

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES
MONDAY, JUNE 11, 2018

The Board of Public Works meeting was called to order at 6:00 p.m. by Chair Tom Krueger.

Board members present: Trustee Tom Krueger, Trustee David Liss, Trustee Dean Proefrock, 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, and Administrative Assistant Melissa Depies.

Others present: Greg Gunderson – MSA Professional Services.

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

Motion by Mr. Blum, seconded by Mr. Murray, to approve the May 14, 2018 Board of Public Works meeting minutes as presented. Motion carried.

Trustee Krueger questioned if the calculations for the PILOT were completed. Facility Operations Coordinator Roy responded that he did run the calculation however did not bring the results. He reported that the calculation proved to be beneficial to the Village.

Trustee Krueger noted that possible TID funding for the Bridge Street Dam repairs was to be researched; is there any report? Director Thomas stated that she does not have anything to report at this time.

WATER AND WASTEWATER

Facilities Planning Study – Greg Gunderson, MSA

Utility Superintendent Tim Nennig stated that Utility management, plant operations staff, and MSA Professional Services have been working together to develop a Facilities Planning Study for the wastewater treatment operations.

The purpose of the study was to identify the most cost-effective and environmentally beneficial alternatives that the Village can implement to upgrade the facility and meet future permit requirements. The study will also help guide Utility staff in short and long term wastewater treatment infrastructure investments.

Greg Gunderson of MSA Professional Services gave a detailed summary of the plan highlighting the basis for the evaluation, growth, deficient processes, how to address these deficiencies, and costs associates with the proposed projects.

Mr. Blum stated that the system is currently working at 65 percent of the current capacity. Utility Superintendent Nennig stated that average daily flows are not the issue at this time. At the time the last improvements were made the growth projections were extreme and therefore equipment was sized accordingly. Future improvements are recommended based on today's population and SEWRPAC growth projections.

Trustee Krueger questioned how these improvements would be funded. The Village already collects an ERC or ERU for all units of development; however, those funds are blended into the annual budget, they are not restricted for these types of projects. Trustee Krueger suggested restricting these funds for these projects. Facility Operations Coordinator Roy stated that the ERCs can be used now or saved for future projects; however, if they are used now that amount will need to be recovered by rate fees. Either way a rate increase will be necessary.

Trustee Krueger stated that in the 1980's when the last major improvement was done every home in the Village was assessed a portion of the project. Each property in the Village received a bill and new development was assessed at the time of development.

Utility Superintendent Nennig stated that as these projects are being considered, the Board should not forget that phosphorous removal compliance projects will be necessary as well in the next 5-10 years.

Mr. Gunderson stated that the plan will need to be approved by the DNR and a public hearing is required before DNR approval. Trustee Krueger questioned if the plan needed to be approved by the Village Board.

It was the consensus of the Board to hold the Public Hearing Monday on July 9 at 6:00 p.m. with the regular Board of Public Works meeting to follow. Both meetings will be held in the Board Room at the Village Hall.

2017 Compliance Maintenance Annual Report

Utility Superintendent Nennig stated that the Compliance Maintenance Annual Report (CMAR) is a report to the DNR covering the operations, maintenance, and management activities of both sanitary sewer system and the wastewater treatment facility for a 12 month period ending December 31, 2017.

The Utility received an overall letter grade of "A or 4.0" in all 10 categories which places the Utility into the DNR's voluntary or no action required category.

Utility Superintendent Nennig stated that this is the sixth year in a row that the Village has received a 4.0 rating. He stated that the report is very lengthy and time consuming to complete; however, nothing comes out of it by means of recommendations or new requirements for the Utility. He stated that for the past few years he has indicated that additional staffing is needed to complete the CMOM requirements. No points were deducted for not meeting these requirements.

Utility Superintendent Nennig stated that the DNR is likely never going to set annual collections system benchmark goals and they will not impose penalties; there is no effective

change that comes out of the CMAR. For example, there is a question on the report: “Was infiltration/inflow significant in your community last year?” Answer: “Yes – and included a plan of action”. No point deduction or required action.

Mr. Blum read the report and found that the Utility is lacking in staffing, has an infiltration/inflow problem and lacked certification.

Trustee Krueger questioned if 64.548 mgd was correct for the peak monthly flow. Utility Superintendent Nennig will look at it, he is thinking that maybe the decimal was in the wrong place.

Trustee Krueger stated that infiltration/inflow may be under reported as the WWTP influent flow meter pegs out at 8,000 gallons per minute.

Trustee Krueger would like the owner’s statement of the report to be amended. The last sentence should read “Grafton acknowledges that achieving a higher level of collection system O&M will require additional staffing in order to accomplish.” By adopting the resolution the Village Board is agreeing to this statement and the entire Board may not agree with this statement.

Motion by Mr. Blum, seconded by Trustee Liss, to recommend the Village Board approve and adopt a resolution accepting the 2017 Compliance Maintenance Annual Report and submittal of the report electronically to the DNR as required. Approved unanimously.

DNR Inspection of Village’s Wastewater Treatment Facility

Utility Superintendent Nennig highlighted the DNR compliance inspection. Grafton Utility has had this inspection two years in a row now. Previously they have not had this inspection for five years or longer.

The purpose of this inspection is to determine the WWTP’s adherence to all requirements of the WI Pollution Discharge Elimination System (WPDES) and review with facility staff overall wastewater operations, maintenance and management activities.

There were only two areas of concern:

1. Grafton should clean the algae out of the troughs and weir teeth.
2. Grafton should provide a list of significant industrial users to the Department.

Both issues have been addressed.

Trustee Krueger commented that he did not think Grafton had any “significant” industrial users. Utility Superintendent Nennig stated that the DNR does not specifically define the term significant.

Trustee Krueger questioned why customer complaints were trending upward. Utility Superintendent Nennig believed water conservation to be the issue. The Utility is receiving more complaints regarding sewer backups in laterals as residents are not using enough water. Additional water is sometimes needed to push the material through the pipe.

Utility Projects Update

Utility Superintendent Nennig highlighted the Utility projects:

Well 5 Rehabilitation: A proposal from Water Well Solutions of Oconomowoc was accepted in the amount of \$47,397. An early August start date is anticipated.

17th Avenue Lift Station Design Engineering: Requests for proposals for design engineering services have been sent to various engineering firms. Review and award scheduled for the July meeting.

Annual Water System Valve Exercising: Valve exercising has not been scheduled. Anticipating early July.

WWTP Roof Replacement: Budget includes \$80,500. Project was awarded to Noffke Roofing of Mequon in the amount of \$56,481. Work has not been scheduled.

WWTP Headworks Design Engineering: The planning study was reviewed tonight. Once approved the Utility will be soliciting bids from engineering firms for design services focusing on the replacement of the existing headworks facilities.

Report of Benchmark measurements-Water and Wastewater Utility

The benchmark report was reviewed.

Utility Superintendent Nennig stated that field operation crews are currently working on sewer mainline jetting, fire hydrant replacements, sanitary manhole chimney rehabs, as well as working with the street reconstruction crews.

To date there have been 8 water main breaks. Two of those breaks occurred on 11th Avenue and several occurred while contractors working on the street improvement project were performing tapping work.

There have been no sewer mainline back-ups that were the cause of the Village. There were some however they were due to private lateral issues.

PUBLIC WORKS

2018 Street Project – Change Order 1

Director of Public Works/Village Engineer Amber Thomas explained that the bid award for the 2018 Street Improvement project is approximately \$141,000 under the budgeted amount. Currently there have not been any major cost changes in the project.

Director Thomas stated that Cheyenne Court is currently rated a 3 on the PASER scale of 1 through 10 and is not included in the 5-year CIP. This section of road has good curb and gutter on both sides and does not have any utility work. It is a good candidate as a shovel ready project to utilize extra budgeted funds. The road does not show any evidence of base concerns; therefore, a simple mill and replacement of asphalt would be necessary to bring this section of road in good condition for the next 15 to 20 years.

PTS Contractors and Stark Asphalt provided a quote of \$48,973.28 to mill five inches of materials off of Cheyenne Court and repave it with two layers of asphalt, totaling five inches of new pavement. If approved there will be approximately \$92,000 of budgeted funds remaining for any changes that may occur on the current street projects.

Trustee Liss questioned if the project would interfere with the start of school. Director Thomas stated that the project will be done after the Street Improvement Project however will be complete before school starts.

There was some concern regarding the contractors for the school rehab project driving heavy equipment on the newly paved road. Director Thomas stated that the school project should be almost complete by that time and she will work with the contractors to use the entrance/exits on Highway 60 during the project as well as once the project is complete.

Motion by Mr. Murray, seconded by Trustee Proefrock, to recommend the Village Board approve Change Order #1 to include the repaving of Cheyenne Court to the 2018 Street Improvement Project in the amount of \$48,943.28. Approved unanimously.

Award Storm Water Quality Management Plan Update

Director of Public Works/Village Engineer Amber Thomas stated that the Village has received a DNR Planning Grant to update the storm water management plan specifically addressing new Total Maximum Daily Load (TMDL) restrictions for total suspended solids (TSS) and total Phosphorus (TP).

The request for proposals was sent to three consultants as well as put on the web site. The Village received six proposals back. All proposals received, except one, met all requirements of the RFP. Director Thomas recommended award to AECOM, Milwaukee, WI.

Mr. Blum questioned why the higher cost proposal was being recommended if all firms were equally qualified. Director Thomas replied that the submitted proposal met or exceeded all expectations outlined in the RFP. They have also completed many projects very similar to the goals and anticipated outcomes of this project. Also AECOM did the previous storm water management plan and updates and is the most familiar with the Village.

Trustee Krueger stated that there is a value to the familiarity that AECOM has with the Village.

Motion by Mr. Liss, seconded by Mr. Murray, to recommend the Village Board award the Storm Water Management Plan Update project to AECOM, Milwaukee, WI for a cost of \$69,970. Approved unanimously.

Major Projects Update

Director of Public Works/Village Engineer Amber Thomas highlighted the projects:

Improved Traffic Signals at Wisconsin Avenue and Cedar Street: Preliminary engineering is complete. Staff and design team are currently looking for budget friendly options for the poles and cabinet.

Repainting Wisconsin Avenue Railing: Paint color has been selected and ordered, currently looking into options to seal the joints. Anticipating an early July start.

Sidewalk Replacement Program: Removal and replacement is substantially complete; restoration remains. The saw cut portion has not yet started.

Street Reconstruction: Underground utility work is substantially complete. Grading crew is preparing the roads for pavement, paving crews to follow.

Report of Benchmark measurements-Public Works

Public Works Superintendent Jake Arndt highlighted the benchmark report.

Crack Sealing: Crews will be completing extra crack seal work this year. Director Thomas stated that the goal is to crack seal the west half of the Village this year and east half of the Village in 2019. The report only indicates about half of what has been accomplished to date.

Street Cleaning-Debris Removed: The Village is slightly behind on this activity as crews have been completing crack sealing operations.

DIRECTOR'S UPDATE

Duane Schenk Retirement 6/1/18: Director Thomas stated that Duane Schenk retired effected June 1, 2018, his last physical day of work was May 31.

Utility Operator Position Posted 5/25/18, closes 6/15/18: Director Thomas stated that this position has been advertised however there have not been a lot of qualified applicants yet.

Trustee Krueger noted that the Hickory Street railroad crossing is very nice. Director Thomas stated that she is currently working with the railroad to set up a detour and make arrangements for the crossing improvements on Hwy. 60.

ADJOURN

Motion by Mr. Blum, seconded by Mr. Murray, to adjourn the meeting at 7:54 p.m.
Motion carried.