

## VILLAGE OF GRAFTON

### BOARD OF PUBLIC WORKS MEETING MINUTES

MONDAY, OCTOBER 14, 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 Sue Meinecke, Trustee David Liss, Les Blum, and Pat Murray.

Staff present: Director of Public Works/Village Engineer Amber Thomas, Superintendent of Public Works Jake Arndt, Utility Superintendent Tim Nennig, Field Operations Coordinator Dan Fisher, Utility Clerk Chrissie Brynwood, and Administrative Assistant Melissa Depies.

Others present: Trustee Lisa Uribe-Harbeck and Carol Polster.

#### HEAR PERSONS REQUESTING TO BE HEARD

Chrissie Brynwood introduced herself as the new Utility Clerk. Director of Public Works/Village Engineer Amber Thomas stated that Ms. Brynwood has been with the Village for approximately 4 months and is proving to be a big asset to the staffing team.

Carol Polster, 1923 Cedar Street, thanked the Village for making the neighbor cut down his dead Cottonwood trees. The trees have been dead for at least three years and were an eyesore. She noted that Mequon/Thiensville has an ordinance indicating that Cottonwood trees were not allowed because they are a fast growing, short lived tree, and are a nuisance. She suggested that Grafton adopt such an ordinance.

Ms. Polster then commented that a resident on Ottawa has placed white stone around the Village tree; which in her opinion will eventually kill the tree. She suggested that the property owner be contacted to have the stone removed and replaced with mulch.

#### MINUTES

Motion by Mr. Murray, seconded by Trustee Meinecke, to approve the September 9, 2019 Board of Public Works meeting minutes as presented. Motion carried.

#### PUBLIC WORKS

##### Downtown Parking Lot Drainage

Director Thomas explained that in 2008 the Village entered into an Access Easement Agreement and a Parking Lot Pavement Maintenance Agreement to construct a public parking lot on private property. This parking lot is located between 11th and 12th Avenues right behind Slow Pokes.

Director Thomas explained that the original parking lot construction plans called for storm water to drain to an inlet on the south edge of the parking area and connect to the storm sewer in 12th Avenue; however, this did not occur. Instead the concrete was pitched to have the water drain to green space north of the parking lot.

The majority of the water from the entire block drains along the back of the properties to this green space. The water ponds and floods the parking areas as well as the surrounding buildings. During heavy rain events Village crews have placed pumps in the green space to drain the water to the street.

Director Thomas explained that there is no storm sewer in 11th Avenue and the sewer in Bridge Street is higher than the low point in parking area; therefore, the best option is to connect to the storm sewer in the center of 12th Avenue.

The existing catch basin would need to be re-built approximately five feet deeper and then re-piped to the manhole in the center of 12th Avenue. Then a pipe would need to be installed from the catch basin to the low point in the green space.

Mr. Blum suggested to run the pipe diagonally across 12th Avenue rather than down the curb line and straight across. He believed this would reduce the amount of pipe needed as well as concrete and asphalt repairs. Director Thomas did not want a diagonal trench in 12th Avenue. She believed that a diagonal trench would not withstand the traffic as well as a straight across trench.

Director Thomas stated that she received a quote of about \$20,000 from Vinton Construction to complete the storm sewer improvements within the roadway/sidewalk area. Village crews would then extend the pipe within the green space along and behind the building.

Trustee Krueger questioned if the quote was a fixed price. Director Thomas stated that the quick estimate was at \$18,000; she believed they would agree to a fixed fee or not to exceed price.

Mr. Blum suggested to have the contractor complete the entire project. The project would be done faster and then if something is not right there is only one entity to deal with.

Trustee Krueger questioned if the quote was reasonable. Director Thomas indicated that the Village has worked with Vinton Construction on other projects and she is comfortable with their quote and their abilities to get the work completed quickly.

Trustee Meinecke stated that this has been an issue for these property owners for years. The Village needs to resolve this problem quickly. Trustee Meinecke is in favor of having the contractor complete the entire project.

It was the consensus of the board to have Vinton complete the entire project with a not to exceed amount of \$30,000.

Motion by Mr. Blum, seconded by Trustee Meinecke, to recommend the Village Board reallocate \$30,000 of contingency funds to the Stormwater Management Contractual Services account in order to fund this necessary/emergency construction project this fall. Motion carried.

#### Storm Drain Painting

Director Thomas stated she was approached by the Community Rivers Program, which is partnering with North Shore Academy of the Arts, to complete a storm drain painting program.

The paintings are done to make the storm drains more visible and to get people thinking about what is put in the gutters and down the drains.

Director Thomas stated that she would like to limit the size of the painting to no larger than one sidewalk square. She also noted that she would approve each location and sketch prior to them being painted.

Trustee Krueger questioned if there were any other communities doing this, what materials would be used for the paintings, and would it create more work for DPW crews. Director Thomas responded that there are no other local communities doing it at this time; however, you can find many examples on the internet. As the paintings wear off and become less attractive the painting would need to be pressure washed off.

Motion by Trustee Liss, seconded by Mr. Murray, to recommend the Village Board approve the storm drain painting project to be completed by the Community Rivers Program and North Shore Academy of the Arts contingent upon location and sketch approval by the Director of Public Works. Motion carried.

#### 2020 Proposed Budget Review – Public Works

Director Thomas stated that the Public Works Department still needs an additional crewperson; however, did not request the addition due to budgetary constraints. Director Thomas noted that the Village will be adding approximately 1.34 miles of new roads between Blue Stem Phase I, River Bend Meadows Phase I, and Shady Hollow Phase III Subdivisions. With this addition of roads comes 2.68 miles of sidewalks, traffic signs and pavement markings, trees, storm sewers and catch basins all which will require maintenance.

Budget requests and executive changes were discussed:

Street Repair and Maintenance: Original request was to increase by \$50,000 for a Road Maintenance Program (seal coating), however the Executive Budget reduced that amount to \$30,000. This would reduce the project from 0.50 mile being seal coated to 0.25 mile.

Snow and Ice Control: The price of road salt increased approximately \$4.00 per ton. The Village will take as much salt as possible in 2019 to save expenses in 2020.

Traffic Control: \$4,500 was requested for a traffic impact study at the intersection of 12th Avenue and Washington Street; this was removed.

Bridges and Dams: \$4,800 was included to repair the stone on the Pillars of the Highway 60 Bridge per DOT directive. This work will be completed in 2019.

Mr. Blum questioned why the Traffic Control – Traffic Signal Maintenance 2019 estimate was \$13,565 and the 2020 proposed was only \$6,000 and then reduced to \$3,000. Director Thomas explained that the costs shown in this account are for repairs and maintenance to the traffic signals. The \$13,565 is high due a company hitting the underground wires for the signals at Cheyenne Avenue and Highway 60. \$6,000 is the historical average for required maintenance not based on damages.

Trustee Meinecke stated that she was very upset that the requested amount was changed to match the executive amount in some of the line items. She did not believe that was a true representation of what actually transpired.

Trustee Meinecke stated that she did have a chance to look at the full budget and the cuts were not consistent throughout all budgets.

Trustee Meinecke questioned how they cut Recycling and Sanitation as this is a contract. Administrative Assistant Melissa Depies stated that the initial calculation for recycling and sanitation included a three percent increase, which is the maximum allowed by contract, addition of 55 new homes and increased tonnage based on additional homes. This was then recalculated with only a two percent increase as historically that has been the increase. The Executive recommendation is still lower than the revised calculations.

Trustee Krueger questioned why the \$20,000 for participation in the Milwaukee River Watershed Conservation Partnership was transferred to the Utility budget. Director Thomas responded that in 2016 the Village pledged a total of \$80,000 for phosphorous controls. To date no money has been spent. The funding was transferred to the Utility because currently there are no phosphorous control requirements with the storm water permit; however, this activity falls in line with the adaptive management plan for the Utility.

Trustee Krueger questioned if the Village will have a backup road construction plan in the event bid prices are favorable and under budget. He suggested that Prairie Run be designed and put on the shelf. Director Thomas stated that staff does not have time to complete the design. North Pine Street could be added since that project was designed for 2019 construction and not completed.

Mr. Blum questioned what the 13th Avenue project included. Director Thomas stated that it will include milling and replacement of the pavement for the full width of the road. No utility work is expected.

#### Major Projects Update

Director Thomas highlighted the projects:

*Sidewalk Replacement Program:* Project will not be completed. Funds were transferred to the 2019 Street Improvement Program.

*Street Reconstruction:* Project is substantially complete. Punch list work remains.

*Bridge Street Dam Repairs:* Project complete. Village Attorney is drafting a letter to make a claim against Errors and Omissions Insurance.

*East Side Utility Extension:* Utility work is complete. Road paving scheduled for the week of October 21.

#### Report of benchmark measurements-Public Works

Superintendent of Public Works Jake Arndt updated the Board on the crews activities stating that leaf collection began this week with the street sweepers. Full crews will be out as the demand increases.

Crews are installing new handicap ramps on Overland Trail, trimming Village trees, and prepping equipment for the upcoming winter season.

## **WATER & WASTEWATER**

### Sewer and Water Acceptance – Town Place Suites

Director Thomas stated that the infrastructure for Town Place Suites needs to be formally accepted.

Trustee Krueger questioned if the sewer main was televised when it was installed. Director Thomas stated that she did not believe that it was. This project was completed prior to that requirement in our specifications.

Trustee Krueger stated that if the sewer was not televised there is no way of knowing the integrity of the pipe.

Motion by Mr. Blum, seconded by Trustee Liss, to recommend the Village Board approve Resolution \_\_\_\_\_, Series 2019 for the acceptance of the sanitary sewer and water main in the Town Place Suites development. Motion carried. (4-1 Trustee Krueger – Nay.)

### 2020 Proposed Budget Review-Utility

Director Thomas stated there were no notable changes to the Utility Budget.

Mr. Blum questioned the length of the contracts for cell tower sites. Trustee Liss responded that it varies depending on the provider; typically it is five years with a stipulation that written notice to terminate is required.

Trustee Krueger had many questions and comments:

#### Wastewater Utility:

Phosphorus Adaptive Management - \$190,000. He questioned if this dollar amount was based on any scope of work; and if these fees were expected to be paid in 2020 or if the fees were for the entire project. Utility Superintendent Tim Nennig stated that most of these costs are administrative fees by a consultant to administer the adaptive management program; the annual engineering fee to administer the program is close to \$100,000. Trustee Krueger commented that Adaptive Management costs need to be controlled as much as possible. Superintendent Nennig stated that these costs were included in the presentation made by Symbiont. This project is a requirement of the state.

#### Capital Projects:

Construction of the Headworks project: The 2019 estimate shows an amount for construction. Project will not be awarded until January therefore there will be no construction costs in 2019. This amount should be shifted to 2020.

Green Bay Road Lift Station Rehabilitation: Is the \$250,000 estimated costs a reasonable figure or it is a guess. Superintendent Nennig stated that it was a guess. Staff knows there are deficiencies that need repair and maintenance; however, staff has not received the written report to date.

Overall Administrative: Costs are increasing 36.8 percent. There appears to be a lot of additional consulting work.

Wastewater Contractual: Why the increase from \$33,000 to \$49,000. Superintendent Nennig stated that is due to DNR requirements.

Trustee Krueger noted that when comparing the 2019 budgeted to the 2019 estimate, there have been a number of expensive projects that were completed that were not budgeted for. Going forward he requested to have how the projects are funded listed; example: cash reserves, loans, or grants.

### Utility Projects Update

Superintendent Nennig updated the board on the various Utility projects:

*17th Avenue Lift Station Construction:* Project is currently being re-advertised, with a submittal deadline of November 6, 2019. A pre-bid meeting and site visit have been scheduled for October 23, 2019.

*Annual Water System Leak Survey:* Partial-Village leak detection survey work should begin shortly now that fall hydrant flushing activities are completed.

*WWTP Headworks Design Engineering:* On Wednesday, October 16, 2019 Utility staff will be participating in a design review meeting with the engineering team from MSA Professional Services. Design is approximately 90 percent complete. Project advertising anticipated for November 12, 2019 with bid opening scheduled for December 10, 2019. Contract award anticipated in January 2020 followed by construction in late February or early March.

Mr. Blum questioned if there was any advantage to bidding the 17th Avenue Lift Station project and the Headworks project together. Superintendent Nennig stated that he did check into this with both engineering firms. It was decided that it would not be beneficial.

*Collection System Infiltration/Inflow Investigation:* Most of the field operations focus this year has been set on investigating the sanitary sewer issues in the Green Bay Road Lift Station tributary area.

The Utility recently completed five months of flow monitoring and rain data collection within the Green Bay Road tributary area. On Wednesday, October 16, 2019 ATI will be performing sanitary manhole structural inspections in this same area.

Northern Pipe Inc., Green Bay, WI will clean and televise nearly 20,000 lineal feet of sewer mainline within this tributary area.

The Utility has also completed the re-build of both lift pumps at the Green Bay Road Lift Station; and have realized significant improvements in pumping capabilities. Recent heavier rain events have not impacted the station to any noticeable extent.

Trustee Krueger questioned if the Village has completed any storm water projects in this area. Director Thomas stated that she applied for FEMA Funding for storm sewer work in this area; however, that was not received. The 2020 budget does include funds for engineering work.

#### Report of benchmark measurements–Water and Wastewater

*Distribution System Valves Exercised:* Crews have recently met their 2019 benchmark goal of 600 valves based upon DNR recommendations.

*Fire Hydrants Operated/Flushed:* Fall fire hydrant flushing activities were recently completed. All public fire hydrants within the Village were inspected, had routine maintenance performed and flushed at least twice this year.

*AMI Meter Installs and/or Upgrades:* The Utility is on target to exceed the annual benchmark goal for AMI meter exchanges. This particular activity is a top priority for field staff the remainder of the year.

*Water Main Breaks Repaired:* The Utility has responded to five separate water main breaks through the end of September that were not associated with street improvement contractor activities.

*Service Lateral Leaks Repaired:* The Utility has made necessary repairs to three separate water service leaks through the end of September.

*Sewer Mainline Jetting (Cleaned):* In 2018 the DNR directed the Utility to clean a minimum of 150,000 feet of sanitary sewer main during 2019. The Utility has already exceeded that goal and projects another 20,000 feet will be cleaned prior to years end.

*Sewer Mainline Televising:* The Utility has awarded a contract for roughly 20,000 lineal feet of sanitary sewer mainline televising. The targeted area will be the Green Bay Road Lift Station tributary area.

*Sewer Mainline Back-ups:* Thru the end of September the Utility has responded to one sewer main back-up event and four private sewer lateral back-ups.

#### **DIRECTOR'S UPDATE**

*Open Utility Field Operator Position:* Director Thomas stated that Dan Fisher has been fully promoted to Field Operations Coordinator therefore a field operator position is currently open. Position has been advertised with an application deadline of Tuesday, October 22, 2019.

#### **ADJOURN**

Motion by Mr. Murray, seconded by Mr. Blum, to adjourn the meeting at 7:25 p.m.  
Motion carried.