

## VILLAGE OF GRAFTON

### BOARD OF PUBLIC WORKS MEETING MINUTES

JULY 13, 2015

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, Trustee Tom Krueger, Trustee Dave Liss, Pat Murray, 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.

#### HEAR PERSONS REQUESTING TO BE HEARD

None

#### MINUTES

Motion by Trustee Krueger, seconded by Mr. Blum, to approve the May 11, 2015, Board of Public Works meeting minutes. Motion carried.

Trustee Krueger requested that on page 2, paragraph 2, the sentence "This has not been provided in the past" be removed from the minutes. He noted that this is not a completely accurate comment.

#### PUBLIC WORKS

##### Change Order 1 – Falls Road Improvements

Director of Public Works/Village Engineer Dave Murphy explained that the road was proof rolled and numerous issues were discovered, which is fairly common with a rural road. A grid system will need to be installed to help support the road over very poor soils.

Geo-grid will be installed on top the soils and then gravel or asphalt millings will be placed on top of that. Originally it was thought that 6,000 square yards of geo-grid would be needed; however, after further inspections it will be closer to 9,000 square yards.

The Town of Grafton will be purchasing the material, which cost approximately \$0.80 per square yard, and the Village will be paying for the installation at a rate of \$0.64 per square yard.

Mr. Murphy also noted that additional excavation and stone was needed; however, this cost has not yet been determined. Mr. Murphy is estimating this cost will be between \$10,000 and \$20,000. Once the full cost of the extra excavation and stone is known, Mr. Murphy will negotiate with the Town regarding a cost share. Village share will be discussed at a future meeting.

Mr. Blum questioned if the cost for stone will be “in truck” or “in place”. Mr. Murphy responded it will be paid per ton, in place.

Trustee Krueger questioned if the Town was aware of the situation. Mr. Murphy stated that the Town Engineer was on site and is aware that extra excavation and stone was needed.

Motion by Trustee Krueger, seconded by Les Blum, to recommend the Village Board approve adding 9,000 square yards of Geo-Grid to the Falls Road Improvement contract at a cost of \$0.64 per square yard for a total cost of \$5,760. Motion carried.

### Village Pointe Commons Easement

Director of Public Works/Village Engineer Dave Murphy explained that the property for Village Pointe Commons currently has two CSMs which contain easements for installation and maintenance of water mains.

CSM 1447 was recorded in 1983 for the K-Mart development and CSM 3726 was recorded in 2008 for the Pick ‘n Save and Highland Ridge Condominium project. These easements are no longer needed; therefore, the Village needs to vacate them and accept new easement language for Village Pointe Condominiums.

Mr. Blum highlighted some errors in the easement document. He noted that in item two the terms Grantee and Grantor were incorrectly used and needed to be reversed. In item 3.a. there is a spot where the word “won” is used and it should be “on”.

Mr. Blum questioned how this can be a perpetual temporary easement. He indicated that the language needed to be clearer. It appears that the maintenance easement is 20 feet wide and the access easement is 30 feet wide. He suggested that language be changed to just one easement that is 30 feet wide.

Mr. Blum also noted that there is language in the document that allows the developer to install sewer and water and turn it over to the Village. However, there is no language that protects the Village to ensure that the utilities are installed in an acceptable manner. Mr. Murphy noted that the Village has protection on the quality of the sanitary sewer and water from the approved plans and specifications and the Village Code.

Trustee Krueger questioned where the sewer and water lines are for Pick ‘n Save. He also confirmed that what was shown on the exhibit was correct with what is actually in the field. Mr. Murphy responded that the exhibit does not show the old line and what will be abandoned it only shows the where the new line will be installed.

Motion by Mr. Murray, seconded by Trustee Liss, to recommend the Village Board approve vacating the Village Pointe Commons water main and access easement granted in CSM 1447 upon Village Attorney Mike Herbrand’s approval of the recording documents. Motion carried.

Motion by Mr. Murray, seconded by Trustee Liss, to recommend the Village Board approve vacating the Village Pointe Commons water main and access easement granted in CSM 3726 upon Village Attorney Mike Herbrand's approval of the recording documents. Motion carried.

Motion by Mr. Murray, seconded by Trustee Liss, to recommend the Village Board accept the Village Pointe Commons new easement document upon Village Attorney Mike Herbrand's approval of the recording documents. Motion carried.

#### Purchase Brush Chipper

Superintendent of Public Works Gary Helm explained that the budget includes \$50,000 for the purchase of a brush chipper. The Village currently owns a 2001 Vermeer chipper and a 2007 Brush Bandit.

Over the years, the Vermeer chipper has been a superior machine when compared to the Brush Bandit due to the drum type loading style.

Mr. Helm stated that he received the state bid from National Joint Power Alliance (\$50,491) for the Vermeer. Because this is the state bid price and crews are happy with the existing machine, no additional bids were sought.

Mr. Helm noted that because this is the state bid contract they will not do a trade for the old equipment. The 2001 Vermeer will be sold on Wisconsin Surplus On-line. Village staff anticipates receiving \$12,000 to \$15,000 for the old equipment.

Trustee Krueger questioned if there was any concern that Vermeer may have changed the equipment since it has been 14 years since the Village purchased the last Vermeer chipper. Mr. Helm responded that the equipment is the same with the exception of the new emission requirements, which would be the same for all chipper models.

Trustee Krueger questioned if Village staff considered keeping the older Vermeer chipper and selling the new Brush Bandit since the Vermeer is a superior machine. Mr. Helm stated that it was discussed; however, due to the age and hours of use of the Vermeer it was decided that it was in the Village's best interest to keep the Brush Bandit.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board authorize the purchase of a Vermeer BC1500 Brush Chipper from Vermeer, Butler, WI in the amount of \$50,491. Motion carried.

#### Major Projects Updates

*Falls Road / 16<sup>th</sup> Avenue:* Project is on schedule. Currently working on installing curb and gutter and sidewalk. The geo-grid and stone should be placed by the end of the week. Paving is anticipated to be complete by the end of July with all restoration being done by mid-August.

## Report of benchmark measurements – Public Works

The benchmark report was reviewed.

Superintendent of Public Works Gary Helm highlighted the benchmarks:

*Crack Sealing:* Village crews completed more crack sealing this year than previous years. He stated that this is the most economical way to preserve our roads.

*Street Cleaning-Debris Removed:* Due to warmer weather crews were able to begin street sweeping earlier this year resulting in more material being collected prior to spring rains.

*Forestry:* Approximately 100 more trees were planted this spring due to a Forestry Grant the Village received. Tree removed will continue to increase as the Emerald Ash Borer becomes more prevalent. Maple trees are starting to decline due to the drought conditions.

## **WATER AND W ASTEWATER**

### 2014 Compliance Maintenance Annual Report

Utility Superintendent Tim Nennig stated that a resolution accepting the Compliance Maintenance Annual Report (CMAR) for the Wastewater Utility needs to be formally accepted by the Village Board and then forwarded to the Department of Natural Resources (DNR).

The CMAR covers operations and maintenance activities for both sanitary sewer collection system and the wastewater treatment facility. This report is set-up per a grading format that assigns a letter grade in each of ten categorized sections. The utility received an overall letter grade of 4.0 or “A” which places the Utility into the DNR’s voluntary or no action required category.

Mr. Nennig highlighted each section of the report in detail explaining the influent flow and loadings, effluent quality and bio-solids quality and management.

Mr. Blum noted that the influent/inflow and loadings were below the facilities design capacity. This can be good or bad, sometimes when you are not running a capacity, you are not running efficiently. He questioned if something could be shut down since we are operating at 50 percent of capacity. Mr. Nennig responded that increased efficiencies of pollutant removal occur when operating all treatment processes and tankage.

Mr. Nennig noted that the Utility has been down one full-time field operator since the first week in January. A replacement operator was hired in late April; however, that person resigned from employment after just 6 weeks. The Utility is also down one full-time seasonal person.

Mr. Nennig stated that the CMOM program, which highlights what the Village of Grafton is doing for infrastructure repairs and maintenance, will be the driving force for the need of additional personnel. This report will also dictate a facilities replacement schedule.

Trustee Krueger and Mr. Blum had several comments and questions regarding the report and will meet with Mr. Nennig for clarification.

Motion by Trustee Liss, seconded by Trustee Krueger, to recommend the Village Board adopt a resolution to accept the 2014 Compliance Maintenance Annual Report and submit the report electronically to the DNR as required. Motion carried.

#### Utility projects update

*River Bend Road Resurfacing/Lift Station:* Mr. Nennig handed out a preliminary construction cost estimate for this project. The Town of Grafton will be contributing to the cost of the road resurfacing. The Town side of River Bend Road will be done with an asphalt shoulder and the Village side will have curb and gutter. The big expense in the road is to replace the culvert. Blackhawk Valley development will be funding much of this project. The new lift station will be designed to handle flows to 2055; smaller pumps will be installed at this time with the ability to upgrade to larger pumps in the future as needed.

*Annual Water System Leak Survey:* Project is complete. Thirty miles of system piping or 45 percent mainline pipe was surveyed. No water main leaks were uncovered; one water service leak and several leaking fire hydrants were discovered.

*Annual Water System Valve Exercising:* Project is complete - 800 mainline, hydrant isolation and service shut-off valves were completed.

*WWTP Compact Plant #2 Re-coating:* The tank has been completely drained and now must be entered for removal of heavy tank-bottom deposits.

*Collection System CMOM Program:* The Utility has provided their consultant with a comprehensive gathering of operational data and recordkeeping. The DNR does require that this program be adopted and implemented by August 2016.

*WWTP Digester Cleaning and Inspection:* Staff is anticipating an early August start date for this project. It is believed that contractors will be able to haul the sludge directly to nearby farm fields for immediate incorporation into the soils. This will save considerable sludge hauling and disposal costs for the Village.

#### Report of benchmark measurements – Utility

The benchmark report was reviewed.

*Fire Hydrants Operated/Flushed:* Numbers are down rather significantly due to lack of a complete flushing event in spring caused by lack of available manpower.

*Fire Hydrants Repaired:* Utility has a compiled list of 45 identified hydrant repairs including six replacements. All 45 hydrants needing repair remain functional in the event of an emergency. The Utility lacks available field operations staff to complete the necessary repairs.

*New Customer Water Meters Installed:* Crews have installed a total of 18 new customer meters and only one deduct meter.

*AMR Meter Installs and/or Upgrades:* This activity is down considerably from 2014 due to lack of available field operations staff to assist with the installs and upgrades.

*Water Main Breaks Repaired:* Seven water main breaks have been repaired.

*Sewer Mainline Back-ups:* There have been zero back-ups to date.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

Director of Public Works/Village Engineer Dave Murphy stated that a resident from 932 Seventh Avenue has complained that his driveway and sidewalk are being undermined due to surging of the storm sewer. The property is in the middle of the block and has two stormwater inlets in the road that attach to a 12 inch storm sewer. With big rains the system overflows and drains through the yard. This drainage pattern has been happening since the subdivision was built. In 2004 the Village installed a catch basin and 6 inch storm sewer in the back yard, from Eighth Avenue, to assist in relieving this water. The resident has been filling in the drainage swale with mulch, which is creating another issue as well. The grass in the yard is dead or non-existent which also contributes to this issue. The resident needs to add some topsoil to bring the grade up and get some grass growing. This would definitely help the situation; however, it would not resolve it completely.

Mr. Murphy noted that he will be out of town for the August 10 meeting. Trustee Krueger, Mr. Murray, and Mr. Blum also indicated that they would not be available. Mr. Helm indicated that he will have two equipment purchases that will need to be approved. It was the consensus to cancel the August 10 meeting and hold a Special Board of Public Works meeting before the Village Board meeting on August 17.

## **ADJOURN**

Motion by Trustee Krueger, seconded by Mr. Murray, to adjourn the meeting at 7:20 p.m. Motion carried.