

**MEETING: REGULAR MEETING OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE**

**DATE & TIME: Wednesday, June 4, 2025 at 5:30 PM**

**LOCATION: Germantown Village Hall Board Room  
N112 W17001 Mequon Road**

Any member of the body and/or citizen may attend the meeting virtually through the WebEx platform, Meeting #: **2555 672 0428** Password: **ZNmFyjsD343** which can be accessed by phone at 408-418-9388 or by logging on at: <https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=mc28ed9f85300bb8f63267a15d2f40b55>

Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to [comments@germantownwi.gov](mailto:comments@germantownwi.gov) by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration.

Previously recorded Village Board Meeting Videos can be viewed at [https://www.youtube.com/channel/UCOYp0EgELzTCa9X\\_iCohyhQ](https://www.youtube.com/channel/UCOYp0EgELzTCa9X_iCohyhQ).

### **AGENDA**

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **APPROVAL OF MINUTES:**
  - A. May 7, 2025 (Action)
- IV. **PUBLIC COMMENT:** *Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there be a three-minute time period, per person, with time extensions per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, NO ACTION will be taken under public comments. Comments that may be injurious to village personnel or other individuals will not be allowed.*
- V. **UNFINISHED BUSINESS:**
- VI. **NEW BUSINESS:**
  - A. Consideration to exceed the established budget limit by \$9,725.00 for the purchase of approximately 25 residential meters. (Action)
  - B. Consideration of a resolution adopting the 2024 Compliance Maintenance Annual Report (CMAR)(WDNR) (Action)
  - C. Discussion and presentation regarding the Asset Manager position and workload (Discussion)
  - D. Division Road Preliminary Design Progress (Discussion)
- VII. **DIRECTOR'S REPORT:**
  - A. June Director's Report
- VIII. **NEXT MEETING DATE:**
- IX. **ANNOUNCEMENTS:**
- X. **ADJOURNMENT:**

PUBLIC WORKS & HIGHWAYS COMMITTEE AGENDA

June 4, 2025

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UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Village Clerk at (262)250-4745 at least 2 days prior to the meeting.

Notice is hereby given that a possible quorum of other boards, committees, and/or commissions may attend this meeting to gather information about an item over which they have decision-making responsibility. This may constitute a meeting of these bodies per State ex rel. Badke v Greendale Village Board, even though these bodies will not take formal action at this meeting.

<b>MEETING:</b>	<b>REGULAR MEETING OF THE PUBLIC WORKS &amp; HIGHWAYS COMMITTEE</b>
<b>DATE AND TIME:</b>	<b>Wednesday, May 7, 2025 5:30 PM</b>
<b>LOCATION:</b>	<b>Germantown Village Hall Board Room N112 W17001 Mequon Road</b>

### MINUTES

**I. CALL TO ORDER:**

Chairperson Kaminski called the Public Works and Highways Committee meeting to order at 5:33PM.

**II. ROLL CALL:**

**Present:** Trustee Terri Kaminski, Trustee Rick Miller, Trustee Robert Warren, Trustee Jan Miller

**Absent:** None

**Excused:** None

**III. APPROVAL OF MINUTES:**

A. April 2, 2025 (Action)

**Motion:** Approve as presented

**Motioned By:** Robert Warren

**Seconded By:** Rick Miller

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

**No:** None

**Abstain:** Jan Miller

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

**IV. PUBLIC COMMENT:**

None

**V. UNFINISHED BUSINESS:**

**VI. NEW BUSINESS:**

A. Award a contract to reconstruct Pleasant View Drive to Wolf Paving Co., Inc. in the amount of \$677,237 (Action)

Director of Public Works, Matt Mortwedt, explained the Wisconsin Department of Transportation selected Germantown for the Agricultural Road Improvement Program grant. This grant funding is for the reconstruction of Pleasant View Drive and Rockfield Road. This work is anticipated in multiple phases, and is in coordination with the Town of Germantown. The Village of Germantown advertised and opened bids for the second phase to reconstruct Pleasant View Drive from Bonniwell Road to Lovers Lane, a 1.5 mile rural road segment.

**Motion:** Approve as presented

**Motioned By:** Robert Warren

**Seconded By:** Jan Miller

**Yes:** Terri Kaminski, Rick Miller, Robert Warren, Jan Miller

**No:** None

**Abstain:** None

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

- B. Award of a contract for the 2025 Sealcoating Program to Fahrner Asphalt Sealers, LLC in the amount of \$259,716 (Action)

Director of Public Works, Matt Mortwedt, explained the approved seal coating budget for the Highways/Engineering work is \$250,000. Staff included additive bid items to maximize the amount of work, contingent on the bid pricing. In addition, staff included bid items for driveway work at Water Utility towers and wells, and that bid amount was \$8,833.

One bid was received from Fahrner Asphalt Sealers, LLC in the amount of \$255,016.90.

**Motion:** Approve as presented

**Motioned By:** Rick Miller

**Seconded By:** Jan Miller

**Yes:** Terri Kaminski, Rick Miller, Robert Warren, Jan Miller

**No:** None

**Abstain:** None

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

- C. Approval of a change order to raSmith for High Point Pass design services for \$36,000 (Action)

Director of Public Works, Matt Mortwedt, explained raSmith was awarded the design contract for High Point Pass in July 2024, and their scope included flexibility to address necessary work for a successful project completion. They provided a range of service fees from \$79,000 to \$97,000. In July 2024, \$82,000 was identified as the amount not to exceed and that was approved by the Public Works and Highways Committee in addition to the Village Board. This scope of work included road design and water main design. The original scope was to extend sanitary along High Point Pass. After additional analysis, the depth of cover did not allow for that configuration. So, the current route through the MLG parcel was designed. This was done to meet the terms of Germantown's development agreement with Truck Country. An additional \$36,000 is requested for the sanitary sewer design, sanitary sewer easement and storm sewer easement.

**Motion:** Approve as presented

**Motioned By:** Rick Miller  
**Seconded By:** Jan Miller

**Yes:** Terri Kaminski, Rick Miller, Robert Warren, Jan Miller  
**No:** None  
**Abstain:** None

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

D. Consideration of the 2025 PASER Report compiled by DPW-Engineering staff (Action)

This spring, DPW-Engineering staff conducted Germantown's every other year Pavement Surface Evaluation and Rating (PASER). The PASER rating is a condition assessment of Village-owned roads and serves as the primary data driver to prioritize annual road reconstruction and maintenance funding. The condition ratings are on a scale of 1 to 10, where 1 is "failed" and 10 is "excellent". The ratings are loaded into the Wisconsin Department of Transportation (WisDOT) WISLR database and can also be used by WisDOT and the County for grant funding decision-making. In this rating cycle, Germantown road segments averaged just over a 6 rating, a slight improvement over the 2023 ratings.

**Motion:** Approve as presented  
**Motioned By:** Robert Warren  
**Seconded By:** Rick Miller

**Yes:** Terri Kaminski, Rick Miller, Robert Warren, Jan Miller  
**No:** None  
**Abstain:** None

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

E. Acceptance of improvements by Vinton Construction to Donges Bay Road (Action)

Director of Public Works, Matt Mortwedt, advised the Department of Public Works has inspected the improvements to Donges Bay Road from Fond du Lac / STH 145 to Wasaukee Rd constructed by Vinton Construction and is requesting acceptance from the Public Works and Highways Committee. Acceptance initiates a 1-year warranty period on improvements.

**Motion:** Approve as presented  
**Motioned By:** Jan Miller  
**Seconded By:** Rick Miller

**Yes:** Terri Kaminski, Rick Miller, Robert Warren, Jan Miller  
**No:** None  
**Abstain:** None

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

**VII. DIRECTOR'S REPORT:**

A. May Director's Report (Discussion)

Director of Public Works, Matt Mortwedt, gave his May Director's Report which included updates on upcoming construction projects including sidewalk repairs on Main Street, updates on the water meter layer data and LCRR report, Water Utility adjustments and improvements on Wagon Trail, Annual Tree Planting, TC Energy/ANR Pipeline project, Division Road progress, and emergency repairs to be done on Tower 1.

**VIII. NEXT MEETING DATE:**

The next Public Works and Highways Committee Meeting will be held June 4, 2025 at 5:30PM.

**IX. ANNOUNCEMENTS:**

None

**X. ADJOURNMENT:**

Chairperson Kaminski adjourned the meeting at 6:19PM.

## **BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE**

MEETING DATE: June 4, 2025

PLACEMENT: Action Item

ITEM TITLE: Consideration to exceed the established budget limit by \$9,725.00 for the purchase of approximately 25 residential meters. (Action)

SUBMITTED BY: Paul Haugen, Water Superintendent

### SUMMARY EXPLANATION:

The Water Utility is requesting authorization to exceed our 2025 budget limit of \$100,000 for meter replacements for the purchase of approximately 25 additional 3/4" residential meters. The replacements this year were focused on larger commercial and industrial meters. The new order of 3/4" residential meters will not exceed \$9,725.00.

The additional meters are intended to serve as inventory for needs throughout the remainder of the year. Additional inventory is needed due to a higher number of contested charges, as well as continuing to supply new construction.

### ATTACHMENT:

### STAFF RECOMMENDATION:

Approval to exceed the established budget limit by \$9,725.00 for the purchase of approximately 25 3/4" residential meters.

### ACTION BY Committee:

## **BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE**

MEETING DATE: June 4, 2025

PLACEMENT: Action Item

ITEM TITLE: Consideration of a resolution adopting the 2024 Compliance Maintenance Annual Report (CMAR)(WDNR) (Action)

SUBMITTED BY: Timothy Zimmerman, Superintendent

SUMMARY EXPLANATION:

Attached is the 2024 CMAR (Compliance Maintenance Annual Report). The requirement for this report went into effect on January 1, 2006 as part of the renewal of our WPDES (Wisconsin Pollutant Discharge Elimination System) General Permit under the authority of Chapter 283, Wisconsin Statutes and the requirements of ch. NR 208 Wisconsin Administrative Code. The report must be accepted by resolution by the governing body (Village Board) before submission to the Department of Natural Resources.

ATTACHMENT:

1. Resolution Adopting WPDES CMAR 2025
2. 2024 CMAR

STAFF RECOMMENDATION:

The staff's recommendation is to send forward to the Village Board the 2024 CMAR and adopt its results by resolution of the full Village Board.

ACTION BY Committee:

STATE OF WISCONSIN  
VILLAGE OF GERMANTOWN  
WASHINGTON COUNTY

RESOLUTION NO. \_\_\_\_-25

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A RESOLUTION ADOPTING THE 2024 WISCONSIN POLLUTION DISCHARGE  
ELIMINATION SYSTEM COMPLIANCE MAINTANCE ANNUAL REPORT

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WHEREAS, by the action taken in Resolution NO. \_\_\_\_-25, the Village is a participant in the Wisconsin Pollutant Discharge Elimination System (“WPDES”) program; and

WHEREAS, participants in the WPDES program are required to renew their General Permits issued under that program; and

WHEREAS, the permit renewal requires the Village to complete and submit a Compliance Maintenance Annual Report (“CMAR”); and

WHEREAS, the Village’s Public Works Committee reviewed the attached CMAR report and forwarded the same to the Village Board with a recommendation for adoption; and

WHEREAS, the Village Board having reviewed the same concurs with the recommendation of the Public Works Committee.

NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of Germantown, Wisconsin, do hereby adopt the attached Compliance Maintenance Annual Report.

BE IT FURTHER RESOLVED that the Village Wastewater Superintendent is hereby directed and authorized to include the attached CMAR in the Village’s application for the renewal of its WPDES General Permit.

Introduced by Trustee:

Adopted: June 16, 2025

Vote: Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Absent: \_\_\_\_\_

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Robert Soderberg, Village President

ATTEST:

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Donna Ott, Village Clerk

# Compliance Maintenance Annual Report

Germantown Sewage Collection System

Last Updated: Reporting For:  
5/27/2025 **2024**

## Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 300px;" type="text" value="Timothy Zimmerman"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="262-253-7765"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="tzimmerman@germantown.wi.gov"/></p>													
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&amp;M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2024"/></p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0												
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>													
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2024"/></p> <p>● 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>3.2.1 Ending Balance Reported on Last Year's CMAR</b></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; text-align: center;"><input style="width: 150px;" type="text" value="541,615.77"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: center;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td style="text-align: right;">\$</td> <td style="text-align: center;"><input style="width: 150px;" type="text" value="541,615.77"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: center;"><input style="width: 150px;" type="text" value="53,552.67"/></td> </tr> </table>	<b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>	\$	<input style="width: 150px;" type="text" value="541,615.77"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="541,615.77"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 150px;" type="text" value="53,552.67"/>	
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3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 150px;" type="text" value="53,552.67"/>											

# Compliance Maintenance Annual Report

**Germantown Sewage Collection System**

Last Updated: Reporting For:  
5/27/2025 **2024**

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below\*) -

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 595,168.44

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

None

3.3 What amount should be in your Replacement Fund?

\$ 125,000.00

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

## 4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Sewer extension Village of Richfield	\$9,000,000	2026
2	Parallel force main Old Farm, Pump and electrical upgrades old farm. Parallel Force main pump and generator upgrade main St	\$8,500,000	2027
3	Sewer relay Kuhn's pleasant View subdivision to include PP I/I contribution	\$2,300,000	2028

## 5. Financial Management General Comments

### ENERGY EFFICIENCY AND USE

## 6. Collection System

### 6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

#### **COLLECTION SYSTEM PUMPAGE: Total Power Consumed**

Number of Municipally Owned Pump/Lift Stations:

# Compliance Maintenance Annual Report

Germantown Sewage Collection System

Last Updated: Reporting For:  
5/27/2025 **2024**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	54,133	
February	62,564	
March	68,489	
April	79,119	
May	55,282	
June	68,033	
July	60,286	
August	51,782	
September	46,642	
October	42,695	
November	39,680	
December	52,150	
<b>Total</b>	<b>680,855</b>	<b>0</b>
<b>Average</b>	<b>56,738</b>	<b>0</b>

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- No
- Yes

Year:

By Whom:

Describe and Comment:

# Compliance Maintenance Annual Report

**Germantown Sewage Collection System**

Last Updated: Reporting For:  
5/27/2025 **2024**

## 6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

continue LED lighting upgrades as old units fail, Motor and VFD upgrades as warranted

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Germantown Sewage Collection System

Last Updated: Reporting For:  
5/27/2025 2024

## Sanitary Sewer Collection Systems

### 1. Capacity, Management, Operation, and Maintenance (CMOM) Program

#### 1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

#### 1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

#### 1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

- Comply with the conditions of the WPDES permit
- Minimize the occurrence of preventable overflows
- Minimize the life cycle ownership costs of the collection system assets
- Improve or maintain the level of customer service
- Improve or maintain system reliability
- Reduce the potential threat to human health from sewer overflows
- Provide adequate capacity to convey peak flow
- Manage infiltration and inflow

Did you accomplish them?

- Yes
- No

If No, explain:

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Chapter 13 Municipal code

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2022-01-03

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance

# Compliance Maintenance Annual Report

**Germantown Sewage Collection System**

Last Updated: Reporting For:  
5/27/2025 **2024**

Operation and Maintenance [NR 210.23 (4) (d)]  
Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories
- Up-to-date sewer system map
- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- A description of routine operation and maintenance activities (see question 2 below)
- Capacity assessment program
- Basement back assessment and correction
- Regular O&M training

Design and Performance Provisions [NR 210.23 (4) (e)]    
What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- Construction, Inspection, and Testing
- Others:

<https://www.germantownwi.gov/DocumentCenter/View/74/Village-of-Germantown--->  
<https://www.germantownwi.gov/179/Standard-Specifications-Details>

Overflow Emergency Response Plan [NR 210.23 (4) (f)]    
Does your emergency response capability include:

- Responsible personnel communication procedures
- Response order, timing and clean-up
- Public notification protocols
- Training
- Emergency operation protocols and implementation procedures

Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]    
 Special Studies Last Year (check only those that apply):

- Infiltration/Inflow (I/I) Analysis
- Sewer System Evaluation Survey (SSES)
- Sewer Evaluation and Capacity Management Plan (SECAP)
- Lift Station Evaluation Report
- Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	13.7	% of system/year
Root removal	0	% of system/year
Flow monitoring	100	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	6.3	% of system/year
Manhole inspections	11	% of system/year
Lift station O&M	210	# per L.S./year
Manhole rehabilitation	.003	% of manholes rehabbed

# Compliance Maintenance Annual Report

**Germantown Sewage Collection System**

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5/27/2025 **2024**

Mainline rehabilitation	<input type="text" value=".003"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value=".001"/>	% of system/year
Private sewer I/I removal	<input type="text" value=".001"/>	% of private services
River or water crossings	<input type="text" value="100"/>	% of pipe crossings evaluated or maintained
Please include additional comments about your sanitary sewer collection system below:		
<input type="text" value="Last water crossing liner will be completed in 2025. Dealt with long term vacancies with staff."/>		

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="37.72"/>	Total actual amount of precipitation last year in inches
<input type="text" value="34.89"/>	Annual average precipitation (for your location)
<input type="text" value="118.22"/>	Miles of sanitary sewer
<input type="text" value="7"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="2"/>	Number of basement backup occurrences
<input type="text" value="3"/>	Number of complaints
<input type="text" value="3.129"/>	Average daily flow in MGD (if available)
<input type="text" value="4.030"/>	Peak monthly flow in MGD (if available)
<input type="text"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.02"/>	Basement backups (number/sewer mile)
<input type="text" value="0.03"/>	Complaints (number/sewer mile)
<input type="text" value="1.3"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **				
Date	Location	Cause	Estimated Volume	
None reported				

\*\* If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

Yes

No

If Yes, please describe:

# Compliance Maintenance Annual Report

**Germantown Sewage Collection System**

Last Updated: Reporting For:  
5/27/2025 **2024**

<p>5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please describe:</p>	
<p>5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:</p>	
<p>I/I is trending down due to manhole rehab and mainline grouting, and private property lateral replacements</p>	
<p>5.4 What is being done to address infiltration/inflow in your collection system?</p>	
<p>On going manhole rehab, mainline pipe evaluations, PP I/I program through MMSD</p>	

<b>Total Points Generated</b>	<b>0</b>
<b>Score (100 - Total Points Generated)</b>	<b>100</b>
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Germantown Sewage Collection System

Last Updated: Reporting For:  
5/27/2025 **2024**

## Grading Summary

WPDES No: 0047341

<b>SECTIONS</b>	<b>LETTER GRADE</b>	<b>GRADE POINTS</b>	<b>WEIGHTING FACTORS</b>	<b>SECTION POINTS</b>
Financial	A	4	1	4
Collection	A	4	3	12
<b>TOTALS</b>			<b>4</b>	<b>16</b>
<b>GRADE POINT AVERAGE (GPA) = 4.00</b>				

### Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

# Compliance Maintenance Annual Report

Germantown Sewage Collection System

Last Updated: Reporting For:  
5/27/2025 **2024**

## Resolution or Owner's Statement

Name of Governing  
Body or Owner:

Village of Germantown - Village Board

Date of Resolution or  
Action Taken:

Resolution Number:

Date of Submittal:

### **ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):**

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

### **ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS**

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

**G.P.A. = 4.00**

## **BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE**

MEETING DATE: June 4, 2025

PLACEMENT: Presentation

ITEM TITLE: Discussion and presentation regarding the Asset Manager position and workload (Discussion)

SUBMITTED BY: Matthew Mortwedt, Public Works Director

### SUMMARY EXPLANATION:

Sharon has been working for Germantown for approximately 4.5 months. She has extensive experience with GIS and asset management. Early in her tenure she accomplished or allowed the following:

- A comprehensive clean-up of the water meter layer in GIS. This work continues as additional data recently become available. The clean-up involved cross-referencing multiple data sets to get accurate information in GIS as well as Tyler Munis.
- Using meter layer to begin a clean-up of the water service layer in GIS, and, in turn, helping us to work toward EPA/DNR compliance for LCRR reporting, and PSC compliance with CPR reporting.
- Gaining limited administrative access to our GIS data so she can process changes with limited consultant time.
- Beginning work on a street lighting and traffic control layer, and already having it developed to a point that exceeds historical hard copy documentation.
- Beginning work on a road layer in GIS.
- Assisting with research on new GIS UI platforms that could give us more control over our data and allow for better, more integrated, systems in the near future.

### ATTACHMENT:

1. 2025\_Sharon\_Intro

### STAFF RECOMMENDATION:

Discussion only.

### ACTION BY Committee:

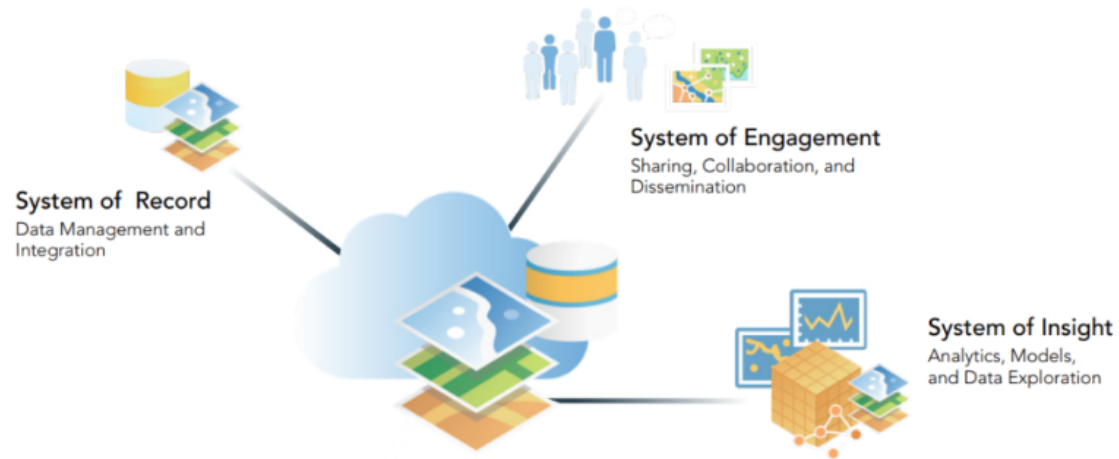
# About me

- ◆ Educational Background
- ◆ Work Experience
- ◆ My objective

# Asset Management

- ◆ What is asset management?
- ◆ What is the importance of asset management?
- ◆ How do we management our assets?

# Asset Management Tools and technologies



Note: Graphics are from internet



# Examples of GIS in use

- Hydrant flashing



- Tree Planting



# What I have been working on

## ◆ Compliance projects

- LCRR

## ◆ Maintenance Projects

- Utility GIS data update (water, sewer, storms)
- Digger Hotline Planning Tickets
- MISC. internal request

## ◆ Create New data set and layers

- New meter GIS data set
- New Street Lighting data set
- New Traffic Signal data sets
- New Electrical data set for Street Lighting and Traffic Signal systems

# Current challenges & Future Work

## Current Challenges

### ◆ GIS system

- Database managed by 3<sup>rd</sup> party, less data autonomy
- Lack of system flexibility
- Latency due to layers of control

### ◆ Data

- Poor quality with some of the data sets
- Data deficiency

### ◆ Asset Management system

- Do not have an asset management system yet

## Future Works

- Look into alternative that will provide us with similar functionalities, data autonomy & system flexibility
- Update existing data sets
- Build new data sets
- Research asset management system that will integrate with our GIS system

Thanks for you support!

Questions?

## **BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE**

MEETING DATE: June 4, 2025

PLACEMENT: Presentation

ITEM TITLE: Division Road Preliminary Design Progress (Discussion)

SUBMITTED BY: Matthew Mortwedt, Public Works Director

### SUMMARY EXPLANATION:

Staff and approved consultants have been working on three critical preliminary design elements.

First, obtaining the necessary right-of-way to construct the path improvements along certain segments of Division Road. Staff have contracted for the preparation of an updated plat. The draft plat has been turned over to an appraiser who will be reaching out to affected residents shortly. Village letters were recently transmitted to affected property owners offering to meet and discuss the project before they were contacted by appraisers. That documentation is attached.

Second, the Village Board approved contracts with Kapur and raSmith to do stormwater modeling. Critical to Phase 1 was the Kapur effort which focused on Lilac/Hawthorne and the west side of Division Road going south to the Jefferson Ditch. A summary of findings has been transmitted to staff via email, but the final report was not available at the time of publishing this agenda. The summary identifies the sizes and shapes of the new stormwater structures needed to meet floodplain requirements.

- Hawthorne – extend 85 feet of 42-inch dia. Storm sewer to twin 36x26 cross road culverts
- Lilac – construct 850 feet of 53x83-inch horizontal elliptical from twin culvert to ditch
- Lilac – construct 80 feet of 30-inch dia. Storm from Lilac to twin culvert
- Revere – extend west side of culvert to improve slope

With the required stormwater structures identified by Kapur, the Civil Engineer updated plans and identified additional utility conflicts. Those conflicts have been transmitted to WeEnergies for estimates on relocation. It is likely that an allowance for utility relocation will be built into the Phase 1 construction contract so that work can be coordinated by the contractor.

Plans for Phase 1 are approximately 80% complete. Plans for Phase 2 are approximately 30% complete. A revised preliminary estimate can be broken down as follows:

Preliminary Engineer's Estimate  
 Division Road - Phase I (Jefferson Ditch to Mequon Rd)  
 Village of Germantown  
 Washington County

Roadway		\$725,000
Storm Sewer		\$688,000
Water Main Items (Adjustments only)		\$5,000
Sanitary Sewer (Adjustments only)		\$15,000
Traffic Signal & Lighting		\$50,000
	Construction Estimate	\$1,483,000
	Utility Allowance - Gas	\$25,000
	Utility Allowance - Electric	\$25,000
	Utility Allowance - Fiber	\$25,000
Subtotal		\$1,558,000
	Contingency (15%)	\$234,000
	TOTAL Estimate	\$1,792,000

Additional Phase 2 details to work through include the stormwater infrastructure at Revere Lane, the phasing of the Old Farm Lift Station upgrades, utility relocation between Wendy and Dotty, and successful completion of right-of-way acquisition.

Staff are planning to complete plans for Phase 1 this summer and conduct a public bid over the late fall or early winter with the intent of starting work in late winter 2026.

Additional information that was requested by the committee includes:

- **The cost of a parking lot near the Jefferson Ditch:** The estimate is \$35,000 - \$50,000 for approximately 5 stalls. It is important to note that a new public parking lot would need to comply with ADA for size and spacing of the stalls, slope and cross slope of the surface, and evenness of the surface. If the intent is to provide access to an amenity, similar ADA access may also be needed to that amenity. The estimate is preliminary and does not include additional effort/consultant fees or construction costs related to ADA compliance. Staff is supportive of removing parking from the bridge over the ditch, but not supportive of placing it in a floodplain near stormwater infrastructure in a way that could potentially draw additional people to the infrastructure and increase the cost of maintenance.

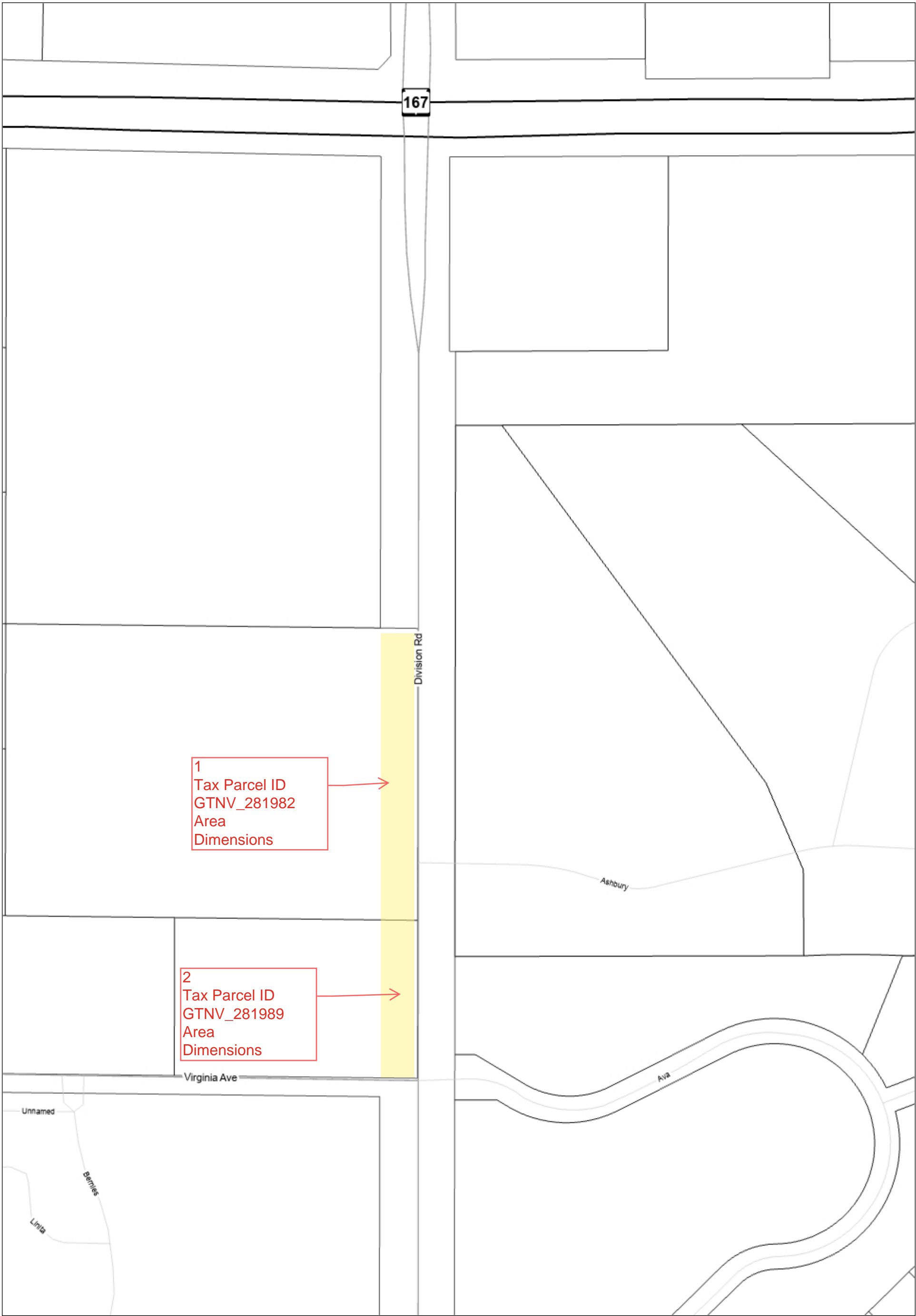
- **The cost of extending the path along the entire west side of Division Road:** The estimate is approximately \$360,000 for asphalt and base material, but this doesn't factor in additional stormwater infrastructure that may be needed if there was not enough room in the right-of-way to keep the path and stormwater ditch apart.

ATTACHMENT:

1. ROW Acquisition - Parcels
2. ROW Platt with Letter
3. 2025-05-30\_Division Rd Phase I Estimate

STAFF RECOMMENDATION:

ACTION BY Committee:



1  
Tax Parcel ID  
GTNV\_281982  
Area  
Dimensions

2  
Tax Parcel ID  
GTNV\_281989  
Area  
Dimensions

Village of Germantown GIS  
Division Road Right of Way



Village Of Germantown  
N112 W17001 Mequon Road  
Germantown, WI 53022  
262-250-4700

DISCLAIMER:

This map is not a survey of the actual boundary of any property this map depicts.

The Village of Germantown Does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1 = 200'

Print Date: 12/4/2024



3  
Tax Parcel ID  
Area  
Dimensions

4  
Tax Parcel ID  
GTNV\_281999  
Area:  
7260 + 5445 SF  
Dimensions:  
(220x33 + 165x33)

5  
Tax Parcel ID  
GTNV\_284989  
Area:  
6600 + 6105 SF  
Dimensions:  
(200x33 + 185x33)

JEFFERSON DITCH

JEFFERSON DITCH

Village of Germantown GIS  
Division Road Right of Way

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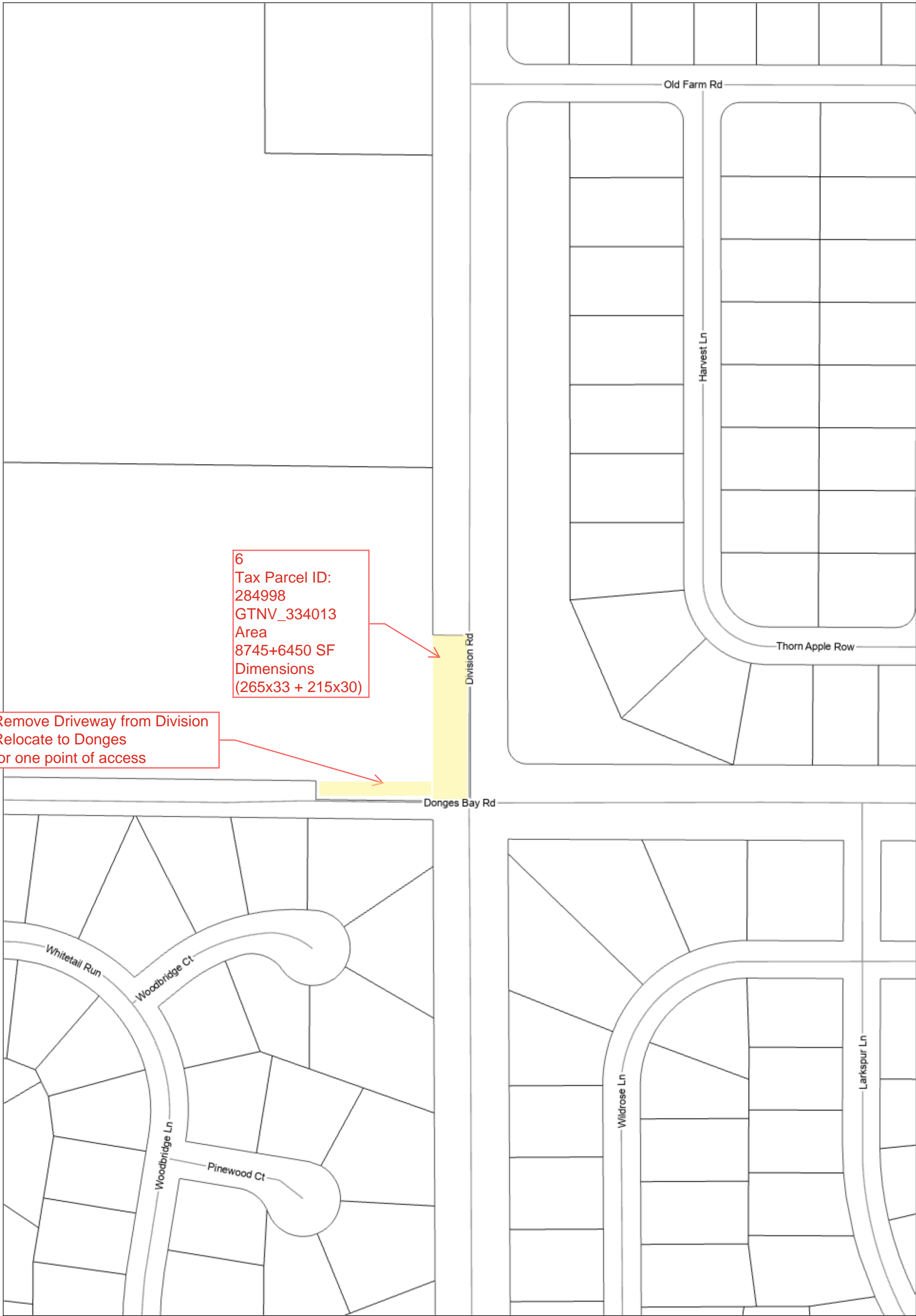


Village Of Germantown  
N112 W17001 Mequon Road  
Germantown, WI 53022  
262-250-4700



SCALE: 1 = 200'

Print Date: 12/4/2024



6  
 Tax Parcel ID:  
 284998  
 GTNV\_334013  
 Area  
 8745+6450 SF  
 Dimensions  
 (265x33 + 215x30)

Remove Driveway from Division  
 Relocate to Donges  
 for one point of access

Village of Germantown GIS  
 Division Road Right of Way



Village Of Germantown  
 N112 W17001 Mequon Road  
 Germantown, WI 53022  
 262-250-4700

DISCLAIMER:

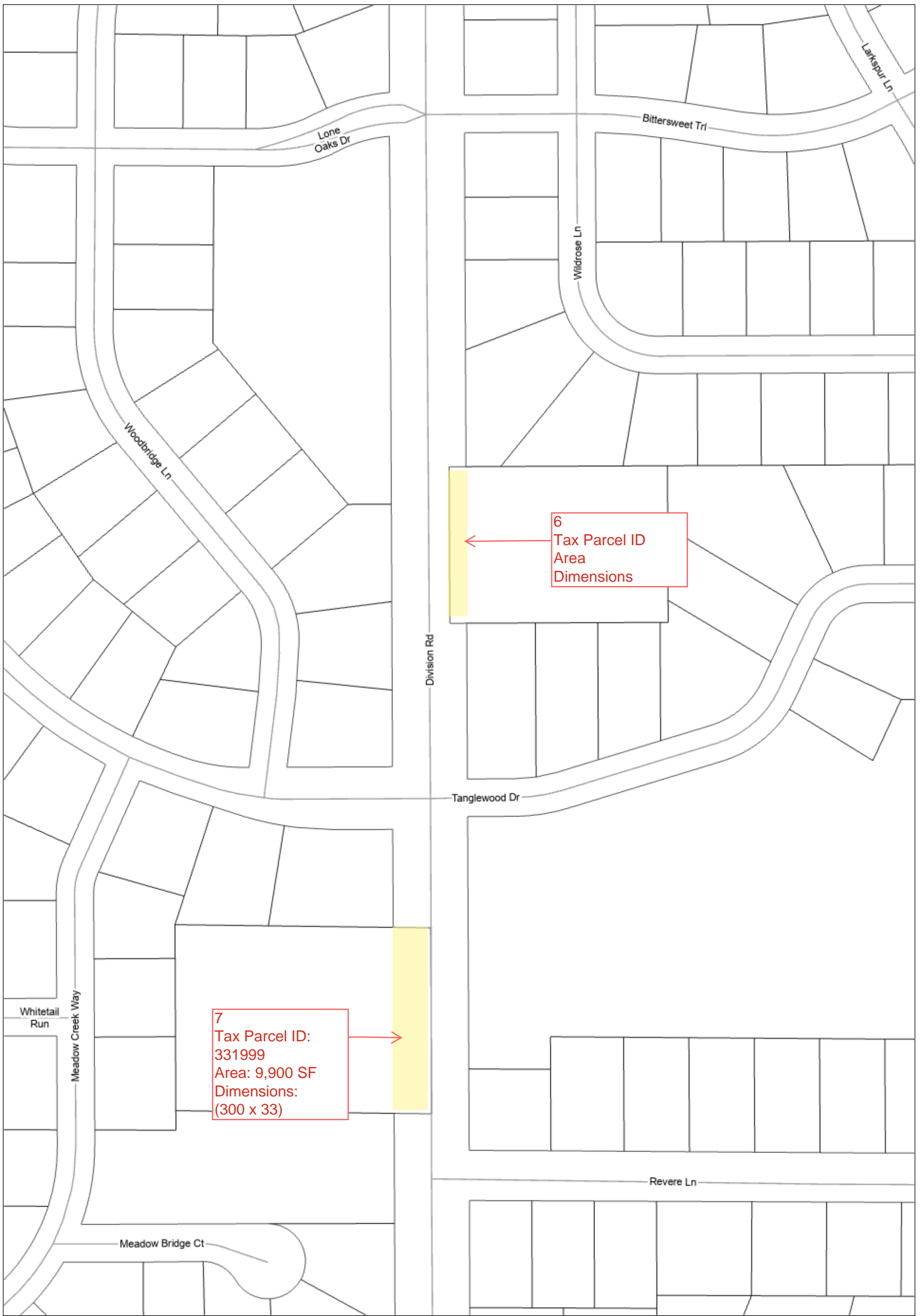
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SCALE: 1 = 200'

Print Date: 12/4/2024



Village of Germantown GIS  
Division Road Right of Way

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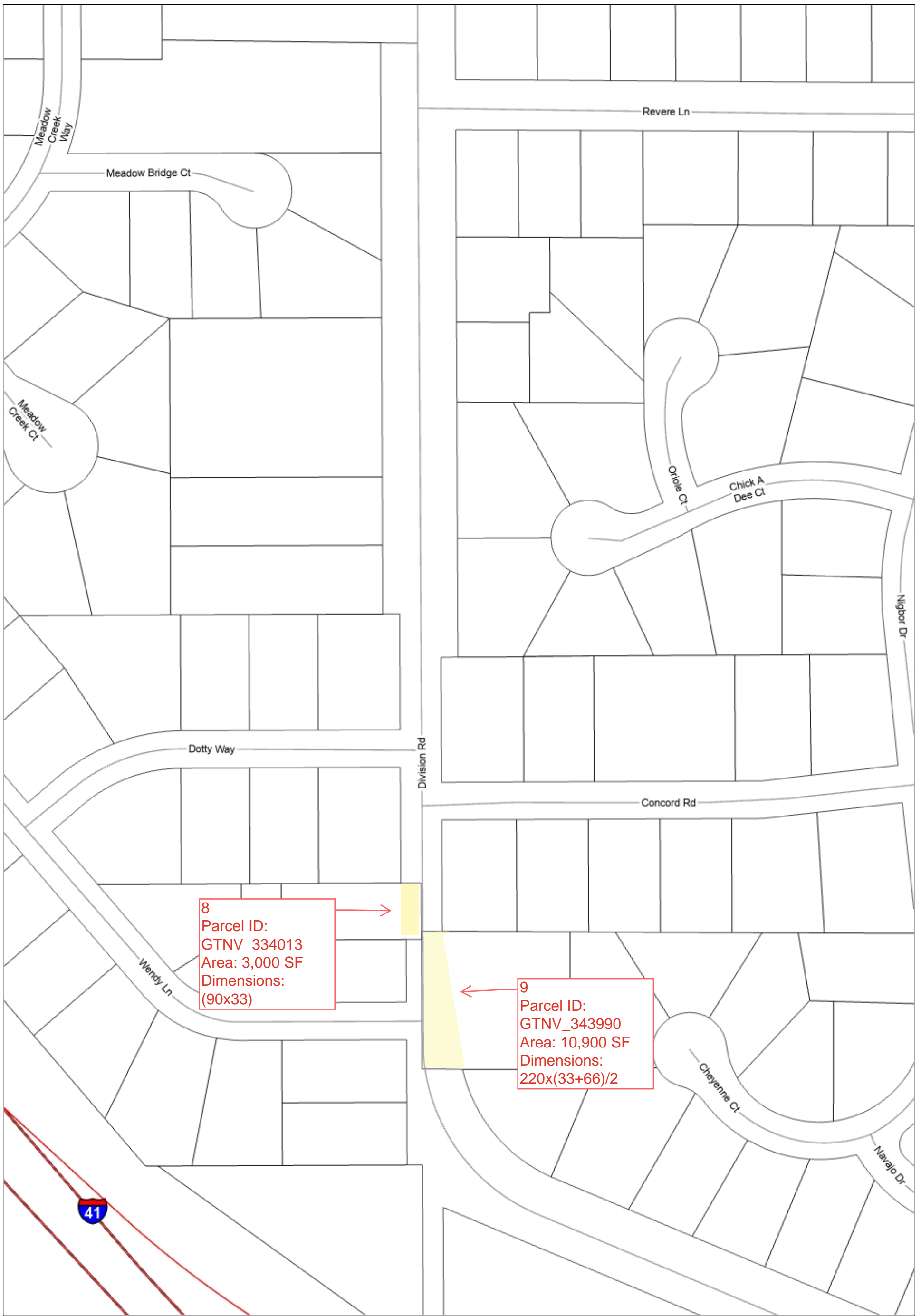


Village Of Germantown  
N112 W17001 Mequon Road  
Germantown, WI 53022  
262-250-4700



SCALE: 1 = 200'

Print Date: 12/4/2024



Village of Germantown GIS  
Division Road Right of Way



Village Of Germantown  
N112 W17001 Mequon Road  
Germantown, WI 53022  
262-250-4700

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SCALE: 1 = 200'

Print Date: 12/4/2024

# Village of



# Germantown

## Department of Public Works

Matt Mortwedt, Director  
Kevin Driscoll, Village Engineer  
N112 W17001 Mequon Rd, PO Box 337  
[engineering@germantownwi.gov](mailto:engineering@germantownwi.gov)  
262-250-4721

May 27, 2025

Thomas Truse  
W172 N10815 Division Road  
Germantown, WI 53022

Subject: Division Road Reconstruction  
Tax Parcel: GTNV\_281999

Dear Mr. Truse,

This correspondence is an update regarding the Village's plan to reconstruct Division Road, scheduled for 2025-2026. Our previous transmittal outlined the road reconstruction approvals by the Village Board to update the right-of-way plat. This involves establishing a 33-ft right-of-way from the centerline of the roadway, so reconstruction work is in the platted public right-of-way. Staff has prepared a preliminary plat map and that is attached. Staff is also interested in scheduling a meeting with you to discuss this in case you have any questions, prior to a certified appraiser contacting you to complete the updated plat process.

Please contact me at the Public Works Engineering Division at (262) 250-4724 to schedule an appointment. Village Hall is open 8am to 4:30pm Monday through Friday. The best times for appointments with me are Wednesday and Thursday afternoons or Friday mornings, but I am happy to accommodate your schedule. You can also email me at [kdriscoll@germantownwi.gov](mailto:kdriscoll@germantownwi.gov).

Thank you,

Kevin R. Driscoll, P.E.  
Village Engineer

Cc: Matt Mortwedt, Director of Public Works



Approximate Location of Updated Right-of-Way Plat

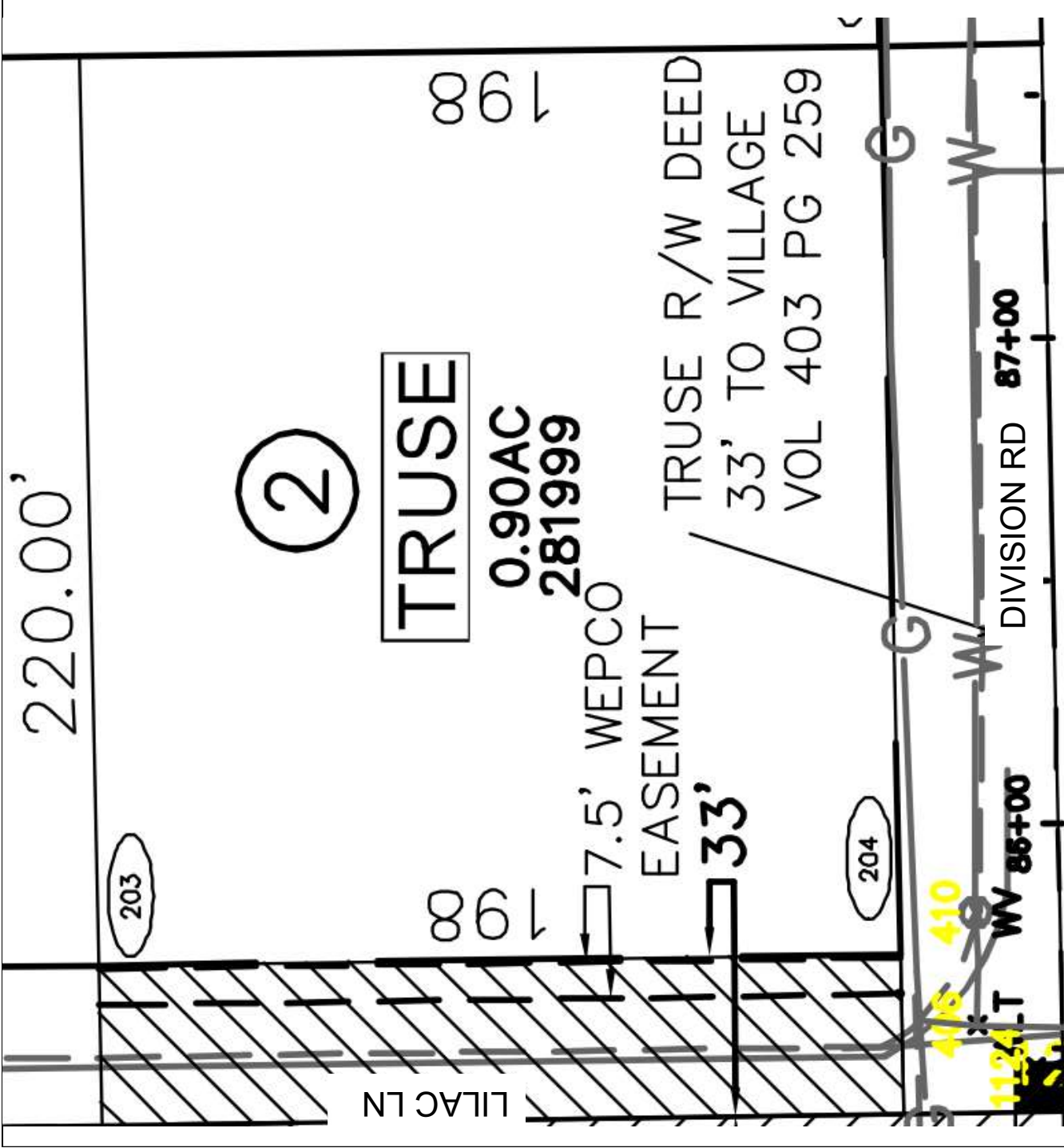
Division Road

Lilac Lane



## 2025 DIVISION ROAD RECONSTRUCTION

W172 N10815 Division Rd  
Germantown, WI 53022



2025 DIVISION ROAD RECONSTRUCTION

W172 N10815 Division Rd  
Germantown, WI 53022

# Village of



# Germantown

## Department of Public Works

Matt Mortwedt, Director  
Kevin Driscoll, Village Engineer  
N112 W17001 Mequon Rd, PO Box 337  
[engineering@germantownwi.gov](mailto:engineering@germantownwi.gov)  
262-250-4721

May 8, 2025

Nathan Reigle  
W172 N10783 Division Road  
Germantown, WI 53022

Subject: Division Road Reconstruction  
Tax Parcel: GTNV\_284989

Dear Mr. Reigle,

This correspondence is an update regarding the Village's plan to reconstruct Division Road, scheduled for 2025-2026. Our previous transmittal outlined the road reconstruction approvals by the Village Board to update the right-of-way plat. This involves establishing a 33-ft right-of-way from the centerline of the roadway, so reconstruction work is in the platted public right-of-way. Staff has prepared a preliminary plat map and that is attached. Staff is also interested in scheduling a meeting with you to discuss this in case you have any questions, prior to a certified appraiser contacting you to complete the updated plat process.

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Thank you,

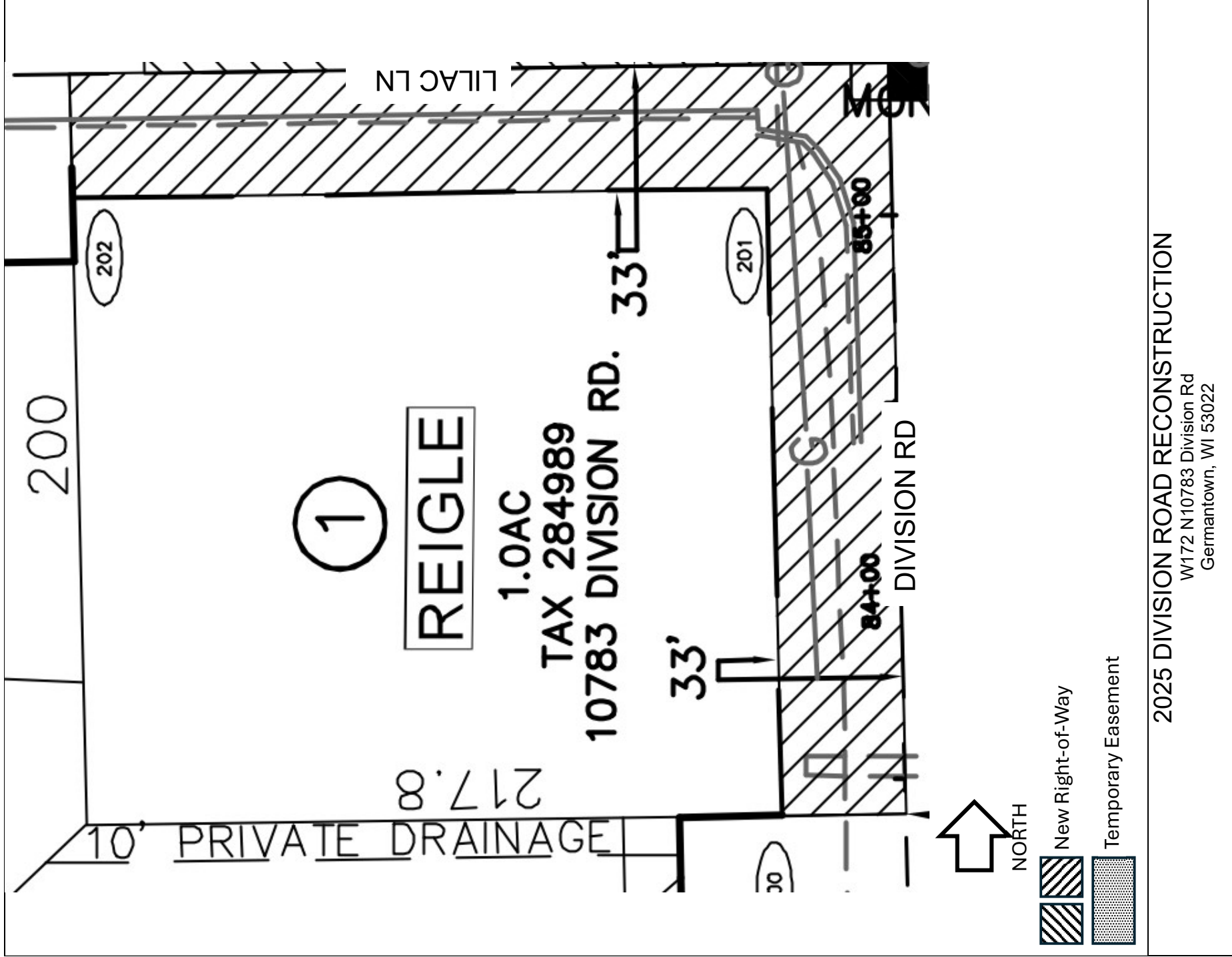
Kevin R. Driscoll, P.E.  
Village Engineer

Cc: Matt Mortwedt, Director of Public Works



## 2025 DIVISION ROAD RECONSTRUCTION

W172 N10783 Division Rd  
Germantown, WI 53022



2025 DIVISION ROAD RECONSTRUCTION

W172 N10783 Division Rd  
 Germantown, WI 53022

# Village of



# Germantown

## Department of Public Works

Matt Mortwedt, Director  
Kevin Driscoll, Village Engineer  
N112 W17001 Mequon Rd, PO Box 337  
[engineering@germantownwi.gov](mailto:engineering@germantownwi.gov)  
262-250-4721

May 27, 2025

John Thompson  
W172 N10981 Division Road  
Germantown, WI 53022

Subject: Division Road Reconstruction and Plat Update  
Tax Parcel: GTNV\_281989

Dear Mr. Thompson,

This correspondence is an update regarding the Village's plan to reconstruct Division Road, scheduled for 2025-2026. Our previous transmittal outlined the road reconstruction approvals by the Village Board to update the right-of-way plat. This involves establishing a 33-ft right-of-way from the centerline of the roadway, so reconstruction work is in the platted public right-of-way. Staff has prepared a preliminary plat map and that is attached. Staff is also interested in scheduling a meeting with you to discuss this in case you have any questions, prior to a certified appraiser contacting you to complete the updated plat process.

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Thank you,

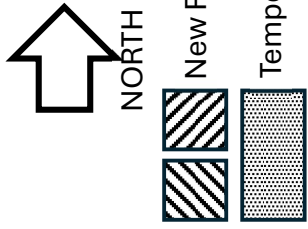
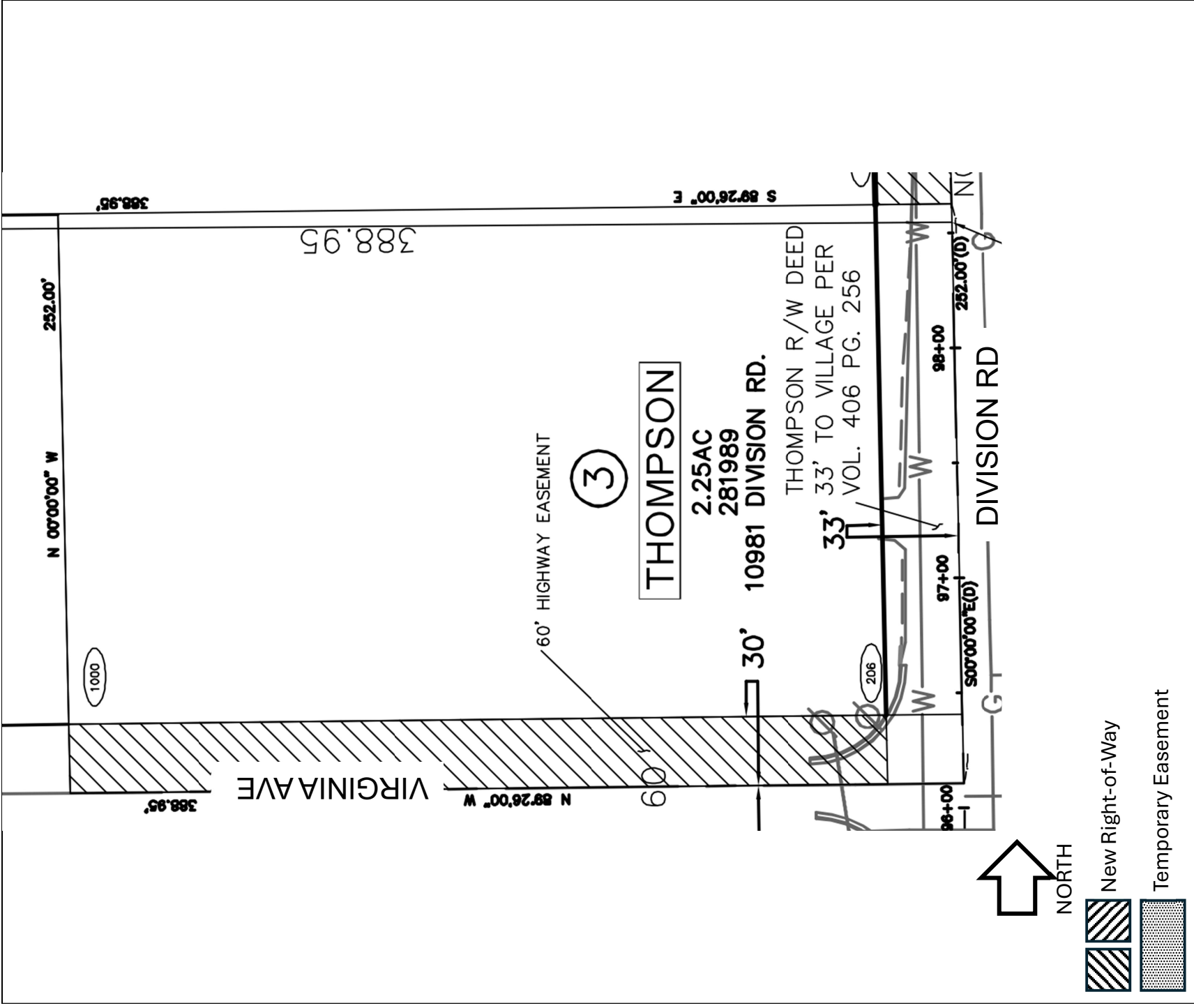
Kevin R. Driscoll, P.E.  
Village Engineer

Cc: Matt Mortwedt, Director of Public Works



## 2025 DIVISION ROAD RECONSTRUCTION

W172 N10981 Division Rd  
Germantown, WI 53022



**2025 DIVISION ROAD RECONSTRUCTION**  
 W172 N10981 Division Rd  
 Germantown, WI 53022

# Village of



# Germantown

## Department of Public Works

Matt Mortwedt, Director  
Kevin Driscoll, Village Engineer  
N112 W17001 Mequon Rd, PO Box 337  
[engineering@germantownwi.gov](mailto:engineering@germantownwi.gov)  
262-250-4721

May 27, 2025

Paul Martin  
N113 W13155 Crestview Drive  
Germantown, WI 53022

Subject: Division Road Reconstruction and Plat Update  
Tax Parcel: GTNV\_281982

Dear Mr. Martin,

This correspondence is an update regarding the Village's plan to reconstruct Division Road, scheduled for 2025-2026. Our previous transmittal outlined the road reconstruction approvals by the Village Board to update the right-of-way plat. This involves establishing a 33-ft right-of-way from the centerline of the roadway, so reconstruction work is in the platted public right-of-way. Staff has prepared a preliminary plat map and that is attached. Staff is also interested in scheduling a meeting with you to discuss this in case you have any questions, prior to a certified appraiser contacting you to complete the updated plat process.

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Thank you,

Kevin R. Driscoll, P.E.  
Village Engineer

Cc: Matt Mortwedt, Director of Public Works



Approximate Location  
of Updated Right-of-  
Way Plat



# 2025 DIVISION ROAD RECONSTRUCTION

Division Rd  
Germantown, WI 53022

NE-NE

4

MARTIN

7.0AC  
281982

33'

1034+00

1024+00

1014+00

1004+00

994+00

2628.80

N01°12'48" W

DIVISION RD

S 89°26'00" E

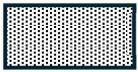
207



NORTH



New Right-of-Way



Temporary Easement

### 2025 DIVISION ROAD RECONSTRUCTION

Division Rd  
Germantown, WI 53022

# Village of



# Germantown

## Department of Public Works

Matt Mortwedt, Director  
Kevin Driscoll, Village Engineer  
N112 W17001 Mequon Rd, PO Box 337  
[engineering@germantownwi.gov](mailto:engineering@germantownwi.gov)  
262-250-4721

May 27, 2025

Connie Knutson  
W172 N9805 Division Road  
Germantown, WI 53022

Subject: Division Road Reconstruction and Plat Update  
Tax Parcel: GTNV\_334013

Dear Ms. Knutson,

This correspondence is an update regarding the Village's plan to reconstruct Division Road, scheduled for 2025-2026. Our previous transmittal outlined the road reconstruction approvals by the Village Board to update the right-of-way plat. This involves establishing a 33-ft right-of-way from the centerline of the roadway, so reconstruction work is in the platted public right-of-way. Staff has prepared a preliminary plat map and that is attached. Staff is also interested in scheduling a meeting with you to discuss this in case you have any questions, prior to a certified appraiser contacting you to complete the updated plat process.

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Thank you,

Kevin R. Driscoll, P.E.  
Village Engineer

Cc: Matt Mortwedt, Director of Public Works

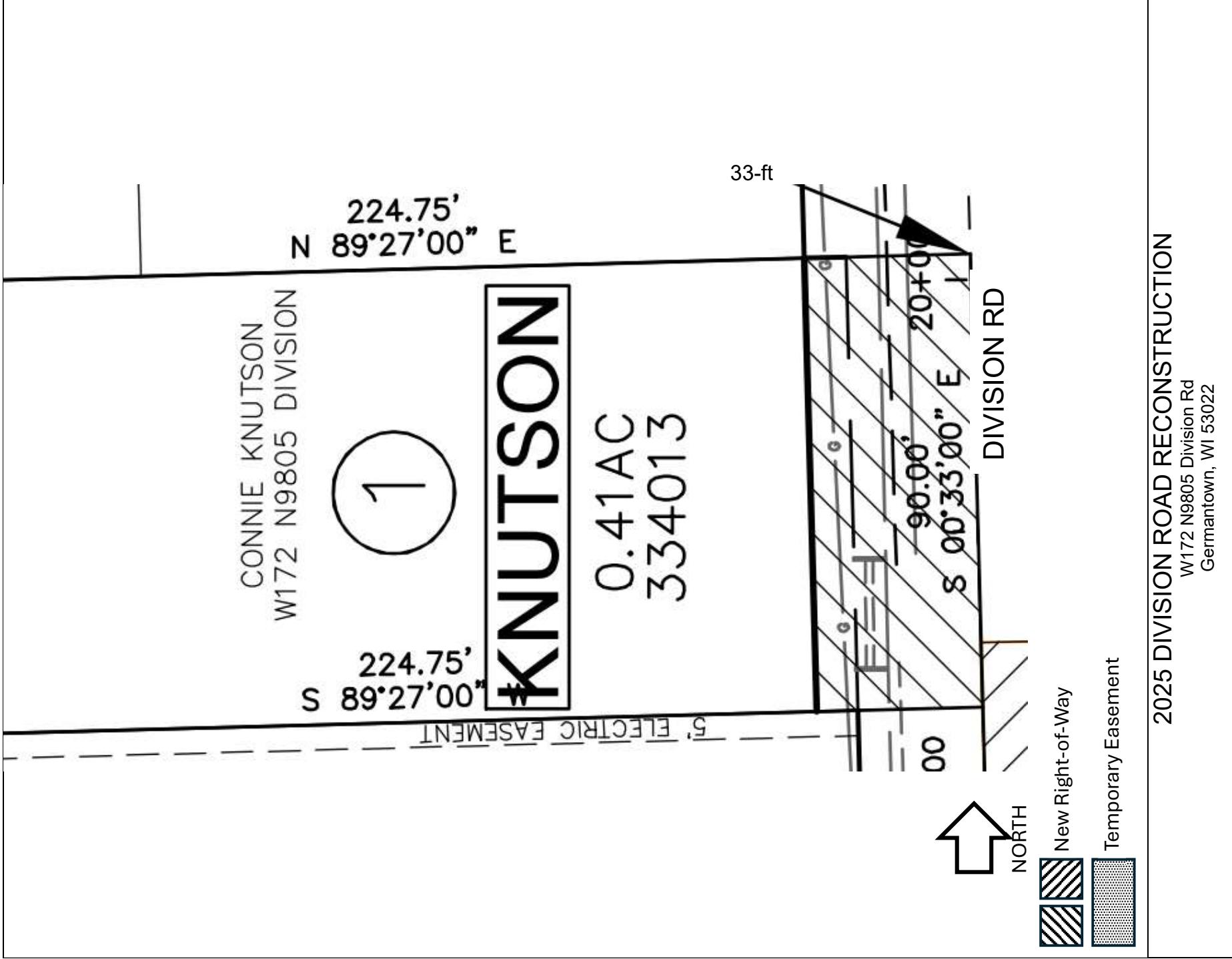


Approximate Location  
of Updated Right-of-  
Way Plat



**2025 DIVISION ROAD RECONSTRUCTION**

W172 N9805 Division Rd  
Germantown, WI 53022



# Village of



# Germantown

## Department of Public Works

Matt Mortwedt, Director  
Kevin Driscoll, Village Engineer  
N112 W17001 Mequon Rd, PO Box 337  
[engineering@germantownwi.gov](mailto:engineering@germantownwi.gov)  
262-250-4721

May 27, 2025

Steven Chycinski  
W172 N9790 Division Road  
Germantown, WI 53022

Subject: Division Road Reconstruction  
Tax Parcel: GTNV\_343990

Dear Mr. Chycinski,

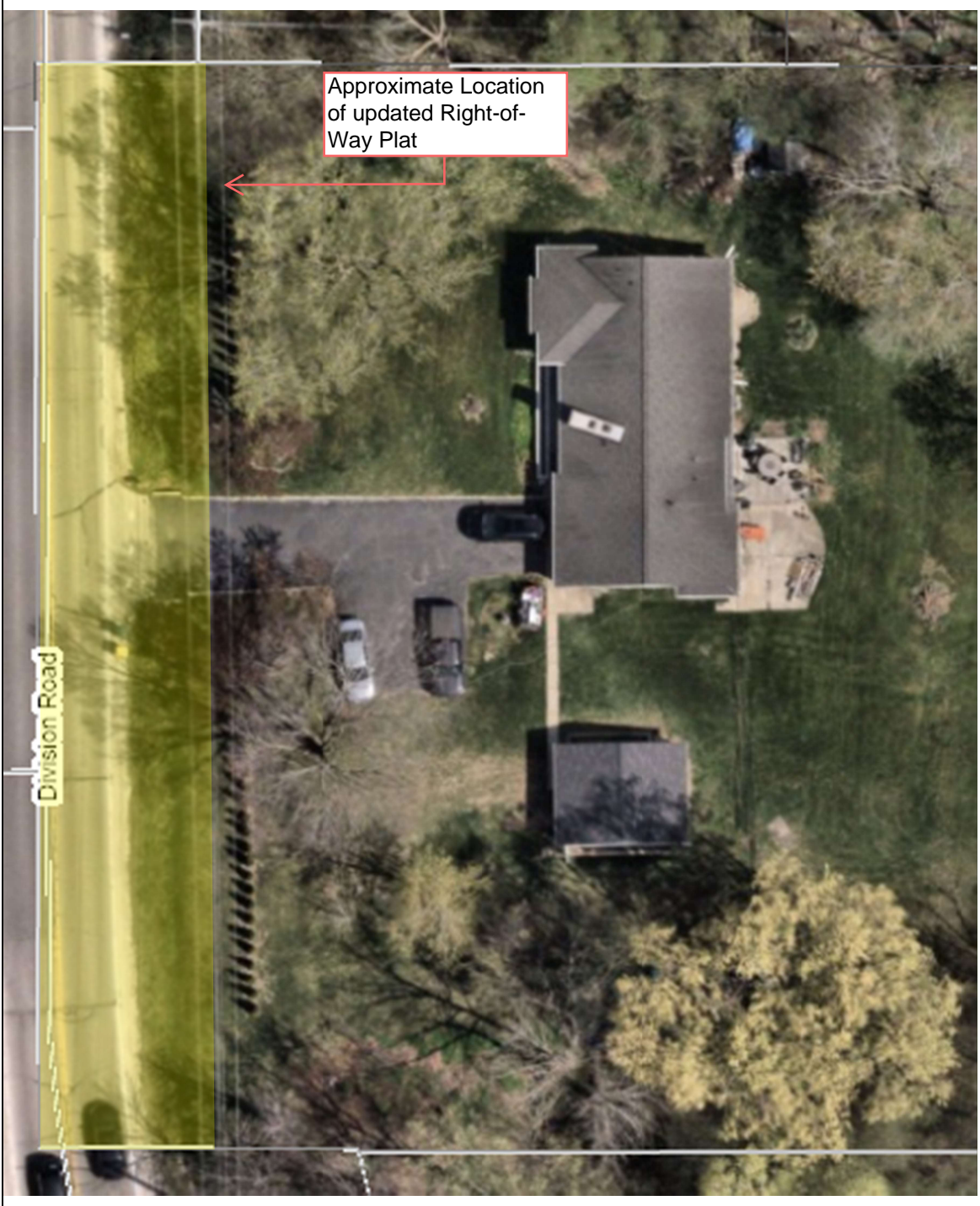
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Thank you,

Kevin R. Driscoll, P.E.  
Village Engineer

Cc: Matt Mortwedt, Director of Public Works



**2025 DIVISION ROAD RECONSTRUCTION**

W172 N9790 Division Rd  
Germantown, WI 53022



# Village of



# Germantown

## Department of Public Works

Matt Mortwedt, Director  
Kevin Driscoll, Village Engineer  
N112 W17001 Mequon Rd, PO Box 337  
[engineering@germantownwi.gov](mailto:engineering@germantownwi.gov)  
262-250-4721

May 27, 2025

LAW DEV LLC  
W172 N10415 Division Road  
Germantown, WI 53022

Subject: Division Road Reconstruction  
Tax Parcel: GTNV\_284998

To Whom It May Concern:

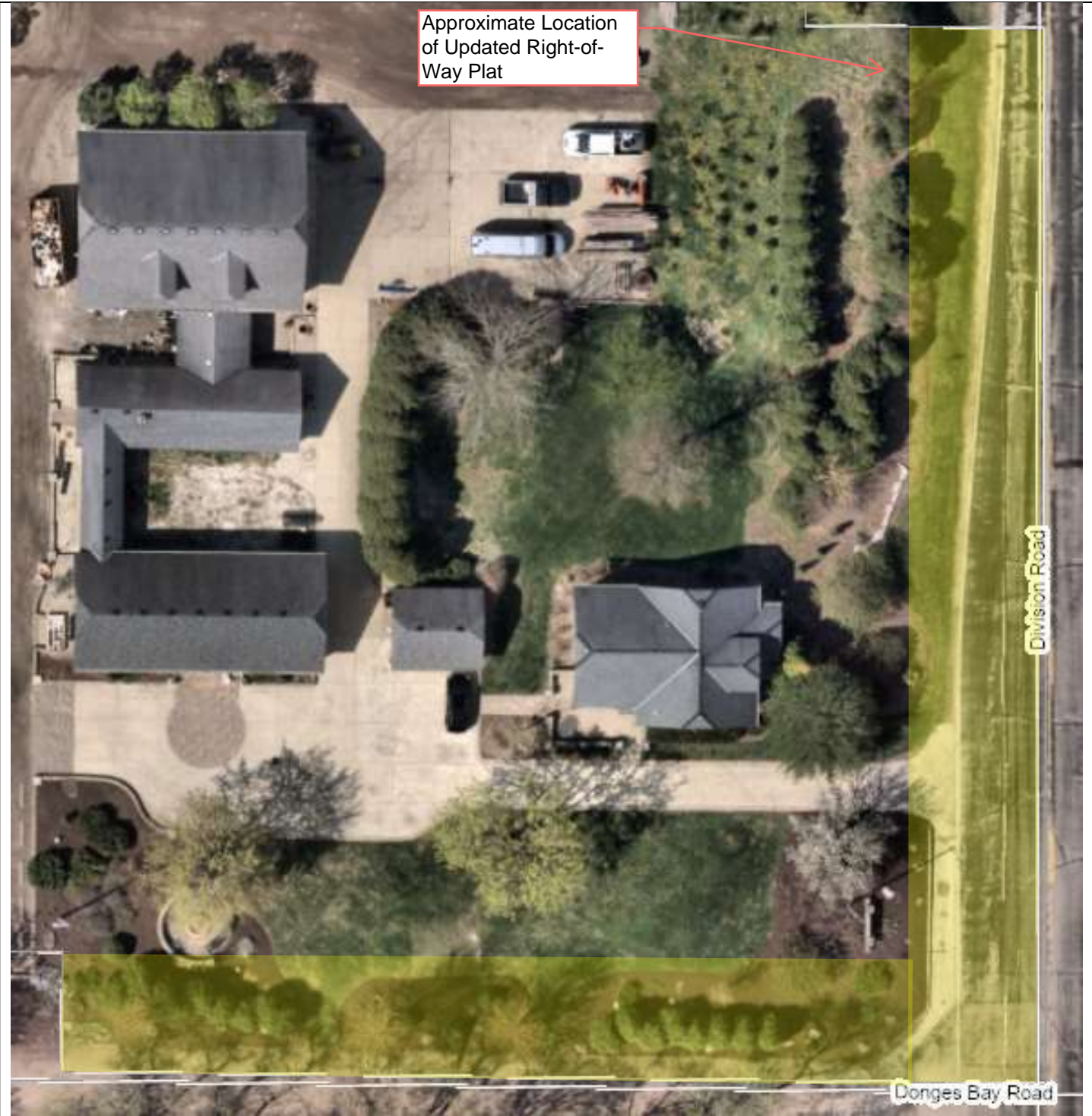
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Thank you,

Kevin R. Driscoll, P.E.  
Village Engineer

Cc: Matt Mortwedt, Director of Public Works



Approximate Location of Updated Right-of-Way Plat

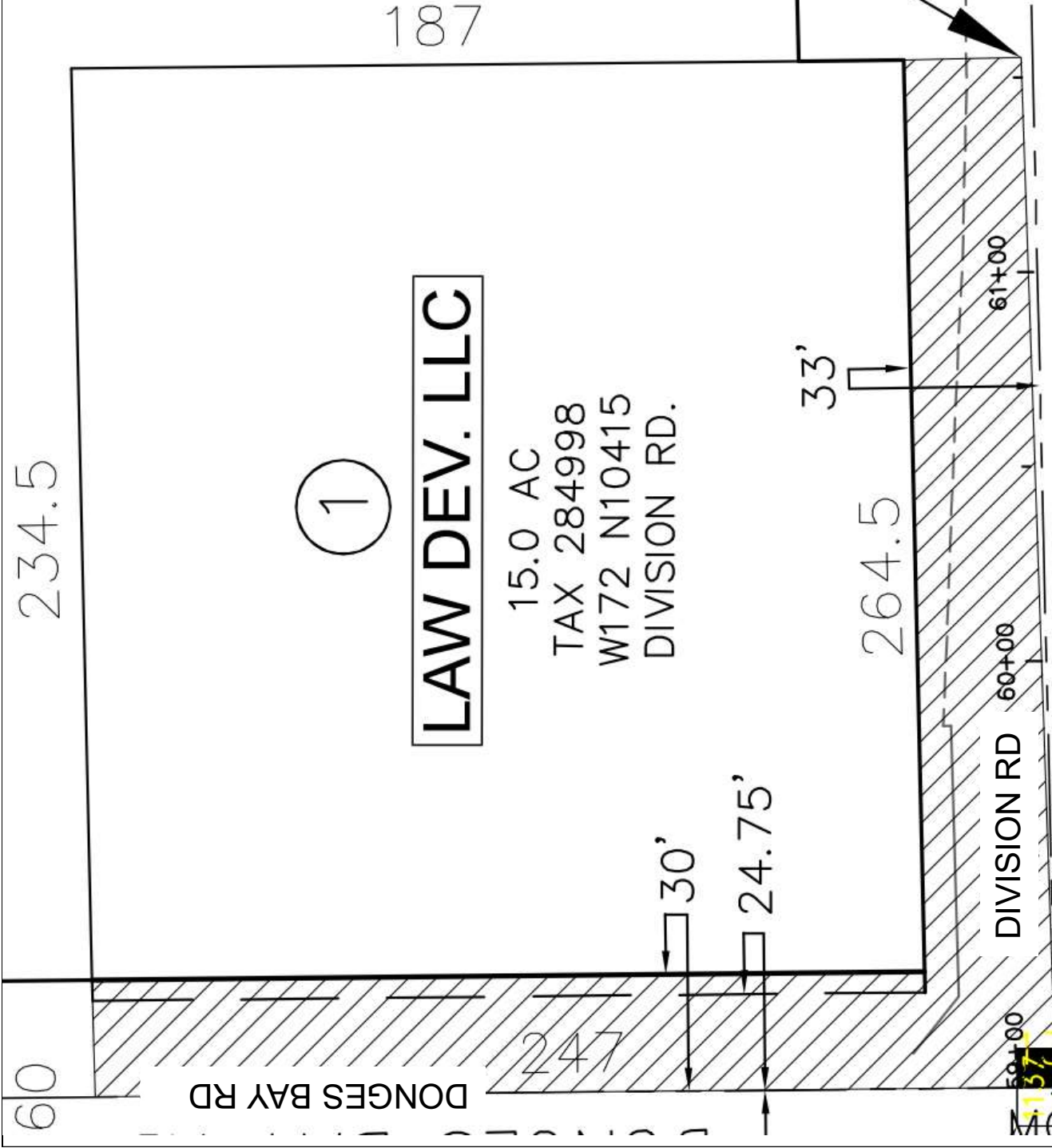
Division Road

Donges Bay Road



### 2025 DIVISION ROAD RECONSTRUCTION

W172 N10415 Division Rd  
Germantown, WI 53022



NORTH



New Right-of-Way



Temporary Easement

**2025 DIVISION ROAD RECONSTRUCTION**

W172 N10415 Division Rd  
Germantown, WI 53022

**Preliminary Engineer's Estimate  
 Division Road - Phase I (Jefferson Ditch to Mequon Rd)  
 Village of Germantown  
 Washington County**

<b>Roadway</b>		\$725,000
<b>Storm Sewer</b>		\$688,000
<b>Water Main Items (Adjustments only)</b>		\$5,000
<b>Sanitary Sewer (Adjustments only)</b>		\$15,000
<b>Traffic Signal &amp; Lighting</b>		\$50,000
	<b>Construction Estimate</b>	<b>\$1,483,000</b>
	<b>Utility Allowance - Gas</b>	<b>\$25,000</b>
	<b>Utility Allowance - Electric</b>	<b>\$25,000</b>
	<b>Utility Allowance - Fiber</b>	<b>\$25,000</b>
<b>Subtotal</b>		<b>\$1,558,000</b>
	<b>Contingency (15%)</b>	<b>\$234,000</b>
	<b>TOTAL Estimate</b>	<b>\$1,792,000</b>

# Director's Report - June 2025

## Staff Top Projects

### *Village Engineer*

1	2025 Road and sidewalk program planning	Early July Start. Work includes Main St. Sidewalk repairs.
2	High Point Pass	Contracts signed. Construction began 5/29.
3	Well 4 Rehab RFP	3 responses. Additional evaluation needed.

### *Civil Engineer*

1	Division Road Design	Utility coordination, platting, etc.
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### *Engineering Techs*

1	Curbstop and Street Light Locates	Work in coordination with Asset Manager and Interns.
2	Pleasant View - North Phase	Award at 5/7 PWHC
3	Sealcoating Program	Award at 5/7 PWHC

### *Asset Manager*

1	LCRR Data Review	Additional water meter data being processed for LCRR.
2	New GIS Layers	Creating traffic control, street lighting and road layers.
3	GIS system assessment	VertiGIS discussions. Potential to save money and gain control.

### *Water Superintendent*

1	Well 7 and 2 generator replacement.	Preliminary work. Long lead time on generators.
2	Well 4 Rehab RFP.	3 responses. Additional evaluation needed.
3	Tower 1 Emergency Repair	Removing jacketing on riser, inspecting thickness of material.

### *Wastewater Superintendent*

1	Seasonal line cleaning	Began season cleaning.
2	Ruekert-Mielke Main St and Old Farm study.	Study continuing. Anticipating July UAC and PWHC presentations.
3	Yard waste grinding	Approximately 3 days of grinding material.

### *Highway, Parks , Buildings & Grounds Superintendent*

1	Spring/Summer Work	Sweeping (round 2), Mastic, Router/Tar, broadleaf control, mosquito control at parks, addressing sink holes, catch basins
2	Security projects	Library FA and access control in progress.
3	Brush pick-up	Pick-up began this week.

## Director's Report - June 2025, cont.

### *Director*

1	Telematics and fleet maintenance software demos.	Additional demos for maintenance software scheduled.
2	WISDOT SISIP Grant	Application submitted. Award letters in June.
3	Bid Package #4 - DPW Demo	Proof roll issues. Contingency report.
4	Gateway Sign RFP	RFP to be circulated the week of 6/2.

### *Richfield IGA Update*

ROW acquisition between Freistadt and WSOR progressing.
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### *Work By Other Agencies*

ATC Transmission Line - 2025
TC Energy / ANR Pipeline - 2025 - <b>In progress</b>
WISDOT - WIS 167/Mequon Rd - Wasaukee east (in Mequon) Resurfacing - 2025 - <b>In Progress</b>
WISDOT - WIS 145/Fond du Lac - Division Rd Roundabout - 2026
WISDOT - WIS 145/Fond du Lac - Mequon Rd to Brown Deer Rd Resurfacing - 2027
WISDOT - WIS 145/Fond du Lac - Division Road to Pilgrim Rd Resurfacing - 2028
WISDOT - WIS 167/Mequon Rd - I-41 to WIS 145 Resurfacing - 2028
WISDOT - WIS 167/Mequon Rd - Fond du Lac to Wasaukee - 2029

### *Compliance Milestones*

1	PSC CPR Report Development - submitted report to PSC.
2	DNR Storm Water Pollution Prevention Plan (SWPPP) for new DPW - draft in progress.
3	MS4 Draft Permit Application submitted, working on pond modeling.
4	NR854 Water Supply Service Area Planning - report needed by EOY 2025.
5	Federal service line inventory violation - Working with DNR consultant. Long process anticipated.

### *Letters of Credit on File*

	Development	Bank	Amount
1	Kinderberg Estates	Lexon Insurance	\$40,000
2	Wrenwood North / Wrenwood LLC	Midland States Bank	\$396,500
3	Murphy/Golden Pet	Cash	\$10,000
4	Heritage Park North	United Casualty and Surety	\$174,375.25
5	Brion Builders/Green Bay Packaging	Cash	\$35,000.00

## Director's Report - June 2025, cont.

### *Department Update*

1	DPW Information Session held. No actual attendees. 195 views online. New approach for next year.
2	DPW Open House with Rec Department held on 5/30.
3	Main Street Sidewalk repairs.
4	Holy Hill Road Closure 6/6-6/7 for sanitary sewer utility connection.
5	Brush Pick-up begins 6/2.
6	Bulky item pickup through WM begins 6/9.

### *Complaint Log - 5/1 - 5/30*

Garbage - Damaged Cart	11
Engineering - Misc.	9
Garbage - Missed Recycling	8
Garbage - RequestNew Cart	8
YW Facility - Hours check/question	7
YW Facility - Miscellaneous	6
Garbage - General Complaint	5
Street - Dead Animal	5
Engineering - Drainage	4
Street -Miscellaneous	4
Garbage - Missed Garbage	3
Other Dept - Miscellaneous	3
Tree - Damaged Village Tree	3
Tree - Miscellaneous	3
Brush Pick-up	2
Other Agency - Miscellaneous	2
YW Facility - Complaint	2
Engineering - Permit Follow up	1
Other - Miscellaneous	1
Sewer - Miscellaneous	1
Street - ROW Trimming	1
Street - Sidewalk Condition	1
Street - Sign Down/Damaged	1
Street - Street Light Out	1
Water - Color	1
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