

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

January 8, 2019
Village Hall Board Room

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

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

APPROVAL OF MINUTES: **MOTION made by Hughes, seconded by Zabel to approve the Minutes of December 3, 2018 & December 4, 2018.**

Motion carried unanimously.

PUBLIC COMMENT: None

CONSIDERATION OF UTILITY CREDIT – N109 W17525 VIRGINIA AVENUE: Dir. Ratayczak received a request from the property owner to review a large invoice they received for the third quarter, 2018. The property owner had hired a contractor to complete a fire sprinkler/testing/flushing performance test to determine if there were any failures in the building's system. The contractor's statement noted a total of 2,798 gallons of water utilized with none of it going to the sanitary sewer. No additional information was offered for the water used in the lawn irrigation system. Dir. Ratayczak also noted the Village recommended the owner install a meter on the lawn irrigation system in 2016 so water used would be invoiced as water only. A meter was never installed. History showed the owner did receive a 60% Village credit on the sewer portion of their bill for water used to establish their lawn. Dir. Ratayczak did not feel a credit was warranted as the owner had two years to install a meter on their irrigation system even though the owner claimed they were not allowed to install such meter. Discussion concluded the utility credit discussion be postponed allowing the owner another opportunity to attend.

MOTION made by Hughes, seconded by Zabel to postpone action until such time the owner can attend the Public Works meeting and have the opportunity to discuss the consideration of a utility credit for N109 W17525 Virginia Avenue.

Trustee Zabel suggested staff look at the usage from the 1st & 4th quarters and if in line with irrigation use, those calculations should be considered. Trustee Zabel further noted this was not normal protocol for a business credit but felt it was the best way to determine usage calculations. Discussion concluded with the suggestion of creating an Ordinance to address a procedure for unusual or difficult utility credit requests.

Motion carried unanimously.

CONSIDERATION OF UTILITY CREDIT – N115 W15260 POTOMAC CIRCLE: A phone request was received from a concerned property owner who received a high utility bill. Water Dept. staff investigated for leaks in which they found none. Staff changed out the original meter and had it tested. Test results found the original meter had stones in the intake section which caused the meter to read higher at lower flows and more accurate readings at higher flows. The Water Dept. staff contacted the PSC who helped provide calculations for a refund to the resident.

MOTION made by Zabel, seconded by Hughes authorizing staff to issue a credit of \$173.84 to the sewer and water account for N115 W15260 Potomac Circle.

Motion carried unanimously.

LETTER OF CREDIT REDUCTIONS:

HERITAGE PLACE JOINT VENTURE (SAXONY VILLAGE)

PRESBYTERIAN HOMES (FAIRWAY KNOLL)

RAINBOW CHILD CARE

MOTION made by Zabel, seconded by Hughes authorizing staff to reduce the Letter of Credit for: Heritage Place Joint Venture (Saxony Village), Presbyterian Homes (Fairway Knoll) and Rainbow Child Care for select work completed as part of their Developers Agreement requirements.

Motion carried unanimously.

PROJECT RETAINER RELEASE(S):

WINDSOR CT./CASTLE DR. WATERMAIN RELAY

PARK AVE. NORTH SANITARY SEWER RELAY

MOTION made by Zabel, seconded Warren authorizing the release of the contract retainers for the Windsor Ct./Castle Drive Watermain Relay and Park Avenue North Sanitary Sewer Relay projects to American Sewer Services, Inc. in the total amount of \$5,510.00.

Motion carried unanimously.

STREET SWEEPER PURCHASE: Supt. Olszewski presented quotes received for the purchase of street sweeper. It was the Supt.'s recommendation to purchase the sweeper from a local supplier who would also supply service and warranty work. Envirotech Equipment would accept the department's current street sweeper for trade in value. Staff would first place the current sweeper on an auction site with a minimum of the trade in value.

MOTION made by Hughes, seconded by Warren to forward to Village Board with a positive recommendation authorizing the purchase of a new street sweeper (Johnston Pure Vac Sweeper VT651) from Envirotech Equipment for an amount of \$284,260.00 contingent upon borrowing approval. Funds to be allocated from Acct. #40-542-570-8450.

Motion carried unanimously.

PATROL TRUCK PURCHASE: Supt. Olszewski requested authorization to purchase a 2020 Western Star 4700 patrol truck. Two quotes were received ranging from \$188,428 to \$188,799.

MOTION made by Warren, seconded by Hughes to forward to the Village Board with a positive recommendation authorizing the purchase of one 2020 Western Star 4700 Patrol Truck from Truck Country of WI for an amount not to exceed \$188,428 contingent upon borrowing approval. Funds to be allocated from Capital Highway Acct. #40-542-570-8450.

Motion carried unanimously.

SENIOR CENTER PAINTING: Supt. Olszewski presented three quotes ranging from \$17,289 to \$26,837 for labor and materials to paint the entire interior of the Senior Center. Supt. Olszewski further explained the quotes received did reflect the cost of performing the work during non-business hours and all quotes received were above the \$15,000 budgeted. It was recommended to defer the exterior brick work and utilize a portion of those funds to offset the overage.

MOTION made by Zabel, seconded by Hughes to forward to the Village Board with a positive recommendation to contract MACORP for an amount not to exceed \$17,289 for the interior painting at the Senior Center. Funds to be allocated from Acct. #10-519-570-8254.

Motion carried unanimously.

SENIOR CENTER - FLOORING: Supt. Olszewski provided two quotes received for the labor and materials to replace the flooring at the Senior Center. Staff would work with the Senior Center Coordinator and Contractor to determine the best possible times with the least disruption when installing the flooring. Quotes received were above the \$25,000 budgeted and therefore staff recommended deferring the exterior brick work and utilize a portion of the funds to help offset the overage.

MOTION made by Hughes, seconded by Warren to forward to the Village Board with a positive recommendation to contract Premier Flooring for an amount not to exceed \$29,230 for material and labor to install flooring at the Senior Center. Funds to be allocated from Acct. #10-519-570-8254.

Motion carried unanimously.

BOOSTER PUMP EQUIPMENT PURCHASE: Dir. Ratayczak explained the booster station was a required component of the water system being built for the TID #8 Industrial Park and funding was included in the feasibility study. The Briggs & Stratton building site required enhancement to the flow volume and pressure and therefore a booster station was approved to address those concerns. In order to meet the April 1st deadline for Briggs & Stratton, staff researched items that needed a longer lead time to be purchased. Requests for Proposals (RFP's) had been sent out and it was acknowledged that the lead time for acquiring the high-volume pressure pump would not meet the required April 1st deadline. An alternative system had been located and in order to meet the required deadline the Village would need to place the order immediately. Dir. Ratayczak explained the pump system components and the proposed location outside of the building.

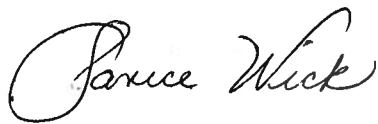
MOTION made by Hughes, seconded by Warren, to forward to the Village Board with a positive recommendation authorizing the purchase of a Monitor Simplex Booster Station for an amount of \$135,000 to be used for fire suppression as part of the TIF #8 development.

Motion carried 3 – 1 (Zabel)

NEXT MEETING DATE: The next Public Works and Highway Committee meeting will be held **WEDNESDAY**, February 6th, 2019 at 6:00 p.m.

ANNOUNCEMENTS: None

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:41p.m.

A handwritten signature in cursive script that reads "Janice Wick".

Janice Wick, Recording Secretary