

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

February 6, 2018
Village Hall Board Room

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

ROLL CALL: Chm. Kaminski (absent & excused), Chm. Pro Tem Zabel, Trustee Members Campbell (absent) Myers and Warren. Also present were Dir. Ratayczak, Engr. Laning and Secretary Wick.

PREVIOUS MINUTES: **MOTION made by Warren, seconded by Myers to approve the minutes of January 9, 2018.**

Motion carried unanimously.

PUBLIC COMMENT: None

CONSIDERATION OF UTILITY CREDIT – N99 W16215 NORTHWAY: A written request was submitted to the Director of Public Works requesting consideration of a utility credit due to high usage in the 4th quarter of 2017. The property owner explained usage had been consistent for years and the 4th quarter billing was considerably higher. He believed the water meter was at fault. Water utility personnel changed the meter and determined no leaks were found. Average usage in the 4th quarters of 2014, 2015, 2016 was 9,670 gal. The usage in 2017 was 32,000 gallons.

Mr. Lemanczyk, N99 W16215 Northway, explained his water usage was consistent for years and his water softener recycled on demand and there was no abnormal increase in salt usage. He was at a loss to explain the large usage other than a faulty meter.

MOTION made by Zabel, seconded by Myers authorizing staff to credit the over average water use of \$51.13 and the over average sewer use of \$154.37 for a total credit of \$205.50 toward the 4th quarter utility bill for the property at N99 W16215 Northway.

Supt. Haugen was asked by the Committee that when pulling a meter for this reason, complete a data profile to determine the meter's accuracy.

Chm. Pro Tem Zabel explained his rationale for suggesting a credit of both sewer and water charges was that it could not be determined where the water went. Past history calculations had shown consistency over the last 4+ years.

Motion carried unanimously.

CONSIDERATION OF A UTILITY CREDIT – W160 N11028 ABBOT COURT: Mr. Minorik brought to the Villages attention that his water usage had decreased drastically after a new meter was installed on July 20, 2017. Dir. Ratayczak researched water usage histories back to 2001 to determine average water usage and provided this information to the Committee. Data averages were fairly consistent over the years with decreased use not attributable to meter replacement in June, 2011. The last meter replacement in July, 2017 indicated an apparent change in consumption. Staff was unable to determine a reason for the reduced consumption, but the trend over the last 16 years showed continual reductions. When a new meter was installed in Fall of 2017, the average dropped and Mr. Minorik questioned why it was so much

higher in previous years? Water Superintendent Haugen was requested to verify the meter's accuracy by testing the current water meter installed in 2017.

Mr. Minorik, N160 W11028 Abbot Court, stated he requested a meter change in 2011 & again in 2017 noting he was an average user and his neighbors were not paying as much. Mr. Minorik questioned how, with the current meter change, his usage drop almost 100%?

Chm. Pro Tem Zabel stated when the current water meter is tested for accuracy by the Water Utility staff, Mr. Minorik may be warranted some type of credit. Chm. Pro Tem Zabel also noted PSC rules allow a one year window on obtaining a utility bill credit and could not go back to year 20011 as requested.

MOTION made by Zabel, seconded by Warren requesting staff to verify water meter accuracy at N160 W11028 Abbot Court and if the meter function was ok, the resident would receive a one year credit based on the difference of the average first and second quarter of 2017 water use (23.5) and the third and fourth quarter of 2017 water use (9.5).

Motion carried unanimously.

DISCUSSION/RECOMMENDATION REGARDING SANITARY SEWER SERVICE AREA – WRENWOOD DEVELOPMENT:

Dir. Ratayczak presented two aerial maps showing the following; the proposed Wrenwood area 2020 land use, proposed service area for interceptor sewer, proposed force main, new lift station service area, new lift station location, gravity sewer and the abandonment of Lift Station #1. A detailed explanation was given for the information provided on those maps. The following points were made;

- Red boxed areas on the map were for the proposed interceptor sewer which included the area on Elm Lane in which there is a proposed development approved for septic and well. This area will be removed from the proposed service area.
- Potential sewer service area was mapped out north of Freistadt Road which the Village Board was not currently in favor of;
- Sewer service area south of Mequon Road shrinks due to grades; the interceptor sewer would have been deep and not feasible;
- Black boxed areas on the map showed area to be serviced by a new Lift Station within the Wrenwood Development;
- The Wrenwood Developer is in need of sanitary service to his development; This area is shown on the Land Use Plan presented highlighting the Wrenwood Development in which the new Lift Station would service; In conjunction with that would be the abandonment of Lift Station No. 1 and by gravity run Lift Station #1 into the new lift station. The new lift station outfall of sanitary sewer would be located at Well #11-Tower #3 site south of Mequon Road;
- Staff is in discussion with the developer on sharing the full cost of the Lift Station force main as it would be a benefit to the Village and the development.
- Staff would propose if a Lift Station is constructed, the Village would hire an Engineering firm for its design to Village specifications.
- There is an understanding with the developer that they would take the findings of the Engineering firm hired to do the study as the Lift Station was paramount to him.
- Cost calculations factor oversizing, area served and percentile the costs accordingly;

Bill Carity, Developer, reported that he received a call from Dir. Ratayczak who expressed there was a change in direction from what previously was to be an interceptor sewer. Mr. Carity was designing their development around the interceptor sewer and understood the change as long as costs were fair & equitable on both sides. Mr. Carity wanted to see the Village move forward as he was submitting his land use plan and rezoning to the Plan Commission. The preliminary plat for the proposed development has already been redesigned. Mr. Carity was willing to discuss with staff and Committee a pro-rata share. Factors included sizing, depth, and related items. There are 300 acres outside of their 100 acres of service area that could be admitted to the regional lift station together with the Lift Station #1. How everyone gets there, what that constitutes, what they are willing to pay or pro-rata share of design in the study side of it, whether it's based on flow or based on acreage. Until the project is bid and until you have design you are not going to have a fixed cost.

Dir. Ratayczak added the Lift Station was one of the alternatives presented 10 years ago to service this area and development. This regional lift station could supply sanitary service to Freidenfeld Park and other development. Without the Lift Station, Mr. Carity stated his project would not move forward.

Chm. Pro Tem Zabel questioned why staff moved from the temporary lift station to the permanent lift station. Dir. Ratayczak stated the temporary lift station the developer had proposed in October was based on the fact that the Village was looking and working on running an interceptor sewer up Country Aire and possibly through the Wrenwood development. In order to start Mr. Carity's project and the fact that an interceptor sewer may take many years to be designed and built, Mr. Carity proposed installing a temporary lift station to initiate the first southern phase of his development and pump into the existing sanitary sewer at Well #11-Tower #3 site. In the interim other developments have come up where it appeared those areas would not require sanitary sewer service therefore shrinking the sanitary sewer service area. It made sense to staff to have a lift station to service the area and size the lift station for possible future expansion. Mr. Carity intended on breaking ground in year 2019. The Lift Station and force main would be designed by an independent firm and could be obtained in the developer's time frame. Obtaining W.D.O.T. easements could be a lengthy process, therefore Mr. Carity needed to know his destiny with his project. He has spent a lot of time, effort and money to move his development forward.

Wastewater Superintendent Zimmerman felt a lift station was the best alternative left knowing that a large portion of the service area that the Village was looking at serving with the interceptor sewer was going to develop on well and septic. This regional lift station would accomplish serving that remaining area along Country Aire Drive at Freistadt Road as well as getting rid of Lift Station #1 which was the Village's oldest lift station.

MOTION made by Zabel, seconded by Warren requesting staff come up with a new lift station, agree to work with the developer on costs for the lift station and force main and come back to the Committee for final approval.

Motion carried unanimously.

DISCUSSION REGARDING SANITARY SEWER SERVICE AREA – CAPRI – MENOMONEE FALLS: Dir. Ratayczak reported a Capri Senior Living Development is proposed on property owned by Grace Lutheran Church located on the south side of County Line

Road in Menomonee Falls. Grace Lutheran Church is also planning on building a new school in the future. The Grace Church property is currently served by Village of Germantown Sanitary Sewer and Water. The initial buildout of the Capri Development includes 100 Elderly apartments with cafeteria. Phase 1 & 2 will be constructed in 2018. Phase 3 will include 49-2 bedroom, 45-1 bedroom & 6 efficiency apartments. The Village of Germantown by an existing agreement with Menomonee Falls would supply water and sanitary sewer service to the development. The Grace & Capri developments were in the same sewer service area as the Bancroft Drive business area located east of Maple Road. Menomonee Falls is in the planning stages to extend their sanitary sewer and watermain to service the Bancroft Road Business Area with the purpose of removing this location being serviced by Germantown. Grace Lutheran and Capri would remain on the Germantown system. Dir. Ratayczak noted the Bancroft Area and Capri Senior Living (Phase 1&2) water/sewer volume should balance each other but Phase 3 of Capri Senior Living and future Grace Lutheran School will increase flow to the Village of Germantown system. The Village of Germantown and Village of Menomonee Falls were still in the process of drafting and executing a new agreement to replace the original 1992 agreement. Chm. Pro Tem Zabel clarified the 1992 Agreement was for the Bancroft Business Area and a 2007 Agreement was for the Grace Lutheran Church site. Dir. Ratayczak did not have an opportunity to review the new agreement but believed the latest agreement combined both areas and would address all issues. The Committee was provided with an overview map of the area explaining sanitary flow in the Bancroft Business Area went to Lift Station #6 (Buffalo Wild Wings), flow from Grace Lutheran Church property went to Lift Station #3 (Maple/Appleton), which was then pumped to Lift Station #6, and then pumped to the Old Farm Lift Station. The Lift Stations were nearing normal capacity. Discussion followed on the current and future flow in the Menomonee Falls quadrant being discussed and into Germantown.

Village Pres. Dean Wolter stated there had been communication between the Village and Menomonee Falls and Germantown's concern has always been with the lift stations especially Lift Station #6. Menomonee Falls seemed to think that an even trade of the Bancroft Business area to the Capri development would work but it seemed Germantown would be carrying more flow before Menomonee Falls would completely take it on. The Village's concern will always be additional development that happens along Appleton Avenue or what could happen as to the final land sale in TIF #6 when you have to be careful as to the type of business which may require a fair amount of water and/or sewer capacity. In speaking with Menomonee Falls regarding the timing of removing sewer from the Village's system along with long term plans with taking Capri off of Germantown's system totally, Menomonee Falls was not ready to discuss. There was nothing found in the Agreement between Menomonee Falls and Germantown that discussed offsetting costs as needed.

Chm. Pro-Tem Zabel stated the original agreement with Menomonee Falls stated Menomonee Falls agreed if Germantown has to enlarge Lift Station #3, Germantown has the right to trade an area assessment and Menomonee Falls would turn around and use that assessment and give a portion to Grace Lutheran Church. Pres. Wolter stated the Village Attorney did not find any language regarding cost sharing or any future cost sharing. In closing Pres. Wolter expressed the Village needed to be careful when looking at future development and the Village's capacity limits. Menomonee Falls is aware of Germantown's concerns and hoped those concerns are incorporated with Menomonee Falls plans and that both communities can work proactively together.

AUTHORIZATION TO PAY INVOICE – D.F. TOMASINI: Supt. Haugen reported an emergency curb stop failure on the utility side of the lateral at N115 W19680 Woodland Drive.

MOTION made by Warren, seconded by Zabel authorizing the payment of \$3,770.00 to D.F. Tomasini for the emergency repair of a curb stop failure at N115 W19680 Woodland Drive. Funds to be allocated from Acct. #50-742-530-6750.

Motion carried unanimously.

AUTHORIZATION FOR BLANKET PURCHASE ORDER – REPLACEMENT OF GATE VALVES: Supt. Haugen requested an open purchase order for the services of others on a time and material basis to dig and replace water system gate valves and install new valves to the system for distribution efficiency. Restoration will be as needed on hardscape surfaces only.

MOTION made by Myers, seconded by Warren to forward to the Village Board with a positive recommendation to approve the allocation of \$16,000 in the form of a blanket purchase order to hire as needed, a contract service for the replacement of water system gate valves to include restoration costs-hardscape surfaces only.

Motion carried unanimously.

AUTHORIZATION TO PURCHASE – OFFICE EQUIPMENT – WATER DEPARTMENT: Supt. Haugen requested authorization to purchase and replace office furniture & carpet, painting and wall expansion in the Water Utility offices at the Dept. of Public Works. Four office retail businesses were contacted in which two were able to supply pricing.

MOTION made by Myers, seconded by Warren to forward to the Village Board with a positive recommendation to purchase office replacement furniture from ORF Office Furniture Resources for a cost of \$11,273.87 and additional cosmetic items for the total budgeted amount not to exceed \$15,000.

Motion carried unanimously.

AUTHORIZATION TO PAY INVOICES – GOSCHEY MECHANICAL: Supt. Olszewski requested authorization to pay two invoices to Goschey Mechanical for labor/materials costs to replace the air conditioning unit in the Server Room at the Police Dept. Supt. Olszewski further explained this repair will use one third of the Police Department Maintenance and Repair Budget. As the Police Dept. and Annex were two of the oldest buildings occupied 24/7, he could see costly repairs occurring more often and suggested the annual maintenance budget be adjusted accordingly.

MOTION made by Warren, seconded by Myers to forward to the Village Board with a positive recommendation to pay two invoices for the total amount of \$7,848.04 to Goschey Mechanical for labor and materials for the replacement of the air conditioning unit for the server room at the Police Department. Funds to be allocated from Acct. #10-519-530-5221. Motion carried unanimously.

AUTHORIZATION TO PURCHASE – TRAFFIC SIGNAL CABINET REPLACEMENT: Supt. Olszewski requested authorization to replace the traffic signal cabinet at the Appleton Avenue and County Line Road intersection and pricing from experienced electrical contractors to provide the internal components. The cabinet was past its useful service life and TAPCO was

the only supplier of this cabinet. Staff solicited pricing from experienced electrical contractors that the Village had worked with in the past.

MOTION made by Warren, seconded by Myers to forward to the Village Board with a positive recommendation authorizing the purchase of a traffic signal cabinet for the Appleton Avenue and County Line Road intersection from TAPCO for a total of \$6,586 and electrical labor and material services from Outdoor Lighting for a total of \$3,400. Funds to be allocated from Acct. #10-542-570-8100.

Motion carried unanimously.

AUTHORIZATION FOR BLANKET PURCHASE ORDER – MATERIAL PROCESSING – RECYCLING CENTER: Supt. Zimmerman requested approval to generate a blanket purchase order for continued material processing at the Recycling Center for year 2018.

MOTION made by Warren, seconded by Myers to forward to the Village Board with a positive recommendation to approve the allocation of an amount not to exceed \$18,500 in the form of a blanket purchase order to Max R Recovery for the continuing material processing at the Recycling Center. Funds to be allocated from Acct. #10-546-570-7960. Motion carried unanimously.

AUTHORIZATION TO PURCHASE – ADJUSTABLE FREQUENCY DRIVES – MAIN STREET & OLD FARM LIFT STATIONS: Supt. Zimmerman solicited proposals from three area control integration companies for the replacement of the adjustable frequency drives for the pumps at the Main Street and Old Farm Lift Stations. The current drives were no longer serviceable. Pricing ranged from \$54,525.00 to \$64,900.00.

MOTION made by Myers, seconded by Warren to forward to the Village Board with a positive recommendation authorizing the purchase of 5 Rockwell Adjustable Frequency Drives from Starnet Technologies in the amount of not to exceed \$57,525 for the pumps at the Main Street and Old Farm Lift Stations. Funds to be allocated from Acct. #60-180-184-3230.

Motion carried unanimously.

AUTHORIZATION TO APPROVE WPDES (MS4 ANNUAL REPORT) & MMSD CHAPTER 13 ANNUAL REPORT: Dir. Ratayczak submitted for review and approval the WPDES and MMSD Chapter 13 Annual Reports.

MOTION made by Myers, seconded by Warren to forward to the Village Board with a positive recommendation to approve the 2017 WPDES (MS4 Annual Report) & MMSD Chapter 13 Annual Report and authorize signature by the Village President for submission to the WDNR & MMSD.

Motion carried unanimously.

REQUEST TO APPROVE \$1,318.19 CONTRIBUTION TO SWEET WATER REGIONAL NR216: As part of the NR216 Permit requirements, the Village's contribution is

pooled with other southeast WI municipalities and non-government organizations providing storm water pollution public education effort.

MOTION made by Warren, seconded by Myers authorizing the expenditure of \$1,318.19 toward the Year 2018 SWEET Water Regional NR216 Education & Outreach Efforts for the Village's MS4 Storm Water Permit.

Motion carried unanimously.

FINALIZED LIST OF 2018 STREET PROJECTS – DISCUSSION AND POSSIBLE

ACTION: Engr. Laning provided the Committee with a list and map of the finalized, proposed street locations for 2018. Detailed were the types of improvements at those locations. Estimated totals for the work were at \$1.8 million. \$1.5 million was budgeted in 2018. Engr. Laning further explained there were funds (\$300,000) carried over from previous years road projects but final payments still needed to be addressed for the 2014 and 2015 Road Projects. It was estimated there was \$1.7 million to work with. If the low bid came in at \$1.8 million, the Committee would have to consider dropping Deppert Road or the Creekview Lane/Merkel Drive pulverize and overlay areas.

Committee discussion included:

- Wasaukee Road improvements were moved to 2018 and the Village applied for local road improvements funding. When \$380,000 is spent, the Village receives a \$57,000 refund from the State within a year or two; one requirement to receive the money is that the project has to be complete and finalized and retainage released.
- Final surface course has been eliminated on Concord Road in year 2018 until municipal water was installed; there are no plans at this time for municipal water.
- Binder and surface course should be completed in the Woodland Manor Subdivision as a survey of the residents did not want municipal utilities.
- Engr. Laning would advertise upon approval of the Committee. With the use of LRIP funds this year, the advertisement will include a notation about using the MZIP funds, etc. The target date to advertise would be at the end of February and bidding the project early March.

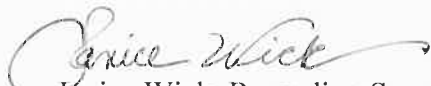
MOTION made by Warren, seconded by Myers to approve the 2018 roads list as presented.

Motion carried 2 -1 (Zabel)

NEXT MEETING DATE: The next Public Works and Highway Committee meeting will be held **TUESDAY**, March 6, 2018 at 5:30 p.m.

ANNOUNCEMENTS: Dir. Ratayczak announced this would be the last Public Works meeting with Engr. Laning. Engr. Laning's last day of work was Friday, February 9th. Staff had wished him well in the private sector.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:08 p.m.


Janice Wick, Recording Secretary