

MEETING:	AMENDED - REGULAR MEETING OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE
DATE AND TIME:	Wednesday, December 6, 2023 5:30 PM
LOCATION:	Germantown Village Hall Board Room N112 W17001 Mequon Road

MINUTES

- I. **CALL TO ORDER:** Chairperson Kaminski called the meeting to order at 5:30pm.
- II. **ROLL CALL:** Chairperson Kaminski and Trustees R. Miller and Warren are present. Trustee Hudson is absent excused.
- III. **APPROVAL OF MINUTES:** **Motion:** Approve as presented
Motioned By: Rick Miller
Seconded By: Terri Kaminski
Yes: None
No: None
Abstain: None
Motion Passed (Yes 0, No 0, Abstained 0)
 - A. PWHC 11/1/23 Minutes for Approval
- IV. **PUBLIC COMMENT:** One resident spoke.
- V. **UNFINISHED BUSINESS**
 - A. Driveway Permit Discussion
Village Engineer Driscoll spoke regarding the driveway permit changes. The first change is the addition of language that reads: "On new construction for parcels with water service, curb stops shall not be located within 5-feet of the driveway." This is consistent with the Village of Germantown Development Handbook Section 2.1.2.2.2. The second change is the addition of language that reads: "For Driveway Elevation Certification, contact the Engineering Department at Village Hall." This change is to address concerns about property owners not filing driveway permits for work in the public right of way. As a result, property owners have constructed or reconstructed driveways with asphalt or concrete that don't match the final road grades. The Engineering email can be added to the driveway permit as well. Discussion followed. Staff recommends approval of the updates to the driveway permit with clarifying language and forward this to the Village Board with a positive recommendation.
Motion: Approve as presented
Motioned By: Rick Miller
Seconded By: Robert Warren
Yes: None
No: None

Abstain: None

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

VI. NEW BUSINESS:

A. Acceptance of Improvements - Glenwood Park

Superintendent Zimmerman stated that MJ Construction was awarded the contract for sanitary sewer and watermain relay in the Glenwood Park neighborhood. Both the Sewer Utility and Water Utility have inspected the new pipes and find them to be acceptable. Restoration of the turf area and final lift of asphalt will be completed in the spring of 2024 when weather and growing conditions allow. It is the Sewer Utility and Water Utility's recommendation to accept the improvements as constructed by MJ Construction, and begin the 1-year warranty period.

Motion: as presented

Motioned By: Rick Miller

Seconded By: Robert Warren

Yes: None

No: None

Abstain: None

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

B. 5 Year Road Program

Village Engineer Driscoll presented the Updated 5-Year Paving Program. All roads in the Village are reviewed annually and given a Paser rating and any road with a 3 paser rating or less is then considered for paving. Sealcoating is a separate process and is beneficial to prolonging the life of the road. Village Engineer Driscoll stated that the work we are proposing in 2024 is fixed at the 1.5 million in capital road improvement budget for that year. Discussion Followed.

Staff requested the Public Works and Highways Committee recommend to the Village Board the adoption of the 5-Year Road Program.

Motion: Approve as presented

Motioned By: Robert Warren

Seconded By: Rick Miller

Yes: None

No: None

Abstain: None

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

C. Stormwater Update and Discussion

Village Engineer Driscoll stated that in response to the Municipal Separate Storm Sewer System (MS4) notification letter from the Wisconsin Department of Natural Resources (WDNR), Village staff received approval from the Village Board to contract with the consultant firm Graef for inspections of Village-owned ponds. These inspections have been completed. The associated findings and any costs estimates associated with maintenance and repair are anticipated for review in 2024, and potentially for inclusion as part of the 2025 budget. In addition to the Village-owned ponds, the MS4 permit also requires certification of privately owned ponds. This outreach letter was drafted as a reminder/notification to private property owners that stormwater ponds on their private property are required to have certification for

municipal compliance with WDNR requirements. There are 22 Village owned ponds and another approximately 150 privately owned ponds in the Village's stormwater system. The state requires certification every 5 years. Village Engineer Driscoll will bring this item back in the future with an update.

Motion: Approve as presented

Motioned By: None

Seconded By: None

Yes: None

No: None

Abstain: None

Motion (Yes 0, No 0, Abstained 0)

- VII. **NEXT MEETING DATE:** The next meeting date was set for Tuesday, January 9th, at 5:30pm.
- VIII. **ANNOUNCEMENTS:** None.
- IX. **ADJOURNMENT:** Chairperson Kaminski adjourned the meeting at 6:11pm..