

## VILLAGE OF GRAFTON

### BOARD OF PUBLIC WORKS MEETING MINUTES

MONDAY, JANUARY 13, 2020

**\*REVISED\***

The Board of Public Works meeting was called to order at 6:03 p.m. by Chair Tom Krueger.

Board members present: Trustee Tom Krueger, Trustee Sue Meinecke, Trustee David Liss, Pat Murray, and Les Blum.

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

Others present: John Bourne – 469 Lilac Court, George and Anne Scannell – 453 Lilac Court, Trustee Lisa Uribe-Harbeck, Trustee Dave Antoine, Trustee Jim Miller, Daniel Delorit, Amy Luft, Bill Harbeck, and Bob Tillmann.

#### **HEAR PERSONS REQUESTING TO BE HEARD**

None

#### **MINUTES**

Mr. Blum: Page 7, Paragraph 2 – Adaptive Management Farm Practice Installation – Director Thomas sated... replace the word sated with stated.

Trustee Krueger: Page 3, Paragraph 3 – for clarification please add on 17th Avenue after ...pavement lines were not included.

Motion by Trustee Meinecke, seconded by Trustee Liss, to approve the December 9, 2019, Board of Public Works meeting minutes as corrected. Motion carried.

#### **PUBLIC WORKS**

##### Sidewalk snow removal on Keup Road

Director of Public Works/Village Engineer Amber Thomas stated that there was lengthy discussion at the December meeting regarding this matter. It is agreed that the homeowners on Lilac Court do not have direct access from the front of their property to the sidewalk along Keup Road. However the Village does have an ordinance that requires the property owner to remove snow and ice from any sidewalk abutting the property. There are many situations in the Village where it is difficult or impossible for the property owners to clear the sidewalk; in such cases it is the property owner's responsibility to hire someone to do this work if they are unable to complete the task themselves.

Village staff reviewed the areas in which Village crews completed snow removal on the sidewalk. Generally each area falls into one of five categories:

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- 1) Abutting property is owned by the Village or State
- 2) Sidewalk is cleared because it is the only safe route to get from one Village owned parcel to another (busy traffic or narrow streets).
- 3) Sidewalk was installed by the Village along Town properties. In this situation the Town does not have an ordinance to enforce clearing of sidewalks so if the Village wished to install them it was in knowing the Village would take on the clearing of them.
- 4) Sidewalks directly adjacent to curbs along STH 60 where the snow plows consistently dump too much snow for private property owners to clear. This is also where the State owns considerably wide Right of Ways.
- 5) Interurban Trail within Village limits per Agreement with the County (same as all other municipalities within Ozaukee County).

Staff has received four quotes from local snow removal companies; the lowest quote being from Jim's Maintenance Service at \$60 to \$80 per removal depending on snow depth.

Trustee Krueger question if it was \$60 for 1 to 4 inches and an additional \$80 if it was 4 to 8 inches for a total of \$140. Director Thomas stated that that she believed that is was \$60 or \$80 total.

Trustee Krueger noted that there is a path just south of the Scannell property that is not cleared as well. Director Thomas responded that many paths between homes are not cleared. Historically this area has never been cleared.

There was discussion regarding what properties were part of a Home Owners Association (HOA) and how the sidewalk was maintained. It was determined that the properties to the north belonged to a HOA, the properties to the south belonged to a HOA, and properties across the street to the west also had a HOA. Lilac Court properties do not belong to a HOA.

It was determined that the two property owners that front Keup Road (Fisher and Harrigan) were allowed to join the neighboring HOA once they were annexed in. Trustee Krueger suggested that the Lilac Court property owners approach the HOA president (Bruce Krenzke) and try to join the same association to resolve this issue.

Trustee Harbeck commented that she talked to a homeowner in this HOA and they confirmed they contract out Keup Road sidewalk snow removal. Mr. Bourne stated that he was told by Mr. Harrigan that they do not contract for snow removal.

Mr. Bourne reiterated that in his opinion they were not correctly informed about the project and they should not be responsible for this sidewalk. He stated that at the time of the project, he contacted the Village at least three times and was told that they needed to do nothing as they were not impacted by the project. Then they were told that they would be assessed and then told that the assessments would be waived if they agreed to take care of the sidewalks and right-of-way.

Director Thomas stated that each property owner on Keup Road, including these three residents received a letter from the City of Cedarburg, and the Village of Grafton informing them of the project and inviting them to a public hearing. They did not attend the meeting.

Mr. Bourne questioned when the letter regarding the assessment was mailed. Director Thomas stated the first letters went out in 2003.

Trustee Krueger noted that this was a very unique project as part of it was in the Village of Grafton, part was in the Town of Cedarburg, and part was in the City of Cedarburg. Assessments to property owners were high and many issues had to be considered.

Trustee Harbeck questioned if the Village put in sidewalks on both sides of the road. Trustee Krueger responded that part of the east side of Keup Road already had sidewalks.

Mr. Scannell stated that the sidewalk was not there when these homes were built and the sidewalk was installed to connect to other subdivision properties. He does not believe it is right to have property owners go into the street, around the block to get to the sidewalk that needs to be cleared.

Mr. Bourne stated again that they were not assessed for the project, they have no benefit from this sidewalk and they should not be responsible. The sidewalk was put in to get the kids back and forth to the school.

Trustee Krueger questioned if the property owners were agreeable to hiring one of the contractors that provided quotes. Mr. Bourne replied no.

Trustee Krueger questioned if the property owners were interested in joining an HOA. Mr. Bourne indicated they would consider joining a larger HOA however they were not interested in starting their own. Mr. Bourne believes that the Village should do this snow removal as they were not given a choice, there was no discussion, and it is just difficult and dangerous to get to.

Trustee Meinecke suggested that the three property owners create an LLC where each would pay into an account that would cover the cost of a contractor to clear the snow.

Director Thomas noted that in 2003 when this project was being done the property owners on Juniper Court requested that the Village clear the sidewalks as well and they were told that the Village would not be taking on the snow removal.

Bill Harbeck stated that this sidewalk was solely built for public benefit and not a benefit to these property owners whatsoever. He questioned how many other properties in the Village were truly similar where you cannot even access the sidewalk.

Mr. Blum stated that this Board does not have the authority to make this change. He recommended no change and enforcement of the ordinance. Trustee Liss suggested that this matter be heard by the Village Board for decision.

Mr. Bourne stated that there is some appeal to belonging to a larger HOA. Contacts will be made and consideration given.

Motion by Trustee Meinecke, seconded by Mr. Blum, to recommend no changes to the Village's sidewalk clearing practices. Motion carried.

The residents have agreed to contact the president of the HOA to the south.

#### AMI Meter purchases

Field Operations Coordinator Dan Fisher explained that the Utility is in the third year of the meter conversions from the Automated Meter Reading system to the new Advanced Metering Infrastructure system.

In the first year all the infrastructure was installed to prepare the system for the meter installs. In 2019 the utility replaced roughly 650 meter and radio registers. The 2020 goal is to replace 700 meters and radio registers.

A bid was received for 704 5/8" meters and 50 1" meters with radio registers for the amount of \$168,622 which is \$31,278 under the budgeted amount. Staff may be requesting additional meters later in the year.

Mr. Blum questioned if the prices for these meters will be increasing. He suggested purchasing additional meters not to exceed the budgeted amount. Field Operations Coordinator Fisher stated that the prices will hold though the year and the Utility does not have enough storage space for additional meters, but will come back to the board later in the year to purchase additional meters up to the budgeted amount.

Motion by Mr. Murray, seconded by Mr. Blum, to recommend the Village Board accept the proposal from Core & Main to purchase 704 5/8" meters, 50 1" meters and the 754 radio registers for a cost not to exceed \$168,622. Motion carried.

#### 2020 Standard Specifications Update

Director Thomas stated that as requested the full set of Standard Specifications with changes red-lined and drawings highlighted were available for review. An additional set with blue-lined changes was also made available, these are mostly clerical errors; the changes do not change the meaning of the specifications.

Trustee Krueger requested a change on page 33 30 00-8 Section L. He stated that it does not read well and that the (approval required before paving) should be moved after items one and two.

Bob Tillmann questioned page 33 40 00-4 Section F6; he did not understand why the mandrel detection test needed to be done two times. He stated that this is not the state spec and believed it to be unnecessary. He explained that if the pipe is properly backfilled there will be no issues. Installation is inspected so you should have no issues. He also stated that it would be difficult to get a contractor to come back after the project is complete to run the test.

Mr. Blum stated that he believed the second test was necessary because storm pipe is typically very shallow and heavy loads driving over them could drop the pipe. Director Thomas stated that not all municipalities allow this type of pipe and if it is not backfilled properly there could be issues. A check was done with three other communities that use this type of pipe and all require the specification.

Motion by Trustee Liss, seconded by Trustee Meinecke, to recommend the Village Board approve the updated Village of Grafton Standard Specifications and Detail Drawings, dated January 2020, with all noted changes and corrections. Motion carried.

#### Inspection Services Contract Policy

Director Thomas explained that historically when inspection services are needed on a developer run project the Village Engineer chooses an inspector based on best experience, competitive hourly rate, and availability. Recently there have been concerns raised regarding this practice therefore a Construction Inspection Policy has been drafted in efforts to standardize this process.

Director Thomas explained that on an annual basis she will solicit cost estimates for construction inspection services from qualified engineering firms based on the following:

- Cost estimates shall be based upon project scope and timeline provided by the Developer,
- Qualifications and experience,
- Availability of consultant to meet project timeline,
- All consultants shall receive the same information from the Village as the basis for their submittal.

Under no circumstances shall the Village of Grafton solicit construction inspection proposals from any private firm that has any direct relation to Village Staff, Developer, or Contractor.

The contracted inspector represents the Village of Grafton and its best interests. Therefore under no circumstances shall the developer provide direction to the Village with regards to either soliciting bids from or utilizing any particular contractor for inspection services.

Bob Tillmann stated that the solicitation for cost estimates should be done on a per job basis rather than annually. It was his opinion that each job is independent and should be treated as such.

Trustee Krueger suggested that if the inspection fees will be more than \$25,000 for the project then new bids should be solicited for that project; if inspection fees will be less than \$25,000 then an annual price bid can be used.

Director Thomas clarified that this policy is for developer run projects only; it does not pertain to Village run projects.

Motion by Les Blum, seconded by Trustee Liss, to recommend the Village Board approve the Village of Grafton Construction Inspection Policy, dated January 2020. Motion carried.

#### Blue Stem Phase 2 Inspection Services

Director Thomas stated that she contacted seven firms in search of an inspector to oversee utility installation for Phase 2 of Blue Stem Subdivision.

Kapur & Associates of Milwaukee was the lowest qualified firm at a rate of \$88 per hour.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board approve the Village of Grafton inspection services for Blue Stem Subdivision, utilizing Kapur & Associates, Inc., Milwaukee, WI. Motion carried.

#### Major Projects Update

Director Thomas updated the board on the various projects:

*Street Reconstruction:* The 2020 street project consists of First Avenue – Washington Street to Highland Drive and 13th Avenue – Washington Street to North Street. There is no utility work on either street. Staff is currently drafting the plans and specs for this project.

*Blue Stem Subdivision:* Phase I is substantially complete. Phase II is anticipated to begin late January. Preconstruction meeting is scheduled for January 14.

*Shady Hollow Phase III:* Sanitary sewer, water main, and storm sewer is complete. Site grading is in progress, and roadway work is anticipated for spring.

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

Superintendent of Public Works Jake Arndt updated the board as to the crew's activities:

There was a bad sink hole on Wisconsin Avenue near First Avenue that was repaired. It appears that the road may have been widened at some point and there was a box culvert that had a storm pipe connected improperly.

Crews finished up leaf collection in early December. They plowed two times and salted three. Crews have also been busy with tree removals, tree trimming, and filling potholes. Crews also put up the holiday decorations, prepared for the Christmas parade, and removed decorations.

Mr. Blum questioned if the Village received a credit for recyclable materials. Administrative Assistant Melissa Depies stated that the Village does not receive a credit per say. The Village pays a price per stop for trash, another price per stop for recycling, and then the Village pays a per ton fee for disposal of trash and nothing additional for recycling. Mr. Blum stated that the world recycling market is changing and the Village could be seeing a larger increase in the cost of garbage collection when the contract is up due to this issue.

## **WATER & WASTEWATER**

### Utility Projects Update

Utility Superintendent Tim Nennig highlighted the projects:

Superintendent Nennig handed out a graph showing the Average Daily Water Pumpage by year for the past 20 years. The graph shows that water pumpage has dropped by 33 percent over the past 20 years. From 2018 to 2019 it dropped nine percent. Trustee Krueger noted that the wet weather that has occurred may be driving that a bit.

*17<sup>th</sup> Avenue Lift Station Construction:* Construction documents were signed and executed with Advance Construction. The order for Xylem/Flygt lift station package was issued by the mechanical contractor August Winter & Son. A pre-construction meeting will be scheduled soon.

*WWTP Headworks Design Engineering:* A mandatory Pre-Bid Conference was held. Approximately 30 potential prime bidders, sub-contractors, and engineers from MSA and Utility reps were present. A Bid opening is scheduled for January 30 at the Beaver Dam, WI offices of MSA Professional Services.

*Collection System Infiltration/Inflow Investigation:* The Green Bay Road Lift Station tributary area flow monitoring, sanitary manhole structural inspections and sanitary sewer televising have been completed. Over 21,000 feet of sewer main was cleaned and televised. Televising reports have been turned over to Applied Technologies, Inc. for review and prioritized sewer repair recommendations.

### Report of benchmark measurements–Water & Wastewater

Superintendent Nennig stated that the benchmarks provided are end of year for 2019. Despite being down a full-time field operator from the end of June to mid-December, Utility crews were still able to meet or exceed many of their annual benchmark goals; however, there were some goals that were unable to be met.

Activities that crews were unable to complete include:

- Additional sanitary sewer manhole chimney rebuilds aside from street improvement work.
- Mid-summer dead end hydrant flushing. Approximately 100 dead end hydrants were not flushed a third time.
- Unable to complete the goal for sanitary manhole structural inspections or Clearwater inspections.
- Only a handful of fire hydrant replacements occurred; therefore, did not meet the benchmark goal.

Activities where crews met or exceeded the benchmark goal:

- The Wisconsin Department of Natural Resources (WDNR) recommended increasing the valve exercising in 2019. Crews exceeded the goal and exercised 624 distribution valves.
- In 2019 the Utility launched the water meter conversion program to a newer technology. Crews exceeded the goal of 600 meter conversions by replacing 654 meters.

- Per WDNR directives; as part of their Water Wastewater Treatment Plant (WWTP) Headworks project facilities planning approval, that the Utility was required to clean a minimum 150,000 feet of sanitary sewer main and 20,000 feet of sewer televising work. Crews exceeded this goal by cleaning approximately 175,000 feet of sewer main and televising just over 28,000 feet.

In 2019 the Utility recorded five water main breaks and only one sanitary sewer mainline backup.

Mr. Bum questioned if the fire hydrant repainting will be completed in 2020 at the same rate. Superintendent Nennig responded that the contractor was scheduled to complete this after fall hydrant flushing; unfortunately the weather changed and the Village experienced early snow and cold weather. Work will be done in 2020 at the contracted price.

### **DIRECTOR'S UPDATE**

*DPW Crewperson update:* Joshua Franzen is the newest crewperson for the Department of Public Works. He started employment here just before Christmas. Previously Mr. Franzen was a seasonal employee with the Parks and Recreation Department.

Trustee Krueger questioned the acceptance of the utilities at Village Point Commons. Director Thomas indicated that this is still in the works.

Trustee Krueger questioned the status of the errors and omissions claim against Ayres. Director Thomas stated that a second letter had been sent; and to-date there has been no response.

### **ADJOURN**

Motion by Mr. Blum, seconded by Mr. Murray, to adjourn the meeting at 7:43 p.m.  
Motion carried.