

MEETING:	REGULAR MEETING OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE
DATE AND TIME:	Wednesday, December 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 5:30PM.

II. ROLL CALL:

Present: Trustee Terri Kaminski, Trustee Phil Hudson, Trustee Robert Warren, Trustee Rick Miller (late due to weather)

Absent: None

Excused: None

III. APPROVAL OF MINUTES:

A. November 12, 2024

Motion: Approve as presented

Motioned By: Robert Warren

Seconded By: Phil Hudson

Yes: Terri Kaminski, Phil Hudson, Robert Warren

No: None

Abstain: None

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

IV. PUBLIC COMMENT:

One citizen spoke:

Melanie Smythe (N140W17938 Cedar Lane)

V. UNFINISHED BUSINESS

A. Award of a professional services agreement with Foth for an amount not to exceed \$72,000 for construction administration and inspection services related to generator replacements at Wells 2 and 7.

Director of Public Works Matt Mortwedt requested approval of services agreement with Foth not to exceed \$72,000.00 after the November meeting's Foth proposal of \$100,000.00 was sent back by the board. Following the November PWHC, DPW staff and Foth discussed the proposals in attempts to find opportunities for reductions. Areas identified for reduction, included:

- Bid Award/Contracting - This item proceeded under existing authority to ensure the good public bid was awarded in a timely manner and has been removed from the attached proposals.
- Limited coordination and meetings and submittal review time.
- Limited inspections and coordination - hours were reduced for conducting site inspections. Utility staff will have to pick up some aspects of site inspection.
- Limited time for close out, documentation, etc.

It is also worth noting that this bid included more than just a one-for-one generator replacement. The work also includes installation of variable frequency drives, electrical improvements, concrete pad and sidewalk replacement and site grading. The revised scope represents 17.8-18.8% of the contract. DPW staff will get proposals for future water utility work.

Motion: Approve as presented

Motioned By: Robert Warren

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)

VI. NEW BUSINESS:

- A. Approval of a change order to JH Hassinger for an amount not to exceed \$30,000 for cold weather work conditions on Well 12 construction.

Director of Public Works Matt Mortwedt explained that due to a series of delays in the Well 12 construction project recently including the Operator's Union strike, the liner evaluation and decision-making process, and delays from sharing the site with Tower 4, JH Hassinger is requesting \$30,000 to enclose the Well 12 structure and continue work over the winter.

The change order amount was originally proposed at \$85,000, but staff worked cooperatively to find opportunities to keep the project moving while pushing some scope until spring. Alternatively, Germantown could opt to pause work over the winter, but the contractor has outlined that the cost associated with pausing the project will be greater than \$30,000. The \$30,000 would allow them to enclose and heat the site and continue working on the internal portion of the project.

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)

- B. Approval for a blanket PO not to exceed \$100,000.00 with Merton-Franier for the purchase of water meters.

Director of Public Works Matt Mortwedt requested authorization to have an ongoing PO with Metron-Franier not to exceed \$100,000.00 for the replacement of water meters in our ongoing meter replacement program.

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)

- C. Award of a professional services agreement with Wachtel Tree Science for an amount not to exceed \$20,000 for Village Forester and tree consulting services.

Director of Public Works Matt Mortwedt requested approval of continued arboricultural consulting services with Wachtel Tree Science & Services. Wachtel provides many forestry related services, which include but are not limited to the following: acting Village Forester, management of the GIS tree layer, assisting staff with Emerald Ash Borer treatment specifications and contracts, assisting staff with tree removal specifications and contracts, assisting staff with tree planting specifications and contracts, providing staff with direction on difficult forestry related resident concerns, and performing plan review from a forestry perspective. The cost of this service will be billed on a time and material basis in an amount not to exceed \$20,000.00 (\$160/hr Project Manager, \$145/hr Certified Arborist).

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)

- D. Approval to purchase two fabricated fall protection ladders from RARE Specialties at Wells 3 and 11 for an amount not to exceed \$15,840.00.

Director of Public Works Matt Mortwedt requested approval to purchase two fabricated fall protection ladders to assist in installing filter media in our filtration tanks at Well #3 and Well #11 from RARE Specialties. This project was approved as part of the 2025

CIP and budgeted at \$30,000. The order would be placed in early 2025.

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)

E. Approval of the 2025 Village of Germantown Labor and Equipment Rates.

Director of Public Works Matt Mortwedt requested approval of the 2025 Labor and Equipment rates. Equipment rates reflect a 3% increase from 2024. Labor rates have been adjusted based on salary and anticipated benefits. A 15% administrative charge has been added to base salary and benefits, similar to past years. Labor and equipment rates will be used whenever the Village performs work that is charged out. Examples of where staff time and equipment may be charged/billed out includes work for developers, insurances companies, and residents.

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)

VII. DIRECTORS'S REPORT:

A. December Director's Report

Director of Public Works Matt Mortwedt gave his December Director's Report to the Board. The report included the plan for sidewalk repairs/improvements in 2025. Our Village Engineer is working on the High Point Pass Design and anticipation of a January bid. Our Civil Engineer is working on the Division Rd design. Our Engineer techs are working on the Division Rd survey, GIS updates for PSC CPR report, the 10 Year Road and 5 Year Seal Coat Plan to be presented to the Board in January's Public Works and Highway meeting.

The Ruekert and Mielke Facilities Study amendment is on hold pending an agreed upon SSSA. The Ruekert and Mielke Main St and Old Farm study kick off meeting was held on November 6th, the 2024 cured in place sewer lining is approved and out for signatures, the tree pruning and removal project began December 2nd, and winter brine training and prep being done.

There will be a meeting with consultants on the Public Safety Building additional scope

the week of December 2nd. There will be a recommendation on Wastewater fees coming in the near future.

VIII. NEXT MEETING DATE:

The next Public Works and Highway Committee Meeting will be held January 8, 2025 at 5:30PM.

IX. ANNOUNCEMENTS:

X. ADJOURNMENT:

Chairperson Kaminski adjourned the meeting at 6:24PM.