

**VILLAGE OF GRAFTON**  
**BOARD OF PUBLIC WORKS MEETING MINUTES**  
**MONDAY, FEBRUARY 11, 2019**

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: Director of Public Works/Village Engineer Amber Thomas, Superintendent of Public Works Jake Arndt, Utility Superintendent Tim Nennig, Field Operations Coordinator Jason Donohue, and Administrative Assistant Melissa Depies.

Others present: Jeff Maletzke – AECOM.

**HEAR PERSONS REQUESTING TO BE HEARD**

None

**MINUTES**

Minor changes to the minutes as follows:

Les Blum: Page 2, paragraph 4 remove the word “be”. ...that this matter will ~~be~~ receive...

Trustee Gassert: Page 5, line 2 change the word “in” to “to”. ...and an increase ~~in~~ to the liability insurance...

Trustee Krueger:

Page 4, Paragraph 7 ...Village however assessed costs for ~~services~~ construction would need...

Page 7 – Comment on the hydrant ordinance: Wants to make sure all private mains and hydrants are within an easement area.

Page 9, Paragraph 2 add ...conditional approval of the Facilities Planning Study they are requiring...

Page 9, Paragraph 3 change ...there has been changes in DNR ~~rules~~ personnel and the approach to regulations.

Motion by Les Blum, seconded by Trustee Gassert, to approve the January 14, 2019, Board of Public Works meeting minutes with noted corrections. Motion carried.

## **PUBLIC WORKS**

### Groundwater Monitoring – Lime Kiln Park Landfill and West Plum Area

Director of Public Works/Village Engineer Amber Thomas introduced Jeff Maletzke, representative from AECOM. She stated that Mr. Maletzke has replaced BJ Leroy who had taken a job with the DNR.

Jeff Maletzke, AECOM, highlighted the progress and activities associated with the Lime Kiln landfill groundwater monitoring. He stated that there have been no significant changes over the past year. Downgradient users are currently safe with no VOC's detected in private wells. Most concentrations of chlorinated VOCs are decreasing; indicating that natural attenuation is progressing.

Les Blum questioned if the ground water level at P8B and P9B was deeper than other wells since these are the two wells that show an uptick in various compounds. Mr. Maletzke does not believe that they are deeper, it is his belief that the uptick is due to the location of the well rather than the depth of the well.

Mr. Maletzke explained that the DNR has requested three items that need to be addressed:

- Consider paying technical assistance fee for WDNR written review and a meeting to discuss the site. Trustee Krueger asked for an explanation as to what this means. Mr. Maletzke stated that if the municipality wants a technical review from the DNR with formal written comments and response then there is a cost associated with that report. He estimated that the fee would be \$1,000.
- Provide vapor intrusion potential analysis.
- Provide a Remedial Action Options Report per NR722

Mr. Blum suggested that the Village request reducing testing requirements. Currently we test quarterly, we should request either annual or bi-annual testing since there have been little changes in the testing results for many years now.

Director Thomas stated that she and Jeff Maletzke walked the site with John Feeny the DNR representative last year and he is very familiar with the project.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board approve AECOM proposal for a cost of \$16,000 for ground water monitoring at Lime Kiln Landfill and the West Plume area. Motion carried.

### 2019 Equivalent Charges – Water, Sewer & Road Projects

Director Thomas stated this is the annual update for charges to developers when the Village installs utilities in excess of the size needed to serve their individual development and for assessment purposes. The increase is based on the Engineering News-Record 20 cities cost index, which was 2.9 percent for 2018. The I-43 Lift Station fees are increased by 8 percent annually by ordinance.

Trustee Liss questioned if the Village has checked to ensure that these charges were still in line.

Trustee Krueger stated that these fees have been collected for many years and will continue to be collected. He questioned where the funds collected go. When infrastructure needs replacing the Village does a borrowing; these dollars should be available for infrastructure repairs and/or replacements.

Motion by Mr. Murray, seconded by Trustee Gassert, to recommend the Village Board set the following 2019 fees:

North Service Area ICF (per acre) - \$1,683.00

East Service Area ICF (per acre) - \$2,627.00

8" Equivalent Sanitary Sewer Fee (per foot) - \$94.04

8" Equivalent Water Main Charge (per foot) - \$76.19

Road Construction - \$228.66

I-43 Lift Station - \$3,524.76

I-43 Sewer & Water Crossing-Water main/per acre - \$463.70

I-43 Sewer & Water Crossing-Sanitary sewer/per acre - \$581.31

Equivalent Residential Connection (ERC) Fee - \$1,000.00

Motion carried.

#### Ordinance updating Section 8.16.010 Spraying and removal of hazardous or infected trees

Director Thomas thanked Trustee Krueger for his edits to the ordinance. She noted that she separated hazardous trees and infected trees into separate sections. Much of the language is the same; however, the separation makes the ordinance much easier to follow and allows for emergency action for hazardous trees.

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

#### Purchase Heavy Duty 15" Brush Chipper

Superintendent of Public Works Jake Arndt stated that the 2019 Capital Equipment Budget includes \$68,000 to purchase the Heavy Duty 15" Brush Chipper.

Requests for bids were sent to three vendors with Bobcat of Janesville being the lowest bidder. However, staff is recommending to purchase the brush chipper from Vermeer Wisconsin.

Superintendent Arndt explained that the Village currently has both a Brush Bandit and a Vermeer chipper and staff has extensive experience running both models of chippers. Staff has found the Vermeer to be a more user friendly and safer machine to operate. The Vermeer has additional safety bars and two stop switches that the Brush Bandit does not have.

The Vermeer chipper is \$7,570 under the budgeted amount.

Motion by Trustee Gassert, seconded by Mr. Blum, to recommend the Village Board authorize the purchase of a 2019 Vermeer BC1500 Brush Chipper from Vermeer Wisconsin, Butler, WI in the amount of \$60,430. Motion carried.

#### Purchase 4-Wheel Drive Backhoe Loader

Superintendent Arndt stated that the 2019 Capital Equipment Budget includes \$110,000 for the purchase of a 4-Wheel Drive Backhoe Loader. Three bids were received with the low bid for the backhoe loader being from Miller-Bradford & Risberg in the amount of \$109,650.

The Village has done business with Miller-Bradford & Risberg for many years and have had no issues. Their bid also includes approximately \$6,000 in upgrades which includes upgraded tires, a hydraulic coupler and a set of forks, which the other bids do not include.

The backhoe loader is \$350 under the budgeted amount.

Motion by Trustee Liss, seconded by Mr. Murray, to recommend the Village Board authorize the purchase of a 580SN WT 4-Wheel Drive Backhoe Loader from Miller-Bradford & Risberg, Sussex, WI in the amount of \$109,650. Motion carried.

#### 2019 Village of Grafton Standard Specifications Update

Director Thomas explained that the Standard Specifications for Development Construction were last updated in 2006. The Village worked with Ruekert-Mielke to update the specification to have consistent requirements on all Village projects, whether done by a Developer or as a Village project.

Mr. Blum stated that all pages had Ruekert-Mielke on the bottom, he requested that be removed. Director Thomas indicated that it will be removed from the final draft.

Mr. Blum questioned if slurry backfill for everything was necessary. Director Thomas responded that the Village has been requiring slurry backfill on any permit issued. Field Operations Coordinator Jason Donohue commented that they also use slurry on all their projects.

Mr. Blum questioned if the Village was requiring chert-free concrete for the sidewalks. Director Thomas responded that the specifications do not call out chert-free specifically however the concrete specifications are such that the concrete is chert-free.

Mr. Blum stated that the Village should require erosion control plans and the document does not address that. Director Thomas noted that erosion control is controlled by the Inspection Department.

Mr. Blum would like the document to include language that everything has a minimum of a one year warranty or the manufacturer's warranty, whichever is greater.

Mr. Blum questioned if it was necessary to have sidewalks that are five feet wide. Director Thomas responded that five foot wide sidewalks are an ADA requirement. Also wider sidewalks allow for snow removal equipment to drive on the concrete without disrupting the grass.

#### 2018 Annual Report – Department of Public Works

Director Thomas highlighted the activities of the Department of Public Works for 2018.

Trustee Krueger noted that the Village had applied for several forestry grants; however, none were awarded. He questioned if the Village was given feedback as to why they were not awarded. Director Thomas responded that we do receive comments for a way to improve the application for the next year. She also noted that the grants were received the previous year. It is a very tight application process.

Mr. Blum questioned why the jump in overtime hours in "other". Director Thomas believed it may be from the storm cleanups.

#### Report of Benchmark measurements-Department of Public Works

The benchmark report was reviewed.

Superintendent Arndt stated that crews were busy with tree removals and trimming until the snow took over. Crews have completed six salting operations and eight plowing operations and have removed snow from the downtown two times.

Superintendent Arndt reported that 400 tons of salt was delivered today with another 250 tons scheduled. This is the remainder of the salt that the Village has on order.

Trustee Krueger suggested that amount of therms used for the Municipal Services Facility be removed from the benchmark list as the information is N/A.

### **WATER & WASTEWATER**

#### AMI Meter Program

Field Operations Coordinator Donohue stated that the Village is replacing the existing Automated Meter Reading system to a new Advanced Metering Infrastructure system. The infrastructure for the new meter technology was installed in December 2018. This meter purchase should be enough to meet the 2019 budget and goals.

Motion by Trustee Gassert, seconded by Mr. Blum, to recommend the Village Board accept the proposal from Core & Main to purchase 620 meters, 652 single port radios with an additional 161 dual port radios, and a Trimble Handheld to program out new radios, for a total cost of \$163,151.00. Motion carried.

#### Purchase Utility Dump Truck

Field Operations Coordinator Donohue stated that the Utility currently borrows a small dump truck from the DPW as needed. This is very inconvenient for both the DPW and the Utility; therefore, the Utility has budgeted to purchase a small dump truck to accommodate their many field projects.

Requests for bids were sent to three vendors, two bids were received back; Ewald's Hartford Ford and Lochen Ford.

Field Operations Coordinator Donohue requested to purchase the cab and chassis from Lochen Ford even though they were not the lowest bid received. The bid difference is \$25. Field Operations Coordinator Donohue stated that the Utility has other equipment from Lochen Ford and they are very happy with their service.

The purchase of the dump body with electric hoist, pintle plate, and safety equipment is being recommended to Badger Truck Equipment who was the low bidder.

Total cost of the truck is \$51,861, which is \$18,139 under the budgeted amount.

Motion by Mr. Blum, seconded by Trustee Liss, to recommend the Village Board approve the purchase of a new 2019 Ford F450 gasoline truck from Lochen Ford, Newburg, WI for a net price of \$35,761.00. Motion carried.

Motion by Mr. Blum, seconded by Trustee Liss, to recommend the Village Board approve the purchase of a new 11' Galion Dump Body, electric hoist, pintle plate, and safety equipment from Badger Truck Equipment in the amount of \$16,100. Motion carried.

#### Purchase Utility Pickup Truck

Field Operations Coordinator Donohue stated that the 2019 budget includes \$25,000 to replace one of the Utility's pickup trucks. With the addition of a field operator the Utility will not be trading in an older truck, instead it will increase the fleet by one.

Requests for bids were sent to three vendors, two bids were received back; Ewald's Hartford Ford and Lochen Ford.

Field Operations Coordinator Donohue requested to purchase the pickup from Lochen Ford even though they were not the lowest bid received. The bid difference is \$25. Field Operations Coordinator Donohue stated that the Utility has other equipment from Lochen Ford and they are very happy with their service.

Field Operations Coordinator Donohue noted that that a utility body will also be needed for this truck.

The truck purchase is \$3,361 over the budgeted amount. Savings from the dump truck purchase will be utilized to cover this overage and the cost of the utility body.

Motion by Trustee Liss, seconded by Mr. Murray, to recommend the Village Board approve the purchase of a new 2019 Ford F250 gasoline truck from Lochen Ford, Newburg, WI for a net price of \$28,361.24. Motion carried.

### 2018 Annual Report – Water and Wastewater Utility

Utility Superintendent Tim Nennig highlighted the activities of the Water and Wastewater Utility for 2018.

In 2018 the Utility had two long-time employees retire; Duane Schenk and Richard Wesson, who together were employed nearly 75 years at the Utility. Both of those positions have been filled.

The WWTP received a Compliance Maintenance Annual Report score of 4.0. However, the DNR has indicated that the Utility needs to reduce the current Infiltration/Inflow levels. This requirement may have an effect on the Compliance Maintenance score in 2019.

The Utility had a 16.9 percent increase in sanitary sewer rates go into effect on December 20, 2018. There are potential sewer rate increases each year contingent upon annual Board reviews and approvals in 2019-2021.

The Village, wastewater engineers, and legal team continue to work with representatives from the WDNR in effort to resolve the Petition for Contested Case Hearing as it relates to the WWTP's current and future discharge permits and the total phosphorus limits. Trustee Krueger questioned if there was any end to this effort. Superintendent Nennig stated that the DNR may be issuing a permit modifications so the permit can be long term.

Utility staff completed a comprehensive Facilities Planning Study for the WWTP examining current plant capacity, performance of individual processes and an in-depth evaluation of existing plant equipment and conditions. DNR conditional approval was received in late November.

The Utility also initiated design engineering services for the replacement and relocation of the WWTP headworks facilities. Project design will continue through 2019 with a late 2019 or early 2020 construction start.

The overall percentage of water sold to customers dropped from 89 percent in 2016 to 83 percent in 2017 and the percentage of unaccounted for water loss increased from 8 percent to 14 percent. The final 3 percent is accounted for unsold water; examples include hydrant flushing, fire department use, etc.

The daily demand dropped in 2018 to 1.05 million gallons per day. Over the previous 20 years the Utility has seen an overall reduction in average daily water demand of nearly 45 percent.

In 2018 the Utility began the conversion of the water metering program from an automated meter read (AMR) system to an advanced metering infrastructure (AMI) system.

The WWTP had no State of Wisconsin Pollution Discharge Elimination System permit violations during 2018 relative to effluent quality permit limits. However the Utility did experience three sanitary sewer overflows within the Village's sewerage collection system and one treatment facility overflow at the WWTP. These were due to the significant rain event on August 27, 2018.

The Utility began design engineering services for replacement of the 17th Avenue Lift Station and force main. Replacement of the existing station will occur in late spring or early summer.

Trustee Krueger questioned why 5,042 feet of water main was replaced and only 521 feet of sanitary sewer was replaced. Superintendent Nennig stated that structurally the pipe was in good shape. Televising reviews did not indicate that replacement was necessary.

### Utility Projects Update

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

*Well #7 Rehabilitation:* Well #7 will be pulled for inspection and necessary rehab work as well as treating the well hole. This well was last pulled in 2006 and the DNR recommends pulling for inspection every 10-12 years.

*17th Avenue Lift Station Construction:* The 17th Avenue Lift Station and force main will be replaced in 2019. Design engineering is almost complete.

*Annual Water System Leak Survey:* In 2018 the Utility did not complete system leak detection work, using those funds for additional valve exercising. The Utility will once again be performing water system leak surveying in 2019. Declining total water sold volumes and increasing unaccounted for water percentages in 2017 need to be investigated further.

*WWTP Headworks Design Engineering:* Design engineering is approximately 20 percent complete. Additional soil borings were completed at the project site in late December. Engineers at MSA have been in communications with the Village and the railroad company regarding zoning and setback requirements of the new building. Project bidding being projected for mid to late summer with construction to follow.

*Collection System Infiltration/Inflow Investigation:* The Utility has budgeted for infiltration and inflow investigations targeting the Green Bay Road Lift Station tributary area. Trustee Krueger suggested that the parameters be extended to include 13th Avenue. Superintendent Nennig stated that this would be done in the future. He believes that the entire Village will need to be investigated as some point.

*Re-Lining of 17th Avenue Sanitary Sewer Main:* As part of the 2019 street improvement program, the Utility will be re-lining four separate sections of 17th Avenue sanitary sewer main rather than complete replacement. The structurally sound sections of sewer main are located between Spruce Street and Cedar Street.



## Report of benchmark measurements – Water & Wastewater

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

*Clearwater Inspections Performed:* Most water meter exchanges to date have been completed in newer multi-family apartment and condo complexes; therefore, there have been few if any clearwater inspections completed yet this year.

*AMI Meter Installs and/or Upgrade:* 234 meters were converted during the month of January with an annual goal of 600 for the year.

Superintendent Nennig reported that there have been no water main breaks, service leak repairs, and no collection system back-ups to date.

## **DIRECTOR'S UPDATE**

Update - Utility Operator positions: Director Thomas stated that a new plant operator was hired and began employment with the Village on Monday, February 4. Interviews are being conducted this week for the additional field operator position.

Update – Utility Clerk position: Director Thomas informed the Board that the Utility Clerk Stacie Nelson has resigned from Grafton and went to the City of Port Washington. The Utility Clerk position is being reviewed and possibly restructured. During this time City Water will be reviewing our system and cleaning up any issues. City Water will also be completing the next billing cycle. Field Operations Coordinator Donohue explained that this is basically a water audit. He noted that City Water has helped many other communities clean up their systems and now they are permanently assisting those communities with billing.

Update – 2019 Sidewalk Replacement Project: Director Thomas explained that the sidewalk project is typically awarded in February. The project was slightly over the budgeted amount. There were fewer bidders and when asked why, contractors indicated that there is a lot of work out there. Holding off to award this project until the Street Project bids come in.

## **ADJOURN**

Motion by Mr. Blum, seconded by Mr. Murray, to adjourn the meeting at 7:29 p.m. Motion carried.