MEETING:	**REVISED REGULAR MEETING OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE**
DATE AND TIME:	**Wednesday, August 2, 2023 5:30 PM**
LOCATION:	**Germantown Village Hall Board Room N112 W17001 Mequon Road**

MINUTES

I. CALL TO ORDER:

II. ROLL CALL: All Committee Members are present.

III. APPROVAL OF MINUTES: **Motion:** Approve as presented
Motioned By: Phil Hudson
Seconded By: Bill Neureuther

Yes: Terri Kaminski, Bill Neureuther, Rick Miller, Phil Hudson
No: None
Abstain: None
Motion Passed (Yes 4, No 0, Abstained 0)

A. 6-7-23 Minutes for approval

IV. PUBLIC COMMENT:

V. NEW BUSINESS:

A. Road Work on Manor Court Discussion

Administrator Kreklow stated that as part of the 2023 Road Program, roads in the Country Manor subdivision were repaved. The work completed included the pulverization of existing pavement and an asphalt overlay. Consistent with Village policy and practice, pulverization work included driveway aprons within the Village right-of-way. Unfortunately, most of the residents in the subdivision had installed concrete driveway aprons on the village's right-of-way. These aprons were also pulverized and overlayed with asphalt. Village policy prohibits the installation of concrete driveway aprons. Driveway Permits from 2010 expressly state under #15, "Pavement of access shall consist of blacktop or compacted gravel. Concrete shall not be allowed within the right-of-way except where there is an existing curb and gutter."

Discussion followed, including 7 residents that live in Manor Court expressing their displeasure with the quality of the road reconstruction work that was done.

Trustee Myers stated that the road was never completed by the developer, it only had a binder layer and the concrete driveways were put in to match the binder, not the necessary 2 courses of asphalt. Administrator Krelow stated that if there are other degradations that aren't necessarily a failure but aren't up to a homeowners' expectations, then it wouldn't be a Village issue. Committee members discussed having the village engineer and inspector review the project and check on the end product. Chairman Kaminski is concerned about sloppy work and unsatisfactory aprons being installed and said that village staff will look into it and this will be discussed again during our next meeting.

J. Recreation Trail and Design for East Donges Bay Road Reconstruction Project

Park & Recreation Director Standridge stated that the Park & Recreation Commission made a recommendation to the Public Works Department and Public Works Commission to modify the Donges Bay Road plans to include an 8' wide path from Wausaukee Road to the point where the access crosses Donges Bay north to the new sidewalk (on the east side of Washington Drive). This was based on communications with the City of Mequon and attempting to follow what their recommendation has been in the past (asphalt path on the south side of Donges Bay from Lemke Park to Wausauke Road in the City of Mequon). Discussion followed.

Plans are out for review with Graef. We could look into the possibility of a 5-7' asphalt path which will connect the 2 cities instead of the concrete sidewalk. Administrator Kreklow stated that changing it to asphalt wouldn't be a problem and Graef could take a look at the width as well. We are well into the design but these would be relatively minor changes to make and there is time to do it. Trustee Hudson asked if the current plan for the land where we are developing the business park now is to put a sidewalk north-south on the west side of Donges Bay? If that is the plan, maybe we should change that and continue with this asphalt path around the corner, because that is a trail there and we aren't that far away from connecting with that and, at sometime, Mequon will run up to Wausakee and we would have a connecting trail from Wausakee down to the wetland area. The committee was in favor of this and asked to have Graef take a look at what Mequon had done and see how this path would match up and bring it back to committee next month.

Motion: Motion to direct staff to revise the road plan to include a 5' asphalt path on the south side as presented
Motioned By: Terri Kaminski
Seconded By: Rick Miller

Yes: Terri Kaminski, Bill Neureuther, Rick Miller, Phil Hudson
No: None
Abstain: None
Motion Passed (Yes 4, No 0, Abstained 0)

B. Engineering Contract Service Agreement for Rehabilitation and Painting of Water Tower #3

Superintendent Haugen stated that at the request of this committee, he was instructed to get three competitive bids for engineering services to provide contract bid documents for the rehabilitation and painting of Tower #3 on Mequon Road. (3) Engineering firms sent in proposals:

1. Ruekert-Mielke Proposal cost $42, 400.00
2. Graef Proposal cost $40,100.00
3. Foth Proposal cost $39,953.00

Foth is our design firm for the new Tower on Gateway Crossing and retains our current design standards and specifications and is still in the design phase of the new logo with Maguire Iron and Steel, which would be my recommended logo for Tower #3 unless otherwise directed. The scope of services includes preliminary design, plans and specs/DNR submittals, and bidding with a recommendation letter from the low bid painting contractor. Staff recommends approval of the Foth services agreement in the amount not to exceed $39,953.00.
Motion: Approve as presented
Motioned By: Phil Hudson
Seconded By: Bill Neureuther

Yes: Terri Kaminski, Bill Neureuther, Rick Miller, Phil Hudson
No: None
Abstain: None
Motion Passed (Yes 4, No 0, Abstained 0)

C. Well Head Protection, Security fence around Wells 5 & 7

Superintendent Haugen presented a PowerPoint presentation back on April 5th, requesting permission to install a well head protection security fence around Wells #5 and #7. It was pulled from the full board agenda due to this project being required to be publicly bid by recommendation of the village attorney.
(2) Fence installers supplied bids for this project:

1. Century Fence Company-$59,722.00
2. Munson, Inc-$48,464.00

Staff recommends approving the bid from Munson, Inc. not to exceed the amount of $48,464.00
Motion: Approve as presented
Motioned By: Rick Miller
Seconded By: Phil Hudson

Yes: Terri Kaminski, Bill Neureuther, Rick Miller, Phil Hudson
No: None
Abstain: None

Motion Passed (Yes 4, No 0, Abstained 0)

D. Well #7 MCC/VFD Change Order

Superintendent Haugen stated that during the bidding process earlier this year for the MCC/VFD, the low bidder, J. Miller Electric, missed a NEMA cabinet enclosure. If it had not been missed, this cost would have been included in the total cost of the project, so basically, they are asking for it after the fact. The cost of this enclosure is $11,356.00.

We have the option of removing the old VFD and reinstalling it temporarily until the new one arrives, but we believe it is a better use of utility funds to not install the used VFD but wait until the new one arrives. Due to material delays, the delivery date is about a year out. Discussion followed. How could they miss a significant element in

the original bid and if they hadn't missed it would they still have been the low bidder? Yes, they were the only contractor to submit a bid. This cabinet is included in the specs and they just forgot to include it in their price and this VFD has to be in this cabinet. The committee is reluctant to approve this, since the contractor missed it in their bid. Trustee Miller thinks the attorney should take a look at this as he believes they are contractually obligated to provide this. Would they be willing to come part way ($4000) as it was their error? The committee postponed this until September.
Motion: Postponed as presented
Motioned By: Terri Kaminski
Seconded By: Rick Miller

Yes: Terri Kaminski, Bill Neureuther, Rick Miller, Phil Hudson
No: None
Abstain: None

Motion Passed (Yes 4, No 0, Abstained 0)

E. 5-Year CIP (Capital Improvement Plan)

Discussion Only. Administrator Kreklow went over the Capital Improvement Plan that Director Ratayczak prepared before he retired. It includes 2023-2027 potential capital projects for all village departments. Trustee Hudson wanted to point out that $1.5 million in today's dollars is worth far more than $1.5 million in five years. When we do things like this with inflation as a variable, we should be planning for that. Administrator Kreklow said there are a couple of schools of thought about incorporating inflation into 5-year CIP Plans. The purpose of a 5-year plan is to budget for capital projects and for staging purposes/timing. This is a rolling thing and gets adjusted as years progress. Staff does really well at equipment replacement and planning for it. Chairman Kaminski said this CIP is thorough to give credit and we should use it as a place holder.

F. F-Street Development Agreement

Administrator Kreklow stated that this is related to the private F-Street development on Donges Bay and Wausakee Road. This agreement does not cover as much as some of the others that have come through earlier this year. There are a couple of blank forms including schedules of fees etc. that will need to be filled in before it goes on to the Village Board on Monday. Chairman Kaminski stated that this does appear to be a pretty standard development agreement.
Motion: Approve as presented
Motioned By: Rick Miller
Seconded By: Bill Neureuther

Yes: Terri Kaminski, Bill Neureuther, Rick Miller, Phil Hudson
No: None
Abstain: None

Motion Passed (Yes 4, No 0, Abstained 0)

G. Role of the Utility Advisory Committee

Administrator Kreklow stated that at the last meeting of the Utility Advisory Committee, the members had a discussion on the role and responsibilities of their

Committee. There are 2 schools of thought on this. 1) Historically, the Utility Advisory Committee met on an Adhoc basis at the request of the Public Works Committee or Village Board to review specific issues and provide feedback or 2) they could have a regular meeting schedule with committee members driving the agenda and selecting issues they would discuss monthly and bring forward to the PWHC Committee. It seemed that it was a question to bring to this committee to determine their role going forward. Trustee Myers is their current chair. Chairman Kaminski stated that in her 14 years, she's only known this committee to be advisory only, things are sent to that committee to be researched and brought back to us for action and it's worked well. Discussion followed with 2 residents speaking and 1 trustee.

Chairman Kaminski stated that when this Committee needs more information they pass it onto the Utility Advisory Committee. And stated that typically what would happen is that if a resident has a problem, they bring it to the Public Works department and if they can't solve the issue, then it's brought to this committee where we discuss it, then we can send it on to the Advisory Committee if we need more research. The job of the advisory committee is to make recommendations to this committee. Trustee Miller does not feel that the advisory committee needs to meet on a regular basis, just when needed. Trustee Neureuther agrees with what has been discussed and feels that it's only purpose is to advise on topics that are forwarded to them for advice. Any agenda would need approval by the PWHC.

Motion: Motion that we recommend the Utility Advisory Board meet as needed as determined by the PWHC as presented
Motioned By: Rick Miller
Seconded By: Phil Hudson
Yes: Terri Kaminski, Bill Neureuther, Rick Miller, Phil Hudson
No: None
Abstain: None

Motion Passed (Yes 4, No 0, Abstained 0)

H. Contract with Ehlers for a Sewer Utility Rate Study

Administrator Kreklow stated that earlier this year, the Utility Advisory Committee and the Public Works & Highways Committee reviewed and approved an RFP seeking a consultant to complete a rate review for the Village's Sewer Utility. Staff posted the RFP on the Village website and forwarded it to several companies in the industry. We received three proposals from Ehlers, Raftelis and Ruekert & Muelke. All three companies have experience in this type of rate review and have well-qualified staff. The prices ranged from $12,750 for Ehlers to $31,900 for Ruekert & Muelke and $39,160 for Raftelis. Administrator Kreklow expects to have this rate study back by the end of the year.

Staff recommends approving the contract with Ehlers for $12,750 to complete a rate study of the Sewer Utility.
Motion: Approve as presented
Motioned By: Rick Miller
Seconded By: Bill Neureuther
Yes: Terri Kaminski, Bill Neureuther, Rick Miller, Phil Hudson

No: None
Abstain: None

Motion Passed (Yes 4, No 0, Abstained 0)

I. A Resolution for the Declaration of Public Necessity and Relocation Order to Construct a Highway Through the Area Generally Bounded By Freistadt Road, Goldendale Road, Interstate 41 and the Wisconsin And Southern Railroad

Administrator Kreklow stated that under the Intergovernmental Agreement between Germantown and Richfield, the route for the sanitary sewer goes through the Freistadt District (generally the area between I-41 and Goldendale Road, north of Freistadt Road and south of the railroad). The IGA further provides that this route is intended to be a road through the area, with the two villages equally splitting the cost of the right-of-way acquisition. At the last Village Board meeting, the proposed route for the road/sewer was approved. In order for property acquisitions to begin, the Village must first approve a relocation order. The relocation order for this project is attached.

Under the IGA, Richfield is undertaking lead on work related to the acquisition. Germantown staff have met with Richfield personnel concerning the acquisitions, and they share our hope that the acquisitions will be simple negotiations without having to resort to eminent domain. However, a relocation order would allow the use of eminent domain if negotiations are unsuccessful. Recall that acquiring this right of way is critical to not only complying with the terms of the IGA to provide utility service to Richfield, but also to provide road access and utility service to the Freistadt District.

There will be a need to acquire ROW's for the route of sewer & water to Richfield. This is the next step in the process. This authorizes an attorney who will be a part of the project to approach property owners that are listed in this file to make the necessary acquisitions. This goes to Village Board next, then as the negotiations go forward, specific acquisitions would need to be approved by the Village Board as well. There could be some adjustments to the route, soil testing needs to be done as well.

Motion: Approve as presented
Motioned By: Bill Neureuther
Seconded By: Rick Miller
Yes: Terri Kaminski, Bill Neureuther, Rick Miller
No: Phil Hudson
Abstain: None

Motion Passed (Yes 3, No 1, Abstained 0)

K. Update on Interim DPW Director and Recruitment of a New DPW Director and Village Engineer

Administrator Kreklow stated that when the Village Board approved the agreement with Public Administration Associates for the Interim Director of Public Works and the recruitments, one of the provisions was to report monthly to the PWHC. We have a well-qualified Interim Director of Public Works, Bruce Stelzner, who was the previous Highways Commissioner for Chippewa County, Wisconsin. He started the week before Director Ratyzcak retired and has been able to put together an inventory of projects and workload that is underway that will need to be monitored and completed. He has weekly meetings with the three superintendents to get updates on work progress. He's in the office 3 days a week, Tues., Wed. & Thursday. He is also the lead in recruiting a new Director of Public Works Director and Village Engineer. He has reviewed job descriptions and salary ranges and has put together a draft of the job announcement which he plans to bring to the Village Board at Monday's meeting. We hope to get those job announcements out and start recruiting by the end of next week. Chairman Kaminski spoke about our attempts to hire employees for positions. She recently read on a news network that this is a national issue, hiring municipal employees because of the competition and the economy, so this isn't just a Germantown issue, it is a nationwide one. Administrator Kreklow stated that the applications will go thru NEOGOV like all our other applicants and will be reviewed by him. And he will be working with Director Stelzner to consider all candidates that are qualified.

L. Award of Contract - 2023 Water Crossing CIPP

Superintendent Zimmerman stated that this project was included in this year's budget. The areas that we are looking at lining all fall under that western ponds at Lake Park bound by Western and Division. The line segments consist of 776' lineal feet of 30" interceptor sewer, 310' of 15" trunk sewer and collector mains at 122' of 10" petrified clay pipe and 340' of 12" vitrified clay pipe that run under those ponds. These sewer lines run underneath the ponds which store millions of gallons of water, and as such, if they were compromised, would quickly overwhelm downstream facilities which would end up resulting in an SSO (Sanitary Sewer Overflow) which is prohibited by the state and EPA. This project was bid and we obtained bid pricing from three qualified contractors for the work as follows:

Visu-Sewer	**Pewaukee, WI**	**$290,174.00**
Michels Trenchless	Brownsville, WI	$407,240.00
Insituform Technologies	Chesterfield, MO	$513,393.44

Bids came in higher than budgeted by $20,000 and Superintendent Zimmerman doesn't feel like we will do better, as these 3 are the main players in the area and that is the cost. Staff recommends awarding the 2023 Water Crossing CIPP project to Visu-Sewer for the amount of $290,174.00 and also approve a ten percent contingency of $29,017.40 for a grand total of $319,191.40. This dollar amount exceeds the budgeted line item 60-180-183-3140 (Interceptor Mains and Accessories) by $49,191.40. It is my recommendation to use the $270,000 budgeted in 60-180-183-3140 and offset the remaining $49,191.40 from 60-180-182-3110 Collection System I/I Capital Projects and forward a positive recommendation to the Village Board for the amount not to exceed $319,191.40.

Motion: Approve as presented
Motioned By: Phil Hudson
Seconded By: Rick Miller
Yes: Terri Kaminski, Bill Neureuther, Rick Miller, Phil Hudson
No: None
Abstain: None

Motion Passed (Yes 4, No 0, Abstained 0)

VI. **NEXT MEETING DATE:** Next meeting date is set for Wednesday, September 6th at 5:30pm.

VII. **ANNOUNCEMENTS** None.

VIII. **ADJOURNMENT** Chairman Kaminski adjourned the meeting at 7:26pm.