

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

**MARCH 10, 2014**

The Board of Public Works meeting was called to order at 6:00 p.m. by Chair Sue Meinecke.

Board members present: Trustee Sue Meinecke, Les Blum, Pat Murray, and Trustee Lisa Harbeck.

Board members excused: Trustee Dave Antoine

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: Bill Hass

**HEAR PERSONS REQUESTING TO BE HEARD**

None

**MINUTES**

Mr. Blum noted that he was referred to as "Trustee Blum" on page 1 for the motion to approve the minutes and on page 5 for the motion to award the sidewalk contract and it should be Mr. Blum as he is not a Trustee.

Motion by Trustee Harbeck, seconded by Mr. Murray, to approve the February 10, 2014, Board of Public Works meeting minutes with the noted corrections. Motion carried.

**PUBLIC WORKS**

Ayres Associates Contract Amendment

Director of Public Works/Village Engineer Dave Murphy explained that Ayres Associates has requested amendment 6 in the amount of \$15,900. The amendment is to provide:

1. 19 additional construction observation trips to the site (14 of these trips have already occurred);
2. Complete required scope of services to document at site inspection as required by the DNR Owner Responsible Inspection Program;
3. Provide additional design/shop drawing review for re-design of the wall and landscaping around the existing bridge northwest abutment.

Mr. Murphy explained that Ayres has completed a total of 29 inspections to date with another five inspections anticipated; however, only 15 inspections were included in the

contract. Additional inspections were necessary due to smaller concrete pours by Staab Construction. Cost for the additional inspections is \$13,910.

The dam inspection report, as required by the WDNR Owner Responsible Inspection Program, would typically cost approximately \$1,500; however, Ayres has agreed to complete the inspection and all necessary paperwork and submit to the DNR for an additional \$750.

Mr. Murphy stated that the footings for the bridge retaining wall were being undermined; therefore, Staab had to stop excavating for the wall. The wall was eliminated; however, a new design for the area is needed for a cost of \$1,250.

Trustee Harbeck commented that the Village received a credit of \$4,000 for eliminating the retaining wall, re-design is only \$1,250 so we are still money ahead. Mr. Murphy noted that there will be additional costs for construction of the new design. These costs will come as a change order for Staab.

Mr. Blum questioned why the additional inspections were needed. Mr. Murphy stated that Staab did smaller concrete pours than what Ayres anticipated. Each pour required an inspection due to the grant funding.

Mr. Blum commented that Staab probably saved some money by purchasing smaller form liners, which required additional pours, resulting in additional inspections and costs for the Village. Mr. Murphy noted that this approach may have actually saved the Village some money in construction costs due to the cost of the larger form liners.

Trustee Meinecke questioned if the original contract specified what the cost would be if additional inspections were required. Mr. Murphy responded that the original contract included 15 inspections and language indicating that additional inspections would be on a time and material basis, including travel time. Mr. Murphy figured approximately 6 hours for each additional inspection and believed the charges to be reasonable.

Trustee Meinecke stated that the Village paid Ayres for professional design and project management services; however, it was her opinion that, the Village has not received what they paid for. Ayres has made many mistakes in the design and bidding of this project. Mr. Murphy explained that they are not asking for additional money for construction management trips, only additional inspection trips.

Mr. Blum commented that the savings from purchasing the smaller form may be more than the cost of the additional inspections. However, he was in agreement with Trustee Meinecke that the Village did not receive the professional services that were contracted. Trustee Meinecke noted that this project was not handled professionally from beginning to end; she was not happy with the service provided by Ayres.

Mr. Murphy stated that with proposed amendment 6 the total cost for Ayres to complete the design, construction inspection, update the existing Emergency Action Plan, draft a

new Inspection, Operation and Maintenance plan for the dam as required by the DNR, and submit all necessary paperwork to the DNR totals \$98,550 or 8.33 percent of the construction costs. A typical design and construction management contract can range anywhere from 10 to 15 percent of the construction costs.

Mr. Murphy noted that this was the last amendment for Ayres; however, Staab will be coming forward with another change order for the retaining wall. The sidewalk and landscaping also need to be measured up and finalized.

Trustee Harbeck questioned if there were any estimates on the cost of the retaining wall. Mr. Murphy responded that a quote was received for a lime stone wall for approximately \$8,000. That quote was rejected. All remaining costs should be \$10,000 or less.

Mr. Blum commented that he agrees with Trustee Meinecke that the Village did not receive the professional type services they contracted for, Ayres has made many mistakes on this project; however, they have earned this money. Therefore, the amendment needs to be approved.

Motion by Trustee Harbeck, seconded by Mr. Murray, to recommend the Village Board approve the contract amendment to Ayres Associates Inc., dated January 9, 2014 in the amount of \$15,900. Motion passed 3 - 1 (Trustee Meinecke - Nay).

#### Award Project 14-01 / Bridge Street Dam Lighting

Director of Public Works/Village Engineer Dave Murphy explained that the bid for this project included 16 lights; however, it was thought that the project was suppose to only include 12 lights. Mr. Blum spoke with the professor at MSOE, who assisted with the specifications for this project to determine what happened. The presentation given to the Public Arts Board showed 12 lights; however, when the specifications were received for bidding they indicated 16 lights were necessary.

Mr. Blum has requested photometrics from the light distributor/representative on the dam surface to determine how many lights are actually needed; however, he has not yet received them. Mr. Blum suggested rejecting all bids and re-bidding the project after the photometrics are available and reviewed.

Mr. Murphy noted that when the project is re-bid he does not want to include a deadline. He noted that Steiner did include extra costs for the possibility of not meeting the deadline.

Trustee Harbeck noted that there is another donor willing to donate additional funds to this project if needed.

Mr. Helm noted that the Village has worked with Steiner Electric in the past and they were good to work with.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board reject all bids for Project 14-01 / Bridge Street Dam Lighting. Motion carried.

Storm water annual report

Director of Public Works/Village Engineer Dave Murphy stated that the 2013 Storm Water Annual Report is required by the DNR for the Storm Water Discharge Permit. The annual report tells the DNR what requirements of the permit are currently being met as well as what projects are being done or what steps are being taken to ensure that non-compliant requirements will be met in the future. Items in the permit that the Village did not meet in 2013 would include education to our residents and inspection of our outfalls.

Mr. Blum questioned if the Village needs to add additional retention ponds or if there were any plans for additional ponds. Mr. Murphy responded that anytime there is a new development the Village is required to meet 80 percent Total Suspended Solids (TSS) removal and when there is a redevelopment the Village is required to meet 40 percent TSS removal.

Mr. Murphy noted that the Village of Grafton is one of the few communities that actually has met the 40 percent removal rate for TSS. Most communities lobbied the state to get that amount reduced to 20 percent. Mr. Murphy also noted that once you reach a certain level you must maintain that level; therefore, the Village will always need to meet the 40 percent TSS removal rate.

Motion by Mr. Blum, seconded by Trustee Harbeck, to recommend the Village Board approve the 2013 Storm Water Annual Report. Motion carried.

Major Projects Update

*Street Reconstruction:* Project consists of relaying water main, sanitary sewer lines, and laterals. Removing and replacing storm sewer structures, curb and gutter replacement, pavement milling, and asphalt paving. Project is currently being bid, anticipated award in April.

Trustee Meinecke questioned how the costs for the Utility Storage Building and Septage Receiving Station were coming in. Neither, Mr. Murphy nor Mr. Nennig were able to provide an accurate answer. They will look up all associated costs and get back to her.

Report of benchmark measurements –Public Works Department

Superintendent of Public Works Gary Helm indicated that crews have been busy with snow removal, salting, completing pot hole patching, and cleaning catch basins.

Trustee Meinecke stated there is a catch basin near 1212 Woodridge Drive that needs to be cleared so water can get to the drain. She indicated that the house is vacant; therefore, no one has been keeping the drain open. Mr. Helm indicated that if the drain is visible, water can get to it; however, he will check the property.

Mr. Murphy noted that the Department of Public Works is receiving many calls regarding water ponding on the sidewalks. Mr. Helm noted that the water cannot drain as the snow melts due to the piled snow on both sides of the walk.

## **Water & Wastewater**

### Utility projects update

*Ninth Avenue Lift Station Replacement:* The plans for this project have been reviewed by the Architectural Review Board and the Plan Commission. It is currently being worked on for final design and DNR review and approval. Utility anticipates bidding the project out in mid-April with construction start on June 1 and final completion by mid to end of October.

Trustee Harbeck questioned if DNR approval was required for every lift station project. Mr. Nennig responded that DNR approval is required with all projects. However, this is a Clean Water Fund Project, which is a low interest loan program, and may require additional approvals.

### Report of benchmark measurements-Water and Wastewater

*Water Meters Tested:* Utility Superintendent Tim Nennig stated that the Utility continues to fall behind with annual water meter testing. There are more than 800 meters that are due for their 10 year test in addition to over 100 meters that are at least 2 years overdue for their 10 year test. Utility staff will be hanging door hangers to try to reach residents and get this testing completed. Staff will be having limited Saturday hours available for testing as well.

*Water Main Breaks Repaired:* In January and February the Utility experienced seven water main breaks, three service lateral breaks, and four frozen service laterals. One service lateral still needs to be repaired and two frozen lines still need to be dealt with. One frozen line is being fed water and the other frozen line is not used; therefore, the property owner is hauling water needed. Mr. Nennig indicated that the Village of Grafton was fortunate to only have experienced seven breaks as communities further away from the lake had experienced significantly more main breaks and frozen water service laterals

## **OLD BUSINESS**

Director of Public Works/Village Engineer Dave Murphy noted that the Village Board approved the rate increases; however, did not approve any new charges. Staff will be developing a policy on how the new charges should be applied and/or waived if a certain situation would qualify.

## **NEW BUSINESS**

Director of Public Works/Village Engineer Dave Murphy reported that the DNR has informed the Village that they have found the Emerald Ash Borer in Grafton Lions Park. The insect was found due to woodpecker activity.

Mr. Murphy stated that the Town of Grafton had Falls Road improvement budgeted for 2014. Mr. Murphy went to a Town Board meeting and requested that they put this project off until 2015 so the Village could budget funds to complete the sewer and water work, sidewalk construction and wider shoulders. Mr. Murphy was considering making this project the 2015 Street Improvement Project and pushing the Street Improvement Program back one year.

Mr. Murphy indicated that the Village has used more salt this year than ever before. The Village may need to purchase salt from the County to get through the spring; however, in fall, the Village will need to purchase salt from Jones Island to carry the Village through November and December, impacting the 2014 budget. The 2015 purchase from Jones Island should then remain same.

Mr. Blum presented some proposed language to be included in bid documents for future projects. He believed the language would alleviate quantity issues similar to the Bridge Street dam project.

#### **ADJOURN**

Motion by Mr. Blum, seconded by Trustee Harbeck, to adjourn the meeting at 7:00 p.m. Motion carried.