

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES

APRIL 14, 2014

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

Members present: Trustee Sue Meinecke, Trustee Dave Antoine, Pat Murray, and Trustee Lisa Harbeck

Members excused: Les Blum

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

Others present: Thomas Krueger, Ann Murray, Nan Antoine, Bill Hass.

HEAR PERSONS REQUESTING TO BE HEARD

The committee and those present wished Mr. Murray a very Happy Birthday.

MINUTES

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

WATER & WASTEWATER

New water fees

Utility Program Coordinator Larry Roy stated that the Public Service Commission (PSC) approved increased water rates in February. Those increased rates included new fees that were rejected by the Village Board, including a Special Billing Charge, Special Meter Reading Charge, Missed Appointment-During Regular Business Hours, and Missed Appointment-After Regular Business Hours.

Mr. Roy explained that Utility staff does meter readings and billings three times per month. Every attempt is made to do special request meter readings during one of those times; however, there are occasions when a property owner is not willing to wait to be scheduled into one of those times. There are approximately five of these special requests each month, the Special Meter Reading or Special Billing charge of \$25 would apply in these cases. If the property owner would wait until the next scheduled reading, water and sewer charges might only increase by about \$8 due to an additional 1000 gallons recorded on the customer's meter.

Trustee Antoine questioned what type of income this would generate. Mr. Roy responded that there are about five requests per month which equates to \$125 per month or \$1,500 per year.

Trustee Meinecke commented that the fees were not put in place to create extra income; they are to deter people from making special request so staff can be scheduled properly.

Director of Public Works/Village Engineer Dave Murphy explained that when the Utility needs to pull someone away from a job to do a meter reading, this could cause a safety issue for another employee on a job so that work would need to stop as certain jobs requires two or more employees.

Mr. Roy explained that the PSC requires the Utility to test and replace residential meters every 10 years to assure accuracy. There are several customers that have meters that are up to 12 years old because staff cannot get into the home to change out the meter. Some residents never respond at all and some residents will make an appointment, however they will cancel it or just not allow our staff into the home. The Missed Appointment charges would apply to these cases.

Mr. Roy stated that the PSC rules indicate that these fees can and should be charged, however it is up to the municipality on how it is implemented.

Trustee Antoine questioned if the Village had ever had these fees before. Mr. Roy responded that these are new fees to the Village; however neighboring communities have had them for some time.

Trustee Harbeck confirmed that there is a three missed appointment grace period.

Mr. Murphy questioned if the Board wanted the policy to include language that the resident can appeal the charges to the Board of Public Works. It was the consensus that the language should be included.

Trustee Harbeck stated that she does not feel good about adding these fees. Trustee Meinecke stated that residents have an option not to incur these fees; it encourages the resident to work with our staff and scheduling. Trustee Antoine confirmed that the resident would be notified up-front that there are extra fees involved with special requests and missed appointments.

Mr. Murphy noted that Administrator Hofland made a comment on the information sheet not supporting the fees when it is associated with the sale of a property or a tenant move-out.

Motion by Trustee Antoine, seconded by Mr. Murray, to recommend the Village Board approve new fees based on the Utilities plan to implement them:

- Special Billing Charge - \$25
- Special Meter Reading Charge - \$25
- Missed Appointment – During Regular Business Hours - \$25
- Missed Appointment – After Regular Business Hours - \$40

Motion passed 3-1 (Trustee Harbeck – nay).

Request to purchase Utility storage facility furnishings and enhance I-43

Utility Program Coordinator Larry Roy explained that there are some additional items needed for the Utility garage that were not part of the construction contract. Mr. Roy provided a list of furnishings, tools, and equipment needed that total approximately \$35,681.

Director of Public Works/Village Engineer Dave Murphy indicated that they are items that would not be included in construction; however, they are needed items to complete the project properly. To fund these purchases it is being recommended that scheduled roofing projects be delayed until next year.

Mr. Roy noted that the I-43 Lift Station is unable to pump the designed flow needed. A portion of the piping needs to be redesigned and replaced. Anticipated cost of this project is \$28,589.

Utility Superintendent Tim Nennig explained that the Aurora Cancer Center has a valve that malfunctions periodically and when this happens thousands of gallons of water drains to the sanitary sewer and flows to the lift station pushing more water than the capacity of the lift station. The piping configuration restricts the capacity of the three pumps, resulting in the need for piping reconfiguration.

Trustee Harbeck suggested that the Cancer Care be responsible for the cost of this upgrade since they are responsible for the problem. Mr. Murphy responded that this reconfiguration would be needed in the future to accommodate future development, therefore charging the Cancer Care would not be fair.

Mr. Roy indicated that replacing Roof #4 will remain a project for 2014 for an approximately cost of \$48,647.

The total budgeted amount for all roofing projects was \$121,383. The total cost of the projects described above is \$112,918, or \$8,466 under budget.

Motion by Trustee Antoine, seconded by Mr. Murray, to recommend the Village Board approve the vehicle and equipment storage facility furnishings and I-43 lift station enhancement as proposed instead of the 2014 wastewater treatment plant roof projects. Motion carried.

Ninth Avenue lift station professional services agreement - Amendment

Utility Superintendent Tim Nennig explained that in January Village Administration directed Applied Technologies to redesign the structure's exterior using a brick face rather than split face block. The additional professional services required were outside the original engineering contract scope of services; therefore, Applied Technologies has submitted Amendment 1 in the amount of \$3,966 for approval.

This change in exterior material will require additional rigid insulation, air and water resistive barrier and installation of an 8-inch concrete block interior wall with reinforcing. The estimated construction cost increase for the change to the wall design is \$15,000 to \$20,000.

Director of Public Works/Village Engineer Dave Murphy stated that this project is in the borrowing; therefore, any project increases will need to be part of the borrowing.

Trustee Harbeck is not in favor of this change, she does not feel that the lift station building needs a brick face exterior. Trustee Antoine stated that the lift station will look nicer than some of our park buildings, this is setting standards for any future buildings.

Trustee Meinecke stated that we are not voting on the change to the building, we need to make a recommendation to pay Applied Technologies for professional services provided to change the design as directed.

Motion by Mr. Murray, seconded by Trustee Antoine, to recommend the Village Board approve Amendment No. 1 to the professional services agreement with Applied Technologies Incorporated, Brookfield, WI in the amount of \$3,966 for redesign of the exterior wall for the Ninth Avenue Lift Station. Motion passed 3-1 (Trustee Harbeck-nay).

1st Quarter – 2014 SDWA compliance results

Utility Superintendent Tim Nennig stated that in March the Utility completed the 1st Quarter-Safe Drinking Water Act compliance analyses. Both raw water and treated water samples were collected. The Utility observed three separate VOC exceedances of the maximum contaminant level. All three exceedances were identified within untreated raw water samples.

Mr. Nennig explained that the Utility was required to also collect an inorganic sample from each of the six wells. The inorganic samples were comprised of 16 separate parameters at each well. The analytical results did not indicate a single MCL exceedance for any of the 16 inorganic compounds. However, Village Wells 2 and 3 did exhibit detectable levels of the inorganic compound arsenic in the treated water samples.

Trustee Meinecke questioned if the Cedarburg quarry could be impacting the results of and performance of Well 5. Mr. Nennig stated that the aquifers typically flow from northwest to a southeasterly direction; it may have some impact but probably is minimal.

A positive note on Well 5 is that the Utility has excellent stripping tower equipment in place to remove all contaminants present in the raw water.

Utility 5 Year Capital Improvement Program

Utility Program Coordinator Larry Roy highlighted the 5 year Capital Improvement Program projects indicating that each project is listed in the financial spreadsheet. He also noted that each project has a project justification sheet if any board member is interested in reviewing them.

Mr. Roy explained that the lift station upgrade plan has been altered to provide a more comprehensive strategy. The Utility will budget engineering dollars in the year prior to the scheduled replacement, so an accurate construction budget can be prepared. To facilitate this plan, all lift station replacements have been pushed back one year and engineering for the 17th Avenue lift station has been added to 2015.

Falls Road water and sewer extensions are scheduled for 2015 in conjunction with the Department of Public Works Falls Road Improvement Plan. Dead end water main sections, at Falls Road near Well 7, Cheyenne Avenue at Fox Lane, and at Falls Crossing subdivision will be connected during this project. This will increase reliability of the system and prepare for future development.

The water and sewer replacement work coincides with the Department of Public Works street improvement program.

Wastewater treatment plant improvements include rehabilitating one of the four clarifiers each year.

The plan also includes an equipment replacement plan, replacing a utility truck annually and other needed equipment in 2015.

Director of Public Works/Village Engineer Dave Murphy noted that there are three very large items scheduled for 2019. All those projects will not need to be done in 2019; however, they are placed there as a place holder for funding. The projects will be adjusted annually until they come forward.

Thomas Krueger questioned why the Utility would purchase an all-terrain utility vehicle and what it would be used for. Mr. Roy responded that the Utility site is much larger now and there are areas where a full size pick-up truck cannot access. The vehicle will be used for grounds and equipment maintenance, landscaping and snow removal.

Trustee Harbeck questioned the zero turn mower. Mr. Roy stated that currently staff uses a tractor type mower; the zero turn will be much faster and more efficient to maintain the increased area.

Motion by Trustee Antoine, seconded by Mr. Murray, to recommend the Finance Committee support for the Utility 5 Year Capital Improvement Program. Motion carried.

Utility Projects Update

Ninth Avenue Lift Station Replacement: Project is currently out for bid with a bid opening scheduled for May 1. Project award recommendation to Board of Public Works on May 12 with Village Board approval on May 19. Anticipated construction start date is June 1 with substantial completion by October 15.

Trustee Harbeck questioned why the engineering budget is 25 percent of the construction cost. Mr. Murphy responded that the budget numbers were rough estimates received from the consultant at budget time.

Annual Water System Valve Exercising: The Utility has contracted with M.E. Simpson Company for water distribution system valve assessment and exercising. For 2014 the Utility will be targeting 800 mainline, hydrant auxiliary and service shut-off valves.

Annual Water System Leak Survey: In conjunction with the annual valve exercising work M.E. Simpson will also be performing the leak detection work. The Utility is targeting 30 miles of distribution system piping or approximately 50 percent of the total distribution system. Leak detection work will begin after hydrant flushing is complete.

Report of benchmark measurements – Water and Wastewater Utility

Utility Superintendent Tim Nennig highlighted a couple of the Utility benchmarks:

AMR Meter Installs and/or Upgrades: The Utility was well behind in their annual meter testing and AMR install and upgrade goals through the end of February. The week of March 7, Utility staff attempted to contact, door-to-door, roughly 400 Village residential properties to make appointments for this work. As a result there are approximately 248 appointments either completed or currently scheduled. Staff is currently working on the next steps to take to contact those property owners that have yet to schedule a meter appointment. If need be, the Village is ready to enforce the cross connection control ordinance that does permit disconnection of water services for failure to schedule a meter appointment in a timely manner.

PUBLIC WORKS

Falls Road Redesign Project

Director of Public Works/Village Engineer Dave Murphy explained that complete urbanization of Falls Road was scheduled for 2010; however the Town of Grafton did not have funding for the project, therefore, the project was put on hold. In 2015 the Town of Grafton budgeted for repaving Falls Road without communicating to the Village. A presentation was made to the Town Board requesting that the improvements be held off one more year to allow the Village time to budget for new sewer and water mains, a bike lane, and sidewalk.

Mr. Murphy explained that the Town Engineer has provided a project cost estimate of \$218,540 for pulverizing and repaving with no other upgrades.

Mr. Murphy suggested modifying the plan slightly by widening the road from 28 feet to 30 feet, which would add an additional foot to the paved shoulder providing a 3-foot paved shoulder allowing an area for bicycle traffic and add sidewalk to the south side of the road. Some curb and gutter will also be needed.

Mr. Murphy estimated \$714,000 for the road improvements (Town of Grafton - \$218,540 / Falls Crossing Subdivision fund - \$168,725 / Village of Grafton - \$326,725) and approximately \$800,000 for the sanitary sewer and water main.

Trustee Antoine questioned if this project would have any impact with the Meijer project. Mr. Murphy responded that the road would be closed, however, it should not impact Meijer.

Mr. Murphy explained that Gremmer and Associates is requesting an additional \$24,905 to re-design the road and \$2,500 each for sanitary sewer and water bringing total re-design fees to \$29,905.

Mr. Murphy stated that Town residents were not opposed to having the sidewalk, however, they wanted to be exempt from having to shovel them. The Town of Grafton did adopt an Ordinance similar to that of the Village that requires snow removal within 24 hours of the snow fall.

Trustee Harbeck questioned how wide the road currently was. Mr. Murphy stated that the road is currently 22 feet wide. The new road will be 30 feet wide, however it will have two 11 foot lanes, a 3 foot asphalt shoulder with 1 foot of gravel. Mr. Murphy noted that when this project is complete the speed limit will most likely be reduced to 25 mph.

Motion by Trustee Harbeck, seconded by Mr. Murray, to recommend the Village Board award a contract to Gremmer and Associates, Inc., Fond du Lac, WI, in the amount of \$29,905 for the re-design of Falls Road improvements as presented. Motion carried.

Request to reject 2014 Street Program bid results

Director of Public Works/Village Engineer Dave Murphy stated that bids were opened on April 3 for the Street Improvement program. Only two bids were received, the street portion of the project was \$70,000 over budget and the Utility portion was \$300,000 over budget.

Mr. Murphy explained that the bidding process was done a little later than normal and there was a construction time frame for June to September built into the specifications, which was the reason only two bidders bid the project. After reviewing the bids and talking to contractors, he requested to re-bid the project changing the construction time frame, remove the tree planting and have the Public Works crews plant the trees, work

with Village Pointe Commons to accept the fill, and add language to possibly remove the Third Avenue project if necessary.

Trustee Antoine questioned what the Yuma Court project was. Mr. Murphy responded that Yuma Court is a developer driven project and is fully funded by the developer.

Motion by Trustee Antoine, seconded by Trustee Harbeck, to recommend the Village Board reject all bids for the 2014 Street Improvement Program and rebid the project with a new time frame, removal of the trees, changing the language so Third Avenue can be removed if necessary, and work with Village Pointe Commons to accept the fill material. Motion carried.

Utility Garage / Septic Receiving Station Change Order #2

Director of Public Works/Village Engineer Dave Murphy stated that this change order consist of various activities that took place during construction of the Utility Garage / Septic Receiving Station. There may be one more change order forthcoming to finalize all paperwork.

Motion by Trustee Antoine, seconded by Mr. Murray, to recommend the Village Board approve Change Order 2 for Jos. Schmitt & Sons in the amount of \$42,437.11. Motion carried.

Purchase Aerial Lift Truck

Superintendent of Public Works Gary Helm explained that the low bidder for the aerial truck did not include a cab protector into the bid as they believed that it would have put too much weight on the front end of the truck. Dueco has re-engineered how the cab protector would be installed and has provided weight calculations to verify that the truck would not go over its gross vehicle weight. The added cost for the cab protector is \$2,293.

Mr. Helm also recommended adding a torsion bar suspension kit which will give crew the capability to use the lift without using the A-frame down-riggers. This will save time and increase efficiency putting up and taking down flags/banners and trimming of smaller trees.

Trustee Harbeck questioned what they changed to make the cab protector fit. Mr. Helm stated that they moved the main pedestal for the aerial back which shifted the weight.

Trustee Harbeck question this life expectancy of this vehicle. Mr. Helm responded 15 years.

Motion by Trustee Antoine, seconded by Mr. Murray, to recommend the Village Board authorize the purchase of an insulated aerial platform truck from Dueco, Inc., Waukesha, WI in the amount of \$92,402. Motion carried.

Public Works 5-Year Capital Improvement Program

Director of Public Works/Village Engineer Dave Murphy explained that a few years back the 5-Year Capital included Stormwater Management; however that was removed when the Village reached the removal requirement of Total Suspended Solids. The DNR will be releasing a study in the near future that may include some additional requirements for storm water and wastewater that municipalities have to meet; therefore, the Stormwater Management portion may be added again in the future.

5-Year Street Improvement Program: All streets were pushed back one year to accommodate improvements to Falls Road in 2015. In 2017 the limits to the Sixth Avenue project were updated to Elm Street to Spring Street rather than Washington Street to Spring Street. The section from Washington Street to Spring Street has already been completed. Because this section was removed he added Elm Street from Fifth Avenue to Seventh Avenue and Power Street from Fifth Avenue to Seventh Avenue.

5-Year Equipment Replacement: Mr. Helm noted that staff is trying to keep the cost to approximately \$250,000 annually. He noted that some equipment has been shuffled around based on how the equipment is performing. He noted that the Department of Public Works tries to replace major pieces of equipment every 15 years; the smaller equipment is based on hours used.

Mr. Murphy noted that in 2016 there is a place holder for a new plow truck and employee. This will only be necessary if development picks up again.

Motion by Mr. Murray, seconded by Trustee Antoine, to recommend the Finance Committee support the Public Works 5-Year Capital Improvement Program. Motion carried.

Major projects update

Water Storage Building and Septage Receiving Station: All change orders are now shown in the bid/award column. The project remains slightly under budget. Project completion should be by the end of May.

Bridge Street Dam Repair: The Village will be receiving the maximum grant amount of \$400,000 due to construction cost increases. Project should be complete by Memorial Day.

Sidewalk Replacement Program: Project has been awarded and should start as soon as weather allows.

Report of benchmark measurements-Public Works Department

The benchmark report was reviewed.

Superintendent of Public Works Gary Helm noted that he failed to include the information for street sweeping. Trees are being bid this week and crack fill material has

been ordered. Due to the hard winter and the maintenance required for the streets, it is possible that the Department will go over budget this year on street repair and maintenance-street material.

OLD BUSINESS

Trustee Harbeck questioned the status of the new railing at the library. Mr. Helm reported that the new auger was delivered and the project can be scheduled when weather permits.

Trustee Meinecke stated that only 30 residents have signed up for H2O Score. H2O Score is being disbanded; however, they have upgraded to a program titled Meter Hero which will also track gas and electric usage.

NEW BUSINESS

Trustee Harbeck noted that there is a "Do Not Pass on Right" sign in the ditch on CTH V as one turns onto 17th Avenue. Mr. Helm stated that is a county sign and they are aware that it needs to be reinstalled.

Director of Public Works/Village Engineer Dave Murphy stated that 13th Avenue in front of Veterans Memorial Park is in poor condition, he would like to include road replacement in the TID No. 3 projects in the near future. He also noted that with the development of Village Pointe Commons it would be good to repair First Avenue prior to them opening. It would be bad for their business to tear up the road soon after their opening.

ADJOURN

Motion by Mr. Murray, seconded by Trustee Harbeck, to adjourn the meeting at 7:54 p.m. Motion carried.