

**MEETING: REGULAR MEETING OF THE PUBLIC WORKS &
HIGHWAYS COMMITTEE**

DATE & TIME: Wednesday, November 1, 2023 at 5:30 PM

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

Any member of the body and/or citizen may attend the meeting virtually through the WebEx platform, Meeting #: 2555 672 0428 Password: ZNmFyjsD343 which can be accessed by phone at 408-418-9388 or by logging on at <https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=mc28ed9f85300bb8f63267a15d2f40b55>

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:** *Chairperson Kaminski, Trustees R.Miller, Hudson and Neureuther.*
- III. **APPROVAL OF MINUTES:**
 - A. Special PWHC 10-2-23 Minutes for Approval
 - B. PWHC 10-4-23 Minutes for Approval
- IV. **PUBLIC COMMENT** *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 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 pm on the Friday prior to the meeting.*
- V. **UNFINISHED BUSINESS**
 - A. Road Work on Manor Court Discussion
- VI. **NEW BUSINESS:**
 - A. Driveway Permit Discussion
 - B. Request for payment for ditch reconstruction and replacement of driveway culverts
 - C. Update from Interim DPW Director / Recruitment of a New DPW Director
 - D. Discussion Regarding Future Tree Planting Projects
 - E. Street Tree Trimming Project
 - F. Stormwater Pond Inspections for MS4 Permit
- VII. **NEXT MEETING DATE:** *Set December meeting date.*
- VIII. **ANNOUNCEMENTS:**
- IX. **ADJOURNMENT:**

PUBLIC WORKS & HIGHWAYS COMMITTEE AGENDA

November 1, 2023

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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)250-4745 at least 2 days prior to the meeting.

MEETING:	SPECIAL MEETING OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE
DATE AND TIME:	Monday, October 2, 2023 6:30 PM
LOCATION:	Germantown Village Hall Board Room N112 W17001 Mequon Road

MINUTES

- I. **CALL TO ORDER:** Chairman R. Miller called the meeting to order at 6:30pm.
- II. **ROLL CALL:** Chairman R. Miller, Trustees Neureuther and Hudson were present. Trustee Kaminski was absent excused.
- III. **NEW BUSINESS:**
 - A. **2023 Road Program Change Order #1**
Change Order No. 1 for the 2023 Annual Road Improvement Program includes the materials and labor required to apply the surface layer of asphalt on Gateway Crossing from Rockfield Road to about 1150 feet south. With developments in the area either nearly completed or delayed, and the existing binder surface nearing its planned exposed lifespan, engineering determined that now is the appropriate time to finalize this roadway before further degradation can occur. Funds for this work in the amount of \$74,765.00 will be taken from the TID 8 Improvement account # 48-574-530-4500.
Change Order No. 1 also provides additional Culverts to be used in the Glenwood Park area for stormwater infrastructure replacement. Funds for these culverts in the amount of \$7,634.30 will be taken out of the Road Improvement Program account #40-542-570-8810.
Staff recommends that the Public Works & Highways Committee approve Change Order No. 1 related to the 2023 Road Improvement Program for the additional cost of labor & materials in the amount not to exceed \$82,399.30 and forward it to the Village Board with a positive recommendation.
- IV. **ADJOURNMENT** Chairman R. Miller adjourned the meeting at 6:34pm.

MEETING:	REGULAR MEETING OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE
DATE AND TIME:	Wednesday, October 4, 2023 5:30 PM
LOCATION:	Germantown Village Hall Board Room N112 W17001 Mequon Road

MINUTES

- I. **CALL TO ORDER:** Chairman R. Miller called the meeting to order at 5:31pm.
- II. **ROLL CALL:** Chairperson R. Miller, Trustees Hudson and Neureuther. Trustee Kaminski is absent excused.
- III. **APPROVAL OF MINUTES:** **Motion:** Approve as presented
Motioned By: Phil Hudson
Seconded By: Bill Neureuther
Yes: None
No: None
Abstain: None
Motion Passed (Yes 0, No 0, Abstained 0)
 A. PWHC 9-6-23 Minutes for Approval
- IV. **PUBLIC COMMENT**
- V. **UNFINISHED BUSINESS**
 A. Road Work on Manor Court Discussion
 Administrator Krelow stated that the Interim Public Works Director and Superintendent of Public Works had a meeting with several residents that reside in Manor Court and there were a few things that need to be discussed further and some research needs to be done. The residents asked that this item get moved to next month's agenda.
Motion: Postpone this item until next month's meeting as presented
Motioned By: Phil Hudson
Seconded By: Bill Neureuther
Yes: None
No: None
Abstain: None
Motion Passed (Yes 0, No 0, Abstained 0)
- VI. **NEW BUSINESS:**
 A. Update on Interim DPW Director and Recruitment of a New DPW Director
 Interim Director of Public Works Stelzer stated that they reposted the job listing, removing the PA requirement and adjusting the salary range. And he has since

received 10 applications in a week and we are looking good on the recruitment this time.

B. Library HVAC Maintenance Agreement

In 2020, Germantown entered a preventative maintenance agreement with Johnson Controls to maintain the Library's HVAC system. Since the agreement, there have been noticeable improvements in the semi-annual maintenance being performed, and an increase in the timeliness of problem resolution when issues arise. PremiStar, who recently completed the air conditioning project, has proven their mechanical abilities and has also submitted a proposal.

Johnson Controls: \$24,752.00 (over the life of the 3-year agreement)

PremiStar: \$24,660.00 (over the life of the 3-year agreement)

Staff recommends continuing a 3-year maintenance agreement with Johnson Controls to perform all necessary preventive HVAC maintenance at the library and to forward this request to the Village Board with a positive recommendation. If approved, the funds shall be allocated annually from 10-519-530-5251.

Motion: Approve as presented

Motioned By: Phil Hudson

Seconded By: Rick Miller

Yes: None

No: None

Abstain: None

Motion (Yes 0, No 0, Abstained 0)

C. Wachtel Arboricultural Agreement

Staff is seeking continued arboricultural consulting services with Wachtel Tree Science & Services. Wachtel has provided the village with excellent service over the life of our previous agreements. The cost of this service will be billed on a time and material basis in an amount not to exceed \$15,000.00.

Staff recommends continuing the Wachtel arboricultural consulting service agreement for the 2024 calendar year, and to forward this request to the Village Board with a positive recommendation. If approved, the funds shall be allocated from Parks line-item account: 10-553-530-5290.

Motion: Approve as presented

Motioned By: Phil Hudson

Seconded By: Bill Neureuther

Yes: None

No: None

Abstain: None

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

D. Pilgrim Road Emergency Water Main Relay

A water main break occurred on Friday, August 4th near an electrical transformer, a 500KW substation electrical transmission line, an electrical utility pole anchor and two communication pedestals. The water main has been installed and was put back into service on August 29th. Attached are the material and labor costs totaling \$150,650.02.

Discussion Followed. Trustee Neureuther stated that the labor portion is about half of the total project. In the past, did we do this work ourselves? If so, why do we now farm most of the work out? Superintendent Haugen stated that when he started, a

portion of the labor was done in-house. Currently his focus is on providing clean water for the village as well as other services. If he took 3 or 4 men off his crew to repair breaks, there wouldn't be staff for anything else.

Staff recommends the approval of payment of 4 invoices totaling \$150,650.02 and to forward this request to the Village Board with a positive recommendation. If approved, the amount shall be funded from asset account #50-180-183-3430.

Motion: Approve as presented

Motioned By: Bill Neureuther

Seconded By: Phil Hudson

Yes: None

No: None

Abstain: None

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

E. Water Tower #3 Painting & Logo Update and Recommendation

As we build the Water Tower #3 specifications for rehab, we are seeking to verify the 'look' and 'general color scheme' that we'll use for the bid documents.

An entire separate submittal package will be provided by the Tower 3 coatings contractor a month or two after the contract has been awarded that will identify the actual letter/stripe heights (based on Tower 3's actual dimensions) for review and final approval. Staff is seeking your verification of the color and logo design as it is presented to match Tower #4.

Motion: Approve as presented

Motioned By: Phil Hudson

Seconded By: Bill Neureuther

Yes: None

No: None

Abstain: None

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

F. Maintenance Considerations for Future Trail Plan

Superintendent Anderson stated that he was asked to have a quick discussion with this committee tonight regarding maintenance, including snow removal on sidewalks etc. As we continue to move in the direction of adding trails and pathways. There are all sorts of definitions for the trails in the Master Trail Plan, including pathways, sidewalks, etc. From a maintenance standpoint, he would like to spark the thought process to include maintenance and we need to be careful not to go against our current ordinances. If we are specifying what something is called and how it is maintained by the village, there needs to be a clear understanding as we move forward. Trustee R.Miller asked whether our current pathways are cleared of snow now. Superintendent Anderson replied that they are not, there are portions that we clear for safely but not all of them. R.Miller, it sounds like you want to update the ordinance. And if we want to maintain the pathways all winter, it would cost a lot more. Trustee Neureuther stated that he didn't know that it was our responsibility to clear all our sidewalks. Why do we do that? In other communities, homeowners have 24 hours to clear their sidewalks. This begs the question, with budgets getting tighter, does it make sense for the Village to continue to clear the sidewalks within the Village? R.Miller stated that the Village has always maintained the sidewalks because a lot of them are located on the back of properties. Superintendent Anderson would like to share a map of what we maintain within the Village but he doesn't have it tonight. Trustee Hudson stated that sidewalks switch from the front of properties to

the back of properties in some locations. Scott stated that we are unique in that we maintain sidewalks within the Village. We have had a couple of not bad winters but reality is bound to set in and it's important to understand that the people that are clearing the walkways are also clearing the streets. As this continues to expand and the expectations remain the same, with 2 or 3 storms in a week, we would not be able to get thru the entire Village. R.Miller, so if we add pathways within the ROW, the Village is required to clear them per ordinance.

- VII. **NEXT MEETING DATE:** The November meeting is set for Wednesday, November 1st, 2023.
- VIII. **ANNOUNCEMENTS:** None.
- IX. **ADJOURNMENT:** Chairman R.Miller adjourned the meeting 6:15pm.

BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE

MEETING DATE: November 1, 2023

PLACEMENT: Presentation

ITEM TITLE: Driveway Permit Discussion

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

RECOMMENDATION:

ACTION BY Committee:

BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE

MEETING DATE: November 1, 2023

PLACEMENT: Action Item

ITEM TITLE: Request for payment for ditch reconstruction and replacement of driveway culverts

SUBMITTED BY: Dennis Myers, Trustee

SUMMARY EXPLANATION:

ATTACHMENT:

1. Request for PWHC 8.30.23

RECOMMENDATION:

ACTION BY Committee:

COMMITTEE AGENDA ITEM

REQUEST FORM

I, Trustee DENNIS MYERS hereby request that the following item(s) be placed on the next agenda of the PUBLIC WORKS Committee, for consideration and action:

ITEM REQUESTED:

FOR PAYMENT FOR (2) PROPERTIES FOR DITCH RECONSTRUCTION, AND REPLACEMENT OF DRIVEWAY CULVERTS

DISCUSSION/REASON:

- (1) TOTAL COSTS FOR DITCHES BOTH PROPERTIES NO MORE THAN \$5,500
- (2) TOTAL COSTS FOR DRIVEWAY CULVERTS BOTH PROPERTIES NO MORE THAN \$12,000

Dated this 30 day of Aug, 20 23

Dennis Myers
Signature of Trustee

Received:

By:

Revised: 4/25/00

8-30-23

[Signature]
Deputy Clerk

RECEIVED

AUG 30 2023

VILLAGE OF GERMANTOWN
CLERK'S OFFICE

BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE

MEETING DATE: November 1, 2023

PLACEMENT: Presentation

ITEM TITLE: Discussion Regarding Future Tree Planting Projects

SUBMITTED BY: Scott Anderson, Superintendent

SUMMARY EXPLANATION:

Earlier this spring, staff proposed a spring tree planting project, which was cause for some criticism. You may recall that staff offered an alternative location for that planting project in a different subdivision. The revised location had a developers' agreement requiring tree-lined streets. The trees planted as part of the revised project location were an effort to begin replacing and reestablishing the urban forest canopy lost in this subdivision over the last decade, largely due to the Emerald Ash Borer.

The village currently has a recorded 859 vacant planting sites, 720 of these are along village streets as recorded on our GIS tree layer. Since our spring planting, staff has learned that not all of the vacant planting sites were areas where trees existed previously. The combination of sites also included newly proposed or future planting locations in various residential areas where trees had not existed previously. These future locations were created based on decisions made by former staff members in an effort to expand the villages' urban forest. In order to have the most accurate information, it became important for staff to verify how many of the current vacant sites previously had a tree. Wachtel was instrumental in verifying this information by using our current GIS layer, and historical aerial imagery. Time was spent verifying exactly how many trees once existed, and how many were proposed future sites. We can now say with confidence, that of the 720 vacant street tree sites, only 158 sites were locations where trees existed previously. When you combine the 158 vacant street tree sites, with 139 other vacant planting sites around village buildings and within village parks, we now have a total of 297 vacant planting sites village wide where trees once existed. Please be aware that trees are removed for various reasons throughout the year, and that these numbers are constantly changing. In a perfect scenario, once caught up, each year staff would recommend that any tree removed in the previous calendar year be replaced in the following years' planting project.

Tonight's discussion is intended to provide a better understanding of the proposed timeline on how staff plans to close all the vacant planting sites where trees existed previously. Staff would like to gain input on providing the best possible communication when conducting future plantings, especially when replacing residential street trees. The process of closing current sites outlined by staff should be completed in 4-5 planting seasons and will fit within our normal operating forestry budget. Finally, staff would like input on the future expansion of our urban forest within existing residential neighborhoods.

ATTACHMENT:

RECOMMENDATION:

For Discussion Only.

ACTION BY Committee:

No Action Necessary.

BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE

MEETING DATE: November 1, 2023

PLACEMENT: Action Item

ITEM TITLE: Street Tree Trimming Project

SUBMITTED BY: Scott Anderson, Superintendent

SUMMARY EXPLANATION:

Three residential areas within the village have been identified by staff as being in need of tree trimming. The project focus is to accomplish roadway clearance and maintain the overall health and structure of the village street trees within the project areas. Specifications were developed by Wachtel to perform the necessary maintenance following best practices for municipal street trees. These practices are a standard followed in most municipalities when performing street tree maintenance. The recommended contractor intends to keep the same crew together for the entirety of the project. An arborist with credentials from the International Society of Arboriculture will work with the crew periodically and will be on site regularly to perform quality control. Staff has solicited area tree contractors to perform the work, and the results are listed below for review.

Crawford Tree & Landscape Services:	\$33,314.65
SavATree:	\$33,723.75
Proview Outdoor Services:	\$33,895.00
M&M Tree Care:	\$35,055.00
A New Leaf Tree Service:	\$35,555.00
East Outdoor Services:	\$41,809.00
First Choice Tree Care, Inc:	\$66,475.00

ATTACHMENT:

RECOMMENDATION:

Staff recommends contracting with Crawford Tree & Landscape Services to trim all street trees as outlined in the bid documents in an amount not to exceed \$33,314.65, and to forward this request onto the Village Board with a positive recommendation. If approved, the funds shall be allocated from Parks Street Tree line-item account: 10-553-530-5290.

ACTION BY Committee:

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 PUBLIC WORKS & HIGHWAYS COMMITTEE

MEETING DATE: November 1, 2023

PLACEMENT: Action Item

ITEM TITLE: Stormwater Pond Inspections for MS4 Permit

SUBMITTED BY: Kevin Driscoll, Village Engineer

SUMMARY EXPLANATION:

In July 2023, the Wisconsin Department of Natural Resources (WDNR) issued a letter of non-compliance to the Village regarding the Municipal Separate Storm Sewer (MS4) Permit. The Village has requested a proposal from Graef to complete the necessary Stormwater Pond Inspections to adhere with the WDNR MS4 permit requirements. This includes inspection of 22 ponds and completing the reports required by the WDNR. See Exhibit A.

ATTACHMENT:

RECOMMENDATION:

Staff recommends award of a contract to Graef of Milwaukee, Wisconsin in an amount not to exceed \$35,000 for Stormwater Pond Inspection and Report Submittals to WDNR for MS4 permit requirements. If approved, the funds shall be allocated from ARPA account: 91562000-593800.

ACTION BY Committee:

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.