

VILLAGE OF GRAFTON

BOARD OF PUBLIC WORKS MEETING MINUTES

MONDAY, DECEMBER 9, 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 Les Blum.

Board members absent: Pat Murray.

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

Others present: John and Cindy Bourne – 469 Lilac Court, Phillip Gould – 458 Lilac Court, George Scannell – 453 Lilac Court, Trustee Lisa Uribe-Harbeck, and Daniel Delorit.

HEAR PERSONS REQUESTING TO BE HEARD

Daniel Delorit congratulated the Department of Public Works on the great job they have done with brush and leaf collection this year. He stated that the weather definitely made this challenging this year.

MINUTES

Motion by Trustee Liss, seconded by Trustee Meinecke, to approve the November 11, 2019, Board of Public Works meeting minutes as presented. Motion carried.

PUBLIC WORKS

Sidewalk snow removal on Keup Road – John Bourne

Director of Public Works/Village Engineer Amber Thomas explained that Keup Road was reconstructed in 2003 which widened the roadway and added sidewalks on both sides of the street. Village code requires the property owners abutting public sidewalk to remove and clear away all snow and ice within 24 hours of the end of the snowfall.

Director Thomas was contacted by residents on Lilac Court requesting relief from this requirement as the sidewalk that abuts their property is on the back side of the property with no direct access.

Director Thomas stated that Village crews currently clear over 8 miles of sidewalks. This is a tedious task that often times cannot be completed until the roads are cleared. Often times Village staff is struggling to meet our own ordinance timeframe requirements. Village crews do plow the sidewalk that abuts Lions Park on Keup Road.

Director Thomas also noted that there are other areas in the Village that have similar situations where the backside of the property abuts the sidewalk and any decision made tonight could set precedence for other areas.

Trustee Krueger questioned where the sidewalk ended; questioning if it was a sidewalk that didn't really go anywhere. Director Thomas stated that the sidewalk connects the area to Thorson School.

Trustee Krueger questioned who plows the sidewalk that abuts the pond just south of these homes. Director Thomas stated that the Home Owners Association maintains the sidewalk.

Phillip Gould, 458 Lilac Court, explained that when Keup Road was being widened and improved they were not notified prior to the project. It was not introduced to them properly.

John Bourne, 469 Lilac Court, stated that at the time of the project he received notice that they would be assessed almost \$17,000 for the road and sidewalk improvements. This was resolved and the property owners did not have to pay the assessment.

Mr. Bourne stated that he and his neighbors have been removing the snow on this sidewalk for over 15 years now and it is becoming more and more difficult. There is no direct access to this sidewalk from their homes and they have to walk in the street and around the block to get to it. The property owners stated they have no issues with maintaining the grass, they just want relief from snow removal.

Mr. Bourne also stated that safety is also a concern for him and his neighbors as try to navigate around the block to remove the snow.

Trustee Krueger stated that it does not seem reasonable to expect the homeowner to go around the block to remove snow; however, it is their responsibility. If concessions were made it would be setting a precedence for other areas in the Village with similar situations.

Daniel Delorit stated that there are some areas along Ninth Avenue that have similar scenarios. The Village clears their property and the property owners are responsible for clearing their own regardless if the sidewalk is in front, side or back of the property. He noted that property owners in this area also need to go around the block to gain access to clear the snow as well.

Mr. Bourne stated that he agrees that the sidewalk needs to be cleared; he is requesting that the Village clear it as they are isolated from the area. "There is right and there is wrong; they are asking the Village to do the right thing".

Trustee Liss commented that there are approximately 19 or 20 properties on Keup Road that have similar situations where the sidewalk is on the back side of the property.

Trustee Krueger stated that as the abutting property owner, you are responsible. If you cannot do it you will need to hire a contractor or pay the Village to do it.

Mr. Blum stated that if the Village clears the snow the property owners should be charged or they should hire their own contractor. The Village should not provide this service at no cost.

It was the consensus of this board that Village staff will assist these property owners in contacting contractors and receive quotes for snow removal on this sidewalk. All associated cost would be that of the property owners.

Change Order 2 – 4 / 2019 Street Reconstruction Project

Director Thomas stated that the 2019 Street Reconstruction Project is substantially complete with the exception of some punch list items.

As with all street construction projects there were issues in the field that needed to be addressed therefore change orders were issued to keep the project moving. Even with the added change orders the project did come in under budget and under the awarded contract amount.

Mr. Blum questioned why pavement lines were not included on 17th Avenue in the original bid document. Director Thomas responded that some striping was included; however, more was added to create a safer bike lane.

Motion by Les Blum, seconded by Trustee Liss, to recommend the Village Board approve Change Order 2 in the amount of \$12,305.42, Change Order 3 in the amount of \$950, and Change Order 4 in the amount of \$4,865.72 for Dorner, Inc. Motion carried.

Acceptance of Utilities – Grafton Schools (Woodview/Kennedy/Grafton HS)

Director Thomas stated that all utility work at the Grafton Public Schools is complete. As-built drawings and all required paper work has been received by the Village. A Water Utility Access and Maintenance Agreement as well as the corresponding easement on the Grafton High School property were executed and formalized with a Certified Survey Map.

Trustee Harbeck questioned if this was considered a public or a private project. Director Thomas stated that it is considered private due to the fact that it was not a Village project. There is a public main that runs through the High School property that does serve neighboring areas; however, there was no work done to this main during this project. The Village has always “owned” this main, this is giving the Village the necessary easement to maintain it. All laterals will remain private.

Motion by Les Blum, seconded by Trustee Meinecke, to recommend the Village Board approve Resolution ____, Series 2019 for the acceptance of the sanitary sewer and water main on the Grafton School district properties. Motion carried.

Acceptance of Utilities – Village Point Commons

Director Thomas stated that this project was completed in 2016. The developer has not requested acceptance of the public improvements therefore the utilities are still considered privately owned.

Director Thomas noted that typical as-built documents and required easements have not been received by the Village. The documents received were plans with handwritten notes by the contractor with minimal notes added as construction occurred.

The infrastructure that was installed includes: 1,191 LF of 12” water main, 1,263 LF of 8” water main, eight hydrants, 1,312 LF of 8” sanitary sewer, 451’ of 6” sanitary sewer, five sanitary manholes and one sampling manhole. Director Thomas recommended the storm sewer remain private as it is all contained on private property, underneath private roads, and drains almost entirely to the two onsite ponds.

Trustee Krueger stated that the Village should continue to move forward to get this project closed out by accepting the water and sewer. However, the Village needs to be make sure the developer is aware that all storm sewer is their responsibility including the ponds.

Director Thomas stated that she is working on an ordinance that address maintenance and inspection requirements for all private stormwater ponds.

Mr. Blum stated is it the developer's responsibility to provide as-built documents. The Village should not complete these.

Trustee Liss stated that the Village should make sure everything noted in the developer's agreement is complete before accepting the utilities. Until such time, it is the developer's responsibility to maintain any issues that may arise.

Facility Operations Coordinator Roy questioned if the developer understood that until the utilities are accepted they are responsible for repairs if there is a water main break or a backup.

Motion by Trustee Liss, seconded by Trustee Meinecke to table the acceptance of the sanitary sewer and water main within the Village Pointe Commons development until such time as all as-built and other necessary documentation is received by the Village.
Motion carried.

2020 Standard Specifications Update

Director Thomas stated that during the 2019 construction season it was noted that some items in the standard specification needed updating and clarification. Those changes have been highlighted for reference.

Mr. Blum wanted to see the full original document red-lined with the requested changes. This was too difficult to follow.

Trustee Krueger stated that he tried to compare the printed version to the on-line version and it was difficult to figure out what the changes were. Some of the highlight changes already existed in the on-line version. He would also like to have the full original documents printed and the changes red-lined.

Director Thomas stated that they were very minor changes which is why she did not have it red-lined. She will get a red-lined document as requested.

Trustee Krueger stated that Robert Tillmann was prepared to attend the meeting on Monday, however he had a conflict with the new date. He has some input for these specifications. Mr. Tillmann sent an email with his concerns to Village Board members however did not send them to staff.

Motion by Trustee Meinecke, seconded by Mr. Blum, to table approval of the updated Village of Grafton Standard Specifications and Detail Drawings, dated December 2019 for further review. Motion carried.

Major Projects Update

Director Thomas updated the board on the various projects:

Bridge Street Dam Repairs: Ayres has denied our claim. Administrator Thyges, Attorney Herbrand, and Director Thomas will be sending another claim letter clarifying what they are asking for.

Grafton East Side Utility Extensions (River Bend Road): Road has been paved with binder. The pavement has a three year warranty on the pavement and the gravel base. The final surface layer will be laid after the three year warranty period is over.

River Bend Meadows Subdivision: Site grading and utilities are almost complete.

Storm Sewer – 1229.31 12th Avenue: Project is complete. Final cost came in at \$29,417.

Shady Hollow Phase III: Work has begun on sanitary sewer, water main and storm sewer.

Report of benchmark measurements-Public Works Department

Director Thomas updated the board as to the crew's activities:

Crews have filled potholes with the last batch of hot mix. Any new potholes will be filled temporarily with cold patch. The Village had two salting events in November, completed traffic control for parades and special events, put up holiday decorations, cleaned out flower beds and gardens for the winter, and finished up leaf collection.

WATER & WASTEWATER

Award 17th Avenue Lift Station project

Utility Superintendent Tim Nennig explained that the 2020 Utility budget includes \$600,000 for replacement of the 17th Avenue lift station and discharge force main.

Engineering design work was completed by Short Elliot Hendrickson, Inc. and the project was bid with a bid opening on November 6, 2019. Three bids were received with the low bidder being Advance Construction, Inc., Green Bay, WI in the amount of \$480,448.

Engineers from Short Elliot Hendrickson have evaluated the project bid received from Advance Construction and are recommending that the contract be awarded.

Mr. Blum questioned if the Village has had any issues with Advance Construction on any past projects. Superintendent Nennig stated that there were problems with the River Bend Road Lift Station. However, the Utility has requested a different project manager and several other things for this project which Advance Construction has agree to.

Superintendent Nennig stated that several smaller issues were never resolved with the River Bend Road Lift Station therefore the Utility held \$120,000 from the contract.

Trustee Meinecke questioned if this is a not-to-exceed price; if there were any incentives for completing early; and if there were any provisions for liquidated damages.

Superintendent Nennig stated that Short Elliot Hendrickson will be writing the contract. There are not provisions for early completion, and he was unsure about liquidated damages.

Motion by Les Blum, seconded by Trustee Liss, to recommend the Village Board award the construction contract for replacement of the 17th Avenue Lift Station and discharge force main to the low bidder, Advance Construction, Inc., Green Bay, WI for the total base bid price of \$480,448. Motion carried.

Utility Projects Update

Utility Superintendent Tim Nennig highlighted the projects:

WWTP Headworks Design Engineering: The current project schedule is as follows:

Advertise for bids	December 17 & December 24
Post bid documents	December 17
Pre-bid conference	January 7, 2020
Bid opening	January 30, 2020
Bid review & recommendation	February 5, 2020
BPW review & recommendation	February 10, 2020
VB review & approval	February 17, 2020
Construction	April 2020 thru mid-2021
Substantial completion	March 2021
Final completion	July 2021

The DNR still needs to approve the project; the project is 23 in queue on the DNR's plan review list. We do not expect to receive a final DNR approval letter until after bids are opened. Any required DNR changes will have to be handled thru addendums and/or change orders.

Mr. Blum stated that advertising and bidding out a project over the holidays was a bad idea. He suggested waiting until January to advertise. Superintendent Nennig stated that if we waited to advertise it would push everything back a couple of months. Bidding was pushed to the end of January to give contractors enough time to bid.

Collection System Infiltration/Inflow Investigation: The Utility has received the preliminary study findings report from Applied Technologies.

Northern Pipe Inc. will be launching their sewer cleaning and televising efforts in the Green Bay Road LS tributary area next week. Preliminary report findings suggest that the excessive clear water entering the sanitary sewers are a result of active inflow versus infiltration. There are 92 sanitary manhole covers that have open pick holes and 61 manhole chimneys that do not have a chimney seal installed.

Applied Technologies will be provided a copy of the televising results and finalize their I/I Study report with recommended and prioritized corrective actions.

Report of benchmark measurements–Water & Wastewater

Superintendent Nennig provided the Board with a handout giving historical comparisons for each benchmark. Some of the data provided dates back to 1977.

DIRECTOR'S UPDATE

Status of Water Tower Maintenance Agreement Contracts: Director Thomas stated that a certified letter went out priority mail to cancel all contracts.

Adaptive Management Farm Practice Installation-Fall 2019: Director Thomas stated that the Village is working through finalizing 9 farm contracts for cover crops and no till practices. This will not benefit the Village's MS4 permit as there are no guidelines for this at this time, it will benefit the Utility Adaptive Management efforts.

ATC Pollinator Program Grant Award: Director Thomas stated that the Village applied for two separate grants from ATC. The Village was awarded one in the amount of \$3,250. This funding is to help with costs associated with the bio-swales on First Avenue.

January policy update – professional contracts: Director Thomas stated that she is working on drafting a policy for professional contracts including inspection services. The policy will require that professional contract that are over \$25,000 regardless of who pays the bill will be brought before the Board of Public Works and Village Board for recommendation and approval.

Open DPW Crewperson position: Director Thomas stated that Pat Clemins has resigned from his position with the Village due to medical work restrictions. The position has been posted and advertised.

New Utility Operator: Director Thomas stated that the Water Utility is now up to full staffing. The newest employee, Bennet Krueger, began working Monday. Bennet came to us from City Water and he is very familiar with the type of work we do.

Trustee Krueger questioned if there was any issues resulting from the fire in the Town of Grafton. Superintendent Nennig stated that he did check the system and did not notice anything out of the ordinary. He noted that most of the water came from Port Washington rather than Grafton. Trustee Liss stated that the hydrant near Colders was also used.

ADJOURN

Motion by Les Blum, seconded by Trustee Meinecke, to adjourn the meeting at 7:26 p.m. Motion carried.