

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

The Board of Public Works meeting was called to order at 6:00 p.m. by Administrative Assistant Melissa Depies.

Motion by Trustee Gassert, seconded by Mr. Blum, to elect Trustee Liss as chairman pro-tem. Motion carried.

Board members present: Trustee John Gassert, Trustee David Liss, Pat Murray, and Les Blum.

Board members excused: Trustee Tom Krueger.

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: Todd Dorner, Dorner Construction

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

On Page 7; Paragraph 8: Trustee Gassert stated that the percentage of water usage does not add up to 100 percent; water sold is 83 percent and unaccounted for water is 14 percent; where is the final 3 percent? Utility Superintendent Tim Nennig stated that the final 3 percent is accounted for unsold water; examples include hydrant flushing, fire department use, etc. This statement should be added to the minutes.

Mr. Blum requested that I/I on page 7; paragraph 3 be spelled out as Infiltration/Inflow for clarification.

Motion by Mr. Blum, seconded by Mr. Murray, to approve the February 11, 2019, Board of Public Works meeting with noted corrections. Motion carried.

WATER & WASTEWATER

Utility Projects Update

Well #7 Rehabilitation: Utility staff has made initial contacts with qualified well pump contractors regarding project work.

17th Avenue Lift Station Construction: Design work on the lift station and force main is complete. Staff continues to work with the engineers and WE Energies on a design for relocating the gas and electric utilities around the project site.

WWTP Headworks Design Engineering: Design engineering is estimated to be 30 percent complete. A teleconference with Utility staff and MSA staff to discuss conceptual design drawings is scheduled for Friday, March 25, and a project design review meeting will be scheduled for early to mid-April.

Master SCADA PC Systems Replacement: Utility's SCADA engineer switched most control and data acquisition functions over to the new PC on February 18, 2019. The replacement alarm dialer software was installed on the new PC; the alert system was activated and tested. Work remaining includes replacing various related hardware and software including a new back-up alarm dialer and a programmable logic controller. To date the new PC and alarm dialer software have been operating with no issues.

Collection System Infiltration/Inflow Investigation: Utility staff has discussed a proposal with several consultants for additional Infiltration/Inflow investigations on the Village's east side; specifically, the South Green Bay Road Lift Station tributary area.

Re-Lining of 17th Avenue Sanitary Sewer Main: Approximately 1,000 feet of sanitary sewer main on 17th Avenue will be re-lined in conjunction with the street improvement work. The sewer main was televised and determined to be structurally in good condition; however, did exhibit active infiltration and inflow.

Report of Benchmark measurements-Water & Wastewater

Utility Superintendent Tim Nennig stated that the snowy and cold month of February hindered Utility efforts to start the outdoor-related benchmark activities for the year.

Diggers Hotline Locate Requests: During the first two months of 2019, the Utility received 195 separate utility locate requests. The number of locates received to date is more than double the number received last year at this same time.

Clearwater Inspections Performed: Clearwater inspections are being completed at the same time of any water meter exchange or other related activities. Staff will be targeting residential homes along with certain commercial and industrial properties as meter work is scheduled.

Water & Sewer Bills Processed: The processing of Utility Water and Sewer bills is currently being handled by City Water LLC, Mequon. Utility and Village Hall staff are assisting as needed.

AMI Meter Installs and/or Upgrades: Field operations staff is making good progress with the conversion of the older automated meter read system to the new advanced metering infrastructure. Currently staff is at approximately 60 percent of the annual meter exchange goal.

Water Main Breaks Repaired: Despite the weather there have been no water main breaks to date.

Service Lateral Leaks Repaired: Field operation staff did make emergency repairs to a 4-inch service lateral supplying PACE Corporation with water off of Wisconsin Avenue. Mr. Blum questioned if this is a service we could bill back since it was service lateral break. Superintendent Nennig stated that there is a policy in place for residential services however is unaware of a policy for commercial. The repair was made in the public right-of-way. Staff will look into current policies/codes to see what current rules are in place.

Sewer Mainline Back-ups: There have been no reported sewer main or lateral back-ups to date.

PUBLIC WORKS

Award project 19-02 – Street Improvement Program

Director of Public Works/Village Engineer Amber Thomas stated that the 2019 Street Improvement program includes:

- 17th Avenue – Washington Street to just South of Spruce Street
- 16th Avenue – Bridge Street to Bridge Street
- Bridge Street – 15th Avenue to 17th Avenue
- Cedar Street – 16th Avenue to 17th Avenue
- Dellwood Court – 16th Avenue to 16th Avenue
- North Pine Street – 16th Avenue to Pine Street

Director Thomas stated that all contractors are extremely busy; therefore only two bids were received for this project: Dorner, Inc. - \$2,911,466 and Mid City Corporation - \$3,864,779. The combined budget is \$2,580,743; therefore, the project is \$330,723 over the budgeted amount.

Director Thomas provided three options as to how to proceed:

- 1) Award contract to Dorner, Inc. and borrow ~ \$330,723 to complete the project.
- 2) Re-bid the project in March, extending the completion date for the project from the end of August to the end of November. This would require the Village to contract out survey and engineering design for the 2020 projects. This option has an unknown outcome.
- 3) Remove North Pine Street from the project, with a cost saving of \$319,289.87. Not awarding the sidewalk remove and replace project would provide another \$38,288.15. Leaving \$26,855 for possible change orders.

Director Thomas recommended removing North Pine Street from the project. She stated that this road is in the best condition and has the least amount of Utility work needed.

Director Thomas also recommended not awarding the remove and replace portion of the sidewalk program; however, still complete the saw cut portion of the project. Trustee

Gassert questioned if there would be a liability matter if the sidewalk project was not completed. Director Thomas responded that by completing the saw cut portion the Village was still putting efforts toward repairs. Additional sidewalk repairs could be completed late in the season if budget allows and major areas of concern can be repaired by Village crews.

Director Thomas noted that even with removing North Pine Street 1.1 miles of road will still be reconstructed in 2019.

Motion by Mr. Blum, seconded by Trustee Gassert, to recommend the Village Board award project 19-02 / 2019 Street Improvement Project, removing North Pine Street from the project, to Dorner, Inc., Luxemburg, WI for a cost of \$2,592,176.13. Motion carried.

Award project – Sidewalk Saw Cut

Motion by Trustee Gassert, seconded by Mr. Blum, to recommend the Village Board award the saw cut project to Hard Rock Concrete Cutters, Wheeling, IL for an amount not to exceed \$3,711.85. Motion carried.

2018 Storm Water Annual Report

Director Thomas stated that the DNR requires an Annual Stormwater Report which reports what permit requirements are being met as well as what projects as being done to ensure that non-compliant requirements are met in the future.

Being a member of Sweetwater and participation in Respect our Water campaign fulfills the requirements for Public Education and Outreach; however the Village also supplied information to participants of Clean up Grafton Day, printed information the back side of the Utility bills, and set out information at the November election.

The Village joined Riveredge Nature Center's Community Rivers Program to fulfill the Public Involvement and Participation requirement. The Village also organized a painting of storm drains with local schools and boy scouts.

AECOM monitored and screened seven major outfalls and found no illicit discharges.

Director Thomas stated that the DNR has released new rules for the MS4 permits; therefore, changes could be forthcoming.

Director Thomas noted that Meijers has complied with inspection requirements for their pond. Meijers is the first private pond inspection to be completed. Focus will be placed on increasing private inspections in the future.

Motion by Mr. Murray, seconded by Mr. Blum, to recommend the Village Board approve the 2018 Storm Water Annual Report. Motion carried.

Major Projects Update

Bridge Street Dam Repairs: Project is not being publicly bid as it is estimated to be under the \$25,000 threshold. Requests for proposals have been sent to seven contractors. Award anticipated in April.

Blue Stem Subdivision: Construction of Phase I has begun. Contractor has begun stripping top soil and starting the excavation work.

Report of benchmark measurements – Department of Public Works

Superintendent of Public Works Jake Arndt stated that the crew has been plowing, salting, and/or removing snow. Currently making sure snow is removed from areas that are prone to flooding.

DIRECTOR'S UPDATE

Update - Utility Operator positions: Director Thomas stated all positions have been filled. Jeff Schroeder will fill the newly created field operator position. He begins employment with Grafton on Monday, March 18, 2019.

Update – Utility Clerk position: Director of Public Works/Village Engineer Amber Thomas informed the Board that staff continues to review the option of hiring a third party to complete the billing, and the options of filling the position full time or part time.

Update – FEMA Claim August/September 2018 Storms: Director Thomas explained staff has been working on a claim with FEMA for reimbursement of costs associated with the rain event in August 2018.

Inspectors will be on site tomorrow to look at the damage done to the effluent pipe from the wastewater plant to the Milwaukee River.

Update – Fund for Lake Michigan Grant Work: Director Thomas explained that Sand County Foundation has been doing testing on farms and completing some modeling work to determine what type of joint projects can be done to help with future DNR permit compliance.

ADJOURN

Motion by Mr. Blum, seconded by Trustee Gassert, to adjourn the meeting at 6:35 p.m. Motion carried.