

**VILLAGE OF GRAFTON**  
**BOARD OF PUBLIC WORKS MEETING MINUTES**  
**MONDAY, NOVEMBER 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 Sue Meinecke, Trustee David Liss, and Pat Murray.

Board members absent: Les Blum

Staff present: Director of Public Works/Village Engineer Amber Thomas, Utility Superintendent Tim Nennig, Facility Operations Coordinator Larry Roy, Field Operations Coordinator Dan Fisher, and Administrative Assistant Melissa Depies.

**HEAR PERSONS REQUESTING TO BE HEARD**

None

**MINUTES**

Trustee Krueger requested that the first sentence on page 7, paragraph 1, be changed as follows:

“Trustee Krueger questioned if the Village has completed any storm water all projects in this area.”

Motion by Trustee Meinecke, seconded by Mr. Murray, to approve the October 14, 2019, Board of Public Works meeting minutes as corrected. Motion carried.

**WATER & WASTEWATER**

WPDES Permit Renewal Technical Support Contract – Change Order

Utility Superintendent Tim Nennig explained that the Utility budgeted a total of \$65,000 in 2019 for Plan Development (\$25,000) and WPDES Permit Renewal Support (\$40,000).

A contract was approved and awarded to Symbiont, West Allis, in the amount of \$34,900. The contract included services for both Plan Development and Permit Renewal Support Services.

After evaluation of several different alternatives as possible compliance strategies for the Village to meet the Total Maximum Daily Load the Village concluded that Adaptive Management was the most cost-effective approach. However, the original contract with Symbiont did not include fees for development of a detailed engineering design report or other Adaptive Management Plan specifics. Therefore, Symbiont is requesting an additional \$3,000 to cover the remaining support services that are necessary.

As part of the WPDES permit renewal support, the completed application and a detailed Adaptive Management engineering design report must be submitted to the Department by December 31, 2019.

Motion by Trustee Liss, seconded by Trustee Meinecke, to recommend the Village Board approve Contract Change Order 01, as submitted by Symbiont, in the amount of \$3,000. Motion carried.

#### Water Tower Maintenance Agreement Contract Modifications

Facility Operations Coordinator Larry Roy explained that all three water towers in the Village are under long-term maintenance contracts with Suez/Utility Service Company Inc. Each contract is for 14 years with a provision that the Village can opt out after five years without penalty. All three contracts have been in place for five years or more.

The contracts include maintenance to maintain all coatings in good condition in order to maintain the hygiene, integrity, and appearance of the steel. Annual visual and washout inspections are performed in alternate years to insure the coatings are in good condition and that the interior of the tank is sanitary.

Facility Operations Coordinator Roy stated that in his opinion the Village did not receive the work as contracted for the past several years. In 2017 a coating failure was noticed on the base cone of Tower 2. Suez/Utility Service Company was made aware of the situation and it took approximately two years, and withholding payment, to get them to respond with a solution. By the time the tank was repainted, large areas of failed coating were over the entire structure.

Facility Operations Coordinator Roy also noted that the annual reports were not being done on a regular basis.

Prior to the maintenance contracts, the Utility worked with Dixon Engineering for bidding and specifying tower maintenance work. The maintenance contracts did allow for more consistent budgeting and eliminated staff time and coordination; however, over the long-term the maintenance contract costs are much higher. It is estimated that the Utility could save approximately \$900,000 over the next 15 to 17 years by terminating all the maintenance contracts and performing the work.

Trustee Krueger stated that budgeting, staff time and effort to manage, and improved service were the main reasons that the maintenance contracts were initially agreed to. It appears that the Utility is no longer getting the best service. Trustee Krueger had no issues with working with Dixon Engineering in the future, it was his opinion that they would be a good choice.

Utility Superintendent Nennig stated that there have been many changes with Suez/Utility Service Company since the initial contract. The company has grown and expanded at a fast rate and they are having issues with customer service.

Trustee Meinecke questioned / *Facility Operations Coordinator Roy responded:*

- A) Will the Utility will be able to budget in a similar way to avoid the peaks and valleys?  
*The Utility has reserve funds that can accommodate the larger projects.*
- B) What is the time of Notice to Terminate? *A 90 day notice is required.*
- C) Will a RFP will be done for engineering services or will they will automatically work with Dixon? *An RFP will be done.*

Motion by Mr. Murray, seconded by Trustee Liss, to recommend the Village Board approve terminating all three maintenance contracts with Suez DBA Utility Service Company. Motion carried.

### Well 2 Emergency Repairs

Utility Superintendent Tim Nennig stated that Well 2 has experienced a significant mechanical failure and was removed from active service. The vertical turbine pump seized-up causing overload of the motor starter; the pump's line-shaft could not be rotated even with excessive force.

Superintendent Nennig stated that Well 2 serves the Village's east side pressure zone and has accounted for less than 0.4 percent of the Village's overall water demand in 2019. Of the six active Village wells, Well 2 has the lowest available pumping rate at 300 gallons per minute.

If additional demand does occur on the Village's east side pressure zone, Wells 3 and 7 could easily transfer the needed capacity via gravity from the Villages west side pressure zone. Wells 3 and 7 have both undergone extensive rehab work in the past two years. The potential for failure at either well site is very minimal.

Municipal Well & Pump provided a repair cost estimate of \$43,107 that would rehabilitate the well allowing for it to return to active service. For an additional \$4,347 the Utility could opt to go with stainless steel replacement line-shaft versus carbon steel and replace the existing, air compressor level measurement system with a submersible transducer. Total repair costs would total \$50,834.

Superintendent Nennig stated that there are remaining 2019 budget fund balances that could be used to cover the repair costs.

Trustee Liss stated that he has no issues with completing the project now. It appears that the Utility has the funds and the cost will only increase by waiting.

Trustee Krueger stated that the well pumps very little and is possible that the well may not be needed this year or even next year. He does not believe these repairs are urgent and believes the Utility should wait for the repairs when proper budgeting can be done. Trustee Meinecke agreed.

Motion by Trustee Krueger, seconded by Trustee Meinecke, to recommend the Village Board deny the emergency repair proposal from Municipal Well & Pump. Motion carried.

### Utility Projects Update

Superintendent Nennig updated the board on the various Utility projects:

*17th Avenue Lift Station Construction:* The Utility has budgeted \$600,000 in the 2020 budget for construction of the 17th Avenue Lift Station. The project was recently rebid with a bid opening on November 6, 2019. There were eight prime bidders however only three bids were received. Bids ranged from \$480,500 to \$545,000. This will be on the December agenda for review and award.

*Annual Water System Leak Survey:* Contractor is anticipated to begin Wednesday, November 13, 2019, and will take several weeks to complete.

*WWTP Headworks Design Engineering:* The engineers from MSA Professional Services will be meeting with DNR staff to discuss the overall project. This will determine if the project could potentially be bid out prior to receiving the actual DNR approval letter for the project. The Utility staff remains hopeful that the project will still be bid out before year's end with bid opening in late January.

*Master SCADA PC Systems Replacement:* Project work is approximately 90 percent complete. The Hach WIMS reporting and recordkeeping software is scheduled for installation in mid-December along with replacement back-up dialer installation and set-up.

*Collection System Infiltration/Inflow Investigation:* The Utility is still waiting for delivery of the final flow investigations report; Applied Tech has indicated it will be sent by the end of the week. Northern Pipe Inc., Green Bay, WI is under contract to complete televising of nearly 20,000 lineal feet within the tributary area. Contractor has scheduled the televising work for early December and has assured the Utility all work will be completed before year's end.

*Fire Hydrant Recoating:* Contract was awarded early in the year; however, the contractor has notified the Utility that they are no longer able to complete the agreed upon work.

#### Report of benchmark measurements-Water & Wastewater

Utility Superintendent Tim Nennig highlighted the activities of the Utility:

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

*AMI Meter Installs and/or Upgrades:* Utility field operations staff have surpassed their annual benchmark goal of 600 AMI meter installations for 2019.

*Sewer Mainline Jetting (Cleaned):* The Utility was required to complete a minimum 150,000 lineal feet of sanitary sewer cleaning within the Village per DNR directive. Utility has exceeded that requirement and plans to complete additional sewer cleaning prior to years end.

*Water Main Breaks Repaired:* The Utility has responded to five water main breaks through the end of October compared to eight last year at this time.

## **PUBLIC WORKS**

### South Green Bay Road Flooding update

Director of Public Works/Village Engineer Amber Thomas stated that a letter was sent to the residents in the South Green Bay Road area explaining what the Village is working on. She received no response from the letter.

It was the direction of this Board that one more quarterly letter will be sent, then the Village will discontinue them. If residents have questions or concerns they can always contact staff.

### First Avenue Bio-Filter Design Proposal

Director of Public Works/Village Engineer Amber Thomas explained that the 2020 Capital Improvement Budget includes funding for design and construction of a bio-filter area within the median of First Avenue as part of the street improvement project.

The bio-filter areas will help the Village meet future MS4 stormwater permit requirements. The Village, along with AECOM, is completing a new Storm Water Management Plan that gives direction on how the Village will work towards new MS4 compliance regulations in the future. Bio-filters along First Avenue are one of the options presented in that report.

AECOM is fully involved and knowledgeable about our current storm sewer system, as well as the updates needed in the future to meet compliance because of their current modeling and reporting efforts for the Stormwater Management Plan Update. Director Thomas believed that it would be most cost effective to use the information gathered over the past two years as well as their long term knowledge of the Village's storm sewer system to have them design the bio-filters.

Trustee Meinecke questioned if bids were received from other design engineers for this project. Director Thomas stated that because this is professional services bids are not required. It was her opinion that AECOM has significant history and modeling of our stormwater system and it would be most cost effective to work with AECOM.

Trustee Meinecke was not in agreement stating that those are just assumptions; if you do not bid out the work you will never know if they are reasonable with pricing. Trustee Krueger commented that consultants typically want to do their own work and research rather than use another firms calculations; therefore, it is reasonable to believe that AECOM would be the lowest qualified bidder.

Motion by Trustee Liss, seconded by Mr. Murray, to recommend the Village Board approve the AECOM proposal for a cost not to exceed \$30,400 for design of a bio-filter system in the median of First Avenue. Motion carried. (Trustee Meinecke – nay; she would like to see bid comparisons.)

### Major Projects Update

Director of Public Works/Village Engineer Amber Thomas highlighted the projects:

*Sidewalk Replacement Program:* Project will not be completed. Funds were transferred to the 2019 Street Improvement Program. The 2020 budgeted funds were increased from \$42,000 in 2019 to \$70,000 in 2020.

*Street Reconstruction:* Project is substantially complete. Punch list work remains. Some punch list items will be completed this week and some will have to wait until spring.

*East Side Utility Extension:* Utility work is complete. Road paving has been delayed due to the weather. Village is working with Payne and Dolan to try to pave next week when temperatures improve. If weather does not improve, it is possible that paving may not be done until next spring.

*Blue Stem Subdivision:* Phase I has been completed. Punch list work remains. No utilities or road work has been accepted by the Village.

*River Bend Meadows Subdivision:* Contractor is trying to complete all utility work before year's end. Project will then most likely be shut down until spring.

*Storm Sewer – 1229/31 12th Avenue:* Contract with Vinton Construction was just under the approved \$30,000. DPW crews completed all restoration and concrete work. Work is complete.

#### Report of benchmark measurements–Public Works

Director of Public Works/Village Engineer Amber Thomas stated that the weather has been an issue for the crew.

The Public Works crews were filling pot holes and collecting leaves until winter hit. The Crews have completed three salting events and two plowing events already this fall/winter season. The quick switch of equipment did not allow for the normal maintenance which has caused some additional maintenance issues as well.

800 tons of salt has been delivered and the Village will be accepting another 300 tons this week.

With the bad weather the Village has had three signal knock downs as well: Falls Road and Wisconsin Avenue, overhead pole at 17th Avenue, and a pedestrian signal at Cheyenne Avenue and Highway 60.

Crews are still trying to collect the leaves. Will continue as long as possible.

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

*Utility Field Operator Position:* Director Thomas stated that the Village received eight applications; four candidates were interviewed. Currently working on an offer for employment.

*Public Works Foreman Position:* Director Thomas announced that Pete Knauer was promoted to foreman and took on the position this week.

Trustee Meinecke questioned the status of the claim against Ayres. Director Thomas stated that the letter was sent and there is a minimum 60 day waiting period before the next step.

#### **ADJOURN**

Motion by Mr. Murray, seconded by Trustee Liss, to adjourn the meeting at 7:07 p.m.  
Motion carried.