023 for horticultural services operation; and Certified Survey Map (CSM) to combine parcels. Director Retzlaff presented details of the conditions. Roll Call Vote carried unanimously.

- C. Jim Marriott, Agent for SPI Real Estate LLC and Stonecast Products, GFL Muskego LLC, and the Village of Germantown, Property Owners – Parcel 2 of CSM 5028 (GTNV 362-999), south of Donges Bay Road and the North Crossway Channel, east of the railroad, north of the Omega Hills landfill. Ordinance #04-2023 to Rezone property from the A-1: Agricultural Zoning District to the M-1: Limited Industrial Zoning District and 2-Lot Certified Survey Map (CSM) to redivide the property;

Motion (Myers/Pieper) to approve Jim Marriott, Agent for SPI Real Estate LLC and Stonecast Products, GFL Muskego LLC, and the Village of Germantown, Property Owners – Parcel 2 of CSM 5028 (GTNV 362-999), south of Donges Bay Road and the North Crossway Channel, east of the railroad, north of the Omega Hills landfill. Ordinance #04-2023 to Rezone property from the A-1: Agricultural Zoning District to the M-1: Limited Industrial Zoning District and 2-Lot Certified Survey Map (CSM) to redivide the property; Director Retzlaff presented details of the rezoning. Roll Call Vote carried unanimously.

- D. Appeal of Impact Fee by Heritage Place Joint Venture LLC and JBJ's Companies Inc.

Motion (Pieper/J. Miller) to approve Resolution 04-2023 appeal of impact fee by Haritage Place Joint Venture LLC and JBJ's Companies Inc. Attorney Sajdak presented the appeal details. Roll call vote carried. Myers Voted no.

Motion (Myers/Pieper) to enter closed session. Motion carried unanimously

- E. Potential Land Acquisition of Kolb Property. The Village Board may enter into closed session as per Wis. Stat. §19.85(1)(e) for the purpose of deliberating or negotiating, when competitive or bargaining reasons require a closed session and then re-enter open session to take such action as it deems appropriate.
- F. Amendment to JW Speaker Development Agreement, The Village Board May Enter Into Closed Session Per Wi. §19.85(1)(E) Deliberating Or Negotiating The Acquisition Of Public Property, The Investing Of Public Funds, Or Conducting Other Specified Public Business, Whenever Competitive Or Bargaining Reasons Require A Closed Session And May Re-Enter Open Session To Take Such Action As it Deems Appropriate; and,

- G. Potential Land Acquisition of Grosenik Property. The Village Board may enter into closed session as per Wis. Stat. §19.85(1)(e) for the purpose of deliberating or negotiating, when competitive or bargaining reasons require a closed session and then re-enter open session to take such action as it deems appropriate; and,
- H. Administrator Setting 2023 Performance Goals. The Village Board May Enter into Closed Session per Wis Stat § 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and then may reconvene into open session to take such action as it deems appropriate; and,

Trustee Myers left closed session.

Motion (Pieper/Kaminski) to return to open session at 10:21 p.m. 7:0. Motion carried unanimously.

Motion (R. Miller/Kaminski) to proceed as discussed in closed session regarding the potential land acquisition of Grosenik Property. Motion carried 5:2. Tr. J. Miller and Hudson voted no.

ADJOURNMENT: There being no further business, the meeting adjourned at 10:25 p.m.

The next regular meeting of the Village Board will be on Monday, March 20, 2023, at 7:00 p.m.

**BUSINESS OF THE PUBLIC WORKS COMMITTEE & VILLAGE BOARD
GERMANTOWN, WI**

MEETING DATE: Wednesday, March 1st, 2023

AGENDA ITEM: New Business

ITEM TITLE: 2022–2023 Patrol Truck Discussion.

SUBMITTED BY: Scott Anderson: Highway, Parks, Building & Grounds Superintendent

SUMMARY EXPLANATION:

You may likely recall that in January of 2022 staff discussed the purchase of two patrol trucks with both the Public Works Committee, and Village Board. Below is a summary for your review and subsequent discussion.

- 2022 shortfall as budgeted amount of \$200,000.00 was not enough to cover the manufacturer cost increases. Additionally, our local supplier Truck Country did not have a truck chassis to sell the village in January of 2022.
- Public Works Committee and Village Board commitment in January of 2022, authorizing the purchase of both the 2022 truck and 2023 truck later in the calendar year of 2022. Both Western Star Chassis were ordered in late December of 2022 once they became available from the manufacturer.
- \$200,000.00 was budgeted in 2022, rolled into 2023 and coupled with an additional \$240,000.00 as part of the 2023 budget, giving us \$440,000.00 total for the expenditure.
- Chassis construction is in que, and they are scheduled to be delivered to the village in May of 2023. Total expenditure for the two chassis is \$264,781.00, this leaves us \$175,219.00 in remaining funds to purchase and build the equipment portion of the truck.
- In early February of 2023, we finally received our equipment pricing from Burke Truck to complete the equipment portion, and the total expenditure for both trucks is \$227,416.80. Staff has worked to get equipment pricing since last summer as work on the 2023 budget was underway.
- Because we did not have our final equipment pricing, the 2023 budget included our “best estimate” at that time. Staff has now learned that the remaining funds are again not sufficient to complete the construction of these trucks.
- The cost of \$227,416.80 to purchase equipment and construct both trucks, minus the remaining budget of \$175,219.00, leaves a shortfall of \$52,197.80.
- If the trucks are delivered in May, and we reallocate some budgeted funds, there is a high probability that we could see final delivery of both trucks right toward the end of 2023.

RECOMMENDATION:

Staff recommends reallocating excess funds from the Buildings & Grounds capital budget to offset the monetary shortfall to complete this truck purchase and forward this request onto the Village Board with a positive recommendation. If approved, the shortfall in 40-542-570-8520, shall be covered by the surplus in 40-519-570-8222.

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

**BUSINESS OF THE VILLAGE BOARD
GERMANTOWN, WI**

MEETING DATE: March 20, 2023

AGENDA ITEM: New Business

ITEM TITLE: Authorization to FOTH Infrastructure & Environmental to proceed in obtaining PSC approval for Richfield Service Area

SUBMITTED BY: Lawrence W Ratayczak, PE- Director of Public Works

SUMMARY EXPLANATION:

The Inter-Governmental Agreement (IGA) between the Villages of Germantown (VOG) and Richfield (VOR) require approval from the Public Service Commission (PSC) for VOG to service VOR Service Area with Municipal Water. Village staff has determined that the most timely and economical approach to obtain PSC approval is to hire FOTH to provide the critical information the PSC will require. Staff recommends FOTH, due to their extensive experience with the Villages water system and obtaining PSC approval for the increase height of the Rockfield Road water tower.

The proposal from FOTH is time and material based with an estimated range of cost between \$46,000 to \$54,000 and pursuant to the IGA the Village of Richfield will reimburse the Village of Germantown for ALL cost associated with this approval process.

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER xx

- Proposal

RECOMMENDATION:

Staff recommends the Village Board approve the Time & Material Proposal from FOTH Infrastructure & Environmental, LLC, having an estimated maximum amount of \$54,000.00, to obtain PSC approval to service the Richfield Service Area. Cost to be paid by the Village of Richfield.

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.



Ballpark Commons Office Building
7044 S. Ballpark Drive, Suite 200
Franklin, WI 53132
(414) 336-7900
foth.com

March 10, 2023

Mr. Larry Ratayczak, P.E., DPW
Village of Germantown
N112 W17001 Mequon Road
Germantown, WI 53022-0337

RE: Richfield Water Service PSC & WDNR Submittal

Dear Larry,

Thank you for the opportunity to present our proposal for engineering services for the Public Service Commission (PSC) and Wisconsin Department of Natural Resources (WDNR) application submittals for the Village to provide the Village of Richfield with municipal water service. The following is our understanding of the project scope, assumptions, and an initial budget range based on a preliminary level of effort estimate.

1. Project Understanding

This project involves the necessary application material to be submitted to the PSC and WDNR for the purposes of obtaining agency approvals for the Village of Germantown to provide public retail water supply to the Village of Richfield. The proposed service area and watermain are depicted on the attached map dated February 20, 2023. This proposal scope is based on our knowledge of the process and emails from both the PSC and WDNR on likely application submittal requirements. The scope will be refined further after the PSC preapplication meeting.

2. Materials to be Compiled/Completed & Submitted

PSC Construction Application (CA)

- Sections I to XII
- Section C – Utility Expansion (Items 1 through 5)
- Section G – Large Mains
- Type II Environmental AFR, including PSC and WDNR tables
- PSC format map indicating the Germantown expanded retail service area
- Update Page W – 28 of the Annual PSC Report upon approval
- Respond to PSC review questions/clarifications

WDNR Application

- Submit correspondence/materials/agreements requesting and approving retail water expansion area.

3. Clarifications & Notes

Field investigations:

- Foth is not obtaining field investigations for wetlands associated with the data required for a Type II Environmental AFR. If wetland delineations have not been obtained for the transmission main, the viability of mapped wetlands will need to be pursued. This will need to be clarified in the PSC pre application meeting.
- No other field investigations are anticipated.

Assumptions:

- Section D of the CA will not be necessary as the booster station and water tower have already obtained PSC and WDNR approval.
- Transmission main mapping/drawings will be supplied by the designer.
- Transmission main total cost estimate and Class AB Utility itemized project cost by Uniform System of Accounts (USOA) breakdown to be supplied by the transmission main designer.

Items required from Owner:

- Any necessary financial information associated with the water rate questions in the CA.
- Assist with requests for information from the Village of Richfield and the transmission main design engineer.

4. **Total Level of Effort Summary**

Foth will complete the above-described items on a time and material basis for an estimated range between \$46,000 to \$54,000.

5. **Schedule**

Foth understands that time is of the essence and will begin immediately upon receiving authorization from the Village. It is anticipated that the applications will be completed within 4-5 weeks after authorization.

6. **Agreement to Proceed**

It is understood that the services will be provided under a contract with the Village of Germantown. Foth will proceed with work upon contract authorization with the Village.

If you have any questions regarding our proposal, please call Tom at (414) 336-7905.

Sincerely,
Foth Infrastructure & Environment, LLC



Thomas J. Ludwig, P.E.
Principal Engineer/Client Director



Dale R. Broeckert, P.E.
Project Manager

Proposed SSA Expansion Area Germantown to Richfield

Proposed SSA Expansion Area

- Richfield Expansion Area
- Germantown Expansion Area
- Proposed Sewer Main
- Proposed Water Main
- Municipal Boundary
- Existing SSA Boundary
- Parcels

0.25

Date: 2/20/2023

Miles



Data Sources: Washington County, State of WI, EIA, SEWRPC

