

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES

MONDAY, MARCH 9, 2020

The Board of Public Works meeting was called to order at 6:04 p.m. by Administrative Assistant Melissa Depies.

Due to Trustee Tom Krueger attending the meeting via telephone conference Trustee Sue Meinecke was appointed Chair Pro-Tem.

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

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

Others present: Al Bush – SEH, Jon Butt – Symbiont, Marita Stollenwerk – TRC Companies, and Daniel Delorit.

HEAR PERSONS REQUESTING TO BE HEARD

Trustee Krueger stated that a resident reported to him that the Utility Field Operators were very professional and did a nice job during a recent meter change out.

MINUTES

Motion by Trustee Krueger, seconded by Mr. Murray, to approve the February 10, 2020, Board of Public Works meeting minutes as presented. Motion carried.

WATER & WASTEWATER

17th Avenue Lift Station – Change Order #1

Utility Superintendent Tim Nennig gave a brief background regarding the engineering services for the 17th Avenue lift station stating that SEH is requesting an additional amount of project funding for construction related services.

Al Bush, SEH provided a breakdown of where engineering dollars had been spent. He noted that the design portion was over the estimated amount by \$10,506. SEH had estimated 200 hours for design and bidding of this project. The actual hours spent on this project was 244 causing the overrun. SEH estimated four trips to meet with staff and one trip for surveying during the design process and there were actually eight trips made to meet with staff and two trips for surveying. There was also additional efforts and coordination required for the electrical portion due to a conflicting power pole.

The requested increase would allow for 80 hours of construction inspection; which is the same amount as was in the original proposal.

Trustee Krueger stated that the contract language indicates 156 hours of construction inspection; he questioned why the reduction in hours, and if that is a sufficient amount of time. Mr. Bush replied that the 80 hours comes from the original RFP.

Director of Public Works/Village Engineer Amber Thomas stated that Village Utility Operators will be doing some of the inspections to cover the need without additional costs.

Trustee Meinecke stated that PM / Process – Design was significantly over the estimate; were these charges discussed and was it due to a change in scope of the project. Mr. Bush responded that it was more likely a bad estimate as the charges are based on actual time and expense of the project and there was no change in scope other than the second bidding process.

Trustee Krueger questioned if the \$11,735 would bring the contract to the original budget amount. Mr. Bush stated that this amount would stay within the budget amount limiting construction inspection to 80 hours.

Mr. Blum questioned why the Utility was not notified when SEH determined that they were going over budgeted hours; there was no change in project scope. Mr. Blum believed that the engineer provided poor construction cost estimates both times.

Trustee Krueger stated that he appreciated the work and effort and extra cost information provided by SEH and staff.

Utility Project Update

Superintendent Nennig highlighted the status of on-going projects.

WWTP Headworks Upgrade: The DNR has approved the plans and specs for this project. Currently waiting for the Village Attorney to review the contract agreement.

Mr. Blum questioned if CD Smith will include any/all DNR requirements within the current contract. Superintendent Nennig replied that the DNR changes are very minimal and should not cost any additional money. Most changes are statistical items that do not require any action from CD Smith. Mr. Blum would like CD Smith to acknowledge the DNR requirements. Director Thomas confirmed that there were no changes for CD Smith from the DNR.

Adaptive Management Plan: John Butt, Symbiont, stated that a letter was received from the DNR after formal review of the Adaptive Management Plan. All nine elements were identified as completed, partially complete, or substantially complete. The DNR was accepting of all items in the plan. The Village needs to determine how to address the remaining DNR questions.

WWTP Chemical Feed Systems Design Upgrade: Design engineering will be completed in 2020 with construction in 2021.

WWTP Anaerobic Digester Cleaning and Inspection: Currently in the process of soliciting proposals for the digester cleaning. The Utility would like to have this work complete prior to the Headworks project.

17th Avenue Lift Station and Force Main Replacement: Project was awarded to Advance Construction. A June 1, 2020 start date is anticipated with a substantial completion date of October 30, 2020.

Bridge Street Lift Station Tributary Area Inflow/Infiltration Study: Requests for proposals were sent to five engineering firms with a submittal deadline of March 23, 2020.

Superintendent Nennig stated that he recently received the completed Inflow/Infiltration report for the Green Bay Road Lift Station tributary area. A review of the report with all recommendations will be discussed at the April meeting.

Report of Benchmark measurements-Water and Wastewater Utility

The benchmark report was reviewed.

Superintendent Nennig stated that the Utilities primary focus at this time is changing out the meters from the older automated meter read system to the advanced metering infrastructure. 189 meters have been changed to date. This is slightly lower than this time last year.

PUBLIC WORKS

Groundwater Monitoring – Lime Kiln Park Landfill and West Plume Area

Director Thomas stated that this past year the DNR has requested a vapor intrusion potential analysis of the West Plume site and a Remedial Action Options Report (ROAR); this work is expected to be completed in 2020.

As discussed over the past few years, the Village sent RFP's to five consulting firms to compare project plans, ideas, technical expertise, and costs. Three very good proposals were received back. The top two proposals were very comparable in cost.

Director Thomas is recommending changing consultants to TRC Environmental Corporation as they provided:

- A team of technical experts in vapor intrusion assessments, investigation, and mitigation. Including a Lead Scientist who authored the state's current vapor intrusion guidance.
- Clear communication plan with the Village, WDNR, and residents. A proven track record of relationships with key WDNR staff, including John Feeney who is the project manager for the Lime Kiln Landfill.
- Many new ideas proposed:

- Scheduling a “Green Team” meeting with WDNR to discuss financial assistance options
- Explore the option to create an Environmental Remediation (ER) Tax Incremental District (TID)
- Developed an investigation process and test to better calculate site-specific vapor risks which takes into account existing site-specific conditions that are already acting to mitigate vapor intrusion pathways rather than using the default factors which can be overly conservative (the WDNR has accepted this approach)
- An understanding of the monitored natural attenuation (MNA) mechanism for vinyl chloride reduction and success in demonstrating the presence of a sufficient amount of iron in the soil for the final step of MNA
- Proposal includes additional MNA parameters to be tested to build a stronger case that MNA will lead to site closure

Trustee Meinecke questioned if this was a one year contract for \$50,000. Director Thomas responded that it was. It is higher than previous years as it includes all the new DNR requirements. The actual proposal was higher than \$50,000 however TRC will work with the Village and the DNR to prioritize projects to keep within the budgeted amount.

Director Thomas stated that the proposal was based on quarterly groundwater monitoring and vapor intrusion testing at three properties. Once this is complete TRC will develop a plan and discuss with the DNR to work within budgetary restraints going forward.

Trustee Krueger questioned why this is being approved now before a plan is developed. Director Thomas stated that the DNR has not stated exactly what they want; a meeting needs to be held to determine a plan and how we are going to meet the requirements.

Director Thomas then explained that this needs to be approved now; as the first quarter sampling requirements need to be completed by the end of March.

Motion by Mr. Blum, seconded by Trustee Krueger, to recommend the Village Board approve a contract with TRC Environmental Corporation with a Not-to-Exceed contract in the amount of \$50,000 for ground water monitoring and associated work at Lime Kiln Landfill and the West Plume area. Motion carried.

Award project 20-02 – Street Improvement Program

Director of Public Works/Village Engineer Amber Thomas explained that the 2020 Street Improvement Project includes: First Avenue – Washington Street to Highland Drive and 13th Avenue – Washington Street to North Street.

Four bids were received for this project, with the low bid being received from Kopplin & Kinas in the amount of \$1,162,470.32 which is approximately \$126,000 under the budgeted amount.

Trustee Liss questioned the anticipated timeframe of this project. Director Thomas stated that the contractor will be allowed to start after April 1, 2020 weather dependent, and must be completed with 13th Avenue on or before May 29, 2020. The portion of the project should be substantially complete prior to any scheduled park events.

Contractor is not allowed to begin work on First Avenue until 13th Avenue is complete. The substantial completion date for First Avenue is the end of August.

Trustee Krueger questioned how recent the Village last worked with Kopplin & Kinas. Director Thomas stated that Kopplin & Kinas is an excavating company and typically is not the general; however, the Village has worked with them as a sub-contractor within the past two years and they have been very good to work with.

Trustee Krueger stated that they are a very small contractor with only 14 employees and they have limited office staff. He was concerned it may be difficult to coordinate with them. Director Thomas has not seen any issues with working with them in the past, there have been no issues with them keeping on schedule. She does not anticipate any issues based on past performance. Director Thomas also noted that the contract does include liquidated damages that can be assessed if the project is not complete on time.

Motion by Mr. Blum, seconded by Trustee Liss, to recommend the Village Board award project 20-02 / 2020 Street Improvement Project to Kopplin & Kinas Co., Greenlake, WI for a contract cost of \$1,162,470.32. Motion carried.

Purchase loader mounted snow blower and plow and wing

Superintendent of Public Works Jake Arndt stated that three bids were received for the detachable loader mounted snow blower. The low bidder (Fair Manufacturing) did not meet specs. The equipment bid from Fair Manufacturing, Snocrete, was a one stage unit and the Village requested a two stage machine. The two stage machine is much safer for staff and will require less man hours.

The second low bid was received from Casper's Truck Equipment, Larue, for \$129,174. The 2020 budget includes \$120,000 for this equipment; however, there was a savings with the purchase of the front end loader. Overall equipment budget is still under the budgeted amount.

Mr. Blum questioned if the Village currently has a Larue. Superintendent Arndt stated that the Village currently has a Sno-Go. MacQueen Equipment bid a Sno-Go for \$147,700.

Superintendent Arndt stated that staff has inspected and tested the Larue and feels confident about the machine.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board authorize the purchase of a detachable loader mounted snow blower from

Casper's Truck Equipment, Appleton, WI, in the amount \$129,174. Motion carried.

Superintendent Arndt stated that a plow hitch, plow and wing, were also bid to complete the loader. Budget for the plow and wing was \$30,000. Low bid received was from Universal Truck Equipment in the amount of \$35,927. Superintendent Arndt believes the steel prices have elevated this cost.

Trustee Krueger confirmed that with all purchases staff was still under the overall equipment budget. Superintendent Arndt stated that with all purchases we are still \$25,881 under the budgeted amount.

Motion by Trustee Krueger, seconded by Trustee Liss, to recommend the Village Board authorize the purchase of a plow hitch, plow and wing from Universal Truck Equipment, Galesville, WI, in the amount of \$35,927. Motion carried.

2019 Storm Water Annual Report

Director Thomas stated this is the annual reporting due to the DNR for MS4 Stormwater Permit.

Director Thomas stated that a few statistics have been updated since the report was completed: the Village recycled 1,128.24 tons of material in 2019. Recycling 85 television and 6 monitors. No rain barrels were sold. Staff will be promoting rain barrels as the season approaches.

Trustee Krueger stated that there were a few items missing in the report and the attachments were missing. Director Thomas stated that the missing information has been completed and all attachments are available. She just did not print them as it was over 60 pages. This report does need Village Board approval when submitted to the DNR.

Motion by Trustee Liss, seconded by Mr. Murray, to recommend the Village Board approve the 2019 Storm Water Annual Report. Motion carried.

Major Projects Update

Director Thomas highlighted the status of on-going projects.

Blue Stem Subdivision Phase II: Sanitary sewer installation is complete. Crews currently working on water main and storm sewer. Road work will begin as weather permits.

River Bend Meadows / Shady Hollow Phase III: All Utility work is complete. Road work will begin as weather permits, anticipating early May.

Report of benchmark measurements – Public Works Department

The benchmark report was reviewed.

Superintendent Arndt reported that crews have removed 295 trees from Lions Park, Highland Drive Park and the Golf Course and another 54 trees were trimmed.

Crews completed 2 full snow plowing events and 4 salting events using 219 tons of salt.

10 new signs were installed and 3 other signs were replaced.

DIRECTOR'S UPDATE

Director Thomas stated First Avenue south bound has been barricaded due to the deterioration of the road. Traffic is being pushed into the bike lane until the reconstruction project. This was posted on Facebook.

Daniel Delorit, 772 Overland Trail, complimented staff on the efforts to get information out through the Facebook page.

ADJOURN

Motion by Mr. Blum, seconded by Trustee Krueger, to adjourn the meeting at 7:14 p.m. Motion carried.