

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

June 6, 2018

Village Hall Board Room

**CALL:** Chm. Pro Tem called the meeting to order at 5:35 p.m.

**ROLL CALL:** Chm. Kaminski (absent & excused), Trustee Zabel (Chm. Pro Tem), Trustee Members Hughes and Warren. Also present were Adm. Kreklow, Engr. Nitschke and Secretary Wick.

**PUBLIC COMMENT:** None.

**EAB ASH TREE TREATMENTS CONTRACT:** Supt. Olszewski reported eight landscape companies were solicited and three proposals received ranging from \$4.86/ inch to \$7.25/inch to treat 77 trees by trunk injection. The trees were treated in 2016 and were found to be in healthy condition today.

**MOTION made by Warren, seconded by Hughes authorizing staff to contract Crawford Tree and Landscape for the Emerald Ash Bore treatment of 77 trees for an amount not to exceed \$5,000.00.**

**Motion carried unanimously.**

**TREE REPLACEMENT CONTRACT – 2018:** Supt. Olszewski reported \$24,000 was budgeted for the replacement of approximately 60 (2"-2.5") trees. Staff had solicited 10 area contractors in which 1 proposal was received.

**MOTION made by Warren, seconded by Zabel to forward to the Village Board with a positive recommendation authorizing staff to contract Century Landscape in an amount not to exceed \$25,000 for the replacement of 60 Village trees as part of the Emerald Ash Bore initiative. Funds to be allocated from Acct. #10-553-530-5290.**

**Motion carried unanimously.**

**RESOLUTION ADOPTING 2017 COMPLIANCE MAINTENANCE ANNUAL REPORT (CMAR)(DNR):** Supt. Zimmerman presented for review the 2017 Compliance Maintenance Annual Report (CMAR). The report is part of the renewal of the Village's WPDES (Wisconsin Pollutant Discharge Elimination System) General Permit. The Report must be accepted by Resolution before submission to the Department of Natural Resources.

**MOTION made by Hughes, seconded by Warren to forward to the Village Board with a positive recommendation to approve the 2017 Compliance Maintenance Annual Report (CMAR) and adopt its results by Resolution.**

**Motion carried unanimously.**

**RESOLUTION AUTHORIZING APPLICATION TO SEWRPC FOR A SANITARY SEWER SERVICE AREA AMENDMENT FOR WRENWOOD SUBDIVISION DEVELOPMENT:** Engr. Nitschke explained the Village Board would be required to pass a Resolution authorizing and directing Village staff to contact and work with SEWRPC to begin adding area not currently in the sewer service area. The Sanitary Sewer Service Area

amendment process must be fully executed before sanitary sewer can be extended into lands to service prospective Wrenwood Subdivision development.

**MOTION made Warren, seconded by Hughes to forward to the Village Board with a positive recommendation to pass a Resolution authorizing and directing staff to work with SEWRPC in applying for a Sanitary Sewer Service Area Amendment for the Wrenwood Subdivision Development as shown and described in the materials presented to the Committee.**

**Motion carried unanimously.**

**DEVELOPER AGREEMENT – HARVEST HILLS SUBDIVISION:** Adm. Kreklow respectfully requested discussion of the Harvest Hills Subdivision Developer Agreement be tabled as staff had been working through the review process and were not at a point where staff has resolved issues in order to recommend approval. A meeting will be set up with the developer and staff to expedite the process.

Chm. Pro Tem Zabel suggested a “Special” Public Works Committee meeting before the July 2<sup>nd</sup> Village Board meeting to help move the process along. Adm. Kreklow stated he would take every step possible to meet the timeline suggested.

**MOTION made by Zabel, seconded by Warren to defer action on the Harvest Hills Subdivision Developer’s Agreement with a possible meeting at 6:30 p.m. if needed before the July 2, 2018 Village Board meeting.**

Sheri Waggoner, Top Leaf Development, noted she was very excited about the development and believed it was a great addition to the Village. Ms. Waggoner started the development process last September with hopes to start construction this summer. The preliminary plat and construction documents were submitted in March. Ms. Waggoner emailed staff noting she had yet to receive comments on the development plans and was looking to make any corrections or address any concerns to keep the process moving and meet Committee deadlines. Ms. Waggoner also voiced disappointment that she only received comments one day prior to the Public Works meeting. She looked forward to meeting with staff to address additional concerns and appreciated the Committee setting up a possible Committee meeting to keep things moving.

**Motion carried unanimously.**

**SANITARY SEWER/WATER MAIN EASEMENTS – HERITAGE PLACE JOINT VENTURE, LLC (SAXONY VILLAGE):** Engr. Nitschke reported public sanitary sewer and watermain is located in an easement within the Saxony Village development. Staff had recommended acceptance and approval.

**MOTION made by Hughes, seconded by Warren authorizing acceptance and approval of the Sanitary Sewer and Water Main Easement documents for the Heritage Place Joint Venture, LLC (Saxony Village).**

**Motion carried unanimously.**

**TRAFFIC IMPACT ANALYSIS – HOLY HILL RD./GOLDENDALE RD./FREISTADT RD./MAPLE RD.:** Adm. Kreklow provided an update to the Committee noting on May 21, 2018, the Village Board directed staff to continue work on a potential Tax Incremental District 8. Staff felt it was important to have some data and information available related to the potential traffic impacts of the development in that area. A quotation was received from Traffic Analysis & Design, Inc. who had done work in the past for the Village. The quotation was broken down into two potential phases. The first Phase was more of an overview type of analysis to address questions that residents and the Village Board may have regarding development along Holy Hill. Phase I of the Traffic Impact Analysis had been executed and Traffic Analysis & Design, Inc. was authorized to begin that work. If the Village Board approves TID #8, there would be additional analysis and study that would be needed to aide in the design of the roads and traffic management systems in the area.

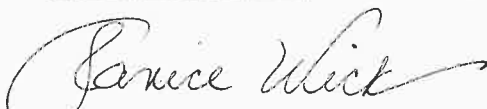
Trustee Warren noted the analysis was compensation based on lump sum and costs should be based on the actual time to do the analysis. He felt it was a better way to control costs.

**DIVISION/MEQUON ROAD INTERSECTION TURN MOVEMENTS:** Engr. Nitschke clarified Trustee Zabel's request concerning the turn movement at the intersection of Division and Mequon Roads. Engr. Nitschke referenced the Facilities Development Manual (Chapter 11 – Section 25). The WDOT follows the ruling that when you have two lanes, it is typical to dedicate one lane for a left turn so that you don't have a vehicle that is going straight through that is hidden by the left turning vehicle. If it was decided to dedicate a right turn lane at the Division/Mequon Roads intersection, the pedestal would need to be moved which would have a budgetary impact. In looking at the right of way, Engr. Nitschke did not believe there would be enough room to move the signal pedestal any further east in order to install a dedicated right turn lane. Chm. Pro Tem Zabel noted there were no dedicated turn lanes on the north side of Mequon Road as you travel south. He felt if you leave the lane direction open and let the general public use which lane they choose, it would probably handle itself. Engr. Nitschke noted even with the offset, the outside lane and inside lane is moved closer when someone is turning left and that is where you would have that obstruction from a left turn vehicle turning in front of someone who is going through that same lane. Coming from the north and turning left may cause a site line issue when not seeing a secondary vehicle behind a turning vehicle therefore it would be more likely an accident would occur. There was no crash history available for this intersection. Other than inconvenience, Trustee Warren did not see the purpose for reconfiguring the intersection. Chm. Pro Tem Zabel suggested the timing of the traffic signals be adjusted as the wait time was lengthy. He appreciated the input as to why the intersection layout was designed the way it was and no further action by staff was necessary.

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

**ANNOUNCEMENTS:** NONE.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:23 p.m.

  
Janice Wick, Recording Secretary