

MEETING:	REGULAR MEETING OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE
DATE AND TIME:	Wednesday, June 4, 2025 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 Robert Warren, Trustee Jan Miller

Absent: None

Excused: None

III. APPROVAL OF MINUTES:

A. May 7, 2025 (Action)

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)

IV. PUBLIC COMMENT:

None

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)

Director of Public Works, Matt Mortwedt, requested 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.

Motion: Approve as presented

Motioned By: Rick Miller

Seconded By: Robert Warren

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

No: None

Abstain: None

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

- B. Consideration of a resolution adopting the 2024 Compliance Maintenance Annual Report (CMAR)(WDNR) (Action)

Director of Public Works, Matt Mortwedt, discussed the 2024 CMAR (Compliance Maintenance Annual Report) which must be accepted by the Village Board before submission to the DNR.

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)

- C. Discussion and presentation regarding the Asset Manager position and workload (Discussion)

Director of Public Works, Matt Mortwedt, introduced Sharon Lu, Asset Manager, to the Village Board and Sharon presented her background and experience working with GIS. Sharon explained the goals for the Village moving forward and potential changes that may be made regarding GIS software and moving away from contracted assistance from outside companies.

- D. Division Road Preliminary Design Progress (Discussion)

Director of Public Works, Matt Mortwedt, explained staff and approved consultants have been working on three critical preliminary design elements regarding the Division Road design; 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. Second, the Village Board approved contracts with Kapur and raSmith to do stormwater modeling. There is also discussion on the cost of a parking lot near the Jefferson Ditch as well as cost of extending the path along the entire west side of Division Road.

VII. DIRECTOR'S REPORT:

A. June Director's Report

Director of Public Works, Matt Mortwedt, presented his May Director's Report to the Board. Highlights of the report include an update on the construction of High Point Pass, curb stop and street light locate, Tower One emergency repairs, brush pick in the Village, and potential additional costs for asphaltting at old DPW facility.

VIII. NEXT MEETING DATE:

The next Public Works and Highways Committee Meeting will be held July 2, 2025 at 5:30PM.

IX. ANNOUNCEMENTS:

None

X. ADJOURNMENT:

Chairperson Kaminski adjourned the meeting at 6:53PM.