

VILLAGE OF GRAFTON

BOARD OF PUBLIC WORKS MEETING MINUTES

MONDAY, JANUARY 14, 2019

*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, Trustee David Liss, Pat Murray, and Les Blum.

Staff present: Village Administrator Jesse Thyes, Director of Community Development Jessica Wolff, 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: David Bachhuber – M Squared Engineering, Neal Schuette, Dane and Casey Didier, Richard and Judy Jackson, Mike Sheveland.

HEAR PERSONS REQUESTING TO BE HEARD

Casey Didier, 1063 13th Avenue, Ms. Didier explained that their property had experienced flooding during the August 2018 storm. It was her opinion that the sewer system had a failure which caused approximately one inch of sewage to back up into the basement. Costs for repairs and cleanup totaled approximately \$4,900. Those receipts as well as photographs have been submitted to the Village.

Ms. Didier stated that she grew up in this home as a child and then purchased it as an adult. There has never been any issues with backup as far back as she can remember.

Mike Sheveland, 1055 13th Avenue, Mr. Sheveland stated that he has lived in this home for 35 years. He has had issues with backups in the past; however, nothing to this extreme. He stated that he had water about a foot deep in the basement. There were storage containers that weighed approximately 10 pounds floating. A washer and dryer also had to be replaced due to water damage. Mr. Sheveland stated it was not rain water but sewage backup.

Trustee Krueger stated that in 1998 the sewer in 13th Avenue was upsized; however, the Village continues to experience inflow and infiltration in many areas.

Utility Superintendent Tim Nennig stated that the Utility will be completing a full inflow/infiltration study focusing on the Green Bay Road tributary. This will help determine the best way to address the flooding issues.

Trustee Krueger stated that the Village and Utility are certainly looking into corrective efforts for both South Green Bay Road and 13th Avenue. Any work will definitely take time to plan, design, and possibly construct; this is not something that will be done quickly. Also the Village cannot guarantee that this will never happen again; even if corrective actions are taken, no guarantees can be made.

Mr. Sheveland, stated that he has had backup events in the past and this most recent event left a foot of water in the basement. He questioned if the Village could install a check valve at the end of his property.

Judy Jackson, 1927 South Green Bay Road, Ms. Jackson questioned how a check valve works. This prompted limited discussion on where and how a check valve should be installed and if it was a good solution to this type of problem. The Village is not in a position to recommend or deny that a check valve would be a solution.

Trustee Krueger stated that the Village and the Utility are aware of the situation on South Green Bay Road and 13th Avenue and are working on a resolution. He confirmed that this matter will receive quarterly updates so residents are kept advised as to the status.

MINUTES

Motion by Trustee Liss, seconded by Trustee Gassert, to approve the December 10, 2018 Board of Public Works meeting minutes as presented. Motion carried.

PUBLIC WORKS

Quarterly update – South Green Bay Road Storm Water Investigations

Director of Public Works/Village Engineer Amber Thomas stated that the Village has removed the overgrown brush near the inlet of the double culvert on the west side of South Green Bay Road. This will allow for easier flow of water coming down the drainage swale near the treatment plant. All brush in the pathway of water from the double culverts to the river on the east side of South Green Bay Road has also been removed, and debris was removed from the catch basin just north of the stormwater pond.

Investigations show there are some large rocks that are partially blocking water flow from a pipe outfall just east of South Green Bay Road; these rocks will be removed in spring. The Village is also looking into ground elevations where water approaches the double culvert on the west side of the road.

Richard and Judy Jackson, 1927 South Green Bay Road, provided questions to be addressed:

1. In light of the above investigation and clean-up, are these improvements sufficient to prevent future flooding and backups? Director Thomas responded that these actions should help; however, no guarantees can be made.

2. What steps would be taken/learned by the Village if a similar storm would occur in the future (assuming that the above stated improvements are not sufficient)? Director Thomas noted that receiving this amount of rainfall in such a short period of time was the reason for the backup. The Village cannot make guarantees that this will never happen again – it is truly an act of god.

Judy Jackson, 1927 South Green Bay Road, questioned if the problem could have been eliminated if a pump would have been placed in the road sooner. Field Operations Coordinator Jason Donohue responded that he arrived on scene at approximately 4:00 AM, which is when the high water alarms went off, and full Utility staff was brought in at that time.

3. What is the proposed timing for repair and future additions? Director Thomas stated that cleanup activities will be done in spring 2019. There is no budget for construction activities; therefore, those matters would not be considered until 2020.

Mr. Jackson stated that his damage from this storm is approximately \$24,000. He does not want to go through this again.

Neal Schuette, 1915 South Green Bay Road, questioned if the Village has some sort of emergency fund for projects like this.

Trustee Krueger responded that the Village does have a contingency fund for emergency matters; however, this could be a very costly project. The Village needs to determine project scope, design, and associated costs. He noted that the Village will do everything they can to expedite improvements.

4. During the October 2018, Public Works meeting, it was mentioned that there were some small issues that may have an effect on proper drainage within our area (cracks in pipes, undersized pipes, etc.) what is the status of this inspection/repair? Superintendent Nennig stated that the Utility will be completing an inflow/infiltration study for South Green Bay Road in 2019. He also noted that there is a long section of 17th Avenue (Washington Street to Spruce Street) that will be repaired this summer with the Street Reconstruction Program that will also help this area.

Award Engineering Contract – Utility Design to Neumann Development

Director Thomas explained that Neumann Development has been working with Village staff over the last couple of months for a new residential development along Port Washington Road on land currently owned by We Energies.

Neumann Development would like to break ground in early May, 2019 and per the Pre-Annexation Agreement the Village is responsible to provide a sanitary sewer connection to this property on or before one year after preliminary plat approval.

Director Thomas stated that Village staff has signed a lump sum contract in the amount of \$2,985 with M Squared Engineering to complete surveying for the sanitary and water services to this property. The Village also requested a proposal for engineering to provide full design and specification for the Village Utility extensions. Director Thomas stated that she is very confident with M Squared Engineering work and ability. They are fully familiar with the area and the project, and a cost savings can be realized as M Squared is already on site completing engineering services for the development site. In addition M Squared has consistently been the low bidder on many past projects in Grafton as well as Cedarburg.

Director Thomas noted that this has been reviewed by Village Attorney Michael Herbrand to confirm that there are no conflicts of interest with this agreement.

Trustee Gassert questioned why the design and engineering to the west stops at that location and did not go further. Director Thomas stated that the area to the west was installed in 2016 with the River Bend Road Lift Station Project.

Mr. Blum stated that the Village should not agree to the Limit of Liability clause which is limited to the cost of the contract. The limits should be increased to the entire insurance policy coverage not just the engineering fees.

Trustee Krueger stated that the development includes a 40 acre parcel that was allocated for park land and the proposed site plan now shows that the park has been reduced to 10 acres. Director of Community Development Jessica Wolff stated that the designated park area was always slated as 10 acres, this has not changed. She also noted that approval of this will be on the Park and Recreation board agenda for approval on January 23, 2019.

Trustee Krueger questioned if there was any concern for extending services on a county road and if there were any requirements to connect adjacent homes. Community Development Director Wolff responded that she has discussed this with Town officials and they see no issues with extending service through the right-of-way. The Village would only be required to connect Town properties if there was a public health matter.

Trustee Krueger suggested that property owners receive a notice advising them that they can connect to services with annexation to the Village however assessed costs for construction would need to be paid at that time. Community Development Director Wolff indicated that there was recently a similar issue on Keup Road where a property's septic system failed; however, when they were informed of connection costs they chose to install a holding tank.

Motion by Mr. Murray, seconded by Mr. Blum, to recommend the Village Board award an engineering contract to M Squared Engineering, Cedarburg, WI for the preparation of full plans and specifications for both water and sewer extensions along River Bend Road and Port Washington Road, for the lump sum fee of

\$9,675 with the contract to be reviewed by the Village attorney and an increase to the liability insurance limit. Motion carried.

Ordinance updating Section 8.16.010 Spraying and Removal of hazardous or infected trees

Director Thomas explained that this ordinance has not been updated since 1979. Due to the infestation of the Emerald Ash Borer the Village is receiving increased calls regarding hazardous trees on private property.

With the ordinance update the Village remains responsible for all trees on public property, as well as any private trees that may cause a hazard to people and property on public property. The ordinance does remove Village liability for private property trees that in no way affects public property.

Trustee Krueger stated that the ordinance is hard to read. He suggested that approval be tabled so the ordinance language can be cleaned up.

Mr. Blum questioned if a 30 day time period to remove a hazardous tree was too long; he suggested a quicker removal time.

Motion by Trustee Liss, seconded by Trustee Gassert, to table Ordinance X-2019 updating Section 8.16.010 Spraying and removal of hazardous or infected trees. Motion carried.

Purchase Leased Loader

Superintendent of Public Works Jake Arndt stated that the 2019 Capital Equipment Budget includes \$125,000 to purchase the Case 721F Loader. Superintendent Arndt explained that in 2016 Miller-Bradford & Risberg purchased an older loader from the Village in exchange for the Village to lease the Case 721F loader. The lease agreement is ready to expire. Therefore, the Village is seeking authorization to terminate the lease agreement and purchase the loader in efforts not to lose the \$60,000 in equity from the previous loader.

Trustee Liss questioned what the life expectancy is for this type of equipment, as this machine is already 3 years old. Superintendent Arndt responded that a loader is typically on a 15 year replacement cycle. Case did perform all routine maintenance on the loader at the end of 2018. Superintendent Arndt stated that this loader is in good working condition.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board authorize staff to terminate the Lease Agreement and purchase the Case 721F Loader from Miller Bradford & Risberg, Inc., Sussex, WI in the amount of \$123,400. Motion carried.

Purchase Heavy Duty 4X4 – ¾ Ton Pickup Truck and V Plow

Superintendent Arndt stated that the 2019 Capital Equipment Budget includes \$35,000 for the purchase of a 4-Wheel Drive Pickup Truck with plow. Three bids were received with the low bid for the truck being from Ewald Automotive Group in the amount of \$29,803 and from 5 Corners Dodge for the plow in the amount of \$6,898 bringing the total truck cost to \$36,701.

The truck is \$1,701 over the budgeted amount; however the previously approved loader purchase was \$1,600 under the budgeted amount leaving a \$100 balance over the budgeted amount.

Trustee Krueger questioned if it was customary to approve purchases that were over the budgeted amount. He believed that when there was a budget savings those dollars were rolled into general fund and when an item was over budget it needed special approval. He questioned if it was customary for an item that was under budget to offset the cost of an item that is over budget.

Village Administrator Jesse Thyges stated when an item is under budget the cost savings goes into the fund balance in the capital improvement budget. The fund balance can be used to offset items that are over budget. That would include purchases from Public Works, Police, Village Hall, etc. The fund balance can be used by any department with committee and board approval.

Administrator Thyges stated that he did approve this purchase request as noted by signing off on the Request for Consideration sheet.

Motion by Trustee Liss, seconded by Mr. Murray, to recommend the Village Board authorize the purchase of a 2019 Ford Super Duty F-250 SRW XL 4WD Reg Cab from Ewald Automotive Group, Mequon, WI in the amount of \$29,803. Motion carried.

Motion by Trustee Liss, seconded by Mr. Murray, to recommend the Village Board authorize the purchase of a Boss 9'2" DXT Poly V-Plow from 5 Corners Dodge, Cedarburg, WI in the amount of \$6,898. Motion carried.

Report of Benchmark measurements – Public Works

Superintendent Arndt highlighted the benchmark report and the activities of crew.

Trustee Liss stated that the newly installed sign by Kapco will need to be moved. The tree that is located nearby will cause issues once the leaves bloom out in the spring.

Trustee Liss questioned what happened with the cracksealing material on Highway 60. Superintendent Arndt explained that there were no issues with the material. The material was scrapped off by the plows only on areas where the cracks were so small that the material did not adhere properly. All joints and large cracks are still properly sealed.

Trustee Krueger noted that the recycling numbers seem to fluctuate considerably; he questioned if weekly recycling would be considered. Director Thomas responded that staff has checked into this option and the cost of recycling would then double.

WATER & WASTEWATER

Ordinance creating Section 7.30.040 / Inspection and Maintenance of Fire Hydrants on Private Property

Director Thomas explained that this is a new ordinance which was generated from months of discussions as new developments and new construction occurred in the Village. Larger developments require fire hydrants to be placed on private property. This ordinance addresses how those hydrants are to be tested and maintained.

In the past the maintenance of fire hydrants on private property was included in the developer's agreement. However, in most cases proper testing and maintenance was not completed. When private hydrants are not maintained they may not be reliable during an emergency; therefore, fire department staff will not use them.

Director Thomas stated that the ordinance was drafted by Attorney Herbrand.

Mr. Blum questioned if the ordinance would cover all hydrants on private property or did this just pertain to hydrants for the future. Director Thomas responded that this would cover all hydrants on private property. Once approved, the Village will send a letter to all private properties with a hydrant.

Trustee Krueger did not believe an ordinance was necessary and may be redundant as fire hydrant maintenance was covered in developer's agreements. He also stated that there are only a handful of hydrants this would pertain to. Director Thomas stated that she would like to remove this from the developer's agreements as they are not as easily assessable and often times the language is not consistent. She believes this will keep all fire hydrant maintenance consistent. With development over the past decade there is a significant and growing amount of hydrants on private property. *Trustee Krueger further commented that he wants to make sure all private mains and hydrants are within an easement area.

Administrator Thyges was in favor of the ordinance. He stated that the requirements set forth in the developer's agreements are good and do travel with the property; however, property managers change and then there is the process of training another individual. The ordinance guarantees that the hydrants will be maintained to ensure that they work properly.

Trustee Krueger suggested that the developer's agreements be included on the GIS mapping so they are easily assessable. It was his opinion that the developer's agreement would need to continue to dedicate the improvements to the Village.

Motion by Mr. Blum, seconded by Trustee Gassert, to recommend the Village Board adopt Ordinance X-2019 creating Section 7.30.040 Inspection and Maintenance of Fire Hydrants on Private Property. Motion carried.

WWTP Outfall Repair and Upgrade

Facility Operations Coordinator Larry Roy stated that the August 2018 storm had caused damage to the final effluent outfall that discharges to the Milwaukee River. Stone rip/rap and pipe bedding was washed away which has caused erosion of the outfall ditch and undermining of the concrete pipe tailpiece.

The repair and upgrade project calls for removing the 24 inch concrete tailpiece and installation of: new bedding, 60 feet of additional 24 inch concrete pipe, existing tailpiece, geo-tech fabric, additional rip-rap from the end of the tailpiece to the river, and covering the new pipe with rip/rap to grade.

Trustee Krueger stated that he agrees with extending the concrete pipe; however, he was concerned with the disparity between the two quotes received. He questioned if low bidder Wollner Plumbing Excavating would be able to complete the project for the amount bid. Facility Operations Coordinator Roy replied that the contractor is confident he can complete the project as bid. He also noted that the necessary bypass pumping will be completed by Utility staff.

Trustee Liss questioned if DNR approvals were needed. Coordinator Roy responded that he spoke with the DNR regarding permits and approvals and was instructed that none were needed.

Trustee Krueger questioned why this project was designated as "emergency". Administrator Thyges stated that the funds were not budgeted for as the storm occurred after the budget process. A purchase order was issued to move the project forward as the contract amount was under the \$25,000 threshold for Village Administrator approval.

Director Thomas noted that these costs will be submitted to FEMA with all other storm damage costs.

This update was for informational purposes, no motion required.

Utility Projects Update

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

Two projects that were not completed in 2018 and will be carried over to 2019:

- 1) Anaerobic Digester Cleaning; and
- 2) Master SCADA PC System Replacement.

Both projects are delayed due to scheduling conflicts with the contractors.

Report of benchmark measurements – Water & Wastewater

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

Mr. Nennig stated that the report is year-end 2018. The 2019 report will have some additional goals such as meter exchanges, sewer jetting, sewer televising, structural manhole inspections, etc.

Superintendent Nennig stated that as part of the DNR's conditional approval of the Facilities Planning Study they are requiring the Utility to complete 150,000 lineal feet of sewer cleaning in both 2019 and 2020. The DNR is also requiring 20,000 feet of sewer televising in 2019 and 25,000 feet in 2020. In addition, the Utility is required to initiate a Sanitary Sewer Evaluation Study in 2020.

Trustee Krueger stated that it was his belief that the Sanitary Sewer Evaluation Study should be completed first. The amount of sewer cleaning and televising should be determined based on the study. Superintendent Nennig stated that there has been changes in DNR personnel and the approach to regulations.

DIRECTOR'S UPDATE

Update on Utility Operator positions: Director Thomas stated that the Utility has hired a replacement for the recently retired lab technician. The new hire will begin working for the Utility on February 4, 2019.

The newly created field position has been advertised. The Utility will be accepting applications until the end of January and hope to have the new field person on board by early March.

ADJOURN

Motion by Trustee Gassert, seconded by Mr. Blum, to adjourn the meeting at 7:50 p.m. Motion carried.