

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES
TUESDAY, MARCH 14, 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, Trustee Dave Liss, Les Blum and Pat Murray

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

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

Motion by Trustee Krueger, seconded by Pat Murray to approve the February 13, 2017 Board of Public Works meeting minutes, as presented. Motion carried.

WATER & WASTEWATER

Purchase Utility Body for Pickup Truck

Utility Superintendent Tim Nennig stated that the Utility budget includes \$39,100 for the purchase of a utility truck. The chassis has been ordered from Ewald's Hartford Ford; this is the utility body for the truck.

Three bids were received with the low bidder being Badger Truck Equipment, West Allis, with a bid of \$12,450. The cost of the truck to-date (with the Utility body) is \$20,270 which leaves \$18,830 for the snow plow and salter.

Motion by Mr. Blum, seconded by Trustee Liss to recommend the Village Board purchase a new Warner utility body from Badger Truck Equipment, West Allis, WI for a price of \$12,450. Motion carried.

WWTP Facilities Planning Study engineering proposals

Utility Superintendent Tim Nennig indicated that the Utility has solicited proposals from engineering and consulting firms to provide professional engineering services to complete a Wastewater Treatment Plant Facilities Planning Study. This is an initiative by the Utility which is not mandated by any state or federal regulatory agency.

Superintendent Nennig explained that the purpose of the study is to evaluate the current and future needs of the Utility. The study will include five major task areas: 1) Flow and Loading Projections; 2) Unit Process Capacity Analyses; 3) Headworks Evaluation; 4) Solids Processing Evaluation; and 5) Future Improvements Planning.

A detailed Request for Proposals was sent to four consulting firms. A pre-bid meeting was held where all four firms were present to hear Utility staff issues and concerns and participate in a facility wide walkthrough; therefore all four firms were given the same identical information.

After considerable consideration and review of the proposals Superintendent Nennig recommended awarding the contract to MSA Professional Services, Baraboo, WI. He indicated that this is a new firm for the Utility to be working with. Key selection factors were evaluated such as: 1) project team staff members and years of experience; 2) similar planning study projects completed; 3) number of engineering hours detailed in the study proposal per specific project task; and 4) hourly rates being charged; Superintendent Nennig was very comfortable with this recommendation.

Trustee Krueger was concerned that sometimes a consultant will come in with a low project bid just to get their foot in the door; however he commented that he trusted Superintendent Nennig's opinion and recommendation. Superintendent Nennig confirmed that he has made no promises for future work.

Superintendent Nennig noted that for the past 30 or more years the Utility has done WWTP project related work with Donohue & Associates, who was the high bidder. However, Donohue seemed somewhat indifferent to the project study being proposed. Superintendent Nennig was surprised that Donohue submitted the high bid knowing they had completed all the previous study and design work at the WWTP for so many years and had possession of all those materials.

Member Les Blum questioned if Symbiont could have completed the study since they are already working with the Utility on the phosphorus removal investigation. Superintendent Nennig stated that they did not solicit a proposal for the study from Symbiont.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board approve the engineering scope of services proposal of MSA Professional Services of Baraboo, WI in the amount of \$29,750. Motion carried.

WWTP emergency equipment replacement; raw influent screw lift pumps

Utility Superintendent Tim Nennig explained that staff noticed excessive noise and vibration from the upper area of one of the two raw influent screw lift pump gear drive units last November. Equipment Restoration Services initiated repairs and concluded that several internal gears in the unit's upper section were badly worn requiring replacement.

Due to the age of the gears the replacement parts had to be custom-machined, the total cost for the attempted repairs was \$8,951.47. After re-assembly and testing of the equipment, staff observed vibration and noise coming from the lower half of the drive unit. The lower half of the drive unit has larger and more complex gearing; therefore repair costs were estimated to be double the price of the upper half.

Repair work was discontinued, the Utility rented a hydraulic pump skid assembly to serve as a backup in the event the remaining screw lift pump failed at a cost of \$7,362 per month, meanwhile the cost of a new gear drive was investigated. The Utility learned shortly

thereafter that the costs for a new replacement gear drive unit alone; not including installation or crane rental, were cost-prohibitive.

Equipment Restoration Services recommended shifting away from continued repair or replacement of the gear drive unit to a more cost-effective and alternative means of conveying the raw influent flows. This involves retrofitting the existing facilities with a submersible lift pump, level controllers, variable frequency drives and hard-piped discharge for an estimated cost of \$62,535.53 for all facets of the work. With this approach the cost of the new equipment will be able to be incorporated into new design of the headworks facilities in the future.

Superintendent Nennig stated that Village Administrator Jesse Thyges has approved the emergency work with a purchase order; therefore no action is needed.

The 2017 budget includes funding for four roof replacements. The roof work will be rescheduled to 2018 and these funds will be used to fund this emergency equipment purchase.

Trustee Krueger stated that he understands that this was an emergency purchase and the need to have it expedited; however he believed that Village Board approval was necessary due to the significant dollar amount.

Member Les Blum questioned the life expectancy of the pumps and the replacement cost of just the pump. Superintendent Nennig did not have that information.

Mr. Blum questioned if this pump was the same size pump that was used in the lift stations and if the Utility had any backup pumps should one fail. Superintendent Nennig stated that the Utility does have some older lift station submersible pumps that were recently salvaged; however, he is unsure if they are sized similarly to the pump being proposed. Mr. Blum stated that the system should be designed so the pumps can be interchanged and at some point in the future the Utility should purchase an extra pump as a backup.

Member Pat Murray questioned the timeline for the project. Superintendent Nennig stated that everything is ready to go the Utility is just waiting to receive the pump. The pump was ordered in early March with a six to eight week delivery time. The pump is being shipped from Sweden.

Motion by Trustee Krueger, seconded by Trustee Liss to recommend the Village Board approve a contract with Equipment Restoration Services to retrofit the existing raw influent screw lift pumps with a submersible lift pump, level controllers, variable frequency drives and hard-piped discharge for a cost of \$62,535.53. Motion carried.

Audubon Avenue lift station replacement – construction bid award

Utility Superintendent Tim Nennig stated that three bids were received for construction of the Audubon Avenue Lift Station:

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| Advance Construction, Inc., Green Bay, WI | \$484,444 |
| PTS Contractors, Inc., Green Bay, WI | \$574,000 |
| Mid-City Plumbing, Inc., Butler, WI | \$642,500 |

The low bidder, Advance Construction is the same contractor who will be awarded the 2017 Street Improvement Project. They are also the same contractor who completed the River Bend Road Lift Station and Road Project in 2016.

The Utility does not anticipate any issues with the contractor being awarded both projects as they will have different crews on the two projects.

The original engineer's construction cost estimate last September was \$414,900, however only \$350,000 was budgeted. This budget covers the lift station cost (\$328,000) however failed to include costs for the required 8-inch gravity sewer (\$45,500) and the 6-inch force main (\$41,440). Therefore the budgeted amount is approximately \$87,000 under the engineer's preliminary estimate. In January the engineer revised this construction cost estimate to \$519,000; however, the budget had already been set.

After bids were received, the project is approximately \$134,444 over the budgeted amount. However, the utility portion of the 2017 Street Improvement program is under budget by approximately \$400,000 therefore the funds can be moved from the Street Improvement project to the Audubon Avenue Lift Station project.

Superintendent Nennig stated that the construction costs are higher because the Utility and project engineers chose to utilize horizontal drilling of both the new gravity sewer and force main installations versus open cut excavation in order to disturb as little of the open park lands as possible.

Superintendent Nennig expressed how disappointed he was with only receiving the three bids. He indicated that over 40 sets of plans were taken out by both general and sub-contractors; he was hoping for more bidders.

Motion by Trustee Krueger, seconded by Mr. Blum to recommend the Village Board award the construction contract for replacement of the Audubon Avenue Lift Station to the low bidder, Advance Construction, Inc., Green Bay, WI for its total base bid price of \$484,444. Motion carried.

Award Well #3 Rehabilitation Project

Utility Programs Coordinator Larry Roy explained that the 2017 budget includes \$100,000 for Rehabilitation of Well #3 as well as adding recycle lines at all wells to improve water quality.

Well #3 has water quality issues and has experienced premature pump failure due to iron bacteria infestation.

The rehabilitation project will include pump performance testing, cleaning of components that will be reused, borehole scrubbing, and chemical and air impulse gun treatments. The pump will be replaced with a direct replacement; however, the new pump will have stainless steel impellers instead of bronze. A new recycle line will be installed to improve water quality. Several sections of column pipe with zinc sleeves will also be replaced.

Low bid for this project was received from Municipal Well and Pump, Waupun, WI for \$49,960, which is significantly under the budgeted amount.

Trustee Krueger commented that the remaining funds could be used for other project overruns or the roof replacements.

Motion by Mr. Blum, seconded by Trustee Liss to recommend the Village Board approve the Well #3 Rehabilitation Project and award the contract to Municipal Well and Pump, Waupun, WI in the amount of \$49,960. Motion carried.

Adopt a Resolution Authorizing the Lease-Purchase Agreement and Escrow Agreement
Director of Public Works/Village Engineer Amber Thomas stated that this was a resolution requested by the leasing agent for the Peterbilt truck chassis; however is no longer needed. The leasing company has accepted the contract with a copy of Village Board minutes that approved the purchase.

Utility projects update

Utility Superintendent Tim Nennig highlighted various projects:

WWTP Final Clarifier #2 Rehabilitation: This project includes complete recoating of the clarifier structure in addition to anticipated mechanical rehab or replacement of the clarifier equipment.

WWTP Roof Replacement Project: This project is being postponed to 2018. Funds will be used to cover replacement equipment costs for a failed raw influent screw lift pump gear drive unit.

Radio Telemetry Work: Remote Site SCADA: This project includes utilizing Water Tower #1 on North Street as the repeater site sending information to the WWTP.

Member Les Blum questioned the status of the manhole on Sunset Court. Superintendent Nennig stated that Utility staff is waiting for more appropriate weather to make final repairs.

Report of benchmark measurements-Water and Wastewater Utility

Utility Superintendent Tim Nennig highlighted the benchmarks stating that the ongoing weather patterns including recent snowfall event are effecting Utility field activities. Being down one full-time field operator has also had an effect.

Water & Sewer Bills Processed: Nearly 400 commercial meters were read in February and 4,500 residential accounts will be read in mid-March.

Water Main Breaks Repaired: One water main break on Sunset Court/17th Avenue was repaired.

Sewer Mainline Jetting: Nearly 2,300 feet of sanitary sewer mainline was cleaned due to the warmer February weather.

Zero Sewer Mainline Backups have occurred.

PUBLIC WORKS

Award project 17-03 – Street Improvement Program

Director of Public Works/Village Engineer Amber Thomas stated that the Village received bids from seven contractors for the nine blocks of street to be reconstructed this summer.

The 2017 Capital Improvement budget includes \$818,446 and the Utility Capital Improvement budget includes \$1,574,950 for a total budgeted amount of \$2,393,506.

The low bid was received from Advance Construction, Inc., Green Bay, WI for a total project cost of \$1,778,363.25 which is \$615,143 under the total budgeted amount. Director Thomas quickly estimated that Capital Improvement was under by approximately \$215,000 and the Utility budget was under by approximately \$400,000.

Member Les Blum questioned if an additional street was designed so that these extra funds could be used on that street. Director Thomas stated that there was not enough staff time to complete the design of an additional street.

The Village currently has one Engineer Technician that does all survey work, in-house design, field inspections and as-built drawings when the project is complete. When the Village opted to increase the amount of streets improved each year his work load increased tremendously.

The Village has approved hiring a summer engineering intern in 2017 to assist with some of these duties. Several applications have been received and are currently being reviewed. Discussions were held regarding having a co-op student/intern assist year round. This would be an economical way to get some additional help in the department.

Motion by Trustee Liss, seconded by Mr. Blum to recommend the Village Board award project 17-03 / 2017 Street Improvement Project to Advance Construction, Inc., Green Bay, WI for a cost of \$1,778,363.25. Motion carried.

Change Order 4 – 2016 Street Reconstruction Project

Director of Public Works/Village Engineer Amber Thomas stated that the 2016 Street Improvement project is complete. This change order represents a combination of various bid items that were either under or over the bid quantity and totals \$36,179.31.

Member Les Blum believed this was a significant amount and questioned what the costs were associated with. The pay estimate was quickly reviewed and it was determined that the main item that was over bid quantity was concrete work such as curb and gutter, sidewalk, and driveway approaches. Crushed aggregate base course was also higher than the bid amount.

Motion by Trustee Krueger, seconded by Mr. Murray to recommend the Village Board approve Change Order 4 for Dorner Inc. increasing the quantity of various pay items to the contract in the amount of \$36,179.31. Motion carried.

Resolution supporting Wisconsin DNR Urban Nonpoint Source & Storm Water Program Planning Grant Application

Director of Public Works/Village Engineer Amber Thomas explained that the DNR is currently accepting applications for the 2018-2019 Planning Grant for Urban Nonpoint Source & Storm Water Program. The grant will reimburse up to 50 percent of project costs up to \$85,000.

Director Thomas stated that the current Stormwater Management Plan was developed in 2008 and was last updated in 2010. She would like to apply for the grant to update the existing plan to include planning to meet the new TMDL regulations.

It is anticipated that updating the plan will cost approximately \$70,000; with the grant match the Village would need to contribute \$35,000 which could be budgeted over a two year time period.

Motion by Trustee Liss, seconded by Mr. Blum to recommend the Village Board adopt the Resolution supporting the Wisconsin DNR Urban Nonpoint Source & Storm Water Program Planning Grant program. Motion carried.

Household Battery Recycling

Director of Public Works/Village Engineer Amber Thomas explained that the Village currently accepts household batteries for recycling at no charge; however we have recently been informed by the Legacy Recycling that they will need to charge \$2.00 per pound as battery recycling is very expensive.

The department is looking for direction as to if the Village should continue to accept batteries at no charge, discontinue the service, or charge a fee to residents for the service.

Member Les Blum questioned how many batteries the Village currently collects. Director Thomas stated that the Village currently has approximately 150 pounds of batteries ready to be recycled. These batteries have been collected over the past six months or so.

It was the consensus of this Board to continue to accept household batteries at no cost and review actual weight and cost annually.

Major projects update

Director of Public Works/Village Engineer Amber Thomas updated the Board on the Lumberyard Design/Construct project stating that the project has been awarded to Breckenridge Landscape, Inc. and construction will begin as soon as weather permits.

Trustee Meinecke questioned why this project did not have review and recommendation from this Board prior to Village Board award. Trustee Liss stated that the project was reviewed and recommended by the Plan Commission. Director Thomas stated that Director of Planning and Development, Jessica Wolf is the lead staff member for this project. This is a lump sum project therefore there will be no measurements; however there will be inspections to ensure that everything is installed properly.

Report of benchmark measurements-Public Works

Director of Public Works/Village Engineer Amber Thomas highlighted the benchmarks.

Street Cleaning-Debris Removed: Crews were able to sweep the streets one time in January and one time in February due to the warmer than normal temperatures. 126 curb miles were swept collecting 52 tons of debris.

Snow and Ice Control: The numbers reported do not include this last snow storm. A lot of salt was used during this storm due to the level of moisture in the snow.

OLD BUSINESS

Trustee Meinecke stated that there is never enough time to complete discussions regarding the Succession Plan for the Water Utility at Finance. She questioned if there were any issues that should be discussed at this Board to assist with speeding up the process. Trustee Krueger stated that he is comfortable with the plan and job descriptions and does not feel there needs to be much more discussion.

Director of Public Works/Village Engineer Amber Thomas explained that the Village is currently working on updating the job descriptions at the Utility as well as updating the organization chart to more clearly identify a chain of command.

Utility Superintendent Tim Nennig stated that in the past all job descriptions were very general, which has created an issue when trying to replace the Utility Mechanic position. The Utility is currently trying to update all job descriptions to more accurately reflect the duties and responsibilities of each position. He noted that it is now a requirement to include participation in the Fire Department in each job description.

Director Thomas stated that she is currently trying to create a succession plan and review all the job descriptions at the Department of Public Works as well.

NEW BUSINESS

The Board of Public Works requested that Director of Administrative Services Paul Styduhar provide clarification on how the Capital Equipment Fund and Capital Improvement Fund operate at the April Board of Public Works. The Board requested a five year history for the Capital Improvement Budget to compare project budget versus project costs as well as fund balance.

Utility Superintendent Tim Nennig handed out information regarding the Village relinquishing ownership rights to jointly owned sewer televising equipment. He noted that this item will be on the agenda for the April meeting. The information provided was to give the Board ample time to consider termination of joint ownership prior to the actual expiration date.

Superintendent Nennig also handed out information regarding a future emergency connection with the City of Cedarburg. He noted that the City of Cedarburg is currently developing a subdivision immediately west of the Bobolink Avenue and West Oak Street and has approached the Village regarding a possible inter-municipal agreement allowing an emergency connection between the two communities water system. This will be on the April agenda for further discussion and recommendation.

ADJOURN

Motion by Mr. Blum, seconded by Trustee Krueger to adjourn the meeting at 7:55 p.m. Motion carried.