

**VILLAGE OF GRAFTON**  
**BOARD OF PUBLIC WORKS MEETING MINUTES**

**DECEMBER 10, 2012**

The Board of Public Works meeting was called to order at 6:00 p.m. by Chairman Richard Rieck.

Members present: Trustee Richard Rieck, Trustee Sue Meinecke, Pat Murray, and Trustee Lisa Harbeck.

Members absent: Edwin Dietrich.

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

Officials present: Trustee David Liss

Others present: Linda Mohr - Project Engineer, CH2MHill, Steve Ostermann-Ozaukee Press, Bill and Sue Hass

**HEAR PERSONS REQUESTING TO BE HEARD**

None

**MINUTES**

Motion by Pat Murray, seconded by Trustee Meinecke, to approve the November 12, 2012, Board of Public Works meeting minutes. Approved unanimously.

**Water & Wastewater**

Regional water study presentation

Utility Director Tom Krueger explained that both phase 1 and 2 of the regional water system study are now complete. He introduced Linda Mohr of CH2MHill who gave a brief presentation on the study.

Ms. Mohr explained that this was a joint study with the Village of Grafton, City of Cedarburg and the City of Mequon. The purpose of the study was to define the long-term water supply needs for these three communities.

The goals and objectives that were considered were how many million gallons per day (mgd) were needed to serve these communities. Future water demands were calculated by using a formula that included the communities' population projections, historic water consumption, delineated water supply service areas, and land use plans. The total

average day demand is about 5 mgd and the maximum day demand is about 10 mgd. This information formed the basis for water infrastructure needs and costs estimates. Provisions can be made for infrastructure expansion to serve additional customers as future conditions dictate.

Water supply alternatives were also considered: Wholesale purchase of treated lake water from Milwaukee; wholesale purchase of treated lake water from North Shore Water Commission; Wholesale purchase of treated lake water from both Milwaukee and North Shore; Collector well(s) near Lake Michigan and a new water treatment plant; Lake Michigan intake and a new surface water treatment plant; and/or maintain current water supplies.

Each alternative was viewed based on community acceptance, long-term reliability, ownership of water supply, administrative requirements, flexibility to meet the different needs of the communities, and operation and maintenance requirements.

Director of Public Works/Executive Utility Director Dave Murphy questioned why purchasing water from the City of Port Washington was not included in the evaluation. Ms. Mohr responded that Port Washington was not interested in being part of the overall long-term solution as this would require them to expand their plant. It is possible that Port Washington could be part of an interim solution. Mr. Murphy questioned if there could be a system where Port Washington supplies some of the water while the Village continues to use wells. Ms. Mohr indicated that is a possibility.

Water cost per 1,000 gallons was calculated for each of these alternatives by estimating capital costs and annual operation and maintenance costs to determine what would be the best option for the communities. Based on those results, obtaining water from both Milwaukee and North Shore Water Commission was further investigated.

The study sets forth a roadmap of water supply strategies and actions to help promote success of a regional solution. The roadmap is a series of steps to help the communities plan and implement regional water supply solutions. This was developed by establishing a baseline of where the communities are today, identifying barriers to regional cooperation, and defining key actions and decisions to be made in the next 10 to 15 years.

Ms. Mohr presented a Google earth map to show how the water could be transmitted from Milwaukee and North Shore as one of the options considered.

Motion by Trustee Meinecke, seconded by Trustee Harbeck, to recommend the Village Board accept the completed study by CH2MHill, Milwaukee, WI entitled "Preliminary Investigations for a Regional Water System". Approved unanimously.

Mr. Krueger noted that the communities will continue to communicate and work together on both short term and long term water supply planning.

Utility garage/septage receiving bid results

Director of Public Works/Executive Utility Director Dave Murphy explained the Village opened bids for the new vehicle and equipment storage facility. The low bidder, Cardinal Construction, missed one of the main items in the bid and has requested to withdraw his bid. The bid received from the second low bidder, Scherrer Construction, is slightly over the budgeted amount. After talking with the contractors about ways to cut costs, and discussing our options with the Village Attorney, it was determined that the Village should reject all bids received and re-bid the project.

The Village is currently re-bidding the building demolition portion of the project and is taking that out of the general contract. This will come before the Board of Public Works for approval in January.

Staff has met with the architect and they have made minor changes to the design that could possibly save \$100,000. The time frame for re-bidding is to have the Board of Public Works award the project in February with spring/summer construction.

Motion by Pat Murray, seconded by Trustee Meinecke, to recommend the Village Board reject all bids and rebid the project to include a base bid for the garage building and an alternate bid for the septage receiving facility. Approved unanimously.

#### Utility projects update

Utility Director Tom Krueger highlighted the Utility's ongoing capital projects.

*Ultraviolet Light Disinfection Project:* This project has not yet been closed out as the Utility is waiting for lien waivers and as-built drawings from the contractor.

*Water System Leak Detection Survey:* Mr. Nennig stated that the Utility plans to continue doing leak detection surveys. In 2012, the Utility made numerous repairs that corrected a total water loss of over 60,000 gallons per day.

*Regional Lake Water Supply Study:* Mr. Krueger noted that the roadmap provided by the study will assist with planning so the Village can do what is most sustainable. The Village has plenty of ground water supply at the present time. However using this study and roadmap all communities can save money by collaborating on current projects for future needs.

#### Utility budget dashboard measurements update

Utility Director Tom Krueger indicated that this is statistical information.

#### Report of benchmark measurements-Utility

The board reviewed the benchmark report with no comments or questions.

### **Public Works**

#### Public Works-Part Time Office Staff

Director of Public Works/Executive Utility Director Dave Murphy stated that a part-time Park and Recreation Program Specialist is available to work some additional hours and he is looking for assistance when the Public Works Administrative Assistant is on paid time off.

Mr. Murphy explained that the Program Specialist and the Administrative Assistant currently work together to keep both counters covered when needed. However these hours will provide better coverage when the Administrative Assistant is out.

Trustee Harbeck stated that the Program Specialist currently works Monday, Wednesday, and Friday, but questioned what will happen when the Administrative Assistant is gone for a week. Mr. Murphy responded that the phones will be re-vamped so that the Public Works lines will ring at the Program Specialist's desk so she can assist with the Public Works phones and still do Park and Recreation work as well. When the Administrative Assistant is out the entire week it would be expected that Program Specialist would work the full week instead of just three days and she would be responsible for tracking time spent in each department.

Trustee Harbeck was concerned that she may go over the hours allotted. Mr. Murphy indicated that staff will track her hours and will not go over the budgeted amount.

Mr. Murphy stated that when the Administrative Assistant is out of the office, he has too many interruptions to get anything done.

Motion by Mr. Murray, seconded by Trustee Harbeck, to recommend the Village Board amend the 2013 budget to add \$1,600 to the Public Works Administration and \$1,600 to the Public Works Engineering personal services budgets and \$375 to the Public Works Administration and \$375 to Public Works Engineering Non-Personal Services budgets. Approved unanimously.

#### Report of benchmark measurements-DPW

The board reviewed the benchmark report without any questions or comments.

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

Director of Public Works/Executive Utility Director Dave Murphy noted that the 2012 Street Improvement Projects came in under budget for the Village, however the Utility portion was slightly over budget.

#### **ADJOURN**

Motion by Trustee Harbeck, seconded by Trustee Meinecke, to adjourn the meeting at 7:12 p.m. Approved unanimously