

MEETING:	REGULAR MEETING OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE
DATE AND TIME:	Tuesday, November 12, 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 5:30PM.

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. October 1, 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:

Melanie Smythe (N140W17938 Cedar Lane)

Jan Miller (W151N10297 Windsong Cir W)

V. UNFINISHED BUSINESS

VI. NEW BUSINESS:

A. Approval of a professional services agreement with Ruekert-Mielke for an amount not to exceed \$20,000 for additional work on the PSC CRP report.

Director of Public Works Matt Mortwedt explained as a condition of the Village of Germantown's approved water rate case, the Public Service Commission (PSC) created a requirement to produce a Continuing Property Record report. The report is a full inventory and construction cost of all the Water Utility assets.

The Village may receive a notice of violation for our past due report. Producing this report solely with staff time would be very time consuming. We have hired Ruekert-Mielke to assist with the research, data analysis, and technology needed to produce the report. This additional proposal is to continue to work on creating the initial CPR report, and to build out a system necessary that creates ease of reporting in the future because the CRP will need to be continuously maintained from this point forward. The attached report outlines the additional effort needed. In addition, the agreement that outlines the scope of the initial agreement is attached.

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)

- B. Award of a contract to J. Miller Electric in the amount of \$383,255.00 for generator replacements at Wells 2 and 7.

Director of Public Works Matt Mortwedt advised staff recommends award of a contract to J. Miller Electric in the amount of \$383,255.00 for generator replacements and other electrical upgrades at Wells 2 and 7. Staff is also requesting authorization of a 5% contingency in the amount of \$18,125 for a total budget authorization of \$401,380. J. Miller Electric was the low bid and below the engineering estimate.

Motion: Approve as presented

Motioned By: Phil Hudson

Seconded By: Rick Miller

Yes: Terri Kaminski, Rick Miller, Phil Hudson

No: Robert Warren

Abstain: None

Motion Passed (Yes 3, No 1, Abstained 0)

- C. Award of a professional services agreement with Foth for an amount not to exceed \$100,000 for construction administration and inspection services related to generator replacements at Wells 2 and 7.

Director of Public Works Matt Mortwedt explained Foth has worked on the generator replacement projects through several intentions in strategy and now design and bid. Staff feels, based on their extensive history with this project, that they are best situated to continue through construction administration, inspection and close out.

Motion: Send back to Foth to prepare another proposal as original bid is too high

Motioned By: Robert Warren

Seconded By: Phil Hudson

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

No: None

Abstain: None

Motion (Yes 4, No 0, Abstained 0)

- D. Discussion of a planned rural street tree pruning and removal project on Mary Buth Ln, Oakwood Dr, Highland Rd and potentially additional roads in the Village over the late fall and winter.

Director of Public Works Matt Mortwedt discussed the goal of this project is to clear the right-of-way to minimize the occurrence of trees falling into the roadway, improve vision along the roadway and near curves, and to ensure roadway access for motorists and emergency services. During the January 9th, 2024 snow event, portions of rural roads in the Village became impassable due to the number of trees and brush that had fallen. Branches also weighed heavily on power lines.

In light of that, this project will be done in coordination with WeEnergies whose contractor, Asplundh Tree Experts, will be working in the same locations to deal with areas where branches may affect the reliability of power distribution. In order to ensure access can be maintained and sight-lines can be improved, we will systematically and strategically work through segments to:

- Raise larger established healthy trees to an appropriate height to accommodate vehicle movement.

- Remove all small trees and brush within the work area. Some properties in the targeted area have a clearly defined right-of-way. Other properties do not have an established right-of way and in some cases, the private property extends into the roadway. In these cases, staff would accomplish our task by utilizing Wisconsin State Statute 82.18 which allows maintenance of 33' on either side of the roadway's centerline. As staff encounters this situation, further communication will take place with the property owner ahead of the work commencing.

The initial work will be focused on the highlighted segments of Mary Buth Ln, Oakwood Dr, and Highland Rd. Depending on weather conditions through the late fall and winter, the project could be extended to Willow Creek Rd, Old Mequon Rd, and Freistadt Rd.

- E. Approval to purchase a replacement 20 hp submersible sewage pump from Flygt USA for Lift Station 7 in the amount of \$23,585.60.

Director of Public Works Matt Mortwedt explained this is a replacement of an old pump that we have had since 1993. This pump has been overhauled three times and it is not cost-effective to rebuild it, so we are looking to purchase the new pump.

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 Passed (Yes 4, No 0, Abstained 0)

F. Acceptance of Improvements - Keller Town 9 Water Main

Director of Public Works Matt Mortwedt explained how we accepted the improvements for the sanitary a while back, and now we are requesting acceptance of the water main.

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)

VII. DIRECTORS'S REPORT:

A. November Director's Report

Director of Public Works Matt Mortwedt presented his November Director's Report. He shared staff is finishing identifying roads for the 2025 Road Program and preparing the Ten Year Road Program and Five Year Sealcoat Program to present at December's Public Works and Highway Committee meeting.

Engineer Joe Harvat has been working on the beginning parts of design for Division Rd.

Ruekert-Mielke is working on the study for changes to the sanitary sewer service area and the facilities plan study area. They are also starting another study of the evaluation of Main St and Old Farm lift stations for future upgrades.

Revisions to impact fees are underway with the Village Administrator.

Lannon and Maple intersection is in progress. We are still waiting for the contractor to get the traffic control equipment installed.

WE submitted a draft application for MS 4 permit and we are working with the DNR on some changes and modifications that the Village will have to make over the next five years as the draft permit becomes permanent.

Furniture in DPW/Engineering will be replaced beginning next week. The Asset

Manager position, pending the budget is adopted with said position, will be posted in late November or early December.

Water lateral letters will be sent to residents due to an unknown substance in about 800 water laterals requesting them to take an online survey. A hotline number and stand alone email address has been set up as we are expecting a high volume of calls from citizens.

VIII. NEXT MEETING DATE:

The next Public Works and Highway Committee Meeting will be held December 4, 2024 at 5:30PM.

IX. ANNOUNCEMENTS:

There were no announcements.

X. ADJOURNMENT:

Chairperson Kaminski adjourned the meeting at 6:23PM.