

VILLAGE OF GERMANTOWN  
N112 W17001 MEQUON ROAD  
GERMANTOWN, WI 53022

MEETING: **PUBLIC WORKS & HIGHWAY COMMITTEE**

DATE AND TIME: **WEDNESDAY, August 1st, 2018 \*\*\*5:30 P.M.\*\*\***

LOCATION: **Germantown Village Hall Board Room**

- I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 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:** Chairman Kaminski, Trustees Hughes, Warren and Zabel
- III. **APPROVAL OF MINUTES:** July 5, 2018
- 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 three 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.
- V. **NEW BUSINESS:**
  - A. Roof Repair – Police Department
  - B. Budget - Line Item Overrun – Library
  - C. Private Property Infiltration/Inflow (PP I&I) Update
  - D. 5 -Year Capital Road Improvement Plan
  - E. Authorization to Contract Engineer Consultant – Design & Develop Plan for Sanitary Sewer, Watermain and Road Reconstruction – TID #8
- VI. **NEXT MEETING DATE:** Set September, 2018 Meeting Date and Time
- VII. **ANNOUNCEMENTS:**
- VIII. **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)250-4740 at least 2 days prior to the meeting.*

\*\*\* Notice is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision making responsibility. This may constitute a meeting of the Village Board per State ex rel. Badke v. Greendale Village Board, even though the Village Board will not take formal action at this meeting.

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

July 5, 2018  
Village Hall Board Room

**CALL:** Chm. Pro Tem called the meeting to order at 5:30 p.m.

**ROLL CALL:** Chm. Kaminski, Trustee Members Hughes, Warren and Zabel. Also present were Engr. Nitschke and Secretary Wick.

**APPROVAL OF MINUTES:** **MOTION made by Warren, seconded by Zabel to approve the Minutes of May 9, 2018, June 6, 2018, June 18, 2018 and June 26, 2018.**

Trustee Zabel stated the word “no” was omitted within a comment he had made under the June 6, 2018 Agenda topic: Division/Mequon Road Intersection Turn Movements, and requested the word be inserted within the following sentence; Chm. Pro Tem Zabel noted there were “no” dedicated turn lanes on the north side of Mequon Road as you travel south. Secretary Wick noted and corrected the June 6, 2018 minutes.

**Motion carried unanimously.**

**PUBLIC COMMENT:** None.

**REPLACEMENT VEHICLE – WATER & SEWER UTILITY DEPARTMENTS:** Designated Operator Scott Weigand requested authorization on behalf of the DPW departments to replace the 2005 Chevy Van that was used for diggers hotline locating. The vehicle is shared with three departments and has come to the end of its service life. Three quotes were received for the purchase of a Chevy double cab truck ranging from \$29,100.60 to \$30,864.00.

**MOTION made by Warren, seconded by Hughes to forward to the Village Board with a positive recommendation authorizing the purchase of a 2019 2500 Chevy 4WD double cab truck with accessories from Holz Motors for a cost of \$29,100.60 and transfer the balance of funds budgeted in 2018 to the 2019 budget to allow staff to convert the truck bed to a service body with lift gate.**

Trustee Zabel noted \$45,000 was budgeted for the vehicle in year 2018 and staff requested the balance of funds be transferred to the 2019 Budget for the conversion of the truck bed to a service body with lift gate. Trustee Zabel questioned if the truck was to be used as a locate vehicle why would a service body with lift gate be necessary? Mr. Weigand stated the vehicle would be used by three departments and versatile in all different type of situations. In the event of a call-out, the vehicle may be necessary to move hydrants or other heavier materials. The purchase was part of the State Bidding Program in which the service body with lift gate was not an option for Chevy. Engr. Nitschke added DPW would like their fleet to remain consistent with the types of vehicles they are maintaining vs different parts for different manufacturers. State Bids are very explicit on what the Village must take on a vehicle order. There is significant cost savings by doing so.

**Motion carried 3-1 (Zabel)**

**PRIVATE PROPERTY INFILTRATION/INFLOW (PP I&I) - UPDATE:** Engr. Nitschke reported letters were sent out for the PP I&I Program. The Village currently has a signed contract with MMSD to procure funds for fixing leaking sanitary laterals. MMSD has provided guidance to Village staff and the Program will be in force later this year. The first two public

informational meetings will discuss the work that is planned for the entire neighborhood over the next several years. The other two meetings will be focus group meetings to cover the work that is planned for a smaller portion of the neighborhood that will be directly impacted; residents must sign waivers of release for property access; and how the program will affect the individual property owners. Village staff is currently working with Brown & Caldwell for Public Education and Outreach. After Public Informational Meetings are completed, Engineering staff will bring forth to the Committee a proposed spec for the contractor work which will then be open for bid in August/September with bid results presented to the Committee sometime in September.

Chm. Kaminski requested Engr. Nitschke forward to the Committee any correspondence he may receive from Brown & Caldwell and/or literature presented at the informational meetings regarding the PP I&I Program, so they may be better informed to answer any questions their constituents may have.

Trustee Hughes asked for clarification for the viewing public, re-affirming that MMSD was NOT concerned about residents' laterals leaking out but rainwater/groundwater leaking in and adding to the amount of water that ultimately infiltrates the Milwaukee system? Engr. Nitschke responded "yes". Trustee Zabel noted a letter was sent to residents in 2011 requesting permission to televise their lateral. Participating residents will have their lateral re-televised. If residents ask to be televised that haven't been, staff will move forward. If a resident does not ask to be televised, it will be up to staff and MMSD whether to go ahead and televise everyone. Once the work is completed, there is no going back for lateral repairs under the MMSD program. Residents need to decide whether they are going to participate or not. Eligible project costs are 100% covered by MMSD. MMSD made it very clear that there may be work still needed in to the interior of the home in which the property owner would be liable for those repair costs.

Chm. Kaminski further added if homeowners plan on selling their home and their lateral needs to be fixed or replaced, costs incurred will be on the homeowner. Homeowners should take advantage of the program now just to see if there is a problem with their lateral.

Engr. Nitschke stated residents will still have opportunity to sign up for the MMSD Program by calling the Engineering Department. No sunset date has been set to participate in the program. He further expressed affected residents participate in the Public Informational meetings held at the Crossway Church on Pilgrim Road July 10 @ 5:00 p.m., July 17 @ 7:00 p.m., July 31 at 5:00 p.m. and 7:00 p.m. Lateral repair construction is slated for late September/early October.

**RECOMMENDATION TO RELEASE OF SURETY – STEVEN A. STOFFEL (GATEWOOD PLACE):**

**MOTION made by Zabel, seconded by Hughes authorizing the release of the Steven A. Stoffel (Gatewood Place) Letter of Credit in the amount of \$11,303.00 for work completed in the Gatewood Place Subdivision.**

**Motion carried unanimously.**

**AUTHORIZATION TO CONTRACT – POLICE EVIDENCE GARAGE:** Two proposals were received ranging from \$144,712 to \$218,000 for the construction of a Police Evidence Garage at the southwest corner of the Police Department located at N112 W16877 Mequon Road.

**MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation to award the Police Evidence Building Garage Contract to Forward Construction Group, LLC in the amount of \$144,712 plus a 10% contingency for a total project amount of \$159,183.20.**

**Motion carried 3-1 (Hughes)**

Trustee Hughes requested this topic be placed under “NEW Business” of the Village Board Agenda to give all voting members an opportunity to discuss.

**NEXT MEETING DATE:** The next Public Works and Highway Committee meeting will be held **WEDNESDAY**, August 1st, 2018 at 5:30 p.m.

**ANNOUNCEMENTS:**

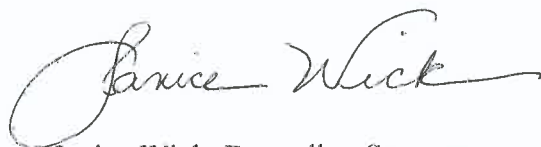
Due to inclement weather on July 4th, the Germantown Fireworks will be held at dusk Thursday, July 5<sup>th</sup>.

Engr. Nitschke reported construction season is upon us. The WDOT will be closing Mequon Road/Country Aire Drive (east of FDL Avenue) beginning Monday, July 9<sup>th</sup>. Detour and Road Closed signage will be put in place by the WDOT. The project is expected to last until mid-October weather permitting.

Wasaukee Road from Mequon Road north to Freistadt Road will also be closed and reconstructed as part of the 2018 Road Program.

Engr. Nitschke is working on the Five-Year Road Program and will present his plan once available.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:00 p.m.



Janice Wick, Recording Secretary

**BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE  
GERMANTOWN, WI**

MEETING DATE: Wednesday August 1, 2018

AGENDA ITEM: New Business 

ITEM TITLE: Roof Repair PD

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:

As part of the 2018 Buildings major repair budget \$26,000 was allocated for repairing the flat roof at the Police Department. A number of leaks are occurring causing issues in the interior of the building. The age of the building is the greatest factor in the cause of these leaks. Staff is requesting authorization to spend up to the budgeted amount. Staff solicited pricing for the labor and materials for making the necessary repairs. It is very difficult to find willing contractors to supply quotes for this work. Not many contractors perform work on flat roofs and "smaller" projects such as these do not attract the larger roofing firms. Staff reached out to a number of contractors and these were the only two to respond.

Noffke Roofing

Great Lakes Roofing

ATTACHMENT:      ORDINANCE \_\_\_\_\_ RESOLUTION \_\_\_\_\_ OTHER   x  

RECOMMENDATION:

The quotes were not available at the time back up was due. Staff will have a recommendation at the meeting. Funds shall be allocated from Building line item 10-519-570-8221.

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

**BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE  
GERMANTOWN, WI**

MEETING DATE: Wednesday August 1, 2018

AGENDA ITEM: New Business **B**

ITEM TITLE: Line Item Budget Overage: 10-519-530-5251

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:

The Buildings and Grounds Budget for maintenance and repair of the Library will be over budget pending the repair of an air conditioning compressor (\$7,310 quote labor/materials not to exceed). Early in the year there were a series of problems with the boilers costing over \$3,000. In February a motor for a frequency drive failed and needed to be replaced at a cost of \$3,300. We also decided to rebuild the old motor at a cost of roughly \$1,100. In March a heating valve failed and the cost of that repair was close to \$4,000. To date NOT including the A/C repair nearly \$20,000 was spent on HVAC repair/maintenance. We also cleaned floors and carpets which was a \$2,000 expenditure. The budget for this line item is \$25,000. After the compressor replacement the overall expense for this line item will be approximately \$31,000.

Staff will continue to make necessary repairs. IF any item can be deferred until next year we will do so. The overall buildings budget is trending slightly over budget through the first half of the year. Aging infrastructure and rising costs of repair are contributing factors.

ATTACHMENT:      ORDINANCE\_\_\_\_\_ RESOLUTION\_\_\_\_\_ OTHER   x  

RECOMMENDATION:

No Recommendation. Informational purposes.

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

**BUSINESS OF THE PUBLIC WORKS AND HIGHWAY COMMITTEE  
GERMANTOWN, WI**

MEETING DATE: August 1, 2018

AGENDA ITEM: New Business C

ITEM TITLE: Private Property Infiltration/Inflow (PPI&I) Update

SUBMITTED BY: Eric Nitschke, P.E., Village Engineer

SUMMARY EXPLANATION:

Using funding from the Milwaukee Metropolitan Sewerage District's (MMSD) Private Property Infiltration and Inflow (PPI/I) Reduction, the Village of Germantown had a contractor televise the wastewater system in the Glenwood Park and Hickory Hills neighborhoods in April 2011. The PPI/I program, which is 100% funded by MMSD, is intended to reduce the amount of groundwater and surface water (infiltration and inflow) that enters the sanitary sewer system to reduce the potential for future sanitary sewer backups. The PPI/I program involves inspection of private property to better understand factors that contribute to sewer backups in Germantown and improvements of select properties to reduce the amount of water entering the sanitary sewer. Through the Village's PPI/I Program, both services are provided at no out-of-pocket cost to the property owner.

Attached is a boiler plate specification used by the Village of Fox Point for PP/II work. It is Engineering's intent to use Fox Point's specification as a boiler plate, and to create a similar document to use for Germantown's PP/II program. Germantown's Wastewater Division is also familiar with Fox Point's specification and approves of its use as a boiler plate document. Advertisement to contractors will commence in mid-August, and bids will be opened in September.

ATTACHMENT: ORDINANCE  RESOLUTION  OTHER

Example construction specification from Fox Point .

RECOMMENDATION:

This agenda item is for informational purposes.

COMMITTEE ACTION:

No action is to be taken at this time.

**BUSINESS OF THE PUBLIC WORKS AND HIGHWAY COMMITTEE  
GERMANTOWN, WI**

MEETING DATE: August 1, 2018

AGENDA ITEM: New Business D

ITEM TITLE: Discussion and possible action regarding the 5-Year Capital Road Improvement Plan

SUBMITTED BY: Eric Nitschke, P.E., Village Engineer

SUMMARY EXPLANATION:

Engineering staff are currently assessing the 5-year Roadway Capital Improvement Plan. Utility projects, grant funding, road conditions, as well as other variables have been taken into account when developing the draft plan. The goal is to continue to increase the efficiency and effectiveness of the program. Staff has created a draft 10-year Roadway Capital Improvement Plan in order to better define immediate and long-term roadway needs. To that end, staff is requesting feedback from the committee regarding the draft proposal. Following feedback from the committee, it is staff's intent to bring forward a more detailed plan at a future committee that will include cost estimates.

ATTACHMENT: ORDINANCE \_\_\_\_\_ RESOLUTION \_\_\_\_\_ OTHER X

2018 Approved 5-year Roadway Capital Improvement Plan  
2019 Draft 5-year Roadway Capital Improvement Plan  
Parcel Map of Lovers Lane and Century Lane

RECOMMENDATION:

Staff recommends open discussion regarding the draft 5-year Roadway Capital Improvement Plan. It is anticipated no formal action will be taken at this time.

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.



**BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE  
GERMANTOWN, WI**

MEETING DATE: August 1, 2018

AGENDA ITEM: New Business **E**

ITEM TITLE: Hire Engineering Consultants to assist Village Staff to design Sanitary Sewer, Water Main and Reconstruction of Holy Hill Road associated with TID #8

SUBMITTED BY: Lawrence Ratayczak, P.E.- Director of Public Works

SUMMARY EXPLANATION:

With the approval of TID #8 the Village needs to extend sanitary sewer and water main from the rail road tracks on Goldendale Road to the entrance into TID #8 on Holy Hill Road. Also, 2,600 lineal feet of Holy Hill Road beginning at the I-41 ramps going easterly is required to be reconstructed as part of TID #8.

The sanitary sewer is sized to be 18" and the water main is sized to be 16". The sanitary sewer preferred route is northly on Goldendale Rd to a point where the pipe will head west through an easement (in negotiations) on the Wetterau property to Holy Hill Road, then westerly to the entrance to TID #8.

The water main will run northerly in the Goldendale Road ROW to Holy Hill Road then proceed westerly to the entrance to TID #8.

The initial overview of invert elevations and the determination of service area has been completed in the months leading up to evaluating the feasibility of the TID #8 development.

Staff is seeking approval from the Village Public Works and Highway Committee to hire an engineering consultant to develop plans and specifications for the sanitary sewer and water main. In addition, staff is seeking approval to hire consulting engineers to develop plans for the reconstruction of approximately 2,600 lineal feet of Holy Hill Road beginning at the I-41 ramps.

ATTACHMENT:      ORDINANCE \_\_\_\_\_      RESOLUTION \_\_\_\_\_      OTHER   x  

-Maps showing proposed pipe routes

RECOMMENDATION:

Staff recommends Public Works & Highway Committee approve the Director of Public Works to hire engineering consultants, as required, to perform engineering services to develop plans and bid documents for the construction of sanitary sewer, water main and roadway.

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

