

<b>MEETING:</b>	<b>REGULAR MEETING OF THE PUBLIC WORKS &amp; HIGHWAYS COMMITTEE</b>
<b>DATE AND TIME:</b>	<b>Tuesday, December 2, 2025 5:30 PM</b>
<b>LOCATION:</b>	<b>Germantown Village Hall Board Room N112 W17001 Mequon Road</b>

**MINUTES**

**I. CALL TO ORDER:**

Chairperson Kaminski called the Public Works and Highways Committee meeting to order at 5:30PM.

**II. ROLL CALL:**

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

**Absent:** None

**Excused:** None

**Also Present:** None

**III. MEETING MINUTES:**

A. November 5, 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:**

None in person. Director of Public Works, Matt Mortwedt, read an email from "The Schneider's" (email address [cash2u@outlook.com](mailto:cash2u@outlook.com)) about the sidewalk snow removal map.

**V. UNFINISHED BUSINESS:**

None

**VI. NEW BUSINESS:**

A. Senior Center fire protection system repair, replacement, or removal. (ACTION)

Director of Public Works, Matt Mortwedt, and Superintendent of Highways, Parks, Buildings & Grounds, Scott Anderson, explained the problems with the sprinkler system at the Senior Center which is currently shut down and not functioning. The system is not code required. Updating the system would require hooking up to Municipal Water and possible re-piping of the building.

**Motion:** Postpone to the last item of meeting and await possible arrival of Chief Delain to discuss this item.

**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)**

**Motion:** Recommend abandonment of sprinkler system

**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)**

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

Director of Public Works, Matt Mortwedt, explained the need to build a new GIS system controlled by our own Asset Manager and break away from the current third party consultant. Staff is requesting to utilize \$20,000.00 of the budgeted \$40,000.00 for 2026 to begin building this system through ESRI.

**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)**

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

Director of Public Works, Matt Mortwedt, requested authorization to 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.

**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)**

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

Director of Public Works, Matt Mortwedt, requested 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.

**Motion:** Approve as presented

**Motioned By:** Rick Miller

**Seconded By:** Jan Miller

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

**No:** None

**Abstain:** None

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

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

Director of Public Works, Matt Mortwedt, explained the 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.

**Motion:** Approve as presented

**Motioned By:** Jan 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)**

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

Director of Public Works, Matt Mortwedt, requested continuing consultant services in 2026 with Wachtel Tree Science & Services.

**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)**

- 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)

Director of Public Works, Matt Mortwedt, explained proposals were accepted from five qualified bridge engineers to inspect and prepare reports with recommendations to repair two structures. Staff is requesting approval of a professional services agreement with MSA not to exceed \$59,170.00.

**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. Discussion on proposed telecommunication utility projects in Germantown in 2026. (DISCUSSION)

Director of Public Works, Matt Mortwedt, explained the upcoming plans in 2026 for a substantial amount of work in Germantown by two telecommunication firms. After consulting with the Village Attorney, the Village will be pursuing agreements to hire consultants to process permits and handle site investigations at the cost of the telecommunication firms. This was a discussion only item.

- I. Approval of the 10-Year Road Program (2026-2035). (ACTION)

Director of Public Works, Matt Mortwedt, explained the 10 Year Road Program. The next two years are firm and the rest are projections.

**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. December Director's Report

Director of Public Works, Matt Mortwedt, gave his December Director's Report. The report included updates on Road Program planning and survey, Well 12 start up, seasonal change of hours of operation at Yard Waste Facility, annual tree pruning project, upcoming agreement with Village of Richfield on boundary road responsibility of maintenance, and lead and copper lines survey.

**VIII. NEXT MEETING DATE:**

The next Public Works and Highways Committee Meeting will be held on January 7, 2026 at 5:30PM.

**IX. ANNOUNCEMENTS:**

None

**X. ADJOURNMENT:**

Chairperson Kaminski adjourned the meeting at 6:51PM.