

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES
MONDAY, FEBRUARY 12, 2018

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, and Pat Murray.

Board members excused: Les Blum

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

Others present: B.J. Leroy – AECOM, Melanie Boyung – News Graphic, John Gassert, and Trustee Lisa Uribe-Harbeck (6:14 PM).

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

Trustee Krueger noted that under Public Works: Change Order – 2017 Street Improvement Program paragraph one the change order amount states \$101,707.56 however the motion has \$101,707.66. This needs to be corrected; the correct amount is \$101,707.56.

Motion by Trustee Krueger, seconded by Pat Murray, to approve the December 11, 2017 Board of Public Works meeting minutes. Motion carried.

PUBLIC WORKS

Groundwater Monitoring: Lime Kiln Landfill & West Plume Area – B.J. Leroy, AECOM

B.J. Leroy, AECOM, highlighted the progress and activities associated with the Lime Kiln landfill groundwater monitoring. He stated that there have been no dramatic changes over the past year.

The purpose of this testing is to monitor the groundwater for the protection of well users south of the contaminated area and to continue to satisfy the DNR that this is working.

Trustee Krueger questioned where the sample wells were located. Mr. Leroy indicated where all sample wells were located via an aerial map of the area. Trustee Krueger questioned if it would be advantageous to add some sample wells between the edge of the plume and the Watts and Cudahy properties. Mr. Leroy responded that the location where this well would be added is very rough terrain and would be very difficult and expensive to get the equipment in. He also noted that adding sample wells could raise a flag to the DNR which could create additional issues.

He stated that the downgradient users are currently safe and the plumes are showing signs of shrinking. With the use of graphs Mr. Leroy demonstrated that most wells are stable or trending

downward in concentration; however, there are two wells in the center of the plume that continue to show upward concentrations.

Motion by Pat Murray, seconded by Trustee Krueger, to recommend the Village Board approve the AECOM proposal for a cost of not to exceed \$22,772 for ground water monitoring at Lime Kiln Landfill and the West Plume area. Motion carried.

Trustee Liss questioned if the Village has ever obtained quotes from other firms for this work. Trustee Krueger noted that AECOM has the full history of this project and has been on-going for many years, it is advantageous for the Village to continue with them. Director Thomas agreed that for this situation it would not benefit the Village to switch consultants. AECOM also has a good working relationship with the DNR regarding this matter.

Public Works and Utility Employee Participation in the Fire Department

Director of Public Works/Village Engineer Amber Thomas stated that in 2014 the Village of Grafton began a policy to require new hires for DPW Crewpersons and Utility Operators to participate in the Grafton Fire Department during normal working hours. As of today we have three Utility Operators (out of six) and four DPW Crewpersons (out of eight) participating.

Director Thomas noted that currently three of the four DPW employees participate in the Fire Department outside of work hours as well.

Director Thomas stated that it was her opinion that the Utility and the DPW were at the maximum number of employees that can be committed to this program as these employees have other primary job duties and tasks to complete. When these employees are gone for training or calls it puts a strain on that department as well.

Director Thomas explained that Firefighter I certification requires 17 weeks of training, 12 hours per week, plus homework. This takes an employee away from their daily job duties for a minimum of 204 hours which is 10 percent of their total work hours for the year. Director Thomas questioned if this extensive training was necessary as Village employees are typically not the first line of response to calls. She suggested that other options be explored where Utility/DPW staff can assist the Fire Department without the rigorous training.

Trustee Liss responded that the Firefighter 1 certification is required due to liability issues regardless the level of involvement. He also noted that of the seven Utility/DPW employees involved in the program only three are consistently showing up to calls on a regular basis.

Trustee Meinecke questioned the costs associated with this program; and which budget subsidizes the employee time for training and fire calls. Director Thomas responded that the training and calls are taken from either the Utility or the DPW budget, Fire Department building and truck maintenance are taken from the Fire Department budget. Facility Operations Coordinator Larry Roy commented that this practice may be in violation of PSC regulations.

Trustee Krueger questioned if there are other communities that require participation in the Fire Department and how they handle these issues. Director Thomas stated that she does not know of any other communities that require this.

Trustee Uribe-Harbeck questioned if the employees that work for the Utility/DPW and are required to participate in the Fire Department have to have a commercial driver's license.

Trustee Liss stated that a CDL is not required to drive a fire truck however there is a special class/training that is required.

Trustee Uribe-Harbeck stated that obviously not everyone wants to participate in fire department activities; however, if an employee is interested will they be allowed to respond. Director Thomas stated that those choosing to participate will continue to be supported; however, if someone indicates that they have no interest we do not want to force them to participate and take the chance of losing a good employee for the primary job they were hired to do.

Trustee Krueger suggested some kind of incentive program for employees that participate in fire department activities. They are doing something above and beyond what they were hired to do, therefore they should receive something. Director Thomas stated this has been discussed and will be further evaluated.

Trustee Meinecke questioned if the Utility/DPW personnel actually went on the call or if they just waited at the fire station. Trustee Liss responded that if they do not make the first truck out they will stay at the station until it is determined if additional manpower and/or equipment is needed.

Trustee Meinecke questioned if the fire department was required to send people to the Utility/DPW to assist when they are not on a call. Where is the reciprocity? Director Thomas said no, this is not expected.

Director Thomas stated that the cost for one employee to attend training is approximately \$6,300; currently there are two employees in training. In addition to training approximately \$6,500 in wages is spent annually for calls. Utility Superintendent Tim Nennig stated that is probably on the low side as Utility staff is notorious for not tracking their hours correctly. Trustee Liss stated that Utility staff does not respond to many calls. Superintendent Nennig stated that Utility staff has a list of job activities that will not allow them to respond.

Utility Superintendent Tim Nennig stated that there has been little communication from the Fire Chief regarding this program and how employees are responding.

Director Thomas stated that it was her opinion that this requirement is hindering the application process. It appears that some good, qualified applicants may not be applying for positions with the Utility or DPW because they do not want to participate as a firefighter.

Trustee Meinecke stated that participation in the fire department is costing the Utility/DPW approximately \$18,000 per year. It was her opinion that this cost should be funded by the fire department.

John Gassert stated that as a citizen he believed this was a relatively low cost to pay for the ability to have fire fighters.

Trustee Uribe-Harbeck commented that the intent is not to force employees to participate in things they are not comfortable with.

Trustee Krueger stated that this matter needs to be resolved prior to any new hires and 2019 budget preparation.

Trustee Uribe-Harbeck stated that this matter will also be on the Public Safety agenda for review.

Award Project 18-02 / Sidewalk Replacement

Director of Public Works/Village Engineer Amber Thomas stated that seven bids were received for the 2018 sidewalk replacement program. Low bidder was Forward Contractors which has only been in business for two years; however, the principal individual does have over 30 years' experience in road construction.

Director Thomas did check several references for Forward Contractors and received favorable responses.

Director Thomas noted that saw cutting of 54 locations is also being recommended. Quotes were requested from two contractors this year. Safe Step who completed the work previously and Surefoot Sidewalks who completed the work in Cedarburg last year.

Surefoot Sidewalks was the lowest quote received. Director Thomas indicated that she did observe their operation in Cedarburg last year and was comfortable with their operation.

Trustee Krueger questioned if there will be potholes in the sidewalk. Director Thomas responded that the potholes were removed from the program.

Motion by Pat Murray, seconded by Trustee Liss, to recommend the Village Board award contract 18-02 / Sidewalk Replacement to Forward Contractors, Grafton, WI for a project amount of \$38,013.08. Motion carried.

Motion by Pat Murray, seconded by Trustee Liss, to recommend the Village Board authorize an agreement with Surefoot Sidewalks, Prospect Heights, IL to saw cut 54 identified trip hazards for a cost not to exceed \$3,429. Motion carried.

Purchase LineLazer Striping System

Superintendent of Public Works Jake Arndt stated that three bids were received for the paint striper. Diamond Vogel was the lowest bidder at \$5,199. Diamond Vogel was the only vendor to include an option for a single bead dispenser (\$765); they also included two 5-gallon pails of traffic paint and eight LineLazer tips.

Motion by Trustee Liss, seconded by Trustee Krueger, to recommend the Village Board approve the purchase of the Graco 3900 LineLazer V – 2 gun unit and the Graco 277-065 single bead dispenser, from Diamond Vogel, Sheboygan, WI for an amount not to exceed \$5,964. Motion carried.

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

Superintendent of Public Works Jake Arndt stated that four bids were received for the truck chassis and cab for the 5-yard dump truck.

The low bidder was from Truck County for a Western Star Truck; however their bid did not meet the specification of the length of the truck. This is particularly important for the pre-wetting and salting operations the Village does.

Second lowest bid was from La Crosse Truck Center for a Mack truck which is consistent with the current Village fleet. Keeping the fleet to one manufacturer allows the Village to be consistent with diagnostic equipment and repair parts resulting in less stocked parts.

Motion by Trustee Krueger, seconded by Pat Murray, to recommend the Village Board authorize the purchase of a truck chassis and cab to be used for 5-yard dump body from La Crosse Truck Center, Inc., La Crosse, WI for \$91,629. Motion carried.

Purchase Exmark Zero Turn Diesel Mower

Superintendent of Public Works Jake Arndt stated that three bids were received for the Exmark Lazer DS-Series zero turn mower. All three vendors bid the exact mower cost; however, two vendors included some extras. Superintendent Arndt recommended purchase from St. Lawrence Equipment for an amount of \$17,119.

Superintendent Arndt explained that the budget item is a front mount mower; however, Park and Recreation Director Safstrom requested a zero turn mower. The zero turn is more efficient therefore more grass can be cut in less time.

Motion by Pat Murray, seconded by Trustee Liss, to recommend the Village Board approve the purchase of an Exmark Lazer ZDS-Series (LZS80TDYM724W0) per proposal from St. Lawrence Equipment, Inc., Hartford, WI in the amount of \$17,119. Motion carried.

2018 Equivalent Charges – Water, Sewer & Road Projects

Director of Public Works/Village Engineer Amber Thomas stated this is the annual update for charges to developers when the Village installs utilities in excess of the size needed to serve their individual development and for assessment purposes. The increase is based on the Engineering News-Record 20 cities cost index.

Trustee Liss questioned if the Village has checked with other communities to see if these costs were in line with what others were charging. Director Thomas stated that she did not check with other communities however she did compare these costs to various projects and has checked with various contractors to make sure they were in line with current construction costs.

Trustee Krueger suggested rounding the costs off to the nearest dollar for the ICF and ERC fees rather than have cents included.

Motion by Trustee Krueger, seconded by Trustee Liss, to recommend the Village Board set the following 2018 fees:

- North Service Area ICF (per acre) - \$1,636.00
- East Service Area ICF (per acre) - \$2,553.00
- 8" Equivalent Sanitary Sewer Fee (per foot) - \$91.39
- 8" Equivalent Water Main Charge (per foot) - \$74.04
- Road Construction - \$222.22
- I-43 Lift Station - \$3,263.67
- I-43 Sewer & Water Crossing-Water main/per acre - \$450.63
- I-43 Sewer & Water Crossing-Sanitary sewer/per acre - \$564.93
- Equivalent Residential Connection (ERC) Fee - \$972.00

Motion carried.

Bridge Street Dam Inspection, Operation, and Maintenance Plan

Director of Public Works/Village Engineer Amber Thomas stated that this plan was originally prepared by Ayres Associates in September 2014. The updates to the plan are updating the contact names due to the staffing changes in the Village.

Trustee Liss questioned if the Village used the Bridge Street Dam Maintenance Log as indicated in the plan. Director Thomas stated that it will be completed in the future.

Motion by Trustee Liss, seconded by Trustee Krueger, to recommend the Village Board approve the 2018 Updated Inspection, Operation, and Maintenance Plan. Motion carried.

Bridge Street Dam Emergency Action Plan

Director of Public Works/Village Engineer Amber Thomas stated that this plan was originally prepared by Ayres Associate in October 2014. Again the updates to the plan are updating the contact names due to the staffing changes in the Village.

Motion by Pat Murray, seconded by Trustee Krueger, to recommend the Village Board approve the 2018 Updated Emergency Action Plan for the Bridge Street Dam. Motion carried.

2017 Annual Report – Department of Public Works

Director of Public Works/Village Engineer Amber Thomas highlighted the activities of the Department of Public Works for 2017.

Director Thomas stated that the department had several staffing changes in 2017: Superintendent of Public Works Gary Helm retired and Jake Arndt was promoted from crewperson to Superintendent. Crewperson Brandon Werner transferred from Public Works to the Utility. These changes left two open crewperson positions therefore two crewpersons were hired starting July 10.

Three grants were received: Recycling Grant - \$24,062, Urban Forestry Grant amount undetermined, and Wisconsin DNR Urban Nonpoint Source and Storm Water Program Planning Grant - \$38,000.

In addition to regular in-house projects staff was involved with the Lumberyard Plaza and Towneplace Suites Hotel.

Trustee Krueger questioned why the tons of asphalt placed was so much lower than previous years. Superintendent Arndt indicated that there were no major asphalt projects in 2017, the asphalt patches that were done, were narrower and/or shallower than other years. Also the crews were busy with tree removals leaving less time for patching.

Director Thomas stated that the report includes a new graph that shows trees removed, stumped, and planted. This gives a good visual of the effects of the Emerald Ash Borer.

Report of Benchmark Measurements-Department of Public Works

The benchmark report was reviewed.

Superintendent of Public Works Jake Arndt stated that the street sweeper was able to go out a few times in December sweeping 0.8 curb miles of street and collecting approximately 8 tons of debris.

Crews completed 8 salting operations and 3 plowing operations. Crews will be removing snow from the downtown area on Wednesday, working around garbage collection day.

WATER & WASTEWATER

Preliminary Compliance Alternatives Plan Preparation

Facility Operations Coordinator Larry Roy explained that Symbiont has been assisting the Wastewater Utility with its Total Phosphorus Compliance Schedule to comply with the Wisconsin Pollution Discharge Elimination System permit. To date Symbiont has provided the Operation Evaluation Report, and the Modifications Status Report. The next step in the Phosphorus Schedule is the Preliminary Compliance Alternatives Plan for Total Phosphorus.

Trustee Krueger questioned what the multi-discharger variance was. Superintendent Nennig stated that eligibility for this program includes the need for a major facility upgrade to comply with their own specific water quality based effluent limits. In addition, each community must meet certain economic qualifiers such as annual household income and how the costs for the facility upgrades would impact its residents on a percentage basis. If the improvement costs exceed the economic qualifiers, the DNR may allow a variance. This is not likely to happen in Grafton.

Symbiont will perform the following tasks to complete the Preliminary Compliance Alternatives Plan for Total Phosphorus:

- Task 1 - Initial Investigation of the Existing Treatment Process
- Task 2 - Initial Investigation into Non-Equipment Based Alternatives
- Task 3 - Alternatives Review Workshop
- Task 4 - Supplementary Information for the WDNR
- Task 5 - Preliminary Compliance Alternatives Plan

Superintendent Nennig explained that equipment and facility improvement alternatives must be evaluated as part of the submittal.

Trustee Krueger questioned who will be in attendance at the Alternatives Review Workshop. Superintendent Nennig responded that the proposal will be made to Village staff; however, it may be beneficial to have a presentation made to the Board of Public Works as well.

Trustee Meinecke questioned if Attorney Herbrand had reviewed the contract. Mr. Roy replied that Attorney Herbrand will review construction contracts for the utility but not contracts for engineering or professional services.

Motion by Trustee Liss, seconded by Pat Murray, to recommend the Village Board approve the Preliminary Compliance Alternatives Plan Preparation project and award the contract to Symbiont, Milwaukee, WI in the amount of \$34,700. Motion carried.

2017 Annual Report – Water and Wastewater Utility

Utility Superintendent Tim Nennig stated that the annual report highlights the achievements of each department over the past year in addition to providing various statistical data through year-end.

In 2017, the Utility had one employee retire which took place in early February. The Utility also had two employee resignations occurring in early March and in early April; both of those positions

were in field operations. Total staffing hours declined by approximately three percent over 2016 total labor hours. The WWTP Maintenance Mechanic position was vacant for seven weeks; both field operations positions were vacant a combined 17 weeks for a total of 960 labor hours lost.

Village staff completed and filed a comprehensive rate case application with the PSC requesting a 12.5 percent water rate increase to cover future water system operation, maintenance, depreciation, and capital improvements. The Village Board also approved a 20 percent increase in sanitary sewer rates.

The WPDES effluent permit limits remain unknown due to the EPA Region 5 not reviewing and approving the findings of the Milwaukee River TMDL study that was completed. Although the Utility is planning on a worst-case decision by the EPA; the Utility is hopeful that the EPA will accept the findings of the TMDL and ease the stringent proposed limits.

Utility staff continues to work with MSA Professional Services on a comprehensive Facilities Planning Study. The plan is approximately 90 percent complete. The Study has provided the Utility with a broad overview of current processes and equipment performance covering the entire facility.

The Utility realized significant cost-savings from field operations staff performing their own water main repairs (five total), service leak repairs (three total), leaking mainline valve replacements (one total) and public fire hydrant replacements (16 total).

Superintendent Nennig handed out a chart showing the average daily water pumpage by year. The chart gave history from 1998 to 2017 showing a steady decline in average daily water demand; however pumpage totals for 2017 reflected a slight up-tick in average daily demand of about 30,000 gallons per day over the 2016 daily average. Average daily demand values remain 25-30 percent below the annual daily averages recorded back in the early 2000's.

The Utility did not experience a single sanitary sewer overflow within the Village's collection system and no treatment facility overflows at the WWTP.

The Utility continues to demonstrate exceptional removal of the four major parameters analyzed per the facility's WPDES permit: biochemical oxygen demand 98% removal, total suspended solids 97%, total phosphorus 82%, and ammonia nitrogen 99%. The Utility could have achieved a slightly higher removal percentage of total phosphorus; however, significant chemical addition costs would have been incurred.

The Utility completed construction and start-up of the replacement Audubon Avenue Lift Station which is relocated onto the western edge of Wildwood Park.

Trustee Krueger noted that the average waste flow has increased over the past three years, he questioned if the new flow meter caused the difference. Superintendent Nennig stated that staff has indicated that there was no significant changes due to the new meter.

Trustee Krueger also noted that there was a 20 percent decline in septage coming into the facility. He commented that the new automated receiving station was built to increase the septage coming in. Superintendent Nennig explained that the rates charge for septage was low-balled by another community. That community needed the waste for their bio-generation equipment to run properly.

Utility Projects Update

Utility Superintendent Tim Nennig highlighted the utility projects:

Well #5 Rehabilitation: This well is located on First Avenue near Wildwood Park. 2005 was the last time this well had the booster pumping equipment pulled for inspection and rehab work. Extensive physical and chemical well-hole rehab work was also done at that time. The DNR recommends pulling of municipal pumps every 10-12 years; the 2018 budget includes \$70,980 for similar well rehab work in 2018.

17th Avenue Lift Station Design Engineering: This is the one remaining below-ground lift station. The Utility has budgeted \$55,000 for completion of design engineering services for replacement of the entire existing station and force main. The replacement station must be constructed in the same footprint as the existing station.

WWTP Roof Replacement: The roofs scheduled for replacement include: UV controls building, return nitrified sludge and maintenance shop/former belt press buildings. None of the roofs identified have exhibited any of leakage up to this point.

WWTP Headworks Design Engineering: At that time we will be soliciting bids from engineering firms for design services focusing specifically on the complete replacement of the existing WWTP headworks facilities. The 2018 budget includes \$450,000 for design work only; this is based on a total estimated construction cost of 6.7 million dollars.

Report of Benchmark measurements-Water and Wastewater Utility

The benchmark report was reviewed without comment or questions.

DIRECTOR'S UPDATE

Nothing

ADJOURN

Motion by Trustee Krueger, seconded by Pat Murray, to adjourn the meeting at 7:51 p.m. Motion carried.