

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

January 12, 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, and Secretary Wick.

APPROVAL OF MINUTES: **MOTION made by Zabel, seconded by Miller to approve the Minutes of November 10, 2020.**

Motion carried unanimously.

PUBLIC COMMENT: None

MEQUON ROAD – STREET LIGHTING: Interim Hwy. Supt. Scott Anderson gave a brief summary on the street lighting issues along Mequon Road. \$400,000 was budgeted for their replacement and a few options were discussed at the July 2020 Committee meeting. Of the options discussed in July, it was the opinion of Interim Supt. Anderson that Village owned and maintained street lighting was a better option. Staff further recommended the services of Traffic Engineering Services to design a new lighting system that would be owned/maintained by the Village. Budgeted design services would not exceed \$20,000. Supt. Anderson expressed costs were engineer estimates. No design work has been done. Also noted were the following.

- Currently there are 31 poles in the Mequon Road corridor from Division Road east to Pilgrim Road; To keep the current number of poles would cost \$186,000. Perpetual maintenance not including energy over a 25 year life span, \$135,408. Removal of the existing poles by WE Energies would be \$800/per pole.
- WE Energies can no longer get parts for the existing poles/fixtures.

MOTION made by Miller, seconded by Zabel authorizing staff to obtain the design services for a new lighting system along Mequon Road at a cost not to exceed \$20,000.

Trustee Miller noted Village owned poles would be a cost savings but there would be some maintenance. Supt. Anderson noted whether the pole was knocked down and up righted by WE Energies, the Village was paying those costs regardless. If the Village owned the poles, there would not be monthly maintenance fees per pole or fixture. Village costs would be on a as needed basis. Would it be possible to install less poles? Interim Supt. Anderson stated he would need to refer to the design team as to whether that was a possibility.

Trustee Zabel questioned as part of the design process will the firm be able to determine maintenance costs with the new poles? And, as the Village continues to add new municipal buildings, more manpower will be necessary in other areas and wondered if staff should take on the additional street lighting maintenance work. Interim Supt. Anderson will research.

Adm. Kreklow stated \$400,000 was budgeted using General Obligation Bonds. Before monies were spent on design, staff looked to the Committee/Board to clarify they were moving in the right direction before going to the Bond issuance.

Trustee Zabel noted if staff proceeded with the design efforts it would only give the Village an idea of what options would work. The final product would still up in the air along with in house maintenance costs vs. WE Energy costs.

Chm. Kaminski questioned spending on design costs in the event the Village chose WE Energies to continue owning and maintaining the street lighting. It was the Chm. suggestion to have staff investigate whether updates by WE Energies would have to be paid up front or could it be spread out over several years. Interim Supt. Anderson would investigate.

In closing the Committee needed additional information prior to approving engineering design services. It was possible those funds could be used for something else. The Village could continue with the WE Energies program especially if costs do not need to be paid at once.

Trustee Miller noted as the focal point, and highest volume road to the Village, you are only going to get basic poles that WE Energies supplies. If the Village wants decorative poles, then the Village needs to consider another option.

MOTION made by Zabel, seconded by Miller to postpone action on the Mequon Road Street Lighting engineering design services until such time staff can provide additional information on the Village's annual street light maintenance costs and the annual estimated cost savings with the conversion to LED fixtures.

Motion carried unanimously.

SIDEWALK MAINTENANCE DISCUSSION: Interim Supt. Anderson reported the Village maintains 20 miles of public walkways and snow removal on sidewalks is prioritized after Village roadways and public building parking lots are completed. Sidewalk snow removal is not done outside of normal business hours. A snow event of 4" or less takes approximately 14 man hours to clear the walks. A snow event of 5" or greater takes approximately 36 man hours to complete. Over the last two winters approximately 570 man hours were spent clearing public walkways. If the Village were looking to increase/improve the level of service, the Village would need to staff accordingly during the snow event vs. after. Other resident concerns were the condition of the walkways (ice) once cleared. Staff uses a small trackless sidewalk tractor. Due to its size, it is nearly impossible to carry enough salt to cover 20 miles of sidewalk with this equipment. Committee discussion included:

- It is found that other municipalities do not provide sidewalk clearing in front of residential properties.
- There was a time the Village did not clear pathways; Technically a pathway does not need to be cleared.
- As there are many more residents at home, it is found that sidewalk/pathway use has increased. Residents would like to see better clearing in a timelier manner.
- If the Village chose to expand the services of clearing the walkways, is there enough manpower and equipment? Supt. Anderson replied there was not enough manpower and with increased lane miles, staff has chosen to provide better service on roadways.
- Is there Village liability when staff clears a walkway and someone gets injured? Adm. Kreklow stated Village liability falls under two different categories; sidewalks are treated under a different section of the Statutes. Pathways in Parks are covered under Park liability. He was unaware of other municipalities outside of Germantown that do take care of snow removal on the sidewalks. Most municipalities handle sidewalk snow removal responsibilities by passing an Ordinance requiring residents to shovel their own sidewalks which would transfer the liability to the homeowner.

- Complaints have been minimal.
- Sidewalk vs. Asphalt Pathway: Sidewalks are in front of a home, pathways are not adjacent to private property.
- Trustee Zabel gave a brief history of sidewalks vs. asphalt paths. Original Codes were written for pathways. Pathways were not cleared when they were originally installed.
- It was noticed that some Mequon Road businesses have their snow removal contractor clear sidewalks in front of their business.
- Sidewalk clearing should remain with the current level of service.
- In the event a snowstorm happens during a holiday timeframe, the Village may want to consider approving overtime hours for timely clearing.
- Roads should remain a priority with sidewalk cleanup afterwards.

MOTION made by Zabel, seconded by Miller to move Item “C” under New Business to be the last item under New Business of the Agenda.

Motion carried unanimously.

U.S. EPA WIWA RISK & RESILIENCE ASSESSMENT & EMERGENCY RESPONSE

PLAN: Supt. Haugen reported staff would partner with Ruekert and Mielke for research development and plan preparation for the mandated Risk and Resilience Assessment & Emergency Response Plan. Identification includes malevolent acts and natural hazards that threaten the water and computer systems for all the Village’s infrastructure above and below ground. Ruekert & Mielke maintains all the utility infrastructure and digital data along with the original 2004 Emergency Response Plan and would be the most qualified in providing this service.

MOTION made by Miller, seconded by Hudson to approve the services agreement from Ruekert & Mielke in the amount of \$13,900 for the U.S. EPA’s mandated Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) for the Village’s Water Utility.

Motion carried unanimously.

AUTHORIZATION OF BLANKET PURCHASE ORDER – HYDRANT

REPLACEMENTS: Supt. Haugen requested an open purchase order for contracted services to provide on a time and material basis for the replacement of non-functioning hydrants, lead/valve assemblies and restoration as needed. Hydrants are part of an ongoing replacement program as the department identifies old & malfunctioning hydrants.

MOTION made by Miller, seconded by Kaminski to forward to the Village Board with a positive recommendation to approve the allocation of a not to exceed \$160,000 in the form of a blanket purchase order for a qualified contract service to provide labor & equipment for the continuing replacement of hydrants, lead, and valve assembly repairs. Funds to be allocated from Acct. #50-180-183-3480.

Motion carried 3-1 (Zabel)

AUTHORIZATION OF BLANKET PURCHASE ORDER – GATE VALVE

REPLACEMENTS: Supt. Haugen requested an open purchase order for contract services on a time and material basis to dig and replace water system gate valves for distribution efficiency. Restoration will take place as needed.

MOTION made by Miller, seconded by Hudson to forward to the Village Board with a positive recommendation to approve the allocation of the not to exceed \$25,000.00 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. Funds to be allocated from Acct. #50-180-183-3430.

Motion carried 3-1 (Zabel)

WELL #3 - TONKA AND HMO PLC REPLACEMENT: Supt. Haugen requested authorization to replace the existing PLC's and HMI (visual screen) in the specialized HMO TONKA panel which have reached their service life. The controllers control all the behind the scene operations of the filtration system. The HMO system is proprietary to TONKA & William/Reid is the vendor.

MOTION made by Miller, seconded by Zabel to forward to the Village Board with a positive recommendation to approve the services of William/Reid in the amount not to exceed \$28,600.00 for the replacement of the TONKA Programable Logical Controllers and HMI (visual screen) in the HMO panel. Funds to be allocated from Acct. #50-180-184-3972.

Motion carried unanimously.

PLC & HMI UPGRADE – WELLS #2-3-4-5-7 & TOWERS #1-2-3: Supt. Haugen reported the Programable Logical Controllers and HMI touch screens at the Wells & Towers have come to the end of their service life. The controllers operate the filtration system, pumping control, command remote operations and chemical feed operations. Three proposals were received ranging from \$94,100.00 to \$173,705.00.

MOTION made by Miller, seconded by Zabel to forward to the Village Board with a positive recommendation to approve the services of Terminal-Andrea for the PLC & HMI upgrades for Wells #2-3-4-5-7 & 11 and Towers #1-2 & 3 at a cost not to exceed \$94,100.00.

Motion carried unanimously.

WELL PLC PROGRAMMING: Supt. Haugen reported all six wells, and three water towers were past the PLC and operator interface service life and needed to be upgraded. Staff requested the engineering and programming services of Ruckert & Mielke who have assisted the Village since 1992.

MOTION made by Zabel, seconded by Miller to forward to the Village Board with a positive recommendation to approve the engineering and programming services of Ruckert & Mielke for the PLC upgrades for six Wells and three Water Towers for an amount not to exceed \$77,760.00. Funds to be allocated from Acct. #50-180-185-3972.

Discussion followed. Trustee Zabel requested staff consider additional quotes in the future. Additional expenditures to come out of the utility funding.

Motion carried unanimously.

5 YEAR ROAD IMPROVEMENT PROGRAM – DISCUSSION: Dir. Ratayczak brought forth the Village's five year road improvement program with visual mapping. Road selection was performed with the PASER Rating given most of the weight in selecting roads with additional consideration within the PASER Rating to roads having a particular default that would require more immediate attention. The goal is to achieve an average PASER Rating of 5. Currently the average is 5.66. The yearly Road Program budget is set at \$1.5 million. Staff calculated road improvement costs below the budgeted number offering flexibility with incoming bids. Discussion followed noting Lovers Lane and Century Lane improvements will be postponed until right of way issues were resolved. A development summary sheet was created to allow all departments (highway and utilities) to review the improvement program for planning purposes. Additional comments included:

- Country Aire Drive is a highly traveled road and the road surface is terrible; Dir. Ratayczak stated the overall pavement condition was in good shape. The transverse cracking was the cause of the terrible ride. Staff will take core samples to determine underlying materials as it is believed to be the cause of the transverse cracking. If in fact it is a concrete base, the asphalt surface would need to be removed and the concrete base broken up underneath. An asphalt surface would be re-installed.
- Division Road is on the schedule for year 2022. Improvements will be from Revere Lane to Mequon Road at a cost of \$1.3 million.
- Adm. Kreklow noted a 5 year Road Improvement Program was better than a 10 year program. Coordinating road improvements with utility improvements becomes complicated if you switch roads to be done in certain years.
- The select roads proposed could all change if there were major utility issues.
- The Road Improvement Program is flexible. The PASER Rating is updated every 2 years.

2021 ROAD IMPROVEMENT PROGRAM: Dir. Ratayczak provided for Committee review the proposed 2021 Road Improvement Program. Specific questions were answered on the road selection.

MOTION made by Miller, seconded by Kaminski to approve the 2021 Road Improvement Program as presented.

Motion carried 3-1 (Zabel)

GRAEF CONTRACT EXTENTION – ENGINEERING DEPARTMENT: Dir. Ratayczak reported the Village is currently under contract with Graef for the engineering services to assist the Engineering Department with projects, reports and submittals. Staff has requested an extension of the Graef Engineering agreement until March 31, 2021 at which time staff will re-evaluate the need to continue with additional services. Discussion ensued on the tasks moving forward.

MOTION made by Zabel, seconded by Miller approving the extension of the Graef Engineering Services Contract until March 31, 2021.

Motion carried unanimously.

CHANGE ORDER – NORTHEAST INTERCEPTOR PROJECT: Dir. Ratayczak reported the Northeast Interceptor project encountered a section of soil that was not conducive to the installation of the proposed 12 inch pipe by the open cut method. Three options were investigated with the selection being the installation of a 24 inch diameter steel casing bored in place. The additional cost was \$259,895.00.

MOTION made by Miller, seconded by Hudson to forward to the Village Board with a positive recommendation to approve the Northeast Interceptor Sewer project change order in the amount of \$259,895.00.

Motion carried 3-1(Zabel)

ENGINEERING DESIGN SERVICES – HOLY HILL ROAD RECONSTRUCTION PROJECT: As part of the TID#8 requirements, staff requested proposals from six engineering firms for the engineering design services for the reconstruction of Holy Hill Road from “B” Street to approximately 150 feet east of Goldendale Road. Four proposals were received and reviewed by staff with costs ranging from \$164,738 to \$339,920. Construction is slated for winter 2021 to early Spring 2022.

MOTION made by Miller, seconded by Hudson to forward to the Village Board with a positive recommendation to approve the engineering design services of raSmith in the amount of \$164,738 for the Holy Hill Road reconstruction project.

Motion carried unanimously.

DPW ORGANIZATIONAL STRUCTURE: The Public Works & Highway Committee may convene into closed session per Wis. Stats. §19.85(1) (c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and may convene into open session to take such action as it deems appropriate.

Adm. Kreklow provided the Committee with the following on the reorganization of the Dept. of Public Works to include staff turnover, PAA Organizational Review, Interim Action Steps, Proposed Long-term Structure and proposed DPW Organization Structure.

Committee comments included;

- Two Civil Engr. positions to be filled. Instead of a Director, Village Engr. & Civil Engr., the Director will hold both the Director and Village Engineer positions with two proposed Civil Engr. positions.
- Is the proposed structure presented a temporary solution or do we work towards the way other surrounding municipalities run their engineering departments? Adm. Kreklow did not want to call the reorganization temporary but a transitional structure in place for 3-5 years.

- Define success. How do we know the reorganizational structure is working? Adm. Kreklow stated you will know if the structure is working if in two years the positions are filled and there is some depth in the Public Works organization. Secondly would be building up institutional knowledge within Public Works. Trustee Hudson noted if the plan is to hire one person over a period of time, the metrics to determine if the plan is a success or not can not be applied because you are talking about hiring over a period of 18 months.
- Chm. Kaminski believed you would be able to tell if the plan was working within 2 years. Communication with employees and determining how much work is getting done is important. It has been difficult over the past year to find engineers at anything close to a reasonable salary. Even though this is a temporary fix with the potential for the structure being permanent, it should be tested for a year to see how it is working.
- Trustee Miller voiced concern with the Administrator taking on various departments. The title of Director of Public Works applies that position oversees all of public works. It diminishes the chain of command.

MOTION made by Zabel, seconded Miller to convene into closed session with the Committee, Director of Public Works, and Village Administrator at 8:10 p.m.

Motion carried unanimously.

MOTION made by Zabel, seconded by Miller to reconvene into open session at 8:36 p.m.

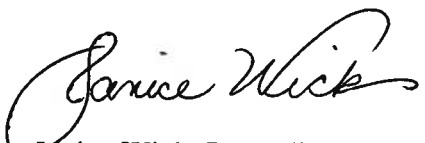
Motion carried unanimously.

PROJECTS UPDATE: No Discussion.

NEXT MEETING DATE: The next Public Works and Highway Committee meeting will be held February 2, 2021 at 6:00 p.m.

ANNOUNCEMENTS: None.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:37 p.m.



Janice Wick, Recording Secretary

