

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES

MARCH 12, 2012

The Board of Public Works meeting was called to order at 6:00 p.m. by Melissa Depies.

Motion by Mr. Murray, seconded by Mr. Dietrich, to elect Trustee Meinecke as Chair Pro-tem due to the absence of Chair Rieck. Approved unanimously.

Members present: Sue Meinecke, Pat Murray, Edwin Dietrich and Lisa Harbeck (6:12 p.m.).

Members absent: Richard Rieck.

Staff Present: Director of Public Works/Executive Utility Director Dave Murphy, Utility Director Tom Krueger, Utility Superintendent Tim Nennig, and Administrative Assistant Melissa Depies.

Others Present: Les Blum

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

Motion by Mr. Dietrich, seconded by Mr. Murray, to approve the February 13, 2012, Board of Public Works meeting minutes. Approved unanimously.

PUBLIC WORKS

Award project 12-01 / Street Reconstruction

Director Murphy received nine bids for the Street Improvement project. The low bidder, Advance Construction, has complied with the prequalification and bonding requirements.

Motion by Mr. Murray, seconded by Mr. Dietrich, to recommend the Village Board award project 12-01 / Street Reconstruction (11th Avenue / 13th Avenue / Broad Street / Cedar Street / Police Station driveway) to Advance Construction, Green Bay, WI for a cost of \$857,430.95. Approved unanimously.

Utility Director Tom Krueger noted that the Utility budget is short by approximately \$66,773.

Award project 12-02 / Sidewalk Replacement

Director of Public Works/Village Engineer Dave Murphy stated that the prices for the sidewalk project came in lower than they have in the last couple of years.

Mr. Murphy noted that the cost of the poem stamps will be coming out of the capital fund budget. The average cost of each stamp is \$600 for a total cost of approximately \$4,200.

Mr. Murphy stated that the inspector will add some additional sections of sidewalk to the program.

Motion by Mr. Murray, seconded by Mr. Dietrich, to recommend the Village Board award contract 12-02 / Sidewalk Replacement to Venske Concrete & Construction, Jefferson, WI for a project amount not to exceed \$36,000.
Approved unanimously.

Storm water annual report

Director Murphy stated that the DNR requires all municipalities, who hold a Storm water Discharge Permit, to complete and submit an annual report.

Mr. Murphy noted that in 2011, Village staff completed the dry weather monitoring rather than contracting with AECOM. The Village has also met the 40 percent removal of Total Suspended Solids.

Motion by Mr. Dietrich, seconded by Mr. Murray, to recommend the Village Board approve the 2011 Storm Water Annual Report. Approved unanimously.

Major Projects update

The Board members reviewed the major projects.

Bridge Street Dam Repair: Director of Public Works/Village Engineer Dave Murphy stated that he, Administrator Hofland, Village President Jim Brunnquell, and Village Attorney Mike Herbrand had a meeting with the DNR to discuss the requirement of the gate for the dam, we are hoping to have a determination from them in the next couple of weeks.

Report of benchmark measurements – DPW

The benchmark report was reviewed by Board members with no questions or comments.

WATER & WASTEWATER

UV Project change order #2

Utility Director Tom Krueger explained that this is a no cost change order, and is simply an extension of time. The substantial completion date for the project was March 1, with a final completion date of April 1. The contractor has requested a 30 day extension, March 30 and April 30, due to the delay of delivery of the canopy structure.

Mr. Krueger noted that the contractor has been diligent over construction aspects under his direct control. The Contractor has made temporary allowances to get the equipment installed and wired, in order to expedite the start-up of the equipment prior to delivery of the canopy.

Motion by Mr. Dietrich, seconded by Mr. Murray, to recommend the Village Board approve change order #2 by Rawson Contractors, Inc., Sussex, WI, to extend the substantial and final completion dates for project construction to March 30 and April 30 respectively. Approved unanimously.

Septage receiving project amendment

Utility Director Krueger explained that during the site planning process, existing water and sewer mains were examined relative to capacities and remaining service life. In theory, the 24 inch influent sewer main has available capacity but in actuality appears to be very limited in remaining flow capacity. The WWTP screening facility restrictions need to be investigated further prior to any further site planning and construction improvements.

Director Krueger stated that Donohue & Associates has agreed to perform these investigations, which would include a hydraulic analysis and identification of bottlenecks within the plant to determine what is going on with the capacity of the pipes. Donohue has offered to complete a hydraulic sewer analysis for the area to determine what is going on with the capacity of the pipes for a cost of an additional \$5,700.

Trustee Harbeck questioned if this was the only change order on this project. Mr. Krueger replied that this project is just getting started and yes it is the only change order to date.

Motion by Mr. Dietrich, seconded by Trustee Harbeck, to recommend the Village Board approve Amendment No. 1 to the Septage Receiving Station Engineering Services Agreement with Donohue & Associates, Inc., Sheboygan, WI, including an increase of \$5,700 resulting in a total contract amount of \$42,400. Approved unanimously.

Water Tower #2 contract maintenance agreement

Utility Director Krueger stated that the 2012 budget includes funds to re-coat and rehabilitate Water Tower 2, under a contact maintenance scenario similar to Water Tower 1 which was done in 2011.

Director Krueger stated that he was satisfied with the work done by Utility Service Company (USC) on Tower 1 and he has received a proposal from USC for work on Tower 2. An alternate proposal was also received from Dixon Engineering that proposed somewhat similar services.

Utility Service Company's (USC) proposal is a full service maintenance program that includes annual inspections, engineering, routine maintenance, repairs and re-coating work as required or scheduled. The proposal would also cover a number of other repairs specific to Tower 2, including installation/replacement of the antiquated and poor functioning notched rail climbing system, application of the Grafton logo and exterior power washes. This is essentially an 11 year agreement with annual costs locked in over the 11 year period.

Dixon Engineering's proposal essentially mirrors the USC proposal for the first 5 year period of the agreement. In years 6 through 11, Dixon would only bill Grafton for engineering/consulting work actually performed; however, they did identify a cost of \$48,800 per year that was recommended for allocation to a sinking fund to cover the estimated cost of future tower maintenance.

Director Krueger noted that USC is the industry leader in tower maintenance management and has been taking this approach since 1985. Dixon Engineering is primarily an engineering services company that is just entering into the field of contract maintenance.

Director Krueger stated that USC had been very responsive with Tower 1 maintenance work and he is very comfortable with continuing to work with them in the future. He noted that USC provides contract maintenance that covers everything from A to Z leaving less for Utility staff to worry about. It was Director Krueger's opinion that USC was the best value.

Motion by Mr. Dietrich, seconded by Trustee Harbeck, to recommend the Village Board approve the Tower #2 maintenance contract agreement with Utility Service Company. Approved unanimously.

Regional water study update

Utility Director Krueger gave a power point presentation highlighting the preliminary investigations of the regional water system. A copy of the power point is available at the Utility office for review.

Mr. Krueger stated that the Village Board needs to formally accept Phase 1 of the study and authorize the consultant to proceed with Phase 2. Phase 2 will refine the analysis of the water supply alternatives, identify near-term cooperative planning, and perform more detailed investigations regarding options and potential for future water entity formation.

Motion by Mr. Dietrich, seconded by Trustee Harbeck, to recommend the Village Board accept the Phase 1 report by CH2MHill, Milwaukee, WI, entitled "Preliminary Investigations for Regional Water Authority". Approved unanimously.

Motion by Mr. Murray, seconded by Mr. Dietrich, to recommend the Village Board authorize CH2MHill, Milwaukee, WI, to proceed with Phase 2 investigations per their scope of services proposal and for a not-to-exceed cost of \$35,888 with Grafton's cost share equal to \$11,962.66. Approved unanimously.

Utility project updates

The Board reviewed the Utility projects with no questions or comments.

1st Quarter – 2012 Safe Drinking Water Act Compliance Results

Utility Superintendent Tim Nennig stated that the Utility completed the first quarter Safe Drinking Water Act compliance analyses as required by the DNR.

Mr. Nennig stated that there were no surprises with the results. The usual exceedances were found and there was nothing unusual. The second quarter sampling will take place around April 1.

Utility budget dashboard measurement update

No comments or discussion

Report of benchmark measurements-Utility

The Board reviewed the benchmarks report.

Utility Superintendent Tim Nennig stated that there has been one water main break and zero sewer main backups to date. Hydrant flushing will begin on April 2. In May, the Utility will launch leak detection survey and valve exercising, which will be done by a third party, Utility crews will be starting sewer cleaning and repairs.

OLD BUSINESS

Director Murphy stated that he and Utility Director Krueger attended a second stakeholders meeting regarding the Milwaukee River watershed TMDL (total maximum daily load) study that is underway. The purpose of the study is to determine baseline water quality conditions and then establish waste load allocations that will affect future permitting of discharges to the river. This will likely affect the Village of Grafton relative to both its storm water discharges and, its wastewater plant discharges. The Grafton WWTP discharge permit is due to expire December, 31, 2013 and a reduction in the phosphorus limit is of particular concern.

NEW BUSINESS

Director Murphy stated that the Village is currently working with the owner and developer of a vacant parcel on Cheyenne Avenue for a potential office and manufacturing facility. A new street will be needed to access the property. Mr. Murphy has received four proposals for the engineering of this street and will be making recommendation. A special Board of Public Works meeting will be held on March 19, at 5:45 p.m. to recommend approval of the contract.

ADJOURN

Motion by Trustee Harbeck, seconded by Mr. Murray, to adjourn the meeting at 7:06 p.m. Approved unanimously.