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| <b>MEETING:</b>       | <b>REGULAR MEETING OF THE PUBLIC WORKS &amp; HIGHWAYS COMMITTEE</b>   |
| <b>DATE AND TIME:</b> | <b>Tuesday, October 1, 2024 5:30 PM</b>                               |
| <b>LOCATION:</b>      | <b>Germantown Village Hall Board Room<br/>N112 W17001 Mequon Road</b> |

### MINUTES

**I. CALL TO ORDER:**

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

**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. September 4, 2024

**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)**

**IV. PUBLIC COMMENT:**

One citizen spoke:

Lynne Bednarz (N10121 Pawnee Ct)

**V. UNFINISHED BUSINESS**

**VI. NEW BUSINESS:**

A. Approval of a change order to Ruekert & Mielke for modifications to the Sewer Facilities Plan for \$12,800.00.

Director of Public Works Matt Mortwedt discussed an amendment to the sewer facilities plan presented at the last meeting which addresses the changes that need to be made after review and comments made by MMSD, Southeastern Wisconsin Regional Planning Commission (SEWRPC) and DNR. The amendment includes the requirement of the Sanitary Sewer Service Area, which is also being amended, and the facilities plan to align so that the planning boundaries are the same. This requires

adding some area and removing some area from the plan in other locations.

**Motion:** Approve as presented

**Motioned By:** Rick Miller

**Seconded By:** Phil Hudson

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

**No:** None

**Abstain:** None

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

- B. Award of the Old Farm and Main St Lift Station study professional services agreement to Ruekert & Mielke for \$50,000.00.

Director of Public Works Matt Mortwedt discussed the additional study that was determined necessary coming out of the facilities plan which is studying in greater detail what they believe are the approaches necessary to upgrade Old Farm and Main St. including further technical study and analysis. We would use this to lead into design for the upgrades and to help with making decisions about Division Rd.

**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 (Yes 4, No 0, Abstained 0)**

- C. Award of the 2025 sewer lining contract to VisuSewer for \$140,633.50.

Director of Public Works Matt Mortwedt advised this is the last sewer lining project to be completed after a number of years. This is for an area in the Germantown business park which is a relatively small lining compared to projects in the last couple of years. VisuSewer was the only bidder and they came in under budget at \$133,633.50. They have been a good contractor and we are looking to award this with a ten percent contingency for a total of \$140,633.50.

**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 (Yes 4, No 0, Abstained 0)**

- D. Award of the Village Hall access control system installation contract to O&W Communications for \$54,455.00.

Director of Public Works Matt Mortwedt advised this was an item identified in the 2024 Buildings and Grounds Capital budget for the upgrade of the access control system at Village Hall. We are looking at beginning to upgrade all facilities to line up with the same type of system that was installed at the Department of Public Works which involved an extensive vetting process with the Department of Public Works as well as the Police and Fire Departments. We would like to replicate what we did at the Department of Public Works in our other facilities, which will provide a number of security benefits. This includes the elimination of physical keys, being able to electronically assign and disable access to employees. After this would be installed, we would take keys back and reduce the number of keys in circulation.

This is a project which is being brought forward as a request to award this to O&W Communications without a bid. It is beneficial to having installation done in the same way across all our facilities for consistency. It is also prudent to have only one vendor for security purposes. It is also better for maintenance purposes.

**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 (Yes 4, No 0, Abstained 0)**

- E. Award of the Village Hall security system replacement project to O&W Communications for \$9,300.00.

Director of Public Works Matt Mortwedt explained this is related to the Village Hall access project for access into the buildings. This project would be likened to a burglar alarm system in which a panel will alarm when a perimeter door is breached.

The existing system at Village Hall suffered a catastrophic failure earlier this year. Currently, we do not have a system in place. We are looking to use some of the remaining funds left from the O&W alarm monitoring project as well as some of the Village Hall operating budget to award this contract for a similar Bosch operated burglar alarm system at Village Hall. The benefits of going with Bosch include the integrations capable between this burglar alarm system and the access control system.

**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 (Yes 4, No 0, Abstained 0)**

- F. Approval of an agreement with MLG for a sanitary sewer easement and land transfer for High Point Pass right-of-way.

Director of Public Works Matt Mortwedt explained this is a needed step in the continued development of the High Point Pass which will be a public road (currently private) running from Holy Hill Rd. south to the railroad tracks.

First, we need to have this agreement put in place because we need to acquire the right-of-way necessary to build the road. MLG will give us the necessary land in this agreement. Secondly, we need them to allow us access to their property and easement for the sewer which will be aligned through their property. The path will deliver sewer to their parcel, the Holy Hill storage parcel, and to the Truck country property.

This agreement does not have any money exchanging hands. They are giving us the right-of-way, and they are gaining the benefit of having sewer run through their property.

**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 (Yes 4, No 0, Abstained 0)**

**VII. DIRECTORS'S REPORT:**

- A. October Director's Report

Public Works Director Mortwedt presented the October Director's Report. Mortwedt reported all the paving activities from 2023 and 2024 road program have been completed. There is some restoration and striping that needs to be done over the next couple of weeks, but the paving has been completed. Our Engineering Tech, Jake, has been working on an expansion of our road program and seal coat plan. We are expanding it from a five year plan to a ten year plan for roads. Our seal coat plan has typically been addressed year to year, but we will be expanding this to a five year plan. We hope to present the ten year road plan and five year seal coat plan at next month's meeting. Utility adjustments and manhole adjustments completed.

We have been working on the Public Safety Building needs assessment and study and

are nearing the end of that. We are waiting for some revisions to the draft report based on a final meeting. We will be sharing the results at an upcoming Village Board meeting. The Fire Department has needs to be addressed in the short term. They will require a remodel of station #2 due to new staff beginning in January and not enough space.

Our MS4 application has been submitted to the DNR.

We are close to full staffing level in Public Works including the hire of a Mechanic and an Administrative Assistant, but we are still looking for an operator.

Political signs in the right-of-way have generated a large number of complaints from citizens so we asked the Village Attorney for an interpretation of the ordinance. Our ordinance is unusual and very difficult to enforce. It may be a good idea down the road, to change the ordinance to make it easier to enforce if the expectation will be for it to be enforced.

DPW Open House is scheduled for October 26th from 10-12 with involvement and equipment on hand from Police/Fire and Public Works with tours of the facility to the public.

Complaint log now being tracked and updated.

**VIII. NEXT MEETING DATE:**

The next Public Works and Highway Committee Meeting will be held November 12, 2024 at 5:30 PM.

**IX. ANNOUNCEMENTS:**

There were no announcements.

**X. ADJOURNMENT:**

Chairperson Kaminski adjourned the meeting at 6:17PM.