

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

March 2, 2021

Virtual WebEx & Village Hall Board Room

CALL: Chm. Kaminski called the meeting to order at 6:00 p.m.

ROLL CALL: Chm. Kaminski, Trustee Members Hudson, Miller and Zabel. Also present were Dir. Ratayczak, Adm. Kreklow, Support Serv. Mang. Tucker (virtual), and Secretary Wick.

APPROVAL OF MINUTES: **MOTION made by Zabel, seconded by Miller to approve the Minutes of February 2, 2021.**

Motion carried unanimously.

PUBLIC COMMENT: None

D.F.TOMASINI INVOICE – WHITETAIL RUN: Supt. Haugen reported the details of the emergency repair of a water service leak at N103 W17578 Whitetail Run.

MOTION made by Miller, seconded by Hudson to approve the D.F. Tomasini invoice in the amount of \$8,938.00 for the emergency repair of the watermain on Whitetail Run. Funds to be allocated from Acct. #50-742-530-6730.

Motion carried unanimously.

GENERATOR FEASIBILITY STUDY – WELL #2 & WELL #4: Supt. Haugen explained during the department's continued evaluation of all the well house backup generators it was found that two needed closer attention. Well #2 located on Potomac Circle is being served by a used generator from the Sewer Utility in a degrading housing structure. Well #4 located around Old Farm Road had no generator backup. Staff had requested the services of Foth Engineering to conduct a Feasibility Study for both well house generators. Supt. Haugen also gave a brief history of numerous wells that were non-functioning at one time and looked to the Committee to discuss upgrades to those well houses. Discussion included:

- Generator costs are approx. \$20,000 - \$30,000.
- If there was already a plan, why the request for a Feasibility Study? Supt. Haugen stated the buildings were in poor shape and did not want to move forward without Committee approval. Once this project goes out to bid, and it is found the utility does not have the funding to absorb the cost, one building could be done one year and the other building another year.
- Trustee Zabel felt the backup generator at Well #4 would be most important and the first to complete.
- Well #2 is still functioning with ongoing maintenance to keep everything dry.
- There may be cost savings if it is found that the generator at Well #2 is still viable.
- Well #2 generator is fueled by has a natural gas. The Well #4 generator fuel type would be determined during the design phase. Natural gas is on-site, but it was unknown if the service was large enough. If it were found the service was not large enough, an alternative diesel generator would be put in place.
- Trustee Zabel recommended getting the generator for Well #4 and the Committee can review staff's findings for a well house building and what needs to be done to modify or change it.

- Chm. Kaminski clarified staff should obtain pricing on a generator and omit the Feasibility Study. Staff shall then return to the Committee with a determination on how they would like to proceed with re-doing the building and what would be most cost effective and efficient way to accomplish that.

MOTION made by Zabel, seconded by Kaminski recommending staff return to the Committee once they obtain generator pricing for Well #4 and provide effective and efficient ways to upgrade Well #2.

Supt. Haugen noted he would be able to obtain pricing on a generator, but the building construction phase would be more detailed.

Trustee Miller noted instead of a Feasibility Study could the engineering firm go directly to a design phase? Supt. Haugen stated yes. The Village would save money on the Feasibility Study costs. He would consult with Foth Engineering as to providing their engineering cost to review/evaluate Phase II (Well #4).

Dir. Ratayczak questioned Supt. Haugen if he could consult Electrical Contractors for Well #4. Supt. Haugen noted he would research that possibility.

Adm. Kreklow stated he was not sure the title “Feasibility Study” was the best verbiage for this request. This request goes beyond asking questions as to whether a generator needs to be replaced. Supt. Haugen agreed noting the evaluation request was for an overall evaluation of the well houses versus just the placement of a generator inside a building. Items to be reviewed or evaluated could be built into the footprint at Well #4.

Chm. Kaminski did not see a value in spending \$18,300. In looking at the proposal, some of the items could clearly be answered by staff.

Motion carried unanimously.

INSURANCE CLAIM – SUMMER HILL COURT - DISCUSSION: Supt. Haugen was requested by the Village Administrator to provide the Committee with the Water Utility’s trouble shooting procedures with regards to the insurance claim for the basement repair on Summer Hill Court. Also noted from this experience were the lessons learned by the Utility Dept. and thoughts to consider at the Village Board level if this same experience happened again. Supt. Haugen continued with the history of water issues at Summer Hill Court since 2013 and steps taken to resolve the issues. In conclusion the Committee stressed a representative from the Utility should have been present at the Village Board meeting to present their findings. It was obvious there were water issues at this location since 2013. The Village failed the resident as this issue was not resolved within the 6 year period.

2021 TREE PLANTING: Interim Supt. Anderson reported staff solicited proposals for the replacement of 59 trees in various areas around the Village to include along the roadways, buildings, and parks. The Proposal bid items consisted of the purchase of 1-1/2” to 2” caliper trees, the planting of those trees, two watering’s and a one year warranty.

MOTION made by Miller, seconded by Hudson to forward to the Village Board with a positive recommendation authorizing staff to contract Johnson’s Nursery in the amount of \$22,964.86 for the replacement of 59 trees along Village roadways, buildings, and parks. Funds to be allocated from Acct. #10-553-530-5290.

Motion carried unanimously.

WASHINGTON COUNTY HIGHWAY DEPT. PAINT CENTER & EDGE LINES - AUTHORIZATION: Interim Supt. Anderson requested authorization to contract Washington County to complete 48 lane miles of centerline and edge line painting on main throughfares throughout the Village.

MOTION made by Miller, seconded by Hudson to forward to the Village Board with a positive recommendation authorizing the services of the Washington County Highway Department to perform centerline and edge line painting on Village streets for an approximate cost of \$48,000 for the year. Funds to be allocated from Acct. #10-542-530-3540.

Motion carried unanimously.

RECYCLING CENTER FLEX HOURS: Supt. Zimmerman requested authorization to open the Recycling Center on Tuesday, March 30th ahead of the normal summer Recycling Center hours starting April 1st.

MOTION made by Zabel, seconded by Miller to allow staff to open the Germantown Recycling Center on Tuesday, March 30th, 2021.

Motion carried unanimously.

SANITARY SEWER SERVICE TO N113 W13929 PHEASANT LANE (SE CORNER) – DISCUSSION & DIRECTION: Dir. Ratayczak informed the Committee of a property for sale on the SE corner of Pheasant Lane in which the septic system had failed. The property owner representatives had contacted the Village as to the availability and cost of connecting to the Village’s sanitary sewer system. Dir. Ratayczak stated the only sanitary sewer that may be available to the homeowner was the northeast interceptor sewer on Country Aire Drive. Being an interceptor sewer, a direct connection is not allowed unless in special instances where there is no alternative to servicing a property. The Village could install sanitary sewer east on Pheasant Lane and staff has a design in this instance. Dir. Ratayczak further noted Village Ordinance 13.29(2) stated “Buildings used for human habitation which are located adjacent to a public sanitary sewer shall be connected to the public sanitary sewer...”. Discussion was requested of the Committee to determine whether the property on the SE corner of Pheasant Lane would be allowed or not allowed to hook up to the adjacent sewer on Country Aire Drive. Dir. Ratayczak stated consequences of this determination were what is considered “adjacent”? The adjacent sanitary sewer in question was an interceptor sewer. Sanitary Sewer could be installed on Pheasant Lane to the extent of the homeowner’s property limits. If the Village told the property owner sanitary sewer was not available to them, the property owner could then apply for an on-site system.

Wastewater Supt. Zimmerman had expressed to the property owner that connection to the interceptor sewer was unlikely due to the specialized pipe material of the interceptor sewer. Due to the depth of the interceptor sewer pipe, a connection would require the services of a contractor vs. a plumber. It would be expensive to install a 25' lateral from the interceptor sewer to the property. It would be more reasonable to connect to the manhole at Pheasant Lane. A mainline sewer could be cored and installed at normal depths. An extension in a public road would have to end in a manhole structure. The mainline would need to be installed at a minimum distance of 300-350 feet and the cost special assessed back to the abutting property owners. There would be better economy of scale if sanitary sewer were extended the whole length of Pheasant Lane and therefore less expensive for all property owners. Discussion continued with the following points.

- There is concern with allowing anyone to connect into the interceptor sewer with how specialized everything would have to be. The Village should not allow it.
- Supt. Zimmerman stated the County realizes that sewer is adjacent to the parcel needing service and therefore will not permit it. The Committee believed the Village could write a letter to the County with an explanation for not allowing an interceptor connection.
- Trustee Miller felt it made sense to come off of Pheasant Lane. How long before other sewers fail?
- The installation of sanitary sewer the full length of Pheasant Lane is not a benefit to the Utility.
- Installation costs were not available. At least seven residents would have to agree to wanting sanitary sewer.
- Chm. Kaminski felt this was a homeowner's problem that the Village was being asked to fix. She could not support drilling into the interceptor sewer.
- Dir. Ratayczak suggested mailing a survey to the homeowners on Pheasant Lane. There may be residents who want sanitary sewer.
- Trustee Zabel stated if residents wanted sanitary sewer, those costs could be assessed back to the homeowner and paid over a period of 10 years at a simple interest rate.

In closing, it was the direction of the Committee to request staff to create a survey letter to the residents on Pheasant Lane to determine whether they were interested in sanitary sewer. The letter was to include costs (the mainline, laterals and connection fees) for the installation. Dir. Ratayczak will mail the survey within the month of this meeting.

Dir. Ratayczak noted he was informed from a Real Estate Agent that if there was a commitment that sanitary sewer was going to be installed on Pheasant Lane, the County would allow a variance to the home for sale in which the septic system could be used as a holding tank until which time the homeowner could connect to the municipal sewer system.

DEPT. OF PUBLIC WORKS CAMPUS – GRAEF ENGR.: Dir. Ratayczak reported a Feasibility Study Analysis was completed by Venture Architects in December 2019 for the construction of a new Public Works campus. Cost alternatives were provided at that time and a determination was made that a budget of \$14 million could provide a campus that would fit the campuses future needs. Currently there is funding within the 2020 budget for the programming and schematic design phase, final plans and specifications and proposals for bidding. Staff proposed to hire Graef to do the building design of the campus. Graef's four step process included developing a floor plan, develop several wall elevations to present variations of exterior

design, review the floor plan with DPW staff housed in the facility and present optional site plans for review.

Adm. Kreklow noted the Public Works Committee would be given another opportunity to review site plan options of the campus. Decision points will include the use of the ball diamond property and the logistical issues if some of the buildings were torn down as to where to locate department operations during the construction phase. Past Committee discussion also included the potential of relocating the Police Department at the DPW campus area and whether there would be a cost savings in doing so. Graef will provide their findings and ideas within the next couple of months. Design estimate costs will be based on a time and materials cost of how many questions are asked and how many iterations may be gone through.

Discussion continued as to whether staff had considered other areas of land to the east of the current campus or Village owned property south of Freistadt Road. Dir. Ratayczak stated those areas could be looked at.

MOTION made by Miller, seconded by Kaminski to approve a contract with Graef to design the proposed DPW Building & Campus and proceed with Step #1 - Programing and Schematic Design.

Motion carried unanimously.

SUPERITENDENT SALARY ANALYSIS & RECOMMENDATIONS – DEPT. OF

PUBLIC WORKS: Support Services Manager Michelle Tucker explained she had been researching the workload and pay structure of the Public Works Superintendents. It started with a job evaluation which allowed to differentiate the positions. Another component was a compensation study looking at the market. Overall, it was found the paygrades for the three superintendent positions were somewhat lower than many other communities. Job descriptions also varied. In completing the survey, the Highways, Parks, Bldgs., and Grounds position was a mix of multiple departments and the differences were reflected in the survey. Overall, it was found that the Village was a little under market in all three positions. When job evaluations, the market analysis, longevity, internal comparisons with other departments were combined, a balance of all those factors were calculated in the form of pay grade adjustment. Support Services Manager Michelle Tucker recommended the following;

- A pay increase to \$79,500 for all three positions.
- Adjust the paygrade to bring those positions more in the market and allow a higher level of opportunity for future increases.
- Appoint Scott Anderson as permanent Superintendent of Highways, Parks, Bldgs., and Grounds.
- Remove the truck allowance portion of the pay increase compensation for not taking a Village vehicle home and making it an additional benefit.
- Manager Tucker will continue her research and will look at workload of the departments and see where more balance could be found.

Committee comments included:

Trustee Zabel; Did not agree with paying the same salaries as all three employees have different longevity and evaluations in those positions. Trustee Zabel thought most people in these positions within other communities did not have vehicle use. The Village hired with less pay as the employee would have use of a vehicle. This was then changed with the Village providing

more pay for the department position to go without a vehicle. Now it is suggested the position remain at the same pay and have use of a vehicle 24/7. As for approving the promotion of Scott Anderson as the permeant Supt. of Highways, Parks, Bldgs., and Grounds, all that was necessary was for the Village President to forward this request to the Village Board.

Manager Tucker; Vehicle usage was based on the survey of other communities. It is expected these positions are to be available 24-7. Putting a compensation marker without putting a dollar figure on it makes it more complicated. Trustee Zabel noted a compensation number was put toward the salary when changes were made to vehicle usage. As part of the process, if there was a potential storm, the employee could take the vehicle home knowing they would return outside of normal business hours. It was also noted if the employee would take the vehicle home, the employee would have to report this to the federal government (taxes) as a benefit. Mang. Tucker stated she would further research vehicle usage in other communities.

Adm. Kreklow clarified if an employee believed there was a reason to take the vehicle home as an emergency would occur, then the employee was authorized to take the Village vehicle home. What would change with the latest request to allow the employee to take the Village vehicle home is it is rarely known when an emergency would occur (i.e., watermain breaks, power failures, storms). Vehicle usage should not be looked at as a benefit or perk but a benefit for the Village. When there is an emergency, the Supervisors have the tools and equipment necessary to respond directly to the site. Adm. Kreklow did not believe compensation should have been tied in with salaries. As for salaries being equal, the Adm. looked at evaluation scores and the closeness of the differences in responsibilities, not only the experience in the current title but also the experience in the field. When you looked at the overall picture, it justified the equal salary compensation. When you hire someone new, its based on their experience and qualifications. Going forward salary adjustments would be based on performance.

Trustee Miller recalled when vehicle use was discussed. That action was all about allowing the supervisors the option for a salary increase for not taking the vehicles home. Currently he agreed with allowing the supervisors to take Village vehicles home and this should not be tied to compensation. Trustee Miller agreed with staff's recommendation to move the supervisor positions to a Paygrade 19. Continue with the review of responsibilities and adjust where necessary. As for total years of service, the supervisory positions are similar. Years in the position should also mean something. There should be a slight difference in compensation.

Trustee Hudson questioned the changes in the Public Works Department structure. He believed the structure change was temporary for a year and that goals were to be established to see if the current structure was the right structure or not. To his knowledge the goal structure was not done. Whether this was the right structure or the wrong structure Trustee Hudson was not commenting. Staff was now presenting a structure that was going forward and this structure was going to be forever because we are going to make these changes to the job responsibilities and to the pay. He also did not understand combining all three at one time and looking at them all together. Positions should be broken apart and looked at one by one. If we want to look at compression than let us look at compression. He did not agree with the justification as presented or whether the salary was deserved or not.

Adm. Kreklow referred to a memo that was presented to the Committee a couple of months ago. He believed the Committee approved the latest structure into the foreseeable future. Trustee

Hudson thought there would be goals to determine whether this was the right structure or not. Adm. Kreklow stated he would invite input on any goals and criteria the Committee had in mind to determine whether the structure was successful or not.

Committee discussion clarified the structure changes were at the Director level where the Supervisor positions were reporting to the Village Administrator. It was also believed the structure change was temporary and would be revisited in six months to one year to re-evaluate. The memo that was presented this evening made it look like the structural change was permanent.

Chm. Kaminski recalled discussion on how is the Committee going to evaluate the new structure? The Administrator has a lot of responsibility now and may be spread too thin. The presentation this evening was premature and should be re-evaluated at a later time. Experience and wisdom meant a lot in a position and you grow into a position. You do not put a dollar amount on a position saying you start at "X" when you only have a year's experience vs when you have someone with 22 years of experience. There had been major gaps in salaries. The Board had made a point in the last 3-4 years in closing those gaps. *Chm. Kaminski* was not that uncomfortable in the Village salaries based on the survey of other areas. She noted we do not have to have absolute parity. Everything else in the memo on this topic other than vehicles should be discussed during the budget period 6 months from now or whenever it is decided the test period is over. Salaries should be further discussed at a General Government and Finance meeting.

Trustee Miller clarified the Committee never discussed changing or a test period of the supervisory positions. The only test period was who the supervisors were reporting to.

Based off the summary explanation at tonight's meeting, there were changes in the Public Works Department. Mang. Tucker explained the grade level change request was due to the supervisors now reporting to the Administrator at the same level as a Director. The Committee noted this was the structure that staff was testing.

MOTION made by Zabel, seconded by Kaminski to postpone action on the Dept. of Public Works Superintendent Salary Analysis & Recommendations until the September 2021 Public Works Committee meeting at which time it should be known how well the structure was working and determine if the current structure works.

Chm. Kaminski wanted to see some evaluative criteria and analysis from the Administrator and/or Supervisors by the September Public Works Committee meeting to determine if the current structure was working.

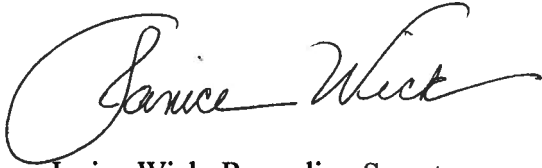
Motion carried 3-1 (Miller)

PROJECTS UPDATE: Dir. Ratayczak provided the Committee with a list of Village projects with associated updates and answered questions.

NEXT MEETING DATE: The next Public Works and Highway Committee meeting will be held April 13, 2021 at 6:00 p.m.

ANNOUNCEMENTS: None.

ADJOURNMENT: There being no further business, the meeting was adjourned at: 7:45 p.m.

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

Janice Wick, Recording Secretary