PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES
February 5, 2013
Village Hall Board Room

CALL: Chm. Ewert called the meeting to order at 4:10 p.m.

ROLL CALL: Chm. Ewert, Trustee Members Zabel, Vanderheiden, and Kaminski. Also present were Dir. Ludwig, Engr. Bischke, and Secretary Wick.

PREVIOUS MINUTES:

MOTION made by Vanderheiden, seconded by Kaminski to approve the minutes of December 4, 2012.

Motion carried unanimously.

2012 ROAD IMPROVEMENT PROJECT – LANDSCAPE COMPLAINT: David and Sally Larson, N113 W13341 Crestview Drive, gave a detailed history of the landscape issues on their property as part of the 2012 Road Improvement Projects. Mr. Larson noted there were lawn intrusions on his private property without his permission. According to Mr. Larson, a landscaper from David J. Frank completed an on-site inspection of Mr. Larson's property and claimed some of the curb appeal was lost. Mr. Larson then hired David J. Frank Landscape to restore his property and believed he warranted compensation from the Village for those landscape repairs on his private property.

Engr. Bischke provided the Public Works Committee and the Larson's with a written timeline of events and gave detail on the procedures followed by staff. The Village did offer to remedy the Larson's property at no additional cost to anyone.

Dir. Ludwig clarified email correspondence with the Village Administrator and Village President in which he was to contact the Public Works Chairman and Trustee Kaminski on the denial to have Mr. Larson's request to appear on the Public Works Committee Agenda. It was agreed an Administrative Review was to take place. The Village Attorney stopped the Administrative Review process once the proposal by David J. Frank Landscape was received by the Village from Mr. Larson. The Village Attorney read a statement at the bottom of the proposal which implied the landscape proposal was being submitted as a claim.

Trustee Zabel believed past practice should have allowed the resident to voice his complaint at the committee of jurisdiction. The Administrative Review Board is part of the Village Code as it is required by State Statutes. Any future communication with any resident on a job site should be written in field notes and signed by all parties involved.

Trustee Vanderheiden stated the Village should have had a chance to remediate our work to make it right. If the Larson's were looking to re-coop all costs, they should go through the Village's Insurance Company.

After a lengthy discussion it was agreed there should be a better communication process going forward;

Trustee Baum, representative of the Larson's, believed if you encroach on private property, the property owner can disallow any contractor to come back on his private property to make the necessary repairs.

In closing;

- No bids for landscape work were submitted.
- Send the claim back to the insurance company for consideration;

MOTION made by Kaminski, seconded by Vanderheiden to offer Mr. and Mrs. Larson, N113 W13341 Crestview Drive, $1,420 which is one half of the cost of landscape restoration by David J. Frank Landscape as part of the 2012 Road Improvement Project.

Discussion followed on the landscape repairs. Trustee Baum believed it would have been difficult to find another landscaper to make the necessary landscape repairs for $1,420.00.

MOTION made by Kaminski, seconded by Vanderheiden to withdraw the original Motion.

Motion carried unanimously.

MOTION made by Zabel, seconded by Vanderheiden to forward to the Village Board with a positive recommendation to offer Mr. and Mrs. Larson, N113 W13341 Crestview Drive, $2,500 for the landscape restoration completed by David J. Frank as part of the 2012 Road Improvement Project. A release document shall be drafted by the Village Attorney and signed by the Larson's prior to payment.

Motion carried unanimously.

<u>WATER AVAILABLILITY STUDY – UPDATE & AMENDMENT:</u> Dir. Ludwig provided the Committee with a draft amendment to the Facility Assessment of Water Supply to Lands west of USH 41/45 along the County Line Road Corridor. The amendment was prepared due to discussions with Gehl Foods Inc. who indicated the company predicted Village water usage would increase 5%-10% annually. This unexpected demand would trigger the need for additional supply sooner than 10 years. This information was included in the amendment. The Assessment did note the second water crossing beneath Hwy 41/45 would be the best remedy to provide quality and reliable water to the residents and commercial properties west of Hwy 41/45.
Staff will be proposing the first phase of a multiphase project to provide water across Hwy 41/45 along Appleton Avenue in order to make a connection into the area that is only served by one main source of Germantown water.

Committee comments included:

- Is there enough water for Gehl's from Well #11? *Yes*
- Is Gehl's telling us their pumps are bad? *Gehl's is looking to the future and needs a reliable back up in case their Well fails.*
- The Village needs to look at its assessment policy prior to the extension of water main across the road. The Water Utility cannot afford the costs of the extension and therefore needs to decide how to recoup the costs.
- The Study states the Village has the emergency backup needed to supply water;
- The Water Utility cannot be a bank for the future;

County Line Road was a prime location for future commercial and industrial growth and a water main extension would provide service and fire reliability to existing and future development.

Trustee Zabel believed development had to pay for water itself. It should not be up to the Utility or anyone else to cover the cost of development. Until there is development or assessment to cover costs, the Utility can't afford that type of construction.

Engr. Bischke noted the Engineering Dept. is preparing a conceptual alignment for the water main extension crossing Hwy 41/45 at Lannon Road then along Lannon Road and Appleton Avenue to connect to the stub near the Walmart Super Center. This is the initial stages of the planning of this project. Staff is not producing construction plans as of yet. The WI DOT is going to be doing some reconstruction along Appleton Avenue. The Village needs to inform the WDOT where water main will be situated and then work with the WDOT to avoid under pavement installation if at all possible.

This topic will be presented to the Village Board for further input.

CONSIDERATION OF INVOICE – ELECTRICAL ENERGY EXPERTS – WELL #11:

MOTION made by Zabel, seconded by Kaminski to forward to the Village Board with a positive recommendation to approve the Electrical Energy Experts invoice in the amount of $5,755 for work performed investigating the Well #11 failure.

Motion carried unanimously.

CONSIDERATION OF BUDGET LINE ITEM CARRYOVER – RECYCLING CENTER:

MOTION made by Zabel, seconded by Kaminski to forward to the Village Board with a positive recommendation the carryover of $10,545.20 from the Recycling Center Chipping and Screening account and the carryover of $273.00 from the Recycling Center Gas and Oil account to offset the excess material expected to be handled due to extreme weather conditions in year 2012.

Motion carried unanimously.

<u>AWARD OF CONTRACT – INTERCEPTOR SEWER LINING:</u> Engr. Bischke reported six bids received ranging from $1,040,579.00 to $1,493,364.00 for an estimated 3356 L.F. of interceptor sewer cured-in-place pipe lining and lateral reinstatement.

MOTION made by Kaminski, seconded by Vanderheiden to forward to the Village Board with a positive recommendation to award the Interceptor Sewer Lining contract to Visu-Sewer in the amount of $1,040,579.00.

Dir. Ludwig provided a balance sheet which showed the utility was strong enough to complete the interceptor sewer lining project without borrowing.

Supt. Zimmerman noted the Village had Sewer Replacement Fund monies and looking at the Clean Water Fund Agreement from the late '80's stated the Village was only required to have a $125,000 cash balance in the restricted fund account. The CD which matures in March, 2013 will allow the overage back in to the Utility as cash on hand which will help with costs. Supt. Zimmerman stated if the Village addressed the segments proposed this year, he felt certain the Utility could skip interceptor sewer lining in 2014 in order to build up reserves. He voiced concern with the future reconstruction of Donges Bay Road and suggested his relining work be completed before reconstruction due to excavation work and by-pass pumping operations. If Donges Bay Road construction commences in 2015, interceptor sewer lining would be necessary in 2014.

Motion carried 3 – 1 (Zabel)

<u>AUTHORIZATION TO PURCHASE – MINI EXCAVATOR:</u> Supt. Zimmerman provided three proposals ranging from $69,935 to $76,640 for the purchase of a mini excavator with attachments to be used by all departments.

MOTION made by Kaminski, seconded by Vanderheiden to forward to the Village Board with a positive recommendation to authorize the purchase of a new Takeuchi TB-153FR Mini Excavator with attachments from Kelbe Brothers Equipment of Milwaukee at a cost not to exceed $69,935.00. Funds to be allocated from Account #60-180-184-3790 and Account #40-542-570-8450.

Motion carried 3-1 (Zabel)

<u>AUTHORIZATION TO PURCHASE – CAMERA & SOFTWARE UPGRADE FOR UTILITY TRUCK:</u> Supt. Zimmerman reported the CCTV truck outfitted with Aries proprietary software was no longer supported by Aries. The software was not Windows XP compliant and therefore prone to crashing and causing corruption of the data bases. The camera was no longer a production camera and costs continue to escalate as repair parts become obsolete.

MOTION made by Kaminski, seconded by Vanderheiden to forward to the Village Board with a positive recommendation to authorize the purchase of a PE2620 Camera and Pipetech Scan module 5.0 Software Upgrade for the Wastewater Utility CCTV truck from Envirotech Equipment Company at a total cost for both not to exceed $27,360.00. Funds to be allocated from Account #60-180-185-3730.
Motion carried unanimously.

<u>CONSIDERATION OF INVOICE – GOOD SEAL PRODUCTS:</u> Supt. Olszewski requested authorization to make a partial payment to Good Seal Products for the labor and material used in sealing various Village parking lots and paths. Due to excessive tracking of material in various Village buildings, Good Seal Product representatives agreed to allow the Village to contract for the striping and buffing of floors at Good Seal Products' cost. As Good Seal could not guarantee that the tracking would not reappear in Spring, an additional $2,650 will be held as a retainer in the event additional striping and/or buffing was needed.

MOTION made by Vanderheiden, seconded by Kaminski to forward to the Village Board with a positive recommendation to approve the partial payment of the Good Seal Products invoice in the amount of $5,603.00 for labor and material used in sealing various Village maintained parking lots and paths. Funds to be allocated from Acct. #10-519-530-4400 and #10-553-530-5200.

Motion carried unanimously.

<u>AUTHORIZATION TO PURCHASE – WHEEL LOADER – HWY. DEPT.:</u> Supt. Olszewski presented three quotes ranging from $255,444 to $285,000 for the purchase of a Wheel Loader as presented in the 2013 Capital Budget for the Department of Public Works.

MOTION made by Kaminski, seconded by Vanderheiden to forward to the Village Board with a positive recommendation to authorize the purchase of a Wheel Loader from Brooks Tractor for an amount not to exceed $255,444.00. Funds allocated from Account #40-542-570-8450.

Motion carried unanimously.

<u>AUTHORIZATION TO PURCHASE – USED PICKUP TRUCK – HIGHWAY, PARKS, BUILDING/GROUNDS DEPARTMENTS:</u> Supt. Olszewski requested authorization to purchase two used pickup trucks for the Highways, Buildings and Grounds departments. The trucks would replace two existing trucks that are past their useful service life and will be sold via the online auction. Any funds made will be allocated back to the General Fund.

MOTION made by Kaminski, seconded by Zabel to forward to the Village Board with a positive recommendation to authorize the purchase of two (2) used pickup trucks for a total amount not to exceed $30,000 which will replace two existing trucks in the Highway, Parks, Buildings and Grounds Departments. Funds to be allocated from Account #10-542-570-8100 and Account #10-553-570-8100.

Motion carried unanimously.

AUTHORIZATION TO PURCHASE – NEW PICKUP TRUCK – HIGHWAY, PARKS, BUILDING/GROUUNDS DEPARTMENTS: Supt. Olszewski presented for Committee review three proposals for each of the two new pickup trucks requested. It was noted pricing was for the cab and chassis only. Additional accessories would be specific to each truck. The existing fleet trucks would be sold via the online auction and any funds acquired would be allocated to the General Fund.

MOTION made by Kaminski, seconded by Vanderheiden to forward to the Village Board with a positive recommendation to purchase a 2013 3500 Regular Cab truck with plow from Holtz at a cost of $23,661, and a 2013 Extended Cab truck without a plow from Holtz at a cost of $24,803. Funds to be allocated from Acct#'s 40-542-570-8520 and 40-553-570-8530.

Motion carried unanimously.

FIRE INSPECTION CONTRACT:

MOTION made by Zabel, seconded by Kaminski to forward to the Village Board with a positive recommendation to award a one year contract to Cintas at a cost of $5,100 to test, inspect, maintain, and certify the Village's fire alarms, smoke detectors, fire extinguishers and fire suppression sprinkler systems.

Motion carried unanimously.

MAINTENANCE AGREEMENT – GENERAL COMMUNICATIONS: Supt. Olszewski reported the agreement with General Communications would provide service for the mobile two way radios, battery backup, power supplies, and encoders which supply the radio transmission for alarms in various buildings.

MOTION made by Vanderheiden, seconded by Kaminski to forward to the Village Board with a positive recommendation to contract General Communications at a cost of $1,085.00 for the maintenance of the Village's radio system three times per year 2013.

Motion carried unanimously.

HYDRANT PAINTING: The Water Utility requested authorization to contract the services of a firm to sandblast and epoxy coat fire hydrants in the Village. Two bids were received ranging from $20,000 to $20,539.00. Supt. Driver noted a decrease in price if the Village chose to paint 200 or more hydrants.

MOTION made by Vanderheiden, seconded by Kaminski to forward to the Village Board with a positive recommendation to contract Davies Water Equipment Co. at a cost of $20,000 to sandblast and epoxy coat 235 Village fire hydrants. Funds allocated from Acct. #50-742-530-6770.

Motion carried 3-1 (Zabel)

CONSIDERATION OF INVOICE – D.F. TOMASINI:

MOTION made by Kaminski, seconded by Vanderheiden authorizing the payment of the D.F. Tomasini invoice in the amount of $4,178.00 for the emergency repair of a water main break at Sumac Road and Burr Oak Road.

Motion carried unanimously.

AUTHORIZATION TO PURCHASE – MULTI AXLE DUMP TRUCK: The Water Utility requested authorization to purchase one used multi-axle dump truck. The truck would be utilized for water main break spoils, hauling of back fill material, and multiple other tasks. Currently vehicles are borrowed from the Highway Dept. only if available. A larger vehicle would alleviate extra trips to the dump site, save on trip charges, and increase the efficiency in the department. The truck would be purchased either at a municipal auction or on line. Supt. Driver proposed funding come from the operational budget.
Trustee Zabel noted the purchase was considered a Capital item as the purchase would add value to the Utility even though no monies would be borrowed. Discussion followed on storage issues, cost comparisons on a purchase vs. contracting services, etc.

The Committee requested staff obtain costs from various trucking firms to provide the needed hauling services prior to authorizing the multi axle truck purchase for the Water Utility.

ACCEPTANCE OF IMPROVEMENTS – 2012 ROADS: Engr. Bischke stated several shoulder and ditch landscaping issues exist. A punch list of items was created for the contractor to remedy in the Spring and funds are being held in retainer until punch list items are addressed.

MOTION made by Zabel, seconded by Kaminski authorizing the acceptance of improvements for the 2012 Roadway Improvement Program retroactively to December 1, 2012 and retain $85,449.07 for the one year warranty period.

Motion carried unanimously.

VILLAGE LABOR AND EQUIPMENT RATES – 2013:

MOTION made by Zabel, seconded by Kaminski to forward to the Village Board with a positive recommendation approval of the proposed 2013 Village Labor and Equipment Rates as presented by staff.

Motion carried unanimously.

ANNOUNCEMENTS:

Trustee Zabel announced a GGF meeting later in the month. There is a list of Capital Items in which certain Departments have monies left. The GGF Committee will be looking at those items to see if any of those funds could be used to offset the borrowing. He recommended staff look at the Capital items and report whether those funds were needed or not.

The next regular Public Works Committee Meeting will be held Tuesday, March 5, 2013 at 5:00 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:00 p.m.

Janice Wick

Janice Wick
Recording Secretary