

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES
DECEMBER 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, Les Blum, and Pat Murray.

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.

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

Motion by Trustee Liss, seconded by Trustee Krueger to approve the November 9, 2015, Board of Public Works meeting minutes. Motion carried.

WATER AND WASTEWATER

Charges for Bacteriological Testing

Utility Program Coordinator Larry Roy stated that in 2014 the Utility began a certified water testing laboratory. The lab allows the Utility to perform coliform bacteria testing as required by the DNR.

Contractors are required to test sections of new water main before they can put it into service. Currently the samples are taken to Port Washington for testing and the contractor is charged. Since the Utility has the ability to run these tests, the Utility would like to charge for the test and do them in house rather than going to Port Washington.

Less Blum questioned if the Village has errors and omissions insurance in the chance that an error is made. Director of Public Works/Village Engineer Dave Murphy believed that the Liability insurance would cover that. Mr. Blum stated that he fully supports the request; however, he just wants to make sure the Village has proper insurance coverage.

Trustee Meinecke questioned if the insurance policy covers all Village employees or does the Village need to name a specific employee to a specific task. Mr. Murphy stated that it was his understanding that it covered all Village employees.

Trustee Krueger questioned if staff thought that others besides contractors would request to have tests run. Mr. Nennig did not believe so.

Utility Superintendent Tim Nennig stated that the Utility is not wanting to create any additional work or revenue source. Staff is looking for the authority to run the tests for construction contractors working in Grafton for a comparable cost.

Trustee Krueger questioned how the results would be reported to the contractor. Mr. Roy stated that results would be printed and hand delivered to the contractor on site.

Motion by Trustee Krueger, seconded by Pat Murray to recommend the Village Board approve charging a fee of \$30 for the service of testing water samples for coliform bacteria. Motion carried.

Utility projects update

Water System Master Plan Update: A formal presentation to the Board of Public Works is scheduled for the January meeting.

Collection System CMOM Program: Project review meeting was held on December 10. Several components of the program were discussed: grease traps – inspections, cleanings and tracking; emergency response procedures; future program direction; and enforcement of Clearwater entry elimination. August 1, 2016 is the implementation deadline for this program.

Trustee Krueger questioned if the Village needed to be concerned with Clearwater exclusion. Mr. Nennig stated that the Village has lost the time of sale leverage; however, the Village needs to continue to be proactive regarding this matter.

River Bend Lift Station, Infrastructure and Road Re-construction: Advertising for bids on January 5 and 14 with a bid opening on January 28. The lift station building will be at the same setback as the adjacent house.

Report of benchmark measurements – Utility

The benchmark report was reviewed.

New Customer Water Meters Installed: Seventeen residential meters and six commercial meters have been installed in 2015. Despite elimination of the summer sprinkling credit, only two deduct meters were installed.

Water Meters Tested: Annual benchmark goals have been exceeded. Utility staff will be doing additional meter testing for the remainder of the year.

Water Main Breaks Repaired: Field operations staff have completed repairs to ten water main breaks. The most recent was just last week on Ninth Avenue and Falls Street, near the Utility entrance. This break was in a section that contained two services that were not identified on any plans. Having the Utility staff repair these breaks has minimized down time for our customers and has saved the Village thousands of dollars in contractual services.

Sewer Mainline Jetting (Cleaned): A specific area was targeted for sanitary sewer collection system cleaning. Over 80,000 lineal feet of sewer mainline jetting was completed in 2015.

Sewer Mainline Back-ups: Zero.

PUBLIC WORKS

Falls Road Improvements Final Special Assessment Resolution

Director of Public Works/Village Engineer Dave Murphy stated that there are only two properties in the Village that are being Special Assessed. The remaining properties are in the Town of Grafton and have special charges that can be negotiated at the time of annexation to the Village.

Two public hearings have been held on the matter, the most recent being last week, with only one person attending. The Village did receive a letter from Mr. Tillmann's attorney stating that the charges are not due until final plat approval. However, the Village Board accepted the final plat in 2010. The Village Attorney believes that these charges can be billed at this time.

Motion by Les Blum, seconded by Pat Murray to recommend the Village Board adopt the Final Assessment Resolution for Falls Road Improvements and accept the Engineers Report as presented. Motion carried.

Purchase aftermarket equipment for dump truck

Superintendent of Public Works Gary Helm explained that this is the equipment to complete the 3-yard dump truck that is used for plowing and salting parking lots. In the summer the truck is used for asphalt patching. The chassis has been ordered from Ewald's Hartford Ford.

Two bids were received: Casper Truck Equipment (\$33,420) and Monroe Truck Equipment (\$34,597); Brake and Equipment did not provide a bid.

Mr. Helm explained that the bid received from Casper Truck came from an office in West Allis which is the same address as Badger Truck. The Village has been experiencing issues with Badger Truck and they were not invited to bid on the equipment. The bid received from Casper truck also had modifications to the dump body size where the Monroe bid met all specifications.

Mr. Helm recommended to purchase the aftermarket equipment from Monroe Truck.

Motion by Les Blum, seconded by Pat Murray to recommend the Village Board approve the purchase of dump body, plow, spreader, hydraulic system and safety lighting to be mounted on a 2016 Ford F550, 17,500 G.V.W. 2 wheel drive truck chassis from Monroe Truck Equipment, DePere, WI for an amount not to exceed \$34,597. Motion carried.

Purchase chipper/leaf dump box

Superintendent of Public Works Gary Helm explained this box will be installed on a chassis that was purchased from Ewald's Hartford Ford to complete the truck used for residential curbside brush collection as well as chipping of the Village's own trees that are trimmed and/or removed. Two bids were received for the chipper/leaf dump box; Casper Truck Equipment was requested to bid; however, did not respond. Mr. Helm recommended the low bidder.

Motion by Trustee Liss, seconded by Trustee Krueger to recommend the Village Board approve the purchase of a chipper/leaf dump box from Jackson Truck Body, Jackson, WI for an amount not to exceed \$15,489. Motion carried.

Report of benchmark measurements – Public Works

The benchmark report was reviewed.

Les Blum questioned why the Village did not receive the 2016 Forestry Grant. Director of Public Works/Village Engineer Dave Murphy responded that the Village did apply for the grant; however, did not receive it. It is possible that the Village did not receive a grant in 2016 because one was received in 2015.

Director of Public Works/Village Engineer Dave Murphy stated that the crews have exceeded their goal for asphalt patching. Mr. Helm owns an asphalt grinder that the Village has been using this year to properly grind the asphalt which provides a more solid patch and better road repair. Mr. Murphy would like to purchase the asphalt grinder from Mr. Helm; however, the Village has spent all funds in the 2015 Capital Equipment budget. The Public Works Department still needs to sell the equipment that was replaced. If the equipment is sold for more than what was budgeted, Mr. Murphy would like to purchase the grinder. If the Village does not receive enough from the sale of the equipment, then he would like to use any remaining funds from the 2016 Capital Equipment Fund.

Mr. Murphy stated that the crews have already removed several Ash trees and several more have been marked for removal. Mr. Murphy commented that there will be additional trees that will need removing in the spring. He anticipates asking for additional funds in 2017 for replacement trees.

Mr. Murphy stated that the Crews have repaired 27 catch basins this year, which is well beyond the benchmark goal.

Mr. Murphy complemented the Public Works crew for doing great work in 2015.

OLD BUSINESS

Trustee Liss questioned the status of the Well 3 project. Utility Superintendent Tim Nennig stated that the contractors are on site and moving forward. Mr. Nennig is hopeful that the project will be completed by year end.

NEW BUSINESS

Trustee Liss stated that he received an e-mail regarding the WIS 60 project, he questioned if Mr. Murphy had any information. Director of Public Works/Village Engineer Dave Murphy stated that WDOT has put the project on hold at this time. The Village will need to communicate with the State when improvements to WIS 60 are necessary.

ADJOURN

Motion by Trustee Kruger, seconded by Les Blum to adjourn the meeting at 6:45 p.m. Motion carried.