

MEETING:	REGULAR MEETING OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE
DATE AND TIME:	Wednesday, July 3, 2024 5:30 PM
LOCATION:	Germantown Village Hall Board Room N112 W17001 Mequon Road

MINUTES

- I. **CALL TO ORDER:** Chairperson Kamiski called the meeting to order at 5:30PM.
- II. **ROLL CALL:** Trustee Terri Kaminski, Rick Miller and Phil Hudson were all present.
Absent and excused Trustee Bob Warren

- III. **APPROVAL OF MINUTES:** PWHC 6/5/24 Minutes for approval
Motion: Approve as presented
Motioned By: Phil Hudson
Seconded By: Rick Miller

Yes: Terri Kaminski, Rick Miller, Phil Hudson

No: None

Abstain: None

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

A. Meeting minutes 6/5/2024

- IV. **PUBLIC COMMENT:** 2 Citizens spoke
Melanie Smythe - Citizen - N140W17938 Cedar Lane
Jan Miller - Citizen - Distric 4 - PO Box 837

- V. **NEW BUSINESS:**

A. Comprehensive Tree Plan Review and Discussion

The recent addition of right of way tree pruning and related communication and community issues brought the need for a comprehensive tree plan to the PWHC's attention. The staff was directed to develop a comprehensive plan before any additional ROW tree work were to continue.

Over the past few months, staff have developed a plan. That draft plan is attached for review and discussion.

Items covered in the draft that may be of interest to discuss:

- Urban vs. rural approaches
- Tree planting cycle (to fill vacant urban plots)
- A revised approved tree list
- A proposed pruning cycle for urban trees
- Proposed changes to the permit process

- The makeup and scope of the Tree Board
- Community outreach requirements for work

After review and discussion, staff will revise the plan. We anticipate submitting a plan for approval at the August PWHC and a subsequent Village Board meeting.

Matt Mortwedt went through the tree plan. This topic was for discussion only.

Ordinance 17.60 was looked over at the time when the plan was put together by the department. A few highlights that are up for discussion would be:

The department would take a different approach; urban vs. rural. Rural areas would be handled by the staff and the urban areas would be handled by a contracted company.

Tree planting cycle - Plant trees over the next five years in the remaining plots. There would also be a revised tree list and there would be more diverse trees available to us for planting. The pruning cycle for urban areas will be approximately every nine years.

Changes to the permit process. Having HOA be more involved in taking care of their own trees. The Village would still be involved in overseeing the care of those trees. A Tree Board will be put in place with citizens' participation and what authority they would have on that board. Lastly, community outreach and what that would look like in regard to planting, pruning and removal.

What the Tree Board would look like - A three-person board would be made up of a citizen with tree experience, a Village Trustee, and the Village Forester. This Board would be in an advisory roll and appointed by the President. Chairperson Kaminski would like to know how this will be communicated to the residents. Matt Mortwedt followed up stating it would use the following way to communicate with the residents. Such as letters, social media and village website depending on the project, would depend on what type of communication would be used. This topic will be brought back in front of this committee in August for a resolution.

B. 5-Year Capital Improvement Plan

The attached 5-Year Capital Improvement Plan will serve as a starting point for establishing the 2025 budget. The document projects the needs of the Village that will need to be evaluated and considered for funding in 2025.

Matt Mortwedt - Public Works Director - The plan was put together by Steve Kreklow, Matthew Uselding in the finance department, other department heads and himself put together over the last couple of months. The plan is to show what the Village will need over the next five years. It is not to approve a capital budget at this time. Some of the needs that were spoken about are as follows.

Waste Water - a new facility plan, upgrades that may be required for certain lift stations with some consolidations.

Water utility - Well # 7 rehab, work on some curbstops that are having some issues.

Engineering - Division Road reconstruction, increased road funding

Equipment - work with staff on an equipment plan, what is needed, life expectancy on what we have. Next year we will need to purchase a plow truck.

Building needs - Report that Graef did, a study on what our maintenance needs and capital improvements over the next 5-10 years. Overall, looking at what the department needs, life expectancy, the condition of the assets that we own and how to

deal with them over time and a better understanding moving forward. Administrator Kreklow would like the 5-year capital improvement plan to go to the board.

Motion: Approve as presented

Motioned By: Phil Hudson

Seconded By: Rick Miller

Yes: Terri Kaminski, Rick Miller, Phil Hudson

No: None

Abstain: None

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

C. Report of Emergency Repair to Water Tower #1 fill pipe.

A few weeks ago, water utility staff noticed small drips of water inside the column at Tower #1 which quickly escalated to a small cascade of water. The leak knocked out Tower Communications systems, which required water utility staff to build a false roof over the communication room to divert the water. I contacted the Tower 3 Water Tower inspector for possible repair options. Seven Brothers, the contractor rehabbing Tower 3, was able to send out repair staff to install a semi-permanent repair clamp over the small hole over the fill pipe. Seven Brothers, 50805 Rizzo Drive, Shelby Township, MI 48315 Invoice-\$9,800.00-(leak repair) and \$3,000.00-(replacement of aluminum jacketing)

There was some damage that occurred to equipment. This repair could not go through the normal channels due to the type and emergency need of the repair. This is just a report of what work that was done.

Trustee Miller wanted to know if this was a permanent repair. DPW Director felt comfortable that the repair that was completed would last until the tower is rehabbed in a few years.

This was just a report. No motion was needed.

D. Award Contract to Relay Water Main in Various Locations to Vinton Construction of Manitowoc, Wisconsin, in the amount of \$444,983.

This Water Utility improvement project (#2402) is located within two areas: the Glenwood Park Subdivision and the Hilbert Lane at Sylvan Circle intersection, as shown in the attached maps. The existing water mains are 6-inch dia. ductile iron and have experienced breaks. Relay projects were approved in the 2024 budget and this work is essential to upsize mains to 8-inch dia. and 12-inch dia. for fire flow pressures and to replace deteriorated pipe material that has resulted in leaks and required repairs. This project was advertised in June, and the Village received 5 bids.

Contractor	Amount
Vinton	\$444,982.80
Advance	\$467,288.00
MJ	\$487,980.00
Mid City	\$588,690.00

Globe	\$623,936.00
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The lowest qualified bidder was below the \$590,310 construction estimate. The schedule for the work is to begin this summer. Once the water main contractor is completed later this summer, then the Road Program contractor will complete paving work in Glenwood Park Subdivision this fall. The water main alignment impacts a number of driveway culverts, so these culverts will be replaced as part of the project. Additional ditching is planned within the project limits to address drainage complaints. Staff has transmitted notification letters to property owners within the project limits regarding both the water work and the road work with a link to the project webpage: <https://www.germantownwi.gov/176/Construction-Projects>.

The contract was awarded to Vinton with a 10% contingency in the amount of \$489,480.80

Motion: Approve as presented

Motioned By: Phil Hudson

Seconded By: Rick Miller

Yes: Terri Kaminski, Rick Miller, Phil Hudson

No: None

Abstain: None

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

- E. Award a Contract for Final Design & Bid Services of the High Point Pass Road Construction to raSmith in the amount not to exceed \$82,000

The consulting firm, raSmith, has been instrumental as the Design Engineer for Village on the Holy Hill Road, Gateway Crossing, Richfield Utility Extension, Glenwood Park projects, and the preliminary Design for High Point Pass and the railroad crossing. In addition, consultants with raSmith have provided various construction inspection services and staking for these projects, and continue to provide engineering services for ongoing project work.

Staff requested raSmith to provide a scope of services to complete the Final Design of High Point Pass Construction project, including the railroad crossing design. This project includes the intersection improvements at Holy Hill Road and extends 1400 south to the Railroad Crossing. This request was made in conjunction with the TID amendment for the project approval process with the Public Works and Highways Committee, the Village Board and the Joint Review Board.

This final design work is anticipated to begin in summer 2024, with construction anticipated in 2025.

The plan is to start the design process right away, bid on the project over the winter and start in the spring of 2025. This project is needed in order for Truck Country to have access to this development.

This project was awarded to raSmith for time and material not to exceed \$82,000.00

TID # 8

Motion: Approve as presented

Motioned By: Rick Miller

Seconded By: Phil Hudson

Yes: Terri Kaminski, Rick Miller, Phil Hudson

No: None

Abstain: None

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

F. Road Program Funding and Effectiveness

The Director discussed the attached memo addressing the effectiveness of road funding over the past five years.

Over the past number of years (2019-2023), this budget line item has stayed the same at 1.5 million. With inflation, we have not been able to keep up. There is a need for that budget line item to increase in the future. The cost for road repair has more than doubled in that time frame. The five-year average is that the Village is replacing roads beyond 50 years. Looking at just 2023, that road replacement would be at 80 years old. Matt, the Director of Public Works, is taking this opportunity to request additional funding for the road funding when budget time comes around next year.

This report was for informational and discussion only.

VI. DIRECTORS'S REPORT:

A. July Director's Report

Matt Mortwedt gave his directors' report

Well # 12 Testing has taken place, but the results are not back, but things look positive both from a production standpoint and the condition of the water.

Working with the PSC regarding the CPR report that is several years late. Currently, Ruekert- Mielke is assisting us with that task.

We are coming close to the deadline for our MS4 storm water permit. Graef is assisting us with that task as well. This is a large project that would take many man hours to complete and at the present time we do not have the staff to take on the task.

Department updates - we have brought on Joe Harvat as our Civil Engineer - the engineering staff is now complete. In the public works area, we have had some difficulty filling positions. In the future, an item will be brought in front of this committee regarding compensation for getting your CDL. The Village would pay for the applicant to obtain their CDL license with the understanding that the hire would work for the Village for a certain number of years in return.

The new DPW building is in the final stretch, and we should expect occupancy by the end of July, but will have the opportunity to start moving in a little early. The big move will take place on September 1, 2024. Open house date is pending.

Sealcoat/Road project update - They are moving forward rather quickly. Letters have gone out to homeowners.

Goldendale Booster is scheduled to start up in July. The operators' strike is over, and tower # 4 will be raised around July 15

The complaint log is pretty standard.

This completes the DPW Directors report - for information only.

VII. NEXT MEETING DATE: August 14, 2024 at 5:30 PM

VIII. ANNOUNCEMENTS: NONE

IX. ADJOURNMENT: Chairperson Kaminski adjourned the meeting at 6:27 PM