

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES
JULY 13, 2009

The Board of Public Works meeting was called to order at 6:03 p.m. by Chair Ron LaPean.

Members present: Ron LaPean, Richard Rieck, Scott Volkert, Pat Murray, and Edwin Dietrich.

Staff/Officials present: Village President Jim Brunquell, Village Administrator Darrell Hofland, Director of Public Works/Village Engineer Dave Murphy, Utility Director Tom Krueger, Superintendent of Public Works Gary Helm, Utility Superintendent Tim Nennig, and Village Clerk Teri Dylak.

HEAR PERSONS REQUESTING TO BE HEARD

Stig Haagensen, 1404 12th Avenue, was present to request that the Village consider implementing a 2-hour parking limit along 12th Avenue. He indicated that there are six on-street public parking stalls in this area and they are usually occupied by vehicles that park at 8:00 a.m. and leave at 5:00 p.m. This is creating a problem for the businesses in the area.

Mr. Haagensen distributed a letter (copy [attached](#)), signed by business owners in the area, requesting 2-hour limited parking during regular business hours of 8:00 a.m. to 6:00 p.m. on weekdays.

President Brunquell suggested that this matter be sent to the CDA for review. Mr. Haagensen was instructed to attend the next CDA meeting which is scheduled for Wednesday, August 5, at 6:15 p.m. Village Clerk Teri Dylak will provide the CDA members with a copy of the letter submitted at this meeting.

MINUTES

Motion by Ed Dietrich, seconded by Pat Murray, to approve the June 8, 2009 Board of Public Works meeting minutes. Approved unanimously.

Removal of the Bridge Street dam

Director of Public Works/Village Engineer Dave Murphy distributed an [e-mail and a letter from Mr. Brent Binder](#), P.E., Water Management Engineer for the Wisconsin Department of Natural Resources (DNR). The letter identifies that work that must be completed on the Bridge Street dam in order for the dam to meet the requirements of NR333 of the Wisconsin Administrative Code. A schedule for completion of the work was also provided.

The dam has been identified as deficient and will require a considerable amount of work to be compliant. Mr. Murphy also stated that the Bridge Street dam is deficient in flood

capacity (not enough water can flow over the existing dam). If the Village determines that it is best to keep and maintain the dam, the flow deficiency will need to be corrected by installing release gates into the structure. Installing these gates would require the Village to rebuild the dam at an estimated cost of 1.2 to 2.0 million dollars. Another option would be to remove the dam in its entirety.

Mr. Murphy informed the Board that Ozaukee County has received a grant from National Oceanic and Atmospheric Administration (NOAA) for removal of the Lime Kiln Park dam and the construction of a fish passage on the Bridge Street dam. He stated that the funding for the Bridge Street dam fish passage could also be used for the removal of the dam.

If it is determined that the dam is to be removed, the grant application will be amended and submitted to NOAA in order for the removal of the dam to be substituted for the fish passage and be funded.

Motion by Trustee Volkert, seconded by Ed Dietrich to recommend the Village Board remove the Bridge Street Dam as part of the NOAA grant funding.

Trustee Rieck questioned how the removal of the dam will affect the mill pond at Veterans Memorial Park. Mr. Murphy responded that the water flow area will likely decrease to the approximate width of the current dam. The current width is approximately 300 feet across. The area contains a considerable amount of silt and will likely require the creation of a channel and the removal of materials. This would be determined during the design phase of the project. Mr. Murphy identified that the area will take about a year to fully dry out after the dam is removed.

Trustee Rieck questioned how the area will look and if the homes along the river will get extra land as a result of the dam removal.

President Brunquell responded that he owns property along 12th Avenue and he had the same concern when the Chair Factory dam was removed. He is happy to say that the result of the removal is a more natural looking area. The water flow is greater and the water is clearer.

Chair LaPean questioned if Staff has thought about a new location for the ice rink. Mr. Murphy indicated that it may be possible to create a small pond in the newly exposed river bed area following the removal of the dam. Another option is to utilize the storm sewer to the north of Veterans Memorial Park to flush additional water into this area to create a pond. The additional water flowing into the pond area will also keep the pond from becoming stagnant and covered with algae. The depth of the pond can also be controlled which will provide for a safe skating area.

President Brunquell questioned if the flood plain study that will be required after the dam is removed could be added to the NOAA grant request.

Andrew Struck, Ozaukee County's Director of Planning and Parks, was present. He indicated that there will be an allowance for grading, reclaiming and/or restoration of the riverbed. The study could be included as part of this portion of the project.

President Brunquell questioned if depth sampling be part of the process so the Village will be able to determine if the riverwalk can be extended. Mr. Murphy responded that flow analysis will be part of the project scope. More information will be available as this proposal moves forward. There are a significant number of unknowns at this time.

Mr. Murphy stated that the design phase will include dredging of the channel. The Village may be able to use some of the fill for the adjacent area; however, we cannot raise the existing floodplain elevation more than one hundredth of a foot.

Mr. Struck stated that the project will likely take about 18 months to complete. Mr. Murphy also informed the Board that the dam would likely be taken out this winter with dewatering as an on-going process.

Trustee Volkert commented that one of the benefits of the dam removal may be that the area has less geese congregating in Veterans Memorial Park. In addition, the water flow will increase and the quality of the water will improve.

Trustee LaPean questioned how long it will take for fish to increase in this area of the river. Mr. Struck stated that when the Chair Factory dam was removed, fish species increased within 2 years; however, some of the fish were present prior to the dam removal. There was an increase in Small Mouth Bass reproduction within the first year after the removal of the dam. The removal of the Bridge Street dam is likely to produce a fast turnaround in fish population. Eventually the river should contain Northern Pike, Small and Large Mouth Bass, Salmon, and possibly Sturgeon.

Mr. Murphy stated that a negative to the dam removal is the possibility of Viral Hemorrhagic Septicemia (VHS) and/or lamprey entering the river because of the access from Lake Michigan. Mr. Murphy also commented that this could also occur if the fish passage is installed.

The motion to recommend the Village Board approve the removal of the Bridge Street dam as part of the NOAA grant funding was approved unanimously.

Mr. Struck thanked Utility Director Tom Krueger for allowing Ozaukee County to film at the Utility for the comprehensive planning DVD.

WATER & WASTEWATER

Digester project change order 5

Utility Director Tom Krueger informed the members that the recent rehabilitation of digester tank #1 required the replacement of several deteriorated sections of the roller boxes. These devices guide the vertical movement of the floating gas holder covers

within the tank. Due to the submersion of these parts in sludge they should be coated to help prevent deterioration. Coating of these parts requires additional work not covered by the project specifications. The contractor – August Winter & Sons, Inc., has provided a change order quote of \$2,731 to accomplish this additional work.

This change order is similar to one approved for the first digester rehabilitation project.

Trustee LaPean questioned if this project is within budget. Utility Director Krueger responded that the project is already over budget. Mr. Krueger indicated that funding for the change order will likely come from Utility reserves.

Motion by Trustee Volkert, seconded by Pat Murray, to recommend the Village Board approve change order #5 for painting of guide boxes in digester tank #1 at a cost not to exceed \$2,731.00. Approved unanimously.

Backflow prevention ordinance amendment

Utility Director Tom Krueger informed the Board that all residential properties must be inspected for 'cross connection and backflow prevention' prior to time of sale and any time a meter is inspected for maintenance or replacement. Municipal code Chapter Section 12.12 identifies that cross connection/ backflow prevention inspections of industrial, commercial and public authority properties will be performed by the Utility's cross connection control contractor. It is staff's opinion that the current code language is too general and does not include any requirements for the frequency of inspections, scheduling of inspections, who performs the inspections and correction of compliance issues.

Staff is recommending that the policy be amended to include more details. The draft ordinance includes language that identifies the frequency of residential property inspections and a surcharge for owners and/or realtors who fail to give at least 48 hours prior notice on requests for inspection and the certificate of compliance needed for closing. In order to compensate the Utility for the cost associated with rescheduling of staff time, the surcharge is recommended to be \$20 in addition to the \$50 base charge. There is currently no penalty for a rush inspection.

The Board discussed the 48 hour inspection notice requirement. It was determined that in order to clarify this section, the language should be amended to specify that the 48 hour notification is required during regular business hours (Monday-Friday) to eliminate someone anticipating an inspection on the weekend.

Trustee Volkert questioned if other communities charge a surcharge for this service. Mr. Krueger indicated that Grafton is one of the few communities that require this type of time-of-sale inspection. Original thought was to double to fee; however, it was decided that the \$20 charge would be adequate.

Utility Superintendent Tim Nennig stated that one of the problems that can arise when a late inspection is required is if there are compliance issues to rectify, the new homeowner or their agent must pay the charges. No certificate of compliance will be issued until all of the problems have been remedied.

Mr. Krueger stated that the fee amount can be reviewed after a year and adjusted if deemed necessary.

The Board briefly discussed the code section relating to rights of entry.

Chair LaPean questioned if the Utility takes a pro-active effort to determine if a home requires a back flow preventer. Mr. Krueger responded that the only time this is reviewed is at the time of sale, meter replacement or if the Utility becomes aware of a hazard to the municipal water supply.

The Board discussed the proposed changes to the municipal code at length. It was determined that in order to better identify the responsibilities of the process the language should be amended to include a notation for the municipal staff requirements and the responsibilities of the homeowner. Utility Director Krueger will make the necessary language changes for Village Board review at the July 20, meeting.

Motion by Pat Murray, seconded by Ed Dietrich, to recommend that the Village Board approve a surcharge of \$20 on requests for time-of-sale inspections that allow less than 48 hours notification prior to time of closing. Said notification to be during and applicable to regular business hours (Monday-Friday). Approved unanimously.

Motion by Trustee Volkert, seconded by Trustee Rieck, to recommend that the Village Board approve an ordinance which amends Chapter 12.12 of the Village Code to provide more detail regarding inspection requirements for cross connection and backflow prevention. Approved unanimously.

Update on Well #3 building improvements

Utility Director Krueger updated the Board on the Well #3 building improvements project. He indicated that there are still two remaining issues to be corrected. In addition, Staff is concerned with the quality of the workmanship and the quality of the items supplied. He explained that the Village specifications required the installation of Low E argon-filled commercial grade white windows. The windows that were installed were not as specified. In addition, the roof access hatch system that was installed was not as specified.

There have been a number of phone conversations with the contractor. In addition, staff has met with the contractor on two occasions to attempt to resolve the outstanding issues. The contractor has indicated that there will be an extra cost to provide the one piece solid frame windows in the white color to match the existing trim and soffit color. He has indicated that because the windows do not come in a variety of colors they will

have to be powder coated white. The cost to do this is \$1,400. Mr. Krueger identified that the project specification identifies that “contractor shall provide 3 heavy-duty, commercial grade sash only windows with tempered safety glass for dual insulated glass. Windows should be Low E argon filled and include internal grids (colonial or border style) with white finish”. The contractor signed the contract and his bid was based upon the specifications provided by the Village; therefore, Mr. Krueger is not recommending that the Village pay any additional monies for the replacement of the windows. The contractor is also being required to install the correct roof access hatch.

Motion by Ed Dietrich, seconded by Pat Murray, to recommend that the Village Board deny the request by Silverthorn Construction Co., Inc., Grafton, WI, for an additional \$1,400 to provide replacement windows with white finish as specified in the contract documents. Approved 4-1 (R. Rieck-nay).

Trustee Volkert requested that Mr. Krueger contact Mr. Silverthorn and request that he attend the July 20 Village Board meeting to discuss this project.

Mr. Nennig indicated that the contractor chose to make changes to the contract specification on his own without any discussion with Utility staff. In addition, Mr. Nennig stated Utility personnel have been monitoring the project and are upset with the quality of the overall workmanship of the project. There are a significant number of deviations from the contract specifications.

2nd Quarter 2009 Safe Drinking Water Act compliance results

Superintendent Tim Nennig briefly reviewed the 2nd quarter water testing results. The cost of the June 16 sampling was approximately \$680. The next sampling will be completed between July 1 and September 30.

Mr. Nennig identified the difference between raw water and entry point water. Raw water is non-treated water directly from the well source. Entry point water is treated water entering the system.

The current chemical concentrations of various wells were reviewed. Mr. Nennig stated that water quality at Well #3 has improved as a result of the 2007-08 reconstruction project. In addition, the air stripping water treatment at Wells # 4 and 5 removes virtually all traces of contaminants from the entry point supply water.

Rain barrel initiative

Utility Director Krueger informed the Board that rain barrels are quickly becoming a new ‘green’ initiative for residential properties. The rain barrels allow the reuse of rainwater for watering of gardens, shrubs and flowers. The use of rain barrels can reduce the amount of water that enters the storm sewer system during a rain event and also lessens the water demand caused by sprinkling lawns and gardens. The Village of Bayside has implemented a rain barrel program with great results.

The rain barrels have covers and a spigot for easy water removal. The Village of Grafton would be able to purchase rain barrels from the MMSD for \$30 each. The proposal is to sell rain barrels to the public at \$45 each, including home delivery. If the barrel is picked up by the homeowner the cost would be reduced to \$40.

Utility Director Krueger stated that because of the new Municipal Services Facility construction project, there is no room at the facility for rain barrel storage. The Utility will proceed with the distribution and storage of the rain barrels.

Motion by Trustee Volkert, seconded by Trustee Rieck, to recommend that the Village Board approve the implementation of a rain barrel program for Village of Grafton residents and establish a sale price of \$45 per barrel if delivered to the property and \$40 per barrel if picked up by the homeowner. Approved unanimously/

Utility projects update

Utility Director Krueger reviewed the status of various Utility projects. Mr. Krueger also informed the Board that a rate study will be requested for both water and sewer rate increases. This item will be placed on the August Board of Public Works agenda for review. It is anticipated that the rate increase may be as high as 20 percent.

Surplus funds in the Utility were discussed. Mr. Krueger indicated that the surplus funds are restricted for specific infrastructure and equipment replacement projects so that funds do not need to be borrowed.

Report of benchmark measurements-Utility

The Board briefly reviewed the 6-month Utility benchmarks.

PUBLIC WORKS

Change Order 1 / Project 09-05 / Parking Lot Construction 1231 13th Avenue

Director of Public Works/Village Engineer Dave Murphy reviewed change order # 1 for the construction of the parking lot at 1231 13th Avenue. He stated that the adjacent property owner agreed to allow additional parking on a portion of his property after the parking lot design was finalized. As a result of the additional parking, charges were incurred for additional pavement markings (\$1,168.20). During the excavation of the sub-grade, poor soils were encountered and undercutting was required at a cost of (\$2,559.06).

The project remains under the budgeted amount of \$120,000 with total projected costs of \$60,852. Mr. Murphy indicated that the project has been completed.

Motion by Trustee Volkert, seconded by Ed Dietrich, to recommend the Village Board approve Change Order 1 / Project 09-05 – Parking Lot Construction 1231 13th Avenue to Poblocki Paving Corp., Wauwatosa, WI, in the amount of \$3,727.26. Approved unanimously.

Falls Road / Green Bay Road storm water pond, change order

Mr. Murphy informed the Board that due to a number of soil conditions that were not found when the original soil borings were completed during the design phase of the Falls Road / Green Bay Road storm water pond, additional costs have been incurred. Bedrock was discovered on the northwest swale area as well as at the location of the storm sewer pipe installation.

Mr. Murphy reviewed the various components of the change order. The total cost for all changes is \$45,333. The 2009 Capital Improvement Fund includes \$400,000 for this project. To date, the total cost for this project, including this change order is \$347,630.95.

Mr. Murphy also stated that the change order includes \$500 for the future removal of fencing at Muttland Meadows. The owners of Muttland Meadows have requested that the fencing be left in place to allow the grass to establish.

Several Board members commented that Muttland Meadows should be required to pay the additional removal cost since the fencing is being kept in place at their request.

Mr. Murphy responded that it is actually to the Village's advantage to leave the fencing in place for a longer duration to help establish the new grass. Mr. Murphy also stated that the Village will receive DNR grant funding for 25 percent of the project costs.

Mr. Murphy informed the Board that he was able to save approximately \$5,000 on this project, by hauling some of the excavated materials from the pond area to the DPW residential drop-off site.

Motion by Trustee Volkert, seconded by Ed Dietrich, to recommend the Village Board approve Change Order No. 2 for the Falls Road Detention Pond / Project 09-02 to C.W. Purpero, Inc. in the amount of \$45,333.
Approved unanimously.

Utility hoses were damaged during the project and the associated cost for replacement will be charged to the project along with the water used to fill the pond.

Timothy Wooden building heating system replacement

The boiler in the Timothy Wooden Building, which is currently leased by NSAA, is no longer working. Staff reviewed options for the best way to heat the building. One option is to replace the boiler and all the controls. A second option is to install a forced air heating system. A forced air system would require five furnaces to heat the different areas of the building. Each furnace would have its own controls and thermostats allowing for different temperatures in various parts of the building.

Three bids were received for the replacement of the heating system in the Timothy Wooden Building with a boiler system. The average cost for this system is approximately \$103,000.

A forced air system would be less than half the cost of a new boiler with controls. Department of Public Works Superintendent Gary Helm received a quote from J & H Heating, Port Washington, WI, for the installation of a forced air system at this location. The \$48,950 cost includes five 90 plus efficient furnaces and the ductwork. The forced air system would also require line voltage wiring would be completed by an electrical contractor for an estimated cost of \$5,000. The total cost for a forced air heating system would be \$53,950.

The current lease agreement with NSAA requires the group to pay 60 percent of the cost of a new system. Due to the significant cost of replacing the system, the Village will need to work with NSAA on a repayment plan. Mr. Murphy indicated that the 2009 budget includes \$309,280 for Energy Efficiency Improvements and upgrades to this building were included in this budgeted amount.

Scott questioned if the forced air system should be bid. Mr. Murphy responded that another bid was requested from Randy Mueller, Mueller heating and Cooling, Saukville, WI; however, the vendor did not submit a bid because of the size of the project.

Chair LaPean expressed concern with the cost split for this project. He questioned if there was any way for NSAA to pay all of the associated costs. Village Clerk Dylak informed the members that an amendment to the lease agreement with NSAA is scheduled for review, in closed session, at the July 20 Village Board meeting.

Motion by Ed Dietrich, seconded by Trustee Rieck, to recommend the Village Board approve a contract with J & H Heating, Port Washington, WI, for a forced air heating system in the Timothy Wooden building in the amount of \$48,950, plus electrical costs in an amount not to exceed \$5,000. Approved 4-1 (S. Volkert-nay).

Operating policy for the residential drop site

Director of Public Works/Village Engineer Dave Murphy briefly reviewed a proposal for access to the new residential drop off site, located at River Bend Road and Lakefield Road. Because the area will be fenced and gated at all times, residents ability to access the site will be limited. Staff is recommending that residents have access to the yard through a card reader that is programmed by the Public Works Department. Residents will be required to provide the Department with a photo ID and proof of village residency to obtain a card. Village staff will program the cards. Access to the site is proposed from April 1 to November 30.

Staff is also recommending that the cards be programmed to limit the time of day and number of times a week that residents can access the site. No access will be allowed before sunrise or after sunset (hours would need to be adjusted with daylight savings

time). The new drop off site does not have lighting so no drop off of materials should occur when it is dark outside. Staff is recommending that residents be limited to two drop-offs per week.

The cost of the card reader system is included in the camera security costs. However, each card will cost the Village \$12 plus the administrative time to program each card. Staff is recommending that residents be charged \$20 for an access card. The cards would be activated for use from January-December and require annual reactivation and payment. If a card is lost or requires replacement residents would be required to pay for a new card. In the case of a lost or stolen card, the previous card will be deactivated, to prevent unauthorized users, and a new card would be activated and issued.

Motion by Trustee Volkert, seconded by Ed Dietrich, to recommend the Village Board adopt a policy for the residential drop site that requires residents to obtain an access card for an annual cost of \$20. Cards will be programmed to allow yard access April 1 through November 30 on a two times per week basis. Hours of operation will be adjusted according to sunrise and sunset of daylight savings time. Approved unanimously.

Mr. Murphy indicated that the drop-off site is anticipated to be open in spring, 2010. The surveillance cameras will be installed by the time the site is open for use. The purchase of the camera system will be placed on a future Board of Public Works meeting agenda for review. Mr. Murphy also indicated that the existing DPW site will still include an oil and computer recycling drop-off.

Major project update

Mr. Murphy briefly reviewed the status of various projects. He indicated that the removal of the Bridge Street dam will be added to the listing in the future. He stated that the First Avenue repaving project started on July 13 and is anticipated to be complete in early September.

The sidewalk replacement program, parking lot construction on 13th Avenue, and the Green Bay Road/Falls Road Storm Water pond projects have been completed

Report of benchmark measurements-DPW

The Board briefly reviewed the 6-month DPW benchmarks.

Superintendent Helm informed the members that DPW and Utility personnel have worked in together on several project and hope to do so for more projects in the future.

Superintendent Nennig stated that the sharing of departmental resources benefits both departments.

OLD BUSINESS

None.

NEW BUSINESS

Utility Director Krueger stated that there is a need for a special Board of Public Works meeting on July 20, prior to the Village Board meeting. The purpose of the meeting is to review the bids for the Grafton Water main project prior to Village Board award of the contract. The meeting was scheduled for 5:50 p.m. and will be held in the upper level Committee Room of Village Hall.

Mr. Murphy informed the Board that staff was able to purchase used furniture for the new Municipal Services Facility from a business that is no longer in operation. He also stated that the existing phone system will need to be replaced as well as the radio system.

Mr. Murphy also indicated that the Department anticipates the purchase of a top soil screener which would be utilized for municipal needs as well as available for residential pickup at the drop-off site.

ADJOURN

Motion by Trustee Volkert, seconded by pat Murray, to adjourn at 7:59 p.m. Approved unanimously.