

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES
MONDAY, MARCH 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 Les Blum

Board members excused: Pat Murray

Staff present: Director of Public Works/ Village Engineer Amber Thomas, Superintendent of Public Works Jake Arndt, Utility Superintendent Tim Nennig, Field Operations Coordinator Jason Donohue, Utility Clerk Stacie Nelson

Others present: Trustee Lisa Uribe-Harbeck (6:09pm)

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

Trustee Krueger noted that under Public Works; Groundwater Monitoring: Lime Kiln Landfill & West Plume Area, page 1, third paragraph, should also include the Cudahy property to the Southeast of the plume.

Trustee Krueger pointed out the monetary difference on page 5 for the purchase of Exmark Zero Turn Diesel Mower. Paragraph one, \$17,119 and the Motion listed as \$17,199. Pricing to be updated prior to Village Board approval for the correct amount of \$17,119.

Trustee Krueger referenced page 7, Preliminary Compliance Alternatives Plan Preparation, last paragraph, to be rewritten. Attorney Herbrand will review construction contracts for the Utility, but not contracts for engineering or professional services.

Motion by Trustee Krueger, seconded by Trustee Liss, to approve the February 12, 2018 Board of Public Works meeting minutes. Motion carried.

WATER & WASTEWATER

Approved Water Rates

Preparation of a water and a sewer rate study by Trilogy Consulting of Milwaukee, Wisconsin was a project that was approved by the Village Board in February of 2017. The results of that study included a recommendation to obtain approval from the Public Service Commission to increase water rates, and was approved by the Village Board in May of 2017.

Current water revenue is originated from approximately 65% usage and 35% fixed charges. Trilogy was directed to attempt to increase the percentage of fixed charges to help stabilize declining revenue due to lower sales volumes. This met resistance from the PSC because it did not meet their usual standard cost-of-service study and customary rate design model. Because

of this, a new cost of service and rate design was prepared to comply with the PSC model, and still achieve some of our goals. The final ratio of fixed charges improved by about 5% vs usage by increasing fixed fire protection charges instead of fixed meter charges. Both fire protection and meter charges are fixed rates based on meter size. This is a step in the right direction, although we didn't get the 15% ratio increase in fixed charges we were looking for.

Trustee Krueger questioned the rate of return on what we have and how do we plan to address the decline in revenue. The Board would appreciate feedback from Facility Operations Coordinator Larry Roy and Finance Director Paul Styduhar for clarification.

Both Trustee Krueger and Les Blum voiced their disappointment in the outcome of the Water Rate Study completed by Trilogy Consulting.

Utility Clerk Stacie Nelson summarized the increase for Residential customers versus Commercial and Industrial, along with the effective date.

Trustee Uribe-Harbeck questioned Appendix D of the Rate Study, Fire Protection Charge (Municipal) to why the charge did not change. Trustee Krueger commented on the same topic as it's a set resolution that needs to be updated to reflect the actual number of \$216,300. Director Thomas will work with Finance Director Paul Styduhar on the resolution prior to the Village Board meeting.

Manchester Pond Maintenance Contract

Consistent with previous years the Grafton Water and Wastewater Utility wishes to enter into a maintenance contract with the Town of Grafton for jet cleaning the Manchester Pond Overflow Pipes as requested by the Town.

The Town of Grafton will pay for the maintenance service based on time and material to perform the work.

Field Operations Coordinator Jason Donohue discussed why they need to jet the pond, why it gets clogged, along with preventative options.

Motion by Les Blum, seconded by Trustee David Liss, to recommend the Village Board authorize an agreement with the Town of Grafton for jet cleaning of the Manchester Pond Overflow pipe, each year, upon request from the Town.

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. Actual construction work will be budgeted for and occur in 2019.

Trustee Krueger would like to have access to easements and maps of the properties that will be affected by the construction of a new lift station. Utility Superintendent Nennig state he would work with Tom Johnson's department to clarify easements currently in place.

Annual Water System Valve Exercising: The Utility budgets for annual water distribution system valve assessment and exercising. This work is called for under both PSC and State of WI Codes. In 2017 the Utility chose a different approach to annual valve exercising which resulted in a higher success rate of complete valve shut-down. This new methodology did however result in a fairly significant reduction in the total number of valves being assessed and operated. The Utility will once again be requesting similar valve exercising methodology in 2018. Staff have chosen to forego water system leak surveying in 2018 (see below) and desire to use those budgeted funds for additional valve project work. Proposals have been received and will be acted upon shortly.

Trustee Krueger questioned if there is a percentage we need to comply with to meet PSC regulations. Utility Superintendent Nennig responded that the PSC recommends each system valve be operated at least every two years; however, it is only a recommendation and not a requirement. Utility Superintendent Nennig stated that in years prior to the 2017 change in valve exercising methodology, the Utility consistently met the every two year recommendation.

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: Upon conclusion of the ongoing Facilities Planning Study within the next several months, the Utility 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.

Trustee Krueger would like the Utility and Director of Public Works Amber Thomas, to keep this total project amount in mind each year while proposing budget. We need to consider how this will be paid over time, how it will affect rates along with permit compliance work.

Report of Benchmark measurements-Water and Wastewater Utility

The benchmark report was reviewed by Utility Superintendent Nennig. It was noted that sanitary manhole inspections have not been completed as called for with the Utility's CMOM Program as staff is working on streamlining other activities. Trustee Meinecke, along with the rest of the Board, agreed to review CMOM Program wok progress and to look ahead and prepare for an extra Utility Field Operator next year.

PUBLIC WORKS

Award Project 18-03 - Street Improvement Program

The 2018 Street Improvement project includes:

- Fourth Avenue – Washington Street to Spring Street
- West Walters Drive – Bobolink Avenue to First Avenue
- West Juniper Drive – Audubon Avenue to First Avenue
- West Althea Drive and West Maple Street – 200' W of Audubon Ave to First Ave
- West Aspen Street – 200' West of Audubon Avenue to end of Audubon Court
- Audubon Avenue – West Aspen Street to West Lilac Lane

The 2018 Capital Improvement Fund includes \$975,334 and the W&WW Utility Capital budget includes \$1,416,800 for a total budgeted amount of \$2,392,134.

The Village received four bids for the 2018 Street Improvement project. The low bidder, PTS Contractors, Inc., has complied with the prequalification and bonding requirements of the bid documents. The project bid of \$1,875,496.90 is under the budgeted amount by approximately \$516,637.

Trustee Krueger requested a breakdown of the street project bid by Utility versus Street Department for referencing. Director Thomas mentioned that the overall breakdown is under each respective budgeted amount, but a detailed breakdown still needs to be completed.

Les Blum, along with the rest of the Board, inquired about the \$516,637 under budget amount. Could additional street improvements be added? Director Thomas replied that staff is currently maxed out on time to be able to design additional streets/utilities. Many non-design projects could be completed through, such as overlays, in-kind road replacements, etc. She also noted that per Village Administrator direction, and Village Board direction, additional funds saved from low bids may not be fully used for additional non budgeted projects. This board was in full agreement that all road funds should be used as applicable. Director Thomas agreed to bring options for additional projects to the Board of Public Works for further discussion in the coming months.

Motion by Les Blum, seconded by Trustee Krueger, to approve the 2018 Street Improvement project to PTS Contractors, Inc. of Green Bay, WI for \$1,878,496.90.
Motion carried.

Resolution supporting Wisconsin RPC and DNR Emerald Ash Borer Mitigation Grant Program

The Wisconsin RPCs and DNR 2018 Great Lakes Basin Tree Planting Grant Program will fund county, municipal, and tribal projects to plant trees within the Wisconsin Great Lakes Basin. The program aims to mitigate the impacts of Emerald Ash Borer (EAB) and reduce runoff in urban communities.

An eligible project includes tree plantings (1 to 2.5 inch diameter trees) within Wisconsin counties, cities, villages, towns, or tribes within the Great Lakes Basin. The Planting of native trees are encouraged where appropriate. Planting maples, ash, Callery pear, or Scotch pine will not be funded

Tree Planting: Includes purchase of trees and materials (\$13,175), Village staff and equipment for planting the trees (\$13,492); total cost \$26,667. The grant request is for \$20,000.

The 2018 Capital Improvement Budget and general fund does include the \$13,175 for purchasing street trees, topsoil, and seed. This \$13,175 is different budgeted money than was proposed as matching funds for the DNR Urban Forestry Grant already received. The Village 25 percent match will be in-kind labor and equipment.

The grant application requires Village Board approval of a resolution committing to the matching funds.

Completed Grant Application will be attached to Village Board packet for review.

Motion by Les Blum, seconded by Trustee David Liss, to recommend the Village Board adopt Resolution xxx-2018 supporting the Wisconsin RPC and DNR Great Lakes Basin Tree Planting Grant Program. Motion carried.

Approve Ordinance X-2018 Amending Section 11.32 / Tree Regulations

Village ordinance 11.32 Tree Regulations has not been updated since 2010. There are numerous sections that require updates.

Major changes proposed are in the types of trees that are allowed, rules for residents if they want to purchase their own tree, requirements for new developments or properties with numerous trees to be planted, and removal of the section allowing Arborists to apply and receive a permit for pruning street trees. Director Thomas confirmed that the new tree list is based on DNR recommendations as well as staff expertise.

Motion by Trustee Krueger, seconded by Trustee Liss, to recommend the Village Board adopt Ordinance X-2018 amending Section 11.32/ Tree Regulations be approved. Motion carried.

2017 Storm Water Annual Report

The Department of Natural Resources requires all municipalities that hold a Storm water Discharge Permit (MS4) to complete an annual report of measures completed. The DNR switched to an online reporting process this year. The annual report is now comprised of an online fill in the blank from a drop down menu type of format and attachments as were included in the past.

The annual report tells the DNR what requirements of the permit are currently being met as well as what projects are being done or what steps are being taken to ensure that non-compliant requirements will be met in the future. The permit requires the Village of Grafton to implement storm water management programs to reduce pollutants that are discharged from the Village of Grafton's separate storm water systems to waters of the state (Milwaukee River South, Cedar Creek).

Director Thomas provided a summary of online reporting details in regards to Public Education and Outreach, Public Involvement and Participation, Illicit Discharge Detection, Elimination and Notification, Construction Site Pollutant Control, Post Construction Storm Water Management, Pollution Prevention, and Storm Water Quality Management

A letter was sent to the DNR in December (see attachment) requesting a 1-year extension of our permit term (from June 11, 2018 until June 11, 2019). This will allow us to be on the same permit term as other municipalities in the Mid-Moraine Water Quality Collective (MMWQC). Over the next year we plan to investigate if a group style permit could provide improved water quality while lowering overall costs by cooperatively working together.

Les Blum requested a map of the outfall for referencing.

Utility Superintendent Tim Nennig, and DPW Director Amber Thomas were in agreement that they will need to take a closer look at the group style permit, weigh the pros and cons, and cost savings, pertaining to wastewater as well.

Motion by Trustee Liss, seconded by Trustee Krueger, to recommend the Village Board approve the 2017 Storm Water Annual Report. Motion carried.

Report of Benchmark Measurements-Department of Public Works

The benchmark report was reviewed by Public Works Superintendent Jake Arndt. Discussion was had regarding the status of ash tree removal along with shared access to a stump grinder.

DIRECTOR'S UPDATE

Director Amber Thomas summarized the Urban Forestry Grant Award that was awarded to the Village for tree planting in the amount of \$22,811.

Currently Department of Public Works is obtaining bids for the Bridge Street Dam maintenance work required by DNR order.

Street repairs were discussed for 1st Avenue from Highland Drive to State Highway 60.

ADJOURN

Motion by Les Blum, seconded by Trustee Krueger, to adjourn the meeting at 7:43p.m.
Motion carried.