

VILLAGE OF GRAFTON

BOARD OF PUBLIC WORKS MEETING MINUTES

MONDAY, FEBRUARY 10, 2020

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, Pat Murray, and Les Blum.

Board member excused: Trustee David Liss

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

Others present: Jeff Maletzke – AECOM, Trustee Lisa Uribe-Harbeck, and Daniel Delorit.

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

Les Blum, requested that language be added to the recycling topic on page 6, paragraph 4 under Report of benchmark measurements-Public Works Department.

“Mr. Blum stated that the world recycling market is changing and the Village could be seeing a larger increase in the cost of garbage pickup when the contract is up due to this issue.”

Motion by Mr. Blum, seconded by Mr. Murray, to approve the January 13, 2020 Board of Public Works meeting minutes as corrected. Motion carried.

PUBLIC WORKS

Groundwater Monitoring – Lime Kiln Park Landfill and West Plum Area

Director of Public Works/Village Engineer Amber Thomas introduced Jeff Maletzke, representative from AECOM.

Jeff Maletzke, AECOM, highlighted the progress and activities associated with the Lime Kiln landfill groundwater monitoring. He stated that there have been no significant changes over the past year. Downgradient users are currently safe with no VOC's detected in private wells.

Mr. Blum questioned why this testing needs to be done quarterly and/or semi- annually; it was his opinion that it could just be done annually.

Mr. Maletzke stated that this was discussed last year; however, with the DNR request for new vapor intrusion testing he failed to do the necessary steps to request reduced testing.

Trustee Krueger questioned if there would be a better time of year to complete the sampling if the DNR allowed annual sampling. Mr. Maletzke did not think different times of year would make much difference.

Daniel Delorit stated that records indicate a downward trend; however, inquired whether higher concentrations will be reported due to the wet weather in 2019. Mr. Maletzke did not believe it would effect it; however, could not be definite as the fractured bedrock can make a difference.

Mr. Maletzke stated that the future work plan includes:

- Continued groundwater monitoring – to ensure that natural attenuation is working.
- Respond to DNR requests:
 - Provide a specific vapor intrusion work plan.
 - Provide additional shallow monitoring wells to investigate the risk from vapor intrusion along Green Bay Road.
 - Petition for reduction in the amount of testing that is required – how often as well as a possible reduction in quantity.

Mr. Blum questioned what the requirements will be if vapors are found. Mr. Maletzke responded that DNR will most likely require additional vapor testing at additional locations.

Director Thomas stated that the Village is currently seeking proposals from other environmental firms as well to determine best plan and cost options moving forward.

Trustee Harbeck questioned who the DNR representative was for the Village. Director Thomas stated that she has only worked with John Feeney.

2019 Equivalent Charges – Water, Sewer & Road Projects

Director Thomas stated this is the annual update for charges to developers when the Village installs utilities in excess of the size needed to serve their individual development and for assessment purposes. The increase is based on the Engineering News-Record 20 cities cost index, which was 1.8 percent for 2019. The I-43 Lift Station fees are increased by eight percent annually by ordinance.

Director Thomas stated that the annual eight percent increase was set when the I-43 Lift Station was constructed and cost are adjusted annually.

Trustee Krueger questioned if there have been complaints regarding these fees. Director Thomas replied that there have not been any recent developments in this area; however, developers have indicated that our fees are in line with other communities.

Mr. Blum stated that the descriptions list “per foot” costs; he believes it should read “per lineal foot”. He also would like the road width included in the description for roadway costs.

Trustee Harbeck questioned how long the eight percent increase has been in effect. Trustee Krueger stated that the Lift Station was constructed approximately 1999.

Trustee Krueger suggested that staff re-evaluate the per foot cost to ensure the fees are in line with current construction costs every few years.

Motion by Trustee Meinecke, seconded by Mr. Murray, to recommend the Village Board set the following 2020 fees:

North Service Area ICF (per acre) - \$1,713.00

East Service Area ICF (per acre) - \$2,674.00

8” Equivalent Sanitary Sewer Fee (per foot) - \$95.73

8” Equivalent Water Main Charge (per foot) - \$77.56

Road Construction - \$232.78

I-43 Lift Station - \$3,806.74

I-43 Sewer & Water Crossing-Water main/per acre - \$472.05

I-43 Sewer & Water Crossing-Sanitary sewer/per acre - \$591.77

Equivalent Residential Connection (ERC) Fee - \$1,018.00

Motion carried.

Award Project 20-01 / Sidewalk Replacement

Director Thomas stated that four bids were received for the 2020 sidewalk replacement program. Low bidder was RAZA of Racine, LLC.

The Village increased the budget for sidewalks in 2020 from \$40,000 to \$70,000. The project area includes Falls Road, Vienna Court, 11th, 12th, 16th, and 17th Avenues, Glen Anna Drive, Surrey Lane, Park Lane, Keith Lane, Valley Drive, South Pine Street and Willow Court.

RAZA did complete the sidewalk project in 2016. There were no major issues.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board award contract 20-01 / Sidewalk Replacement to RAZA of Racine, LLC, Racine, WI for a contract amount of \$65,088.19. Motion carried.

Purchase 4-Wheel Drive Front End Loader

Superintendent of Public Works Jake Arndt stated that the 2020 Capital Equipment Budget includes \$220,000 for the purchase of a 4-Wheel Drive Front End Loader. Three bids were received with the low bid for the front end loader being from Brooks Tractor in the amount of \$179,018.

Their bid includes \$19,118 for a 3.5 yard grapple bucket and 60 inch hanger carriage and forks. The Village has not worked with Brooks Tractor in the past.

Trustee Harbeck questioned why \$220,000 was budgeted. Director Thomas stated that dealers indicated that the new emissions requirements were going to significantly increase the prices for 2020; however, that was not the case.

Motion by Mr. Blum, seconded by Trustee Meinecke, to recommend the Village Board authorize the purchase of a 2020 John Deere 624L Wheel Loader with grapple bucket and forks from Brooks Tractor, Milwaukee, WI in the amount of \$179,018. Motion carried.

2019 Annual Report – Department of Public Works

Director Thomas highlighted the activities of the Department of Public Works for 2019.

There were many staffing changes in 2019. Any change in staffing not only takes a considerable amount of time; it is also very costly.

The Department received three of the four grants that were applied for. Recycling Grant, Urban Forestry Grant, and American Transmission Company Pollinator Habitat Program Grant.

Continued dumpster use policy allowing Village residents to use a dumpster at the Municipal Services Facility every Friday from Memorial Day to Labor for a fee of \$25. 62 residents participated which averages to four or five users each week. Director Thomas stated that staff is proposing to change the policy to bi-weekly as it is costly to have staff here every Friday for only four or five users.

Director Thomas stated that a Public Works Facebook page was created as a tool to communicate various information to the residents.

111 right-of-way permits and 31 sidewalk bonds were issued. Each of these permits requires field oversight and inspections.

Over 1,700 tons of salt was used for de-icing the roads. In efforts to save money the Village is using more salt brine and pre-wetting techniques to reduce the amount of road salt needed.

Approximately 50 flower beds and 58 flower pots were maintained.

Tree removals declined in 2019. This decline should continue as staff catches up with Ash tree removals.

Early snow falls and cold temperatures made leaf collection a challenge.

The Village added approximately 0.25 miles of road. This increase does not yet include Blue Stem or River Bend Meadows subdivisions.

The hours paid but not worked is increasing each year due to employee longevity.

Director Thomas stated that the Engineering Intern received an electrical shock this summer which she believed to be the reason for the high dollar amount in the workman's comp medical cost. Trustee Krueger questioned who was responsible for the shock. The incident is being reviewed by OSHA.

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 major utility work on either street. Project is out for bid; with bid opening scheduled for February 25. Anticipated award is March 16.

Blue Stem Subdivision: Phase I has not been officially accepted. Phase II is under construction. Underground utilities are being installed with paving planned for spring.

River Bend Meadows Subdivision: All utility work is complete; paving planned for spring.

Shady Hollow Phase III: All utility work is complete; site grading and paving planned for spring.

Report of Benchmark measurements-Department of Public Works

The benchmark report was reviewed.

Superintendent Arndt stated that the crew has plowed six times and salted six times using 534 tons of road salt.

Crews have been busy with trimming smaller trees on the east side of the Village and removing trees on 13th Avenue and on River Island Golf Course. Due to limited access to the golf course, crews are burning the brush and stacking the logs to determine the best way to remove them. Trustee Harbeck questioned the weight limit on the bridge. Superintendent Arndt believed it was 10,000 pounds. There was a quick discussion on how to remove the logs from the golf course without causing damage to the bridge.

WATER & WASTEWATER

WWTP headworks facilities replacement – construction bid award:

Utility Superintendent Tim Nennig explained that in 2019 the Utility budgeted \$1,593,000 for construction of the headworks facilities and in 2020 the Utility budgeted an additional \$6,177,000 for a total construction budget of \$7,770,000. The engineers estimate for the project was approximately \$7,855,000.

Three bids were received:

CD Smith Construction Inc. – Fond du Lac, WI - \$8,523,000
Staab Construction Corporation – Marshfield, WI - \$8,873,000
Miron Construction – Neenah, WI - \$9,045,805

Design Project Manager Sheri Scott, MSA, has received and reviewed all documentation from CD Smith and is recommending approval.

Facility Operations Coordinator Larry Roy stated that this project will be financed as a Clean Water Fund Project. The Clean Water Fund is administered through the DNR and they will subsidize the project at 55 percent of the prime rate; therefore, the rate would be approximately 1.65 percent for the life of the loan.

Facility Operations Coordinator Roy stated that the term of the loan is not clearly stated; however, it is long term loan. He believed it was 20 or 21 years. The Utility will pay the principal and prime rate interest; then Clean Water Fund reimburses the Utility for a portion of the interest paid.

In order to qualify for this program the Utility needs to comply with the American Iron and Steel Rules as well as federal prevailing wage rates. Minority businesses also have to be solicited for the project. All contractors were required to acknowledge these requirements at time of bidding.

Trustee Krueger questioned if the loan application was submitted and if the loan request could be adjusted based on the higher construction costs. Facilities Operation Coordinator Roy responded yes.

Director Thomas stated that the three bids received were relatively close; therefore, she believes they are accurate regardless of the engineers estimate for the project.

Trustee Meinecke questioned if there was liquidated damages spelled out in the contract. Superintendent Nennig responded that the liquidated damages are on a per day basis.

Mr. Blum questioned how this increased cost will affect the sewer rates. The last increase was based on the engineers estimate for the headworks facility and now construction cost are much higher. Facility Operations Coordinator Roy stated that sewer rates will be reviewed again this fall and increased costs will be considered at that time.

Mr. Blum questioned how this borrowing will affect the Village's bond rating. Facility Operations Coordinator Roy indicated that this is a DNR loan therefore should not affect the Village bond rating at all.

The Board requested that additional information be provided at the Village Board meeting from the Director of Administrative Services Paul Styduhar:

- What type of loan is it – who is funding the loan
- How does this loan affect the Villages bond rating
- How the contingency dollars will be funded

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board award the construction contract for the WWTP Headworks Facilities replacement project to the low bidder CD Smith Construction of Fond du Lac, WI for sum not-to-exceed \$8,523,000 contingent on financing details. Motion carried 3-1 (Meinecke – nay).

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board authorize the Utility to budget \$426,150 for construction contingency (5% of project bid cost). Motion carried 3-1 (Meinecke – nay).

Change Order #1 – 17th Avenue Lift Station Engineering Services:

Superintendent Nennig explained that in 2018 Short Elliott Hendrickson (SEH) was contracted to provide engineering services and construction related services for the 17th Avenue Lift Station and force main replacement. The contract amount was \$43,265 with a not to exceed value of \$55,000. Plans were completed and the project was bid. The Utility only received one bid which was ultimately rejected. In October of 2019 SEH finalized plans and specs and bid the project again. Project was awarded to Advanced Construction.

SEH is requesting an additional \$10,000 for construction related services. The funds originally budgeted for construction related services were utilized to complete the second round of bidding.

Trustee Harbeck stated that invoices received should have included a breakdown and/or some type of documentation of what they did to incur charges. Superintendent Nennig stated that he will get a breakdown from SEH.

Motion by Trustee Meinecke, seconded by Mr. Blum to table approval for additional professional engineering services cost funding; to Short Elliott Hendrickson, in the not-to-exceed amount of \$10,000 until additional information is received. Motion carried.

2019 Annual Report – Water and Wastewater Utility

Utility Superintendent Tim Nennig highlighted the activities of the Water and Wastewater Utility for 2019.

UTILITY ADMINISTRATION

Negotiated a Settlement Agreement relative to a previously filed Petition for Review and Request for Contested Case Hearing (Petition). The original Petition was filed in August 2015 the purpose of which was to legally challenge proposed total phosphorus discharge

limits for the Village's wastewater treatment plant. The Village withdrew the Petition in October 2019 effectively ending the legal challenge.

Utility staff worked closely with a wastewater consultant to complete and submit a WI Pollution Discharge Elimination System renewal application by the December, 2019 deadline.

Completed the 2018 Compliance Maintenance Annual Report; the results indicate that the wastewater treatment plant continued to be operated and maintained in an acceptable manner with no DNR-required corrective actions necessary.

Completed design engineering services to replace and relocate the headworks facilities including all preliminary treatment equipment.

WATER UTILITY OPERATIONS

The overall percentage of produced water sold increased from 83 percent in 2017 to 86 percent in 2018. The percentage of non-revenue, unaccounted for water loss decreased from 14 percent in 2017 to 10 percent in 2018. 2019 figures will be evaluated when they become available.

Daily water demand for 2019 averaged 0.967 million gallons per day (MGD). When comparing the annual average daily water demand for the past 20 years, the daily water demand decreased from a high of 1.420 MGD in 2000 to the current 0.967 MGD equating to a 32 percent decrease in average daily demand.

The Utility initiated efforts in early 2019 to transition away from the existing automated meter read (AMR) technology to an advanced meter infrastructure (AMI) system.

WASTEWATER UTILITY OPERATIONS

The Utility had no WPDES permit violations during 2019 relative to effluent quality permit limits. The Utility's Compliance Maintenance Annual Report (CMAR) for 2019 resulted in the WWTP achieving a score of 4.00 on a scale of 0.00 to 4.00.

The WWTP demonstrated very good removal of the four primary pollutant parameters analyzed per the facility's WPDES permit.

There were no reported or documented sanitary sewer overflow events nor treatment facility overflows throughout all of 2019.

Trustee Krueger commended both departments on the annual reports. He stated that staff has done a great job.

Mr. Blum also stated that the reports were very good. He questioned why the Utility was treating 265,000 gallons more than it was pumping. The Utility needs to determine where this water is coming from as it is costing a lot of money to treat.

Utility Projects Update

Superintendent Nennig highlighted the status of on-going projects.

Report of benchmark measurements – Water & Wastewater

Superintendent Nennig highlighted the benchmark report and the activities of field operations.

January was a quiet month; however, Utility staff installed six new meters and completed over 60 meter exchanges.

DIRECTOR'S UPDATE

None

Trustee Krueger stated that at the last Village Board meeting approximately \$20,000 in expenditures was approved for cover crops. He questioned if the DNR approved the adaptive management plan. Director Thomas stated that the plan has not been approved yet; this money was ear marked several years ago and is the Village's share of a grant that was received. The practices funded will supply data for modeling to help determine best practices/locations for funding of future projects.

Trustee Krueger questioned if funding cover crops would be an annual expense. Director Thomas stated that the Village is not obligated to do this on an annual basis. A determination will need to be made if the benefits are worth the cost.

Trustee Krueger stated that at the last Village Board meeting there was a presentation on Invasive Phragmites; has the Village done anything on this. Director Thomas replied that staff sent a letter with information to eight effected residents. We have heard no response.

ADJOURN

Motion by Mr. Blum, seconded by Mr. Murray, to adjourn the meeting at 7:49 p.m. Motion carried.