

MEETING:	REGULAR MEETING OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE
DATE AND TIME:	Wednesday, August 14, 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 Robert Warren, Trustee Phil Hudson, Trustee Terri Kaminski, Trustee Rick Miller

Absent: NONE

Excused: NONE

III. APPROVAL OF MINUTES:

A. Minutes: July 3, 2024

Motion: Approve as presented (with spelling correction to Chairperson Kaminski's name)

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:

Three citizens spoke:

Melanie Smythe (N140W17938 Cedar Ln)

Pamela Parrott (W202N11468 Merkel Dr)

Jan Miller, Trustee District 4 (W151N10297 Windsong Cir W)

V. UNFINISHED BUSINESS

There was no unfinished business to discuss.

VI. NEW BUSINESS:

- A. Resolution adopting the Comprehensive Tree Plan as required per municipal code 17.60.

Director of Public Works Matthew Mortwedt requested approval of the resolution to adopt the Comprehensive Tree Plan, as required per Municipal Code Section 17.60. Mortwedt advised that with the adoption of the Comprehensive Tree Plan, changes to the Municipal Code would be needed to avoid conflicts and for consistency. These changes would be addressed/considered at a future meeting.

Highlights of the Comprehensive Tree Plan include:

- Creation of a Tree Board, including a citizen member.
- Creation of a permit process, managed by DPW, for work on public trees, including provisions for HOA's to become a permittee.
- Creation of communication standards with residents based on the type of tree maintenance activity being performed.
- Standards for new subdivisions and developers.
- A new list of approved trees based on size, as required by code.

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)

- B. Award of Kinderberg splash pad repairs to Carrico Aquatics for an amount not to exceed \$57,800 from accounts 91591000-592100 and 10591000-1000.

Park and Recreation Director Guilford Standrige requested to award Kinderberg Splash Pad Repairs (mechanical room and equipment) to Carrico Aquatics for an amount not to exceed \$57,800 from accounts 91591000-592100 (\$55,000) and 10591000-1000 (\$2,800). Standrige notes that \$55,000 was approved through the ARPA budget and the additional \$2,800 would come out of the Recreation & Maintenance expense for spray pad account. Lastly, the repairs do not include media blasting (\$16,292.00) or surface painting (\$11,466) based on 2024 pricing. These figures would have to be requested in the 2025 budget.

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)

- C. Authorization to temporarily overfill Water Utility staffing by one position from September - December 2024.

Public Works Director Mortwedt requested approval for the temporary overfill of one position in Water Utility as part of a succession plan to replace the Water Utility Foreman's retirement in December 2024. The overfill would be used to hire a new operator while an existing operator would be shifted to shadowing the Foreman in anticipation of a promotion. The fiscal impact of the overfill position would be approximately \$35,856, which would come from the Utility Fund.

Motion: Approve as presented

Motioned By: Rick Miller

Seconded By: Robert Warren

Yes: Terri Kaminski, Rick Miller, Robert Warren

No: Phil Hudson

Abstain: None

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

- D. Award of Fireman's Park restroom, exterior and interior painting project to MACORP, LLC for an amount not to exceed \$9,082.00 from capital account 40564000-592300.

Public Works Director Mortwedt recommended awarding the Fireman's Park Restroom Painting Project to MACORP LLC for an amount not to exceed \$9,082.00. If approved, funds shall be allocated from the Buildings & Grounds non-borrowed capital account: 40564000-592300. As reflected in the 2024 Parks non-borrowed capital budget, funds were allocated to paint the exterior and interior of the Fireman's Park seasonal restroom shelter. This project is being completed in conjunction with a new roof, and the tuckpointing and resealing of the exterior split-faced block.

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. Award of library copula roof leak repair to Noffke Roofing in amount not to exceed \$23,500.00 from capital account 40564000-592300.

Public Works Director Mortwedt recommended awarding a contract with Noffke Roofing to complete the Library Roof repairs associated with the copula leak to an amount not to exceed \$23,500.00. If approved, funds shall be allocated from the Parks borrowed capital account: 40564000-592300. The Library roof was replaced in the fall of 2021 and, since that time and during periods of significant temperature change accompanied by precipitation, a leak formed in the community room. If not addressed, staff is concerned about damage to insulation, drywall, and even mold on the interior of the building.

On several occasions, staff worked closely with the roofing contractor who completed the roofing project in 2021. Testing the area with water did not identify deficiencies within the shingled area, which would have been included in the original project scope. The original contractor worked to help identify the leak at no additional cost to the Village.

Recently, staff met with Noffke Roofing, who in 2012 assisted with a significant leak near the Library's main entrance. A plan has been formulated to remove all the shingles around the perimeter of the copula. This will allow for inspection of the roof deck and flashing, which is where the leak's origin is suspected. The project will inspect the top of the copula and replace deficient shingles as needed. The project will also include a new and larger finial near the lightning rod.

Although this Roof project is unbudgeted, there are funds remaining from a project at Haupt Strass Park. Staff recommends using these remaining Park funds to cover the cost of this 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)

- F. Award of Fireman's Park standing seam roof project to JK Contractors in an amount not to exceed \$19,060.00 from capital account 40564000-592300.

Public Works Director Mortwedt recommended awarding the Fireman's Park standing seam roof project to JK Contractors for an amount not to exceed \$19,060.00. If

approved, funds shall be allocated from the Buildings & Grounds non-borrowed capital account: 40564000-592300.

As reflected in the 2024 Parks non-borrowed capital budget, funds were allocated in the amount of \$22,000.00 to replace the asphalt shingled roof on the Fireman's Park seasonal restroom shelter. The roof will be replaced with a standing seam metal roof, similar to the roof of the new shelter and band shell. Included in the project scope is the addition of gutters and downspouts to move water away from the building. This project is being completed in conjunction with the tuckpointing and resealing of the exterior split-faced block, and an exterior / interior painting project.

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)

G. Review of Development Handbook Update

Public Works Director Mortwedt advised the last update to the Development Handbook was in 2020 and noted that current revisions are indicated by color and tracking methods. This handbook is for discussion only to provide Committee members with additional time to review the Handbook in its entirety. The Handbook will be presented for approval in September.

As a note, staff would conduct an annual review of the handbook for updates, which would eliminate the need for a more time-consuming revision.

H. Department of Public Works 5 Year Strategy

Public Works Director Mortwedt presented the 5-Year Strategy for the Department of Public Works. Mortwedt highlights the DPW Mission Values: "The Village of Germantown Department of Public Works enhances the quality of life, health and safety of all citizens by providing top quality services through a very responsive and responsible team committed to high ethical standards, accountability and effective maintenance of the Village's infrastructure (highways, water infrastructure, sewer infrastructure, facilities, and parks)" and the DPW 5-year Plan (broken down by categories such as technology, training, plan development updates, ordinance updates, and policy development).

VII. DIRECTORS'S REPORT:

A. August Director's Report

Public Works Director Mortwedt presented the August Director's Report noting that construction projects will be continued into late summer/early fall. The presentation included Engineering and Engineering Tech; Water; Wastewater; and Highway, Parks, Buildings & Grounds top three projects with anticipated start/completion dates.

VIII. NEXT MEETING DATE:

The next Public Works & Highway Committee meeting will be held September 4, 2024 at 5:30 PM.

IX. ANNOUNCEMENTS:

There were no announcements.

X. ADJOURNMENT:

Chairperson Kaminski adjourned the meeting at 6:50 PM.