

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

May 9, 2018

Village Hall Board Room

CALL: Chm. Kaminski called the meeting to order at 5:30 p.m.

ROLL CALL: Chm. Kaminski, Trustee Members Hughes (5:35 p.m.), Warren and Zabel. Also present were Dir. Ratayczak, Engr. Nitschke and Secretary Wick.

PREVIOUS MINUTES: **MOTION made by Zabel, seconded by Warren to approve the minutes of April 3, 2018.**

Motion carried unanimously.

PUBLIC COMMENT: None.

CONSIDERATION TO REPLACE EXISTING PANEL VIEW – WELL #4: Supt. Haugen requested authorization to purchase a panel view for Well #4. The existing panel view screen had failed and could not be repaired. The Panel View is a direct visual link allowing staff to view the system status to include tower heights if other wells are running, enable/disable chemical addition, back-up emergency for pressure mode to system pressure and VFD operations. A claim had been filed with the Village's Insurance Company for possible reimbursement.

MOTION made by Zabel, seconded by Warren authorizing staff to purchase one (1) new panel view for Well #4 from Terminal-Andrea for an amount of \$4,190.00. Funds to be allocated from Acct. #50-180-184-3490.

Motion carried unanimously.

CONSIDERATION TO REPROGRAM NEW PANEL VIEW – WELL #4: Supt. Haugen requested authorization for Ruckert & Mielke to reprogram the new Rockwell panel view for Well #4. Programming is needed to convert the new panel view to be read by bridging a programmable logical controller (PLC) to the existing programmable logical controller. A claim had been filed with the Village's Insurance Company for possible reimbursement.

MOTION made by Warren, seconded by Zabel authorizing Ruckert & Mielke to install and reprogram the new Panel View into the existing programmable Logical Controllers at Well #4 for a cost of \$4,150.00. Funds to be allocated from Acct. #50-180-184-3490.

Motion carried unanimously.

CONSIDERATION TO REPLACE EXISTING PANEL VIEW – WELL #7:

MOTION made by Zabel, seconded by Warren authorizing staff to purchase one (1) new panel view for Well #7 from Terminal-Andrea for an amount of \$4,190.00. Funds to be allocated from Acct. #50-180-184-3490.

Motion carried unanimously.

CONSIDERATION TO REPROGRAM NEW PANEL VIEW – WELL #7:

MOTION made by Zabel, seconded by Warren authorizing Ruekert & Mielke to install and reprogram the new Panel View into the existing programmable Logical Controllers at Well #7 for a cost of \$4,150.00. Funds to be allocated from Acct. #50-180-184-3490.

Motion carried unanimously.

AUTHORIZATION TO CONTRACT – WDOT SALT BID FOR 2018-2019: Supt. Olszewski reported he had entered into the WisDOT Bid Process for 2018-2019. Staff had committed to 2,700 ton of salt for the upcoming season. The per ton cost was not available. Supt. Olszewski reported 1,500 ton of salt on hand. The Committee was given a breakdown of the salt usage for the past 17 years.

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation to approve the Village’s commitment of approximately 2,700 ton of road salt for the 2018-2019 season as part of the WDOT Salt Bid Process.

Motion carried unanimously.

MOTION made by Zabel, seconded by Warren to move to Item S under “New Business” of the Public Works Agenda.

Motion carried unanimously.

DISCUSSION/APPROVAL TO ACCEPT FUNDS FOR ELM LANE IMPROVEMENTS FROM HARVEST HILLS DEVELOPMENT: Dir. Ratayczak reported the developer of Harvest Hills Development proposed issuing funds to be placed in escrow for an amount to be determined by the developer’s contractor and approved by the Director of Public Works for the reconstruction of Elm Lane to the east property line of the development. The Developer suggested the funds be held until the Village officially proposes to reconstruct Elm Lane. The developer’s contractor submitted a reconstruction estimate of \$48,995 based on rural road standards to their east property limits. Dir. Ratayczak expressed it may not be enough funding as he believed the developer did not take into account possible ditching, excavation of road width, etc. Dir. Ratayczak felt it was an acceptable method to escrow funds vs. reconstructing the road in sections. Committee discussion included;

- Request developer to use Freistadt Road for construction access vs. Elm Lane;
- The Elm Lane radius would be complete as part of the initial construction into the development;
- A mutual/agreeable amount of funds for future reconstruction of Elm Lane should be included in the developer’s agreement;
- Make sure when coming up with estimated construction costs that inflation is added in especially if it is two (+) years down the road; Prices will go up.

MOTION made by Zabel, seconded by Kaminski that the construction of the Harvest Hills section of Elm Lane be deferred and funds for the future construction of Elm Lane be escrowed and written within the developer’s agreement.

Motion carried unanimously.

AUTHORIZATION TO CONTRACT WASHINGTON COUNTY – CENTERLINE & EDGELINE PAINTING: Supt. Olszewski requested authorization to contract Washington County Highway Dept. to paint approximately 32 miles of centerlines and 64 miles of edge lines on the Village's roadways. Work is billed on a time and material basis. \$40,000 had been budgeted for this work. Cost estimates with the County were found to be below private contractor's estimates.

MOTION made by Warren, seconded by Hughes to forward to the Village Board with a positive recommendation to allow staff to contract with the Washington County Highway Dept. to paint center lines and edge lines on Village streets for an approximate cost of \$40,000. Funds to be allocated from Acct. #10-542-530-3540.

Motion carried unanimously.

AUTHORIZATION TO CONTRACT – DPW BUILDINGS SERVICE DOORS: Supt. Olszewski requested authorization to contract for the removal and installation of new service doors at DPW locations. Three quotes were received ranging from \$9,400 to \$12,568.

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation to contract Jordan's Construction Services for the removal and installation of new service doors at DPW locations for an amount not to exceed \$10,000. Funds to be allocated from Acct. #10-519-570-8242.

Motion carried unanimously.

AUTHORIZATION TO CONTRACT – WOLF HAUS REPAIR: Supt. Olszewski requested authorization to contract for the building repairs at the Wolf Haus caused by a motor vehicle accident. JM Remodeling had completed work on this historic building in the past and provided an assessment and quote for the current repair. A claim was submitted to the Village's Insurance Company and reimbursement had already been received.

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation to contract JM Remodeling & Construction LLC to perform repairs at the Wolf Haus at Dheinsville Park for a cost of \$51,380.00. Funds for the repair have been provided by CHUBB Insurance.

Motion carried unanimously.

CONSIDERATION OF 2018 SEALCOAT PROJECTS: Supt. Olszewski provided the Committee with a list of potential locations and costs for the micro surface and/or GSB 88 application options for 2018. Available budgeted funds for this work was \$450,000. Not all of the funds will be used for sealcoating alone. Crack filling and flex patch material costs are deducted from this budgeted line item also. 2018 recommendations included 85,000 sq. yards of micro surface and 51,000 sq. yards of GSB-88. Flex patch will be done over transverse cracks. Areas include Pilgrim Road from Freistadt Road to County Line Road. Asphalt wedging will be done in the Country Meadows West and Kosterman Gardens subdivisions. Various widths will be removed and replaced with hot asphalt mix. These areas will then be considered for sealcoating in 2019. Supt. Olszewski mentioned a few of the completed sealcoat projects from

2017 noting some residents were not happy with the product and voiced concerns regarding the timing of the project. Comments included;

- Did the product change with last year's application? Supt. Olszewski stated the same product and application and contractor were used as in years past. He believed issues were due to the start of school where traffic, bus stops, and parking interfered with the application process. Most concerns were from an aesthetic standpoint.
- The application process can be done under traffic. Cure time is within 4-6 hours and weather dependent. The project is coordinated to minimize traffic concerns.
- Funds are added to the budget every year with the intent that some point in time there would be enough funds to cover the borrowing for roads and all of the other work. Some of the funds in the line item should be used for asphaltting and other work. Dir. Ratajczak stated some of the funds were being earmarked for a large project such as Division Road from Mequon Road just south of Concord Road.

MOTION made by Zabel, seconded by Warren authorizing staff to prepare bid documents based on staffs' recommendation to Micro Surface and GSB88 Surface the locations provided to the Committee as part of the 2018 Sealcoat projects.

Motion carried unanimously.

DISCUSSION/AUTHORIZATION – WINTER PARKING RESTRICTIONS: Supt. Olszewski explained current winter parking restrictions make it difficult during snow removal operations with the number of parked cars they encounter. Discussion with the Chief of Police suggested additional language with regards to parking restrictions. The goal would be to make enforcement easier for the plow operators and officers while NOT being overly restrictive to the public. Currently the Code allows for 30 minute parking from 2 a.m. – 6 a.m. It makes it difficult for officers to enforce and requires multiple trips back to the same car before a citation can be issued. Suggested was to reduce or remove the 30 minute window at least during the winter months. Supt. Olszewski was willing to work with the Village Attorney to possibly add language to address the situation. Comments included;

- It makes sense to accommodate all parties involved;
- P.D. issues Parking Permits. Would they have to suspend permits during the winter months? It should be added to the language of winter parking restrictions. Supt. Olszewski suggested the "odd/even" parking restrictions where on odd dates you would park on the odd numbered side of the street and the same for even days.

In closing, the Committee directed staff to work with the Village Attorney and present draft Ordinance changes to the Public Works Committee.

CONSIDERATION TO ADJUST LAST SIX YEARS SEWER & WATER INVOICES FOR W164 N10434 TIMBERLINE COURT: Jay Sciachitano, W164 N10434 Timberline Court, requested consideration to adjust his sewer and water billing due to a defective meter. Mr. Sciachitano obtained the history of usage from the Utility Clerk and found something was wrong. Investigation by Village staff did not identify any leaks but yet found the old meter recording water usage. A new meter was installed, tested and monitored and found to be recording water usage correctly. When researching the water usage history over the last six years Mr. Sciachitano provided the Committee with his calculations and explanation as to the way of averaging his usage. Mr. Sciachitano questioned whether the Village had a notification

system available when there was an issue or problem with someone's water usage. Dir. Ratayczak stated a notification system will be in place once all of the Badger Meters were changed out.

Trustee Zabel explained certain quarters of the year are not always constant and could change due to different situations. Trustee Zabel further explained the PSC review and calculations. Dir. Ratayczak explained the meter was tested and the midflow accuracy portion over read by 3%. Pursuant to PSC regulations the Utility would be required to refund the 3% overage for water from the date the meter was installed. The PSC gave no guidance as to the refund of sewer. Dir. Ratayczak explained his credit calculations based on the previous records of billings and looked at an overall average of the same quarter in previous years. When questioned, Mr. Sciachitano felt Director Ratayczak's calculation of a refund was acceptable. Discussion continued.

MOTION made by Hughes, seconded by Warren authorizing staff to credit the over average water usage of \$171.75 and the over average sewer usage of \$518.47 for a total credit of \$690.22 for the property at W164 N10434 Timberline Court.

Motion carried 3-1(Zabel)

AUTHORIZATION FOR BLANKET PURCHASE ORDER – FERGUSON WATERWORKS:

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation to approve the allocation of a not to exceed amount of \$25,000.00 in the form of a blanket purchase order to Ferguson Waterworks for the purchase of manhole repair materials. Funds to be allocated from Acct. #60-830-530-8313.

Motion carried unanimously.

AUTHORIZATION FOR BLANKET PURCHASE ORDER – CORE & MAIN:

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation to approve the allocation of a not to exceed amount of \$16,000.00 in the form of a blanket purchase order to Core & Main for the purchase of manhole adjusting rings and other miscellaneous materials. Funds to be allocated from Acct. #60-830-530-8313.

Motion carried unanimously.

AUTHORIZATION FOR BLANKET PURCHASE ORDER – ADAPTOR INC.

MOTION made by Zabel, seconded by Warren to forward to the Village Board with a positive recommendation to approve the allocation of a not to exceed amount of \$20,000.00 in the form of a blanket purchase order to Adaptor Inc. for the purchase of internal/external manhole chimney seals and extensions to be utilized for the 2018 road projects and other areas on a time and need basis. Funds to be allocated from Acct. #60-830-530-8313.

Motion carried unanimously.

AWARD OF CONTRACT – PRAIRIE WAY WATERMAIN LOOP & HYDRANT RELOCATIONS: Dir. Ratayczak explained four bids were received ranging from \$112,370 to \$130,410 for the installation of 330 lineal feet of 8-inch PVC water main from Wagon Trail to Timberline Court. The water main would give Timberline Court another supply to the excessively long dead-end water main.

MOTION made by Warren, seconded by Zabel to forward to the Village Board with a positive recommendation to award a contract to Globe Contractors in the amount of \$112,370.00 plus a 10% contingency (\$11,237.00) for the Prairie Way Water Main & Hydrant Relocations.

Motion carried unanimously.

DISCUSSION/AUTHORIZATION – IMPROVEMENTS TO SPASSLAND PARK TRAIL: At the request of Trustee Zabel, staff investigated a low area in a paved trail on the west side of Spassland Park. Photos were provided to the Committee. Residents raised concern of the standing water in the trail during wet periods. Engr. Nitschke gave a detailed description of the flow of water and explained by placing fill to raise the trail would only create additional ponding to the east. Conversation with Recreation Dir. Schroeder suggested an alternate solution to bridge the low spot in the trail with a short boardwalk. Staff recommended the improvements be handled by the Recreation and Parks Dept. to install a boardwalk on the trail.

Trustee Zabel noted the pavement was lower than the ground on either side of the trail and the ground on the east side was stopping the water from crossing the pavement. He felt all that needed to be done was ditch out the west side of the pathway to the wetlands to drain the water so it wouldn't pond over the pavement.

MOTION made by Kaminski, seconded by Zabel to forward the Spassland Park Trail Improvements discussion and alternatives to the Park and Recreation Committee with elevation information provided by the Engineering Department.

Dir. Ratayczak questioned funding of this type of project. The Committee agreed funding would come from the Park and Recreation Department budget.

Motion carried unanimously.

AUTHORIZATION TO RELEASE PROJECT RETAINER(S): LAKEWOOD CONDO WATER MAIN RELAY; FIRE STATION NO. 2 NORTH CONCRETE APPROACH; TID #6 – 2016 NIMITZ PAVING; TID #6 – 2016 APPLETON AVENUE PAVING; 2014 ROADS PROJECT; 2015 ROADS PROJECT; 2016 ROADS PROJECT:

MOTION made by Zabel, seconded by Warren authorizing staff to release retainers for the following projects; Lakewood Condo Water Main Relay; Fire Station #2 North Concrete Driveway; TID #6- 2016 Nimitz Paving; TID #6 – 2016 Appleton Avenue Paving; and 2014-2015-2016 Roads Projects.

Motion carried unanimously.

**AUTHORIZATION/APPROVAL OF CHANGE ORDER(S): MAIN STREET
SANITARY SEWER RELAY; WINDSOR CT./CASTLE DRIVE WATER MAIN
RELAY; TID #6 – MONUMENT SIGN:**

MOTION made by Zabel, seconded by Kaminski authorizing approval of change orders for the following projects; Main Street Sanitary Sewer Relay, Windsor/Castle Drive/Squire Drive Water Main Relay and the TID #6 Monument Entrance Sign.

Motion carried unanimously.

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

ANNOUNCEMENTS: Chm. Kaminski requested Trustee Zabel Chair the Wednesday, June 6th Public Works Committee meeting.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:43p.m.

A handwritten signature in cursive script that reads "Janice Wick". The signature is written in black ink and is positioned above the typed name of the Recording Secretary.

Janice Wick, Recording Secretary