PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES
September 4, 2012
Village Hall Board Room

CALL: Chm. Ewert called the meeting to order at 5:00 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 Zabel, seconded by Kaminski to approve the minutes of August 7, 2012.

Motion carried unanimously.

REQUEST FOR REIMBURSEMENT FOR DRIVEWAY CULVERT – N113 W13281 CRESTVIEW DRIVE: Engr. Bischke received a letter request from Bob Krapf, N113 W13281 Crestview Drive, petitioning the reimbursement of $2,580 for costs associated with their driveway culvert removal and replacement on August 15, 2011. The Forest Heights Subdivision was part of the 2012 Road Improvement Program and therefore Mr. Krapf's new culvert was removed and replaced. Engr. Bischke stated typical practice was not to reimburse the homeowner. Costs to remove, replace, and asphalt the Krapf's culvert through the Road Improvement Program was $1,926.16.

Bob Krapf, N113 W13281 Crestview Drive, explained the sequence of events on replacing his culvert last August, 2011. If he knew the roads were going to be improved, he would never have replaced the culvert in the first place.

Engr. Bischke stated in August, 2011, it was still undetermined whether the Forest Heights Subdivision would be part of the 2012 Road Improvement Program. Mr. Krapf's culvert needed to be lowered to accommodate the ditches that were being re-established.

Trustee Kaminski stated the Village does not know a year in advance where or when any road project will take place. She confirmed with the resident that the new culvert looked good and was functionally working.

Trustee Vanderheiden recalled a previous situation with a culvert in which the Village reimbursed that resident the cost the Village paid to remove and replace the almost new existing culvert.

MOTION made by Vanderheiden, seconded by Kaminski authorizing the reimbursement of $1,926.16 toward the August, 2011 culvert replacement at N113 W13281 Crestview Drive which had since been replaced as part of the 2012 Road Improvement Projects.

Engr. Bischke stated the culvert replacement situation was comparable to the same situation on White Horse Drive two months ago. The one difference was the resident on White Horse Drive called periodically to check on road improvements in her area. Her culvert was sticking out of the ground like a speed bump.

Trustee Kaminski found the entire discussion a little disturbing. The Village was spending twice the public funds and if approved, the culvert in question would cost the taxpayers over $3,000. If the Village knew the road was going to be improved and did not notify the resident then she would agree a reimbursement would be justified. Trustee Kaminski wanted to set a policy and asked that discussion be held at a future meeting.

Trustee Zabel agreed the Policy needed to be reviewed. Culverts are in public right of way and believed when a culvert became dangerous, the Village would make the repair at Village cost. That policy had since changed.

Motion fails 3-1 (Vanderheiden)

MOTION made by Zabel, seconded by Kaminski authorizing reimbursement to Bob Krapf, N113 W13281 Crestview Drive for the actual cost of the culvert in the amount of $891.54.

Motion fails 3-1 (Zabel)

REQUEST FOR REIMBURSEMENT – SWALE IMPROVEMENTS – N100 W16500 REVERE LANE: Peter Dummann requested reimbursement for swale improvements in the rear yard of his property which has a 30 foot wide public drainage easement flowing east and west. After 16 years, the trench has filled in due to erosion and sediment. Mr. Dummann had lined the sides and bottom of the trench with weed barrier and rock to hold back the erosion and keep the water flowing. Costs incurred for trenching, rock/stone, and weed barrier would amount to $1,580.00. Engr. Bischke noted if the DPW had completed the project in the public drainage easement, they would have not armored the ditch.

Mr. Dummann, N100 W16500 Revere Lane, gave a brief history on the easement. The ditch which takes the water through his lot to the next lot had eroded and filled up causing the "bridge" that he install to lift and turn sideways. This had taken place yearly for the last ten years. The installation of rock on either side had helped with the erosion. (Pictures were presented to the Committee). Mr. Dummann re-dug the ditch to its original contours. He requested permission to line the easement with rock to keep the erosion to a minimum. Knowing the easement was public, Mr. Dummann requested Village funds to pay for the stone and lining. He would absorb all labor costs and overruns.

Committee discussion included:

- This is a public drainage easement; for storm water purposes the drainage would be DPW's responsibility;
- Village does not go out and maintain every ditch every year;
- Resident did not inform the Village of the ditch's erosion;
- Easements lay on private property and give public access to do whatever the easement is intended for;

- Village would not armor a drainage easement; The land owner did a nice job on restoration; The ditch will convey water for many years without any additional maintenance;
- It is Village responsibility to make sure water can be conveyed through the easement so there is no back water effects on to adjacent properties;
- Resident should have contacted the Village when he noticed issues with water conveyance;
- It would have cost the Village to complete the restoration therefore the Village will benefit by having the resident do the work and reimbursing him for trenching and materials;
- If the Village completed the trenching, it would have cost a couple hundred dollars. There would have been no rocks or extra's and could not see the Village paying the resident for those extra's;
- The question is how to take care of the bend/easement so it does not continue to erode in the future. Rock rip rap would be the likely choice to hold back erosion;
- Would like to see a Policy;
- Drainage easement has not been inspected by staff to determine if it has met Village standards;

MOTION made by Zabel, seconded by Kaminski to reimburse Peter Dummann, N100 W16500 Revere Lane, $500.00 for the trenching of a 30 foot wide public drainage easement behind his home upon verification the trenching meets Village standards.

MOTION made by Kaminski to *amend* the original motion to include reimbursement to Mr. Dummann for seeding and matting the public drainage easement at N100 W16500 Revere Lane up to a cost of what the Village would pay.

Supt. Olszewski felt more comfortable working in the Village easements and would like to complete the project in its entirety.

Motion as amended withdrawn.

Original Motion carried unanimously.

EXPORT OF TOPSOIL – FORMER MIRACLE HOMES SITE: Bill Wetterau petitioned the Committee to export topsoil from the former Miracle Homes property. He spread enough topsoil to farm the existing land and has in excess 10,000 yards to export. A copy of the Topsoil/Restoration Ordinance was given to the Committee for review.

Based on calculations and measurements, Mr. Wetterau had enough topsoil to farm the land. He was currently spreading topsoil and according to calculations had quite a bit of excess. Six to eight inches of topsoil will be spread for farming purposes.

Committee discussion included:

- Ordinance states 10-12 inches of topsoil must remain on site;
- Ordinance is designed to protect homeowners when building homes so a developer does not remove all of the topsoil and then sell it back to a homeowner; This is a different situation where the owner is farming the land. The topsoil level is adequate for farming;
- The land may not always be used for farming; There may be a different use in the future and would like to see the 12 inches of topsoil in place;

Mr. Wetterau worked with staff and obtained all necessary permits to restore the property. He was unaware of the Topsoil Ordinance. He will be seeding winter wheat within the next two weeks.

- There may be a conflict in the Ordinance Para (3) and Para (4) in the case of development;

Engr. Bischke stated Para (3) applied to developed sites and Para (4) referenced in case of development. Mr. Wetterau's property was not considered development. The Zoning Administrator will be consulted on what a "development" is and which paragraph would apply to Mr. Wetterau's property.

- If and when the land is developed, the topsoil will be gone;

Engr. Bischke noted if the site was ever developed, a good portion of areas would become impervious i.e. roads, houses, and driveways; therefore topsoil in the turf areas would be deeper than six inches;

MOTION made by Kaminski, seconded by Zabel to allow GGWW,LLC to export 10,000 cubic yards of topsoil from the former Miracle Homes Site on Goldendale Road.

Motion carried unanimously.

WASTEWATER UTILITY – LINE ITEM OVER-RUN: Supt. Zimmerman reported a line item overrun for Account #60-830-530-8313. This was the result of the CCTV work on interceptors performed by Visu-Sewer being billed against the operations and maintenance account after being budgeted in the Capital Budget. It was anticipated an additional $12,000 in manhole rehabilitation expense will be billed against the account for the remainder of 2012.

TOWEL & FLOORMAT CONTRACT AUTHORIZATION: Supt. Olszewski presented proposals from four firms who specialize in the supplying of towels, floor mats, and mop heads for various Village buildings. Pricing provided was for a 12 month contract. ITU was found to be the most economical and met the needs of the Village.

ITU has agreed to hold their prices for 36 months upon Village approval and, reduce the per unit prices by 5%.

MOTION made by Zabel, seconded by Kaminski authorizing staff to contract ITU for a term of 36 months upon verification of a 5% discount on unit prices for floor mats, towels, and mop heads for various Village buildings.

Motion carried unanimously.

VEHICLE & EQUIPMENT CONDITION REPORT – HIGHWAY/PARKS: Supt. Olszewski gave an overview presentation and provided the Committee with a copy of the Vehicle & Equipment Condition Report detailing condition, age, and hours on each unit in the Highway, Parks, Buildings & Grounds departments. It was the opinion of Supt. Olszewski that vehicle information was important when making decisions on the 2013 Budget. Committee discussion questioned a possible corporate lease agreement. Upon direction by the Committee and Board, Supt. Olszewski stated he could explore leasing options and costs. The department Capital Borrowing projections do not extend beyond five years as there were many variables in pricing, and assessing the needs of the departments.

AWARD OF CONTRACT – FIRE STATION NO. 1 – DRIVEWAY APPROACH: Supt. Olszewski presented for review five bids ranging from $78,975.00 to $117,932.50 for the replacement of the driveway approach at Fires Station #1 on Park Avenue.

MOTION made by Zabel, seconded by Kaminski to forward to the Village Board with a positive recommendation to contract Zignego at a cost of $78,975.00 for the replacement of the driveway approach at Fire Station #1 on Park Avenue. Funds to be allocated from Account #40-519-570-8222.

Due to the need for access at the Fire Station, staff requested authorization to expend an additional $10,000 as a contingency in the event the contractor needed to mobilize at two different times. Engr. Bischke spoke with the Fire Chief who suggested each side be completed at different times. As mobilization was not part of the work scope, the additional cost would still qualify Zignego as the apparent low bidder.

MOTION made by Zabel, seconded by Kaminski to *amend* the Motion authorizing staff to include a second mobilization charge up to $10,000.

Motion as amended carried unanimously.

Original Motion carried unanimously.

2012 WEB HOSTING CONTRACT – RUEKERT & MIELKE: Dir. Ludwig reported the Village's one year GIS Web Hosting and data storage services Contract with Ruekert & Mielke was up for renewal. This year Ruekert & Mielke provided a three year

contract at $15,000. A multi-year agreement was suggested due to the cost savings. Discussion followed.

The Committee chose to postpone discussion on the contract renewal with Ruekert and Mielke as discussion was being held with the General Government & Finance Committee to possibly update the Village's website and have updates done in-house.

2013 ROADS – SELECTION FROM GEOTECHNICAL REPORT FINDINGS:
Engr. Bischke had provided the Committee with a final selection of road projects for year 2013. Findings and recommendations were based upon 114 borings and visual observation of existing pavement conditions. Based on geotechnical report recommendations, PASER Ratings, and average daily traffic, tables were created showing the minimum selection and costs associated with those projects. All Tables were created to promote the clustering effect in which areas were in close proximity to assure the building of roads from the outside in and to minimize mobilization. Engr. Bischke strongly recommended roads in Table A and gave his reasoning supporting his decision and looked to the Committee to recommend additional projects from the Tables provided in their backup.

Table A: Minimum Selection of Projects

Project	Consultant Recommendation	PASER Rating	Average Daily Traffic	Est. Cost
Willow Creek Rd (Amy Belle Rd to STH 175 N)	Full depth Removal & Reconstruction[1]	3	2800, 3000	$780K
Phase 2 of Forest Heights Subdivision: Forest Dr. (Elm Ln to STH 167 E) Elm Ln. (Termini to Termini)	Full depth Removal & Reconstruction[2]	4, 5	Forest: 80 Elm: 20	$426K
			Total	$1.206M

Committee discussion included:

- Would like to see more than two roads completed as in Table A;
- Tables "C" & " E" would encompass more road area with the funding available;
- Forest Heights Subdivision should be completed in entirety;
- Cedar Lane and Maple Road should be completed;
- Postpone the Willow Creek Road project until the Appleton Avenue reconstruction project is completed in approximate year 2016;
- What can the Village do to improve the intersection in the area of Panda Express as it is in bad shape; *Engr. Bischke stated the area is currently being studied and the Village had yet to receive the traffic study;*
- Traffic numbers provided by the DOT are determined by the "WISLR" Program;
- Rural roads north of Freistadt Road are in rough shape also; Highland Road needs more patching as it is in terrible shape;
- If residents would like to see road improvements sooner, a referendum should be considered;

MOTION made by Kaminski, seconded by Zabel to forward to the Village Board with a positive recommendation the selection of Table C, Table E, and Cedar Lane as the year 2013 Road Improvement Projects as presented by staff.

Table C: Other Prospective Hawthorne Meadows Neighborhood Projects

Project	Consultant Recommendation	PASER Rating	Average Daily Traffic	Est. Cost
Friar Ct (Termini to Hawthorne Dr)	Remove & Replace Asphalt[1]	3	20	$19K
Hawthorne Dr (Squire Dr to Hidden Glen Ln)	Remove & Replace Asphalt[1]	3	350	$97K
Hidden Glen Ct (Termini to Hawthorne Dr)	Remove & Replace Asphalt[1]	3	80	$51K
Hidden Glen Ln (Hidden Glen Ct to Creek Terrace)	Remove & Replace Asphalt[1]	3	150	$92K
			Total	$259K

Table E: Other Prospective Indian Hills Neighborhood Projects

Project	Consultant Recommendation	PASER Rating	Average Daily Traffic	Est. Cost
Cheyenne Ct (Navajo Dr to Termini)	Remove & Replace Asphalt[1]	2	80	$37K
Chippewa Dr (Navajo Dr to Division Road S)	Remove & Replace Asphalt[1]	3	150	$194K
Chippewa Dr Ct A (Termini to Chippewa Dr)	Remove & Replace Asphalt[1]	3	20	$13K
Chippewa Dr Ct B (Termini to Chippewa Dr)	Remove & Replace Asphalt[1]	2	20	$13K
Navajo Ct (Navajo Dr to Termini)	Remove & Replace Asphalt[1]	2	40	$37K
Navajo Dr (Cheyenne Ct to Chippewa Dr)	Remove & Replace Asphalt[1]	3	150	$166K
			Total	$460K

Motion carried 3-1 (Ewert)

AUTHORIZATION TO REFILL ENGINEERING DEPARTMENT POSITION:
Engr. Bischke requested authorization to fill a vacancy upon the resignation of the Engineering Assistant effective September 11, 2012. Upon review of the duties assigned in the department and the upcoming work load, it was the opinion of Engr. Bischke that the work could not be consolidated with the remaining positions and therefore requested refilling the position. Engr. Bischke suggested creating the position to "Civil Engineer" as he believed the Engineering Assistant II position was over paid. A created Civil Engineer job description was provided to the Committee for review. Based upon the level of experience the suggested salary range would be $48,000 - $53,000.

Dir. Ludwig noted the position of Civil Engineer did not exist in the Union Contract and would present the job description to the Union representatives. The position did not have any supervisory attachments.

MOTION made by Vanderheiden, seconded by Kaminski authorizing staff to advertise for refilling the vacant Engineering Assistant position as a *Civil Engineer* with the job description presented by staff and a salary range of $48,000 to $53,000 per year.

Motion carried unanimously.

ANNOUNCEMENTS:

The next regular Public Works Committee Meeting will be held Tuesday, October 2, 2012, at **5:00 p.m.**

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:30 p.m.

Janice Wick
Recording Secretary