

## PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

June 5, 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 Dir. Ratayczak, Engr. Nitschke, and Secretary Wick.

**APPROVAL OF MINUTES:** Not Available

**PUBLIC COMMENT:** None

**EAB-RESPONSE TO COMMON QUESTIONS, SITUATION, & ORDINANCE ENFORCEMENT – DISCUSSION/DIRECTION – CLARIFICATION:** Supt. Olszewski requested clarification on Village trees dying as a result of the Emerald Ash Borer and needed a clear and consistent handling of some gray areas to include roadway easements, etc. At a previous meeting, Supt. Olszewski was requested to research how neighboring communities were handling dead trees in the road right of way easements vs. dedicated right of way. It was found that two surrounding communities treated those types of roadway easements as if they were right of way. Typically, right of way is 33' from the center line of the road. Discussion included;

- Agreed all these types of areas should be treated as Village Right of Way;
- Next step should be coming up with a plan on how the Village will treat all these areas, how quickly the process can be done, how to choose which trees should come down first and budgetary concerns;
- Supt. Olszewski stated there is a phased EAB Responsive Plan in place; the Village has been very aggressive in the early stages with tree replanting plans and once you start treatment you have to maintain treatment. As infestation has progressed, it was suggested to shift some of the monies from planting to the removal phase utilizing internal staff and contractors. The plan is to work off a list of dead trees and plan work geographically.

**MOTION made by Zabel, seconded by Hughes to treat any land dedicated for roadway as Village Right of Way for the purpose of EAB-Response for tree removal.**

Discussion followed on the definition of right of way and roadway easements. Because a road easement is different than a road right of way, technically a road easement is private property. Supt. Olszewski noted some documents show dedication and some show easements defined as granting permission to allow the maintenance of the road, the ditch, etc. Staff looked for clarification as to whether staff, can, as part of the easement, remove trees as part of the Village's maintenance responsibility. Other communities, whether it's called dedication, right of way, roadway easement, take consistent delineation of feet and use that as it pertains to the roadway. It was noted that many of the northern properties were not platted. There are meets and bounds descriptions which state so many feet were taken from the section line and reserved for road right of ways. The Village maintains those roads right of ways even though they're not technically dedicated to the Village. It is land reserved for road purposes by certified survey map and documentation. In closing Supt. Olszewski wanted to be consistent as to the Village's responsibility in removing trees within select areas where right of way is not defined. Tree removal will become more prevalent within the next three to five years.

**MOTION made by Zabel, seconded by Hughes to treat all road reservations and easements (land dedicated for road use) as if Village Right of Way for the purpose of EAB-Response for tree removal.**

**Motion carried unanimously.**

**WELL #4 – REHABILITATION:** Supt. Haugen reported within the last several months water around the area of Well #4 had been showing signs of suspended air through resident complaints. In trouble shooting the issues staff proceeded with a temporary fix but it was not a cure to allow the Well to be put back online. It was determined that the Well had lost pumping capacity which indicated a pump/impeller issue and/or a hole in the carrier pipe. Supt. Haugen felt with upcoming summer months of high usage, it was critical the Village make the necessary repairs in a timely manner. Based on what is found in the Well, there may be additional costs up to \$35,250 which will depend on what could be salvaged and reused. Discussion followed.

**MOTION made by Zabel, seconded by Kaminski to forward to the Village Board with a positive recommendation authorizing staff to contract with CTW to rehab Well #4 at an estimated cost of \$64,000 and allow an additional increase of \$32,250 dependent on what parts can be salvaged and reused.**

**Motion carried unanimously.**

**RETAINING WALL – N116 W16421 MAIN STREET:** Supt. Olszewski stated at the request of Trustee Miller, he had brought this topic forward for discussion regarding the maintenance/replacement of the retaining wall at N116 W16421 Main St. The retaining wall appeared to be on private property however it was constructed by Village crews as part of the reconstruction of Main Street in year 2000. The wall was now in a condition that required repair and/or replacement. Rough estimates ranged between \$2,000 & \$6,000. No records were found regarding the maintenance responsibility of the retaining wall. Supt. Olszewski looked for direction from the Committee and requested a formal declaration be drafted on future maintenance of the wall. Discussion included;

- It was believed the deterioration of the lower courses of the wall were due to the proximity of the road and years of excessive road salt;
- Supt. Olszewski preferred to contract repair work as there would be professionals doing this type of work and there would be a warranty;
- Repair/replacement work is unbudgeted;
- Due to the elevation of the private property to the sidewalk, it would not be feasible to remove the wall and grade back the soil;
- Mr. Kaul, homeowner, stated due to the elevation of his house & the sidewalk, it was decided to install a retaining wall. He was part of the decision process but not the future maintenance of the wall;
- Chm. Kaminski felt in this case, the Village should be flexible on a cost share of rebuilding the retaining wall; If the retaining wall was constructed due to sidewalk improvements, she felt the repairs were warranted to keep up with the aesthetics of Main Street.
- Dir. Ratayczak suggested creating a Maintenance Responsibility Agreement especially when work is possibly being done on private property.

- Trustee Warren agreed with fixing the retaining wall but not maintaining it;

**MOTION made by Zabel, seconded by Hughes directing staff to complete an RFP (Request for Proposal) to obtain costs for the replacement of the retention wall at N116 W16421 Main Street and report the proposals back to a future Public Works Committee meeting.**

**Motion carried unanimously.**

**WDOT SALT BID FOR 2019-2020:**

**MOTION made by Zabel, seconded by Hughes to forward to the Village Board with a positive recommendation to approve the Village's commitment of approximately 3,600 ton of road salt for the 2019-2020 season as part of the WDOT Salt Bid Process.**

**Motion carried unanimously.**

**EAB ASH TREE TREATMENTS:**

**MOTION made by Zabel, seconded by Hughes authorizing staff to contract Crawford Tree and Landscape for the Emerald Ash Bore treatment of approximately 156 trees for an amount not to exceed \$10,000.00. Funds to be allocated from Acct. #10-553-530-5290.**

**Motion carried unanimously.**

**SPRING/FALL BRUSH PICK UP – REVIEW:** Supt. Olszewski reported the Dept. of Public Works had just completed the Spring Brush Pickup. He wanted to take the opportunity to discuss this service and how the department could become more efficient. The Village provides two brush collections each year. Recent developments have come up which make the process increasingly more difficult to execute, very expensive and not as efficient as it could be. Supt. Olszewski explained the process and suggested trying to complete this task in different ways. Research of surrounding communities, it was found that some offer brush collection by appt. only every other Monday and Mequon discontinued curbside brush collection due to budget constraints. Emerald Ash Bore is prevalent in Germantown and has created a lot of dead trees. A lot of this material was taken to a local landscaper who would take material at no cost. This is no longer an option as landscapers have more than they need. Germantown now has to store, handle and process at the Recycling Center which creates space issues especially in Spring due to wet weather conditions.

Dir. Ratayczak also mentioned some residents take the opportunity to hire tree removal contractors to remove large trees at this select time of the year and placing branches along the roadside vs. hauling off site. This has increased volumes more of material. With Waste Management's contract soon to be up for renewal there could be discussion on options incorporating brush drop-off at the landfill.

Supt. Zimmerman who oversees the Recycling Center noted the Village is currently up to the WDNR Permit limit of 20,000 cubic yards on site. Enercon will come on site and grind at a cost of \$8,100. The following comments were made;

- Figures have risen to an average of 300 manhours & 900 gallons of fuel;

- There is such a glut of hardwood mulch from the dying Ash trees that there is no market for it. Enercon will provide their service to remove the excess mulch from the Recycling Center at their dollar per hour rate so the Village does not have to find an outlet for it;
- Supt. Zimmerman pointed out the Village operates a Recycling Center year round for residents to drop off material, the Village offers a curbside service at a tremendous cost, not only in manpower and fuel, but then having to grind all of the material to maintain our DNR permit. This process is becoming more costly.
- It was estimated the curbside brush pickup costs approximately \$16,000 not including wear and tear on equipment or processing;
- Residents are paying taxes and they want some services;
- Will-call service sounded like a great option to include select areas at select times; Dir. Ratayczak suggested creating a calendar for viewing and/or additional staff to handle the phone appts.
- Offer a ticket/voucher in which you pay a set dollar amount in order to utilize the services of a curbside pickup;
- Supt. Olszewski wanted the Committee to know there was a direct cost for curbside brush pickup which was increasing and looked to the Committee for their suggestions on adjusting the service that would be palatable for both the maintenance perspective and resident point of view. He will address this topic again prior to Budget negotiations;

**RESOLUTION – ADOPTING 2018 CMAR (Compliance Maintenance Annual Report):**

**MOTION made by Zabel seconded by Hughes to forward to the Village Board with a positive recommendation to approve the 2018 Compliance Maintenance Annual Report (CMAR) and adopt its results by Resolution.**

**Motion carried unanimously.**

**GRAPPLE BUCKET – RECYCLING CENTER:** Supt. Zimmerman requested authorization to purchase a 3.5 cu.yd. brush bucket to be used for brush handling and material processing at the Recycling Center. Requests for Proposals were solicited from area heavy equipment dealers with Kelbe Brothers Equipment submitting the lowest bid.

**MOTION made by Hughes, seconded by Warren to forward to the Village Board with a positive recommendation authorizing the purchase of one Grapple Brush Bucket to be used at the Recycling Center from Kelbe Brothers Equipment for an amount not to exceed \$15,117.00. Funds to be allocated from Acct. #40-546-570-8400.**

**Motion carried unanimously.**

**RECYCLING CENTER MATERIAL PROCESSING – BLANKET PURCHASE ORDER:**

Supt. Zimmerman requested authorization to prepare a blanket purchase order with Enercon at an amount not to exceed the budgeted amount of \$25,000 for material processing at the Recycling Center.

**MOTION made by Hughes, seconded by Zabel to forward to the Village Board with a positive recommendation to approve the allocation of an amount not to exceed \$25,000 in the form of a blanket purchase order to Enercon for the continuing material processing at the Recycling Center. Funds to be allocated from Acct. #10-546-570-7960.**

**Motion carried unanimously.**

**WASTEWATER UTILITY TRUCK PURCHASE:** Supt. Zimmerman requested authorization to purchase a utility truck cab and chassis for the Wastewater Utility Dept. Three proposals were received ranging from \$44,096 to \$47,343. The new truck will replace Truck #554 (2006 GMC 3500). Service body proposals for the cab and chassis will be brought forth in July.

The Mechanics have requested the 2006 GMC remain in the fleet as a shop vehicle for road emergencies. Trade value was \$10,500. Trustee Zabel recommended those funds come from the General Account. Once it is known what the body costs will be, any offset up to \$10,500 would be the responsibility of the Highway Dept. budget.

If the Utility needs to go over budget for the total purchase of the truck, funding would be settled at the end of the year as long as compensation was there in the future.

**MOTION made by Hughes, seconded by Warren to forward to the Village Board with a positive recommendation to purchase a 2019 MD 4500 cab and chassis from Ewald Automotive Group for an amount of \$44,096.00. Funds to be distributed from Acct. #60-180-185-3730.**

**Motion carried unanimously.**

**PUBLIC WORKS CAMPUS STORM WATER POLLUTION PREVENTION PLAN:**

Engr. Nitschke updated the Committee on the Storm Water Pollution Prevention Plan for the DPW Campus. The WDNR Enforcement Conference Summary directed staff to come back with a plan to eliminate the discharge and staff felt they had a solution by removing the detergents being used. The WDNR stated this was not a viable option and discharge would have to be eliminated. Option #2 would be to pump the discharge into a tank and truck off site. Staff will make a submittal to the WDNR. Engr. Nitschke noted a Resolution was submitted to the Village Board to spend up to \$50,000 for this process and would return to the Public Works Committee as to what was proposed by staff as the plan was due back to the WDNR by Friday, June 7th.

**NORTHEAST INTERCEPTOR SEWER – CONTRACT:** Dir. Ratayczak presented a visual map to describe in detail the northeast interceptor sewer in which he reported three proposals were received ranging from \$5,970,918 to \$7,344,170 for the construction of the proposed extension. This project would be completed in two phases; Phase #1 from approximately 923 feet south of Well #11 to 421 feet north of Pheasant Lane on Country Aire Drive; Phase #2 from the abandonment of Lift Station #1 to a point of connection to sanitary sewer in the Wrenwood Development. Funding will be allocated from Utility funds and Bonding.

**MOTION** made by Warren, seconded by Hughes to forward to the Village Board with a positive recommendation to contract Minger Construction Co., Inc. in the amount of \$5,970,918.00 plus a 5% contingency or \$298,545.00 for a total approved project amount of \$6,269,463.00 for the construction of the proposed extension of the northeast interceptor sanitary sewer.

Trustee Zabel wanted staff to consider an assessment for future developers who may benefit from the interceptor sewer.

**Motion carried 3-1 (Zabel)**

**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 WEDNESDAY, July 17th, 2019 at 6:00 p.m.

**ANNOUNCEMENTS:** Dir. Ratayczak reported the Water Booster Station pump was modified increasing the total cost approved by the Committee and Board at the January 2019 meetings by \$8,660.00.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:35 p.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