

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES
SEPTEMBER 14, 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, and Les Blum

Board members excused: Pat Murray

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 Mr. Blum, seconded by Trustee Liss, to approve the July 13, 2015, and August 17, 2015, Board of Public Works meeting minutes.
Motion carried.

PUBLIC WORKS

Resolution supporting forestry grant application

Director of Public Works/Village Engineer Dave Murphy explained that he will be submitting another application to the DNR for an Urban Forestry Grant. The grant request will be for emerald ash borer tree treatment as well as planting additional trees. The total cost is \$32,400 or a request of \$16,200.

The 2016 grant application requires the Village Board to adopt a resolution committing to the matching funds prior to submittal of the application.

Trustee Krueger questioned why receiving the grant would not reduce the 2016 proposed budget. Mr. Murphy responded that rather than reducing the budget the department plans to plant additional trees with the funds to eliminate tree gaps due to the Emerald Ash Borer (EAB).

Superintendent of Public Works Gary Helm stated that EAB is here. Crews are beginning to see the diseased trees due to suckers, woodpecker scratches and/or holes, and defoliated tops.

Mr. Blum questioned what types of trees are being planting. Mr. Murphy stated that the DNR will not fund Ash or Maple trees. Mr. Helm stated that the Village is planting a variety of trees depending on the tree site. The Village is developing a good diversity of trees throughout the Village.

Mr. Helm noted that the DNR came into the Village to check our plantings and the crews received favorable comments. Mr. Blum questioned what the green bags were. Mr. Helm explained that these are gator bags and are used for watering the trees. Crews fill the bags as needed to ensure the tree is properly watered.

Motion by Mr. Blum, seconded by Trustee Krueger, to recommend the Village Board adopt a resolution supporting the Tree Treatment/Planting Grant Application. Motion carried.

Review 2016 proposed Public Works budget

Director of Public Works/Village Engineer Dave Murphy stated that currently all street improvement projects are included in the 2016 budget; however, the Village Administrator and Administrative Services Director are continuing to review all department budget requests.

Mr. Murphy noted that the training budget was increased so he could attend a national conference in the Twin Cities in 2016.

Trustee Kruger questioned why worker's compensation insurance is so much higher than it has been in the past. Mr. Murphy explained that the insurance rates are based on a 3-year history. Unfortunately, there were a couple of years in a row that had large claims. The Village is currently on a good trend; however, it will take a couple of years to bring the rate back down. A safety committee has been created to implement a Village wide safety program. The committee has been working with an insurance representative who has also done various presentations at the different departments.

Mr. Blum questioned why the scour analysis in the Bridges and Dams budget was necessary. Mr. Murphy stated that the analysis is for the area under the dam structure to make sure there is no erosion. Trustee Kruger questioned if this will be an ongoing expense or a one-time expense. Mr. Murphy responded that he believed that the DNR will require the scour survey to be done approximately every 10 years plus two regular inspections in the same time period.

Trustee Liss questioned what "Shop Maintenance" was in Equipment Repair and Maintenance budget. Mr. Helm explained that this is Shop Key Software that will assist the mechanic. The software provides diagrams and instructions of various equipment repairs, it will also track costs for each piece of equipment and then generate reports so we know what each piece of equipment is costing the Village.

Mr. Helm explained that a diagnostic scanner (\$9,500) was requested. This scanner is very important in aiding the mechanic in diagnosing what is wrong with the equipment.

The scanner can be used by all departments with vehicle; therefore, other departments could budget for a portion of the cost. The scanner has been demonstrated three times, once time on a fire truck, once time on a public works truck, and once on the jointly owned mini-excavator. Chief Rice has indicated that he is willing to help fund the cost of the scanner by budgeting \$3,000 in the Fire Department budget. Mr. Nennig was not aware of Public Works Department fixing some of their equipment and is open to sharing the expense. Police Department was not discussed.

Major Projects Updates

Trustee Liss questioned the status of the sidewalk project. Director of Public Works/Village Engineer Dave Murphy indicated that the project is complete.

Trustee Meinecke questioned what happened on the corner of 11th Avenue and Hickory Street. Mr. Helm responded that the catch basin inlet structure failed and needed to be repaired.

Trustee Krueger questioned what was happening on Ninth Avenue. Utility Superintendent Tim Nennig stated that the Utility was replacing a fire hydrant and ran into gas main and electric services. The hydrant will need to be relocated to an area near the driveway and cable on Mole Drive.

Mr. Murphy stated that a change order on Falls Road will be coming forward next month. In 2016, the road will get surface pavement, pavement markings, and gravel shoulder.

Report of benchmark measurements – Public Works

The benchmark report was reviewed.

WATER AND WASTEWATER

2015 DNR water system sanitary survey

Utility Superintendent Tim Nennig stated that sanitary surveys are performed every three years to review and evaluate community water systems. The goal of the survey is to obtain a broad overview of all facets of water system operations and management as it relates to providing safe drinking water to Utility water customers.

Mr. Nennig explained that the survey is also done to help the DNR and the Utility identify any deficiencies or potential risks within the public water system and evaluate corrective actions as necessary.

Mr. Nennig and Utility staff met with DNR staff on July 16, to kick off the survey work. The survey began with in-office discussions followed by site visits of all well pumping stations, water towers, and interzone transfer stations.

The survey determined that there were no significant water system deficiencies. The DNR has concluded that the water system has adequate technical and management expertise in addition to the financial capacity to continue to provide safe drinking water.

The DNR did offer their usual survey requirements for continued safe, consistent and efficient operation of the Village's public water system. These requirements have appeared on most of the previous inspection reports and are standard in nature.

Mr. Blum questioned why Well 2 has not been pulled since 1997. Mr. Nennig responded that Well 2 is a backup well for the east side pressure zone and is only required during high demand times of the year. This well averages less than 300 gallons of water per minute. The well runtimes are most often controlled manually by field operations staff.

Mr. Blum was concerned with the number of wells that do not have emergency generators or the ability to plug into a generator. Mr. Nennig stated that he is comfortable with the existing situation. He noted that the Village has two generators on site; one in each of two pressure zones, and the ability to have a portable generator at two other sites, if necessary. The Utility also has the ability to move water from one zone to another at the transfer station should it be necessary.

There was limited discussion regarding the time of sale and/or time of occupancy inspections. The time of sale inspection would make the seller responsible for any necessary upgrades or repairs, while the time of occupancy inspection would make the buyer responsible.

Review 2016 proposed Utility budget

Utility Superintendent Tim Nennig highlighted the 2016 proposed budget.

Major Water Utility expenses include the purchase of a lap-top computer, three tablets, and system upgrades to allow utility staff access to the SCADA and GIS systems in the field and after hours when away from work. The Utility will also be contracting for a water quality investigation study which will focus on Well 3 and the east side distribution system.

Major Wastewater Utility expenses include contracting out the sanitary sewer televising work. The existing televising equipment is constantly breaking down and repairs or replacement is very expensive. The street improvement areas for 2017 - 2020 as well as Utility interest areas will be televised in 2016. This contract will include the generation of a findings report.

A significant amount has been budgeted for engineering and legal services due to the treatment plant's new discharge permit and the Village's challenging of very stringent effluent phosphorus limits within the new permit.

Capital projects include:

- Construction of the new River Bend Road lift station including: Blackhawk Valley interceptor sewer, force main discharge, sewer extension for future development to east of the new station, roadway improvements including culvert replacement.

- Seventh Avenue: Washington Street to Spring Street, water and sewer replacement.
- Seventh Avenue: Beech Street to Wisconsin Street, water replacement only. (TID 3).
- Ninth Avenue: Washington Street to Spring Street, water and sewer replacement.
- Beech Street: First Avenue to Second Avenue, water and sewer replacement.
- Engineering services for the replacement of the 17th Avenue Lift Station.

Mr. Blum commented that the mission statement indicates that there are eight Utility Operators; however, the DNR report indicates that we only have 6. Is there staff at the Utility that falls under a different category for the DNR? Mr. Nennig stated that both numbers are incorrect; there are seven Utility Operators.

Mr. Blum stated that there is an objective to maintain the operations and maintenance and keep costs less than \$3.00 per 1,000 gallons pumped; and an objective to score a 5 in compliance reporting. He believes these statements are inaccurate and should be adjusted or removed.

Mr. Blum questioned why there will be a 760 foot stretch of sewer with no manhole at the River Bend Road Interceptor. Mr. Murphy indicated that an additional manhole has now been added.

Trustee Krueger questioned if Utility Service Group would be doing the Water Tower 1 Improvements.

Trustee Krueger questioned if it was feasible to complete \$4 million in projects. He commented that the Utility needs to be careful as to how much debt they are getting into. Mr. Nennig stated that Utility Program Coordinator Larry Roy and Finance Director Paul Styduhar did have discussions and it was determined that the money would be borrowed and/or come from the Clean Water Fund.

Trustee Krueger questioned if the Utility did any type of simplified rate increase last year. Consensus was that it was not done as they were not eligible.

Trustee Liss questioned what the ERC contributions were and why they fluctuated so significantly. Trustee Krueger replied that these were the costs charged to new construction and the usage rate is based on a single family residential unit.

Utility projects update

Water System Master Plan Update: The Utility is currently updating the existing master plan including re-calibration of hydraulic computer model. A draft plan has been completed; less any executive summary or future water system planning direction at this time. The draft is all numbers and charts at this point with no recommendation summary.

Annual Water System Leak Survey: The Utility completed a leak detection survey of 30 miles of distribution system piping, which equals approximately 45 percent of the total distribution system mainline pipe in place. No water main leaks discovered, one water service leak and several leaking fire hydrants were identified. Since the time of the leak survey completion, two water main breaks and one service leak have been repaired within that same area.

WWTP Compact Plant #2 Re-coating: Projecting a completion date of September 18 for the contracted work. Additional staff time will be necessary to get the plant back into service.

Collection System CMOM Program: Work continues on the development of the Utility's written CMOM program. The draft program is scheduled to be completed and reviewed on September 22, with final completion scheduled by year end.

River Bend Lift Station, Infrastructure and Road Re-construction: The engineering design and bidding process was budgeted for in 2015 with construction slated for 2016. A final design review meeting will be set for October with project bidding anticipated for December.

WWTP Digester Cleaning and Inspection: The Utility had previously awarded a contract to United Liquid Waste Recycling of Clyman, WI to clean-out both of the WWTP anaerobic digesters. Roughly 100,000 gallons of sludge will be removed and disposed of followed by thorough tank cleanings and inspection. Approval for direct land application on local farm fields was recently received by the DNR resulting in significant cost-savings to the Village. Project work is scheduled to begin the first week of October.

Report of benchmark measurements – Utility

The benchmark report was reviewed.

Clearwater Inspections Performed: Per new State Statute requirements local municipalities are now banned from enforcing code requirements at the time of a property sale. Utility staff will continue to investigate legal means of enforcing clearwater removal requirements.

Fire Hydrants Operated/Flushed: Annual benchmark numbers for hydrant flushing are down when compared to last years' numbers at this same time. This is due to an incomplete spring hydrant flushing event and lack of mid-summer dead end hydrant flushing (100 hydrants). Village wide hydrant flushing will commence the week of September 28 and run for three consecutive weeks.

Water Meters Tested: Despite being at 84 percent of the benchmark annual goal, the rate of meter testing completion is down rather significantly from the 2014 pace. The benchmark goal will likely be increased from 500 meters tested to 700 or 750 in future years. This increase will keep the Village on track with required PSC testing intervals.

Water Main Breaks Repaired: Field operations staff have completed repairs to nine water main breaks to date.

Sewer Mainline Jetting (Cleaned): Utility staff has completed approximately 54,000 lineal feet of sewer mainline jetting, or 20 percent of the Village's total collection system. Areas that were cleaned include: West of First Avenue, south of WIS 60, and north of Columbia Road. An additional 18,282 feet remains to be completed this year. Nearly 30 percent of the entire system will have been cleaned by year's end.

Sewer Mainline Back-ups: Zero sanitary sewer main back-ups to date.

OLD BUSINESS

Director of Public Works/Village Engineer Dave Murphy stated that winter of 2013/2014 was very cold and hard on the roads. In 2015, additional crackfilling material was purchased to fill the cracks that had opened due to the cold winter. The department is continuing to budget additional funds for crackfilling to extend the life of the roads.

NEW BUSINESS

None.

ADJOURN

Motion by Trustee Kruger, seconded by Mr. Blum, to adjourn the meeting at 7:34 p.m. Motion carried.