REGULAR VILLAGE BOARD MEETING

MEETING NOTICE AND AGENDA

WHITEFISH BAY PUBLIC LIBRARY – PROGRAM ROOM
5420 North Marlborough Drive

Monday, March 19, 2018, 6:00 PM

I. Call to Order and Roll Call

II. Consent Agenda – Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business.

1. Minutes of the regular meeting held on February 26, 2018.
2. Minutes of the regular meeting held on March 5, 2018.
3. Investment Report for February, 2018.
4. Approval of request from Julia Wainscott to possess alcohol at the Cahill Warming House during a private gathering on 5/5/18.

III. Report of Village Officers

1. Village Attorney
2. Village Manager
3. Village President
4. Miscellaneous Trustee

IV. Petitions and Communications – This is an opportunity for anyone to address the Village Board on any issue NOT on the current agenda. While the Board encourages input from residents of the Village, it may not discuss or act on any issue that is not duly noticed on the agenda.

V. General Business

1. Discussion/action on Village Hall Building Project Change Order #4.

2. Discussion/action on contract award for the 2018 Emerald Ash tree removal project.

3. Discussion/action on contract award for the 2018 tree planting project.

4. Discussion/action on professional services agreement with Wachtel Tree Service for updating of the Village's Street Tree Inventory.

5. Discussion/action on DOT HSIP ITS Safety Grant Award – Lake/Silver Spring/Marlborough Traffic Signal Replacement Project.

6. Discussion/action on 2018 Water Meter Purchase as part of the Water Utility Meter Reading Program.

VI. Adjourn

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. Contact Village Hall at (414) 962-6690. It is possible that members of and possibly a quorum of members of other Boards, Commissions, or Committees of the Village including in particular the Architectural Review Commission may be in attendance in the above stated meeting to gather information; no action will be taken by any other Boards, Commissions, or Committees of the Village except by the Board, Commission, or Committee noticed above. Agendas and minutes are available on the Village website (www.wfbvillage.org)

REGULAR VILLAGE BOARD MEETING

A regular meeting of the Board of Trustees of Whitefish Bay was held in the Program Room of Whitefish Bay Public Library, 5420 North Marlborough Drive, February 26, 2018

Pursuant to law, written notice of this meeting was given to the press and posted on the public bulletin boards.

I. Call to Order and Roll Call

President Siegel called the meeting to order at 6:00 pm.

Present: Trustees Saunders, Miller, Serebin, Fuda, Demet, Davis and President Siegel

Also Present:
Village Manager Paul Boening
Village Attorney Chris Jaekels
Assistant Village Manager Tim Blakeslee
Finance Director Jen Amerell
Communications Specialist Jenny Heyden
Director of Public Works John Edlebeck
Director of Building Services Joel Oestreich
Library Director Nyama Reed
Deputy Clerk Caren Brustmann

II. Consent Agenda

It was moved by Trustee Davis, seconded by Trustee Saunders, and unanimously carried by the Village Board to approve the consent agenda as presented.

1. Minutes of regular meeting held on February 5, 2018.
2. Resolution No. 3018 changing the polling location for wards 5 & 6.
3. Appointment of Alexis Deblitz to the Civic Foundation Board.
4. Appointment of Emily Kirchhoefer to the Civic Foundation Board.
5. Temporary Beer and Wine License for the Whitefish Bay Business Improvement District's Annual Meeting on 3/8/18.

III. Report of Village Officers

1. **Village Attorney** – No report
2. **Village Manager**

Village Manager Paul Boening noted the NSFD Board held a special meeting and unanimously voted to move the building project forward. Village Manager Boening also noted the BID Board meeting will be held on Friday, March 2nd at 8:30am with Mike Harrigan from Ehler's present to educate members on TIF 1.

3. **Village President** – No report
4. **Miscellaneous Trustee**

Trustee Saunders added he walked through the NSFD on E. Lexington Blvd and noted the working conditions are eye-opening and in need of renovation. Trustee Saunders encouraged other Board members to tour the current facility to get a sense for the environment.

Trustee Miller thanked Village staff for their efforts in managing the budget. Trustee Miller also noted no other community in Milwaukee County has a lower tax rate increase than the Village and that this is a tremendous accomplishment.

IV. Petitions and Communications - None

V. General Business

1. Discussion/action on Ordinance No. 1838 regarding adoption of the Wisconsin Uniform Building Code.

Village Manager Boening gave a brief explanation of the Village Building Code in regards to the "UDC" (uniform dwelling code) vs. "UBC" (uniform building code). The amendment would apply to remodeling of structures built before 1980, thus less strict codes on older homes.

Director of Building Services Joel Oestreich provided examples of UDC vs. UBC and the benefits to the homeowner by adopting the UBC.

It was moved by Trustee Davis, seconded by Trustee Serebin, and unanimously carried by the Village Board to adopt Ordinance No. 1838 regarding adoption of the Wisconsin Uniform Building Code.

2. Village Hall Building Project update.

Director of Public Works John Edlebeck provided the Board with an update on the Building Project, with regards tothe demolition of HVAC, relocation of gas services, and selection of keyless access system vendor.

3. Discussion/ action on Village Hall Building Project Change Order #3.

It was moved by Trustee Demet, seconded by Trustee Miller, and unanimously carried by the Village Board to approve the Village Hall Building Project Change Order #3.

VI. Adjourn

There being no further business, it was moved by Trustee Fuda, seconded by Trustee Demet, and unanimously carried by the Village Board to adjourn the meeting at 6:33pm.

Caren Brustmann
Deputy Clerk

DRAFT

REGULAR VILLAGE BOARD MEETING

A regular meeting of the Board of Trustees of Whitefish Bay was held in the Program Room of Whitefish Bay Public Library, 5420 North Marlborough Drive, March 5, 2018

Pursuant to law, written notice of this meeting was given to the press and posted on the public bulletin boards.

I. Call to Order and Roll Call

President Siegel called the meeting to order at 6:00 pm.

Present: Trustees Saunders, Miller, Serebin, Fuda, Demet, Davis (arrived at 6:14pm) and President Siegel

Also Present: Village Manager Paul Boening
Assistant Village Manager Tim Blakeslee
Finance Director Jen Amerell
Communications Specialist Jenny Heyden
Director of Public Works John Edlebeck
Director of Building Services Joel Oestreich
Library Director Nyama Reed
Deputy Clerk Caren Brustmann

II. Flag Posting Ceremony by Boy Scout Troop 101

Boy Scout Troop 101 completed a flag posting ceremony.

III. Consent Agenda

Trustee Saunders noted the School Board approved the alcohol request with regards to Item #5 and that no minors would be present. Trustee Saunders also thanked the Deputy Clerk and Village Manager for reaching out to the School District for more details regarding the license request.

Trustee Miller also added the request for Item #5 was questionable, but supported request after hearing details of the event.

It was moved by Trustee Demet, seconded by Trustee Fuda, and unanimously carried by the Village Board to approve the consent agenda as presented.

1. Investment Report for January, 2018.
2. Claims for February, 2018.
3. Resolution No. 3019 adopting the Milwaukee County Hazard Mitigation Plan as the official hazard mitigation plan for the Village of Whitefish Bay.
4. Appointment of James Hoffman to the Architectural Review Commission for a term to expire in 2021 (nomination to be finalized this week).
5. Temporary Beer and Wine License for Duke Pride's Bay Fest event on 4/21/18 (WFBHS Fieldhouse).
6. Temporary Beer and Wine License for the Whitefish Bay Business Improvement District's Sidewalk Sale-A-Bration event on 7/20/18

IV. Report of Village Officers

1. **Village Attorney** – Not present
2. **Village Manager**

Village Manager Paul Boening stated the Public Works Committee meeting will be held on Monday,

March 12th at 5:30pm in the Library program room, and added the Tear Down Committee meeting will be held on Monday March 19th followed by the Village Board meeting at 6:00pm.

3. **Village President** – No report
4. **Miscellaneous Trustee** – No reports

V. Petitions and Communications

Robert Crawford, 5017 N. Palisades Rd.; Noted two residents were present for a Teardown Committee meeting that had been cancelled, but residents weren't notified of a cancellation. Suggested the Village send more communications of meeting changes.

VI. General Business

1. **Discussion/action on Resolution No. 3020 Authorizing the Issuance and Sale of $1,880,000 General Obligation Promissory Notes, Series 2018A.**

Mike Harrigan from Ehlers was present to address any questions or concerns.

It was moved by Trustee Miller, seconded by Trustee Demet, and carried by the Village Board by a roll call vote to approve Resolution No. 3020 Authorizing the Issuance and Sale of $1,855,000 General Obligation Promissory Notes, Series 2018A. Motion carried 7-0.

2. **Discussion/ action on Resolution No. 3021 Awarding the Sale of $5,475,000 General Obligation Corporate Purpose Bonds, Series 2018B.**

It was moved by Trustee Fuda, seconded by Trustee Miller, and carried by the Village Board by a roll call vote to approve Resolution No. 3021 Awarding the Sale of $5,335,000 General Obligation Corporate Purpose Bonds, Series 2018B. Motion carried 7-0.

3. **Discussion/action on Fire Station #84 Project.**

Village Manager Paul Boening gave a brief rundown of the project. Fire Chief Whitaker was present to address any questions or concerns.

It was moved by Trustee Saunders, seconded by Trustee Davis, and unanimously carried by the Village Board to approve the project scope as outlined in the Fire Chief's memo and to authorize NSFD as building tenant to put the project out to bid.

4. **Discussion/action on water tower lease amendment with AT&T.**

It was moved by Trustee Fuda, seconded by Trustee Saunders, and unanimously carried by the Village Board to approve the water tower lease amendment with AT&T.

VI. Adjourn

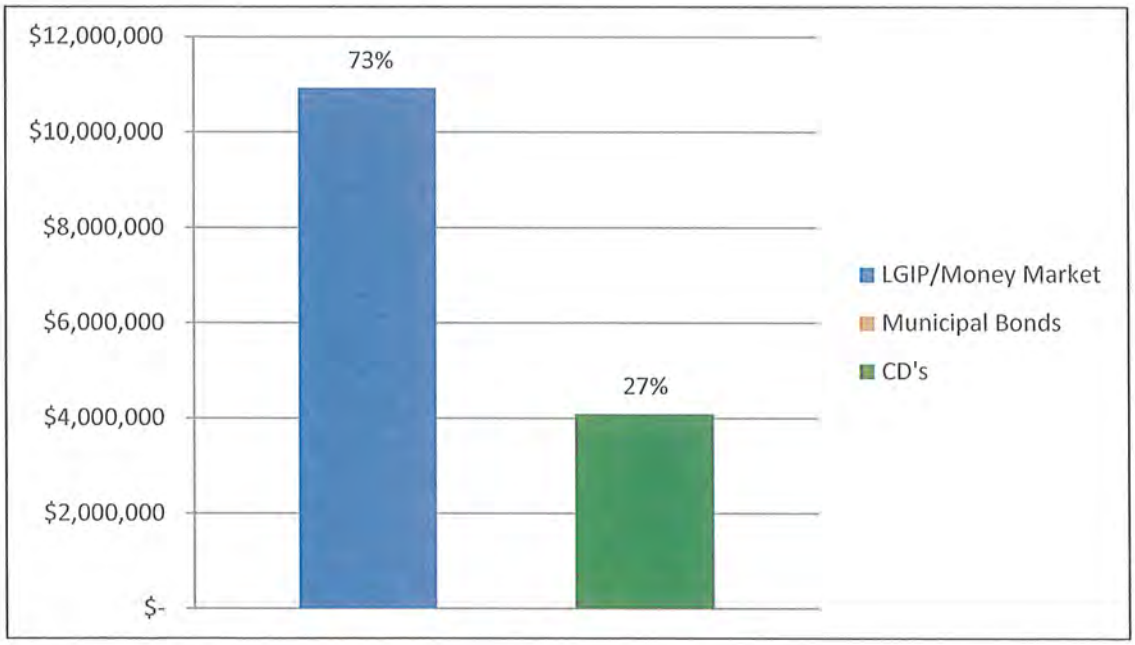
There being no further business, it was moved by Trustee Fuda, seconded by Trustee Serebin, and unanimously carried by the Village Board to adjourn the meeting at 6:29pm.

Caren Brustmann
Deputy Clerk

Monthly Investment Summary

February 2018

	General Investments	Post Retirement Investments	Total
LGIP/Money Market	$ 10,921,312	$ -	$ 10,921,312
Muncipal Bonds	-	-	-
CD's:			
Less than 1 Year	855,525	335,143	1,190,668
1 to 3 Years	1,510,094	332,031	1,842,125
3 to 5 Years	727,846	328,744	1,056,590
Total CD's	3,093,465	995,918	4,089,383
Total Investments	$ 14,014,777	$ 995,918	$ 15,010,695
Accrued Interest	$ 4,922	$ 1,638	$ 6,560



VILLAGE BOARD MEETING STAFF REPORT

REPORT TO: President Julie Siegel & Village Board of Trustees

REPORT FROM: Paul Boening – Village Manager

AGENDA ITEM: Approval of request from Julia Wainscott to possess alcohol at the Cahill Warming House during a private gathering on 5/5/18. (Consent Agenda)

ACTION REQUESTED: __Ordinance ___Resolution _√_Motion (Consent Agenda) _____Information Only

Julia Wainscott will be hosting a private gathering at the Cahill Warming House on May 5th. Ms. Stein submitted a request to possess alcohol at the Warming House for the party (attached). An alcohol license is not required for a private gathering where alcohol is given away (unless there is an implied fee such as a "cover charge"). However, Section 8.08(d) of the Village Code prohibits the possession of alcohol at Village parks without Village Board approval.

RECOMMENDED ACTION BY VILLAGE BOARD

Approval of Item 4 as part of the Consent Agenda.

C: Department Heads
Attorney Jaekels

Julia Wainscott
Human Resources Manager
Digital Technology - Healthcare

C 262-395-0600
E julia.wainscott@ge.com

9900 W. Innovation Dr.
Wauwatosa, WI 53226

DATE: March 5th, 2018
RE: Cahill Pavilion Rental

To Village Board of Whitefish Bay:

On Saturday, May 5th, 2018, my husband and I will be hosting a first birthday party for our son Andrew. We expect 35 people, adults and children included. We would like to serve beer and wine to our adult guests. No hard alcohol will be present.

Are you able to support our request?

Please reach out to me directly with any questions or concerns.

Regards,

Julia Wainscott
Human Resources Manager

Village of Whitefish Bay
5300 N. Marlborough Drive
Whitefish Bay, Wisconsin 53217

Phone: 414-962-6690
Fax: 414-962-5651

Memorandum

To: President Julie Siegel and Village Board Trustees

CC: John Edlebeck, Public Works Director

From: Kevin Kaegi, Public Works Superintendent/Village Forester

Date: March 13, 2018

Re: Recommendation to Award the 2018 EAB Tree Removal & Tree Planting Projects

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The village is in the eighth year of a multi-year Emerald Ash Borer Management plan which began in 2011. As part of that plan, the village will continue removing existing ash street trees in order to replace them with non-ash tree species. Bids were solicited to remove **120** ash street trees ranging in size from 7" DBH to 30" DBH (diameter at breast height).

Two bids were submitted, for removals, on March 9th. The two bids are:

M & M Tree Care	$ 74,284.00 (Low Bidder)
Voss Treemendous Tree Service	$ 85,877.00

Bids were also solicited to plant **110**, 2-2.5" B&B (balled and burlap) street trees.

Three bids were submitted, for planting, on March 9th. The three bids are:

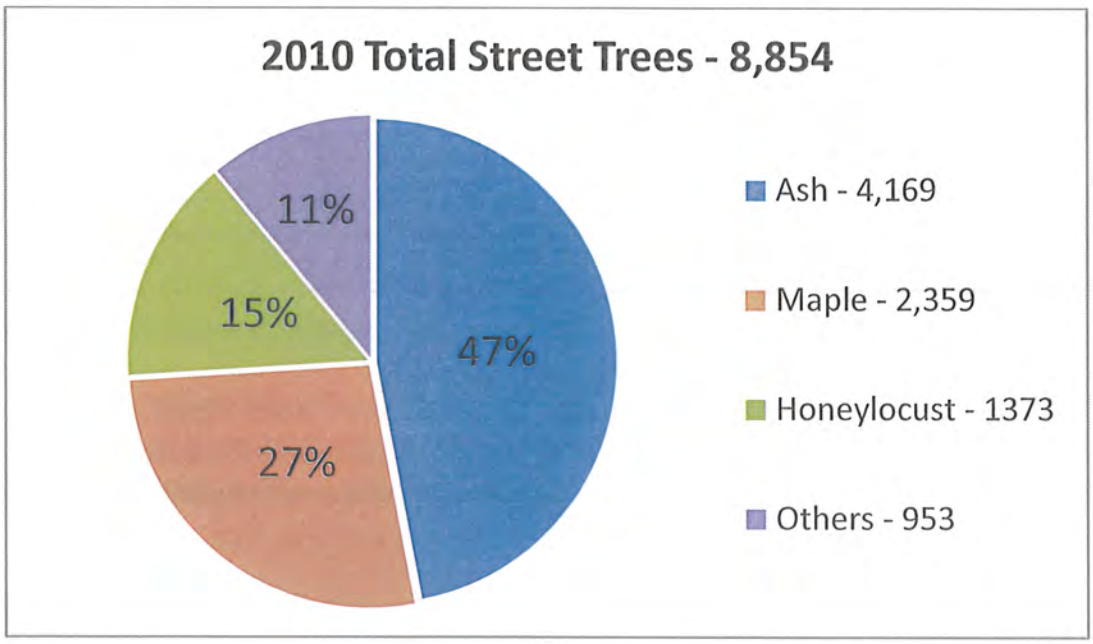
Flagstone Landscape Inc.	$ 40,955.00 (Low Bidder)
Johnson's Nursery Inc.	$ 41,590.93
Century Landscaping Co. Inc.	$ 43,239.50

Recommendation: Award the 2018 EAB Tree Removal Project to M&M Tree Care in the amount of $74,284.00 with funds coming from account #88000-542. The total amount in this account is **$225,000** for 2018.

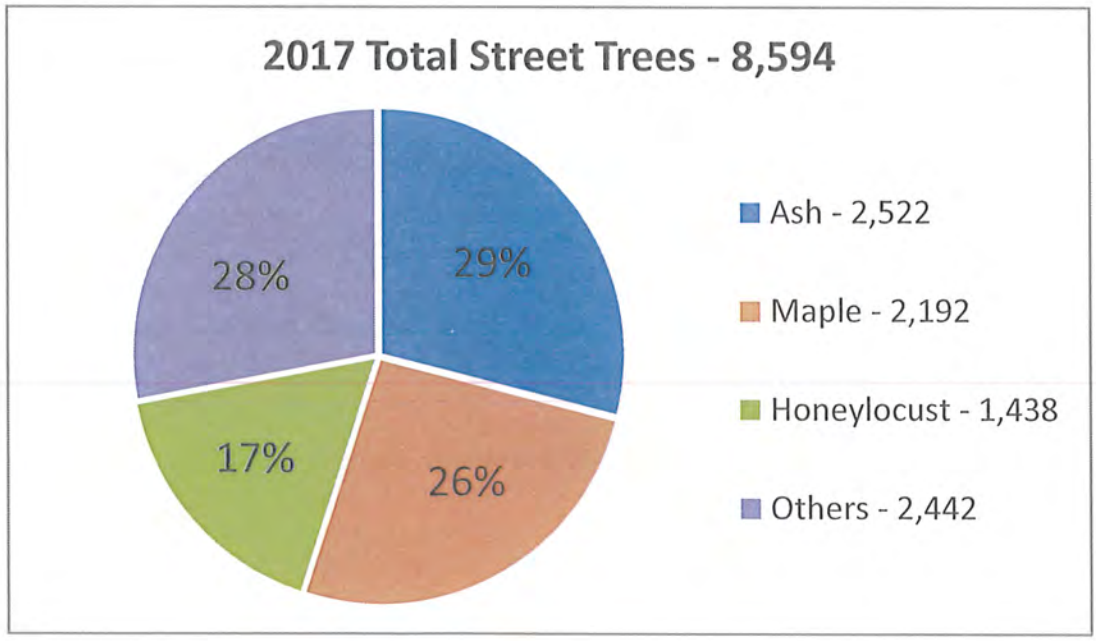
Recommendation: Award the 2018 EAB Tree Planting Project to Flagstone Landscape, Inc. in the amount of $40,955.00 with funds coming from account #88000-542.

2018 WFB - Emerald Ash Borer Summary

In 2010, the year prior to the initiation of our EAB Management Plan, 47% of the total village street tree population was ash.



Following completion of the 2017 ash removal and replacement program, 29% of all village street trees are currently ash.



Emerald Ash Borer Treatment Summary

The primary objective of our preventative treatment program is to protect the most desirable of our ash street trees from a potential EAB infestation. We began the treatment program in 2013. We currently have 1850 ash street trees under treatment, which represents approximately 73% of the remaining ash street tree population.

In 2018 we will continue to utilize the trunk injection method as a preventative treatment procedure:

- Trunk injection method – Used on all ash species that presently meet the condition and structure criteria for treatment. This method is currently the most effective in protecting ash trees from succumbing to EAB. Treatment is required every other year. Trunk injection uses the chemical product that goes under the trade name Arbormectin or Tree-age. The active ingredient of these two products is Emamectin benzoate.

How far has EAB spread since its 2002 discovery in Detroit, MI?

Emerald Ash Borer is most heavily concentrated throughout the Midwest and Mid-Atlantic States. However, it has migrated as far north as New England, as far west as Colorado and as far south as Louisiana.

There is now EAB activity in 48 Wisconsin counties. In our local area, since 2008, EAB has been discovered in:

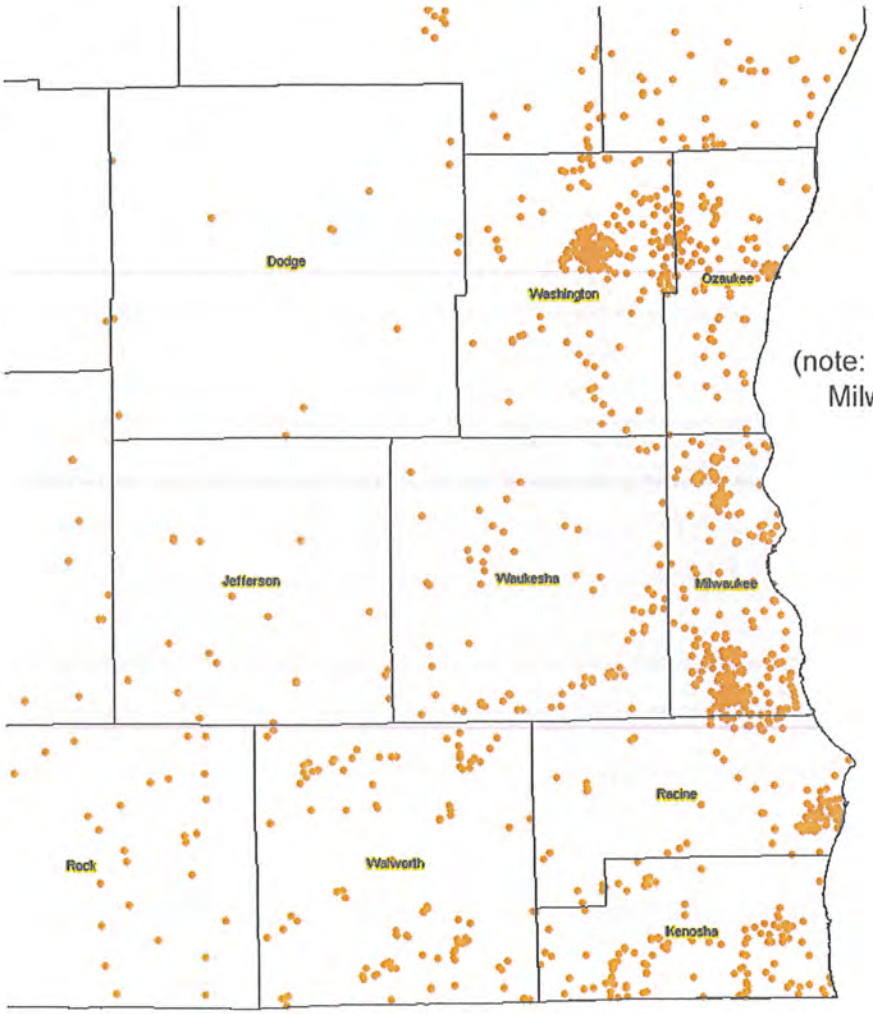
Milwaukee County – Bayside, Brown Deer, Cudahy, Fox Point, Franklin, Glendale, Greendale, Greenfield, Hales Corners, Milwaukee, Oak Creek, River Hills, Shorewood, South Milwaukee, St. Francis, Wauwatosa, West Allis and Whitefish Bay (discovered here in 2017).

Ozaukee County – Belgium, Cedarburg, Fredonia, Grafton, Mequon, Newburg, Port Washington, Saukville, and Thiensville.

Waukesha County – Big Bend, Brookfield, Butler, Chenequa, Delafield, Dousman, Eagle, Elm Grove, Genesee, Hartland, Menomonee Falls, Mukwonago, Muskego, New Berlin, North Prairie, Oconomowoc, Pewaukee, Wales, and Waukesha.

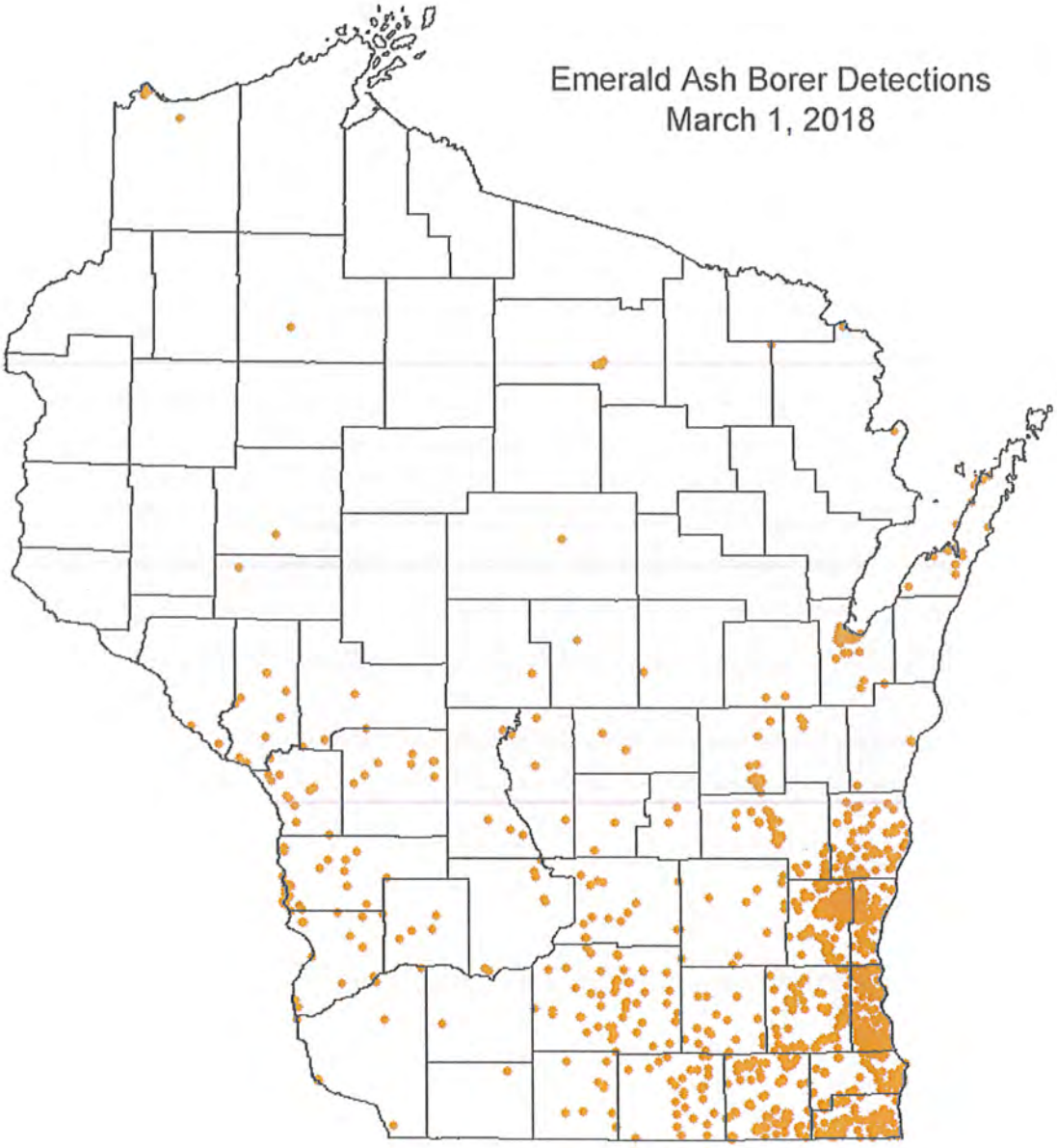
Refer to the attached maps indicating EAB detections and quarantines throughout the state.

Our Goal - Reduce the ash street tree population down to a manageable level of approximately 20%. Through the first 7 years of our removal and replacement program (2011-2017), we were able reduce the total ash street tree population from 47% down to 29%. Looking forward, to the next 4 years through 2021, if we were to assume a $225,000 to $250,000 annual budget, we could reduce that percentage to approximately 22%. These future annual budgets also include expenses necessary for the continued preventative (protective) chemical treatment of approximately 1800 ash trees.

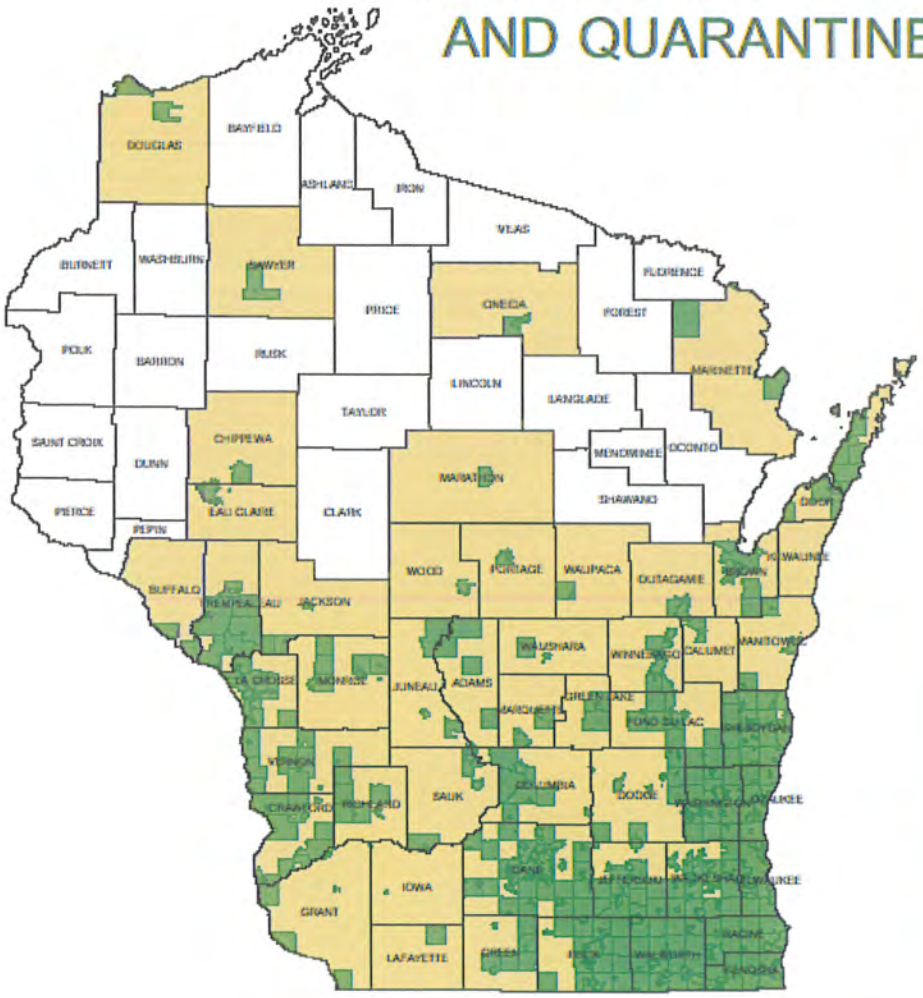


Emerald Ash Borer Detections
Southeast Wisconsin
March 1, 2018

(note: EAB is likely more widespread across Milwaukee County and the surrounding counties than is shown here)


Emerald Ash Borer Detections
March 1, 2018

EMERALD ASH BORER DETECTIONS AND QUARANTINE IN WISCONSIN



Most of Wisconsin is EAB-free, including most of the northern half and the yellow areas in all quarantined counties. EAB has been confirmed only in those cities, villages and townships colored dark green. By following quarantine rules and limiting the transport of ash wood and all firewood, we can slow down EAB's spread to the northern forests and un-infested communities in the south. Visit *www.emeraldashborer.wi.gov* for information on what you can do.

- Non-Quarantined County, No EAB Detections
- Quarantined County
- EAB Confirmed Area in a Quarantined County

Map last updated 2/23/2018

Village of Whitefish Bay
5300 N. Marlborough Drive
Whitefish Bay, Wisconsin 53217

Phone: 414-962-6690
Fax: 414-962-5651

Memorandum

To: Paul Boening, Village Manager

CC: John Edlebeck, Public Works Director

From: Kevin Kaegi, Public Works Superintendent

Date: March 13, 2018

Re: **2018 Urban Forestry Grant for Updating Village's Street Tree Inventory**

Professional Services Agreement with Wachtel Tree Science

In order to effectively manage the emerald ash borer, an updated inventory of our public street trees is necessary. The Wisconsin Department of Natural Resources (WDNR) recommends the updating of municipal street tree inventories every 5 years. Our original inventory was completed by Wachtel Tree Service back in 2010. This proposed updated inventory will not only provide us with the necessary information on the condition, size and location of our ash trees and all other public street trees, it will also provide us with important information on the health of our entire public urban forest. By gathering this information and updating it in our GIS platform, we will be able to determine more effectively and efficiently which ash trees should be removed, which trees remain as good candidates for chemical treatment and what species of trees to use as replacements. This survey information will also assist us in determining future costs associated with managing the emerald ash borer and our public tree inventory as a whole.

In December 2017, the WDNR awarded the Village of Whitefish Bay an Urban Forestry Grant for the purpose of updating our street tree inventory. This is a matching funds grant in which the state will reimburse the Village 50% of the cost to re inventory our public street trees. A contract or professional services agreement is a requirement of the WDNR Urban Forestry Grant for services performed at or over $25,000. The purpose of the service agreement is to specify services to be performed, duration of the project and financial terms.

On an annual basis, the Village has utilized the professional services of Wachtel Tree Service since the inception of our Emerald Ash Borer Management Plan, back in 2010. Since then, with hands on management and guidance from Wachtel, we have been successful in reducing the percentage of public ash street trees in the Village from 47% in 2010 to the current 29%. We have also been able to preserve our urban forest canopy from the destructive emerald ash borer through effective chemical treatment of selective more desirable ash trees. Wachtel has vast knowledge of the scope, methodology and desired results associated with this project and will provide in my opinion the best value for the Village compared to other tree service professionals.

Recommendation: We have reviewed the attached proposal, and both myself and John Edlebeck, Director of Public Works recommend the Village enter into this professional services agreement with Wachtel Tree Service for a street tree inventory of our approximately 8,800 Village trees, with an agreement cost amount not to exceed $40,000.

AGREEMENT BETWEEN THE VILLAGE OF WHITEFISH BAY
AND WACHTEL TREE SCIENCE & SERVICE
FOR PROFESSIONAL ARBORICULTURAL CONSULTING SERVICES
STREET TREE REINVENTORY - 2018

This contract entered on the last date of execution shown below, between the Village of Whitefish Bay (the "Village") a municipal corporation duly existing in the State of Wisconsin, and Wachtel Tree Science and Service, Inc. ("Wachtel"), a Wisconsin corporation.

In consideration of the mutual promises and covenants described herein, and for other good and valuable consideration which is duly acknowledged, Village and Wachtel agree that Wachtel shall provide the following services to the Village of Whitefish Bay for the 2018 calendar year, subject to the following terms and conditions:

I. For Updating all Public Tree Records Contained in the Village of Whitefish Bay GIS

Wachtel will provide a comprehensive physical reinventory of existing individual trees within Village rights-of-way. As of 01/01/2018, there were 8,868 existing tree records. Each existing tree record will be updated with the following information: inspection date, species, growth space, diameter, height class, deadwood present, condition rating, primary and secondary maintenance need, work priority, overhead utilities present, special conditions and general comments.

1. All work will performed by ISA Certified Arborists trained in public tree inventories.
2. Wachtel will utilize a tablet computer to remotely access the Village's GIS web-based system.
3. The anticipated start date for data collection cannot be anticipated at this time; we anticipate being able to complete this project by 08/30/2018.
4. Village to provide access to its GIS website and grant authority to edit tree data only.

II. Miscellaneous Provisions

1. Term. The term of this agreement shall be for the calendar year 2018. Either party can terminate this agreement at any time upon thirty (30) days written notice.

2. Payment Terms. The above work shall be at lump sum amount of $40,000.00. The parties recognize and agree that charges to the Village shall not exceed $40,000.00 for the term of this agreement without a written change order approved by the Village Board. The Village will be invoiced by Wachtel for 50% of the completed reinventory upon submittal of documentation that said percentage of completion has occurred.

3. Nature of Relationship. It is the mutual intent of the parties that this agreement shall create an independent contractor agreement as such is defined under all applicable laws of the State of Wisconsin, and shall specifically not be construed as an employer/employee relationship. Wachtel shall retain full right and authority to control the methodology in the implementation of their contractual obligations, and shall

exercise independent discretion in all matters of their professional expertise. Wachtel shall report to the Village Director of Public Works or his/her designee, periodically as reasonably necessary to apprise the Village of the progress of the projects, and as to any matters of concern.

4. Public Records Responsibilities. Village and Wachtel recognize that applying applicable Wisconsin public records laws to particular records requests can be difficult, in light of copyright and other confidentiality protections. To ensure that applicable laws are followed, both with regard to private rights, and with regard to public records laws, Village and Wachtel agree as follows. When Village receives public records requests for matters that Village believes might be proprietary or confidential information, Village will notify Wachtel of the request. Within three (3) days of such notification (subject to extension of time upon mutual written agreement), Wachtel shall either provide Village with the record that is requested, for release to the requestor; or Wachtel shall advise Village that Wachtel objects to the release of the requested information, and the basis for the objection. If for any reason Village concludes that Village is obligated to provide a record to a requestor that is in Wachtel's possession, Wachtel shall provide such records to Village immediately upon Village's request. Wachtel shall not charge for work performed under this paragraph, except for the "actual, necessary and direct" charge of responding to the records request, as that is defined and interpreted in Wisconsin law.

   In addition to, and not to the exclusion or prejudice of, any provisions of this agreement or documents incorporated herein by reference, Wachtel shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the defense of any claim asserted or imposed upon the Village, its officers, agents, employees and independent contractors growing out of (I) Village's denial of a records request, based upon objections made by Wachtel, or (ii) Wachtel's failure to provide records to Village upon Village's request; or (iii) Village's charges made to a records requestor, based upon reimbursement of costs Wachtel charged to Village in responding to a records request; or (iv) Village's lack of timely response to a records request, following Wachtel's failure to timely respond to Village as required herein; or (v) Village's provision of records to a requestor that were provided to Village by Wachtel in response to a records request. Wachtel's claims of proprietary rights, or any other copyright or confidentiality claims, shall be waived such that Village may provide all requested documents, programs, data, and other records to the requestor, upon failure by Wachtel to defend, indemnify or hold harmless the Village as required herein, and/or upon judgment of a court having jurisdiction in the matter requiring release of such records.

5. Arborist Disclosure Statement. Arborists are tree specialists who use their education, knowledge, training and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or to seek additional advice.

   Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand.

Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time.

Trees can be managed, but they cannot be controlled. To live near trees is to accept some degree of risk. The only way to eliminate all risk associated with trees is to eliminate all trees.

Dated this ____ day of _____, 20__.

VILLAGE OF WHITEFISH BAY

_____
Julie Siegel Village President

ATTEST:

_____

Jennifer Amerell, Finance Director / Village Clerk

Dated this ____ day of _____, 20__.

Wachtel Tree Science & Service, Inc.

By: _____
John T. Gall, Special Projects Coordinator

March 14, 2018

Memo to: President Siegel and Members of the Village Board
From: John Edlebeck, P.E., Director of Public Works

Re: **Proposed Pavement / Traffic Signal Improvement Work in the Lake Drive corridor within the Village of Whitefish Bay, WI**

I have met several times with Wisconsin DOT officials and have been unable to combine the:

Lake Drive Safety Improvement DOT HSIP Grant Project (2020- estimated construction date)
Lake / Silver Spring / Marlborough Intersection - DOT HSIP–ITS Traffic Signal Grant Project (2020)
with the
Lake Drive - DOT 3R Pavement Resurfacing Project (2025-2026)

So our options at this point are as follows:

1. **Proceed with the DOT HSIP- ITS Traffic Signal Grant**

PROS

- Traffic signal replacement work would proceed in 2020 at this intersection
- Village would only pay 10% of the design and construction cost estimated at $35,000

CONS

- No pavement work could be included or funded in this project and pavement / island / curb changes are expected to be needed. All pavement work would be 100% Village expense.
- With the traffic signals replaced before pavement work is completed in the 3R project (2025-2026) the construction phasing would be off the regular timeline.
- Village would also be responsible for 100% of the traffic signal replacement project costs that exceed the grant amount.

2. **Decline the DOT HSIP- ITS Traffic Signal Grant**

PROS

- The traffic signal and pavement replacement work would all be constructed at the same time as a part of the Lake Drive DOT 3R Pavement Resurfacing Project in 2025/2026
- Construction phasing would be correct with new pavement design and construction accommodating the new traffic signals.
- Village would pay 25% of the design costs for the signals estimated at $ 20,000
- Village would pay 0% of the construction costs for both traffic signals and pavement work and the DOT would be responsible for any project costs that exceed the budgeted amount.

CONS

- Work would not proceed until 2025/2026 and the Village would need to maintain an old traffic signal system an additional 5 -6 years.

The Public Works Committee voted on March 12, 2018 to recommend to the Village Board to:

***Decline* the Lake / Silver Spring / Marlborough DOT HSIP – ITS Traffic Signal grant and request that the proposed Lake Drive DOT 3R Resurfacing Project include new pavement and traffic signals at this location.**

March 14, 2018

Memo to: President Siegel and Members of the Village Board
From: John Edlebeck, Director of Public Works

Re: **Water Utility Meter Reading System - Overview**

Existing Water Meter Reading System

The Village owns and operates separate Water and Sanitary Sewer Fund Utilities. These utilities are enterprise funds, operating primarily off of revenues generated by metered water and sewer use. The village owns and operates a total of approximately 4810 water meters. Beginning in 2018 all village water meters are now read 4 times per year compared to 3 in past years. There are several ways in which our current Village water meters need to be read:

Meter Reading Style	1/1/17		1/1/18	
Walk up to house and type in water meter reading	856	(18%)	660	(14%)
Walk up to house and hold device next to touch pad	895	(19%)	731	(15%)
Walk or drive by house and obtain weak radio signal read	2566	(53%)	2566	(53%)
Walk or drive by house and obtain strong radio signal read	493	(10%)	853	(18%)

The Village took on all water meter reading responsibilities in-house in 2017 utilizing existing Village Public Works Department staff. Prior to that time a part time meter reader was utilized. Each quarter the current water meter reading process takes 2 Public Works employees several weeks to complete. This length of time is required due to the total number of reads needed, the different types of reads noted above and the need to perform water meter rereads. These rereads can be due to dead meters, dead transmitters, dead batteries, missed reads as well as high and low flow reads.

The current water meter reading system is highly inefficient. Approximately 29% of the quarterly village water meter reads require our employee to walk up the driveway to the house to obtain either a typed in read or a touch pad read. As you can see above, in 2017 we were able to reduce that walk up amount from 37% to 29%. It is our department goal to further reduce the walk up water meter reads to the following:

20% by 1/1/2019 (431 meter and transmitter replacements completed)
10% by 1/1/2020 (480 meter and transmitter replacements completed)
0% by 1/1/2021 (480 meter and transmitter replacements completed)

Or as summarized below:

Meter Reading Style	1/1/18		1/1/21 goal	
Walk up to house and type in water meter reading	660	(14%)	0	
Walk up to house and hold device next to touch pad	731	(15%)	0	
Walk or drive by house and obtain weak radio signal read	2566	(53%)	2566	(53%)
Walk or drive by house and obtain strong radio signal read	853	(18%)	2244	(47%)

This rate of water meter and transmitter replacement will also allow us to stay ahead of the Wisconsin Department of Natural Resources mandated requirement to replace all water meters within 20 years of installation to protect from meter malfunction and error and to not exceed expected meter and transmitter battery life.

Possible System Conversion Funding

The recently approved 2018 and proposed 2019 - 2020 Village Water Utility Capital Project Fund would allow for the accomplishment of that goal:

	2018	2019	2020
Water System Replacements	$150,000	$150,000	$200,000
Automated Meter Reading and Meter Replacement	$100,000	$150,000	$150,000
Subtotal	$250,000	$300,000	$350,000

Village Board Action Needed

Our water meter reading system is manufactured by Sensus, utilizing their IPerl meter system. The Public Works Department voted on March 12, 2018 to recommend to the Village Board to:

Approve the purchase 500 IPerl water meters and 500 meter reading transmitters totaling $116,800 from Core & Main, New Berlin, Wisconsin, the authorized Sensus dealer in our area.

This will allow our department to proceed with the identified 2018 water meter and transmitter replacements. Funding would be out of the approved 2018 water utility capital project funds shown above.

Cc: Paul Boening
Jennifer Amerell