

VILLAGE OF GRAFTON

BOARD OF PUBLIC WORKS MEETING MINUTES

APRIL 8, 2013

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

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

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

Others present: Developer Rick Schmit and Melanie Boyung – News Graphic.

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

Motion by Mr. Murray, seconded by Trustee Meinecke, to approve the March 11, 2013, Board of Public Works meeting minutes. Approved unanimously.

Public Works

Preliminary Assessment Resolution – Port Washington Road South

Director of Public Works/Village Engineer Dave Murphy stated that this is necessary to begin the assessment procedures and project design for the road improvements on Port Washington Road to accommodate the Meijer development.

Through the developers agreement, Meijer will be paying for a majority of the project: 80 percent of the road improvements along their property frontage, 100 percent of the traffic signals, 100 percent of the south taper at the end of the project, 100 percent of the Falls Road intersection improvements, and 100 percent of the Wis 60/Port Washington Road intersection improvements.

Ozaukee County has also agreed to pay 10 percent of project costs. The County will review the plans and specifications and provide comment.

Home Depot, Office Max, Baymont Inn and Suites, and the vacant lot north of Hunters Crossing will be special assessed the remaining project costs. The developer's agreement for Hunters Crossing II has language to protect them from any road improvement costs for Port Washington Road. An engineer's report with all project costs and breakdowns will be provided upon project completion.

Rick Schmit handed out a copy of the Pre-Annexation Agreement for his property along with the Development Agreement for Hunter's Crossing Phases I and II. He also provided a letter of opinion from Castner Law Offices stating that the Development Agreement for Hunter's Crossing Phase I and II protects Mr. Schmit from any special assessments against his property including the vacant land currently zoned agricultural.

Mr. Schmit explained that in 2000 the pre-annexation agreement was drafted and in 2001 the Development Agreement was signed. These documents were drafted to remove his property from special assessments and protect Mr. Schmit from these costs. In 2006 the Village attempted to change this agreement when they put in sewer and water on the opposite side of the road. The Village is aware that the developer's agreement removes not only Hunters Crossing but the adjacent vacant land as well.

Mr. Schmit stated that he does not benefit from a four lane road, therefore should not have to pay for the improvements. Mr. Murphy stated that it all depends on what is developed on that vacant land. If single family homes are built that is correct, however if it is industrial or retail then you certainly will benefit from the four lanes.

Mr. Murphy requested that Mr. Schmit provide a letter stating that he will agree to pay 100 percent of the costs to run sanitary sewer across Port Washington Road to serve his vacant property to eliminate any additional future issues. Mr. Schmit agreed.

While reviewing documents provided, Trustee Meinecke questioned if Hunters Crossing Phase I and II were different than lots 1 and 2. She indicated that it appeared that Hunters Crossing Phase I and II were both built on lot 1. Mr. Schmit responded that the area of the Development Agreement that needs to be reviewed is Section 10.6 – Fees, Assessments, Charges, Construction and Dedications- page 17, line 465 as well as the legal descriptions beginning on page 3, line 94 ending on page 4, line 127 distinguishing between the "Property" and the "Project".

Mr. Murphy recommended that the property remain on the Preliminary Special Assessment resolution and have the Village Attorney review the documents for legal opinion. If it is determined that the property cannot be special assessed it can be removed at the time of Final Assessment Resolution.

Motion by Trustee Harbeck, seconded by Trustee Meinecke, to recommend the Village Board adopt a Preliminary Assessment Resolution for Urbanization of Port Washington Road from Home Depot/Schmit Pavilion signalized intersection approximately 2,000 feet south. Approved unanimously.

5-Year Capital Improvement Program-Department of Public Works

Director of Public Works/Village Engineer Dave Murphy stated that the 5-year Capital Improvement Program includes the proposed street projects and equipment purchases for the next 5 years. He stated that staff tries to spread out the projects/purchases somewhat evenly between the years for budgeting purposes.

The equipment program did not change much from the prior year. In 2014 the salt distributor for the articulated tractor was added, which will be used to salt the sidewalks and parking lots. The auger attachment for the Skid Loader was also added and will be used for post hole digging for installing playground equipment and signs.

The street project for 2013, which includes Highland Drive, Maple Street, and Sixth Avenue was awarded to Payne and Dolan. These roads were rated a 3 based on our PASER rating system. The 5 year street program adds 2018 which was determined to be sections of Woodridge Drive, Northbrooke Drive, and Greenfield Drive. Other areas of consideration were Sunset Court and Sunset Lane; Audubon Avenue, West Bridge Street, and West Beech Street; and Cypress Drive and Arapaho Avenue. Mr. Murphy stated that he likes to keep the road projects in one general area to get better pricing from the contractor. The 2018 segments are slightly longer than usual. It is difficult to stop a project in mid-block; therefore costs for 2018 are slightly higher than usual.

Trustee Meinecke noted that the spreadsheet indicates that in 2016 that Sixth Avenue from Washington Street to Elm Street will be done, however Sixth Avenue Washington Street to Spring Street is being done this year. Does the description just need to change or does the dollar value also need to change? Mr. Murphy responded that the dollar value is for the entire length from Washington Street to Spring Street, rather than reduce the dollar value he suggested adding another block of street to be done.

Motion by Mr. Murray, seconded by Mr. Dietrich, to recommend the Finance Committee support the Public Works 5-Year Capital Improvement Program.
Approved unanimously.

Dumpster use policy

Director of Public Works/Village Engineer Dave Murphy stated that the Village currently holds "Dumpster Day" one Saturday per year; however staff receives calls year round on how to dispose of larger items. Staff is proposing to have a dumpster at the Municipal Services Facility available for residential use from Memorial Day to Labor Day. Residents will be able to bring items to be disposed of on Wednesday morning from 7:00 a.m. to noon only. Residents will be restricted to one use per year and Public Works staff will track. This is being done on a trial basis to determine need and costs.

Trustee Rieck questioned if there were concerns that residents may dump stuff by the gate when we are not open. Mr. Helm responded that he did not think this would be an issue and if that does happen we can discontinue the service.

Motion by Trustee Harbeck, seconded by Mr. Dietrich, to recommend the Village Board approve the dumpster use policy. Approved unanimously.

Agreement with Ozaukee County regarding Port Washington Road South

Director of Public Works/Village Engineer Dave Murphy explained that the County has agreed to pay 10 percent of the design, engineering, inspection, and construction costs for the Port Washington Road improvement.

Trustee Harbeck questioned how they came up with 10 percent. Mr. Murphy responded that they paid 10 percent of the costs for the Costco development area as well. Theoretically they do not have to pay anything as the improvements are at Village request and benefit.

Motion by Trustee Meinecke, seconded by Trustee Harbeck, to recommend the Village Board approve the Agreement and Memorandum of Understanding with Ozaukee County for Port Washington Road Improvements. Approved unanimously.

Major projects update

Street Reconstruction: A preconstruction meeting will be held April 9. The contractor anticipates beginning utility work on Sixth Avenue and then completing all road work following that.

Bridge Street Dam Repair: Plans are at the DNR for review. The Village has hired an appraisal company to determine a value for the easements if necessary. If the Village opts for the low cost option there will not be additional easements necessary, however extra easements will be needed for the upscale version.

Report of benchmark measurements-Department of Public Works

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

Director of Public Works/Village Engineer Dave Murphy stated that crews will be crack filling soon. Roads rated an 8 are done first and then crews will move to roads that are rated 7. When we get to roads rated a 6 or less we go through too much material therefore roads rated 6 or less are not done.

Trustee Harbeck questioned if crews have begun brush chipping yet. Mr. Helm responded that this service started on April 2.

Water & Wastewater

H2Oscore Agreement

Utility Director Tom Krueger explained that after discussions with Professor McGee Young and Village Administrator Darrell Hofland it was agreed that the Village would pay a base fee of \$1,500 annually to set up and promote the program to our water customers. Once the user base has reached 10 percent of our users then H2Oscore will be eligible for a \$500 bonus, which will then increase the fixed annual fee to \$2,000. These same guidelines would follow for 20 percent and 30 percent participation with a maximum annual fee of \$3,000.

The goal of this program is to educate residents of water use and water conservation.

Mr. Krueger noted that if the Village does not see a benefit from being enrolled in this program they have option to opt out by written notice with no penalties.

Mr. Dietrich stated that people know what their bills should be and if they are billed more or not. He does not see a value to this program. Mr. Krueger explained that residents will have a

2-year history at their finger tips and the ability to track not only their water usage but compare their usage to that of their neighbors or other families within the Village.

The program provides ideas on how to conserve water or ideas as to why their water usage is higher than others. They will also provide a phone number that residents can call with general questions regarding water conservation and what can be done to reduce water usage and costs.

Trustee Harbeck questioned how this program is being promoted to residents. Mr. Krueger stated that information will be put on the Village web site, included in the Village Voice, information on the water bill, and possibly an inset into the water bill. This type of promotion should cost the Village little to no additional money.

Trustee Rieck stated that he was skeptical about the program; however 10 years ago he was also skeptical about the recycling program and look how far that has come.

Motion by Mr. Murray, seconded by Trustee Harbeck, to recommend the Village Board accept the revised draft agreement to implement H2Oscore for Grafton contingent on attorney review and approval. Motion approved 4 – 1 (nay-Dietrich).

5-Year Capital Improvement Program-Utility

Utility Director Tom Krueger indicated that the 5-year Capital Improvement Program is very similar to last year. It includes replacement of the 17th Avenue lift station and the Audubon Avenue lift station. It is also anticipated that construction of a lift station at River Bend Road will be needed which will eliminate the Falls Road and the Blackhawk Valley lift stations. There may also be a need to construct a new lift station at Arrowhead Road depending on development and expansion.

Equipment and/or facility additions include a new WWTP sludge boiler and a third digester to increase biosolids treatment capacity.

The water/sewer replacement projects compare with the DPW Street Improvement Program, however there are a number of sewer replacement areas that need to be replaced that are outside the Street Improvement plan. Utility and DPW like to work together on these projects.

Director of Public Works/Village Engineer Dave Murphy indicated that there is not enough funding for the Street Improvement Plan to include additional streets. It is a win/win situation for the Village to complete Utility work and road work at the same time, therefore if these sections of sewer must be completed it may be beneficial to increase the amount budgeted for road improvements.

Utility Director Tom Krueger indicated that Utility staff still needs to televise and evaluate the sewers in the Street Improvement program area for 2017 and 2018 in order to accurately budget.

Motion by Trustee Meinecke, seconded by Mr. Murray, to recommend the Finance Committee support the Utility 5-Year Capital Improvement Program. Approved unanimously.

Utility Projects update

Incinerator/Garage Demolition Project: There may be a change order necessary due to the depth of the wall of the incinerator building. The contractor has also encountered sloppy material that will need to be removed and hauled away.

Utility Vehicle/Storage Facility & Septage Receiving Facility: A preconstruction meeting is scheduled for Monday, April 15. Construction is anticipated to begin the end of April.

Report of benchmark measurements-Utility

Utility Superintendent Tim Nennig stated that Utility staff began flushing fire hydrants last week and will hopefully complete this project by the middle or end of next week. A total of 730 hydrants will be inspected, operated and have routine maintenance completed. Crews have reported that the water is exceptionally clean this time.

M.E. Simpson is scheduled to begin leak detection survey work as well as valve exercising. Utility crews will complete any necessary repairs and maintenance.

Utility Superintendent Tim Nennig indicated that staff will be redirecting their efforts this year and rather than clean all the sewers they will be doing sewer televising in the 5-year Street Improvement Program area. This will include jetting the sewers and televising all road sections.

Mr. Nennig reported that there have been no water main breaks or sewer backups to date.

Budget dashboard measurements-Utility

The board reviewed the dashboard measurements without any questions or comments.

OLD BUSINESS

None

NEW BUSINESS

Director of Public Works/Village Engineer Dave Murphy explained that the Utility is eliminating a valve from Cedar Creek Road. The water needs to be turned off at Orion Corporation therefore this work will take place on Saturday afternoon when they are closed.

ADJOURN

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