

**VILLAGE OF GRAFTON**  
**BOARD OF PUBLIC WORKS MEETING MINUTES**  
**MONDAY, APRIL 9, 2018**

**\*Revised\***

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, Pat Murray, and 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, Field Operations Coordinator Jason Donohue, and Administrative Assistant Melissa Depies.

Others present: Trustee Dave Antoine, Trustee Lisa Uribe-Harbeck (6:04 PM).

**HEAR PERSONS REQUESTING TO BE HEARD**

None

**MINUTES**

Trustee Krueger questioned the status of the Public Fire Protection/PILOT resolution revision regarding the rate study. Facility Operations Coordinator Larry Roy indicated that he is in the process of updating that document.

Trustee Krueger also noted that his name in misspelled on page 4 in the motion.

Motion by Trustee Krueger, seconded by Mr. Murray, to approve the March 12, 2018 Board of Public Works meeting minutes. Motion carried.

**PUBLIC WORKS**

Award Lumberyard Signal Design Contract

Director of Public Works/Village Engineer Amber Thomas explained that Wisconsin Avenue and Cedar Street is currently an emergency only signal, flashing yellow on Wisconsin Avenue and red on Cedar Street. The light is controlled by the Fire Department; during emergencies the signal will flash red on Wisconsin Avenue to allow fire trucks to exit quickly and safely.

A traffic impact study showed that a fully functioning signal would be necessary with the development of the 1505 project, which added their driveway to the west side of the intersection.

Requests for proposals were sent to seven companies; however only four were received back. Short Elliott Hendrickson (SEH) was the lowest qualified bidder. SEH had contacted the Village and discussed the necessary requirements for the design; they identified some concerns and proposed solutions. Director Thomas had no concerns awarding the contract to SEH.

The Village budget includes \$170,000 for design and construction of the signals. This contract is for design, drafting of plans and specifications for construction and providing bidding documents.

Mr. Blum questioned who would be paying for the project, the developer or the Village. Director Thomas responded that the Village is funding this project as was agreed to in the developer's agreement.

Motion by Mr. Blum, seconded by Trustee Liss, to recommend the Village Board award the Lumberyard Traffic Signal Design contract to Short Elliott Hendrickson, Inc., for a not to exceed lump sum cost of \$13,500. Motion carried.

#### Award contract for Wisconsin Avenue Railing Repainting

Director of Public Works/Village Engineer Amber Thomas explained that the TID 4 budget includes \$35,000 for the repainting of the Wisconsin Avenue Railing in front of Twin City Plaza. Quotes were received from three separate painting contractors; with the lowest bid being received from Porta-Painting, Waukesha, WI for \$44,840.

Director Thomas explained that she specified the DOT requirements for bridge painting for this railing. She also noted that she explored the option of replacing the railing with a non-corrosive material instead of repainting however was unable to find a good replacement material.

Director Thomas stated that Porta-Painting will water blast the railing to fully remove the existing paint layers, as well as using a product to fully remove all imbedded salt. They will then roll on two layers of paint and a coat with urethane.

This project is over budget by \$9,840 however Village Administrator Thyges and Finance Director Styduhar have determined that the additional funds could be transferred from TID 5.

Trustee Krueger questioned if there was any guarantee or warranty on their work. Director Thomas replied that the proposal did not include a warranty.

Trustee Krueger also questioned if a color for the railing had been determined. Director Thomas stated that color has not been discussed; however she was thinking that a gray/brown color rather than the mustard yellow. The selected color would complement the colors in the stone of the wall.

Trustee Meinecke stated that there should be a warranty on their workmanship. If the paint fails in the first year or two the contractor should be responsible for fixing it.

Trustee Krueger questioned when the railing was last painted. Director Thomas replied that it was probably shop applied prior to installation in 2006. The roll on method will give them more control of the paint thickness to provide a better product.

The Board directed Director Thomas to work with Porta-Painting to receive a 2 year warranty on workmanship. They have indicated that the paint should last approximately 20 years; therefore a 2 year warranty should not be an issue.

Motion by Trustee Krueger, seconded by Mr. Blum, to recommend the Village Board award the contract for repainting the Wisconsin Avenue Railing to Porta-Painting, Waukesha, WI, for a not to exceed lump sum cost of \$44,840 with a minimum of a 2 year warranty on workmanship. Motion carried.

#### 5-Year Capital Improvement Program – Public Works

Director of Public Works/Village Engineer Amber Thomas stated that the Public Works Capital Improvement Budget consists of Equipment and Street Improvement projects.

Equipment: The equipment CIP reflects purchasing the Case 721F Loader which is currently being leased. In 2016 the Village turned over their loader to Miller Bradford for a \$60,000 credit toward a lease agreement for a new loader. That lease will be coming to an end therefore the Village needs to determine if they want to purchase or continue to lease. After discussions with the mechanic it

was determined that purchasing the loader was a better fit for the Village as there is considerable labor hours required to install all necessary equipment on a new loader. A purchase price of \$125,000 has been negotiated.

The flatbed scheduled for 2020 will be hook & go style, which will allow the Village to purchase different beds (flatbed, chipper box, patch box) and not have to purchase entire trucks for different needs, saving overall costs.

Other equipment in the 5 year plan is consistent with previously approved plans. Some equipment may have been shifted from one year to another based on maintenance issues.

Road Projects: The 5-Year plan for roads has been completely re-evaluated. Over the 2017/2018 winter season, First Avenue has deteriorated very quickly, therefore First Avenue-Washington Street to Highland Drive has been pushed to 2019. Director Thomas is recommending that both the north and south bound lanes be done to correct any drainage and base issues that exist. All other roads in the 5-year plan were included based on road rating, condition, and amount of traffic.

Trustee Krueger stated that as he drives First Avenue he can see that it is starting to fail, however he did not believe it would be in such condition to bump the resurfacing to 2019. He questioned if First Avenue could wait a year or two so the Village could do some other roads that were in much worse condition.

Director Thomas indicated that as she prepared the 5-year CIP road projects she was given direction that 2019 could not exceed the 2017 CIP approved amount of \$799,187. She also is recommending that some of the residential streets be narrowed which will not only save money now but also in the future for regular maintenance and future resurfacing.

Trustee Krueger noted that Ninth Avenue from Overland Trail to Overland Court is only 130 feet; he questioned if the Village would really schedule work to be done on such a short section of road. Director Thomas responded that the WISLR PASER System splits the roads by block sections to keep all information consistent that is how all streets are listed in the CIP as well. This small section of road would be combined with other blocks or sections in that area.

Trustee Meinecke questioned if Director Thomas as Village Engineer was recommending First Avenue as a priority. Director Thomas responded yes, based on the how quickly First Avenue deteriorated this winter and the volume of traffic it receives.

Mr. Murray suggested paring the road projects with the Utility projects; it was noted that there are many projects that do not fall together. Director Thomas and Superintendent Nennig stated that the Public Works Department and the Utility do try to coordinate; however there were some planning issues this time. The Utility does not have any water main work that needs to be completed in First Avenue, and is not sure if the sanitary sewer has any issues.

Trustee Antoine questioned if the 0.66 miles of road to be done in 2019 was correct. Director Thomas said that First Avenue from Washington to Highland is 0.66 miles of road; however if you calculate the north bound lane and the south bound lane as individual streets the mileage would be 1.3 miles.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Finance Committee support for the 5 Year Capital Improvement Program which includes the Equipment Replacement Program and Street Improvement Program as presented.

Mr. Blum commented that Director Thomas did a nice job considering the main streets as a priority over the residential streets; however he would also like to see more coordination with the Utility. Mr. Blum stated that the Utility should be the driver as to what streets should be priority so that roads are not reconstructed and then dug up a few years later due to utility issues.

Facilities Operation Coordinator Larry Roy stated that all the water main was replaced in First Avenue 10 years ago during that street improvement program however sewer was not done. The sewer will need to be televised to determine the condition and if any work should be done. Trustee Liss question if the sewer should just be replaced; it may appear good for now however will it last 50 years.

Motion by Mr. Blum, seconded by Mr. Murray, to withdraw the motion to recommend the Finance Committee support the 5 Year Capital Improvement Program which includes the Equipment Replacement Program and Street Improvement Program. Motion carried.

Director Thomas stated she is looking for direction as to what the Board would like to see for a program. It was the consensus of the Board to pair the road projects with Utility projects first. It was also the recommendation of the Board not to do First Avenue in 2019 and try to wait a year or two to complete this road.

Motion by Mr. Blum, seconded by Trustee Krueger to table the 5 Year Capital Improvement Program to a Special Board of Public Works Meeting scheduled for Monday, April 30, 2018 at 6:00 PM. Motion carried.

#### Major Projects Update

Director of Public Works/Village Engineer Amber Thomas gave a brief update on projects within the Village.

Sidewalk Replacement Program: Project awarded to Forward Contractors. Director Thomas has requested the contractor to wait to start the project until mid-May when an Engineering Intern would be on board to inspect the project.

Street Reconstruction: Project awarded to PTS Contractors. Work began on Fourth Avenue the week of March 26, 2018. Water main and sanitary sewer on West Althea has begun. Director Thomas noted that she has been receiving positive feedback from residents regarding the contractor.

Trustee Antoine questioned if all work on the Audubon Lift Station was complete. Director Thomas stated that there is some sidewalk and restoration work that remains to be completed.

#### Report of Benchmark measurements-Department of Public Works

The benchmark report was reviewed.

Crack Sealing: All material was picked up today. This activity is approximately 3 or 4 weeks out depending on weather.

Asphalt Placed by Village Staff: Asphalt plants are scheduled to open the first of May. Patching and minor road repairs will be scheduled at that time.

Street Cleaning: During the week of warmer weather the street sweeper was out. Activity had to be put on hold again due to the colder weather.

Forestry: Crews are almost complete with stumping the trees that have been removed to date.

Trustee Krueger noted that the trees on First Avenue Boulevard have been removed and it looks very bare. Director Thomas stated that she would like to incorporate some creative stormwater landscaping when the street is improved. ATC will not allow trees to be replanted in this area.

## **WATER & WASTEWATER**

### Wastewater Treatment Plant Roof 6, 7 and 8 Replacement

Facilities Operation Coordinator Larry Roy explained that roof replacements at the Utility have been in the budget since 2014; however, the roofs have been pushed back each year to allow funds for other projects.

The Utility has received bids to remove and replace roofs 6, 7, and 8 with a 60-mil reinforced rubber roofing membrane over a tapered insulation system and “Securock” deck sheathing. Roof 9 was removed from the project as this building will be completely demolished with the headworks project scheduled for 2019 and 2020.

The lowest qualified bidder was Noffke Roofing. Noffke has completed all other roof projects at the Utility and has done excellent work. Mr. Roy stated that there is a 20 year warranty on the material and labor for this roof project.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board award the Water Wastewater Treatment Plant (WWTP) Roof 6, 7, and 8 replacement project to Noffke Roofing in the amount of \$56,481. Motion carried.

### Water Distribution System Valve Assessment

Field Operations Coordinator Jason Donohue explained that in 2017 there were zero leaks found therefore the Utility would like to use the 2018 leak survey funds to complete additional valve exercising. The leak detection survey contractor has also indicated that it is difficult to locate leaks in smaller areas therefore it is being recommended to not do leak detection in 2018 and increase the survey area in 2019.

Field Operations Coordinator Donohue stated that the Utility is having all valves exercised, shutdown, and assessed. This provides the Utility with much more valuable information than just turning the valves which has been done in the past. This information aids staff in developing a maintenance plan.

Trustee Krueger questioned how many years it will take to turn and assess each valve in the entire system. Superintendent Nennig stated that the Utility has the equipment to complete this work, however they do not have enough staff. Once another full-time Utility person is hired this activity will no longer be contracted out and the process can go much faster. Trustee Krueger questioned if the software used by the contractor was proprietary.

It was believed it would take approximately 4 years to cycle through all the valves with a full valve shutdown and assessment. Superintendent Nennig stated he didn't recall the Utility receiving any communication from the PSC requiring that all valves be turned every 2 years; it is, however, a PSC recommendation. There is a direct benefit to the new procedure in that the new methods ensure complete system shutdown during main break repairs resulting in fewer customers being temporarily out of water.

Motion by Mr. Blum, seconded by Trustee Liss, to recommend the Village Board approve the System Valve Assessment program and continue working with M.E. Simpson for an amount not to exceed \$42,000.

Mr. Blum stated that the proposal received from M.E. Simpson included information on the EMR scores. Mr. Blum believed this should be requested in all proposals going forward. If two contractors are in the running then this could be the determining factor for contract award.

Trustee Liss questioned if any other contractors had been contacted for a price quote just to ensure that M.E. Simpson was still in line with others. Field Operations Coordinator Donohue stated that a new contractor would probably be much higher initially due to obtaining the history, mapping, and necessary software. Trustee Meinecke questioned if the pricing has stayed consistent. Mr. Donohue stated that it has been in the same range for at least 5 years.

Motion carried.

#### Summary of 2017 Water System VOC Compliance Sampling: 10-year Comparison

Utility Superintendent Tim Nennig updated the Board on the VOC compliance sampling from 2017. He highlighted the three primary contaminants: trichloroethene, tetrachloroethene and 1,1 dichloroethene at each well for both raw water and entry water.

- Well 2 had a slight increase in both trichloroethene and tetrachloroethene levels.
- Well 3 remains free from all detectable VOC contaminants.
- Well 4 raw water has elevated levels of all three primary contaminants; however are within the limits and remain stable with no solid trending in either direction.
- Well 4 entry water, after passing through the air stripping process, remains virtually free from all contaminants.
- Well 5 raw water has elevated levels of all three contaminants; however are within the limits and remain stable with no predictable trending.
- Well 5 entry water has shown no detectable levels of tetrachloroethene and 1,1 dichloroethene; however, there is a chronic breakthrough of trichloroethene averaging 0.51 ug/L. DNR has not expressed any concerns regarding this over the years.
- Well 6 continues to show levels of trichloroethene below the contaminant's MCL. At this time there is no real trending which can be predicted. Basic infrastructure is in place should the well ever require air stripping tower equipment onsite.
- Well 7 remains free from all VOC contaminants dating back to the early 1990's.

Trustee Antoine questioned which well the new Stonewall Subdivision would be drawing from. Superintendent Nennig responded that the subdivision would be served by the west side pressure zone which is fed from Wells 4, 5 and 6.

#### 5-Year Capital Improvement Program – Utility

Facilities Operations Coordinator Larry Roy highlighted projects in the Utility 5 Year CIP.

The portion that includes utilities in the streets was not covered as some discussion occurred during the CIP Street Improvement Program and this plan may change based on those discussions.

The headworks building, which was constructed in 1982 is in need of new screw-lift pumps and improvements to the preliminary treatment system. The Utility proposes to construct a new headworks building and preliminary treatment system to improve hydraulic loading and treatment efficiency. The new headworks facility will include new influent lift pumps and mechanical equipment capable of efficiently removing and handling screenable material and grit. This project will also include tank and pumping equipment for phosphorus treatment. Budget calls for engineering in 2018 and construction in 2019.

The 17th Avenue lift station is the oldest and only below ground lift station remaining in the Village. The station's equipment and controls are 54 years old and obtaining maintenance parts and services is becoming an issue. The Utility's current program is to replace its oldest below ground lift stations with above ground stations that would eliminate the routine confined space entry requirement and improve the station's reliability. Engineering for this project will occur in 2018 with construction proposed for 2019.

The wastewater laboratory proposes to purchase equipment to perform phosphorus testing using a relatively new method. The method currently used takes several hours to complete while the new method can complete the test in a fraction of time.

The Utility has begun integrating the Automated Meter Infrastructure in 2018. The new system will save labor time as Utility staff will no longer need to drive through the Village to obtain meter readings. This system will also allow for real time data for all Utility customers. The Utility has also initiated a 20 year test cycle which requires the installation of new meters every 20 years rather than recycled meters every 10 years. It is proposed to switch out the old meters and metering technology in a period of 5 to 8 years starting next year.

Trustee Krueger questioned if the Utility was staying with Badger Meters for the meter upgrades. Facilities Operation Coordinator Roy responded that the replacement meter brand will be Sensus supplied by CoreMan. Mr. Roy stated that this item does not have Board approval at this time. Decisions on meter type and provider were just made by staff last week. A recommendation for approval will be forthcoming.

Trustee Krueger commented that this a high price ticket item. Water and sewer bills will need to be increase over the next several years.

Facilities Operation Coordinator Roy stated that the 5 Year CIP is very aggressive however many of the projects have already been pushed back a number of years.

Facilities Operation Coordinator Roy indicated that the Utility will be pursuing a 20 year metering test cycle with the PSC which will eliminate the current 10 year test cycle. With the proposed system and new meter will be installed and then staff will not have to handle that meter again for another 20 years. The new meters should also provide a more accurate accounting of water usage.

Also proposed is purchasing a Return Activated Sludge pump, replacing the current plant air compressor, replace lighting at the sludge thickener room with LED fixtures, and replacing the floor scrubber.

At the River Bend Road Lift Station reconfiguring the 6" bypass connection that was designed for access to accommodate ice pigging only to an 8" bypass connection so it can be used for bypass pumping is planned.

Replacing the I-43 Lift Station wet well access door with a new water-tight door with additional safety grating and replace the double doors at Well #4 that are rusted and don't close or lock properly are also planned.

Motion by Mr. Liss, seconded by Trustee Krueger to table the 5 Year Capital Improvement Program to a Special Board of Public Works Meeting scheduled for Monday, April 30, 2018 at 6:00 PM. Motion carried.

#### Utility Projects Update

Utility Superintendent Tim Nennig highlighted the utility projects.

Well #5 Rehabilitation: staff is currently drafting a Request for Proposal which will be sent out within the next several weeks.

17th Avenue Lift Station Design Engineering: Requests for proposals have not yet been drafted. \$55,000 budgeted in 2018 for design services, bidding and construction related services in 2019.

WWTP Headworks Design Engineering: Study is almost complete. Anticipating the consultant to make a presentation at the May Board of Public Works meeting. \$450,000 for design services only.

Report of Benchmark measurements-Water and Wastewater Utility  
Utility Superintendent Tim Nennig highlighted the benchmark report.

The primary focus of field operations has been to complete spring hydrant flushing activities; however an early April snowfall and freezing temperatures has delayed the start of this activity.

Once hydrant flushing is complete crews will begin spring lift station wet well cleaning. Wet wells are cleaned with the vac truck every spring and fall. Fire hydrant replacements, sanitary manhole reconstructions and sanitary sewer jetting will follow.

Utility field staff has been involved daily with the 2018 street improvement work as it relates to water and sewer main relay work.

There have been 185 digger's hotline requests during the month of March alone. January and February totaled 89 requests. This is about a 45 percent increase compared to this same time in 2017.

Superintendent Nennig noted that only 2 new customer water meters have been installed to date and both were at the same address. 1 main meter and 1 deduct meter.

The Utility has experienced 3 water main breaks; 2 water service lateral leaks; and 0 sanitary sewer main back-ups.

Utility staff has jetted approximately 8,000 feet of sanitary sewer in areas that historically have had sewer issues and/or occasional backups.

Trustee Krueger questioned if the Utility has a functioning sewer rod. Superintendent Nennig stated that there is a combination of tools on the jet truck that are used.

## **DIRECTOR'S UPDATE**

Nothing

## **ADJOURN**

Motion by Trustee Krueger, seconded by Mr. Murray, to adjourn the meeting at 7:49 p.m.  
Motion carried.