

MEETING: REGULAR MEETING OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE

DATE & TIME: Tuesday, December 2, 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 #: **2553 341 6126** Password: **77YQsYaRxM2** 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=m1c1898b52fca959f314fca32c6df034c>

Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to 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.

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. **MEETING MINUTES:**
 - A. November 5, 2025
- 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 four-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. Senior Center fire protection system repair, replacement, or removal. (ACTION)
 - B. Authorization to purchase services from ESRI for an amount not to exceed \$20,000. (ACTION)
 - C. Authorization to purchase 2026 water meters from Metron for an amount not to exceed \$266,000. (ACTION)
 - D. Authorization for the Water Utility to spend up to budgeted amounts for emergency repairs in various 2026 repair service accounts. (ACTION)
 - E. Consideration of a contract with HydroCorp for commercial cross connection inspections for an amount not to exceed \$42,033.48. (ACTION)
 - F. Consideration of a professional services agreement with Wachtel Tree Science & Services for forestry consultant services not to exceed \$20,000.00. (ACTION)

- G. Consideration of professional services agreement with MSA for bridge investigation, report and design services for an amount not to exceed \$59,170.00. (ACTION)
- H. Discussion on proposed telecommunication utility projects in Germantown in 2026. (DISCUSSION)
- I. Approval of the 10-Year Road Program (2026-2035). (ACTION)

VII. DIRECTOR'S REPORT:

- A. December Director's Report

VIII. NEXT MEETING DATE:

IX. ANNOUNCEMENTS:

X. ADJOURNMENT:

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.

MEETING:	AMENDED REGULAR MEETING OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE
DATE AND TIME:	Wednesday, November 5, 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 5:32PM.

II. ROLL CALL:

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

Absent: None

Excused: None

III. MEETING MINUTES:

A. October 1, 2025

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)

IV. PUBLIC COMMENT:

Director of Public Works, Matt Mortwedt, read an email from Brian Depies (W143N9867 Ridgewood Lane) about the proposed sidewalk map.

V. UNFINISHED BUSINESS:

None

VI. NEW BUSINESS:

A. Update from Waste Management on garbage and recycling services in Germantown. (DISCUSSION)

Director of Public Works, Matt Mortwedt, introduced District Manager Tim Wengren and Senior Account Executive Tony Knoeck of Waste Management to the Committee. Both representatives spoke briefly about trash and recycling pick up procedures within the Village. This was a discussion only item.

B. Request to exceed the established budget limit by \$23,300.00 for the purchase of approximately 60 residential water meters. (ACTION)

Director of Public Works, Matt Mortwedt, explained the Water Utility is requesting authorization to exceed our 2025 budget limit of \$100,000 for meter replacements for the purchase of approximately 60 additional 3/4" residential meters. The new order of 3/4" residential meters will not exceed \$23,100.00.

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)

- C. Report on the Water Utility emergency water main repair along CTH Q and the standpipe repair to Tower 1.(DISCUSSION)

Director of Public Works, Matt Mortwedt, gave a brief update on the County Line Road water main break as well as the Tower 1 standpipe repair. He advised both repairs are complete at this time and this is the final report on these repairs. This was a discussion only item.

- D. Consideration of submitting a joint application to the WisDOT ARIP program with the Town of Jackson for Pioneer Rd. reconstruction. (ACTION)

Director of Public Works, Matt Mortwedt, discussed the poor condition of Pioneer Rd and the opportunity to partner with the Town of Jackson in submitting a joint application to the WisDOT ARIP program. If selected, WisDOT would cover 90% and the remaining 10% municipal cost would be split 50/50 between the Village of Germantown and the Town of Jackson.

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. A Resolution to adopt an Official Snow and Ice Removal Map as required by the update to Municipal Code 8.02. (ACTION)

Director of Public Works, Matt Mortwedt, explained due to the modifications to section 8.02 of the Municipal Code regarding the removal of snow and ice from sidewalks at the 10/27/205 Village Board Meeting, it is now necessary to adopt an official snow and ice removal map. The map presented for consideration is a result of previous

meetings with the Public Works and Highway Committee and revisions by staff. The biggest changes are along County Line Road, and allocating previously unmaintained sections of sidewalk to adjacent properties. Resident Gary Konop of N117W17815 Augusta Ct arrived after the Public Comment section, but was allowed to speak about the proposed map.

Motion: Approve as presented

Motioned By: Robert Warren

Seconded By: Rick Miller

Yes: Terri Kaminski, Rick Miller, Robert Warren

No: Jan Miller

Abstain: None

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

- F. Report on changes to the Division Road reconstruction plans, next steps, and schedule. (DISCUSSION)

Director of Public Works, Matt Mortwedt, gave an update regarding changes to the Division Road reconstruction plans. The update included five items: Alternative Analysis, Plat/Appraisals, Trail Plan, Schedule, and Grant. This was a discussion only item.

- G. Consideration of an update to the DPW-Engineering Division's Driveway Permit. (ACTION)

Director of Public Works, Matt Mortwedt, explained the time involved in approving the increasing number of driveway permits. It appears in 2004 the Driveway Permit form was changed to waive fees for existing driveway replacements. Staff are requesting a modification to the permit that aligns with the Municipal Code which does not make the exception for existing driveways.

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)

- H. Consideration of a modification to the MMSD PPI&I or withdrawal of our work plan in light of recent programmatic changes. (ACTION)

Director of Public Works, Matt Mortwedt, explained the changes that were recently announced by MMSD regarding the Private Property Infiltration and Inflow (PPII). Beginning in 2026, funds will no longer be allocated to municipalities annually for the program to reduce Private Property Infiltration and Inflow (PPII) into sanitary building

sewer laterals, and each municipality will have to apply individually for competitive grant funding for PPII work.

Motion: Withdraw current work plan from MMSD PPII and forgo a replacement work plan, thereby abandoning the current funding.

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)

- I. *Consideration of a change order to Wolf Paving Co in the amount of \$139,752.68, exceeding the approved contingency by \$120,517.59. (ACTION)*

Director of Public Works, Matt Mortwedt, explained the unforeseen conditions in the 2025 Road Program which have led to exceeding the approved contingency by \$120,517.59 and is requesting a change order to Wolf Paving.

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)

VII. DIRECTOR'S REPORT:

- A. November Director's Report

Director of Public Works, Matt Mortwedt, gave his November report to the Committee which included updates on repairs to hydrants and valves, fall work including pruning and putting up Christmas decorations around Village buildings, and the denial of the FEMA Presidential Declaration for public assistance.

VIII. NEXT MEETING DATE:

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

IX. ANNOUNCEMENTS:

None

X. ADJOURNMENT:

Chairperson Kaminski adjourned the meeting at 7:10PM.

BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE

MEETING DATE: December 2, 2025

PLACEMENT: Action Item

ITEM TITLE: Senior Center fire protection system repair, replacement, or removal. (ACTION)

SUBMITTED BY: John Delain, Fire Chief

SUMMARY EXPLANATION:

Please review the attached memo from Chief Delain.

ATTACHMENT:

1. Senior Center well
2. Senior Center sprinkler

STAFF RECOMMENDATION:

Pass a motion recommending a course of action for staff to pursue.

ACTION BY COMMITTEE:

Well Construction Report				NG830		Drinking Water and Groundwater - DG/5				Form 3300-077A					
WISCONSIN UNIQUE WELL NUMBER						Department of Natural Resources, Box 7921				Madison WI 53707					
Property Owner GERMANTOWN, VILLAGE OF/FIREMAN'S PARK						Phone #									
Mailing Address N112 W17001 MEQUON R						1. Well Location						Fire # (if avail.)			
City GERMANTOWN						State WI		Zip Code 53022				Village of GERMANTOWN			
County Washington						Co. Permit #		Notification #		Completed 09-22-1999		Street Address or Road Name and Number			
Well Constructor (Business Name) GROTH WATER WELLS INC						Lic. # 639		Facility ID # (Public Wells) 267198030		Subdivision Name FIREMANS PARK		Lot #		Block #	
Address W69 N949 WASHINGTON AVE CEDARBURG WI 53012						Well Plan Approval #		Approval Date (mm-dd-yyyy)		Latitude / Longitude in Decimal Degree (DD)				Method Code	
Hicap Permanent Well #						Common Well #		Specific Capacity 2.5		°N		°W			
3. Well serves # of PARK REST ROOMS						Hicap Well ? No		Hicap Property ? No		NW		NE		Section 22	
Non-community						Hicap Potable ?		Construction Type Drilled		Township 9 N		Range 20 E			
Heat Exchange # of drillholes										or Govt Lot #					
4. Potential Contamination Sources - ON REVERSE SIDE															
5. Drillhole Dimensions and Construction Method															
Dia. (in.)			From (ft.)			To (ft.)			Upper Enlarged Drillhole			Lower Open Bedrock			
8			Surface			100			Yes			Rotary - Mud Circulation			
6			100			214						Rotary - Air			
												Rotary - Air & Foam			
												Drill-Through Casing Hammer			
												Reverse Rotary			
												Cable-tool Bit ___in. dia...			
												Dual Rotary			
												Temp. Outer Casing ___in. dia			
												Removed? ___depth ft. (If NO explain on back side)			
6. Casing, Liner, Screen															
Dia. (in.)			Material, Weight, Specification						From (ft.)			To (ft.)			
6			18:97#, ASTM, A-53 PE IPSCO						Surface			100			
Dia. (in.)			Screen type, material & slot size						From (ft.)			To (ft.)			
7. Grout or Other Sealing Material															
Method HALLIBURTON SINGLE PLUG															
Kind of Sealing Material			From (ft.)			To (ft.)			# Sacks Cement						
NEAT CEMENT GROUT			Surface			100			12 S						
8. Geology															
Geology Codes			Type, Caving/Noncaving, Color, Hardness, etc...						From (ft.)			To (ft.)			
C S			SANDY CLAY						Surface			6			
L			LIMESTONE						6			214			
9. Static Water Level															
18 ft. below ground surface															
10. Pump Test															
Pumping level 30 ft. below surface															
Pumping at 30 GP M for 2 Hrs.															
Pumping Method ?															
11. Well Is															
18 in. above grade															
Developed ? Yes															
Disinfected ? Yes															
Capped ? Yes															
12. Notified Owner of need to fill & seal ?															
Filled & Sealed Well(s) as needed?															
13. Constructor / Supervisory Driller															
HG						Lic #			Date Signed						
Drill Rig Operator						Lic or Reg #			Date Signed						

4a. Potential Contamination SourcesIs the well located in floodplain ? No

Type	Qualifier	Distance	Type	Qualifier	Distance
Building Drain - Sanitary		33	Collector Sewer - San or Storm		300
Building Overhang		27	Sewer - Building Sanitary		12

Comment:

Created On: 01-12-2000

Updated On: 11-20-2013

TO: Public Works Committee

From: John Delain, Fire Chief

Ref: Senior Center Sprinkler System

Date: 11/25/2025

Summary:

Over the past year many problems have been discovered with the sprinkler system at the Senior Activity Center. Currently there are three major problems.

1. It is run off a private well that is rated at 30 gallons per min. Required flow is 1500 gpm. For 2 hours or a minimum of 600 gpm for quick response sprkinlers.
2. The glycol antifreeze is only rated to -1degree.
3. The antifreeze is no longe UL listed.

While analyzing solutions to the above problems staff determined that,

1. This building does not require a sprinkler system by state code (sps 362.0903(18)(am), IBC 903.2.1.3 Group A3.
2. This was installed in accordance to municipal code 5.18(9)(a),

INTERIM INSTALLATIONS.

(a) Unless or until such time as a municipal water supply is available to serve a building in which installation of an automatic sprinkler is required, connection of the system to a water supply shall not be required; however, all design characteristics of systems installed under this section shall include provisions for eventual connection to a municipal water supply. In addition, such interim installations shall also include:

1. One or more Fire Department connections with 2 female couplings with National Standard Threads attached to a header of adequate size in accordance with fire protection engineering standards, but not less than 4 inches, to supply the system.

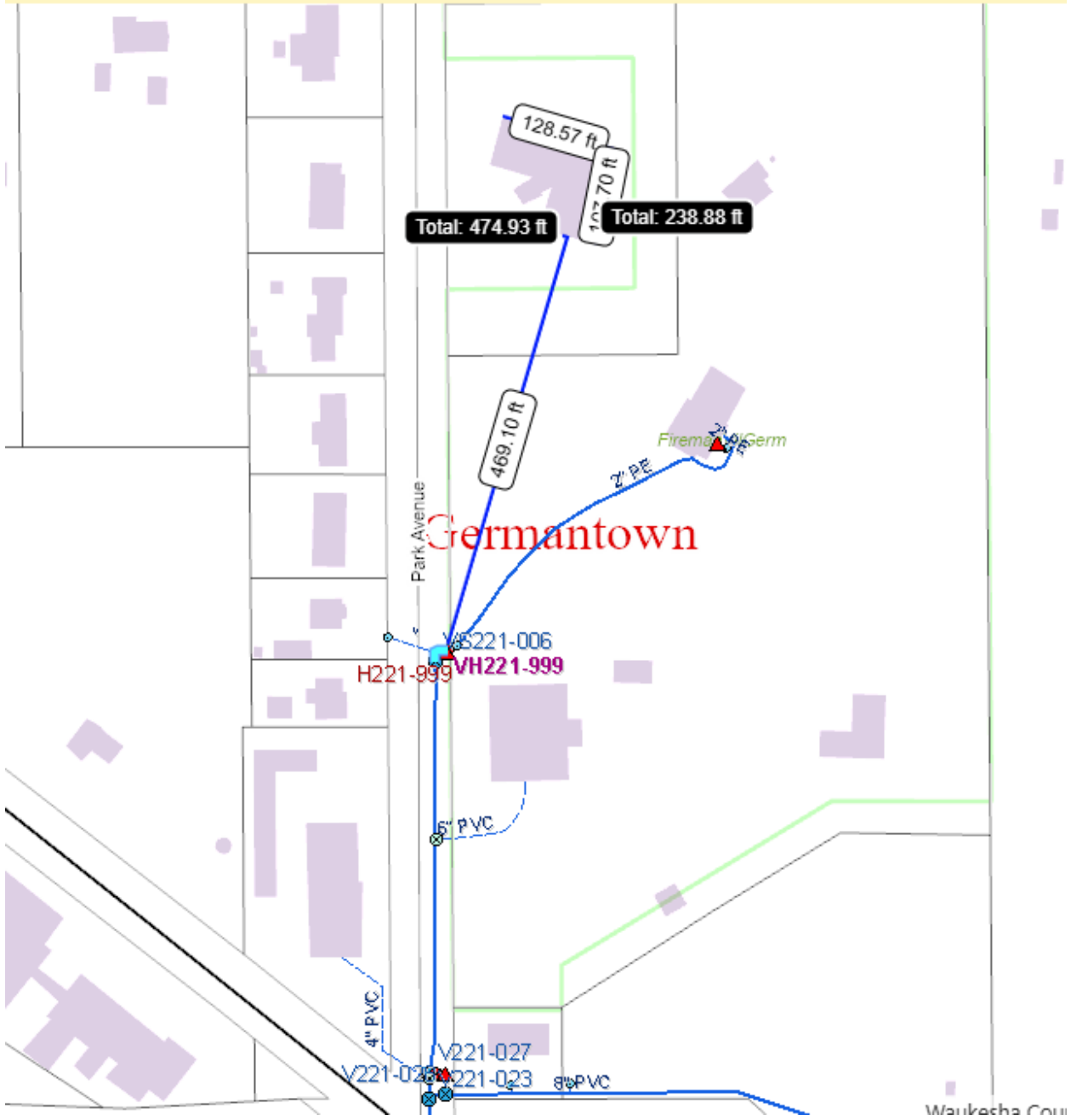
2. An automatic fire detection and alarm system of a type approved by the Fire Chief or his designee having jurisdiction.

(b) All fire sprinkler systems installed under the requirements of this section shall be connected to a municipal water system within 6 months after water mains to serve the building are available for use.

Options:

1. Remove sprinkler system.
2. Keep the existing system and replace antifreeze with new non-UL listed antifreeze (approx. \$14,000).
3. Add water tanks to current system to provide adequate water flow.
4. Convert system to a dry system (will require replumbing the system).
5. Convert to new UL listed antifreeze, which would require replumbing the system and new heads.
6. Connect system to municipal water supply,

Click or tap to draw a measurement line. Double-click/tap to finish. X



BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE

MEETING DATE: December 2, 2025

PLACEMENT: Action Item

ITEM TITLE: Authorization to purchase services from ESRI for an amount not to exceed \$20,000. (ACTION)

SUBMITTED BY: Matthew Mortwedt, Public Works Director

SUMMARY EXPLANATION:

The 2026 budget authorized \$40,000 for the beginning of a transition to a self-managed geographic information system (GIS). About 1 year ago the Village hired the Asset Management and Operations Analyst position to enhance the capabilities of our GIS system. The analysis of the Director and the Asset Manager has determined that a transition to a self-managed system is necessary if Germantown hopes to accomplish professional asset management. The basis for this determination is as follows:

- The Asset Manager is skilled in GIS and asset management.
- The current system results in excessive billing from our consultant, who maintains tight control of the data.
- With full control, the Asset Manager, working with staff, can make revisions and additions to the system without consultant support.
- The GIS platform should be able to integrate with various other software, including, eventually, an asset management system.

The most widely used company for the type of system we are hoping to build is ESRI. The solution from ESRI that best fits the needs of Germantown is ArcGIS Online. ArcGIS Online is a software-as-a-service GIS and data storage platform. Staff is seeking authorization for a portion of the budgeted funds so we can begin the process of transitioning to ArcGIS Online right away in 2026. It is important to note that this will be a slow and methodical process — one that is currently planned for 1 year (but could easily exceed that projection). Patience in building this system properly is of primary importance. The charges incurred by Germantown for ArcGIS Online will start slowly, but will eventually build up to near the amount requested.

Attached is a road map showing how the system will be developed over time. Also, during this transition period, we will continue to use the current consultant-supported system. In the future, a phase out of that system will be planned once ArcGIS Online capabilities sufficiently meet or exceed existing capabilities.

Staff will provide updates on the progress of this project to the PWHC at key milestones. Later in this project, another purchase request may be made for the second component of the system.

ATTACHMENT:

1. GIS Roadmap

STAFF RECOMMENDATION:

Staff requests approval of the authorization to spend up to \$20,000 with ESRI for GIS system conversion.

ACTION BY COMMITTEE:

Objectives

- 1) Transition to self-support and future forwarding GIS system
- 2) Provide alternative GIS platform to staff
- 3) Provide project visibility to leadership team
- 4) Allow staff to have some edit ability
- 5) Promote efficiency by leveraging GIS technologies

Dependencies

Additional Datasets Development

Attachments Development

AGOL Buildout

AGOL Apps Development

Alternative GIS Platform Integration

Milestones

Phase 1 - Q1

- ArcGIS Licences & Credits Cost
- Data development progress

- Traffic Signal
- Street Lighting
- Electric Conduit and Cables

- Existing utility attachments

- Samples design
- Sample Test
- ArcGIS Hub Site set-up

- App Selection

- Research

- Traffic Signal and Street Lighting, ELE layers completion

Phase 2 - Q2

- ESRI Data Storage Cost
- Attachment feasibility

- ENG layers

- ENG layers attachments

- Attachment Design
- Attachment Test

- App Development

- Prepare for ESRI integration

- Attachment method determination and testing
- Identify and develop useful AGOL Apps

Phase 3 - Q3

- Alternative GIS Platform License Cost
- Integration difficulties

- Landbase Layers

- Landbase layers attachment

- Webmaps Design
- Webmaps Development

- App Beta Tests

- Integration Beta Test

- Intergration Test
- Apps Test

Phase 4 - Q4

- integration progression
- Apps acceptance

- MISC. Layers

- Other MSIC. attachment

- Webmaps Test
- Webmaps Improvement

- App Launch

- Integration launch

- Intergration launch
- Apps Launch

BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE

MEETING DATE: December 2, 2025

PLACEMENT: Action Item

ITEM TITLE: Authorization to purchase 2026 water meters from Metron for an amount not to exceed \$266,000. (ACTION)

SUBMITTED BY: Paul Haugen, Water Superintendent

SUMMARY EXPLANATION:

This authorization will allow staff to purchase water meters from Metron for an amount not to exceed \$266,000. This is a combination of the budget lines from the Water Utility and Wastewater Utility. Metron is our sole source provider of water meters and this account is typically authorized for full expenditure to allow the water utility to stay on top of replacement cycles.

Wastewater Utility Account: 60710000-531980

Water Utility Account: 50000000-182310

ATTACHMENT:

1. 2026 Germantown Price Sheet

STAFF RECOMMENDATION:

Staff recommends a positive recommendation of this authorization to the Village Board.

ACTION BY COMMITTEE:



2026 Metron Water Meters AMI Price Sheet with Lay Lengths and Flows

Meter Model/ Size Price	Flows	Lay Length	
Spectrum 30D-VN 5/8",3/4"	1/16-31gpm	7.5", 9"	\$390
Spectrum 50DLC-VN 1"	1/8-70 gpm	10.75"	\$595
Spectrum 50DL-VN 1"	1/8-70 gpm	10.75"	\$600
Spectrum 88DL-VN 1.5"	1/5-125 gpm	13"	\$850
Spectrum 88DLT-VN 1.5"	1/5-125 gpm	13"	\$875
Spectrum 130D-VN 2"	1/4-180 gpm	10"	\$1050
Spectrum 175D-VN 3"	1/2-350 gpm	11.75"	\$1950
Spectrum 500D- VN 3"	3/4 - 500 gpm	13.75"	\$2750
Spectrum 500D-VN 4"	1/2-600 gpm	13.75"	\$2850
Spectrum 1000D-VN 6"	3/4-1100 gpm	17.75"	\$4075
Enduro 2800 VN 6"	6-2800 gpm	24"	\$6350
Enduro 2800 VN 8"	6-2800 gpm	24"	\$6475
Voyager 80 Hydrant Meter VN 3"	2.2-880 gpm	17.75"	\$1550
GPS Optional			\$400

The Innov8-VN Register (price per individual register with bracket) \$325

VN Upgrade with I8 Credit \$285

External Antenna (price per individual 5' to 20' antenna/mushroom-cap for pit-lid) \$25-35

Spool Pieces Available for commercial meters

No fees at all for the first 10 years. Starting in year 11 cell fee cannot exceed \$8 per meter per year

Kyle Moore kylem@metronfarnier.com

303-449-8833 Office

303-489-1808 Cell

303-444-0549 FAX

BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE

MEETING DATE: December 2, 2025

PLACEMENT: Action Item

ITEM TITLE: Authorization for the Water Utility to spend up to budgeted amounts for emergency repairs in various 2026 repair service accounts. (ACTION)

SUBMITTED BY: Matthew Mortwedt, Public Works Director

SUMMARY EXPLANATION:

The Water Utility is requesting authorization to hire contracted services for emergency repairs on a time and material basis for hydrant replacements, water main and water lateral repairs, gate valve repairs, hard-scape restoration and soil containment and disposal. When work is planned, the Water Utility will get competitive pricing and follow the normal committee and board approval process.

- Hire as needed contract services for the replacement of hydrants, lead, valve assembly and hard-scape restoration not to exceed \$184,000.00 from account #550642000-531730
- Hire as needed contract services for water lateral repair and hard-scape restoration not to exceed \$50,000.00 from account # 50642000-531770
- Hire as needed contract services for the repair of water mains, gate valve repair and hard-scape restoration not to exceed \$119,000 from account #50642000-553000.

ATTACHMENT:

STAFF RECOMMENDATION:

Staff requests a positive recommendation of these authorizations to the Village Board.

ACTION BY COMMITTEE:

BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE

MEETING DATE: December 2, 2025

PLACEMENT: Action Item

ITEM TITLE: Consideration of a contract with HydroCorp for commercial cross connection inspections for an amount not to exceed \$42,033.48.
(ACTION)

SUBMITTED BY: Paul Haugen, Water Superintendent

SUMMARY EXPLANATION:

The Germantown Water Utility is required per NR 810.15 to conduct commercial cross-connection inspections. NR 810.15 requires public water systems to have a program that includes inspection, public education, and record-keeping. Germantown has a total of 485 sites that are inspected and, depending on the risk and facility description, most are inspected every two years.

ATTACHMENT:

1. Draft Germantown 2026 Non Res renewal

STAFF RECOMMENDATION:

Staff requests a positive recommendation to the Village Board.

ACTION BY COMMITTEE:

RENEWAL SERVICE AGREEMENT

DEVELOPED FOR

Paul Haugen
Village Of Germantown

N112 W17001 MEQUON RD
Germantown, WI, 53022

10/1/2025

PROTECTING PEOPLE, WATER, & CRITICAL PIPING INFRASTRUCTURE

For more than four decades, HydroCorp has been dedicated to advancing drinking water safety, compliance, and sustainability nationwide. Specializing in cross-connection control, backflow prevention, and detailed piping system schematics, HydroCorp integrates technology with deep industry expertise to streamline on-site activities, customer service, and data management.

OUR SERVICES



Cross-Connection
Control Programs



Backflow Preventer
Test Tracking



Water Meter
Replacement & Testing



Piping Schematics



Water Quality
Management & Sampling



Corporate Office

5700 Crooks Road, Suite 100
Troy, MI 48098

844-493-7646

 info@hydrocorpinc.com

 hydrocorpinc.com



SCOPE OF WORK..... 3-4

PROFESSIONAL SERVICE AGREEMENT..... 5-9

APPENDIX - QUALIFICATIONS..... 10

Statement of Work

HydroCorp™ (“Company”) will provide the following services to the Village Of Germantown (“Client”). This project is a continued effort for an ongoing Cross-Connection Control Program and will provide the Village Of Germantown with the necessary data and information to maintain compliance with the Wisconsin Department of Natural Resources, Bureau of Drinking Water and Groundwater Cross Connection Control Regulations. Once this project has been approved and accepted by the Village Of Germantown and HydroCorp, you may expect completion of the following elements within a 24 month period. The continued components of the project include:

1.1. Program Review and Program Start-up Meeting. Company will conduct a Program Startup Meeting, if requested, for the Cross-Connection Control/Backflow Prevention Program. Items for discussion/review will include the following:

- Review state & local regulations
- Review and/or provide assistance in establishing local Cross-Connection Control Ordinance
- Review/establish wording and timeliness for program notifications including:
 - Inspection Notice, Compliance Notice, Non-Compliance Notices 1-2, and Penalty Notices
 - Testing Notices 1,2, and 3, if applicable
- Special Program Notices and Electronic use of notices/program information
- Obtain updated facility listing, address information and existing program data from Utility.
- Prioritize Inspections (Utility owned buildings, schools, high hazard facilities, special circumstances.)
- Review/establish procedure for vacant facilities.
- Establish facility inspection schedule.
- Review/establish procedures and protocols for addressing specific hazards.
- Review/establish high-hazard, complex facilities and large industrial facility inspection/containment procedures including supplemental information/notification that may be requested from these types of facilities in order to achieve program compliance.
- Review/establish program reporting procedures including electronic reporting tools, educational and public awareness brochures

1.2. Inspections. Company will perform Non-Residential Interior initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the utility served by the public water supply for cross-connections. Inspections will be conducted in accordance with the Wisconsin Department of Natural Resources, Bureau of Drinking Water and Groundwater Cross Connection Control Rules.

1.3. Inspection Schedule. Company shall determine and coordinate the inspection schedule. Inspection personnel will check in/out on a daily basis with the Client Contract Manager. The initial check-in will include a list of inspections scheduled. An exit interview will include a list of completed inspections.

1.4. Program Data. Company will generate and document the required program data for the Facility Types listed in the Services using the Company’s Software Data Management Program. Program Data shall remain property of Client; however, Company’s Software Data Management program shall remain the property of Company. View only and report capabilities are granted to Client. Additional Services include:

- (a) Prioritize and schedule inspections
- (b) Notify users of inspections and backflow device installation/testing requirements, if applicable
 - i. If applicable, Qualified Wisconsin Backflow Preventer Testers will register via HydroCorp Managed Software and be verified for current credentials prior to online test forms being accepted. Credential shall be maintained in HydroCorp Software and updated by HydroCorp staff.
 - ii. All testers are required to register & process results online
 - iii. Company does not accept test forms via fax, mail, or email from testers, water customers, or client
- (c) Monitor inspection compliance using Company’s online software management program
- (d) Maintain the program to comply with all Wisconsin Department of Natural Resources, Bureau of Drinking Water and Groundwater regulations
- (e) Provide data management and program notices for all inspection and testing (if applicable) services throughout the term

1.5. Account Listing Information. Client shall provide the following information to Company during initial onboarding. Company will accept updates via standard account template no more often than once per month. **Any development work to enter facility listing in Company database will be charged at the rate of \$80.00 per hour. Incorrect facility addresses will be returned to the Utility contact and corrected address will be requested.** Information to include:

- (a) Account Listing: Village Of Germantown to provide accurate account listing of active non-residential water customers with and without known backflow preventer assemblies.
- (b) Account Listing Format: Account listing to be provided in Excel format only; Required Account Information: Service Name, Service Street Address, Service City, Service State, Service Zip, Mailing Name, Mailing Street Address, Mailing City, Mailing State, Mailing Zip.
- (c) Required Device Information: Last Test Date, size, make, model, and serial number (if applicable)
 - i. All previous test data must be provided in excel format. Company will not accept paper tests for upload.

1.6. Cross Connection Control Plan and Review of Cross-Connection Control Ordinance. Company will review and/or develop a comprehensive cross-connection control policy manual/plan and submit to the appropriate regulatory agency for approval on behalf of Client. Company will review or assist in the development of a cross-connection control ordinance.

1.7. Public Relations Program. Company will assist Client with a community-wide public relations program, including general awareness brochures and website cross-connection control program content. The utility/city will provide HydroCorp with an electronic copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only (300 dpi in either .eps, or other high-quality image format).

1.8. Support. Company will provide ongoing support via phone, website, or email for the Term.

1.9. Facility Types. The facility types included in the program are as follows: industrial; institutional; commercial; miscellaneous water users; and multifamily. Large industrial and high-hazard complexes or facilities may require inspection/survey services outside the scope of this Agreement. Company typically allows a maximum of up to three (3) hours of inspection time per facility. An independent cross-connection control survey (at the business owner’s expense) may be required at these larger/complex facilities, and the results submitted to Client to help verify program compliance.

1.10. Inspection Terms. Company will perform a maximum of 296.00 inspections over the Term. The total inspections include all initial inspections, compliance, and re-inspections. Additional Inspections above the contract terms will be billed separately at a rate of \$142.01. Company Personnel will not enter confined spaces. *Vacant facilities that have been provided to Company, scheduled no show, or refusal of inspection will count as an inspection/site visit for purposes of the contract.*

1.11. Compliance with Wisconsin Department of Natural Resources, Bureau of Drinking Water and Groundwater . Company will assist in compliance with Wisconsin Department of Natural Resources, Bureau of Drinking Water and Groundwater cross-connection control program requirements for all commercial, industrial, institutional, residential, multifamily, and public authority facilities.

1.12. Inventory. Company shall inventory all accessible (ground level) backflow prevention assemblies and devices. Documentation will include: location, size, make, model, and serial number (if applicable).

1.13. Annual Year-End Review. Company will conduct an annual or year-end review meeting to discuss the overall program status and specific program recommendations.

1.14.

The above services will be provided for:

Year	Monthly Amount	Annual Amount
Year 1	\$1,717.04	\$20,604.56
Year 2	\$1,785.74	\$21,428.92
Contract Total		\$42,033.48

Contract Amount is based upon a 24 Months term and shall renew in 12-month increments after term unless written cancellation by either party received at least 60 days prior to renewal. HydroCorp will invoice in Monthly Amounts. Pricing is valid for 90 days from the date of the proposal.

SIGNATURES

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date of 1/1/2026.

Village Of Germantown

HydroCorp



By:
Title:

By: Paul M. Patterson
Its: Senior Vice President

HYDROCORP, LLC
TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

1. **Applicability.** These terms and conditions (these “**Terms**”) are the only terms which govern the provision of the professional services (“**Services**”) by HydroCorp, LLC, a Michigan limited liability company (“**Company**”) to the customer named on the attached statement of work, order form, proposal, or purchase order (“**Client**”, and together with Company the “**Parties**” and each individually a “**Party**”). The attached statement of work, order form, proposal, or purchase order (the “**Proposal**”) and these Terms (collectively, this “**Agreement**”) comprise the entire agreement between the Parties, and supersede all prior or contemporaneous understandings, agreements, negotiations, representations and warranties, and communications, both written and oral. The Proposal is limited to and conditional upon Client’s acceptance of these Terms exclusively. Any additional or different terms proposed by Client, whether in the Proposal or otherwise, are unacceptable to Company, are expressly rejected by Company, and will not become a part of the Proposal.

2. **Performance of Services; Company Obligations.** Company shall provide to Client the Services described and in accordance with the terms and conditions set forth in this Agreement. Additional Services may be added only by executing a new Proposal. Company shall provide Client with an electronic file copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only.

3. **Client Obligations.** Client shall: (a) designate one of its employees or agents to serve as its primary contact with respect to this Agreement and to act as its authorized representative with respect to matters pertaining to this Agreement (the “**Client Contract Manager**”), with such designation to remain in force unless and until a successor Client Contract Manager is appointed; (b) require that the Client Contract Manager respond promptly to any reasonable requests from Company for instructions, information, or approvals required by Company to provide the Services; (c) cooperate with Company in its performance of the Services and provide access to Client’s premises, employees, contractors, and equipment as required to enable Company to provide the Services; (d) take all steps necessary, including obtaining any required licenses or consents, to prevent Client-caused delays in Company’s provision of the Services; (e) comply with all responsibilities listed on the Proposal in connection with Company’s provision of the Services.

4. **Fees and Expenses.** In consideration of the provision of the Services by Company and the rights granted to Client under this Agreement, Client shall pay the fees set out in the applicable Proposal. Payment to Company of such fees and the reimbursement of expenses pursuant to this **Section 4** shall constitute payment in full for the performance of the Services. Unless otherwise provided in the applicable Proposal, all payments shall be due and payable within thirty (30) days of the date set forth on an invoice. Client shall reimburse Company for all reasonable expenses incurred in accordance with the Proposal if such expenses have been pre-approved, in writing by the Client Contract Manager, within thirty (30) days of receipt by Client of an invoice from Company accompanied by receipts and reasonable supporting documentation. Client shall be responsible for all sales, use and excise taxes, and any other similar taxes, duties and charges of any kind imposed by any federal, state or local governmental entity on any amounts payable by Client hereunder; and to the extent Company is required to pay any such sales, use, excise, or other taxes or other duties or charges, Client shall reimburse Company in connection with its payment of fees and expenses as set forth in this **Section 4**. Notwithstanding the previous sentence, in no event shall Client pay or be responsible for any taxes imposed on, or regarding, Company’s income, revenues, gross receipts, personnel, or real or personal property or other assets.

5. **Intellectual Property; Ownership.**

(a) Except as set forth in **Section 5(c)**, Client is, and shall be, the sole and exclusive owner of all right, title, and interest in and to the Deliverables (as defined herein) upon full payment of any fees owed to Company, including all Intellectual Property Rights (as defined herein) therein. Company agrees, and will cause its employees or contractors (the “**Company Representatives**”) to agree, that with respect to any Deliverables that may qualify as “work made for hire” as defined in 17 U.S.C. § 101, such Deliverables are hereby deemed a “work made for hire” for Client. To the extent that any of the Deliverables do not constitute a “work made for hire”, Company hereby irrevocably assigns, and shall cause the Company Representatives to irrevocably assign to Client, in each case without additional consideration, all right, title, and interest throughout the world in and to the Deliverables, including all Intellectual Property Rights therein. Company shall cause the Company Representatives to irrevocably waive, to the extent permitted by applicable law, any and all claims such Company Representatives may now or hereafter have in any jurisdiction to so-called “moral rights” or rights of droit moral with respect to the Deliverables. As used herein: (a) “**Deliverables**” mean all documents, work product, and other materials that are delivered to Client hereunder or prepared by or on behalf of Company in the course of performing the Services; and (b) “**Intellectual Property Rights**” means all (i) patents, patent disclosures, and inventions (whether patentable or not), (ii) trademarks, service marks, trade dress, trade names, logos, corporate names, and domain names, together with all of the goodwill associated therewith, (iii) copyrights and copyrightable works (including computer programs), and rights in data and databases, (iv) trade secrets, know-how, and other confidential information, and (v) all other intellectual property rights, in each case whether registered or unregistered and including all applications for, and renewals or extensions of, such rights, and all similar or equivalent rights or forms of protection in any part of the world.

(b) Upon Client’s reasonable request, Company shall, and shall cause the Company Representatives to, promptly take such further actions, including execution and delivery of all appropriate instruments of conveyance, as may be necessary to assist Client to prosecute, register, perfect, or record its rights in or to any Deliverables.

(c) Company and its licensors are, and shall remain, the sole and exclusive owners of all right, title, and interest in and to the Pre-Existing Materials (as defined herein), including all Intellectual Property Rights therein. Company hereby grants Client a limited, irrevocable, perpetual, fully paid-up, royalty-free, non-transferable, non-sublicenseable, worldwide license to use, perform, display, execute, reproduce, distribute, transmit, modify (including to create derivative works), import, make, have made, sell, offer to sell, and otherwise exploit any Pre-Existing Materials to the extent incorporated in, combined with or otherwise necessary for the use of the Deliverables solely to the extent reasonably required in connection with Client’s receipt or use of the Services and Deliverables. All other rights in and to the Pre-Existing Materials are expressly reserved by Company. As used herein, “**Pre-Existing Materials**” means all documents, data, know-how, methodologies, software, and other materials, including computer programs, reports, and specifications, provided by or used by Company in connection with performing the Services, in each case developed or acquired by Company prior to the commencement or independently of this Agreement.

(d) Client and its licensors are, and shall remain, the sole and exclusive owner of all right, title, and interest in and to the Client Materials (as defined herein), including all Intellectual Property Rights therein. Company shall have no right or license to use any Client Materials except solely during the Term to the extent necessary to provide the Services to Client. All other rights in and to the Client Materials are expressly reserved by Client. As used herein, “**Client Materials**” means any documents, data, know-how, methodologies, software, and other materials provided to Company by Client.

6. Access to Company's Software Data Management Program; Management Reports.

(a) Subject to the terms and conditions in this Section 6, Client may, at Client's option, elect to access and use Company's Software Data Management Program (the "**Software**") during the Term. Company will generate and document the required program data for the facility types listed in the Proposal using the Software. Any Client Materials inserted into the Software by or on behalf of Client, or any Deliverables produced as a result of the Software, shall remain property of Client; however, the Software shall remain the property of HydroCorp.

(b) Client agrees to not (i) copy, modify, or create derivative works of the Software, in whole or in part; (ii) rent, lease, lend, sell, sublicense, assign, distribute, publish, transfer, or otherwise make available the Software; (iii) reverse engineer, disassemble, decompile, decode, adapt or otherwise attempt to derive the source code of the Software, in whole or in part; (iv) remove any proprietary notices from the Software; or (v) use the Software in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property rights of Company.

(c) Client acknowledges that, as between Client and Company, Company owns all right, title and interest, including all intellectual property rights in and to the Software and any derivative works thereof, including all changes, modification, improvements, updates, version, and new releases or any information or data generated by the Software.

(d) Company warrants as of the date of the Proposal, the Software is in functioning condition and is not delivered with viruses or malicious code. EXCEPT FOR THE WARRANTY SET FORTH ABOVE, THE SOFTWARE IS PROVIDED "AS IS" AND COMPANY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, INCLUDING BUT NOT LIMITED TO ALL IMPLIED WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT, OR FITNESS FOR A PARTICULAR PURPOSE. COMPANY MAKES NO WARRANTY (i) THAT CLIENT'S USE OF THE SOFTWARE WILL MEET CLIENT'S REQUIREMENTS, BE ACCURATE, OR BE ERROR FREE, (ii) THAT THE SOFTWARE WILL BE AVAILABLE AT ANY PARTICULAR TIME OR LOCATION; (iii) THAT ANY DEFECTS OR ERRORS WILL BE CORRECTED; (iv) THAT CLIENT MAY RELY ON THE SOFTWARE FOR COMPLIANCE WITH ANY STATUTORY OR REGULATORY REQUIREMENTS AND/OR REPORTING OBLIGATIONS; OR (v) THAT THE SOFTWARE WILL BE COMPATIBLE WITH ANY HARDWARE OR SYSTEMS SOFTWARE CONFIGURATION.

(e) Comprehensive management reports in electronic, downloadable format on a, as applicable to Client, monthly, quarterly, and/or annual basis shall be available for access by Client. Reports to include the following information: (i) name, location, and date of inspections; (ii) number of facilities inspected/surveyed; and (iii) number of facilities compliant/non-compliant.

7. Confidentiality. From time to time during the Term, either Party (as the "**Disclosing Party**") may disclose or make available to the other Party (as the "**Receiving Party**"), non-public, proprietary, and confidential information of Disclosing Party, whether disclosed in writing or orally, and whether or not labeled as "confidential" ("**Confidential Information**"); provided, however, that Confidential Information does not include any information that: (a) is or becomes generally available to the public other than as a result of Receiving Party's breach of this Section 7; (b) is or becomes available to the Receiving Party on a non-confidential basis from a third-party source that was not legally or contractually restricted from disclosing such information; (c) the Receiving Party establishes by documentary evidence, was in Receiving Party's possession prior to Disclosing Party's disclosure hereunder; or (d) the Receiving Party establishes by documentary evidence, was or is independently developed by Receiving Party or its personnel without using any of the Disclosing Party's Confidential Information. The Receiving Party shall: (i) protect and safeguard the confidentiality of the Disclosing Party's Confidential

Information with at least the same degree of care as the Receiving Party would protect its own Confidential Information, but in no event with less than a commercially reasonable degree of care; (ii) not use the Disclosing Party's Confidential Information, or permit it to be accessed or used, for any purpose other than to exercise its rights or perform its obligations under this Agreement; and (iii) not disclose any such Confidential Information to any person or entity, except to the Receiving Party's Representatives (as hereinafter defined) who need to know the Confidential Information to assist the Receiving Party, or act on its behalf, to exercise its rights or perform its obligations under this Agreement. If the Receiving Party becomes legally compelled to disclose any Confidential Information, the Receiving Party shall provide: (A) prompt written notice of such requirement so that the Disclosing Party may seek, at its sole cost and expense, a protective order or other remedy; and (B) reasonable assistance, at the Disclosing Party's sole cost and expense, in opposing such disclosure or seeking a protective order or other limitations on disclosure. If, after providing such notice and assistance as required herein, the Receiving Party remains required by applicable law to disclose any Confidential Information, the Receiving Party shall disclose no more than that portion of the Confidential Information which, on the advice of the Receiving Party's legal counsel, the Receiving Party is legally required to disclose and, upon the Disclosing Party's request, shall use commercially reasonable efforts to obtain assurances from the applicable court or agency that such Confidential Information will be afforded confidential treatment. As used herein, "**Representatives**" mean a Party's affiliates and each of their respective employees, agents, contractors, subcontractors, officers, directors, partners, shareholders, attorneys, third-party advisors, successors and permitted assigns.

8. Indemnification. Client shall defend, indemnify, and hold harmless Company and its affiliates and its and their respective members, managers, officers, directors, employees, agents, successors, and permitted assigns from and against all Losses (as defined herein) arising out of or resulting from any third-party claim arising out of or resulting from: (a) bodily injury, death of any person, or damage to real or tangible, personal property resulting from the grossly negligent or willful acts or omissions of Client; or (b) Client's breach of any representation, warranty, or obligation of Client in this Agreement. As used herein, "**Losses**" mean all losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorneys' fees and the cost of enforcing any right to indemnification hereunder and the cost of pursuing any insurance providers.

9. Representations and Warranties. Each Party represents and warrants to the other Party that: (a) if an entity, it is duly organized, validly existing and in good standing as a corporation or other entity as represented herein under the laws and regulations of its jurisdiction of incorporation, organization, or chartering, or, if a municipal agency, it has the authority under the laws of its state of jurisdiction; (b) it has the full right, power, and authority to enter into this Agreement, to grant the rights and licenses granted hereunder, and to perform its obligations hereunder; (c) the execution of this Agreement by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary corporate action of the Party; and (d) when executed and delivered by such Party, this Agreement will constitute the legal, valid, and binding obligation of such Party, enforceable against such Party in accordance with its terms.

10. Limited Warranty.

(a) Company warrants that it shall perform the Services: (i) in accordance with the terms and subject to the conditions set out in the respective Proposal and this Agreement; (ii) using personnel of industry standard skill, experience, and qualifications; and (iii) in a timely,

workmanlike, and professional manner in accordance with generally recognized industry standards for similar services.

(b) Company's sole and exclusive liability and Client's sole and exclusive remedy for breach of this warranty shall be as follows:

i. Company shall use commercially reasonable efforts to promptly cure any such breach; provided, that if Company cannot cure such breach within a reasonable time (but no more than thirty (30) days) after Client's written notice of such breach, Client may, at its option, terminate the Agreement by serving written notice of termination in accordance with Section 12.

ii. In the event the Agreement is terminated pursuant to Section 10(b)(i) above, Company shall within thirty (30) days after the effective date of termination, refund to Client any fees paid by Client as of the date of termination for the Service or Deliverables, less a deduction equal to the fees for receipt or use of such Deliverables or Service up to and including the date of termination on a pro-rated basis.

iii. The foregoing remedy shall not be available unless Client provides written notice of such breach within thirty (30) days after delivery of such Service or Deliverable to Client.

iv. COMPANY MAKES NO WARRANTIES EXCEPT FOR THAT PROVIDED IN SECTION 10(a) ABOVE. ALL OTHER WARRANTIES, EXPRESS AND IMPLIED, ARE EXPRESSLY DISCLAIMED.

11. Limitation of Liability. IN NO EVENT SHALL COMPANY BE LIABLE TO CLIENT OR TO ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE, OR PROFIT OR LOSS OF DATA OR DIMINUTION IN VALUE, OR FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGE WAS FORESEEABLE AND WHETHER OR NOT COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE. IN NO EVENT SHALL COMPANY'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, EXCEED THE AGGREGATE AMOUNTS PAID TO COMPANY PURSUANT TO THE APPLICABLE PROPOSAL GIVING RISE TO THE CLAIM.

12. Term and Termination. This Agreement shall commence on the effective date of the Proposal and shall continue thereafter (a) for the term set forth in the Proposal or (b) if the term is silent, until the Services are completed by Company, unless, in either case, earlier terminated by either Party as set forth herein (the "**Term**"). Upon commencement of each Proposal, Client acknowledges and agrees that the fees owed by Client to Company shall be subject to an annual increase equal to the Consumer Price Index for All Urban Consumers (CPI-U); U.S. City Average; All items, not seasonally adjusted, 1982-1984=100 reference base, as of such annual fee increase date, or 4%, whichever is greater. Either Party may terminate this Agreement, effective upon written notice to the other Party (the "**Defaulting Party**"), if the Defaulting Party: (i) breaches this Agreement, and such breach is incapable of cure, or with respect to a breach capable of cure, the Defaulting Party does not cure such breach within thirty (30) days after receipt of written notice of such breach; (ii) becomes insolvent or admits its inability to pay its debts generally as they become due; (iii) becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law, which is not fully stayed within seven (7) business days or is not dismissed or vacated within forty-five (45) days after filing; (iv) is dissolved or liquidated or takes any corporate action for such purpose; (v) makes a general assignment for the benefit of creditors; or (vi) has a receiver, trustee, custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business. Termination of this Agreement will not automatically terminate any outstanding Proposal, and the applicable

Proposal shall continue in full force and effect until (A) completion of the Services set forth in the applicable outstanding Proposal (B) termination of the applicable Proposal pursuant to additional terms set forth therein, or (C) termination of the Proposal by the non-Defaulting Party.

13. Insurance.

(a) During the term of this Agreement, Client shall, at its own expense, maintain and carry insurance with financially sound and reputable insurers, in full force and effect that includes, but is not limited to, commercial general liability on an all-risk basis and including extended coverage for matters set forth in this Agreement with financially sound and reputable insurers. Upon Company's request, Client shall provide Company with a certificate of insurance from Client's insurer evidencing the insurance coverage specified in this Agreement. The certificate of insurance shall name Company as an additional insured. Client shall provide Company with thirty (30) days' advance written notice in the event of a cancellation or material change in Client's insurance policy. Except where prohibited by law, Client shall require its insurer to waive all rights of subrogation against Company's insurers and Company.

(b) During the term of this Agreement, Company shall, at its own expense, maintain and carry the following types of insurance: (i) Comprehensive General Liability with limits no less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate; (ii) Excess Umbrella Liability with limits no less than five million dollars (\$5,000,000) per occurrence and five million dollars (\$5,000,000) in the aggregate; (iii) Automobile Liability with limits no less than one million dollars (\$1,000,000), combined single limit; (iv) Worker's Compensation with limits no less than one million dollars (\$1,000,000) per occurrence; and (v) Errors and Omissions Liability with limits no less than two million dollars (\$2,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate. Upon Client's request, Company shall provide Client with a certificate of insurance from Company's insurer evidencing the insurance coverage specified in this Agreement. The certificate of insurance for the Comprehensive General Liability policy shall name Client as an additional insured. Company shall provide Client with thirty (30) days' advance written notice in the event of a cancellation or material change in Client's insurance policy.

14. Entire Agreement. This Agreement, including and together with any related Proposals, exhibits, schedules, attachments, and appendices, constitutes the sole and entire agreement of the Parties with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, regarding such subject matter.

15. Notices. All notices, requests, consents, claims, demands, waivers, and other communications under this Agreement (each, a "**Notice**") must be in writing and addressed to the other Party at its address set forth on the Proposal (or to such other address that the receiving Party may designate from time to time in accordance with this Section 15). Unless otherwise agreed herein, all Notices must be delivered by personal delivery, nationally recognized overnight courier or certified or registered mail (in each case, return receipt requested, postage prepaid). Except as otherwise provided in this Agreement, a Notice is effective only (a) on receipt by the receiving Party; and (b) if the Party giving the Notice has complied with the requirements of this Section 15.

16. Severability. If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

17. Waiver. No waiver by any Party of any of the provisions of this Agreement shall be effective unless explicitly set forth in writing and

signed by the Party so waiving. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

18. Assignment; Successors and Assigns. Client shall not assign, transfer, delegate, or subcontract any of its rights or delegate any of its obligations under this Agreement without the prior written consent of Company. Any purported assignment or delegation in violation of this Section 18 shall be null and void. No assignment or delegation shall relieve Client of any of its obligations under this Agreement. Company may assign any of its rights or delegate any of its obligations to any affiliate or to any person acquiring all or substantially all of Company's assets without Client's consent. This Agreement is binding on and inures to the benefit of the Parties to this Agreement and their respective permitted successors and permitted assigns.

19. Relationship of the Parties. The relationship between the Parties is that of independent contractors. The details of the method and manner for performance of the Services by Company be under its own control, Client being interested only in the results thereof. Company shall be solely responsible for supervising, controlling, and directing the details and manner of the completion of the Services. Nothing in this Agreement shall give Client the right to instruct, supervise, control, or direct the details and manner of the completion of the Services. The Services must meet Client's final approval and shall be subject to Client's general right of inspection throughout the performance of the Services and to secure satisfactory final completion. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture, or other form of joint enterprise, employment, or fiduciary relationship between the Parties, and neither Party shall have authority to contract for or bind the other Party in any manner whatsoever.

20. No Third-Party Beneficiaries. This Agreement benefits solely the Parties to this Agreement and their respective permitted successors and assigns and nothing in this Agreement, express or implied, confers on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

21. Choice of Law. This Agreement and all related documents including all exhibits attached hereto and all matters arising out of or relating to this Agreement, whether sounding in contract, tort, or statute are governed by, and construed in accordance with, the laws of the State in which Client's principal place of business is located, without giving effect to the conflict of laws provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State in which Client's principal place of business is located.

22. Waiver of Jury Trial. EACH PARTY ACKNOWLEDGES THAT ANY CONTROVERSY THAT MAY ARISE UNDER THIS AGREEMENT, INCLUDING EXHIBITS, SCHEDULES, ATTACHMENTS, AND APPENDICES ATTACHED TO THIS AGREEMENT, IS LIKELY TO INVOLVE COMPLICATED AND DIFFICULT ISSUES AND, THEREFORE, EACH SUCH PARTY IRREVOCABLY AND UNCONDITIONALLY WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY LEGAL ACTION ARISING OUT OF OR RELATING TO THIS AGREEMENT, INCLUDING ANY EXHIBITS, SCHEDULES, ATTACHMENTS, OR APPENDICES ATTACHED TO THIS AGREEMENT, OR THE TRANSACTIONS CONTEMPLATED HEREBY.

23. Force Majeure. No Party shall be liable or responsible to the other Party, or be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations of Client to make payments to Company hereunder), when and to the extent such failure or delay is caused by or results from acts beyond the impacted Party's ("**Impacted Party**") reasonable control, including, without limitation, the following force majeure events ("**Force Majeure Event(s)**"): (a) acts of God; (b) flood, fire, earthquake, pandemics, epidemics, or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest; (d) government order, law, or actions; (e) embargoes or blockades in effect on or after the date of this Agreement; (f) national or regional emergency; (g) strikes, labor stoppages, or slowdowns, or other industrial disturbances; (h) telecommunication breakdowns, power outages or shortages, lack of warehouse or storage space, inadequate transportation services, or inability or delay in obtaining supplies of adequate or suitable materials; and (i) other similar events beyond the reasonable control of the Impacted Party. The Impacted Party shall give notice within ten (10) days of the Force Majeure Event to the other Party, stating the period of time the occurrence is expected to continue. The Impacted Party shall use diligent efforts to end the failure or delay and ensure the effects of such Force Majeure Event are minimized. The Impacted Party shall resume the performance of its obligations as soon as reasonably practicable after the removal of the cause. In the event that the Impacted Party's failure or delay remains uncured for a period of fifteen (15) days following written notice given by it under this Section 23, the other Party may thereafter terminate this Agreement upon fifteen (15) days' written notice.

24. Publicity. Unless the a Party provides the other Party with written notice to the contrary or of any reasonable restrictions or requirements, such Party acknowledges and agrees that the other Party shall have the right to use such Party's name, likeness, and logos in any digital, online, and printed publicity or marketing materials prepared by the other Party and in presentations to current or prospective clients and others.

Appendix

Specific Qualifications & Experience

HydroCorp™ is a professional service organization that specializes in Cross Connection Control Programs. Cross Connection Control Program Management & Training is the main core and focus of our business. We are committed to providing water utilities and local communities with a cost-effective and professionally managed cross-connection control program in order to assist in protecting the public water supply.

- HydroCorp conducts over 110,000 Cross Connection Control Inspections **annually**.
- HydroCorp tracks and manages over 135,000+ backflow prevention assemblies for our Municipal client base.
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, and USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), American Society for Sanitary Engineering (ASSE). HydroCorp recognizes the importance of Professional Development and Learning. We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- We have a trained administrative staff to handle client needs, water user questions and answer telephone calls in a professional, timely, and courteous manner. Our administrative staff can answer most technical calls related to the cross-connection control program and have attended basic cross-connection control training classes.
- HydroCorp currently serves over 550 communities in Michigan, Wisconsin, Minnesota, Maryland, Delaware, Virginia, California, Idaho, Utah & Florida. We still have our first customer!
- HydroCorp and its' staff are active members in many water industry associations including: National Rural Water Association, State Rural Water Associations, National AWWA, State AWWA Groups, HydroCorp is committed to assisting these organizations by providing training classes, seminars, and assistance in the area of Cross Connection Control.
- Several Fortune 500 companies have relied on HydroCorp to provide Cross Connection Control Surveys, Program Management & Reporting to assist in meeting state/local regulations as well as internal company guidelines.

BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE

MEETING DATE: December 2, 2025

PLACEMENT: Action Item

ITEM TITLE: Consideration of a professional services agreement with Wachtel Tree Science & Services for forestry consultant services not to exceed \$20,000.00. (ACTION)

SUBMITTED BY: Scott Anderson, Superintendent

SUMMARY EXPLANATION:

As requested by the Public Works and Highway Committee, staff solicited pricing from area forestry consultants. The results are listed below:

Wachtel Tree Science & Services: \$175/hr Project Manager, \$160/hr Certified Arborist.

Davey Resource Group: Response: Not providing a proposal.

Great Lakes Urban Forestry: Response: Out of service area.

As a result, staff is requesting to continue with Wachtel Tree Science & Services. Wachtel has provided Germantown with excellent service over the life of our previous agreements. Wachtel provides many forestry-related services, including, but are not limited to, the following: Acting Village Forester, management of the village's GIS tree layer, assist staff with Emerald Ash Borer treatment specifications and contracts, assist staff with tree removal specifications and contracts, assists staff with tree planting specifications and contracts, provides staff with direction on difficult forestry related resident concerns, preforms 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 (\$175/hr Project Manager, \$160/hr Certified Arborist).

ATTACHMENT:

1. Germantown_2026 Contract Forester_WTS Proposal

STAFF RECOMMENDATION:

Staff requests a positive recommendation of the professional services agreement with Wachtel to the Village Board. If approved, the funds shall be allocated from Parks line-item account: 10564000-552100.

ACTION BY COMMITTEE:



November 5, 2025

Village of Germantown
Attn: Scott Anderson
N112W17001 Mequon Road
Germantown, WI 53022

Mr. Anderson,

Enclosed please find our Proposal for: 2026 Professional Arboriculture Consulting Services.

Wachtel Tree Science and Service is the oldest locally owned tree service company in Wisconsin and has been serving Wisconsin Urban Forestry for over ninety years. We have thirty-eight Certified Arborists on staff, plus five Board Certified Master Arborists, one Registered Consulting Arborist, two Urban Forest Professionals, and six Tree Risk Assessment Qualified Arborists. Our staff has more credentialed arborists than any other firm in Wisconsin.

We have the initiative, passion, and professional expertise to assist the Village in completing this project. Our consulting forester relationship with the Village was established in 1996 when Arbor Associates drafted Germantown's first urban forest management plan. Arbor Associates later became the consulting division of Wachtel Tree Science, where we have guided the Village through their first GIS public tree inventory, established an emerald ash borer response program, helped develop the newly adopted Comprehensive Tree Plan, and have remained available to address a multitude of various urban forestry projects within the Village.

It has been our pleasure to be your trusted urban forestry expert for nearly thirty years; we look forward to the possibility of continuing our working relationship with you and the Village of Germantown for many years to come.

Respectfully submitted,

Nathan Schuettpelez, RCA #732
Consulting Department Manager
ISA Certified Arborist Urban Forest Professional # WI-0887AM

Address: P.O. Box 716. Merton, WI 53056
Email: nates@wachteltree.com. (O) 262-538-1900

Encl.



Scope of Required Services

I. Administration of Contracted Forestry Activities

Wachtel will perform the following administrative duties for in-house or contracted tree plantings; tree pruning; and ash tree treatments within the funding limitations of the Village's budget for such activities.

1. Utilizing the Village's GIS (Geographic Information System) Street, park/ public property tree inventories, locate and field verify ash that meet the criteria as determined by the Village to be candidates for removal or treatment.
2. Prepare informational letters (if determined to be necessary) explaining the process of the removal, replacement, and treatment programs. The Village would send the letter, approved by Village staff, to residents that are impacted by this program.
3. Prepare bid documents (if required) for tree removal, stump removal, tree treatment, and new tree planting. Village staff will incorporate these specifications into complete bid documents. The Village will advertise and mail documents to prospective bidders from a bidders list provided by the consultant. Consultant to assist Village staff with selection of qualified contractors to perform the work.
4. Select diverse species of trees to be utilized in replanting efforts.
5. Mark trees that are identified for treatment or removal and locate sites where new trees will be planted.
6. Organize and attend pre-construction "kick-off" meetings with awarded vendors for forestry related projects.
7. Assist Village staff as requested with inspection of work by contractors.

II. Forestry GIS System Maintenance

1. Utilizing the Village's GIS application, we will keep public tree records up to date through regular updates based on field observations, work records provided by Village staff, and large-scale contract records. This will include adding work maintenance records to existing tree records (removal/planting/treatment/watch).
2. When approved by Village staff, we will conduct public tree inventories of new developments within the Village, adding trees to the existing Village GIS forestry layer.



III. Village Forester Related Duties (as directed by Village staff)

1. Respond to and resolve citizen requests on an as needed basis in accordance with Village Codes to include:
 - Site visit including resolution
 - Phone call/letter/email to resident with resolution
 - Create work orders for field crews as needed
 - Follow up to those issues requiring follow up
2. Perform city wide "scout" surveys as necessary to check for the presence of pests and/or diseases that threaten the health of the public urban forest.
3. Coordinate contracts/operations to ensure that village services regarding Forestry are not disrupted, including:
 - Tree Planting/Pruning/Removal/Stump Removal operations with Highway Department and Parks & Recreation
4. Design and implement a tree planting program to include:
 - Identify locations for replacement trees where feasible for removed trees
 - Review Village property for tree planting opportunities
 - Work within a defined budget
5. Review and coordinate with the Superintendent of Highways to keep up to date, as feasible, the Village Street tree pruning cycle
6. In consultation with staff develop a yearly Forestry budget for Village approval
7. Annually review the existing Village Comprehensive Tree Plan and provide feedback/suggested revisions.
8. Review and comment on landscape plans for commercial and subdivision developments submitted to the Community Development Department for Plan Commission review.
9. Participate in activities related to the Village Tree Board.
10. Assist the Village in any forestry-related grant writing and grant administration.



Resumes – Lead Consultant



NATHAN SCHUETTPELZ

CONTACT

CELL PHONE:
(262) 337-3984

EMAIL:
nates@wachteltree.com

Certifications

American Society of
Consulting Arborists, RCA
#732

Tree and Plant Appraisal
Qualification

International Society of
Arboriculture WI-0887AM

Certified Arborist

Urban Forest Professional

Tree Risk Assessment
Qualification

Education

University of Wisconsin – Stevens Point
Bachelor of Science – Urban Forestry/Forestry Admin. & Utilization

Work Experience

Wachtel Tree Science – Merton, WI *January 2017 – present*
Consulting Department Manager

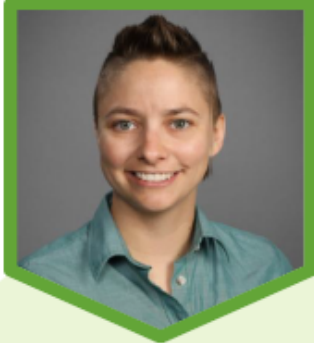
- Contract municipal forester, managing forestry operations for three southeast Wisconsin communities
- Long term urban forestry management planning
- Senior consultant on insurance and litigation assignments
- Consulting arboriculture business development
- State and Federal urban forestry grant application assistance and implementation
- Manage tree risk assessment operations

Wachtel Tree Science – Merton, WI *May 2010 – Dec. 2016*
Production Arborist

- Crew leader – manage teams of 2-5 production arborists in residential and commercial tree care
- tree & landscape production: removals, planting, pruning, cabling/bracing
- plant health care production: soil injections, trunk injections, foliar spray applications
- consulting arboriculture production: data collection for municipal GIS tree inventories, pre-development forest data collection and assessment, draft municipal urban forest management plans, tree risk assessment



Resumes – Staff Certified Arborist



**BROOKE
STEMPLE**

CONTACT

CELL PHONE:
(262) 337-3968

EMAIL:
BStemple@wachteltree.com

Certifications

International Society of
Arboriculture RM-8302AM

Certified Arborist

Pesticide Applicator 3.0

Urban Forest Professional

Tree Risk Assessment
Qualification

Commercial Driver's License

Adult First Aid/CPR/AED

Aerial Rescue Training

Education

Colorado College – Colorado Springs, CO
Bachelor of Arts, Sociology

GPA: 3.5

Work Experience

Wachtel Tree Science – Merton, WI *September 2021 – present*
Consulting Projects Coordinator

- supervise tree inventory projects for municipal and commercial sites
- mark trees for large municipal projects (treat or remove)
- collect soil samples for lab testing
- conduct tree biology/pruning training (one day program)
- perform tree risk assessments with Resistograph analysis
- write tree health assessments
- act as assistant manager

Owl's Grove Tree Care, L.L.C. – Lakewood, CO *March – September 2021*
Arborist, Subcontractor

- prune or remove trees by means of climbing or mechanical lift
- apply insecticide and fertilizer to plant material
- discuss plant health and disease/decay mitigation plans with clients
- train individuals on equipment use and arboriculture
- bookkeeping

The Natural Way - Englewood, CO *March 2018 – March 2021*
Arborist, Crew Leader

- lead crews to complete pruning and removal of trees safely
- prune or remove trees by means of climbing or mechanical lift
- train and evaluate new employees on groundwork, boom operation, and climbing
- create written estimates for new and existing clients

Alpine Arborists - Thornton, CO *October 2017 – March 2018*
Ground worker

- chip brush, run rig ropes, maintain equipment
- train on tree climbing skills

Swingle Tree & Landscape Care - Denver, CO *March – October 2017*
Plant Health Care Technician

- mix pesticides or fertilizer and apply to trees, either by soil injection or spray application
- assist plant pathologist in data collection for pest control studies
- train new employees on equipment use and the safe application of pesticides



Resumes – Staff Certified Arborist



**MATTHEW
SIESCO**

CONTACT

CELL PHONE:
(262) 337-3973

EMAIL:
msiesco@wachteltree.com

Certifications

International Society of
Arboiculture
Certified Arborist WI-0959A

Pesticide Applicator 3.0

Tree Risk Assessment
Qualification

Certificate of Arboriculture,
Milwaukee Area Technical
College

Dale Carnegie Course
Graduate

Adult First Aid/CPR/AED

Education

Milwaukee Area Technical College
Associate of Applied Science, Arboriculture

Work Experience

Wachtel Tree Science – Merton, WI *September 2022 – present*
Consulting Arborist, Safety Committee

- perform tree inventory projects for municipal and commercial sites
- mark trees for large municipal projects (treat or remove)
- consult as assistant forester for multiple municipalities
- perform tree risk assessments with Resistograph analysis
- write tree health assessments
- sales for private and commercial clients

M&M Tree Care – Milwaukee, WI *July 2015 – September 2022*
Sales, Plant Health Care Manager, Safety Coordinator

- sales for private and commercial clients
- discuss risk mitigation and plant health with clients
- conduct weekly safety meetings and uphold safety standards
- manage and train a crew to perform healthcare treatments on trees
- manage and complete municipal Emerald Ash Borer treatments

Crawford Tree & Landscape – Milwaukee, WI *April 2014–July 2015*
Plant Health Care Manager

- manage and train a crew to perform treatments on trees
- manage and complete municipal Emerald Ash Borer treatments
- lead crews to complete pruning and removal of trees safely
- prune or remove trees with aerial lifts and climbing equipment

Hoppe Tree Service – Milwaukee, WI *April 2010 – April 2014*
Arborist, Plant Health Care Technician

- prune or remove trees using aerial lifts and climbing equipment
- install tree support systems using aerial lifts and climbing equipment
- apply pesticides and fertilizer to trees using trunk injection and spray equipment
- conduct weekly safety meetings and uphold safety standards



Cost Proposal

Hourly Rate Lead Consultant -- **\$ 175.00**

Hourly Rate Staff Certified Arborist -- **\$ 160.00**

Annual Budget Not to Exceed – **\$ 20,000.00**

References

Village of Fox Point (pop. 6,591)

Mr. Scott Brandmeier, Director of Public Works/Village Engineer
7200 N Santa Monica Boulevard
Fox Point, WI 53217
(414)351-8900

- Weekly Consulting Forester Duties responding to resident and staff forestry requests
- Annual forestry project planning, implementation, and administration including tree removals, planting, and treatment
- GIS Street/Park Tree Inventory Maintenance and Updates
- Staff and Public training workshops in urban forestry best management practices

Village of Whitefish Bay (pop. 14,532)

Mr. Matthew Collins, Director of Public Works
5300 N. Marlborough Drive
Whitefish Bay, WI 53217
(414)962-6690

- Monthly Consulting Forester Duties responding to resident and staff forestry requests
- Annual forestry project planning, implementation, and administration including tree removals, planting, and treatment
- GIS Street/Park Tree Inventory Maintenance and Updates
- Staff and Public training workshops in urban forestry best management practices

INSURANCE

WACHTEL will procure and maintain insurance for protection from claims against WACHTEL under workers' compensation acts in an amount required by the State in which the work is performed; claims against WACHTEL for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims or damages against WACHTEL because of injury to or destruction of property including loss of use resulting there from in the following amounts: Commercial General Liability coverage of \$2,000,000; General Aggregate; Automobile Liability combined single limit of \$1,000,000; and Excess Liability, umbrella form in an amount of \$1,000,000, each occurrence and aggregate.

BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE

MEETING DATE: December 2, 2025

PLACEMENT: Action Item

ITEM TITLE: Consideration of professional services agreement with MSA for bridge investigation, report and design services for an amount not to exceed \$59,170.00. (ACTION)

SUBMITTED BY: Matthew Mortwedt, Public Works Director

SUMMARY EXPLANATION:

Staff requested proposals from five qualified bridge engineers to inspect and prepare reports with recommendations to repair two structures. Two of the five did not prepare a proposal. The structures are located at Maple Road over the Goldendale Creek and Division Road over the Jefferson Creek. This work includes follow-up inspection, preparing a report, meeting with Village staff, and preparing drawings and specifications to complete the repair work. The anticipated schedule to complete the inspections and report is winter 2025-2026. The summary of the proposals to prepare a report for necessary repairs at the Maple Road structure (V66-041) is outlined below:

Firm	Hours	Amount
MSA	130	\$19,495
TKDA	188	\$31,801
Jewell	217	\$31,900

For the Maple Road structure (V66-041), Staff requested additional hours for "If Authorized" work to prepare plans a specifications, where MSA budgeted 92 hours and TKDA budgeted 154 hours. In addition, given the unknown nature of the full extent of the "If Authorized Work", the consultant with Jewell provided labor rates of \$205/hr Project Mngr and \$140/hr for Staff Engr. For MSA, their additional 92 hours amount to an additional \$13,660, and their total scope of work amounts to **\$33,155**.

The summary of the proposals to prepare a report for necessary repairs at the Division Road structure (B-66-144) is outlined below:

Firm	Hours	Amount
MSA	129	\$19,465
Jewell	184	\$27,900
TKDA	217	\$34,908

For the Division Road structure (B-66-144), Staff requested additional hours for "IF

Authorized” work to prepare plans a specifications, where MSA budgeted 44 hours and TKDA budgeted 172 hours. In addition, given the unknown nature of the full extent of the "If Authorized Work", the consultant with Jewell provided labor rates of \$205/hr Project Mngr and \$140/hr for Staff Engr. For the MSA, their additional 44 hours amount to an additional \$6,550, and their total scope of work amounts to **\$26,015**.

Once the reports are completed then Village staff will seek pricing from qualified contractors to complete the bridge repair work. This repair work is anticipated for spring-summer 2026.

ATTACHMENT:

1. Ex A - MSA Proposal for Germantown Maple Road Bridge and Division Road Bridge (1)

STAFF RECOMMENDATION:

Staff requests a positive recommendation to the Village Board.

ACTION BY COMMITTEE:

PROPOSAL TO PROVIDE BRIDGE ENGINEERING CONSULTANT SERVICES TO PREPARE SITE EVALUATION STUDIES FOR

Maple Road Bridge over Goldendale Creek (#2603)
Division Road Bridge over Jefferson Creek (#2603-A)



Prepared for:
Village of Germantown
October 24, 2025





1702 Pankratz Street
Madison, WI 53704
(608) 242-7779
www.msa-ps.com

October 24, 2025

Kevin R. Driscoll, Village Engineer
Village of Germantown
N112 W17001 Mequon Road
Germantown, WI 53022-0337

Re: Proposal to Provide Bridge Engineering Consultant Services to Prepare Site Evaluation Studies for Maple Road Bridge over Goldendale Creek (#2603) and Division Road Bridge over Jefferson Creek (#2603-A)

Dear Kevin,

The Village of Germantown's initiative to assess and rehabilitate the Maple Road and Division Road bridges represents a vital investment in public safety and infrastructure reliability. The recent inspection findings and flood-related scour damage highlight the importance of timely action, and we are here to support the Village's commitment to advancing this work.

MSA Professional Services is pleased to submit our proposal for this effort. Our team recently designed replacement bridges for the townships of Jackson and Kewaskum, providing us with familiarity with local expectations and agency coordination practices. We also visited both Germantown bridge sites during the proposal stage—an effort that allows us to better understand field conditions, access limitations, and identify potential construction challenges. This early insight helps us tailor our recommendations and approach to the Village's specific needs.

Our bridge design team has delivered hundreds of similar projects for municipalities and counties across Wisconsin. We offer broad expertise in structural evaluation, hydraulic modeling, utility coordination, right-of-way planning, and public engagement. With in-house specialists in roadway design, environmental documentation, and hazardous materials, we are well-positioned to support the Village throughout the full lifecycle of this project, as well as future infrastructure improvements.

We appreciate your consideration and look forward to the opportunity to collaborate with the Village of Germantown on this important infrastructure initiative.

Sincerely,
MSA Professional Services, Inc.

A handwritten signature in black ink that reads "Julia Zehner".

Julia Zehner, PE
Project Manager
P: (608) 355-8878; E: jzehner@msa-ps.com

A handwritten signature in black ink that reads "Leah J Rhodes".

Leah Rhodes, PE
Bridge Team Leader | Sr. Structural Engineer
P: (608) 355-8945; E: lrhodes@msa-ps.com



Maple Road Bridge



Division Road Bridge

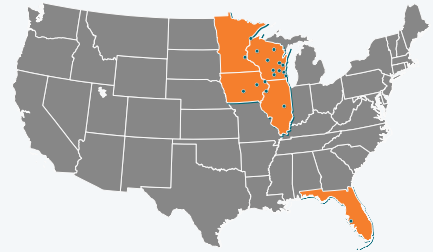
FIRM PROFILE

MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process. **It's more than a project. It's a commitment.**

MSA's roots reach back to 1919. Our firm is over 500 employees strong, including engineers, architects, landscape architects, planners, funding experts, surveyors, GIS specialists, environmental scientists, and other specialists who serve clients nationally. MSA excels at helping clients identify grant and funding sources and then delivering high-quality, cost-effective solutions.

WE'RE PROUD TO BE 100%
EMPLOYEE-OWNED

500+
TEAM
MEMBERS



18 OFFICE
LOCATIONS



POSITIVELY IMPACTING
THE LIVES OF OTHERS SINCE 1919

44

INDUSTRY
AWARDS
EARNED SINCE
2017



\$625+ MILLION
GRANTS & LOW-INTEREST LOANS
We've helped our clients
secure to help offset the cost
of infrastructure projects

WHAT SETS MSA APART?

MSA'S SPECIFIC EXPERTISE & ADVANTAGES


MSA's purpose is to positively impact the lives of others. To support your needs, we have assembled a group of engineers, technicians, and support staff, all with diverse backgrounds who have a track record of conducting successful projects together. Our team is highly experienced in managing and designing bridge replacement projects, inspecting highway structures, and overseeing a wide variety of structure rehabilitation efforts. Our philosophy is to be an extension of your staff, partnering in project delivery with available, qualified staff.

QA/QC

QA/QC is a top priority for our team. We recently completed an update to our corporate Quality Assurance Policy to integrate into each of our service lines. Each service has developed consistent Quality Control procedures specific to their areas of expertise, projects, and disciplines to provide quality deliverables. Ultimately, quality begins with each employee embracing the practices and methods that promote meeting client expectations and enhancing our reputation for quality, ethical work practices.

CLIENT EXPERIENCE

Below, you'll find the percentage of clients who say MSA met or exceeded their expectations based on the following categories.

98%
ACCURACY 

96%
HELPLESSNESS 

98%
RESPONSIVENESS 

98%
SCHEDULE 

99%
QUALITY 

97%
SCOPE & FEES 



Julia Zehner, PE
PROJECT MANAGER

Julia will be the project manager and main point of contact for your projects. She will oversee the structural design and analysis of the rehabilitated structures. With ten years of engineering experience, primarily in Wisconsin bridge design, Julia has served as the structural engineer on numerous structure rehabilitation projects. She has also performed hydraulics and structure sizing for bridge and culvert design. Her structural design expertise includes single- and multi-span pre-stressed girder and concrete slab bridges, box culverts, retaining walls, and rehabilitated structures. She is proficient in Autodesk Civil 3D for drafting structure and roadway plans and has successfully managed multiple Wisconsin bridge projects in compliance with the WisDOT FDM and the WisDOT LRFD Bridge Manual.

Education

B.S., Civil Engineering, University of Wisconsin-Platteville

Registration

Professional Engineer, WI, MN, IA

Selected Project Experience

- Badger Road over Kewaskum Creek, Town of Kewaskum, Washington County, WI
- Townline Road over Tributary Milwaukee River, Town of Kewaskum, Washington County, WI
- STH 35 Bridge and Culvert Rehabilitations, Crawford County, WI
- STH 35 Bridge Rehabilitations, Vernon County, WI
- Cottage Grove Road over IH-39 Bridge Rehabilitation, Dane County, WI
- Hanson Road over IH-39 Bridge Rehabilitation, Dane County, WI
- STH 77 Bridge Rehabilitation, Sawyer County, WI
- STH 42 Bridge and Culvert Rehabilitations, Manitowoc County, WI
- Castle Mound Road over IH-94 Bridge Rehabilitation, Jackson County, WI
- STH 54 over IH-94 Bridge Rehabilitation, Jackson County, WI
- North Main Street over Trib. to Westfield Creek, Marquette County, WI
- 29th Drive over Austin Creek, Waushara County, WI
- CTH A over Deerskin River, Vilas County, WI
- CTH Q over Branch S. Branch Creek, Vernon County, WI



Leah Rhodes, PE
SR. STRUCTURAL ENGINEER
BRIDGE TEAM LEADER

Leah will provide senior leadership and mentoring to the structural design team. Leah leads our Bridge Design team at MSA. She provides project management and bridge design services for transportation projects involving the replacement and rehabilitation of bridges, road approach reconstruction and realignment, public involvement, construction staging, utility and agency coordination, and right-of-way plats. Her structural expertise includes the design and analysis of steel and prestressed concrete girder bridges, slab structures, retaining walls, and box culverts. She has extensive knowledge of and experience complying with the WisDOT design and PS&E process, and she frequently coordinates with the WisDOT Bureau of Structures. Leah also participates in the Bridge Technical Meetings hosted by BOS in order to stay current on upcoming changes in the industry. She has excellent communication skills and has successfully managed WisDOT projects to meet milestones and provide quality deliverables.

Education

M.S., Structural Engineering, Washington University in St. Louis
B.S., Civil Engineering, Washington University in St. Louis

Registration

Professional Engineer, WI, MN, IA, MI

Selected Project Experience

- Badger Road over Kewaskum Creek, Town of Kewaskum, Washington County, WI
- Townline Road over Tributary Milwaukee River, Town of Kewaskum, Washington County, WI
- Cedar Creek Road over Cedar Creek, Town of Jackson, Washington County, WI
- CTH M over Milwaukee River, Washington County, WI
- CTH P over Warner Creek, Vernon County, WI
- Cornell Lane over Branch Coon Creek, Vernon County, WI
- Dodson Hollow Road over Dodson Hollow Creek, Vernon County, WI
- CTH H over Gault Hollow Creek Bridge, Richland County, WI
- CTH D over Pecatonica River, Lafayette County, WI
- Polzin Road Bridge, Rock County, WI
- CTH T over Spring Valley Creek, Town of Kickapoo, Vernon County, WI
- Fish School Road over Branch Knapp Creek, Richland County, WI



Joey Ho eser, EIT
STRUCTURAL ENGINEER

Joey has more than four years of engineering experience, including bridge design on WisDOT and MnDOT projects and bridge and culvert inspection. Joey's structure inspection experience includes Routine Inspections for the City of Ripon, Ashland County, Bayfield County, Buffalo County, Douglas County and Sauk County. Joey has also performed Timber Non-Destructive Testing inspections for WisDOT. Joey is a certified Team Leader in Wisconsin.

Joey has completed the FHWA training for the Safety Inspection of In-Service Bridges. He has completed the most recent WisDOT DTSD NHI Bridge Inspection Refresher Training and WisDOT DTSD Specifications for the National Bridge Inventory (SNBI) training for 2024.

Education

B.S., Civil Engineering, University of Wisconsin-Madison

Registration

Engineer in Training, WI
Certified Bridge Inspector, WI

Selected Project Experience

- Drogseth Road Bridge, La Crosse County, WI
- CTH M, Fleming Creek Bridge, La Crosse County, WI
- Promen Drive Bridge Replacement, Fond du Lac, WI
- CTH BB Bridge over Koshkonong Creek Replacement, Dane County, WI
- CTH GG over McCarthy Creek, Ashland, WI
- CTH O over Spirit R, Bridge Design, Lincoln County, WI
- CTH TT Bridge over Maunsha River Replacement, Dane County, WI
- Diamond Hill Rd Bridge Design, Freedom Township, WI
- Twin Bridge Road Bridge Design, Lafayette County, WI
- Chesak Road over Br Scotch Creek, Marathon County, WI
- STH 108 Bridge Rehabilitation, Jackson County, WI
- CTH P over Warner Creek, Vernon County, WI
- Cornell Lane over Branch Coon Creek, Vernon County, WI
- Dodson Hollow Road over Dodson Hollow Creek, Vernon County, WI
- Columbus Street, Marathon County, WI
- CTH P Buffalo County, WI
- STH 23 over Shannahan Valley Creek and over Honey Creek, Sauk County, WI



Ron Rabska
STRUCTURAL CADD TECHNICIAN

Ron has been the lead bridge CAD technician at MSA for 39 years and has produced over 600 structural plan sets meeting WisDOT standards. These plans encompass replacement and rehabilitation bridge projects, box culverts, box culvert extensions, timber slabs, concrete slabs, prestressed concrete, structural steel, and numerous retaining walls and sign bridges

Education

A.S., Structural Technology, District One Technical Institute

Selected Project Experience

- Badger Road over Kewaskum Creek, Town of Kewaskum, Washington County, WI
- Townline Road over Tributary Milwaukee River, Town of Kewaskum, Washington County, WI
- Cedar Creek Road over Cedar Creek, Town of Jackson, Washington County, WI
- CTH M over Milwaukee River, Washington County, WI
- Polzin Road over Marsh Creek, Rock County, WI
- Freedom Road Bridge over Seeley Creek, Sauk County WI
- CTH X Bridge over Sheboygan River, Manitowoc County, WI
- Dolphin Road Bridge over Mill Creek, Monroe County, WI
- CTH XX Bridge over Halfway Creek, La Crosse County, WI
- CTH B Bridge over Bostwick Creek, La Crosse County, WI
- CTH M Bridge over Mormon Creek, La Crosse County, WI
- CTH T Bridge over Spring Valley Creek, Vernon County, WI
- Brewery Hollow Road Bridge over Postoi Branch, Grant County, WI
- Mill Street Bridge over White River, Walworth County, WI
- Sheridan Springs Road over White River, Town of Lyons, Walworth County, WI
- Milwaukee Street Bridge over West Branch Starkweather Creek, Madison, WI
- Main Street Bridge over Beaver Creek, Sparta, WI
- Meridian Avenue over East Fork Popple River, Clark County, WI
- South Hutchinson Road over Soft Maple Creek, Rusk County, WI
- CTH AB over Yahara River, Dane County, WI
- CTH M over S Crossing Little Eau Pleine River, Marathon County, WI
- Hatton Road Hatton Creek Bridge, Waupaca County, WI
- Shadow Road Crystal River Bridge, Waupaca County, WI



BADGER ROAD BRIDGE

TOWN OF KEWASKUM, WI

This project consists of replacing the structurally deficient steel deck girder bridge carrying Badger Road over Kewaskum Creek and necessary roadway approach work. The Bureau of Structures (BOS) Standard Bridge Design Tool was utilized in the design and plan preparation for the new bridge. This project was considered a spot improvement and Badger Road was closed to thru traffic for the duration of construction.

The existing Badger Road bridge was a single span steel deck girder bridge built in 1930. The structure had a 20 Ton load posting and was narrow with substandard open metal railing that did not meet current crash standards. The existing structure had been widened at one point with the outer 4 feet of deck and exterior girders considered additions to the original construction. The steel form at the widened portion and all of the beams were rusted with section loss.

The structure design work involved sizing a new bridge within the parameters required by the Standard Bridge Design Tool.

MSA sized a new 32-foot span concrete flat slab bridge with a 10 degree skew to match the skew of the channel downstream of the bridge. A type A5 sill abutment with wings angled at 45 degrees is the only abutment type provided with the use of the Standard Bridge Design Tool. This abutment type was a good fit for the site and the bridge utilized 6-foot high abutments supported on HP 10x42 piling driven into the underlying dolomite bedrock.

The project reconstruction limits extended for a total project length of 300 feet and consisted of two 11-foot paved travel lanes, paved shoulders, and beam guard. Three-foot paved shoulders within the project limits were included to accommodate bicycle traffic. The vertical profile was adjusted slightly to improve drainage over the bridge and to increase the design speed of Badger Road from 25 MPH to 45 MPH, which exceeds the minimum required design speed of 40 MPH for the posted speed limit. The new structure improved the navigational clearance underneath the bridge.

Reference: Scott Wollner, Town Chairman, (262) 483-6720, townkewaskum@gmail.com



CTH M OVER THE MILWAUKEE RIVER

WASHINGTON COUNTY, WI

This Local Bridge Program project consisted of replacing a structurally deficient, three-span steel deck girder bridge over the Milwaukee River and necessary roadway approach work. The existing bridge was built in 1952 and required replacement due to the existing deterioration on the deck, moderate to heavy corrosion on the steel girders, and scouring along the abutments.

MSA designed a three-span concrete haunched slab bridge with abutments and piers at a 20-degree skew to match the existing piers and alignment of the river. The project is within proximity of a Section 4(f) resource, with minor impacts to the property. This project highlights our experience with structures over the Milwaukee River. Construction was completed in the spring of 2020.

Reference: Scott M. Schmidt, Chief Public Works Officer, (262) 335-4435, webhwy@washcowisconsin.gov



USH 12, CNW RR BRIDGE

ST. CROIX COUNTY, WI

This project will replace the concrete bridge deck of a 183.6-foot long three-span prestressed concrete girder bridge. USH 12 carries a mix of local, regional, agricultural, and tourism traffic and also serves as an alternate route for IH 94. The design includes details for traffic to be detoured during construction. Additional structure improvements include **concrete repairs and fiber wrapping on several deteriorated concrete beams**, replacement of the steel bearings, replacement of the expansion joints, concrete surface repairs at the abutments and girders, replacement of the southwest wingwall top, and replacement of the concrete pavement approach slabs and beam guard transitions.



REGION WIDE BRIDGE MAINTENANCE, WIS 73, WIS 64, WIS 32/55

WOOD, LINCOLN, & FOREST COUNTIES, WI

This project was a maintenance project for three unique structures: A historic arch bridge over the Prairie River requiring retaining wall and foundation repairs, a steel girder bridge over the Wisconsin River requiring a large expansion joint assembly replacement, and a joint replacement over pre-stressed girder bridge over the Canadian National Railroad. **The historic arch bridge over the Prairie River was experiencing scour around the pier foundations and required remediation to prevent further streambed erosion.**



Maple Road Bridge



Division Road Bridge

PROJECT UNDERSTANDING & APPROACH

The Village of Germantown is planning to rehabilitate and extend the service life of two bridges. The first structure is a concrete channel beam bridge that carries Maple Road over Goldendale Creek. The western exterior beam of this structure is exhibiting notable deterioration, including spalled concrete and exposed, rusted rebar. The second structure is a precast concrete arch bridge supported on shallow spread footings, carrying Division Road over Jefferson Creek. Recent flooding has caused streambed scour around the Division Road bridge, and stabilization of the scour-critical shallow foundations is recommended to help maintain the safety and functionality of this important route.

TASK 1 – DATA COLLECTION

We will begin by reviewing available plans and inspection reports for the Maple Road and Division Road structures. This task is already underway, and we have familiarized ourselves with each structure and its unique challenges. In addition to the information provided in the RFP, we have accessed plans and past inspection reports from WisDOT’s HSI database for the Division Road bridge (Structure No. B-66-144). The Maple Road bridge has limited documentation available, as it was recently inspected for the first time under the small structure program (6-foot to 20-foot span) and assigned Structure No. V-66-41.

TASK 2 – FIELD VERIFICATION

MSA’s Bridge Department includes experienced designers, technicians, and WisDOT-certified bridge inspectors. While formal bridge inspections are not included in the scope of this project, a certified inspector will conduct site visits to assess the condition of each structure and collect the necessary data and measurements for the Site Evaluation Study. Their combined expertise in bridge inspection and structural design supports the identification of potential issues and the development of practical recommendations. For the Division Road bridge, a surveyor will accompany the inspector to collect streambed scour data. Due to the timing of the

site visit in December, ice conditions may limit data collection. If necessary, an additional site visit may be proposed for the spring. Any such visit would be considered outside the current scope of services and subject to separate authorization.

TASK 3 – SITE EVALUATION STUDY

Following the site visits, we will prepare a Site Evaluation Study summarizing our observations and providing recommendations for each structure. As outlined in the RFP, the study will include:

- Executive Summary
- Background
- Analysis
- Fiscal Impacts
- Conclusions and Recommendations

We will develop up to three repair alternatives for each structure, presenting the advantages and disadvantages of each in terms of cost, anticipated repair effectiveness, and potential service life extension. Our recommended alternative will be informed by site conditions, our experience with bridge rehabilitation, and our understanding of the Village’s goals and priorities. This task includes up to two virtual meetings per structure with Village staff to review the findings and discuss next steps. If the two bridge sites are awarded to a single consultant, it is assumed that the meetings for each structure would be combined.

With no plans available for the Maple Road bridge, the rebar size and spacing within the concrete channel beams is unknown, and load rating calculations cannot be performed. The proposed repair alternatives will be conceptual in nature and will not include structural design calculations at this phase. If a replacement beam or other structural support system is selected as the preferred alternative, structural calculations will be performed for any new structural elements under Task 5.

TASK 4 – REPAIR PACKAGE FOR QUOTATIONS

Upon selection of a preferred repair alternative, MSA will prepare a repair package with sufficient detail to support contractor preparation of preliminary quotations. The package is expected to include general concepts and estimated quantities. Detailed plans and specifications are not included in this phase.

TASK 5 – REPAIR PLANS AND SPECIFICATIONS

If authorized, this task includes the preparation of final repair plans and specifications for construction. Bid items and specifications will reference the Wisconsin Department of Transportation Standard Specifications for Highway and Structure Construction. The repair concepts will address the primary deterioration issues identified in the RFP: the western beam deterioration on the Maple Road bridge and streambed scour at the Division Road bridge. Additional repair needs identified during the site evaluation will be summarized in the Site Evaluation Study. Preparation of plans and specifications for any additional repair items is not included in the current scope but may be provided upon request and authorization.

The fees associated with Task 5 assume that a steel support beam or new concrete channel beam will be designed as the preferred solution. If the preferred solution does not require a structural design, the design fees for this task will be less than those presented in this proposal. Task 5 services will be provided on a time and materials basis due to the unknown nature of the preferred solution.

OTHER SERVICES

The following services are not included in the scope of work or fee summary but may be provided upon request on a time-and-materials basis:

- Topographic or utility survey
- Utility coordination
- Coordination with DNR or other regulatory agencies
- Permitting
- Right-of-way exhibits
- Traffic control plans
- Load rating calculations
- Public involvement meetings
- Hazardous materials investigation (including asbestos)
- Bidding services
- Construction-phase services (e.g., oversight, shop drawing review)

PROJECT SCHEDULE

MILESTONE	COMPLETION
Contract Awarded	November 17, 2025
Kick-Off Meeting	December 5, 2025
Data Collection	December 23, 2025
Field Verification	December 23, 2025
Site Evaluation Study	January 30, 2026
Repair Package for Quotations	March 27, 2026
Repair Plans and Specifications	April 30, 2026



MAPLE ROAD BRIDGE (V-66-041)

TASK	TASK DESCRIPTION	HOURS	COSTS
1	Data Collection	5	\$820
2	Site Investigation	9	\$1,375
3	Letter Report with Repair Recommendations (Draft and Final with Cost Estimates)	82	\$12,290
4	Prepare Package to Generate Quotations for Repair Work	34	\$5,010
5	If Authorized, Preparation of Plans and Specifications to Complete Repair	92	\$13,660
TOTAL			\$33,155

DIVISION ROAD BRIDGE (B-66-144)

TASK	TASK DESCRIPTION	HOURS	COSTS
1	Data Collection	5	\$820
2	Site Investigation	14	\$2,165
3	Letter Report with Repair Recommendations (Draft and Final with Cost Estimates)	82	\$12,290
4	Prepare Package to Generate Quotations for Repair Work	28	\$4,190
5	If Authorized, Preparation of Plans and Specifications to Complete Repair	44	\$6,550
TOTAL			\$26,015

The fees noted above assume that the structures may be awarded to more than one consultant. If MSA is selected for both structures, Task 2 can be reduced by 3 hours (\$465) per structure and Task 3 can be reduced by 10 hours (\$1,550) per structure.



BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE

MEETING DATE: December 2, 2025

PLACEMENT: Presentation

ITEM TITLE: Discussion on proposed telecommunication utility projects in Germantown in 2026. (DISCUSSION)

SUBMITTED BY: Matthew Mortwedt, Public Works Director

SUMMARY EXPLANATION:

DPW-Engineering has been engaged by two telecommunication firms planning a substantial amount of work in Germantown in 2026. The scope of their plans for Germantown includes installing somewhere on the order of 800,000 linear feet of fiber optic cable to provide high speed internet services to residents and commercial customers. In essence, that means that nearly every home in Germantown would have work conducted either in an existing utility easement or in the right-of-way in their front or side yard in 2026, and some of those homes would have two contractors installing the same or substantially similar infrastructure. One of the companies would actually focus their work within the right-of-way.

As a result, DPW-Engineering has been evaluating the permitting process and has determined that, historically, Germantown has not properly utilized Municipal Code section 8.065 which focuses on telecommunications. Instead, permits for this type of work and other right-of-way work have been permitted using Municipal Code section 8.06. Importantly, 8.06 establishes a flat fee for a right-of-way permit, where 8.065 generally allows for cost recovery.

Due to the large scope of the proposed work, DPW-Engineering and utility locating staff would not be able to attend to Village-planned work. After consulting with the Village Attorney we will be pursuing stand-alone agreements with these two firms that will:

- Allow us to hire a consultant to process permit requests and pass the costs through to the telecommunication firms.
- Allow us to also contract for inspection services and pass the costs through to the telecommunication firms.
- Allow us to contract for additional locating services and pass the costs through to the telecommunication firms.
- Allow us to review and approve a communication plan with residents.
- Allow us to enforce provisions of Municipal Code 8.065 and the Development Handbook.

Those contracts and agreements will be before you in the coming months. It is important to know that, legally, we cannot charge more than our own costs. It is also important for the PWHC, Village Board, and residents to know that if these firms meet permitting requirements, we likely cannot prevent this work from occurring. That means

that it is incumbent on us to follow the most thorough and professional process as we work with them.

ATTACHMENT:

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE

MEETING DATE: December 2, 2025

PLACEMENT: Action Item

ITEM TITLE: Approval of the 10-Year Road Program (2026-2035). (ACTION)

SUBMITTED BY: Matthew Mortwedt, Public Works Director

SUMMARY EXPLANATION:

The 10-year Road Program is presented for approval. This plan takes the 2025 PASER rating, traffic volume, potential grant funding, sequencing and continuity, and other factors into consideration for prioritizing roads for reconstruction. Staff are seeking approval for 2026-2027 roads. The two-year approval allows us to work ahead and avoid rushing through our design, which has led to complications in previous years. The 2026 projects are firm. The 2027 projects include a provision to move one road out if the Village is successful in obtaining ARIP funding for Pioneer Road. Should substantial changes be made to the 2027 budget, we will reevaluate the plan.

It is important to note that for projects listed in 2028-2035, this document makes *projections only*. Staff and residents can use it as a guide for the *approximate time* roads will be reconstructed. There are various circumstances that result in a road being pulled forward or pushed back. *The immediate two years are firm*. Changes to the road program affecting 2026-2027 after this point will negatively impact our ability to do a thorough job.

The 10-year Road Program and a map will be placed on the DPW-Engineering website following approval. The updated 5-year Sealcoat Program will be presented in January.

ATTACHMENT:

1. 2026-2035 Road Program

STAFF RECOMMENDATION:

Staff requests you make a positive recommendation to the Village Board.

ACTION BY COMMITTEE:

2026 - PAVING PROGRAM

**Reconstruction Modifier*: \$108/LF
Mill & Overlay Modifier*: \$88/LF**

Road	Begin Termini	End Termini	Road Length (LF)	2025 PASER	Estimated Cost	Comments
Heritage Parkway	Lincoln Dr	Wilson Dr	450	3	\$470,000	Heritage Hills
Heritage Hills Parkway	Wilson Dr	Donges Bay Rd	1825	3		
Wilson Drive	Heritage Pkwy	Heritage Hills Pkwy	1115	4		
Wilson Circle	Heritage Pkwy	Termini	300	4		
Wilson Drive Loop	Wilson Dr	Wilson Dr	200	4		
Heritage Hills Pkwy Loop	Heritage Hills Pkwy	Heritage Hills Pkwy	200	3		
Esquire Court	Western Ave	Termini	1175	4	\$660,000	Esquire Estates Full Depth Mill and Reconstruct
Kings Way	Western Ave	Esquire Ct	1800	3		
Kings Ct	Kings Way	Termini	250	3		
Queens Court	North Termini	South Termini	340	4		
Hawthorne Drive	Western Ave	Western Ave	425	3		
Western Avenue	Mequon Rd	Hawthorne Dr	1750	3		
Squire Drive	Mequon Rd	Main St	2600	4	\$450,000	Full Reconstruct
					-\$63,000	LRIP Reimbursement from 2024-25 Biennium
Colonial Drive	Concord Road	Concord Road	350	3	\$38,000	

* The modifiers are estimates based on average roadway costs across previous years per linear foot of roadway completed, with inflation increases year-to-year. This approximation includes allowances for curb and gutter, some storm utility work, base patching within the roadway, and restoration. Reconstruction indicates full pulverization or removal of existing pavement, base patching, and repaving. A Mill & Overlay is a 2" typical removal of pavement, with a 2" replacement of pavement in-kind.

Total Est:	\$1,555,000	Additional roads from the next 2 years and any roads not completed from the previous year may be included as Alternates
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Potential inclusion of miscellaneous storm structure improvements at Oak Ln, Maple Rd, and Concord Rd.

2027 - PAVING PROGRAM

**Reconstruction Modifier*: \$109/LF
Mill & Overlay Modifier*: \$89/LF**

Road	Begin Termini	End Termini	Road Length (LF)	2025 PASER	Estimated Cost	Comments
Heritage Pkwy	Bell Aire Ln	Drainageway	1700	3	\$615,850	Full Depth Pavement Removal and Reconstruction
Lincoln Dr	Bell Aire Ln	Termini	2200	4		
Harrison Ave	Monroe Ct	Termini	850	4		
Monroe Ct	Termini	Termini	900	4		
Division Road	Main St	Cove Ct	1000	6	\$89,000	50% Full depth 50% mill and overlay between Main and Mequon
Division Road	Cove Ct	Mequon Rd	1500	3	\$163,500	
					-\$63,000	
Old 145	STH 145	Termini	422	4	\$45,576	Use as alternate in 2026 bid
Fond Du Lac Ave	Pilgrim Rd	Termini	845	4	\$166,879	Possible Water Utility Work Coordination, Potential Curb Addition
Gettysburg Dr	Fond Du Lac Ave	Potomac Cir	686	4		
Pleasant View Drive	Freistadt	Lovers Lane	2650	3	\$100,000	WISDOT ARIP 90% Reimbursement
Kleinmann Drive**	Mequon Rd	675' South	675	3	\$74,250	Full Depth Pavement Removal and Reconstruction
Mequon Rd.	I-41 Bridge	Meeker Hill Ln	3200	3	\$283,800	Full Depth Pavement Removal and Reconstruction
Meeker Hill Lane	STH 175	STH 175	1500	3		

* The modifiers are estimates based on average roadway costs across previous years per linear foot of roadway completed, with inflation increases year-to-year. This approximation includes allowances for curb and gutter, some storm utility work, base patching within the roadway, and restoration. Reconstruction indicates full pulverization or removal of existing pavement, base patching, and repaving. A Mill & Overlay is a 2" typical removal of pavement, with a 2" replacement of pavement in-kind.

Total Est:	\$1,639,355	Additional roads from the next 2 years and any roads not completed from the previous year may be included as Alternates
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**Replace Kleinman Drive with Pioneer Road from CTH G to CTH M (pending WisDOT ARIP selection) at a cost of approximately \$55,000 (10% municipal contribution estimated of total project cost).

Potential inclusion of Storm Sewer Work on Rockfield Road as part of ARIP, \$20,000 estimated expense after reimbursement.

2028 - PAVING PROGRAM

**Reconstruction Modifier*: \$110/LF
Mill & Overlay Modifier*: \$90/LF**

Road	Begin Termini	End Termini	Road Length (LF)	2025 PASER	Estimated Cost	Comments
Sunny View Ave	Roberrts Dr	Williams Dr	920	3	\$595,650.00	Pleasant View Reconstruct and repave. Misc ditch work. Coordinate with utility relays.
Daniels Dr	Roberts Dr	N of Williams Dr	1110	3		
Kurt Drive	Roberts Drive	Termini	1115	3		
Williams Drive	Pilgrim Rd	Kurt Dr	1120	3		
Roberts Dr	Sunny View	Valley Dr	1150	3		
Roger Dr	Termini	Donges Bay Rd	1250	3	\$335,500.00	Donges Bay Village
Regency Way	North	South	1800	3		
Potomac Circle**	Termini	Termini	2170	6	\$475,000.00	Green Meadows and Brownstone Subdivisions 2" Mill and Overlay
Vicksburg Avenue **	Potomac Cir	Potomac Cir	1100	5		
Gettysburg Drive**	Potomac Cir	+700' West	700	5		
Valley Drive **	Potomac Cir	Brownstone Ct	500	5		
Valley Court **	Brownstone Ct	Termini	525	5		
Brownstone Court **	Valley Dr	Termini	200	5		
Lincoln Drive	Bel Aire Ln	Preserve Pkwy	1625	4	\$177,125.00	Full Depth Mill and Reconstruct
Heritage Parkway	Bel Aire Ln	Lincoln Dr	1000	4		
Emmer Rd	River Crest Dr	CTH Q	750	4	\$100,000	Add new curb along south edge of roadway

* The modifiers are estimates based on average roadway costs across previous years per linear foot of roadway completed, with inflation increases year-to-year. This approximation includes allowances for curb and gutter, some storm utility work, base patching within the roadway, and restoration. Reconstruction indicates full pulverization or removal of existing pavement, base patching, and repaving. A Mill & Overlay is a 2" typical removal of pavement, with a 2" replacement of pavement in-kind.

Total Est:	\$1,792,275	Additional roads from the next 2 years and any roads not completed from the previous year may be included as Alternates
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**Replace Green Meadows with Amy Belle Road (pending jurisdictional agreement with the Village of Richfield at an approximate cost of \$480,000.

Possible inclusion of an LRIP project for Cedar Lane with potential partnership with the Town of Germantown.

2029 - PAVING PROGRAM

**Reconstruction Modifier*: \$110/LF
Mill & Overlay Modifier*: \$90/LF**

Road	Begin Termini	End Termini	Road Length (LF)	2025 PASER	Estimated Cost	Comments	
Jefferson Ln	Pilgrim Rd	Hamilton Ct	700	3	\$136,800.00	Yorktowne Estates	
Hamilton Ct	Pilgrim Rd	Termini	500	3			
Bel Aire Lane	STH 145	Preserve Pkwy	3175	4	\$349,250.00	Full Depth Pavement Removal and Reconstruction	
Carnegie Drive	Mequon Rd	Maple Rd	1500	4	\$166,500.00	Full Depth Pavement Removal, Consider Concrete Upgrade	
Hilltop Road	Friestadt Rd	1500' South	1500	3	\$165,000	LRIP CANDIDATE - RECONSTRUCT AND REPAVE	
					-\$64,000	LRIP Reimbursement from 2028-29 Biennium	
Orchard Drive	Appleton Ave	Termini	660	5	\$72,600.00	Alternate for 2027	
McCormick Road	Friestadt Rd	Mequon Rd	5280	3	\$580,800.00	Full Depth Pavement Removal, Consider Concrete Upgrade	
Squire Drive	Mequon Rd	Hawthorne Dr	1450	4	\$417,010	Full Depth Pavement Removal and Repaving. Significant Curb Work Needed.	
Cromwell Road	Catskill Ln	Squire Rd	1000	4			
Briarcliff Court	Cromwell Rd	Termini	475	4			
Catskill Lane	Squire Rd	Meadow Dr	866	4			
* The modifiers are estimates based on average roadway costs across previous years per linear foot of roadway completed, with inflation increases year-to-year. This approximation includes allowances for curb and gutter, some storm utility work, base patching within the roadway, and restoration. Reconstruction indicates full pulverization or removal of existing pavement, base patching, and repaving. A Mill & Overlay is a 2" typical removal of pavement, with a 2" replacement of pavement in-kind.					Total Est:	\$1,823,960	Additional roads from the next 2 years and any roads not completed from the previous year may be included as Alternates

2030 - PAVING PROGRAM

**Reconstruction Modifier*: \$111/LF
Mill & Overlay Modifier*: \$91/LF**

Road	Begin Termini	End Termini	Road Length (LF)	2025 PASER	Estimated Cost	Comments
Mequon Road	Goldendale Rd	Lannon Rd	3175	4	\$285,750.00	Full Depth Pavement Removal, Consider Concrete Upgrade
Neptune Dr	CTH Q	Mars Dr	2900	4	\$790,875.00	Starlite Subdivision Drainage Work Needed. Neptune Culvert to be shifted North.
Mars Dr	Moonlite Dr	Termini	725	4		
Moonlite Dr	Termini	Termini	1400	3		
Venus Ct	Moonlite Dr	Termini	725	4		
Starlite Dr	Pilgrim Rd	Termini	1375	4		
Mohawk Dr	Donges Bay Rd	Council Bluffs Dr	1500	3	\$365,200	Yorktowne South Reconstruct and repave
Founders Ln	Termini	Mohawk Dr	460	4		
Yorktowne Ln	Termini	Mohawk Dr	640	4		
Flintlock Tr	Termini	Mohawk Dr	720	4		
Catskill Lane	Meadow Dr	Legend Ave	927	4	\$441,447.00	
Abbot Court	Catskill Ln	Termini	450	4		
Potters Court	Catskill Ln	Termini	200	4		
Meadow Drive/Court	Hidden Glen Dr	Termini	2400	4		

* The modifiers are estimates based on average roadway costs across previous years per linear foot of roadway completed, with inflation increases year-to-year. This approximation includes allowances for curb and gutter, some storm utility work, base patching within the roadway, and restoration. Reconstruction indicates full pulverization or removal of existing pavement, base patching, and repaving. A Mill & Overlay is a 2" typical removal of pavement, with a 2" replacement of pavement in-kind.

Total Est: \$1,883,272

Additional roads from the next 2 years and any roads not completed from the previous year may be included as Alternates

2031 - PAVING PROGRAM

**Reconstruction Modifier*: \$112/LF
Mill & Overlay Modifier*: \$92/LF**

Road	Begin Termini	End Termini	Road Length (LF)	2025 PASER	Estimated Cost	Comments
Santa Fe Drive	Wagon Trail	Council Bluffs Drive	2450	5	\$651,952.00	Park View Hills Traffic Calming Measures on Santa Fe, Remove Pavement and Repave.
Apache Court	Santa Fe Drive	Termini	368	4		
Indianwood Drive	Santa Fe Drive	Termini	720	4		
Cherokee Court	Santa Fe Drive	Termini	372	4		
Commanche Court	Santa Fe Drive	Termini	386	4		
Shoshone Court	Council Bluffs Drive	Termini	250	4		
Pawnee Court	Council Bluffs Drive	Termini	325	4		
Council Bluffs Drive	Santa Fe Drive	Pilgrim Road	950	5		
Heritage Hills Parkway	Donges Bay Rd	Raintree Dr	1575	6	\$257,600.00	Sunberry Downs Addition 1 Mill & Overlay
Hawkey Ct	Heritage Pkwy	Termini	375	6		
Kings Hill Road	Heritage Pkwy	+200'	325	6		
Providence Court	Heritage Pkwy	Termini	525	6		
Carnegie Drive	Maple Rd	Whitney Dr	950	3	\$471,750.00	Full Depth Pavement Removal, Consider Concrete Upgrade
Whitney Drive	Carnegie Dr	Edison Dr	1400	4		
Clinton Drive	Maple Rd	Whitney Dr	950	4		
Edison Drive	Maple Rd	Whitney Dr	950	3		
Country Aire Drive S.	Mequon Rd	STH 145	3150	4	\$346,500.00	Pulverize and Reconstruct

-63000 LRIP Reimbursement from 2030-31 Biennium

* The modifiers are estimates based on average roadway costs across previous years per linear foot of roadway completed, with inflation increases year-to-year. This approximation includes allowances for curb and gutter, some storm utility work, base patching within the roadway, and restoration. Reconstruction indicates full pulverization or removal of existing pavement, base patching, and repaving. A Mill & Overlay is a 2" typical removal of pavement, with a 2" replacement of pavement in-kind.

Total Est:	\$1,664,802	Additional roads from the next 2 years and any roads not completed from the previous year may be included as Alternates
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2032 - PAVING PROGRAM

**Reconstruction Modifier*: \$113/LF
Mill & Overlay Modifier*: \$93/LF**

Road	Begin Termini	End Termini	Road Length (LF)	2025 PASER	Estimated Cost	Comments
Windsong Circle	Windsong Rd	Windsong Rd	5700	6	\$823,400.00	Windsong Subdivision Mill & Overlay
Windsong Rd	Donges Bay Rd	Windsong Cir	300	6		
Whetherfird Ct	Windsong Cir	Termini	300	6		
Raintree Ct	Windsong Cir	Termini	450	6		
Summer Hill Ct	Windsong Cir	Termini	250	5		
Windsong Ct	Windsong Cir	Termini	250	6		
Snow Hill Ct	Windsong Cir	Termini	200	4		
Raintree Dr	Windsong Cir	+100'	1000	6		
Rimrock Rd	Windsong Cir	+300'	300	6		
Kingshill Rd	Windsong Cir	+200'	200	5		
Fulton Dr	McCormick	Maple Rd	1942	4	\$213,620.00	Full Depth Pavement Removal, Consider Concrete Upgrade
Daniels Drive	Williams Dr	Pilgrim Rd	1300	5	\$185,094.00	Kuhn's Pleasant View Full Depth Pavement Removal and Repave
Catherine Court	Daniels Dr	Termini	338	5		
Friestadt Rd	Goldendale Rd	Maple Rd	5280	4	\$591,360.00	
Clinton Drive	McCormick Dr	Maple Rd	1900	4	\$425,600.00	Full Depth Pavement Removal, Consider Concrete Upgrade
Edison Drive	McCormick Dr	Maple Rd	1900	4		
				Total Est:	\$1,813,474	Additional roads from the next 2 years and any roads not completed from the previous year may be included as Alternates

* The modifiers are estimates based on average roadway costs across previous years per linear foot of roadway completed, with inflation increases year-to-year. This approximation includes allowances for curb and gutter, some storm utility work, base patching within the roadway, and restoration. Reconstruction indicates full pulverization or removal of existing pavement, base patching, and repaving. A Mill & Overlay is a 2" typical removal of pavement, with a 2" replacement of pavement in-kind.

2023 - PAVING PROGRAM

**Reconstruction Modifier*: \$114/LF
Mill & Overlay Modifier*: \$94/LF**

Road	Begin Termini	End Termini	Road Length (LF)	2025 PASER	Estimated Cost	Comments
Bunsen Drive	McCormick	River Ln	4600	4	\$1,142,850	Full Depth Pavement Removal, Consider Concrete Upgrade
Fulton	Maple Rd	River Ln	2675	4		
Morse Dr	Fulton Dr	River Ln	2750	4		
Creek Terrace	Captains Dr	Cobbler Ln	1200	4	\$783,750.00	Yorktowne Estates/Brookhollow 2
Cobbler Ln	Creek Ter	Hudson Dr	1200	4		
Catskill Lane	Creek Ter	Hudson Dr	1075	4		
Captains Drive	Creek Ter	Hudson Dr	900	5		
Jackson Lane	Catskill Ln	Cobbler Ln	575	4		
Cobblers Court	Hudson Dr	Termini	125	4		
Hudson Drive	Pilgrim Rd	Legend Ave	1500	4		
Captains Court	Hudson Dr	Termini	300	4		

* The modifiers are estimates based on average roadway costs across previous years per linear foot of roadway completed, with inflation increases year-to-year. This approximation includes allowances for curb and gutter, some storm utility work, base patching within the roadway, and restoration. Reconstruction indicates full pulverization or removal of existing pavement, base patching, and repaving. A Mill & Overlay is a 2" typical removal of pavement, with a 2" replacement of pavement in-kind.

Total Est:	\$1,926,600	Additional roads from the next 2 years and any roads not completed from the previous year may be included as Alternates
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2034 - PAVING PROGRAM

**Reconstruction Modifier*: \$115/LF
Mill & Overlay Modifier*: \$95/LF**

Road	Begin Termini	End Termini	Road Length (LF)	2025 PASER	Estimated Cost	Comments
Catskill Lane	Hudson Dr	Legend Ave	2300	5	\$609,500.00	Legend Acres
Legend Avenue	Hudson Dr	Mequon Rd	1200	4		
Preachers Court	Legend Ave	Termini	275	4		
Blacksmiths Court	Legend Ave	Termini	275	5		
Deacons Court	Catskill Ln	Termini	225	5		
Candlers Court	Catskill Ln	Termini	250	5		
Prophets Court	Catskill Ln	Termini	275	4		
Weavers Court	Catskill Ln	Termini	150	4		
Traders Court	Catskill Ln	Termini	175	5		
Tinkers Court	Catskill Ln	Termini	175	4		
Lyle Lane	Pilgrim Rd	Bel Aire	1800	4	\$541,500	The Preserve
Bel Aire Lane	Pilgrim Rd	Bel Aire	1950	4		
Honeysuckle Lane	Preserve Pkwy	Bel Aire	1000	4		
Maple Road	Friestadt Rd	Mequon Rd	5500	5	\$632,500	Full Depth Pavement Removal, Consider Concrete Upgrade

* The modifiers are estimates based on average roadway costs across previous years per linear foot of roadway completed, with inflation increases year-to-year. This approximation includes allowances for curb and gutter, some storm utility work, base patching within the roadway, and restoration. Reconstruction indicates full pulverization or removal of existing pavement, base patching, and repaving. A Mill & Overlay is a 2" typical removal of pavement, with a 2" replacement of pavement in-kind.

Total Est:	\$1,783,500	Additional roads from the next 2 years and any roads not completed from the previous year may be included as Alternates
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2025 - PAVING PROGRAM

**Reconstruction Modifier*: \$116/LF
Mill & Overlay Modifier*: \$96/LF**

Road	Begin Termini	End Termini	Road Length (LF)	2025 PASER	Estimated Cost	Comments
Vienna Court	Legend Ave	Termini	450	4	\$159,500.00	Woodside Terrace Subdivision
Legend Avenue	Mequon Rd	Catskill Ln	925	4		
Raintree Drive	Donges Bay Rd	Windsong Cir	2525	6	\$524,900	Sunberry Downs/Sunberry Downs South
Rainberry Court	Raintree Dr	Termini	550	6		
Sunberry Court	Raintree Dr	Termini	400	6		
Sun Valley Trail	Raintree Dr	Ridgefield Rd	350	6		
Sunberry Road	Raintree Dr	Sunburst Tr	700	6		
Mountbrooke Drive	Mequon Rd	Termini	2450	5	\$371,200.00	Mountbrooke Subdivision
Springhill Lane	Mountbrooke Dr	Termini	750	5		
Magnolia Drive	Donges Bay Rd	Wooded Hills Dr	2500	5	\$820,700.00	Wooded Hills Subdivision
Wooded Hills Drive	Magnolia Dr	Bel Aire Ln	3450	5		
Amen Court	Magnolia Dr	Termini	225	5		
Overlook Court	Wooded Hills Dr	Termini	375	5		
White Pine Court	Wooded Hills Dr	Termini	525	5		

* The modifiers are estimates based on average roadway costs across previous years per linear foot of roadway completed, with inflation increases year-to-year. This approximation includes allowances for curb and gutter, some storm utility work, base patching within the roadway, and restoration. Reconstruction indicates full pulverization or removal of existing pavement, base patching, and repaving. A Mill & Overlay is a 2" typical removal of pavement, with a 2" replacement of pavement in-kind.

Total Base Est:	\$1,876,300	Additional roads from the next 2 years and any roads not completed from the previous year may be included as Alternates
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Director's Report – December 2025

Staff Top Projects

Village Engineer

1	Pleasant View Platting	Platting and appraisals will likely bridge/structure wor
2	High Point Pass	Traffic signals and street lig
3	Telecommunications Planning	Review of permitting, plan requi

Civil Engineer

1	Division Road Design	Alternative analysis, wetland
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Engineering Techs

1	Road Program Planning and Survey	Working with VE on Road Program planning
2	Survey Works	Survey work for 2026 Road
3	Permits and Field Investigations	Responding to resident cc

Asset Manager

1	Sidwalk Maps, Property maps	Assisting with sidewalk map d
2	New GIS Layers	Creating traffic control, street light
3	GIS Transition Plan	Presented to PWHC on 12.

Water Superintendent

1	Well 7 and 2 generator replacement.	Well 2 Generator Installed. Wel
2	Well 4 Upgrades	Design Underway. Constructio
3	Well 12 Start-up	We anticipate the start-up of Well 1

Wastewater Superintendent

1	Yard Waste Hours	Winter Hours. Staff resig
2	Manhole inspections for Road Program.	Inventory of manholes in Roa
3	System cleaning	Wrapping up summer work. Nearir

Highway, Parks , Buildings & Grounds Superintendent

1	Winter work	Transitioning to winter work and focu training, truck prep, calibration, rc
2	Senior Center Fire Protection	A review presented to PWHC
3	Annual Tree Pruning project	Tree pruning will in early

Director's Report – December 2025, cont.

Director

1	Fire Department Design RFP Eval	Evaluation Team will make a recommenda
2	SISP Progject Coordination	Met with TADI regarding a design and i
3	Boundary Road Agreement	Staff met with Richfield regarding Amy F Rd. Anticipate an IGA for app

Richfield IGA Update

Village acquisition of the ROW from Freistat to High Point Pass is c
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Work By Other Agencies

ATC Transmission Line – 2025
TC Energy / ANR Pipeline – 2025 – In progress/Road Repairs
WISDOT – WIS 167/Mequon Rd – Wasaukee east (in Mequon) Resurfacing – 2025 –
WISDOT – WIS 145/Fond du Lac – Division Rd Roundabout – 2026 – 90%
WISDOT – WIS 145/Fond du Lac – Mequon Rd to Brown Deer Rd Resurfacin
WISDOT – WIS 145/Fond du Lac – Division Road to Pilgrim Rd Resurfacing –
WISDOT – WIS 167/Mequon Rd – I-41 to WIS 145 Resurfacing – 202
WISDOT – WIS 167/Mequon Rd – Fond du Lac to Wasaukee – 2029

Compliance Milestones

1	PSC CPR – Finance researching recrods. Establishing expectations with PSC.
2	DNR Storm Water Polution Prevention Plan (SWPPP) for new DPW – draft in pro
3	MS4 Draft Permit Application submitted, working on pond modeling and permit
4	NR854 Water Supply Service Area Planning – work ongoing
5	LCRR Federal service line inventory violation – Accepted inventory, letters

Letters of Credit on File

	Development	Bank
1	Kinderberg Estates	Lexon Insurance
2	Wrenwood North / Wrenwood LLC	Midland States Bank
3	Murphy/Golden Pet	Cash
4	Heritage Park North	United Casualty and Surety
5	Brion Builders/Green Bay Packaging	Cash

Director's Report – December 2025, cont.

Department Update

1	2026 Project Planning
2	Working in the ROW Policy under development.
3	Materials report starting in January.
4	Wastewater Operator position open.
5	Yard Waste PT position open.

Complaint Log - 11/1-11/26

Garbage - RequestNew Cart	7
Garbage - Damaged Cart	3
Other - Other Agency	3
Street -Miscellaneous	3
Engineering - Misc.	1
Garbage - Missed Garbage	1
Sewer - Miscellaneous	1
Street - Bump/Settlement	1
Street - Dead Animal	1
Street - Street Light Out	1
Street - Traffic Signal Out	1
Tree - Damaged Village Tree	1

24

need approval for
work.

ighting work.

irements, etc.

delineation.

g and survey for 2026.

Program

oncerns

development.

ing and road layers.

1/2/25

11 7 undrway.

on on hold.

2 in mid-December.

gnation.

nd Program.

ng 20% target.

used on snow. Driver
oute cleaning, etc.

tonight.

December.

ation to VB on 12/15
inspection proposal.
Belle Rd and Town Line
approval soon.

complete.

- Open/Complete
Review
g - 2027
2028, Dec PIM
28

gress.
drafting.
sent.

Amount
\$40,000
\$396,500
\$10,000
\$174,375.25
\$35,000.00
