

VILLAGE OF GRAFTON

BOARD OF PUBLIC WORKS MEETING MINUTES

MONDAY, NOVEMBER 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, Trustee David Liss, Les Blum and Pat Murray.

Staff present: Director of Public Works/Village Engineer Amber Thomas, Superintendent of Public Works Jake Arndt, Facility Operations Coordinator Larry Roy, Field Operations Coordinator Jason Donohue and Administrative Assistant Melissa Depies.

Others present: Trustee Lisa Harbeck, Joe Poirier – Ozaukee Press Reporter, Scott Hollrith, Bob Meyer and Robin Dorschner.

Trustee Krueger requested to move agenda item 5C – Lawn Watering Credit Request up as a courtesy to the resident in attendance. Item 5C was moved to be discussed after 4B.

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

Motion by Trustee Krueger, seconded by Trustee Liss, to approve the October 9, 2017 Board of Public Works meeting minutes, as presented. Motion carried.

PUBLIC WORKS

Request for 2 hour parking Wisconsin Avenue

Director of Public Works/Village Engineer Amber Thomas explained that Mr. Scott Hollrith of Hollrith Realty had requested 2 hour parking in front of his building, 1545 Wisconsin Avenue, in December 2016. After discussions it was agreed that this would be reviewed after the 1505 Lumberyard project was complete so the entire area could be reviewed for a possible amendment to the parking ordinance.

The proposed ordinance change is for 2 hour parking on Wisconsin Avenue between Cedar Street and Ninth Avenue, Monday through Friday from 8:00 AM to 5:00 PM, except holidays.

Trustee Krueger questioned if the need for restricted parking hours was necessary; what has been observed with parking since phase 1 of the 1505 Lumberyard project is complete. Director of Public Works/Village Engineer Amber Thomas responded that it did not appear that this project was impacting street parking at this time. She noted that she has observed open parking spaces in the parking lot at the 1505 location at numerous times of the day.

Scott Hollrith, Hollrith Realty, 1545 Wisconsin Avenue, stated that he made the request for 2 hour parking in front of his building because there is always a truck with a trailer and mowers parked in front of his building. He believes the truck and trailer belongs to a tenant in the

area, he has tried to speak with the neighbor however has not been successful. His business has many people coming and going; however they have no convenient place to park due to the truck and trailer.

Director of Public Works/Village Engineer Amber Thomas noted that she received a letter from Barbara Orten stating that 2 hour parking would actually hinder her parking situation as she parks on the street to allow customers to park in their off-street parking area.

Trustee Liss stated that overall parking does not seem to be an issue at this time and suggested to re-evaluate the situation once the complex is fully occupied.

Trustee Meinecke suggested that Mr. Hollrith work with the Public Works Department and the Police Department to determine who owns the vehicle that continually parks in front of his business. Maybe discussions can be had to alleviate this situation without an ordinance change.

Motion by Mr. Blum, seconded by Trustee Liss, to table the request for 2 hour parking on Wisconsin Avenue between Cedar Street and Ninth Avenue Monday through Friday from 8:00 AM to 5:00 PM, except holidays until the 1505 Lumberyard complex is fully occupied. Motion carried.

Request for handicap parking – 1525 Wisconsin Avenue

Director of Public Works/Village Engineer Amber Thomas stated that she received a request from Annette Meyer Studio, 1525 Wisconsin Avenue, to designate a handicap parking space on Wisconsin Avenue in front of the building.

Director Thomas stated that per the Building Code all handicap parking is required to be on private property. She also explained that the ADA requirements for handicap parking requires the parking stall to be a minimum of eight feet wide with an eight-foot-wide access aisle. It is also required that the access shall be at the same level as the parking spaces they serve; therefore the curb/sidewalk side of the vehicle could not be considered the access aisle. Wisconsin Avenue does not meet these requirements.

Bob Meyer, 1525 Wisconsin Avenue, stated that there is one handicap parking stall in the rear of the building; however the handicap ramp is in the front of the building, which can be difficult to access during the winter season when snow is present.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board deny the request to designate a handicap parking space in front of 1525 Wisconsin Avenue. Motion carried.

Lawn Watering Credit Request – 2032 Yuma Court

Director of Public Works/Village Engineer Amber Thomas explained that new homeowners may receive a credit on their Sewer Utility bill for water used to establish a new lawn during the first year of construction or occupancy. The Utility provides a form to the homeowner to complete which requires meter readings before and after each watering event.

Mr. Dorschner requested the new lawn credit; however did not complete the form fully. He did not provide any meter readings or dates of watering; only that the lawn was planted on

June 1, 2016. Initially the new lawn credit was denied; however, after some discussion and review, Utility staff, as a good faith gesture, did apply a \$50 credit to Mr. Dorschner's account. Mr. Dorschner then requested a second \$50 credit still providing no meter readings or dates of watering. This request was denied due to the incomplete application form.

Robin Dorschner, 2032 Yuma Court, stated that he completed the paperwork as requested however did not supply any meter readings and he received the initial \$50 credit. He then completed the paperwork for the second credit exactly the same as the first with no meter readings and was denied the credit. He questioned why he was granted the first credit but not the second credit when the paperwork was identical. He also noted that the history of his water bill showed that the water usage was higher due to watering.

Mr. Dorschner stated that he was told that the request had been reviewed and it was denied due to incomplete paperwork. He then met with Village Administrator Thyges who stated that he should not have received the first credit and the Village should actually bill him back the \$50. Mr. Dorschner then spoke with Village President Jim Brunnquell who also denied the request. He stated that from the moment he walked into the office he was treated poorly by all Village staff.

Trustee Krueger stated that the Village is being overly rigid to the rules that are in place for the new lawn watering credit. It was his opinion that asking for meter readings was asking a lot of any resident.

Mr. Blum stated that most people do not know where the water meter is or how to read it.

Trustee Krueger stated that these rules are unfair to new water customers in the Village of Grafton. He suggested using water usage history from two quarters before and two quarters after planting the lawn to determine a credit.

Trustee Meinecke stated that this form has been in effect for five years and the Village has never had any other issues. The form and rules are in place for a reason and the Village should not be bullied into giving the credit.

Motion by Trustee Krueger, seconded by Mr. Blum, to recommend the Village Board issue a second \$50 water credit to Mr. Dorschner, 2032 Yuma Court. Motion carried 4-1; Meinecke – Nay.

American Transmission Company – First Avenue Tree Removal

Director of Public Works/Village Engineer Amber Thomas explained that in October a meeting was held with American Transmission Company (ATC) regarding removal of the trees on First Avenue underneath the transmission lines. It was determined that ATC had an easement that is 40 feet on either side of their wires. South of Highway 60 this includes only the trees in the boulevard; however, north of Highway 60 this also includes trees in the terrace between the sidewalk and curb. When trees are planted under the wires the mature height cannot exceed 8 feet in height; in the remainder of the easement area the maximum tree height is 15 feet.

After reviewing the area again ATC reduced the number of trees to be removed this year from 83 to 37; additional trees will be removed in the future as they reach the maximum

height. ATC will not remove the stumps, and will only assist the Village with costs for removal.

At the meeting Village Administrator Thyges requested that ATC hold a public information meeting before any work occurs. ATC agreed to hold an open house type meeting as well as completing a targeted mailing.

Mr. Blum stated that it is important the Village has a complete understanding of the terms of the easement documents. He recommended obtaining a copy of the recorded documents from the county.

Trustee Liss questioned if the plan was to remove all of the trees over a period of time. Director Thomas responded that the trees would be removed as they reach the maximum height.

Mr. Blum stated that the trees are being removed for safety purposes. If the lines droop and the wires arc it can be hazardous.

Motion by Trustee Krueger, seconded by Trustee Liss, to recommend the Village Board request ATC to show, by survey, which easements cover which portion of land, to accurately determine what rights apply where. Motion carried.

Motion by Trustee Krueger, seconded by Trustee Liss, to recommend the Village Board request ATC to pay for all stumping, removal, and restoration costs to be subcontracted out, not performed by Village crews or equipment. Motion carried.

Motion by Trustee Krueger, seconded by Trustee Liss, to recommend the Village Board request ATC hold a public information open house, before any work takes place. Motion carried.

Bridge Street Dam Scour Survey – Required Follow Up

Director of Public Works/Village Engineer Amber Thomas explained that as a result of the 2016 Bridge Street Dam Scour Survey the DNR has requested that the Village review the Emergency Action Plan and Operation and Maintenance Plan and submit any changes to them on or before April 1, 2018. The DNR is also requiring the Village to evaluate the scour hole under pier 6 and either fully support it per the original design or prove it safe as is through calculations by December 15, 2018.

Director Thomas stated that pier 6 has a footing that appears to have been formed inset from the downstream end of the buttress. The overhang appears to be about five feet wide and one foot long. According to the Ayres report, over-hanging piers are problematic because the highest compressive loads on a hollow buttress dam are the downstream toes – right where the overhang is.

Director Thomas recommended obtaining a second engineering opinion to provide calculations to prove the dam is safe.

Mr. Blum questioned the cost to fill it in. It was his opinion that the Village may have to continue to provide the calculations; it may be more cost effective to just fill it in.

Trustee Meinecke commented that after all the work that was recently done the dam is still considered a significant hazard. Mr. Blum responded that all dams are considered a significant hazard.

It was the consensus of the Board to obtain cost estimates to provide the engineering calculations as well as cost estimates to support the buttress.

Wisconsin DNR Urban Nonpoint Source and Storm Water Program Planning Grant Application - Update

Director of Public Works/Village Engineer Amber Thomas explained that in March the Village applied for a DNR Planning Grant for Urban Nonpoint Source & Storm Water Program to update the existing Storm Water Management Plan, specifically to include planning that meets the new TMDL regulations.

The Village of Grafton grant application ranked 10th out of 32 eligible applications; therefore, the Village should be receiving some funding however that amount has yet to be determined. The 2018 proposed budget does include the Village share of this grant. Village cost share will also need to be included in the 2019 budget.

Pavement Ratings – 2017

Director of Public Works/Village Engineer Amber Thomas stated that she rated all the roads in May and June of this year. She noted that she attended several seminars to learn how to accurately rate the roads. She did not take previous ratings with her so each road was rated with no pre-conceived expectations.

During the rating procedure a list of areas to be crack-filled was made as well as areas that may benefit from an overlay project in order to maintain the roads at their current level.

Director Thomas stated that the Capital Improvement Plan will need to be adjusted based on these ratings. Roads for reconstruction will be selected based on these ratings as well as traffic volume.

Director Thomas noted that the 2017 street project was complete and there were several items that were done in conjunction with the project. A change order for this project will be coming forth in December. Total project costs are still below the budgeted amount.

Approve Ordinance X-2017 Amending Section 11.34.010 / Discharge of Foundation Drains and Sump Pumps Regulated

Director of Public Works/Village Engineer Amber Thomas stated that the Building Inspector noticed a new home that had roof drain downspouts connected to buried pipe, and had them discharging approximately three feet before the sidewalk.

Village staff worked with the landscaper to have the pipes cut back approximately 10 feet from the sidewalk so water can absorb into the ground before reaching the sidewalk. The Village will continue to hold the sidewalk bond a full season to ensure that there will be no water or icing problems on the sidewalk.

As a result when reviewing the Village Code it was discovered that the code only specified foundation drains or sump pumps; therefore, a code amendment is necessary to include roof drains or any other water from private property.

Trustee Krueger stated that the Village may not be able to enforce this ordinance. There are certain areas and times of the year where stormwater may run onto the sidewalks.

Mr. Blum commented that in Milwaukee a newly constructed home is required to connect drainage to the storm sewer.

Director Thomas stated that there are several areas in the Village where run off from roof drains or sump pumps is a problem on the sidewalks. This ordinance will assist the Village in trying to enforce corrective action. Connection to the storm sewer is great; however, storm sewer is not available in all areas.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board adopt Ordinance X-2017 amending Section 11.34.010 / Discharge of Foundation Drains and Sump Pumps Regulated. Motion carried.

Report of benchmark measurements – Public Works

The benchmark report was reviewed.

Superintendent of Public Works Jake Arndt stated that crews have completed stumping all removed trees and curbside brush collection is complete for the season. Crews planted an additional 60 trees last week and are currently working full force on leaf collection.

Mr. Blum questioned if a recycling article needed to be written and sent in the Village Newsletter noting that the Village is currently at 28 percent.

Trustee Harbeck stated that she was recently at conference where they were discussing how recycled materials are weighing less and packaging was smaller. This could be affecting our recycling percentages.

WATER AND WASTEWATER

Change Order – Final Clarifier Rehabilitation Project

Facility Operations Coordinator Larry Roy stated that the final clarifier rehabilitation project is now complete. During the course of the project it was discovered that much of the steel was severely deteriorated and needed to be replaced. The stilling well, top third of the center column, and A-Frame components needed to be replaced with new steel. Two shafts also needed to be flame sprayed and machined.

The total change order for this additional work totaled \$9,316.85. The original cost of the contract plus this change order brings the project cost to \$75,813.85 which is still less than the next lowest bidder.

Motion by Trustee Krueger, seconded by Mr. Murray, to recommend the Village Board approve the Change Order for Final Clarifier #2 Rehabilitation project in the amount of \$9,316.85. Motion carried.

Report of benchmark measurements – Water & Wastewater

Field Operations Coordinator Jason Donohue highlighted the Utility benchmarks and projects:

Distribution System Valves Repaired: 25 older mainline and hydrant valves have been replaced; 21 of those are in conjunction with street improvement work. The valves repaired is higher than normal due to many valves breaking on Hickory Street.

Service Lateral Leaks: This is down from 2016. May see an increase as the weather changes.

Distribution System Valves Exercised: The amount of valves exercised is down from previous years. In 2017 the Utility required valve shut down verified by flow testing hydrants. It was Coordinator Donohue's opinion that this testing provides a better project and more information.

No leaks were found during the Annual Water System Leak Survey.

Audubon Lift Station: Project is coming to an end. Coordinator Donohue stated that the entire project was a challenge. He stated that the Advanced Construction crew that completed the Street and Utility project was fantastic; however, a different crew was assigned the Lift Station project and there were several issues. The residents in this area will be happy to have this project complete. The asphalt work should be completed on Wednesday, November 15.

Mr. Blum questioned if there was a cut off as to when asphalt work could be done. Director of Public Works/Village Engineer Amber Thomas stated that currently the Village does not have any set guidelines. She noted that typically the asphalt companies will not warranty the material after November 15.

Coordinator Donohue indicated that project deadlines will need to be changed so that the project is done before the cold weather sets in. There have been issues with completing the last two lift station projects before cooler weather.

Radio Telemetry Work: Remote Site SCADA: There are ongoing issues with the SCADA system. New cabling and radio antennas were replaced however there are still some issues. A bad radio was replaced; this will hopefully resolve the remaining issues.

DIRECTOR'S UPDATE

None

ADJOURN

Motion by Trustee Krueger, seconded by Mr. Murray to adjourn the meeting at 7:31 p.m. Motion carried.