

**VILLAGE OF GRAFTON**  
**BOARD OF PUBLIC WORKS MEETING MINUTES**  
**MONDAY, JULY 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 David Liss and Pat Murray.

Board members excused: Trustee Tom Krueger and Les Blum.

Staff present: Director of Public Works/Village Engineer Amber Thomas, Superintendent of Public Works Gary Helm, Future Superintendent of Public Works Jake Arndt, Utility Programs Coordinator Larry Roy, and Administrative Assistant Melissa Depies.

**HEAR PERSONS REQUESTING TO BE HEARD**

None

**MINUTES**

Motion by Pat Murray, seconded by Trustee Liss, to approve the June 12, 2017 Board of Public Works meeting minutes, as presented. Motion carried.

**PUBLIC WORKS**

Truck chassis and cab to be used for 5 yard dump body

Superintendent of Public Works Gary Helm explained that staff requested \$180,000 for the purchase of this truck; however administration only included \$108,000 in the 2017 budget. Several discussion were held between staff and administration and it was determined that the Capital Equipment Fund could fund the entire purchase of this truck in 2017.

Superintendent Helm explained bids were received from Iowa and Texas because Kriete Truck Center has obtained ownership of all Mack Dealers in the state of Wisconsin.

Motion by Trustee Liss, seconded by Pat Murray, to recommend the Village Board approve the purchase of a truck chassis and cab to be used for 5-yard dump body from Kriete Truck Center, Milwaukee, WI for \$95,880. Motion carried.

Purchase aftermarket equipment for dump truck

Superintendent of Public Works Gary Helm stated that he requested three quotes for the dump body, plow, wing, and hydraulic system with an anti-icing tank; however, only two bids were received.

Universal Truck Equipment did not submit a bid. They lost one of their salesmen and requested additional time to put together a bid; that request was denied based on the bidding deadline required by all vendors.

Truck Equipment Inc. is the company that is currently building the last truck purchased. To date there have been no issues.

Superintendent Helm explained that the control center for each operation of the truck has always been rubber hoses. Due to the weather in Wisconsin and the use of chemicals the hoses would rot out which required many hydraulic hose changes and maintenance. This new dump body will have stainless steel tubing at the control center and each operation will have a four foot whip. This should eliminate the need for continual hose changes reducing maintenance cost.

Trustee Meinecke stated that the budget only has \$108,000 for the entire purchase of this truck; therefore it appears that the truck is \$77,865 over the budgeted amount. She reiterated that staff had requested \$180,000 for this purchase however administration reduced that amount by \$72,000 and only budgeted \$108,000. If administration would have budgeted the requested amount this truck would only be over budget by \$5,865.

Motion by Pat Murray, seconded by Trustee Liss, to recommend the Village Board approve the purchase of a dump body, plow, wing and hydraulic system with an anti-icing tank to be mounted on a 2018 41,000 GVW truck chassis from Truck Equipment Inc., Green Bay, WI for an amount not to exceed \$89,985. Motion carried.

#### Ordinance Amending 11.16 / Street and Sidewalk Openings

Director of Public Works/Village Engineer Amber Thomas stated Street and Sidewalk opening permit fees have not been updated since 2011.

Director Thomas explained that the right-of-way permit has three levels:

- Street Opening: these are typically issued to We Energies, AT&T or Time Warner Cable. An increase from \$200 to \$300 is being recommended due to the long term maintenance costs that a patch in the road causes.
- Opening curb, alleyway, walkway or parkway: Recommending a fee increase from \$50 to \$100. These permits would be for curb cuts for driveways; typically taken out by the home builder.
- Perform work/labor or deposit construction material within a public right-of-way: no increase – permit fee to remain at \$50. These permits are typically issued to a resident for landscape material in the road or parking a dumpster or POD unit on the road.

Director Thomas indicated that she contacted neighboring communities regarding these fees and has found that the proposed fees are average.

Motion by Trustee Liss, seconded by Pat Murray, to recommend the Village Board adopt the ordinance amending section 11.16 / Street and Sidewalk Openings of the Grafton Municipal Code. Motion carried.

#### Increase in fees for services

Director of Public Works/Village Engineer Amber Thomas explained that discussion regarding budget preparation has sparked the need to review the fees charged to our residents.

- Yard Access Card: This fee was created in 2011 with the construction of the yard waste site. The fee has not been reviewed or raised since that time. Currently

residents are charged \$25 for a new card and \$20 to renew the card. Proposed increase would be \$30 and \$25 respectively.

- Banner Fee: The fee charged for DPW crews to hang and take down banners at three locations in the Village. Increase from \$50 to \$60.
- Dumpster Use: Currently there is no fee to use the dumpster if you have a yard access card and a \$10 fee if you do not. The cost of providing this service continues to rise; therefore it is being recommended that all resident regardless if they have a yard access card or not pay a user fee of \$25. This is still a great deal for residents; a special pickup at the house would cost approximately \$65.
- Televisions: The Village currently charges a flat fee of \$30 for televisions regardless of size; however the Village is charged based on television size. It is being recommended that the fees be changed based on what the contractor charges. The amount of larger televisions collected is surpassing the amount of smaller televisions received therefore it is be recommended to charge \$30 for televisions under 30 inches and \$40 for televisions over 30 inches.
- Computer monitors will stay at the rate charged by the contractor - \$10.
- Woodchip delivery: No charge for Village residents and an increase from \$40 to \$50 for non-residents.

Director Thomas then stated that the Village has received many inquiries regarding disposal of compact fluorescent bulbs. Home Depot previously accepted these items; however, they have discontinued acceptance leaving residents without an outlet, therefore prices were obtained from Batteries Plus. If the Village should decide to provide this service it is being recommended that any fees associated be passed on to the resident: Compact fluorescent bulbs and linear fluorescent tubes would cost \$0.50 per bulb and linear fluorescent tubes and metal halide, mercury vapor, or high pressure sodium would cost \$1.50 per bulb.

In April the Village paid \$390 to recycle 211 pounds of batteries. Since that time the Village has collected approximately another 200 pounds. It is anticipated that the cost to recycle batteries is about \$1,200 to \$1,600 per year. It was the consensus of the board to budget this amount in the 2018 budget and continue with battery recycling for Village residents at no cost.

Superintendent of Public Works Gary Helm stated that the Village has a waste oil dump on the North side of the Municipal Services Facility building. The Village burns some of the oil to heat the garage in the winter; however more oil is collected than what is burned. In the past the Village received a revenue of \$0.07 per gallon for the used oil; however with the change in the oil market it will cost the Village approximately \$0.30 per gallon plus an \$85 transportation fee to recycle the oil. Currently the Village has approximately 2,300 gallons of oil stored. The cost to dispose of just half that oil is \$445.

Currently there are no controls as to who can use the waste oil disposal; therefore it is expected that much of this oil is coming from non-village residents. An option to control this would be to have the waste oil tank moved to the yard waste site. The only drawback with this is that the crews will have to transport the oil from one location to another. Staff believes this is a service the Village should continue to offer to residents to keep the oil out of the storm sewers and ground water. It was the consensus of this board that moving the waste oil

tank was a good idea; formal action will need to be taken at the next Board of Public Works meeting.

Motion by Pat Murray, seconded by Trustee Liss, to recommend the Village Board approve increasing fees for services effective January 1, 2018:

Services	Old Fee	Proposed Fee
Residential Yard Access Card		
• New Card	\$25	\$30
• Renewal only (no card needed)	\$20	\$25
Banner Fee	\$50	\$60
Dumpster Use	\$0 w/yard card \$10 no card	\$25 For all users regardless if they have a yard card
Televisions (Rates driven by contractor)	\$30	\$30 - Under 30" \$40 – Over 30"
Computer Monitors	\$10	\$10
Wood Chip Delivery	\$0 – Residents \$40 – Non-residents	\$0 – Residents \$50 – Non-residents
Compact fluorescent bulbs (all types)	Service not provided	\$0.50
Linear fluorescent tubes – 4 feet or less	Service not provided	
Linear fluorescent tubes – 4 feet to 8 feet	Service not provided	\$1.50
All metal halide, mercury vapor, or high pressure sodium lamps		

Motion carried.

### Major Projects Update

Director of Public Works/Village Engineer Amber Thomas highlight the current projects and updated the board on their status:

Lumberyard Design / Construct: Project is substantially complete. Punch list work remaining which includes installing a bike rack.

Towneplace Suites Hotel Public Utility Installation: Utilities are substantially complete. Grading and foundation work is in progress. Erosion control issues have been resolved.

Audubon Lift Station: Construction anticipated to begin in mid-August.

Sidewalk Replacement: Project is complete; only minor punch list items remain.

Street Reconstruction:

- Sixth Avenue: Working on utilities – approximately 50 percent complete.
- Seventh Avenue: Utility work is approximately 95 percent complete.
- Elm Street: Crews will be grading the road and prepping for asphalt this week.
- Power Street and Tenth Avenue: Base course and asphalt binder complete. Final lift of asphalt will be completed when all streets are ready.

- Hickory Street: Will be completed before school starts.

#### Report of benchmark measurements-Public Works

Superintendent of Public Works Gary Helm stated that two new crewpersons began employment with the Village today; DPW crew is now up to full staff. Unfortunately due to the shortage, training of the new Superintendent of Public Works, Jake Arndt, has been limited. Will be concentrating on this training over the next two weeks.

Superintendent Helm highlighted the benchmarks indicating that catch basin inspection, cleaning and repairs will be done in late July early August. He also noted that forestry continues to be a main focus for the crews. All tree planting for 2017 is complete; crews will now be concentrating on tree removals.

### **WATER AND WASTEWATER**

#### Wastewater Treatment Facility Tuck-pointing

Facility Operations Coordinator Larry Roy stated that the Water and Wastewater Utility facility is in generally good condition; however, there are several areas that are in need of maintenance and repairs.

Mr. Roy explained that the top seven courses of brick around both anaerobic digesters are in poor condition and need to be completely tuck-pointed. The belt press and maintenance shop buildings have rust jacking occurring around the entire top of the building that is causing structural damage. Spot tuck-pointing is needed on all other buildings. Removal of failed caulking and reapplication with urethane sealant in all expansion joints and around all doors, windows and vent areas were specified as part of this project.

Three bids were received:

Holton Brothers Inc., Grafton	\$31,475
Pukall Company Inc., Cedarburg	\$36,400
Masonry Restoration Inc., West Allis	\$59,648

This base bids above do not include removal and reapplication of caulking at the UV, RNS, or Screw Pump buildings which is also badly needed. Holton Brothers provided an alternate bid for this work for an additional \$6,945. Holton Brothers remains the low bidder by \$2,540 when both costs are combined from all contractors.

With both base bid and optional bid combined the project is \$8,420 over. This deficiency can be covered by not initiating two other projects that are no longer necessary; installation of covers over the top of the screw-lift pumps (\$4,500) and installation of a ventilation system in the screw pump building (\$6,800). The additional \$2,880 will be applied to a project to rebuild three large pumps.

Motion by Pat Murray, seconded by Trustee Liss, to recommend the Village Board approve the WWTP Tuck-pointing and Caulking, including UV, RNS, and screw pump buildings, project to Holton Brothers Inc. in the amount of \$38,420. Motion carried.

### Utility Projects Update

Facility Operations Coordinator Larry Roy highlighted the Utility projects:

Well #3 Rehabilitation - Phase II: Well #3 project is complete and the well is up and running. Mr. Roy believes the water quality has greatly improved with this project. Project was completed well under the budgeted amount.

WWTP Final Clarifier #2 Rehabilitation: Project awarded however project start date is being postponed until completion of an ongoing WWTP alternative phosphorus removal chemical trials.

WWTP Facilities Planning Study: Utility staff continues to gather various plant operational data for the consultant. Meeting with MSA scheduled for 7/11/17 to review and discuss projected influent flow and organic loadings.

### Report of benchmark measurements-Utility

Facility Operations Coordinator Larry Roy explained that sewer mainline jetting is several months behind. The existing equipment is not functioning properly and is only being used on emergency uses. The new equipment is scheduled to arrive on or about August 1; crews will begin sewer mainline jetting at that time.

### **OLD BUSINESS**

Trustee Meinecke questioned the cost of the having DPW and Water and Wastewater staff respond to fire calls. She is only looking for the cost and time charged to each individual department when employees are on a fire call or at training.

Trustee Meinecke questioned if there were issues with Advanced Disposal that needed addressing with upper management. Ms. Depies stated that issues with Advanced Disposal seem to fluctuate. Evidently they have had staff turnover which is causing some issue right now.

Mr. Helm urged the board to continue to deny the use of the yard waste site by town residents. Ms. Thomas indicated that those discussion have stopped at this time.

### **NEW BUSINESS.**

Trustee Meinecke stated that she received an email from a resident requesting that the Village aid the residents with finding a contractor to remove Ash trees that are on private property. It was the consensus of this board that this was not something the Village would be willing to do. There is liability issues with this type of service.

Director of Public Works/Village Engineer Amber Thomas stated that there is a conflict with the August 14 meeting. The meeting may need to be rescheduled based on needed action items. Mrs. Thomas also stated that she will not be available for the September or October meetings.

### **ADJOURN**

Motion by Trustee Liss, seconded by Pat Murray, to adjourn the meeting at 7:04 p.m. Motion carried.