

MEETING:	REGULAR MEETING OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE
DATE AND TIME:	Wednesday, September 4, 2024 5:30 PM
LOCATION:	Germantown Village Hall Board Room N112 W17001 Mequon Road

MINUTES

I. CALL TO ORDER:

Chairperson Kaminski called the Public Works and Highways Committee meeting to order at 5:30 PM.

II. ROLL CALL:

Present: Trustee Terri Kaminski, Trustee Rick Miller, Trustee Phil Hudson, Trustee Robert Warren

Absent: None

Excused: None

III. APPROVAL OF MINUTES:

A. August 14, 2024

Motion: Approve as presented

Motioned By: Phil Hudson

Seconded By: Robert Warren

Yes: Terri Kaminski, Rick Miller, Phil Hudson, Robert Warren

No: None

Abstain: None

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

IV. PUBLIC COMMENT:

Two citizens spoke:

Steve Wesolowski (W169N10427 Pheasant Run)

Sarah Larson (W159N9737 Butternut Rd)

V. UNFINISHED BUSINESS

A. Approval of the Public Works Engineering Division Development Handbook Update

Director of Public Works Matthew Mortwedt requested approval of the Development Handbook Updates. The update was previously brought before the committee as a discussion item. Trustee's Bob Warren and Phil Hudson discussed the update with Village Engineer Kevin Driscoll.

Motion: Approve as presented

Motioned By: Rick Miller

Seconded By: Robert Warren

Yes: Terri Kaminski, Rick Miller, Phil Hudson, Robert Warren

No: None

Abstain: None

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

VI. NEW BUSINESS:

A. Ruekert & Mielke Sewer Facilities Plan Review and Discussion

The Village of Germantown has contracted with Ruekert & Mielke, Inc. (R/M) to complete an analysis of the existing sanitary sewer system facilities and plan for future development needs within the sanitary system facilities. The most recent Sanitary Sewer Service Plan report for the Village of Germantown was published in 1983 by the Southeastern Wisconsin Regional Planning Commission (SEWRPC), with multiple subsequent amendments to the refined Sanitary Sewer Service Area (SSSA) defined in the original 1983 report. The original report was planned for the year 2000.

Discussion item only

B. Recommendation of the Sanitary Sewer System Facilities Plan Update

Motion: Approve as presented

Motioned By: Robert Warren

Seconded By: Rick Miller

Yes: Terri Kaminski, Rick Miller, Phil Hudson, Robert Warren

No: None

Abstain: None

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

C. Approval of the Development Agreement between the Village and Truck Country

Public Works Director Matthew Mortwedt indicated the Truck Country development does not involve Truck Country building and contributing public infrastructure, so the development is substantially private. The development also no longer involves cooperation with the Richfield utilities extension.

In the same vicinity of this project, the Village has committed, through previously approved TID projects, to:

- Construct High Point Pass over the existing private road south of Holy Hill Rd to the railroad.

- Extend utilities to the main driveway of Truck Country

Additional items that will come before the PWHC and Village Board regarding the related projects could include:

- Award of the construction contract for High Point Pass and utility extensions.

- Agreements with MLG for acquiring right of way and an easement for utilities.

Motion: Approve as presented

Motioned By: Rick Miller

Seconded By: Robert Warren

Yes: Terri Kaminski, Rick Miller, Phil Hudson, Robert Warren

No: None

Abstain: None

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

D. Division Road Conceptual Design Public Information Meeting

Director of Public Works Matt Mortwedt discussed the public information gathering process and results. Director Mortwedt presented three general directions that the committee could select when considering design, cost, lifecycle, and timeline for Division Road reconstruction.

Trustee Kaminski discussed funding options for the road. Trustee Hudson inquired about moving the path away from the road. Trustee Warren inquired about acquiring right-of-way and his lack of support for the mill and overlay approach. Speed on the road was discussed by Trustee's and Village Engineer Kevin Driscoll.

Motion: Approve "middle of the road" (option 2) approach to reconstruction

Motioned By: Rick Miller

Seconded By: Phil Hudson

Yes: Terri Kaminski, Rick Miller, Phil Hudson, Robert Warren

No: None

Abstain: None

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

E. Approval of Grant Application for Agricultural Road Improvement Program

Director of Public Works Matt Mortwedt discussed WISDOT's Agricultural Road Improvement program to address Rockfield Road and Pleasant View Road. The program is a 90/10 cost share. The Village's share would be approximately \$255,700. Village Engineer Kevin Driscoll discussed outreach and letters of support that were required as part of the application. The 10 percent cost share would be funded out of the annual road program allotment.

Motion: Approve as presented

Motioned By: Rick Miller

Seconded By: Robert Warren

Yes: Terri Kaminski, Rick Miller, Phil Hudson, Robert Warren

No: None

Abstain: None

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

F. Award of the fall tree planting contract to Dan Larsen Landscaping for an amount not to exceed \$9,120.00.

Director of Public Works Matt Mortwedt discussed the plan to plant approximately 30 trees. The planting will fill vacant planting sites across the Village. Trustee Hudson inquired about progress being made on vacant sites and the number of trees that need to be added to the list on an annual basis. Trustee Warren inquired about how this contract was related to the Comprehensive Tree Plan.

Motion: Approve as presented

Motioned By: Robert Warren

Seconded By: Rick Miller

Yes: Terri Kaminski, Rick Miller, Phil Hudson, Robert Warren

No: None

Abstain: None

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

G. Award of Public Works Engineering Division system furniture contract to Emmons Business Interiors (EBI) for an amount not to exceed \$35,338.11.

Director Matt Mortwedt discussed the furniture proposal for the DPW-Engineering division. The Public Works engineering division has some of the oldest furniture in the Village. The furniture had been largely unused for the last 5-7 years because staffing levels were at a minimum. Now that the engineering division is fully staffed, and the furniture is used on a daily basis, it is clear it has reached the end of its useful life. The proposal would create 4 cubicles and enhance storage and filing options. The fourth cubicle space will allow some room for future growth.

Motion: Approve as presented

Motioned By: Rick Miller

Seconded By: Robert Warren

Yes: Terri Kaminski, Rick Miller, Phil Hudson, Robert Warren

No: None

Abstain: None

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

H. Award of a 3-year building cleaning services contract to Vanguard Cleaning Systems for a total of \$562,752.00.

The Village is currently under contract with Cleanpower LLC to perform cleaning services as necessary throughout various buildings within the village. The existing contract is set to expire December 31st, 2024. During the review process, each building manager has an opportunity to comment on the task frequency sheet specific to each building for changes that may be necessary.

Staff solicited area cleaning contractors who have toured each facility and have returned proposals for the services as outlined by the village. The contract will be a 3-year term. Director Matt Mortwedt discussed difficulties with the current contract and the bid from Vanguard Cleaning Systems. Trustee Kaminski indicated she was happy to see the services being bid.

Motion: Approve as presented

Motioned By: Phil Hudson

Seconded By: Robert Warren

Yes: Terri Kaminski, Rick Miller, Phil Hudson, Robert Warren

No: None

Abstain: None

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

- I. Award of a 4-year contracted towel and mat service contract to ITU AbsorbTech for a total of \$49,206.83.

Director Matt Mortwedt discussed how the Village is currently in an agreement with ITU AbsorbTech to provide towels, mop heads, and floor mats as necessary throughout various buildings. The existing agreement is set to expire September 30th, 2024, however staff has extended the agreement at the current monthly rate through the end of this year. Staff has solicited pricing from area vendors who specialize in providing this type of service. The agreement will be a 4-year term. The results are listed below.

Trustee Warren inquired about proposed increases in the contract over the 4-year term. Director Matt Mortwedt explained how the total for the contract was calculated.

Motion: Approve as presented

Motioned By: Phil Hudson

Seconded By: Rick Miller

Yes: Terri Kaminski, Rick Miller, Phil Hudson, Robert Warren

No: None

Abstain: None

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

VII. DIRECTORS'S REPORT:

- A. September Director's Report

Public Works Director Mortwedt presented the September Director's Report. Mortwedt indicated that Maple Road construction had started and that it would be an approximately 3 week progress. Progress on the road program was also discussed, including complications with the schedule for paving School Rd and the start of school at County Line Elementary. Mortwedt reported that the seal coating program had been substantially completed. Mortwedt discussed staffing, and a new permit processing policy. Mortwedt also discussed the move to the new DPW as well as the ribbon cutting ceremony and open house.

VIII. NEXT MEETING DATE:

The next Public Works and Highway Committee Meeting will be held October 1, 2024 at 5:30 PM.

IX. ANNOUNCEMENTS:

There were no announcements.

X. ADJOURNMENT:

Chairperson Kaminski adjourned the meeting at 7:05 PM.