

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES
MONDAY, JULY 9, 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, 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, and Administrative Assistant Melissa Depies.

Others present: Greg Gunderson – MSA Professional Services, Melanie Boyung - News Graphic, Trustee Sue Meinecke, and Trustee Lisa Uribe Harbeck (6:08 p.m.).

HEAR PERSONS REQUESTING TO BE HEARD

None

STATEMENT OF PUBLIC NOTICE

Director of Public Works/Village Engineer Amber Thomas stated that the purpose of the public hearing is to review and comment on the Wastewater Facilities Plan, which addresses the long term wastewater treatment needs in the Village of Grafton. The public hearing will include a discussion of the wastewater facilities planning process, the recommended improvements, and the anticipated financial impact to the community of those improvements.

Greg Gunderson, MSA Professional Services stated that the Village has partnered with MSA Professional Services, Inc. to develop a Wastewater Facilities Plan. The plan evaluates the condition of the facilities and recommends long-term improvements to accommodate future growth, replace aging equipment, and maintain current and future permit requirements. The purpose of the facilities plan was to identify the most cost-effective and environmentally beneficial alternatives that the Village can implement to upgrade the facility.

Trustee Krueger stated that he was very disappointed that no residents were in attendance as the facilities plan will impact everyone. This public hearing was held to help make the Village more transparent about future plans for the facility improvements and associated costs.

Trustee Krueger requested a copy of the updated power point from the June Board of Public Works meeting. The update relates to how the projects will be funded.

Mr. Gunderson stated that he will accept additional comments for one week and then any comments or additional information will be forwarded to the DNR as required.

CLOSE PUBLIC HEARING AND COMMENCE REGULAR BOARD OF PUBLIC WORKS MEETING

MINUTES

Motion by Trustee Liss, seconded by Mr. Murray, to approve the June 11, 2018 Board of Public Works meeting minutes as presented. Motion carried.

WATER AND WASTEWATER

Selection of Engineer – 17th Avenue Lift Station

Utility Superintendent Tim Nennig explained that the 17th Avenue Lift Station was placed into operation in 1964 to serve the area known as the River Knoll Estates Subdivision, which is located east of the Milwaukee River, north of STH 60 and west of Grafton Avenue.

Mr. Nennig stated that the existing lift station facilities and site will present several critical design challenges. The lift station and related equipment sit within a very small footprint of approximately 20 feet by 35 feet. There are dual storm sewer lines running down to the river within 20 feet of the existing station structure. WE Energies has a power pole just behind the curb and immediately in front of the station which contains electrical service to the station along with telephone and cable wires serving the neighborhood.

A total of four engineering firms were contacted with the Utility receiving submittals from three. Representatives from all three firms visited the lift station site along with Utility staff.

Superintendent Nennig explained that Ruekert & Mielke Inc. did not submit a bid due to the unavailability of staff resources to complete the project design work. The Utility has reviewed the three proposals received in detail. Short Elliott Hendrickson Inc. (SEH) has met all RFP requirements and qualifications.

SEH has key project team members with the necessary knowledge and experience who will be involved with this site-challenging Village project. SEH's Alan Bush, P.E., BCEE will serve as Project Manager and has extensive lift station design and construction experience.

Trustee Krueger confirmed that the Utility does not anticipate any increase in hydraulic loadings to this station. He was concerned that there are areas such as Jo-Dee Lane and the area to the North could become part of this lift station service area in the future. Superintendent Nennig stated that those properties would have a very minimal impact to the hydraulic loadings.

Trustee Krueger stated that he was very pleased that the bid proposal was very detailed, this detail simplifies the review process.

Trustee Krueger noted that there is a Village Policy that allows Department Heads to authorize purchases or changes for a certain dollar amount. He questioned if the \$12,000 was within the policy guidelines. This will be researched and the information brought to the Village Board meeting.

Motion by Mr. Murray, seconded by Trustee Proefrock, to recommend the Village Board enter into a contractual agreement with Short Elliott Hendrickson Inc. to provide engineering services for the 17th Avenue Lift Station replacement project in the amount of \$43,265. Approved unanimously.

Motion by Mr. Murray, seconded by Trustee Proefrock, to recommend the Village Board authorize the Director of Public Works/Village Engineer and/or Village Administrator to administer and approve additional project engineering services, per the Village Purchasing Manual, with Short Elliott Hendrickson Inc. as needed; beyond the original contractual agreement amount, up to the budgeted amount of \$55,000. Approved unanimously.

Utility Projects Update

Utility Superintendent Nennig highlighted the Utility projects:

Well #5 Rehabilitation: This well was last pulled for inspection and rehab work in September of 2005. The DNR recommends pulling municipal well pumps every 10 to 12 years. Water Well Solutions will be performing the well rehab work at a cost not to exceed \$47,397. July start anticipated.

Annual Water System Valve Exercising: M.E. Simpson & Company began exercising the valves today.

WWTP Roof Replacement: Noffke Roofing began the roof replacement work today.

WWTP Anaerobic Digester Cleaning: Requests for proposals have not been sent out.

Master SCADA PC Systems Replacement: Proposals for hardware and software replacement have been received. Staff currently reviewing, recommendation anticipated for August meeting.

Trustee Krueger stated that there are a lot of projects starting up in July; this is not easy on staff to have everything start at the same time. Superintendent Nennig stated that the road project is substantially complete therefore field operators are available.

Report of Benchmark measurements-Water and Wastewater Utility

The benchmark report was reviewed.

Fire Hydrants Operated/Flushed: 95 dead-end fire hydrants will be flushed in July. These hydrants are flushed three times each year to improve water quality in the dead-end mains.

Fire Hydrants Recoated: 100 hydrants have been sand-blasted, primed and repainted. Trustee Krueger stated that a member from the public commented on how well the hydrants looked. Superintendent Nennig stated that he was very happy with the contractor.

Fire Hydrants Repaired/Replaced: Numerous hydrants that were replaced as part of the street improvement project and 17 hydrants have been repaired by field operations staff.

Water Meters Tested: Approximately 150 meters still need to be tested. It is anticipated that this will be completed in October or November.

Sewer Mainline Jetting: Field operations staff have cleaned over 31,000 lineal feet of sewer mainline.

Sanitary Sewer Manhole Inspections: 42 manhole locations are checked prior to each weekend to reduce the likelihood of any sewer back-up issues. There have been no CMOM related manhole inspections to date.

Trustee Krueger noted that it takes staff approximately three to four hours each day to complete diggers hotline requests; he questioned if this was an activity that could be contracted out. Superintendent Nennig stated that the GIS information is not as accurate and up to date as it needs to be in order to contract out. Director Thomas stated that she has a meeting in the near future with a company regarding contracting diggers hotlines.

PUBLIC WORKS

840 – 846 River Bend Road Landscaping

Director of Public Works/Village Engineer Amber Thomas explained that during the River Bend Lift Station and Road Project several trees and bushes were removed from the right-of-way (ROW) near the Town of Grafton properties of 840 and 846 River Bend Road. The Town Engineer has been working with the homeowners to replace the trees and create a screening for the homes.

The town of Grafton has requested the Village to share costs already incurred as well as installation costs for the landscaping. The Village portion would be \$2,890.88.

Trustee Liss questioned where the funds would come from. Director Thomas responded that the River Bend Road project does have funds remaining at this time. Superintendent Nennig stated that the project has not yet been finalized. The contractor still needs to complete some minor punch list items.

Trustee Liss suggested amending the motion to include the words “not to exceed”.

Trustee Krueger questioned if there was discussion regarding replacing these trees/bushes prior to the project. Director Thomas explained that the Town Engineer has been working with the homeowners and Trees on the Move to develop a design. She was not brought into the discussions until many revisions into the plan. Director Thomas indicated that the

proposed arborvitae are very close to the sidewalk and will hinder snow removal/storage in this area.

Trustee Krueger stated that it was his opinion that the corner looks very nice. The trees that were removed were in the ROW; therefore the Village should not agree to pay any portion of these costs.

Motion by Trustee Krueger, seconded by Trustee Proefrock, to recommend the Village Board deny a 50/50 cost share for this project and reimburse the Town of Grafton \$2,890.88. Approved unanimously.

Purchase aftermarket equipment for dump truck

Superintendent of Public Works Jake Arndt stated that three bids were received for the dump body, plow, wing and hydraulic system with an anti-icing tank. Casper Truck Equipment was the lowest bidder with a bid amount of \$84,851.

Trustee Krueger questioned what the delivery date will be. Superintendent Arndt indicated that will be based on when the chassis is complete; however, a November delivery is anticipated.

Motion by Trustee Proefrock, seconded by Mr. Murray, to recommend the Village Board approve the purchase of a dump body, plow, wing and hydraulic system with an anti-icing tank to be mounted on a 2019 43,000 GVW truck chassis from Casper Truck Equipment, Appleton, WI for an amount not to exceed \$84,851 be approved. 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: Final design has been received, currently being reviewed by staff. Design engineer is working on calculating quantities and drafting bid documents.

Repainting Wisconsin Avenue Railing: Project is anticipated to begin the week of July 16. The sidewalk will be closed during the project. All equipment will be staged in the parking lot below. Trustee Liss questioned if the property owner had been contacted. Director Thomas responded that the owner is aware and has agreed.

Sidewalk Replacement Program: Both sidewalk removal and replacement as well as sawing un-even edges are complete.

Street Reconstruction: All utility work is complete. Contractor will complete grading this week, concrete contractor is starting this week, and asphalt will follow.

Report of Benchmark measurements-Public Works

Public Works Superintendent Jake Arndt highlighted the benchmark report.

Superintendent Arndt stated that crews recently completed crack sealing for the year. Director Thomas stated that crews were able to get through approximately 1/3 of the Village. The long range plan is to continue to do 1/3 of the Village each year to extend the life of the roads.

Superintendent Arndt stated that crews are working on catch basin repairs and replacements and the continuous job of tree removals. There have been several trees that are on Village property that came down in the wind in backyards of private properties.

DIRECTOR'S UPDATE

Update on vacant Utility Operator Position: Director of Public Works/Village Engineer Amber Thomas noted that nine applications were received and four candidates were interviewed. Staff is checking references and following up on one preferred candidate. Director Thomas also noted that none of the applicants had extensive experience or strong qualifications; however it is necessary to get a person hired so there is time for this new employee to work with our veteran employee before he retires. Director Thomas also noted that our veteran employee has indicated that he will be retiring at the end of this year; it would be in the Village's best interest to hire his replacement now so that some cross training can occur.

Trustee Krueger noted that the Village typically does not allow hiring personnel that is not budgeted for which would not allow hiring with an overlap for training.

Trustee Krueger suggested reposting the position to try to obtain better qualified applicants now rather than hope for a more qualified candidate the next time. Director Thomas stated that she would like to get this candidate on board now to allow as much time with our veteran employee as possible. In the meantime the advertisement will be revised to include more information as well as the pay scale which will hopefully attract more qualified individuals. Trustee Krueger questioned if there was time to train an in-experienced person. Superintendent Nennig responded that we do not have an exact retirement date at this time. The veteran employee, in addition to his regular duties, has been trying to put together Standard Operating Procedures for the lab; therefore the amount of available time for training is unknown.

Trustee Harbeck questioned if the position was advertised in the Municipality. Administrative Assistant Melissa Depies noted that the Municipality no longer publishes classified ads.

Director Thomas stated that the selected candidate seems very excited about the opportunity. He has several water certifications now and does want to continue to learn more. Trustee Krueger agreed these were good qualities to build on and after discussion the methodology for hiring does make sense.

Innovations in Phosphorus Compliance - \$100,000 grant award from Fund for Lake Michigan: Director Thomas noted that the Village received the grant and will be looking for some matching funds which will be discussed at budget time.

Director Thomas gave the Board members the PILOT calculations as previously requested.

Trustee Liss stated that when walking his dog on Cheyenne Avenue he has noticed that there is a lot of water that drains from the west side vacant lots. He noted that the curb and gutter and the road are discolored from the amount of water coming down. He questioned if this amount of water could be undermining the pavement. After heavy rains it seems that water seeps out of the cracks in the road for many days. Director Thomas will inspect the road.

ADJOURN

Motion by Mr. Murray, seconded by Trustee Liss, to adjourn the meeting at 7:09 p.m. Motion carried.