

VILLAGE OF GRAFTON

BOARD OF PUBLIC WORKS MEETING MINUTES

MONDAY, DECEMBER 11, 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, and Administrative Assistant Melissa Depies.

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

Mr. Blum noted that on page 2 paragraph 6 there is an extra word. The word "have" needs to be removed.

Motion by Mr. Blum, seconded by Mr. Murray, to approve the November 13, 2017 Board of Public Works meeting minutes, with the noted correction. Motion carried.

WATER AND WASTEWATER

Updated New Lawn Watering Credit Policy

Director of Public Works/Village Engineer Amber Thomas explained that the New Lawn Watering Credit policy that was adopted in 2012 required the customer to submit a completed form which required dates of watering and meter readings in order to receive the sewer credit. A sewer credit up to \$50 per billing quarter with a maximum of \$100 total was allowed for new lawn installation.

After discussions with staff regarding a policy to make it easier on residents and staff, it was determined that a New Lawn Watering Credit of \$100 should be automatically given at the time of meter installation. This will eliminate meter usage tracking by the Utility staff and eliminate the need for the resident to complete meter readings.

Trustee Krueger stated that he was in favor of the simplified policy. He had some concerns with developers receiving the credit versus residents; however felt that the policy was fair.

Motion by Trustee Krueger, seconded by Mr. Blum, to recommend the Village Board approve revising the new lawn watering credit policy to eliminate all paperwork and to issue a one-time \$100 sewer credit, at the time of meter installation. Motion carried.

Port Washington's request to buy-out Grafton's portion of sewer televising equipment

Director of Public Works/Village Engineer Amber Thomas stated that the Village of Grafton and the Cities of Port Washington and Cedarburg have jointly owned and maintained sanitary sewer televising equipment since 1997. The latest joint ownership agreement expired on 9/1/2017.

Director Thomas explained that neither Cedarburg nor Grafton have an interest in extending the sewer televising equipment agreement. However, Port Washington would like to buy-out both Grafton and Cedarburg and take sole ownership of the equipment. Envirotech Equipment Inc. provided an appraisal indicating that the equipment is worth approximately \$7,500; therefore Port Washington would pay both Grafton and Cedarburg \$2,500 each.

Trustee Meinecke questioned where the money would go. Director Thomas stated that it would go to the Utility revenue accounts.

Mr. Blum questioned if the equipment appraisal included the trailer. Director Thomas replied that, yes, the trailer is included in the appraisal.

Motion by Trustee Liss, seconded by Mr. Murray, to recommend the Village Board allow the City of Port Washington to buy-out the Village of Grafton's 1/3 joint ownership interest in the shared sanitary sewer televising equipment at a cost of \$2,500. Motion carried.

Utility Projects Update

Director of Public Works/Village Engineer Amber Thomas updated the Board on activities at the Audubon Avenue Lift Station project. Director Thomas explained that as part of the project the contractor was required to televise the pipe upon completion of the project. This televising found that there were two very bad dips in the pipe that were full of sewage; therefore approximately 70 feet of the pipe was removed and relayed. The work was done at the expense of Advance Construction; no additional costs were incurred by the Utility. Temporary asphalt and concrete patches will be done with final restoration taking place in spring. The pipe will be televised again after final restoration.

Director Thomas noted that the bike path running between Audubon Avenue and Wildwood Park will remain gravel for the winter. Discussion was had as to if the path should be plowed with the gravel condition.

Report of Benchmark measurements-Water & Wastewater

The benchmark report was reviewed without question or discussion.

PUBLIC WORKS

Change Order – 2017 Street Improvement Program

Director of Public Works/Village Engineer Amber Thomas stated that the 2017 Street Improvement Project is substantially complete. All construction quantities have been tallied and agreed to by the Village and the contractor, Advance Construction. The total project cost came to \$1,880,070.91 which is approximately \$101,707.56 over the awarded contract price, however the project remains \$513,435 under the budgeted amount.

Director Thomas explained that as with all street construction projects there were areas where the quantity completed was higher than the bid quantity. However, one of the major changes was on Sixth Avenue. There was one block that was planned for a simple mill and overlay; however, once exposed it was discovered that there was little to no base. A full excavation and replacement was done with unit prices.

Motion by Trustee Krueger, seconded by Trustee Liss, to recommend the Village Board approve the Change Order 1 for Advance Construction increasing the quantity of various pay items to the contract in the amount of \$101,707.56. Motion carried.

Resolution accepting and dedicating improvements-Shady Hollow Phase II

Director of Public Works/Village Engineer Amber Thomas stated that in July 2017 the Plan Commission recommended the Village approve phase two of the Shady Hollow Subdivision with 21 lots. The final plat for Shady Hollow Phase II is consistent with the preliminary plat and meets the requirements of Chapter 18 Subdivisions.

Director Thomas stated that a resolution accepting and dedicating the utilities and road work is necessary.

Trustee Krueger questioned if Utility staff had inspected the utilities to ensure full compliance. Director Thomas replied that the Utility staff has inspected, the sewer was televised, and the hydrants were painted and maintained. The Village has received all as-built documentation.

Motion by Mr. Murray, seconded by Mr. Blum, to recommend the Village Board adopt a resolution accepting and dedicating sanitary sewer, water, storm sewer, roads, curb and gutter, and sidewalk of the final plat of Shady Hollow Phase II Subdivision, Village of Grafton, Ozaukee County, Wisconsin. Motion carried.

Ordinance amending Chapter 11.16.010 of the Village Code

Director of Public Works/Village Engineer Amber Thomas stated that in July the Village Board approved increasing the fees for Street and Sidewalk Openings. The ordinance that changes the fee schedule in the Village Code now needs to be approved.

Trustee Krueger questioned what "Public utilities shall be billed on a quarterly basis for all permits issued" meant. Director Thomas responded that the Village bills the Utilities for permits issued rather than them paying each time they request a permit.

Motion by Mr. Blum, seconded by Trustee Krueger, to recommend the Village Board adopt Ordinance x-2017 amending Section 11.16.010 / Street and Sidewalk Openings* / Permit required – Fee schedule be approved. Motion carried.

Report of Benchmark Measurements-Public Works

The benchmark report was reviewed.

Superintendent of Public Works Jake Arndt stated that the Village planted an additional 60 trees, which went very well. Trees are currently being taken down on Spruce Street and Cedar Street.

It was noted that crews recently completed an additional brush collection due to the high winds which resulted in an additional 40 or so curbside brush collections.

Superintendent Arndt stated that crews recently completed two salting operations. The differences and use of sand/salt mix, Beet Heat, and/or Calcium Chloride was explained to the Board. It was determined that the benchmark for sand/salt mix should be removed and a benchmark for gallons of Beet Heat used should be added.

DIRECTOR'S UPDATE

Director of Public Works/Village Engineer Amber Thomas explained that the Village has been notified that they have been selected to receive a 2018 Urban Forestry grant award in the second round of funding. Final award and notification will be done in March.

Trustee Kruger questioned the reaction of ATC to the Village's request for the tree removal project on First Avenue. Director Thomas stated that they were given a quote for the stumping and restoration work in the amount of approximately \$8,800; the Village has not heard any response from them. Trustee Krueger stated that they have removed trees just north of Cedar Creek, clear cut the entire right-of-way, and left the area in very poor condition.

Director of Public Works/Village Engineer Amber Thomas stated that the TMDL for the wastewater utility is currently being reviewed by the EPA. It is expected that the Utility will hear back from them in the next month or so. Utility staff has been doing a lot of work with their consultant to optimize plant performance and has been getting favorable results.

Director of Public Works/Village Engineer Amber Thomas explained that the MS4 permit needs to be renewed in 2018. The Village has been working with Cedarburg, Mequon, and Thiensville on a possible joint permit. A group permit will give Grafton an extension on the renewal time and allow group projects to satisfy the requirements of the permit.

ADJOURN

Motion by Trustee Krueger, seconded by Mr. Murray, to adjourn the meeting at 6:35 p.m. Motion carried.