

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES

MONDAY, DECEMBER 10, 2018
***Amended**

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 John Gassert, Pat Murray, and Les Blum.

Board members excused: Trustee David Liss.

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.

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

Motion by Trustee Gassert, seconded by Les Blum, to approve the October 8, 2018 Board of Public Works meeting minutes as presented. Motion carried. (Gassert-abstained).

PUBLIC WORKS

2018 Street Reconstruction Project Close Out

Director of Public Works/Village Engineer Amber Thomas stated that the 2018 Street Improvement Program was awarded to PTS Contractors of Green Bay. The project is complete; however, final project costs exceeded the contract price by \$85,152.95; therefore, project close out approval is needed.

As with all street construction projects there were areas where the work completed was higher and/or lower than the bid quantity causing the project to exceed the contract price by \$29,826.15. Change Order 1 in the amount of \$53,279.36 was for repaving of Cheyenne Court and Change Order 2 was to install a sump pump lateral on West Juniper Drive in the amount of \$2,047.44.

Director Thomas explained that the cost for repaving Cheyenne Court was slightly higher than proposed due to some soft base which needed to be undercut and replaced with EBS.

The project remains \$432,484.15 under the budgeted amount.

Trustee Gassert stated that there is a very rough area on 17th Avenue just south of Valley Drive. He questioned when that section would be repaired. Director Thomas responded that the Town of Grafton recently did some road work in that area and they were contracted to complete this small section of Village road as well; unfortunately it was forgotten and never completed. Staff will need to monitor and maintain as necessary until such time that the area can be fully milled and repaved.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board approve final project costs for the 2018 Street Improvement Program of \$1,960,649.85. Increasing the quantity of various pay items to the contract in the amount of \$29,826.15; Change Order 1 in the amount of \$53,279.36 and Change Order 2 in the amount of \$2,047.44. Motion carried.

Report of Benchmark measurements – Public Works

Superintendent of Public Works Jake Arndt highlighted the benchmark report and the activities of the crew.

Crews were able to complete some additional crack sealing on Highway 60 from the rail road tracks to Fourth Avenue. This work was completed during the detour for the repairs to the rail road crossing.

Crews were called out to salt four times already this season.

Trees on Dellwood Court are being removed to prepare for the 2019 Street Improvement Program.

Trustee Krueger questioned why asphalt placed by Village staff is only at 59 percent. He questioned if asphalt patching has decreased due to better road conditions or if the roads are so bad that asphalt patching is not an option. Director Thomas stated that the benchmark goal is too high and should be reduced. Crews are doing a good job with road maintenance.

Trustee Krueger questioned if there is a final day for leaf collection as it appears to be a job that never ends. It was explained that there is a final day and it is typically the week after Thanksgiving. This is on the Village web site and is posted on Facebook; however, residents continue to put leaves at the street and disregard the end date. Crews do their best to get the leaves prior to snow fall.

Trustee Krueger noted that the map updates have not been completed this year and they were not completed last year either. Director Thomas stated that the map updates are done; however, they were not printed as staff was waiting to determine if Stonewall Reserve should be added.

Trustee Krueger stated that the miles of streets reconstructed exceed the one mile goal this year which is very nice to see. He then questioned if the average street condition

rating should have increased as a result. Director Thomas explained that the roads are rated every two years. The rating number will be adjusted when all roads are rated in spring of 2019.

Trustee Gassert questioned if all the Ash trees have been removed and the status of the trees on Valley Drive specifically. Superintendent Arndt responded that there are approximately 20 Ash trees that still need to be removed; which do include trees on Valley Drive.

Pat Murray questioned the recycling percentages. Ms. Depies stated that the percentage for November was 30 percent bringing the overall average to 27 percent. There was limited discussion on recycling procedures and current recycling markets.

Mr. Blum stated that the construction area by the school is very messy and a lot of dirt is tracked onto Highway 60; he questioned if there was an ordinance to enforce clean-up activities at construction sites. Director Thomas responded that there are guidelines in place; approved on their soil erosion plan. She indicated that she and the Building Inspector have been continually working with the contractor and informing them that they need to keep the area clean.

WATER & WASTEWATER

Regional Water Study Update – Trustee Krueger

Trustee Krueger stated that he was informed by County Board Supervisor Tom Richart that SEWRPC will be updating the transportation plan to 2040; a part of this plan is any changes to the right-of-way or any developments that would change traffic flow.

Trustee Krueger stated that in 2012 the Village accepted a Regional Water Supply study that was completed by CH2M Hill. However there has been no review or action taken from the plan to date. The study included the Village of Grafton partnering with the City of Cedarburg, and City of Mequon for a regional water supply using water from Lake Michigan rather than ground water.

Trustee Krueger suggested that staff from Grafton, Cedarburg, and Mequon meet, review the plan, and provide updated information as it would relate to the possibility of a Regional Water Supply. Initially the Village of Saukville and the City of Port Washington were invited to participate in the study; however, they opted out.

Utility Superintendent Tim Nennig stated that the Grafton wells are looking as good if not better than they were 20 years ago. Staff has been doing a great job maintaining and rehabbing the wells; therefore, the use of lake water is not be necessary at this time.

Ordinance amending chapter 12.08.020 relating to Public Services / Sewer Use and Sewer Services Charges / Use of Public Sewer

Utility Superintendent Tim Nennig stated that the Clearwater Exclusion Ordinance was adopted in March/April 1998 with amendments in 2005 and 2007. In 2015 the

restrictions on local time-of-sale (TOS) requirements went into effect. The restrictions bar local governments from restricting an owner from selling, occupying or transferring title by required compliance with an ordinance, inspections and/or paying a related fee at the TOS.

Previously Utility Staff compiled a list of Village properties that were assembled into a database breaking the properties down into “highly suspect” and “suspect” categories. When staff submitted the Facility’s Planning Study in November the DNR notified staff that they would be enforcing increased compliance with various field-related components of the CMOM program as it pertains to infiltration and inflow reduction efforts.

Staff is proposing to change certain language in the existing ordinance to reflect the following changes: Eliminate any all reference to time-of-sale inspections, place enforcement action with the Village Building Inspector and remove the Utility Director position from enforcement action involvement, and eliminate the need of required fee payment for completion of the compliance inspection.

Clearwater inspections will be performed at the time of water meter testing, change-out and times other than TOS. Inspection findings will be given to the Building Inspector for review and follow-up, all homes will receive an inspection regardless of age or suspect Clearwater compliance. It is anticipated to take seven to eight years to cover the entire Village.

Trustee Krueger requested that the word permanently be inserted: “...exterior foundation drains and sump pumps, must be permanently disconnected from the sanitary sewer...”

The ordinance includes language giving the property owner no more than six months but, no later than at the time there would be a change in ownership of the property. This language was discussed as to if six months was too long and/or if the change in ownership statement should be removed. Staff will have Attorney Herbrand review and comment prior to Village Board approval.

Trustee Gassert questioned who pays the costs associated with installing a sump crock and attaching the drain tiles. Superintendent Nennig responded it would be the property owners cost. Trustee Krueger commented that previously the Village did do a partial reimbursement for costs associated with repairs.

Trustee Gassert questioned if cost associated with storm water/Clearwater treatment was ever calculated; including the cost of treatment and facility needs to treat. This information could be helpful when explaining the requirements and rates to the residents.

Superintendent Nennig suggested that the laterals be televised and repaired at the time of road projects.

Motion by Trustee Gassert, seconded by Trustee Krueger, to recommend the Village Board adopt Ordinance X-2018 amending Section 12.08.020 Use of Public Sewers A. Sanitary Sewers – Clearwater Exclusion. Motion carried.

Utility Projects Update

Utility Superintendent Tim Nennig highlighted the status of on-going projects:

17th Avenue Lift Station Design Engineering: Design engineering continues including some additional soil borings running along 17th Avenue from the existing station to an existing sanitary manhole south of River Knoll Court. This project will be bid out after the first of the year.

WWTP Anaerobic Digester Cleaning: Scheduling difficulties and earlier-than-expected cold weather have caused the digester cleaning work to be postponed to 2019.

Master SCADA PC Systems Replacement: Utility is waiting for delivery and installation of hardware along with the associated technical support.

WWTP Headworks Design Engineering: Design engineering with MSA Professional Services. Project kick-off meeting was held 11/6/18.

Trustee Gassert noted that the 2018 budget for this project is \$450,000 however project contract price is \$888,600. He questioned where the additional funds come from when project costs are double the budgeted amount. Director Thomas noted that this is a multi-year project therefore funds are budgeted each year to accomplish the project.

Report of benchmark measurements – Water & Wastewater

Utility Superintendent Tim Nennig highlighted the benchmark report and the activities of field operations.

Clearwater Inspections Performed: Per DNR directive, the Utility must re-initiate private and public clearwater inspections beginning in 2019. Clearwater inspections will be performed at the same time as scheduled water meter testing and change-outs appointments. The Utility's annual benchmark goal for clearwater inspections will increase to 400-500.

Distribution System Valves Exercises: The DNR Drinking and Groundwater Section has directed the Utility to increase the number of distribution system valves being exercised on an annual basis beginning in 2019. Our annual benchmark goals for valve exercising will increase from 500 valves to 1,000. This work will be done with in-house staff. Complete valve shut down is anticipated.

Water Main Breaks Repaired: Utility field operations staff and an outside contractor have made repairs to a total of 8 water main breaks through the end of November.

Sewer Mainline Jetting (Cleaned): For 2018 the Utility established an annual benchmark goal for sewer cleaning at 100,000 lineal feet. As part of the DNR's conditional approval of our 2018 Utility Facilities Planning Study, DNR officials are requiring that the Utility complete 150,000 lineal feet of sewer cleaning, and an additional 20,000 feet of sewer televising in 2019.

Sanitary Sewer Manhole Inspections: Per DNR directive, Utility field operations staff must begin documenting Village-wide sanitary manhole structural inspections in 2019. The Village has roughly 800 sanitary manholes.

DIRECTOR'S UPDATE

Update on recruitment of Utility Operator position: Director of Public Works/Village Engineer Amber Thomas stated that the Utility is currently interviewing five candidates to fill the plant operator position. There are a couple of candidates that have some schooling and/or background in water treatment. Currently Peter Ritonia, a seasonal employee, is assisting in the lab.

The new field operator position will be advertised after the first of the year.

Update on Wisconsin Avenue/Cedar Street traffic signals: Director Thomas stated that the traffic signal poles are up, pavement markings were done on December 10, 2018. Electrician will be out on December 12, 2018 to hook everything up. Signals will be put on flash mode for approximately one week so travelers are made aware of the new signals. TAPCO will come in and set the timing so that Cedar Street and Beech Street signals will work together and not cause backups.

ADJOURN

Motion by Mr. Blum, seconded by Mr. Murray, to adjourn the meeting at 7:26 p.m. Motion carried.