

VILLAGE OF GRAFTON

BOARD OF PUBLIC WORKS MEETING MINUTES

OCTOBER 14, 2013

The Board of Public Works meeting was called to order at 6:08 p.m. by Administrative Assistant Melissa Depies.

Motion by Trustee Meinecke, seconded by Mr. Murray, to elect Trustee Harbeck, chairman pro-tem. Motion carried.

Members present: Sue Meinecke, Lisa Harbeck, and Pat Murray

Members absent: Richard Rieck and Les Blum

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

Others Present: John Mayer, Utility Rate Consultant

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

Director of Public Works/Village Engineer Dave Murphy noted that on Page 3, Paragraph 3 it should state TID No. 3 project not TID No. 2.

Motion by Trustee Meinecke, seconded by Pat Murray, to approve the September 9, 2013, Board of Public Works meeting minutes as corrected. Motion carried.

Proposed water and sewer rate increase

Utility Superintendent Tim Nennig explained that the 2013 budget includes funds for completion of a water and sewer rate study including submission of a water rate increase application to the Wisconsin Public Service Commission.

Mr. Nennig stated that the Village Board needs to accept the rate studies and recommendations; the rate consultant (John Mayer) will then submit a water rate increase application to the PSC as required. The processing time for the PSC is approximately 120 days to 150 days; therefore the rate increases would not go into effect until April 1, 2014. The sewer rate increases can be approved unilaterally by the Village Board.

John Mayer, Utility Rate Consultant, explained that overall water usage is decreasing due to water conservation efforts and improved products, such as low flow toilets. When setting water rates the Village needs to determine a user rate that will allow payment of all general

expenses as well as capital expenditures. If the 5-Year Capital Improvement Plan calls for \$500,000 of projects each year, the Village should not borrow for those projects; the user rates should fund them. The current 5-Year plan calls for approximately \$578,000 of improvements/equipment each year.

Mr. Mayer is recommending that the Village file an application to increase water rates with the PSC in the annual amount of \$111,400 which reflects a 7.2 percent increase in user fees for water only.

Mr. Mayer stated that the same funding rules apply to the wastewater side of the operation. When setting sewer rates the Village needs to determine a user rate that will allow payment of all general expenses, as well as capital expenditures.

Mr. Mayer is recommending that the Village approve an increase in sewer rates in the annual amount of \$182,700, which reflects a 9.0 percent increase in user fees for sewer only. This will allow the Utility the ability to pay all cash expenses, all debt service and have \$350,000 remaining to pay for normal and ordinary capital expenditures. This also includes the \$191,200 annual deposit into the DNR required equipment replacement fund.

Mr. Mayer stated that he prefers the periodic rate adjustment to keep the utility in good financial shape. The periodic rate adjustment is a smaller 2.0 percent rate bump annually rather than a larger 9.0 percent rate bump every 4 years.

With the proposed increase in water rates the average residential bill will increase from \$52.02 to \$56.33 per quarter. This is an increase of \$4.21 per quarter or \$1.44 per month. The proposed increase in sewer rates will increase the average residential bill from \$129.93 to \$142.10 per quarter or by \$12.17 per quarter; \$4.06 per month. The total overall increase for the average residential bill is \$16.38 per quarter.

In this particular matter, water conservation actually increases rates. Less water is being used; however, the Utility needs to continue to maintain the system, employing the same amount of personnel, completing capital projects, etc. Less water being used, means less revenue if rates are maintained at the same level with expenses being the same or higher.

Mr. Mayer explained that water usage is down 5.3 percent over 2009 and down 15.2 percent over 2003. Water usage decreased 9.5 percent over last year due to the elimination of the summer sprinkling credit.

Motion by Trustee Meinecke, seconded by Mr. Murray to recommend the Village Board accept the water and sewer rate studies and recommendations by the rate consultant, and authorize John Mayer to submit the water rate increase application to the Wisconsin Public Service Commission. Motion passed 2-1 (Harbeck - Nay).

Motion by Trustee Meinecke, seconded by Mr. Murray, to recommend the Village Board increase sanitary sewer rates per Board of Public Works discussion, effective April 1, 2014. Motion passed 2-1 (Harbeck - Nay).

Public Works

Port Washington Road Construction Change Order 2

Director of Public Works/Village Engineer Dave Murphy explained that as work progresses on Port Washington Road, the contractor encountered situations where additional work was necessary:

Concrete Curb and Gutter: At the intersection of Falls Road and Port Washington Road, the curb radiuses needed to be 30 inch tapered curb and gutter to prevent damage to the curb and snow plow equipment. The specifications did not include this type of curbing. There is approximately 300 feet of curb that needed to be installed at this intersection. The cost is \$14.50 per linear foot for a total of \$4,350.

Also, due to the delay in removing power poles the curb and gutter was gapped to allow continuation of the project. These gaps will need to be hand poured at a cost of \$29.50 per linear foot. There is an estimated 75 feet of curb that needs to be hand-formed for a total cost of \$2,212.50.

Water main offset: During construction of the storm sewer serving Port Washington Road, the water main was encountered at the intersection of Hunters Lane. The watermain was lowered to allow the storm sewer to be constructed at proper grade for a cost of \$3,984.75.

Sanitary sewer manhole adjustment: most of the manholes on this project needed to be raised higher than anticipated; therefore, the castings were removed and a cone and barrel section were added resulting in additional work for the contractor. There were six manholes that were in need of this additional work at a cost of \$861 each.

Trustee Harbeck questioned why the tapered curb was not included in the specifications. Mr. Murphy responded that is was just an oversight during design.

Trustee Harbeck questioned the delay in pole removal. Mr. Murphy explained that extra fill was needed before the utility work could be done. As soon as this work was done, We Energies and AT&T responded very quickly completing their portion; however, Time Warner Cable took the maximum time allowed to complete their work. The poles were finally removed today, which is approximately two weeks later than anticipated.

Motion by Mr. Murray, seconded by Trustee Meinecke, to recommend the Village Board approve change order 2 adding the following pay items to the construction contract for Vinton Construction Company at a cost of \$15,713.25. Motion carried.

<u>ITEM</u>	<u>QUANTITY</u>	<u>UNIT</u> <u>PRICE</u>	<u>TOTAL</u> <u>COST</u>
30" Tapered face curb and gutter	300 lf	\$14.50	\$4,350.00
30" Hand formed curb and gutter	75 lf	\$29.50	\$2,212.50
Water main offset	1 ls	\$3,984.75	\$3,984.75
Sanitary Manhole Reconstruction	6 ea	\$861	<u>\$5,166.00</u>
TOTAL CHANGE ORDER 2			\$15,713.25

Capital expenditures - 2013

Director of Public Works/Village Engineer Dave Murphy explained that the Water Utility was to budget \$20,000 and the Public Works Department was to budget \$10,000 for GPS survey grade equipment and a hand held GPS unit. The Utility did budget their share, however the Public Works Department failed to include their portion. To date the Utility has purchased the GPS survey grade equipment; however, the hand-held GPS unit still needs to be purchased and funded.

Superintendent of Public Works Gary Helm explained that a Portopower unit is used to expand metal or push against metal. This is a piece of equipment that will be used for repairs and maintenance on the plows, trucks, and trailers.

Mr. Helm stated that the generator is a lighter weight generator that can be safely carried by one person. It is also extremely quiet, which makes for a safer work environment. This would be used to run pumps and electric tools during storm sewer repair projects and repairing playground equipment.

Mr. Murphy stated that the total cost of this equipment is \$12,360. The Street Reconstruction project is approximately \$43,793 under the budgeted amount; therefore, he is requesting to use these funds to purchase this equipment.

Motion by Trustee Meinecke, seconded by Mr. Murray, to recommend the Village Board approve purchasing: (1) GPS Grade Survey Equipment for a cost not to exceed \$10,000; (2) Snap-on Portopower Unit for a cost not to exceed \$1,300; and (3) Honda EU2000I Generator for a cost not to exceed \$1,060. Motion carried.

Pavement ratings - 2013

Director of Public Works/Village Engineer Dave Murphy stated the State of Wisconsin requires municipalities to rate all roads every other year in order to receive the annual State Highway Transportation Aids.

Mr. Murphy presented a color coded map showing the current pavement conditions of all Village streets. He explained when completing the 5 Year Capital Improvement Program requests, he uses this map to determine the road conditions and project proximity. Sewer condition is also taken into consideration when determining the plan.

Mr. Murphy explained that the Village is currently repaving approximately 0.5 miles of road each year. Ideally the goal is to have the roads on a 25 year cycle, which for the Village of Grafton would mean repaving 2.0 miles of streets each year; however the current level of funding does not allow this.

Mr. Murphy explained that Village crews are doing a great job at preserving the life of the streets as long as possible. A road that is rated 7 or 8 is crack sealed aggressively to preserve it from the elements as long as possible. Once the road reaches a 5 it is no longer sealed, as there generally are too many cracks. this is when it should be slated for repaving.

Trustee Meinecke questioned if the streets were grouped in sections so that one area could be done at the same to time to save costs. Mr. Murphy responded, "that is how each year's

projects are determined.” However, if there is sewer work in another area that also needs to be done, the Village may include another street into the project.

Trustee Harbeck questioned what effect the truck traffic will have on Port Washington Road once Meijers is open. Mr. Murphy responded that Port Washington Road is maintained by the County.

Mr. Murphy reported that preliminary reports are showing that the Village/Town did not receive the STP funding for Falls Road. He noted that the Town of Grafton has included funds for repairs to Falls Road in their budget. It was his opinion that if Falls Road were repaired, it may take some traffic off of WIS 60.

Purchase dump body, plow, wing, salter and anti-icing tank

Superintendent of Public Works Gary Helm stated that three bids were received for the bump body: Monroe Equipment - \$72,984; Casper’s Truck Equipment - \$78,972; Universal Truck Equipment - \$79,898.

Mr. Helm stated that the low bidder, Monroe Equipment, did not meet specifications as written. He then explained that in approximately 2003 the Village purchased this same equipment from Monroe and we have had several problems with their plow. We have had to rebuild the plow two times. All the other plows are Universal plows, which we have had for over 15 years, and the Village has never had any issues with them.

Mr. Helm explained that the bid received from Casper’s Truck Equipment also included carbide plow blades and a ground speed sensor, for a total cost of \$1,905, which Monroe Equipment did not include.

Mr. Helm also noted that the spare plow is a Universal plow that will not fit on the Monroe harness; therefore, if the plow goes down the Village will not be able to utilize the spare plow.

Motion by Trustee Meinecke, seconded by Trustee Harbeck, to recommend the Village Board authorize the purchase of a dump body, plow, wing, salter and anti-icing tank to Casper’s Truck Equipment, Appleton, WI, for \$78,972.00. Motion carried.

Major Projects Update

Port Washington Road Urbanization Project: The utility poles are being removed and final phase of the project is being completed. It is anticipated that the road will be open by October 25.

Water Storage Building and Septage Receiving Station: Project is progressing on time. Anticipated completion is mid-December to the end of December.

Bridge Street Dam Repair: The footings and flood wall have been completed and they are forming the additional spillway on the west side of the river. The contractor is backfilling the wall and rebuilding the riverwalk and overlook. Excavation on the east side has begun; footings should be poured next week. The gate is expected to be delivered in mid-November.

Report of benchmark measurements-Public Works

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

Mr. Helm commented that crews have completed all curb and sidewalk work. Asphalt patching will continue to be done as needed but only as weather permits. Leaf collection began today and the final brush collection for 2013 will be October 29.

Water & Wastewater

Authorize the creation and recruitment of additional Utility Plant operator position

Utility Superintendent Tim Nennig stated that upon the retirement of Tom Krueger, the Utility Director position will be eliminated. Those duties and responsibilities are being divided up among various existing employees, which include one of the field operations crew members, Larry Roy.

Mr. Roy was previously selected by the Village to fill the position of Program Coordinator which was created and approved in 2012, however currently remains vacant. This position was created to facilitate the Utility transition of duties and responsibilities of the Utility Director position.

The Program Coordinator is proving to be 0.75 administrative and 0.25 field related activities. This will impact the current level of field activities; therefore, there is a need for an additional field operator in 2014. The 2014 proposed budget includes funding for an additional field operator position.

Mr. Nennig indicated that it is Utility preference to move forward with the hiring process now rather than waiting until year's end; however no offer of employment will be made until after the Village Board finalizes the 2014 budget.

Director of Public Works/Village Engineer Dave Murphy stated that the Fire Chief has requested that a paragraph indicating that "Special consideration will be given to applicants who meet the Desired Minimum Qualifications and have Wisconsin Firefighter 1 certification and/or current Emergency Medical Technician Basic certification" be included in the job description.

Motion by Mr. Murray, seconded by Trustee Meinecke, to recommend the Village Board approve the recruitment of the Utility Operator position with no authorization to fill the position until additional action is taken by the Village Board. Motion carried.

Program Coordinator job description update

Utility Superintendent Tim Nennig stated that this position was originally created and filled in 1995 and was eliminated with the creation of the Utility Superintendent position in 2003. It is being re-instated due to the pending retirement of Tom Krueger and the division of his job duties.

Larry Roy will fill this Program Coordinator position. Therefore for the past year, he has been providing administrative assistance learning the new duties, while continuing to serve as a field operations crew member. With this change Mr. Roy will be a salaried employee.

Trustee Meinecke stated that for consistency purposes the paragraph indicating special consideration being given to applicants who meet the desired minimum qualification to have Wisconsin Firefighter 1 certification and/or current Emergency Medical Technician Basic Certification should be included in this position description as well.

Third Quarter Safe Drinking Water Act compliance results

Utility Superintendent Tim Nennig stated that the quarterly lab analyses were performed on all six wells for VOCs at well raw water and entry point locations in August. In addition, the Utility completed annual disinfection by-product analyses from various water distribution system locations.

Mr. Nennig highlighted the results of the VOC testing, indicating that Well 5 continues to be a challenge and if Well 6 is run hard it can pull contaminants from the direction of Well 5. All disinfection by-product testing indicated that levels are well below EPA maximum contaminant levels.

Utility projects update

Utility Vehicle/Storage Facility & Septage Receiving Facility: Former garage building is completely gone. Roofers are installing new metal standing-seam roof panels and insulation; soffit should be installed next week. Masons should complete the exterior block by the end of the week and the garage floor slab by the middle of next week. Overhead doors are scheduled for the week of October 28. The entire site will be fenced, with the fence installation beginning this week. Work continues on underground utility installations including new manholes, new sewer interceptor lines, diversion structure, replacement force mains, and water main. Site grading, curb and gutter, and asphalt are scheduled to begin this week as well and extend through November

Mr. Nennig explained that there was an issue with a section of new 36-inch sanitary sewer mainline piping which was to be installed at a shallow depth and found to be in direct conflict with existing electrical service feeder lines to the WWTP. To avoid this conflict, the existing water service to the Utility building will be relocated and the 36-inch mainline piping will take its place to avoid the conflict with the buried power lines. The relocated water service will cross underneath the existing power lines in two separate locations back to the building.

Final Clarifier 1 Rehabilitation: Sabel Construction will be onsite the week of October 21 installing the clarifier equipment along with testing and placing the tank back into service.

Report of benchmark measurements-Utility

Utility Superintendent Tim Nennig highlighted the benchmarks for the Board.

Residential meter reading was completed in September with a total of 4,392 meters being read.

Fall hydrant flushing was completed the first week in October prior to the beginning of leaf collection. All 730 fire hydrants were inspected, flushed and had routine maintenance performed.

Crews have installed 38 new water meters of which 21 were deduct meters. There are currently a total of 41 deduct meters that have been installed within the Village the past two years.

There have been two water main breaks; it is believed that the second break is a result of hydrant flushing.

There have been no sanitary sewer backups to date.

Report of budget dashboard measurements-Utility

The board reviewed the report with no comments or questions.

OLD BUSINESS

None

NEW BUSINESS

Director of Public Works/Village Engineer Dave Murphy stated that Mr. Blum is moving forward on the dam lighting project. It is his goal to have the lighting project completed by the Christmas Parade. A meeting is scheduled for October 21 with Mr. Blum, Mr. Murphy, and any interested contractors.

ADJOURN

Motion by Trustee Meinecke, seconded by Trustee Harbeck to adjourn the meeting at 7:37 p.m. Motion carried.