

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

**FEBRUARY 8, 2016**

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, and Administrative Assistant Melissa Depies

Others present: Pat Planton – Short Elliot Hendrickson

**HEAR PERSONS REQUESTING TO BE HEARD**

None

**MINUTES**

Motion by Trustee Liss, seconded by Mr. Blum to approve the December 14, 2015 Board of Public Works meeting minutes. Motion carried.

**WATER AND WASTEWATER**

2015 Water System Master Plan Update

Utility Superintendent Tim Nennig stated that the Utility has been coordinating with Pat Planton of Short, Elliott and Hendrickson to complete an update to the Utility's Water System Master Plan.

The primary goal for completing the plan was to evaluate the Village's water needs and system expansion requirements to serve both current and future Utility customers over a 20-year planning period taking the Village out to 2035.

Pat Planton of Short, Elliott and Hendrickson introduced himself stating that that last Master Plan was completed in 1994 by Rust Environmental. The plan was updated in 2001 by Earth Tech. Mr. Planton was the engineer that completed the plan in 1994 and the update in 2001, therefore he is very familiar with Grafton and the previous study.

Mr. Planton highlighted the Master Plan Update with a power point presentation. A copy of the power point slides and the executive summary have been attached for reference.

Motion by Mr. Murray, seconded by Trustee Krueger to recommend the Village Board accept the 2015 Water System Master Plan update as presented. Motion carried.

## 2015 Annual Report – Water and Wastewater Utility

Utility Superintendent Tim Nennig highlighted the 2015 Water and Wastewater Utility Annual Report stating that the Village of Grafton water supply and wastewater treatment systems are a combined public utility. In 2015, the Utility employed 9.75 permanent employees compared to 10.85 employees 5 years ago.

Utility personnel is responsible for the day-to-day operations, maintenance, supervision and administration of the Utility and its water and wastewater treatment facilities.

In 2015 administrative staff spent considerable time on the design phase of the proposed River Bend Road Lift Station project set for construction in 2016. This is a big project for the Utility as it includes not only a new lift station structure but also installation of new force main, gravity interceptor sewers and roadway improvements on River Bend Road.

Another big undertaking for administrative staff was coordinating with Pat Planton and the staff at Short, Elliott and Hendrickson to complete an update to the Utility's water system Master Plan and re-calibration of the distribution system computer model.

Administrative staff also initiated development of a Capacity Management Operation and Maintenance (CMOM) program as mandated by the State of WI DNR. This program is very detailed regarding the overall operation, maintenance, and emergency response of the Village's sanitary sewer collection system.

In July of 2015 the WWTP was issued a WPDES Permit from the DNR. The permit required short and long term challenges relative to effluent discharge limits; particularly with effluent phosphorus. Administrative and legal staff coordinated to file a Petition for Review of the WPDES Permit and Contested Case Hearing with the State of WI DNR.

Staff also participated in discussions with developers for Village Pointe Commons, currently under construction. Discussions concentrated on preserving adequate open land availability for potential water treatment facilities adjacent to well six.

Superintendent Nennig highlighted the water utility operations, explaining the water systems total supply capacity and total reliable supply capacity. Total water customer demand in 2015 was 365 million gallons of water with an average daily demand of 1.0 million gallons. The maximum peak daily demand was 1.97 million gallons and the minimum was 0.59.

Approximately 88 percent of water pumped from the wells is metered and sold to Utility customers, leaving 12 percent as non-revenue water pumped. Approximately three percent is considered authorized, this would be for fire protection, hydrant flushing, main breaks, and water tower draining. The remaining nine percent is considered water losses due to infrastructure leaks or unknown losses.

In 2015 Utility staff tested 592 water meters and installed or upgraded 568 AMR meters. Utility staff also completed repairs to 10 water main breaks, eight service leaks, five mainline valves, and full replacement of seven fire hydrants.

Superintendent Nennig highlighted the wastewater operations stating that the wastewater utility consists of 12 sewage lift stations, 54.8 miles of sanitary sewers and an activated sludge wastewater treatment plant (WWTP) with ultraviolet disinfection. The WWTP's design capacity is 2.5 million gallons per day.

Superintendent Nennig stated that in 2015 the WWTP took in a little over 500 million gallons of influent flow; generated a total of 973,000 gallons of sludge, and accepted 11.6 million gallons of septic and holding tank waste from various septage haulers.

In 2015 the WWTP once again achieved having zero permit violations relating to material discharged into the Milwaukee River.

Major projects included rehabilitation of Compact Plant 2, which included re-coating of all steel surfaces and miscellaneous equipment repair or replacement; interior cleaning and inspection of both WWTP anaerobic digesters; and over cleaning of 81,000 feet of sewer main.

Superintendent Nennig reported that the WWTP scored a perfect 4.0 on the annual Compliance Maintenance Annual Report. This report covers both collection system and treatment plant operations and maintenance.

Mr. Blum was concerned that the Utility treats on average approximately 1.4 million gallons of wastewater per day; yet has an average daily water demand of only 1.0 million gallons. He was concerned with where the extra wastewater flow was coming from. Pat Planton stated this is from infiltration/inflow and that this is a very common issue that virtually all communities are facing.

Trustee Krueger questioned why there was an increase in overtime in 2012, 2013, and 2014. Superintendent Nennig could not think of any particular event that caused additional overtime; however, did indicate that comp time usage does effect overtime totals.

Trustee Kruger noted that the Public Works Annual Report includes information on Workers Compensation losses. He requested that this information be added in the future.

Trustee Krueger questioned if the Village was actively doing anything with the Lake Michigan source water option. Superintendent Nennig responded that no additional discussion have taken place. This has been placed on hold until both Grafton and Cedarburg are completed with their respective water system Master Plan Updates.

Trustee Krueger questioned if there are any noticeable advantages with having the wastewater analyzer in place and functioning. Superintendent Nennig stated that there appear to have been significant savings in chemical costs.

#### Utility projects update

*Re-lining of Sanitary Sewer Main: Third Avenue and Spring Street:* Currently in discussions with a contract services firm who specializes in sanitary sewer re-lining work. The Utility would like to get this work scheduled and completed prior to the start of our 2016 street improvement projects.

Trustee Krueger question why the Utility was re-lining the pipe, if the pipe was in good shape. Mr. Nennig responded that the pipe was in good condition for re-lining, there are defects in the pipe that re-lining can resolve.

*WWTP Primary Clarifier #2 Rehabilitation:* Bids and specs were sent out in late January to qualified mechanical contractors that the Utility has worked with previously and are capable of performing the proposed rehab work. Site visits are currently being arranged and occurring. The Utility is anticipating a March award.

*Collection System CMOM Program:* This project is approximately 80 percent complete. Work continues on: (1) revisions to the Village's Municipal Code Chapter 12 as it relates to sanitary sewer use, (2) drafting of fats/oils/grease section of the sewer use ordinance, (3) development of standard operating procedures for lift station inspections, and (4) updating of collection system emergency response plans. It is anticipated that a draft final CMOM report will be completed by March 1 and the final version of the report will be ready for presentation on April 1. The Board of Public Works will review the proposed changes to Chapter 12.08 of the Municipal Code at the April meeting.

*River Bend Road Lift Station, Interceptors, Force Main and Road Reconstruction:* Project bid opening occurred on January 28, 2016. Engineer's recommendation is to award project work to low bidder Advance Construction Inc. of Green Bay, WI in the amount of \$2,717,945.

Mr. Blum questioned if Well 3 was complete. Superintendent Nennig responded that the Well is back in operation and a meeting will be scheduled to re-evaluate the Eastside Water Quality study.

#### Report of 2015 benchmark measurements – Utility

Utility Superintendent Tim Nennig highlighted some of the significant activities for the Utility in 2015.

*Clearwater Inspections Performed:* In 2015 State legislation banned municipalities from enforcing Clearwater requirements at the time of a property transfer. The Utility continues to investigate a legal means of enforcing clearwater removal requirements.

*Distribution System Valves Repaired:* It appears that the Utility did not meet the annual benchmark goal, however there were very few valves needing work. The goal was set too high for 2015 and has been adjusted for 2016.

*Fire Hydrants Recoated:* In 2015 the Utility contracted out the hydrant re-coatings work using budgeted funds in order to provide higher quality and longer lasting work, the budgeted amount only allowed 85 hydrants to be re-coated. Re-coating of 100 hydrants was budgeted in 2016.

*Fire Hydrants Repaired:* The 2015 goal was not met due to being understaffed for a portion of the year. Currently there are a total of 34 hydrants in need of various levels of repair. All hydrants remain operable in case of a fire; however, repairs are need to improve operability.

*Water Main Breaks Repaired:* In 2015, there were 10 water main breaks requiring repair; all repairs except one was completed by Utility field operations staff.

*Service Lateral Leaks Repaired:* There were eight service lateral leak repairs in 2015. Five were the cost responsibility of the Utility.

*Sewer Mainline Jetting (Cleaned):* In 2015 Utility field crews completed over 81,000 lineal feet of sewer mainline cleaning amounting to nearly 1/3 of the Village's total collection system. Director of Public Works/Village Engineer Dave Murphy questioned if the benchmark goal was set too low, or should more time have been spent on another activity. Superintendent Nennig responded that the Utility needed to set higher goals because of what CMOM is going to require. It is his opinion that the Utility will not have enough manpower and staff time to complete all that CMOM will require.

*Sewer Mainline Back-ups:* On December 23, the Utility experienced its only sewer mainline back-up of 2015. The back-up was caused by excessive and prolonged food grease discharge from a local Village restaurant and brewery east of I-43.

#### Report of benchmark measurements – Utility

Utility Superintendent Tim Nennig stated that this is the time of year when the Utility concentrates on the meter testing program. This is especially important this year as the annual benchmark goal has increased from 500 units to 750.

Approximately 500 appointment flyers have been handed out since January 1. Responses have been received from 148 properties (or 30 percent), 111 meters have been tested, and 37 have scheduled meter test appointments.

There have been no water main breaks, service breaks, or sanitary sewer mainline back-ups to date in 2016.

Utility staff is completing a lengthy list of building maintenance needs before the warmer weather returns when crews will be back out into the field to start the majority of their benchmark activities.

## **PUBLIC WORKS**

### Award Project 16-02 / Riverbend Road Resurfacing/Lift Station

Director of Public Works/Village Engineer Dave Murphy stated that the Village received good bids for this project. The low bid was received from Advanced Construction in the amount of \$2,717,945. This was approximately \$345,000 less than the next bidder.

Applied Technology is recommending a contingency of three percent for this project, which would total \$80,000. With project cost and the three percent contingency total costs remain under the total budgeted amount. However, the Utility portion of the project is approximately \$85,000 over budget.

The road portion of the project was budgeted at \$683,000 which included \$25,000 for design fees that will be paid back to the Utility as well as construction management costs. Director Murphy will recalculate the actual cost of the Town's portion and add in \$14,000 for design fees and construction management. It is expected that the Town's portion will be less than originally estimated.

Mr. Blum questioned if the Village provided soil borings for this project as he was concerned that a three percent contingency may not be enough. Director Murphy stated that soil borings were provided at the lift station location plus an additional nine locations.

Trustee Krueger questioned who all the bidders were. Director Murphy responded: PTS Contractors, Super Excavator, and Vinton Construction

Trustee Krueger noted that the amount budgeted was much lower than the Engineer's estimate. Director Murphy explained that the engineers estimate was rather high therefore some changes to the design were made. A manhole was eliminated and the length of the sanitary sewer was reduced slightly. Sewer cleaning companies were contacted to ensure that by removing one manhole the distance between remaining manholes were not too far apart for cleaning purposes.

Trustee Krueger questioned what type of inspection will done for this project. Director Murphy responded that there will be full time inspection when the pipe is going in the ground and critical path inspection for the lift station.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board award Project 16-02 Riverbend Road/Lift Station to Advanced Construction, Green Bay, WI in the amount of \$2,717,945. Motion carried.

### 5-Year Capital Improvement Program-Streets

Director of Public Works/Village Engineer Dave Murphy explained that he completed the 5-Year Capital Improvement Program for streets early to provide the information to the Utility for planning and budgeting purposes. He also added an additional year to the plan, as well as a listing of all roads rated a three or four.

Utility Superintendent Tim Nennig stated that this comprehensive of a list is very useful to the Utility. The televising work is done by a third party and with this information they can plan for future projects in conjunction with the Department of Public Works.

Motion by Trustee Liss, seconded by Trustee Krueger, to recommend the Village Board approve the 5-Year Capital Improvement Program-Street Reconstruction as presented. Motion carried.

#### 2016 Equivalent Charges – Water, Sewer & Road Projects

Director of Public Works/Village Engineer Dave Murphy stated that this is done annually to adjust the fees based on the Engineering News-Record 20 City cost index.

Mr. Blum suggested that all the fees be rounded to the nearest dollar rather than including all the cents. Director Murphy stated that if the rules of rounding were used then some of the cost would increase more and some less than the two percent allowed.

Mr. Blum questioned how these figures compare with costs being received on bids. These costs need to be re-evaluated on a regular basis so they do not get arbitrarily out of line. Director Murphy stated that he evaluated the figures last year; however, did not do it this year. He believes that figures are in line.

Trustee Krueger questioned if there was a sunset time for fees for the I-43 Lift Station. He noted that these monies go to Village funds and not the Utility, once the sunset has been reached then any fees charged should then go to the Utility.

Motion by Mr. Blum, seconded by Trustee Krueger to recommend the Village Board set the following 2016 fees: Interceptor Connection Fee Cap (per acre) - \$3,360.23, 8" Equivalent Sanitary Sewer Fee (per foot) - \$85.99, 8" Equivalent Water Main Charge (per foot) - \$69.67, Road Construction - \$209.10, I-43 Lift Station \$2,798.07, I-43 Sewer & Water Crossing-Water main/per acre - \$424.02, I-43 Sewer & Water Crossing-Sanitary sewer/per acre - \$531.58, and ERC Fee - \$915.00. Motion carried.

#### 2015 Annual Report

Director of Public Works/Village Engineer Dave Murphy thanked Administrative Assistant Depies for gathering all information and putting the annual report together. Director Murphy stated that the Department of Public Works has great staff and the Village receives a lot of value from the employees.

Director Murphy stated that crews are doing a great job on crack sealing. It appears that they are doing less; however, what is really happening is that there are more cracks in each section. The square feet completed is less; however, the same amount or more cracks are actually filled.

Mr. Murphy explained how the road rating system works. He noted that newer roads rated eight or better are ideal for crack sealing, once the road reaches a six it is no longer a candidate. The Village's overall rating will continue to decrease unless new subdivisions are done or more roads are resurfaced.

Trustee Krueger questioned why hours for seasonal help has decreased. Superintendent Helm stated that in 2015 one less seasonal person was hired. Superintendent Helm noted that in 2016 he would like to reassess the type of seasonal help hired. He would like to hire less people; however, he would like to hire a Horticulturist type person who would probably require more pay than the seasonal structure allows. He believes this would be very beneficial due to all the Riverwalk landscaping and all the plantings the Village now has.

Mr. Blum was pleased to see the decrease in Worker's Compensation lost days and medical costs. Director Murphy commented that the Department did receive positive ratings from the insurance carrier for the safety programs and records.

#### Storm Water Annual Report

Director of Public Works/Village Engineer Dave Murphy explained that the Annual Report to the DNR for our Stormwater Discharge Permit needs to be approved annually by the Village Board.

Director Murphy explained that the Milwaukee River study being done by MMSD has not been completed; therefore, the Village's TMDL requirement is still unknown.

Trustee Krueger questioned how TSS removal is determined. Director Murphy stated that they are determined by SLAMM modeling and it is assumed that this level is achieved until the DNR requires the SLAMM modeling to be ran again.

Motion by Trustee Liss, seconded by Mr. Murray to recommend the Village Board approve the 2015 Storm Water Annual Report. Motion carried.

#### Report of 2015 benchmark measurements – Public Works

Director of Public Works/Village Engineer Dave Murphy stated that asphalt placed by Village crews has increased significantly. Superintendent Helm owns a small mill that the Village uses which allows for a better more permanent patch, however also uses more material.

Crews are doing a great job on cleaning the streets and meeting the requirements of the Stormwater Permit.

Director Murphy stated that the Village started the winter season with a full salt shed, and will have room for the required purchase; however, the Village may not need to purchase the reserve this year.

Director Murphy stated that many trees are being taken down due to the Emerald Ash Borer. In 2015 the Village was able to plant an additional 100 trees due to receiving an Urban Forestry grant, however the Village will begin to fall behind on tree replacements.

#### Report of benchmark measurements – Public Works

The benchmark report was reviewed.

Director Murphy explained that there is some confusion as to the benchmark of “Number of snow events requiring snow removal from the downtown” and “Percent of events with snow removed from the downtown within 3 days”. On December 28 and 29 there was a big snow event however the snow was not removed from the downtown until after the holidays; therefore, was not done in the 3 day requirement. The confusion lies in that should this removal and percentage be in 2015 or 2016; it appears that it has hit both years.

#### **OLD BUSINESS**

Trustee Krueger questioned if there has been any discussions with Mr. Tillmann regarding the Falls Road Assessment. Director Murphy responded that there have been discussions and agreements and Attorney Herbrand is drafting a document for both Falls Road and River Bend Road for Village Board approval.

#### **NEW BUSINESS**

None

#### **ADJOURN**

Motion by Trustee Krueger, seconded by Mr. Blum to adjourn the meeting at 8:06 p.m. Motion carried.