

VILLAGE OF GRAFTON

BOARD OF PUBLIC WORKS MEETING MINUTES

MONDAY, SEPTEMBER 11, 2017
***AMENDED**

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 David Liss, Les Blum and Pat Murray

Staff present: Superintendent of Public Works Jake Arndt, Utility Superintendent Tim Nennig, Facility Operations Coordinator Larry Roy and Administrative Assistant Melissa Depies

Others present: Utility Clerk Stacie Nelson, Field Operations Coordinator Jason Donohue, Public Works Foreman Jack Knetter, Mechanic Mark Didier and Trustee Lisa Harbeck (6:06 PM)

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

Board members questioned if they should abstain from approving the minutes if they were not in attendance at the meeting. After limited discussion it was determined that those not in attendance should not approve.

Motion by Mr. Murray, seconded by Trustee Liss, to approve the July 10, 2017 Board of Public Works meeting minutes, as presented. Motion carried (Trustee Krueger and Mr. Blum abstained).

PUBLIC WORKS

Purchase 2018 HD 3/4 Ton Pickup Truck

Administrative Assistant Melissa Depies explained that the Capital Equipment Fund includes \$32,000 for the purchase of a 2-wheel drive 3/4 ton pickup truck. Four bids were received for the truck with the low bid being from Ewald's Hartford Ford in the amount of \$24,098. In addition to the truck three bids were received for added equipment; low bidder was Truck Equipment, Inc. in the amount of \$7,555. The total cost of the truck is \$31,653 which is \$347 under the budgeted amount.

Motion by Mr. Blum, seconded by Trustee Krueger, to recommend the Village Board approve the purchase of a 2018 Heavy Duty Regular Cab 3/4 Ton Pickup Truck from Ewald's Hartford Ford, LLC., Hartford, WI in the amount of \$24,098. Motion carried.

Motion by Mr. Blum, seconded by Trustee Krueger, to recommend the Village Board approve the purchase of an Anthony Hydraulic Lift Gate, Weather Guard Cab Protector, Nexus Technology Force 8 Module LED Stick, and Pinnacle Amber LED Dome Roof light from Truck Equipment, Inc., Green Bay, WI in the amount of \$7,555. Motion carried.

Purchase Flail Mower

Superintendent of Public Works Jake Arndt stated that the Capital Equipment Fund has \$8,057 budgeted for an 88 inch flail mower. When specifying and bidding the equipment it was discovered that the 88 inch model is no longer being manufactured; therefore an 84 inch model was also bid.

The flail mower is used for cutting rougher terrain, such as around stormwater ponds, along the bike path, and on unimproved roads. A top of the line model was used for budgeting purposes, however there is no benefit to the Village to purchase the top of the line model. It was Superintendent Arndt's opinion that the mid-level model would be sufficient.

It was questioned if the brush rake addition needed to be added. Superintendent Arndt responded that the brush rake is basically a mulcher providing a finer residual product. It does not give any extra power or ability to mow or cut thicker grasses or weeds.

Motion by Trustee Liss, seconded by Mr. Murray, to recommend the Village Board approve the purchase of an 84 inch Flail Mower with Hammer Blades from Bill's Power Center, Inc., Brookfield, WI in the amount of \$4,950. Motion carried.

2017 Capital Improvement Equipment Fund Requested Changes

Administrative Assistant Melissa Depies highlighted the 2017 Capital Equipment Fund explaining the equipment budgeted and purchased. She stated that the department is requesting to purchase three additional pieces of equipment with remaining funds.

1. Loader Grapple Bucket: crew currently borrows a bucket from the City of Cedarburg on a weekly basis for brush removals. The Village currently has two loaders and only one bucket. This bucket would be for the leased loader.
2. Pavement Saw: has been in the CIP in the past; however, has been bumped for more important equipment. It is currently not accounted for in the CIP.
3. Precision Programmable Laser: previously the crew utilized the laser owned by former Superintendent Gary Helm. With his recent retirement the equipment is no longer available.

Mr. Blum questioned if the Village had sufficient generators should Grafton experience a catastrophic disaster. Does the Village have sufficient back up power to run the wells, lift stations and other essential equipment? Utility Superintendent Tim Nennig stated that the Utility does have emergency power equipment to operate the system. Superintendent Arndt stated that the generator in the Capital Equipment fund is for Public Works use on job sites and such, it is not intended to be powerful enough to provide power to the Utility system.

Trustee Harbeck questioned why there were such significant differences between the budgeted amount and the purchase cost.

Mark Didier, Mechanic, stated that the Village budgeted \$10,000 for the tool box as that was the price given during the budget process by the Snap On Dealer. However, the tool box was purchased directly through Snap On rather than the dealer. By purchasing direct the Village saves approximately 45 percent on all Snap On purchases.

Administrative Assistant Depies noted that in some cases it is simply a matter of difference in opinion of administrative staff. Example: the former Superintendent budgeted for a top of the line flail mower while the current Superintendent believes a mid-level mower is more than adequate for Village needs.

Trustee Meinecke stated that most of the savings in the fund is coming from the \$10,000 budget for the Quad Axle truck which is no longer being purchased.

Trustee Liss questioned what the laser was used for. Superintendent Arndt stated that the street crews will use a laser to shoot grades when doing catch basin and curb and gutter repairs.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board approve the purchase of a 3.5 Yard Grapple Bucket with bolt on cutting edge from Roland Machinery Company, Franksville, WI for an amount not to exceed \$14,000. Motion carried.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board approve the purchase of a Husqvarna 965150107 FS413 Road Saw with 6.6 gallon water tank and 2 variable cut concrete/asphalt diamond blades (buy one/get one free) from Lincoln Contractors Supply, Inc., Milwaukee, WI for an amount not to exceed \$3,299.91. Motion carried.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board approve the purchase of a GL412N Spectra Precision programmable sloping laser with 16 foot telescoping grade rod and heavy duty aluminum tripod from Kelbe Brothers, Milwaukee, WI for an amount not to exceed \$2,100. Motion carried.

Review 2018 proposed budget-Public Works

Administrative Assistant Melissa Depies highlighted the 2018 Proposed Budget.

Administration: It is being requested to move the Utility Clerk from Village Hall to Public Works. This would provide extra counter coverage at Public Works and allow cross-training between Public Works and the Utility. Currently there is no back-up for either the Utility Clerk or the Administrative Assistant for Public Works. When either are out of the office the phones do not get answered and counter customers are assisted by other building staff as needed to the best of their abilities; however service may be limited.

Trustee Krueger questioned where the billing for the Utility would be done and how payments would be handled. Utility Clerk Stacy Nelson stated that the billing would be done from the Municipal Services Facility, payments would be accepted at both locations, and posting would be completed at the Village Hall.

Street Repair and Maintenance: an additional crewperson is being recommended with a start date of April 9, 2018 (\$50,346). Staff is recommending to eliminate contracting out the sidewalk replacement program (Capital Improvement Program - \$43,000) and have internal staff complete the project each year. Staff has found that due to the smaller size of the project; only smaller contractors are bidding on the project. Over the past several years there has been many issues with the sidewalk contractor which has resulted in additional time required from

either the engineer or the engineer technician to ensure that the Village is getting a quality product.

Public Works Foreman Jack Knetter stated that the Village should not take on the sidewalk program. He stated that one additional crewperson was not enough to take on a project of that magnitude. It was his opinion that it would cost the Village more money to bring the project in house. He stated that the Village would need to purchase a root cutting tool, purchase many more concrete forms and pins and other miscellaneous tools to make this happen. He was very adamant that this would not be a positive move for the Village.

Foreman Knetter stated that the Ash trees are an issue right now and the Village needs to resolve all the dead trees before looking at taking on a project such as the sidewalk replacement program.

Trustee Meinecke questioned if the Board was comfortable with moving forward with the addition of the crewperson and revisiting the sidewalk program at a later date when the Director of Public Works returns from leave.

Mr. Blum stated that the Village should continue to contract the sidewalk work. It was his opinion that it would be a big mistake to bring it in house.

Trustee Krueger stated that for many years the Village has been contracting out many services and has saved a lot of money with contracted services.

Trustee Harbeck stated that the \$50,346 noted in the budget is only from the beginning of April therefore in 2019 there will be an additional \$12,000 needed to fund January through April. She questioned where those additional funds would be come from.

Utility Superintendent Tim Nennig questioned the proposal to add an additional Public Works Crewperson. During the budget development, he along with other Utility staff were informed that there would be no additional staff for either DPW or the Utility. He stated that he has been requesting an additional field operator for two years and consensus was that a request for an additional field operator would be postponed until the next budget cycle.

It was questioned what duties the additional crewperson would do in addition to the sidewalk work. Administrative Assistant Depies responded that an additional crewperson will also aid in the removal of dead or diseased trees as well as planting replacement trees. He or she will also provide assistance with all other aspects of the department, including snow and ice control, brush chipping, catch basin cleaning/repairs, etc.

Administrative Assistant Depies continued with budget highlights:

Forestry: Staff is recommending that the Ash trees are no longer treated for Emerald Ash Borer. Trees must continue to be treated on an annual basis and some trees are still being affected. The cost to treat one tree annually far exceeds the cost to replace it.

Storm Water Management: Increase in contractual services from 2017 Adopted (\$20,500) to 2018 Recommended (\$43,950). Increase is due to the cost share requirements of a grant the Village has applied for to update the Stormwater Management Plan (\$19,250). This would be

a 2018 and 2019 expense if the grant is received. Also DNR Storm Water permit requires that the Village complete dry weather and industrial monitoring; this was contracted out in 2010. From 2011 to 2015 the former Director of Public Works completed the testing in house; in 2016 and 2017 the testing was not completed. Staff is recommending that this be contracted out in 2018 as current staff learns what the procedure consists of. Removed from the budget is the Milwaukee River Watershed Conservation fees (\$10,000).

It was questioned if the grant is not received, would the \$19,250 for the Stormwater Management Plan still be needed. Administrative Assistant Depies indicated that she did not believe so. She noted that the Village was in the top 12 or 15 to receive grant funds however it has not been determined if in fact the Village will receive funds or how much.

Trustee Krueger was concerned that the Village was non-compliant with the terms of the stormwater permit. He questioned if the DNR has indicated any fees or fines as a result. Administrative Assistant Depies indicated that the Director of Public Works has met with the DNR to discuss the stormwater permit requirements and she is currently working on a list of issues that need to be addressed; the dry weather and industrial monitoring is part of that.

A question was raised as to why the Milwaukee River Watershed Conservation fees were removed from the budget. Administrative Assistant Depies stated that the group has indicated that they are not ready for any project until 2019 or later. This cost will need to be budgeted again at some point in the future.

The Capital Projects Fund includes funds to complete the 2018 Street Improvement Program which consists of:

- Audubon Avenue – West Walters Drive to Audubon Court (\$217,287)
- Audubon Court – Audubon Avenue to end (\$41,800)
- West Althea Drive – First Avenue to Audubon Avenue (\$80,813)
- West Maple Street – Audubon Avenue west (\$27,867)
- West Aspen Street – Audubon Avenue west (\$27,867)
- West Maple Street – First Avenue to Audubon Avenue (\$108,460)
- West Juniper Drive – First Avenue to Audubon Avenue (\$112,200)
- West Walters Drive – First Avenue to Bobolink Avenue (\$246,840)
- Fourth Avenue – Washington Street to Spring Street (\$112,200)

It was questioned how many miles of roads were being repaired with this program. Administrative Assistant Depies responded that it was just over one mile.

Administrative Assistant Depies reiterated that if the sidewalk replacement program is not brought in house then those funds need to be added back into the CIP.

Funding for street trees was increased to \$25,000 in 2017. The budget for 2018 remains at that level as many trees will need to be planted due to the amount of trees removed due to the Emerald Ash Borer.

The Equipment Fund includes:

- \$200,000 – Dump Truck – 5-yard with plow/wing
- \$ 20,000 – Front Mount Mower
- \$ 6,000 – Paint Stripper

Administrative Assistant Depies commented that eliminating the street trees would save the Village a considerable amount of money. A program could be started where the Village will supply each new property one tree for the front yard rather than planting them in the right-of-way. The Village would purchase, plant and walk away. Currently the Village plants, trims, treats, waters, stakes, removes and then replants. Not to mention the havoc the trees cause with the sidewalks and curbs. The sidewalk replacement program could probably be eliminated completely if there were no trees in the right-of-way. Street trees are extremely expensive.

Report of benchmark measurements-Public Works

Trustee Krueger questioned the differences in the percent of streets rated good or higher. In 2015 and 2016 it was 92.3 percent and now it is 57.9 percent. Administrative Assistant Depies stated that this Board changed the benchmark from fair or higher to good or higher which changed the percentages. Trustee Krueger then questioned when the roads would be re-rated. Administrative Assistant Depies responded that the Director of Public Works has completed the road ratings; however, she has not had time to complete the reporting of the new ratings. Other projects have been a priority.

Trustee Harbeck questioned the material recovery rate percentage for recycling. Administrative Assistant Depies stated that these are numbers provided by Advanced Disposal. It was her opinion that these number may be inaccurate as Advanced Disposal has had employee turnover as well as past issues with recycling reporting. A conversation needs to be held with Advanced Disposal; however, finding time for a meeting has been challenging.

WATER AND WASTEWATER

2018 Utility Budget

Utility Programs Coordinator Larry Roy highlighted the Utility 2018 proposed budget.

Major Water Utility expenses include rehabilitation of Well #5 including pump replacement, additional analysis of water quality at Well #3, and the purchase of a floor scrubber to help keep the well buildings clean and sanitary.

Mr. Blum questioned why the analysis of water quality was needed for Well #3. Coordinator Roy responded that this well currently went through a complete rehabilitation; however, it is still showing that there is still some poor quality water in it. Current testing is showing that a biofilm is already returning on the pipes, and periodic maintenance will be needed.

Major Wastewater Utility expenses include Operation Evaluation Report Engineering Services, cleaning of both anaerobic digesters, concrete repair and lining of Digester #2, painting the RNS building and maintenance shop, adding an asphalt parking area by the WWTP maintenance shop, seal coating all of the asphalt at the Water & Wastewater Services Facility, side-stream phosphorus removal investigation, consultant analysis of the need for the planned multi-year sewer rate increases.

Trustee Krueger questioned what prompted the Operation Evaluation Report. Utility Superintendent Tim Nennig responded that it was a required action defined in the Utility's wastewater facility's compliance permit. Superintendent Nennig also stated that because the

Village has challenged the permit the Village could legally do nothing; however, the Village has opted to continue to move forward and complete the investigations.

It was questioned if a consultant was required to review the sewer rate increase. Coordinator Roy stated that there were discussions as to if this could be done in house. It was determined that staff may not have enough time to complete a study and a consultant would do a more complete review.

Major capital projects and purchases include construction of the replacement headworks facility engineering, Automated Metering Infrastructure (AMI) conversion, re-roofing three WWTP building roof tops, design and engineering of the replacement 17th Avenue Lift Station, replacement of three well house master meters, and the purchase of two six-inch trash pumps.

Discussion took place on the need for the Automated Metering Infrastructure conversion. This will be a plan to replace all meters in all homes in the Village over the next 8 years. The new meters will have a battery life of 20 years; therefore, staff will not need to enter the homes for 20 years unless there is a malfunction. The new meter system will also save administrative time and improve customer service by having real-time information available at all times. If there is an issue in a home the system can notify staff that water usage is higher than it should be so staff can notify the property owner so repairs can be made. This conversion was not included in the recent rate review; therefore, costs would need to be added and the rate review done again.

Major capital infrastructure improvements include water and sewer main replacement in Fourth Avenue from Washington to Spring Street, and West Althea Drive from First Avenue to 200 feet west of Audubon Avenue. Water main replacement and spot sewer repair in West Walters Drive from Audubon Avenue to Bobolink Avenue, and West Walters Drive from First Avenue to Audubon Avenue. Water main only replacement in West Juniper Drive from First Avenue to 200 feet west of Audubon Avenue, Audubon Court from First Avenue to Audubon Avenue, and West Maple Street from First Avenue to 200 feet west of Audubon Avenue.

Coordinator Roy stated that the infrastructure improvements coincide with the Public Works capital projects.

Utility Projects Update

Annual Water System Valve Exercising: M.E. Simpson Company has been contracted to complete this work which began this week. It is anticipated to take several weeks to complete.

Annual Water System Leak Survey: Project is scheduled to begin after fall hydrant flushing activities are complete. Hydrant flushing is scheduled for the last week in September and first two weeks of October.

WWTP Final Clarifier #2 Rehabilitation: Sabel Mechanical began work on this project today. All equipment has been removed; refurbishing work will be done off-site.

Audubon Avenue Lift Station Replacement: Advanced Construction will begin this project on September 12. Project must be completed by October 31. Advanced Construction has been

notified that if they do not meet this deadline monetary penalties will be applied for every day the project exceed this date.

Utility Superintendent Tim Nennig stated that he has been approached by MSOE faculty to allow their senior class to design a headworks facility as part of their senior class project. This will be a Fall/Winter project for the students. This partnership will not require any appreciable extra time from Village staff and will be a good experience for these students.

Report of benchmark measurements-Utility

Trustee Krueger questioned if the new sewer jet had been received and if it was in operation. Field Operations Coordinator Jason Donohue responded that it was up and running.

Trustee Krueger stated that the Village has paid approximately \$5,000 to Godfrey & Kahn to challenge the permit; he questioned if there is anything to report. Superintendent Nennig stated that they have been working on the Village's behalf however there is not a lot happening at this time.

ADJOURN

Motion by Mr. Blum, seconded by Trustee Krueger, to adjourn the meeting at 8:45 p.m. Motion carried.