

VILLAGE OF GRAFTON

BOARD OF PUBLIC WORKS MEETING MINUTES

OCTOBER 12, 2009

At 6:00 p.m. Utility Director Krueger gave a tour of the Water and Wastewater Utility explaining to the Board of Public Works members the processes, operations and recent improvements at the wastewater treatment plant.

The Board of Public Works meeting was called to order at 6:33 p.m. by Chairman Ron LaPean.

Members present: Ron LaPean, Pat Murray, Scott Volkert, and Richard Rieck.

Members absent: Edwin Dietrich.

Staff Present: Director of Public Works/Village Engineer Dave Murphy, Utility Director Tom Krueger, Superintendent of Public Works Gary Helm, Utility Superintendent Tim Nennig, and Administrative Assistant Melissa Depies.

Others Presents: Bruce and Mary Heiser.

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

Motion by Trustee Rieck, seconded by Mr. Murray, to approve the August 10, 2009, Board of Public Works meeting minutes. Approved unanimously.

WATER & WASTE WATER

Preliminary Assessment Resolution – North Green Bay Road properties sewer extension

Utility Director Krueger explained that the Utility has been investigating sewer alternatives and coordinating sewer extensions to the four property owners north of Claern Court since 2007. A public hearing on this project was held in May 2008; however, that proposed design was rejected due to the shallow depth of the sewer. The project layout and construction cost estimates have been revised for the extension of sewer to be installed through the rear yards from the Claern Court cul du sac.

Mr. Krueger stated that another public hearing is scheduled for November 2, bid opening on November 3, and construction in December.

Mr. Krueger stated that he has contacted three of the four property owners and none of them were opposed to the project.

Bruce Heiser, 951 North Green Bay Road, stated he is glad to see that the project is back on track. He questioned if a grinder pump will still be necessary with the hook up coming from Claern Court rather than Green Bay Road. Mr. Krueger responded that the surveyor will be out next week, they will set the elevations and that will determine if the sewer can be lowered enough to pick up any basement plumbing.

Mr. Heiser questioned if it would be more efficient to have a central lift station for these properties rather than each individual home needing to put in a grinder pump. Mr. Krueger stated that he could not justify the cost of a lift station for four properties. He also noted that the sealed grinder pumps are fairly reasonable with very low maintenance. Director of Public Works/Village Engineer Murphy noted that the grinder pump would only be necessary for basement plumbing, it would not be necessary for the entire home.

Mr. Heiser questioned if the contractor awarded the project could also install the laterals to the homes, rather than each property owner hiring another firm to come in and do that work. Mr. Krueger indicated that he could include that work in the bid document as an alternate.

Mr. Heiser then noted that the Village will need to connect to this sewer at some point in the future; however, they are not included on this assessment resolution. It was his opinion that the Village should have to bear some of the costs for this sewer extension. Mr. Krueger responded that the Village will have to extend the sewer through their property to connect to the neighbors to the north at some point in the future, and they will have to fund a portion of that project.

Director of Public Works/Village Engineer Murphy noted that the resolution directs the Village Engineer to prepare the report. He suggested that the language be changed to reflect the Utility Director.

Motion by Mr. Murray, seconded by Trustee Rieck, to recommend the Village Board approve the preliminary assessment resolution, with the recommended language change, and schedule a public hearing for November 2, 2009. Approved unanimously.

Utility 2010 Budget

Utility Director Krueger highlighted the 2010 Utility budget. He noted that the Utility requested \$50,000 and Public Works requested \$40,000, in the 2010 budget, for a mini excavator; however, this piece of equipment was cut during the initial review of the budget by the Village Administrator.

Mr. Krueger noted that there was discussion on various ways to fund this equipment such as the Utility paying the full \$90,000 and Public Works paying them back \$10,000 each year for a 4 year period; however, this option was also rejected.

Mr. Krueger explained that this piece of equipment is needed by both departments. It was his opinion that the equipment has a payback life of about 3 years for the Utility.

Mr. Murphy stated that there is no dollar value that Public Works can put toward a payback, however it would make the crew much more efficient in their projects allowing more time for additional work to be done.

Utility Superintendent Tim Nennig noted that even with the piece of equipment there will be things that cannot be done without the help of the Public Works Department. There are times when dump trucks will be needed as well as other Public Works equipment and that is why it is necessary to partner with another department to complete the necessary task.

Trustee LaPean questioned if this was a piece of equipment worth fighting for.

Mr. Krueger and Mr. Murphy both stated yes. There was additional discussion on possible funding options for the mini excavator.

Mr. Krueger highlighted the remaining Utility projects proposed for 2010.

Closeout digester mixing project

Utility Director Krueger noted that the digesters mixing project is complete. The contractor, August Winter & Sons, Inc., has requested final payment of \$55,192 which releases all retainer amounts. The project took a little longer to complete than projected; however, the final project cost was \$1,103,840 which is approximately \$14,060 under the bid amount.

2009 DNR water system sanitary survey

Utility Superintendent Nennig explained that the DNR conducts on onsite inspection of the Village's water distribution system on an annual basis. In lieu of that inspection, in September, the DNR completed a comprehensive water system sanitary survey. Sanitary surveys are performed on community water systems in order to review and evaluate the system's sources, facilities, equipment, operations, maintenance and management as they relate to providing safe drinking water.

The survey resulted in no significant water system deficiencies. Significant deficiencies are defined as any non-compliance status with one or more Wisconsin Administrative Code and/or represent an immediate health risk to the Utility water customers.

Mr. Nennig stated that the DNR formally recognized the Utility for demonstrating outstanding performance in the operation and maintenance of its public water system which resulted in less frequent Department inspections. The Department inspection will be every 3 years rather than annually as long as the Utility continues to demonstrate outstanding performance and compliance with all Department codes and regulations.

Utility Projects Update

The Board reviewed the projects update.

Well #3 Building/Façade Improvements: Has been completed.

Green Bay Road Lift Station: Project is moving along slower than anticipated; however, it should be complete in mid to late December.

Report of Benchmark Measurements – Water & Wastewater Utility

The benchmark report was reviewed by Board members.

Utility Superintendent Nennig stated that the Utility has experienced the tenth water main break and the eleventh is pending. The crews have completed hydrant flushing and as a result of the field inspections approximately two dozen hydrants are in need of repair.

PUBLIC WORKS

Removal of dead tree – 1138 Eleventh Avenue

Director of Public Works/Village Engineer Murphy explained that the Village Code allows the “Tree Committee”, which is the Board of Public Works, to direct a property owner to remove a dead or diseased tree on private property if the tree constitutes a hazard.

Superintendent of Public Works Helm explained that he met with the property owner regarding removal of this tree. The family has received quotes of \$1,800 to \$2,000 to remove this tree. The residents are on a fixed income and cannot afford those costs at this time. Mr. Helm stated that he would like additional time to work with the family on arranging for the tree removal; however, he would like authorization from this Board to follow up if necessary.

Motion by Trustee Volkert, seconded by Mr. Murray, to authorize staff to contact the property owners at 1138 11th Avenue, in writing, and instruct them to have the dead tree removed within a 60 day time period.

Approved unanimously.

Change order no. 2 project 09-01 / 1st Avenue reconstruction (Highland Drive to the Ozaukee Interurban Trail)

Director of Public Works/Village Engineer Murphy stated that the 1st Avenue project is now complete. Two change orders were necessary during construction.

Change order one was for the addition of West Highland Drive from 1st Avenue to Audubon Avenue, which was approved in May 2009.

Change order two was a result of conditions found in the field during construction. The contractor encountered sanitary sewer that was encased in concrete which resulted in increased time and materials for a cost of \$2,990.90. Also during the proof roll one area was found to be soft which required the contractor to remove and replace the soft material. During this process ground water was encountered about 18 inches below the base course, a drain tile was installed and connected to the storm sewer for an additional cost of \$591.25.

Motion by Mr. Murray, seconded by Trustee Rieck, to recommend the Village Board approve Change Order No. 2 for Project 09-01 / 1st Avenue Reconstruction in the amount of \$3,582.15. Approved unanimously.

Install Curb and Gutter on Hickory Street - Thermoset

Director of Public Works/Village Engineer Murphy explained that Bryan McGourthy of Thermoset Friction Material Specialists, has requested that the Village install curb and gutter along the north side of the property. The curb will define the property and allow for a section of asphalt to be removed and green space created. T.P. Concrete will do the concrete work and the DPW crews will patch the street as may be necessary. Funding for this project will come from the balance remaining in the 1st Avenue Street Reconstruction account.

Motion by Trustee Rieck, seconded by Mr. Murray, to recommend the Village Board approve a contract with T.P. Concrete, Fredonia, WI, for installation of curb and gutter on the Hickory Street side of the property located at 704 10th Avenue for a cost not to exceed \$8,820.30. Approved unanimously.

Municipal Services Facility construction change order 1 and 2

Director of Public Works/Village Engineer Murphy explained there are two change orders to date for the Municipal Services Facility.

Change order one is for LED downlights for \$2,098. The Village will receive a small grant for including these lights into the facility. Also these lights should provide an energy savings payback of about three years.

Change order two is for the extra excavation of the south pond to reach a compaction level suitable for building construction. Also included in change order 2 are funds to increase the depth of the asphalt to 5 inches in the yard area where the heavier trucks are driven. The asphalt in the front parking area will remain at 4 inches. It also includes some added asphalt at the residential drop site and relocation of an existing manhole and needed storm sewer at the main location.

Motion by Trustee Rieck, seconded by Mr. Murray, to recommend the Village Board approve change order 1 to Miron Construction, Neenah, WI for LED downlights for the Municipal Services Facility for an amount of \$2,098. Motion approved 3 -1 (Volkert – nay).

Motion by Trustee Rieck, seconded by Mr. Murray, to recommend the Village Board approve change order 2 to Miron Construction, Neenah, WI for additional work associated with filling the stormwater retention pond for an amount of \$139,911. Motion approved 3-1 (Volkert – nay).

Trustee Rieck excused himself at 7:30 p.m. as he had another appointment.

Telephone System for Municipal Services Facility

Administrative Assistant Depies stated that O & W Communications was the lowest bidder for the telephone system. She noted that this is the same company that the Village Hall currently has for their telephone system and they are very satisfied with the phones, as well as the service.

Motion by Mr. Murray, seconded by Trustee Volkert, to recommend the Village Board approve a contract with O & W Communications for installation of the telephone system at the Municipal Services Facility for \$6,385. Approved unanimously.

Purchase office furniture for Municipal Services Facility

Director of Public Works/Village Engineer Murphy noted that this Board had previously approved office furniture for the new Municipal Services facility; however, furniture for the front offices was not approved at that time. Mrs. Depies and Mrs. Prohuska continued to work with Office Furniture Resources to determine if any of the remaining furniture from the Chicago office would fit into their work areas so that the building furniture would be uniform. Four desks were found and were able to be configured to fit into these offices for a purchase price of \$5,350.

Motion by Trustee Volkert, seconded by Mr. Murray, to recommend the Village Board approve the purchase of refurbished office furniture from Office Furniture Resources, Milwaukee, WI for an amount not to exceed \$5,350. Approved unanimously.

Pavement ratings - 2009

Director of Public Works/Village Engineer Murphy stated that the Village is required by the State of Wisconsin to rate all the roads every other year, in order to receive annual State Highway funding.

Mr. Murphy explained that the roads are rated on a scale of 1 to 10, 1 being a gravel road and 10 being a new road. He stated that 91 percent of our roads are fair or better (road ratings 4 – 10), which is down slightly from 93.6 percent in 2007.

Mr. Murphy also stated that if you recalculate using roads rated 5 – 10 the percentage drops to 73 percent of the roads being rated good or better. This leaves 27 percent of our roads being rated a 2, 3, or 4. At the current funding levels the Village streets will continue to deteriorate, and the percentage of roads rated fair or better will continue to decrease.

2010 Proposed DPW Budget

Director of Public Works/Village Engineer Murphy stated that the attachments were inadvertently not included in the packet. Copies were available at the meeting; however, the Trustees had indicated that they had a copy of the budget document already.

Mr. Murphy reiterated that the mini excavator was removed from the budget.

Mr. Murphy noted that Superintendent Helm has done an excellent job in finding an on-line auction source to sell our equipment. The dump truck that is being sold this year is already above the anticipated trade amount. There was some discussion about using this additional money to fund the Public Works portion of the mini excavator.

Mr. Murphy noted that there will be no equipment sales in 2010 as we will be keeping the 10-yard dump truck for use at the new residential drop site and for snow removal operations.

Major projects update

The Board reviewed the projects update.

Multi-modal path on STH 60 from First Avenue to Canary Court: Director of Public Works/Village Engineer Murphy stated that the boardwalk over the wetlands that connects the two asphalt paths needs to be constructed. Construction of the boardwalk is scheduled to begin the week of October 26.

Ozaukee County Fish Passage: There will be a public informational meeting on October 22, and a special Village Board meeting on October 29, regarding the removal of the Bridge Street Dam. If the dam is removed this project will no longer be necessary.

Report of benchmark measurements – Public Works Department

The benchmarks report was reviewed by Board members.

OLD BUSINESS

Utility Superintendent Nennig questioned how long the Highland Ridge construction near Well 6, is going to be allowed to remain a mess. Director of Public Works/Village Engineer Murphy commented that he has spoken with the contractor to make sure that the area was safe so no one could get hurt; however, clean up was never discussed as the project was suppose to proceed. He will contact the developer to determine the status of the project.

NEW BUSINESS

Director of Public Works/Village Engineer Murphy stated that he will not be available for the November 9 meeting as he will be on vacation. Board member Murray also noted that he will be on vacation and will not be available. Utility Director Krueger noted that he will be returning from out of town on November 9, and although he thinks he can make it, it will be tight. Due to attendance conflicts the meeting was rescheduled to November 16 at 5:15 p.m., prior to the Village Board meeting at 6:00 p.m.

Trustee Volkert questioned why the Village is not installing sidewalk at the Tecumseh property. Mr. Murphy responded that the Village does not have funds to install the sidewalk, at this time, and it was his opinion that sidewalk could be installed when the property is redeveloped.

Trustee Volkert questioned what the material was, that looks like a piece of metal, and appears to be coming out of the rail road tracks. Superintendent of Public Works Helm responded that he has contacted the Railroad regarding this and they have indicated that it is a rubber mat that has lifted because the bolt holding it in has nothing to tie into.

ADJOURN

Motion by Trustee Volkert, seconded by Mr. Murray, to adjourn the meeting at 8:03 p.m. Approved unanimously.