

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES
MONDAY, FEBRUARY 13, 2017

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 and Pat Murray

Board members excused: Trustee Dave Liss and Les Blum

Staff present: Director of Public Works/Village Engineer Amber Thomas, Superintendent of Public Works Gary Helm, Utility Superintendent Tim Nennig, Utility Programs Coordinator Larry Roy, Lead Utility Operator Jason Donohue, and Administrative Assistant Melissa Depies

Others present: B.J. Leroy-AECOM

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

Motion by Trustee Krueger, seconded by Pat Murray to approve the amended January 9, 2017 Board of Public Works meeting minutes, as presented. Motion carried.

PUBLIC WORKS

Groundwater Monitoring: Lime Kiln Landfill and West Plume Area – B.J. Leroy – AECOM

B.J. Leroy, AECOM, highlighted the progress and activities associated with the Lime Kiln landfill groundwater monitoring. He stated that there have been no dramatic changes over the past year. He will be submitting a report to the DNR and is recommending another year of testing.

The purpose of this testing is to monitor the groundwater for the protection of well users south of the contaminated area and to continue to satisfy the DNR that this is working.

He stated that the downgradient users are currently safe and the plumes are showing signs of shrinking. With the use of graphs Mr. Leroy demonstrated that most wells are stable or trending downward in concentration; however, there are two wells in the center of the plume that continue to show upward concentrations.

Trustee Krueger questioned if the Cudahy property was in the plume area and if they had a private well that should be tested. Mr. Leroy stated that this area is not in the

plume area; however, he will test the well to ensure that there is no contamination at this location.

Mr. Leroy explained that the Vinyl Chloride is decreasing significantly; however the trichloroethene levels have been jumping around. Superintendent of Public Works Gary Helm questioned if this was common. Mr. Leroy stated that if they were shallow wells then they would expect some variations; however, these wells are very deep so wet weather conditions should not affect it. Utility Superintendent Tim Nennig stated that he receives similar results when testing the municipal wells.

Mr. Leroy is recommending to keep the sites combined and continue monitoring for changes. Remediation is not being recommended primarily due to cost.

Mr. Leroy explained that he could request a flexible closure; however, there is no benefit to this. A flexible closure would still require the same amount of monitoring and reporting that is currently taking place.

The contract for 2017 was not available at the meeting; however, Mr. Leroy indicated that the scope of work and associated cost would be same as 2016 and would not exceed the \$22,772. Mr. Leroy will have the contract available for the Village Board meeting on February 20.

Motion by Pat Murray, seconded by Trustee Krueger to recommend the Village Board approve AECOM proposal for a cost not to exceed \$22,772 for groundwater monitoring at Lime Kiln Landfill and the West Plume Area. Motion carried.

We Energies Easement – Lime Kiln Park

Director of Public Works/Village Engineer Amber Thomas stated We Energies is currently working on Phase 2 of their Pioneer System Improvement / Conversion project. We Energies has requested a new 12 foot wide easement in Lime Kiln Park which will allow them to place the transformer on a loop by running two cables side by side which will provide greater reliability, less outages and faster repairs.

The easement will run from South Green Bay Road extending southeast between the playground and the historic bridge, then run south around the parking lot and finally extending southeast to the octagon pavilion.

Motion by Trustee Krueger, seconded by Pat Murray to recommend the Village Board authorize and record the We Energies Distribution Easement Underground document contingent upon review and approval of the Village Attorney Mike Herbrand. Motion carried.

17th Avenue mill and overlay – Town of Grafton

Director of Public Works/Village Engineer Amber Thomas informed the board that the Town of Grafton will be milling and repaving the west half of 17th Avenue from Manchester Drive to Valley Drive.

Ms. Thomas explained that there are two properties in this section of 17th Avenue that are in the Village; one at the south end of the section and one at the north end. She stated that she would like to have the Town include milling and paving these two small sections in front of the Village properties in their project.

Ms. Thomas indicated that she will bring cost information back to this board for approval once the project has been bid.

Award Project 17-02 / Sidewalk Replacement

Director of Public Works/Village Engineer Amber Thomas stated that eight bids were received for the 2017 sidewalk replacement project. The project was bid with poem stamping being optional.

Of the bids received Forward Contractors, Grafton, was the low bidder without the poem stamping; however Green Hill Contracting, Menomonee Falls was the low bidder with the poem stamping.

Director Thomas explained that Forward Contractors have only been in business for one year; however, the company owner, Mike LaLonde, has been in the road construction business for over 30 years.

Green Hill Contracting is also a fairly new company with the principals coming from various landscape and concrete companies.

Saw cutting at 84 locations is being recommended again in 2017. Saw cutting is a more sustainable procedure allowing more area to be covered each year for the same budget dollars.

The total budget for the sidewalk program is \$41,000. The cost of sidewalk replacement (with poem stamping) is \$34,477 and the cost of the saw cutting is \$6,648 awarding both contracts will be over the budgeted amount by \$125.

Trustee Meinecke questioned if the Village wanted to continue with the poem stamping. Superintendent of Public Works Gary Helm stated that stamping the concrete creates areas for water to pond. Trustee Krueger stated that he does not see a strong support for the stamping and suggested that the Village award the low bid without the stamping.

There was discussion regarding the Arts Board and their desire for the poem stamping and if there were any funds remaining for stamps. Director Thomas stated that the Village does have stamps that can be reused this year and obtaining new stamps would not be required. Director Thomas recommended including poem stamping for at least one more year so she can see how the process works and allow for the Art Board to make recommendations for the future of the poem stamping.

Motion by Pat Murray, seconded by Trustee Krueger to recommend the Village Board award contract 17-02 / Sidewalk Replacement to Green Hills Contracting, Menomonee Falls, WI for a project amount of \$34,476.60. Motion carried.

Motion by Trustee Krueger, seconded by Pat Murray, to recommend the Village Board authorize an agreement with Safe Step LLC, Hortonville, WI to saw cut 84 identified trip hazards for a cost not to exceed \$6,657.79. Motion carried.

Purchase aftermarket equipment for dump truck

Superintendent of Public Works Gary Helm stated that a truck chassis has been ordered from Milwaukee Mack Sales and this is the dump body, spreader, plow, wing and hydraulic system that will complete the truck.

Superintendent Helm stated that the cost of the trucks has increased dramatically. The chassis was \$8,000 more than anticipated due to new requirements for emissions control. He then explained that there has been a significant increase in the price for stainless steel resulting in higher prices for the dump body as well.

Four bids were received with the low bid of \$90,228 being received from Truck Equipment Inc., Green Bay, WI.

With this purchase the truck is over the budgeted amount by \$21,424. Staff will work closely with the Finance Department to determine the fund balance and the best way to cover this overage and will adjust 2017 purchases as may be necessary.

There was discussion regarding the Capital Equipment Fund, Fund Balance and possible use of contingency to cover the amount over budget.

Motion by Pat Murray, seconded by Trustee Krueger to recommend the Village Board approve the purchase of a dump body, spreader, plow, wing and hydraulic system with an anti-icing tank to be mounted on a 2017 tandem axle 56,000 GVW truck chassis from Truck Equipment Inc., Green Bay, WI for an amount not to exceed \$90,228. Motion carried.

Purchase broom attachment for John Deere

Superintendent of Public Works Gary Helm explained that the Village has a mechanically driven broom attachment for the John Deere mower that is in need of some very extensive repairs.

Superintendent Helm stated that the 2017 Capital Equipment budget has \$5,500 allocated for a paint stripper. He is requesting to reallocate the paint stripper to another year and purchase a new broom attachment in its place.

Three bids were received for the broom with the low bidder being St. Lawrence Equipment, for \$4,130 which is well below the \$5,500 allocated for the paint stripper.

Motion by Trustee Krueger, seconded by Pat Murray to recommend the Village Board approve the purchase of an M-B mechanically driven rotary angle broom from St. Lawrence Equipment, St. Lawrence, WI for an amount not to exceed \$4,130. Motion carried.

2017 Equivalent Charges – Water, Sewer and Road Projects

Director of Public Works/Village Engineer Amber Thomas stated fees are adjusted annually based on the Engineering News-Record 20 City cost index. The fees are used to determine how much a developer will be charged when the Village installs utilities in excess of the size needed to serve their individual development and for assessment purposes.

Trustee Krueger questioned if the per foot charges have been compared to the bids received to ensure they are accurate and not skewed.

Trustee Krueger then noted that the Equivalent Residential Connection Fee (ERC) is typically rounded to the nearest dollar.

Motion by Trustee Krueger, seconded by Pat Murray to recommend the Village Board set the following 2017 fees:

North Service Area ICF (per acre) - \$1,584.55

East Service Area ICF (per acre) - \$2,473.10

8" Equivalent Sanitary Sewer Fee (per foot) - \$88.54

8" Equivalent Water Main Charge (per foot) - \$71.73

Road Construction (per foot) - \$215.29

I-43 Lift Station - \$3,021.92

I-43 Sewer & Water Crossing-Water main/per acre - \$436.57

I-43 Sewer & Water Crossing-Sanitary sewer/per acre - \$547.31

Equivalent Residential Connection (ERC) Fee - \$942.00

Motion carried.

Storm Water Annual Report

Director of Public Works/Village Engineer Amber Thomas explained that the Annual Report to the DNR for our Stormwater Discharge Permit needs to be approved annually by the Village Board. The report informs the DNR what requirements of the permit are currently being met as well as what projects are being done or what steps are being taken to ensure that non-compliant requirements will be met in the future.

Director Thomas highlighted a few key activities that were completed:

- Completion of the Veteran's Memorial Park riverbank protection.
- Four inspections of the DPW grounds were completed and inspection of all 16 ponds were completed last fall.
- Cleaned 299 inlets and 368 catch basins
- Landfilled 253 tons of debris which includes street sweepings.
- New ponds are being created at the Lumber Yard and Towne Place Suites.
- In 2017 the Lumber Yard plaza will be installing permeable pavers.

Trustee Krueger questioned how TSS removal is determined and if the Village is required to do the SLAMM modeling again. Director Thomas stated that it is assumed that the 40 percent requirement continues to be met. The SLAMM modeling will not be redone until the DNR requires it.

Superintendent of Public Works Gary Helm stated that Grafton is much more aggressive than our neighboring communities when it comes to stormwater management. Administrative Assistant Melissa Depies noted that our neighboring communities are not permitted and are not required to maintain the same standards.

Motion by Trustee Krueger, seconded by Pat Murray to recommend the Village Board approve the 2016 Storm Water Annual Report. Motion carried.

2016 Annual Report

Director of Public Works/Village Engineer Amber Thomas stated that all Village departments contribute to the preparation of a comprehensive Village Annual Report. The annual report provides highlights and achievements of the department over the past year as well as pertinent statistical information through year-end.

Trustee Krueger stated that this Board directed that the crack sealing benchmark be changed from square feet to gallons used to more accurately represent work being done; however, he questioned if this changed a standard that should not be changed. Administrative Assistant Melissa Depies stated that the benchmarks were created by former Administrator Darrel Hofland, and a standard measurement is not applicable.

Trustee Krueger commented on the reduction of workers compensation claims in 2016. There was only one incident with a medical cost of \$65 - keep up the good safety measures.

Pavement ratings

Director of Public Works/Village Engineer Amber Thomas stated in January this Board requested a report on road mileage and ratings for discussion. The report was prepared on the road ratings that were last done in June 2015 by former Director of Public Works/Village Engineer Dave Murphy.

The roads will be rated again in May by Director of Public Works/Village Engineer Amber Thomas and a new report will be generated.

Based on the current ratings 57.9 percent of our roads are rated good or better (six and above) and 42.1 percent are rated fair or lower (five and lower). A grading chart was provided to the Board for information.

Report of benchmark measurements-Public Works

Superintendent of Public Works Gary Helm highlighted the benchmarks.

Superintendent Helm stated that there have not been many snow events requiring the crew to plow; however there have been many salting events. The crews went out four times in one day due to the rain and cold temperatures. Less salt is used when the crew plows versus straight salting events.

Superintendent Helm also noted that due to the warmer temperatures crews were able to complete a day of street sweeping in January and collected approximately 11 tons of debris from the street. Keeping the debris from entering the storm sewer system.

WATER & WASTEWATER

Water and Wastewater Rate Study Project

Utility Programs Coordinator Larry Roy stated that the Utility has received three proposals for the comprehensive rate study from Baker Tilly, Trilogy, and Short Elliot Hendrickson (SEH).

This rate study will include an analysis to identify if the rate structure should include increasing fixed charges as a ratio compared to volume charges. This change would stabilize the constant revenue decline. Even as the Village continues to grow, water sales are declining, probably due to water saver plumbing fixtures.

Currently water rates are based on 65 percent usage and 35 percent fixed charges and wastewater is based on 75 percent usage and 25 percent fixed charges.

Trustee Krueger questioned what the last simplified rate increase was. Mr. Roy responded that water rates were increased three percent with the simplified rate increase and the Village Board also authorized a five percent increase in the sewer rates in 2014.

The following proposals were received:

Baker Tilly: Estimated hours 184 / \$27,300

Trilogy: Estimated hours 187.5 / \$20,625

SEH: Estimated hours 117 / \$20,490

When comparing proposals, the estimated hours allotted for the project by Baker Tilly and Trilogy Consulting were very close. SEH proposed 70 hours less and was only \$125 lower than Trilogy. The Trilogy proposal was much more detailed, and left nothing to be questioned when compared to the proposal from SEH.

Trustee Krueger questioned if Trilogy had any history of adjusting the rate ratio as this will need to be justified to the Public Service Commission (PSC). Mr. Roy indicated that Trilogy has done this type of work before and a cost of service study will be done to prove Village needs.

Motion by Pat Murray, seconded by Trustee Krueger to recommend the Village Board award the contract for a comprehensive water and wastewater rate study as identified in the RFP to Trilogy Consulting, LLC of Milwaukee, WI in the amount of \$20,625. Motion carried.

Purchase 2017 Utility pick-up

Lead Utility Operator Jason Donohue stated that the Utility has received three bids to replace one of their seven pick-up trucks. The bids received were for the chassis only, the Utility will also need to bid for a utility body, snow plow and salter to be added to the truck.

The low bidder, Ewald's Hartford Ford, has been awarded the State of Wisconsin's Fleet/Non-Retail contract which has made them extremely competitive. The three bids received were: Ewald's Hartford Ford (\$7,820), Gordie Boucher Village Ford, Thiensville (\$11,183.50), and Schmit Bros. Ford, Saukville (\$14,074).

Mr. Donohue was confident that the total cost of the truck, chassis plus utility body, snow plow and salter would be under the \$39,100 budget.

Motion by Trustee Krueger, seconded by Pat Murray to recommend the Village Board authorize the purchase of a new 2017 Ford F-250 gasoline truck chassis from Ewald's Hartford Ford, Hartford, WI for a net price of \$7,820 including trade-in allowance. Motion carried.

Purchase Utility Vac-All truck

Lead Utility Operator Jason Donohue stated that the 2017 budget includes \$156,000 for a replacement vac-all truck with a five year lease to own agreement.

Two bids were received: Envirotech Equipment - \$359,000 and Bruce Municipal Equipment - \$362,250. Both vendors did factor into their price the trade value of the existing Camel vac-all truck.

The vac-all truck is used for field activities including sewer cleaning and hydro excavating. With the purchase of this truck the Utility will no longer need to use contracted sewer cleaning services for larger diameter mains and excessively deep lift station wet wells.

The Utility has a good working relationship with both vendors. Both vendors have been willing to provide service and repairs of our existing truck even though it was purchased through a different vendor. The vendor where the existing truck was purchased was not asked to bid as they have very poor customer service.

The truck will be financed with a \$100,000 down payment plus five annual payments of \$55,982.51. In 2017 the Utility will be paying \$155,982.51. This financing option was reviewed by the Finance Director Paul Styduhar.

Trustee Krueger questioned the longevity of the current truck. If the truck is anticipated to last approximately 14 years and the Utility will own the truck after five years, would it be reasonable to continue to budget annually for replacement of this truck, so it can be fully paid for at time of purchase in the future.

Superintendent of Public Works Gary Helm questioned if the Utility would consider selling the existing Camel vac-all truck on Wisconsin Surplus as this may result in a better trade dollar. Mr. Donohue responded that each vendor indicated that the trade value of the existing truck is at the \$30,000 range because the Vendors will need to take the blowers apart to determine that they are good before they can certify the truck for resale.

Motion by Pat Murray, seconded by Trustee Krueger to recommend the Village Board authorize the purchase of a Peterbilt truck chassis and sewer cleaning equipment from Envirotech equipment in an amount not to exceed \$359,000. Motion carried.

2016 Annual Report – Water and Wastewater Utility

Utility Superintendent Tim Nennig highlighted the 2016 Annual Report for the Water and Wastewater Utility.

Utility Administration:

- Staffing levels at the Utility have remained the same over the past three years at 9.75 FTE employees. The request for an additional field operator in 2017 was turned down during budget time last year.
- Staffing hours in 2016 rose by just under four percent versus the 2015 labor hours. That increase is due to having multiple employee turn-over events in 2015 that resulted in less actual labor hours being recorded.
- 2015 Compliance Maintenance Annual Report (CMAR) indicated that the WWTP continues to be operated in an exceptional manner with no DNR-required corrective actions necessary.
- The Utility completed the DNR-mandated Capacity Management Operation and Maintenance (CMOM) written program addressing overall sanitary sewer collection systems management. The Utility is now working on implementing the plan.

Water Utility Operations:

- Based on PSC data provided, the Utility was able to maintain the annual average percentage of production water entering the distribution system sold at nearly 90 percent. In addition, the Utility was able to maintain their non-revenue, unaccounted for water loss below 10 percent.
- Field Operations staff completed a record annual number of AMR meter installs, upgrades and meter tests during 2016. The 2016 totals were the highest numbers dating back through at least 2001.
- Utility field operations staff also performed seven water main repairs, seven service leak repairs, three leaking mainline valve replacements, and 13 public fire hydrant replacements.
- After nearly seven consecutive years of annual average daily water demand decline throughout the Village, the Utility saw a slight increase in average daily demand of about 40,000 gallons per day.

Wastewater Utility Operations:

- The WWTP had no discharge permit violations during 2016 relative to effluent quality permit limits.
- The Utility also had no documented sanitary sewer overflows (SSO's) within the Village's collection system and no treatment facility overflows (TFO's) at the WWTP.
- The largest wastewater project and accomplishment in 2016 was the \$2.7 million River Bend Lift Station and road resurfacing project. This project required daily attention and oversight from April to October. Project work included: new tri-plex pumping facilities with onsite emergency generator, gravity interceptor sewers, force main discharge piping and decommissioning of two existing stations.
- A total of 114,024 lineal feet of sanitary sewer main was cleaned by both Utility field operations staff and third-party contractors.
- The Utility completed the televising of over 23,000 feet of sanitary sewer main within the Village. All sanitary sewer within the most current 2017-2021 DPW street improvement plan was televised and assessed for future repair needs.

Trustee Krueger questioned why there was a 92 percent decrease in septic tank waste brought in. Questioning if the hauler was just not bringing the waste to Grafton or were they not reporting what they bring. Superintendent Nennig stated that the each load is recorded on the electronic system as well as with the old paper method so they should be reporting. Mr. Roy noted that there have been zero septic loads brought in over the last two months.

Utility projects update

Utility Superintendent Tim Nennig updated the board on various projects.

WWTP Final Clarifier #2 Rehabilitation: The Utility had budgeted \$135,000 for complete recoating of the structure in addition to anticipated mechanical rehab or replacement of the aging equipment.

This rehabilitation work may need to be postponed due to an unexpected gear drive failure on one of the two raw influent lift pumps at the WWTP. Repair or replacement cost estimates range between \$50,000 and \$75,000. The condition of the existing headworks facility also needs to be considered. A full facilities replacement may be needed in the near future.

Audubon Avenue Lift Station Replacement: The lift station project is currently out for bid; bid opening scheduled for February 23, 2017.

The construction cost estimate for this project increased from \$414,900 to \$466,000 primarily due to an increase in lift pump costs, an increase in excavation depth of both the wet well and valve vault, addition of a second manhole in Audubon Avenue, and preference to use horizontal drilling versus open cut excavation in order to avoid public park disturbance, loss of use and site restoration.

Well #3 Rehabilitation – Phase II: The scope of services and specs are being drafted and the Utility will be obtaining bids for the actual well hole and pumping equipment rehab work. Timing for this project is important due to spring hydrant flushing, warmer weather increases in daily demand and possibly fall hydrant flushing.

WWTP Facilities Planning Study: The primary purpose of this study is to evaluate the WWTP's current and future needs and to identify capital improvements required to serve both current and future customers over a 20 year planning period.

Requests for proposals have recently been sent out to four wastewater engineering firms. A pre-proposal meeting is scheduled for February 20, whereby project discussion will occur along with a WWTP walkthrough. The proposal submittal deadline is February 27, with presentation and award at the March Board of Public Works meeting.

Report of benchmark measurements-Utility

Utility Superintendent Tim Nennig highlighted the benchmarks.

Superintendent Nennig reported that water meter testing is up 67 percent over this same time in 2016 and meter install and upgrades are up 57 percent. In addition to residential meters, special emphasis has been placed on commercial, industrial and public authority meters.

One water main break and one sanitary sewer main was repaired in the Sunset Court / 17th Avenue area.

HydroCorp, Inc. completed 36 non-residential cross connection control inspections or re-inspections in January.

OLD BUSINESS

Trustee Krueger questioned what the outcome was of the liability issue at the River Bend Road Lift Station hill. Superintendent Nennig stated that discussions occurred among Village staff; however, no actual decision was made. Superintendent Nennig went on to say that the use of the hill for sledding is a non-issue at this time as there is no snow. It was suggested that some bushes be planted that would deter people from sledding over the wall. Director Thomas stated that signage could be installed in the future if needed.

NEW BUSINESS

Trustee Meinecke noted the Finance Committee's recent discussion regarding the Agilex program for e-payables. There was discussion on how this program worked. The vendors pay a fee to belong to the program, the Village pays the vendors through Agilex, and then receives a rebate. It was believed that the Vendors would ultimately pass this cost on back to the Village through increased pricing. Trustee Meinecke voiced concerns with the program.

ADJOURN

Motion by Trustee Krueger, seconded by Pat Murray to adjourn the meeting at 8:07 p.m. Motion carried.