

## VILLAGE OF GRAFTON

### BOARD OF PUBLIC WORKS MEETING MINUTES

TUESDAY, APRIL 10, 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, Superintendent of Public Works Gary Helm, Utility Superintendent Tim Nennig, Utility Programs Coordinator Larry Roy and Administrative Assistant Melissa Depies.

Others present: Village Administrator Jesse Thyges, Director of Administrative Services Paul Styduhar and Trustee Lisa Harbeck.

#### HEAR PERSONS REQUESTING TO BE HEARD

None

#### MINUTES

Motion by Trustee Liss, seconded by Mr. Blum to approve the March 14, 2017 Board of Public Works meeting minutes, as presented. Motion carried.

#### PUBLIC WORKS

##### Succession Planning Utility and Department of Public Works – Jesse Thyges

Village Administrator Jesse Thyges stated that the succession planning at the Utility began when they received notice of retirement of the Utility mechanic. When advertising for this position it was determined that the job descriptions at the Utility needed to be reviewed and updated to more accurately reflect the job duties.

Administrator Thyges stated that previously there was one line for chain of command regardless if the employee was a plant operator or a field operator. Recent reorganization has changed that to where there is now a Field Operations Coordinator and a Facility Operations Coordinator. Both of the new positions are being cross trained for backup purposes. This was brought before the Finance Committee due to the change in titles and paygrades.

The Public Works Department is now being considered for review of job descriptions and organization. There is no definitive plan of action at this time; things will be reviewed upon replacement of the Superintendent.

Trustee Krueger questioned if the Superintendent's job description was reviewed and changed prior to advertising. Mr. Thyges stated that the job description was reviewed however there were very minimal changes and there was no change in paygrade therefore nothing was brought before the Board.

### Capital Budget Process – Paul Styduhar

Trustee Meinecke stated that this Board is looking for an explanation as to how the Capital Budget works when an item or project is over or under the budgeted amount.

Village Administrator Thyes stated that when a piece of equipment or a project is under the budgeted amount the remaining funds are placed into a fund balance. The fund balance is not specific to any department and can be used by another department to cover purchases or projects that might go over budget.

Trustee Krueger questioned if there is an approval system in place if the fund balance is used by another department. Director of Administrative Services Paul Styduhar stated that the items are approved at committee level and then approved by the Village Board.

Director Styduhar stated that the fund balance is reviewed and considered each year during the annual budget approval process. The fund balance is used to offset the needed tax levy to fund that years purchases.

Mr. Blum stated that when a road project is several hundred thousand under the budgeted amount the Village should be adding additional road construction rather than having the money placed in the fund balance. There is a definite need for additional street reconstruction. Administrator Thyes stated that having an additional street designed and ready to go is a great idea however the Village is just not there yet. This is something that the Village will work toward for the future.

Director Styduhar stated that the Village will be reviewing the Capital Budget process to determine if funding equipment replacement similar to the Fire Department Equipment fund would be appropriate. He explained that the Fire Department receives a flat amount each year for equipment replacement. Some years the Fire Department has very large expenses and other years they do not; with the flat funding the account is allowed to build over time for the years when the equipment costs are very high.

Trustee Meinecke stated that when the budget is presented to the Village Board she would like to see the proposed budget being what the department originally requested and the executive budget being what administration is proposing. This will give the Board a more accurate look at what transpired.

### Department of Public Works 5-Year Capital Improvement Program

Director of Public Works/Village Engineer Amber Thomas stated that there were no major changes in the proposed 5-year capital budget.

Director Thomas stated that she added approximately one block of street improvements to each year in order to meet or exceed the 1 mile goal. The overall total of street improvements for the next 5 years is 5.27 miles. This plan leaves a little over 6 miles of remaining streets that are currently rated a 4 or lower.

Director Thomas stated that there is nothing budgeted for stormwater management at this time; however, this may need to be added in the future based on the requirements of the stormwater permit.

Trustee Krueger stated that the equipment fund is increasing from \$280,000 to \$360,000; \$80,000 is a significant increase. Superintendent of Public Works Gary Helm stated that the equipment fund has been updated to reflect current pricing based on recent equipment purchases. The equipment in the plan is consistent with prior plans with minimal changes.

Administrative Assistant Melissa Depies questioned who is responsible for budgeting for building maintenance. Mr. Styduhar responded that each department or building would need to budget for their particular facility. Mr. Helm noted that the Village Hall is in need of a new roof as well as the Timothy Wooden Building. He was unsure if they were included in any budget.

Trustee Krueger stated that there should be a plan for building maintenance similar to the street improvement plan.

Motion by Mr. Murray, seconded by Trustee Krueger, to recommend the Finance Committee support the 5 Year-Capital Improvement Program which includes the Equipment Replacement Program and Street Improvement Program as presented. Motion carried.

#### Major Project Update

Director of Public Works/Village Engineer Amber Thomas updated the Board on current projects:

Lumberyard Design/Construct: Project has started. Currently working with We Energies for installation of services.

TownePlace Suites Hotel Public Utility Installation: Installation of water main and sanitation sewer is anticipated to begin the week of April 17<sup>th</sup>. R.A. Smith will be contracted to complete the inspection work. Mr. Blum questioned why this project was not bid similar to other Village projects. Director Thomas replied that this is a private project and costs will be paid by the developer, and then the facilities will be turned over to the Village upon completion.

Audubon Lift Station: There has been a slight delay in obtaining the contract documents; however an early June start is still anticipated.

Sidewalk Replacement Program: Contractor is ready to start the project as soon as his contractors stamp is ready.

Street Reconstruction: Contractor will be mobilizing equipment and anticipates beginning the project the week of April 17<sup>th</sup>. The contractor will be starting on Tenth Avenue.

#### Report of benchmark measurements-Public Works Department

Superintendent of Public Works Gary Helm highlighted the benchmarks.

Crack Sealing: Would like to complete the crack sealing late this week or early next week.

Street Cleaning-Debris Removed: Due to warmer weather this January, February, and March, crews were able to sweep 256 curb miles collecting approximately 67 tons of debris.

Forestry: Crews are continuing with tree trimming and tree removals. Crews will not be able to remove all Ash trees this year therefore they are removing the most hazardous first. Tree planting will begin in early May. Due to budgetary restraints and the quantity of trees needed, not all areas will receive replacement trees this year.

## **WATER & WASTEWATER**

### Inter-municipal water system emergency connection with the City of Cedarburg

Utility Superintendent Tim Nennig explained that Cedarburg Light & Water has requested to construct an inter-municipal emergency connection between the City's and the Village's water systems. This would be similar to the connection near West Highland Drive. The proposed connection will be for emergency use only; therefore would not require PSC review and approval, or any elaborate valves or metering.

Superintendent Nennig explained that the City of Cedarburg will begin development later this year on the Sandhill Trails Subdivision west of Bobolink Avenue and east of Keup Road. Representatives from the City of Cedarburg and the Village of Grafton have met with our water systems engineering consultant; Pat Planton from Short Elliott and Hendrickson to review and discuss the proposed inter-connection.

Mr. Planton is of the opinion that the proposed inter-connection serves both the City and Village well as it meets both communities short-term capital improvement needs to address a slight lack of storage volume for both communities.

Superintendent Nennig noted that over the next 20 years the Village will need additional storage volume to meet the West Side Pressure Zone demands. This inter-connection is an immediate temporary fix until the Village can complete one of two major capital improvements: construction of an inter-municipal water system transfer station; or construction of a 300,000 gallon water tower.

The Utility has agreed to split the costs of the proposed inter-connection design engineering with Cedarburg. The Village's cost share would be \$1,500 based upon the scope of services provided by Troy Hartjes from R.A. Smith National. Total project costs including engineering and contingencies is estimated to be \$60,000.

Superintendent Nennig stated that the City of Cedarburg has requested that the Village evenly cost share the proposed inter-connection. The Village of Grafton's share would be approximately \$30,000.

Trustee Krueger questioned if the PSC would allow the Village to cost share on infrastructure that is not located in the Village. He also noted that the Village has a 12 inch main leading to the connection point and the City of Cedarburg only has an 8 inch main; therefore the benefit is not the same.

It was the opinion of Trustee Krueger that the Village should not agree to a 50/50 split as the benefit to the City is higher than that of the Village. The Village does benefit from the connection; however, a level of benefit needs to be determined.

Superintendent Nennig was directed to contact the PSC to determine if this type of cost share would be allowed.

#### 2016/2017 SDWA compliance results

Utility Superintendent Tim Nennig stated that the Utility performs water quality sampling throughout the year as required by an annual DNR Drinking Water Compliance Schedule. The sampling is generally done on a quarterly or once-per-year basis.

Superintendent Nennig provided graphs and explanation of recent trend analyses for trichloroethene, tetrachloroethene, and 1,1 dichloroethene at Wells 2, 3, 4, 5, 6, and 7 for the last five years or 20 quarterly sampling events.

Trustee Krueger thanked Superintendent Nennig for this graphical information, as it was a good visual for the Board to better understand the trends at the wells. The Utility spends a considerable amount of money on VOC analysis and this is a good way to show what is trending. Trustee Krueger indicated that he would like to see a 20 year graph. Superintendent Nennig responded that he can continue to build the graph each year going forward.

#### Utility 5-Year Capital Improvement Program

Utility Programs Coordinator Larry Roy presented the Utility 5-Year Capital Improvement Program highlighting the 2018 projects.

Mr. Roy noted that a new truck was budgeted for 2018. This will only be needed if an additional field person is approved. Trustee Krueger questioned if it was necessary for each field operator have their own vehicle. Mr. Roy explained that each field person does have a vehicle, each administrative person has a vehicle, and then one vehicle is shared between the 3 plant operators. All vehicles are in use at all times during the summer months when seasonal employees are on board.

Mr. Blum questioned the 2021 engineering and construction for lift stations. Mr. Roy replied that this is a place holder for new lift stations as may be needed for development and growth of the Village.

Motion by Mr. Blum, seconded by Trustee Krueger, to recommend the Finance Committee support the Utility's 5-Year Capital Improvement program. Motion carried.

#### Utility projects update

Utility Superintendent Tim Nennig highlighted the Utility projects:

Annual Water System Valve Exercising: The Utility will be re-evaluating the current approach to system valve exercising. The Utility is trying to obtain a higher success rate with a complete valve shutdown. Trustee Krueger suggested that we work with the contractor for a better outcome. Superintendent Nennig stated that the Utility does not know if we have

complete shutdown or not with the current approach. He then noted that the Village has valve exercising equipment; however the Village does not have staff available to operate it. The Utility is currently paying \$35,000 per year for the valve exercising contact which could offset the cost of an additional employee. Trustee Krueger commented that valve exercising will take more than just one person to complete the job and the cost of the leak survey will increase as the two are tied together.

Annual Water System Leak Survey: This will be finalized once decisions are made regarding the future valve exercising approach.

WWTP Final Clarifier #2 Rehabilitation: Utility staff has solicited a total of three bids for the clarifier rehab work from qualified contractors. Bid results and recommendation for acceptance will be presented at the May meeting.

WWTP Facilities Planning Study: Utility staff is currently gathering plant operational data and previous facility study and design work for the consultant.

#### Report of benchmark measurements-Water and Wastewater Utility

Utility Superintendent Tim Nennig highlighted the Utility benchmarks:

Diggers Hotline Locate Requests: The Utility is currently down two full time field operators; therefore only emergency and other higher priority locates are being addressed at this time.

Fire Hydrants Operated/Flushed: 153 hydrants have been flushed to date; there are another 600 hydrants to go. Hydrant flushing typically takes a full two weeks; however due to reduced staff the Utility is anticipating about four weeks. Utility administrative staff is performing morning well and lift station rounds to assist.

AMR Meter Installs and/or Upgrades: The annual benchmark has been surpassed. All meter activities have been put on hold until the Utility is at full staffing levels.

Sanitary Sewer Manhole Inspections: Due to staffing shortage, administrative staff will perform weekly inspections as time permits.

#### **OLD BUSINESS**

Trustee Liss questioned if there was any word on the Bridge Street Dam survey. Director Thomas responded that she has heard nothing.

Trustee Harbeck stated that she has received a complaint from Bill Hass that the white lights on the poles on the Riverwalk are too bright; she questioned if they were scheduled to be taken down. The consensus of this Board was to leave the lights up as they are very appealing and tie the entire project together.

#### **NEW BUSINESS**

##### Update on Superintendent of Public Works job posting

Village Administrator Thyges stated that applications were accepted until the end of today and the Village has received approximately 12 applications; some internal. Staff will review the applications and set up interviews.

Director of Public Works/Village Engineer Amber Thomas stated that the Utility currently has two vacant positions. The job was posted last Tuesday with a two week timeframe. It is anticipated that the Village will hire both positions from this group of applicants.

Director Thomas explained that the resident at 1470 Falls Road (Town property) is having issues with their cars bottoming out and scraping the road since the last lift of asphalt was placed on Falls Road in 2016 as part of a Village project. Research shows that on the first design of the Falls Road project this driveway slope was eased by doing work beyond the right-of-way; however final plans and work done stopped at the right-of-way. This property owner had no issues until the final lift of asphalt was placed. A quote of \$8,470 was received to correct this issue; the Town has agreed to pay one-half if the Village agrees to pay one-half.

Trustee Krueger stated that if we pay a portion then the Village needs to have a written agreement releasing the Village from any future work.

Mr. Blum agreed that the Village should pay their one-half share with the written agreement releasing the Village.

It was the consensus of this board to pay \$4,235 for the driveway repairs at 1470 Falls Road contingent on receiving a release of responsibility for any future work. Since time is of the essence it was requested that this matter go before Village Board for approval without full motion.

## **ADJOURN**

Motion by Trustee Krueger, seconded by Mr. Blum to adjourn the meeting at 7:50 p.m. Motion carried.