

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES
MONDAY, JUNE 8, 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 Lisa Uribe-Harbeck, Trustee Dan Delorit, Pat Murray, and Les Blum (6:13 p.m.).

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

Others present via zoom: Utility Superintendent Tim Nennig, Facility Operations Coordinator Larry Roy, Director of Parks and Recreation John Safstrom, and Nate Schuettpelz from Wachtel Tree Science.

Others present: Administrator Jesse Thyes, Trustee Dave Antoine and Trustee Jim Miller.

Trustee Krueger welcomed Trustees Harbeck and Delorit as the newest members to the Board of Public Works.

HEAR PERSONS REQUESTING TO BE HEARD

Trustee Antoine questioned why 17th Avenue was crack filled this year stating that this road was just paved last year; he wanted explanation why a new road would need to be crack sealed. Director of Public Works/Village Engineer Amber Thomas explained that the paving joints were sealed to keep water and ice out. Newer roads are crack sealed as a maintenance procedure to maintain the integrity of the road.

Trustee Antoine questioned why fewer seasonal staff was hired this year. He noted that the full time crew was out for many days due to the pandemic and now the Village is short due to a recent crewperson retirement; how can we possibly cut back on seasonal help; the need is definitely there to get all the grass cut. Administrator Thyes responded that staff was directed to reduce seasonal help in efforts to save money as the pandemic may result in financial restraints in 2021. It may take longer to get all the grass cut, however it will get done. Also, there is a full-time crewmember that is on light duty so he has been assigned to mainly grass cutting and maintenance.

MINUTES

Trustee Krueger and Mr. Blum had minor wording corrections.

Motion by Mr. Murray, seconded by Trustee Krueger, to approve the March 9, 2020, Board of Public Works meeting minutes as corrected. Motion carried (Harbeck abstained).

PUBLIC WORKS

Award Tree Inventory Update Project:

Director of Public Works/Village Engineer Amber Thomas stated that the Village received an Urban Forestry Grant in the amount of \$25,000 to re-create and update the tree inventory on the new GIS system. The grant is a 50 percent matching grant for a total of \$25,000.

The current tree inventory has incorrect/outdated information which makes it difficult to correctly account for all Village owned trees, make accurate maintenance plans, or apply for additional grant opportunities.

The Village attempted to attract an Urban Forestry Intern to complete this project over the summer; however recruitment efforts did not lead to any applicants; therefore the Village solicited bids from tree service companies specializing in tree inventory type projects.

Three bids were received. The lowest and most qualified company was Wachtel Tree Science, Merton, WI for a not to exceed amount of \$27,250.

Trustee Delorit confirmed that the Village budget for this project is \$50,000 with a \$25,000 matching grant from the DNR. So this contract would essentially cost the Village approximately \$13,000.

Trustee Harbeck questioned how the last inventory got out of date. Director Thomas responded that the previous system was outdated due to many reasons, hardware, software, as well as information being incorrectly entered.

Director Thomas stated that the grant covers new hardware; therefore new i-pads will be purchased so staff can update and input information while in the field. The improved GIS system will allow for additional fields and information.

Director Thomas noted that there will be staff time as well as GIS Consultant time and costs associated with this project as well.

Nate Schuettpelz– Wachtel Tree Science stated that they plan to have the full inventory complete by Labor Day. He also stated that there may be other opportunities to maximize the grant funds. Various suggestions and ideas will be discussed as the project proceeds.

Motion by Mr. Blum, seconded by Trustee Harbeck, to recommend the Village Board award a Not to Exceed contract to Wachtel tree Science, Merton, WI, in the amount of \$27,250. Motion carried.

Update Ordinance – Sidewalk Bond/Right-of-Way Bond:

Director of Public Works/Village Engineer Amber Thomas explained that the Village currently requires a \$2,000 Sidewalk Bond for all projects where the potential for damage to public sidewalk is probable as a result of construction-related activities.

Director Thomas recommended changing the ordinance language to include any damage done to the ROW, which would include sidewalks, curb & gutter, roadways, turf, trees, light poles, signs, etc.

Trustee Delorit questioned why sheds, decks, and other structures were excluded. It was his opinion that installation/construction of these types of structures could result in damage items in the right of way. Administrator Thyges stated that these bonds are issued through the Building Inspection department at time of Building Permit. Items that do not require a building permit may be difficult to track.

Trustee Krueger questioned how it was documented if the sidewalk was cracked prior to work starting. Director Thomas stated that is it the responsibility of the contractor to inform and document any issues prior to starting work.

Trustee Harbeck questioned how often there has been damage where the Village has not returned the bond. Director Thomas indicated she is not aware of any instances where the Village did not return the bond.

Mr. Blum questioned if the bond amount should be higher for businesses. Director Thomas stated that she did not believe they needed separate language as there are other areas that can insure that Village property is protected.

Motion by Trustee Delorit, seconded by Mr. Murray, to recommend the Village Board approve Ordinance ____, Series 2020 amending Section 11.04.015 / Sidewalk Construction and Repair – Bond Requirements. Motion carried.

Motion by Mr. Blum, seconded by Trustee Delorit, to recommend the Village Board approve Ordinance ____, Series 2020 amending Section 11.16.020 / Street and Sidewalk Openings - Bond Required. Motion carried.

Report of Benchmark measurements-Department of Public Works

The benchmark report was reviewed.

Superintendent of Public Works Jake Arndt stated that the crew have used six pallets of crack sealer. The shared equipment was then used by Cedarburg; the Village has six more pallets to complete. Crews have been placing asphalt patches as needed. The majority of tree removals that have been done to date were in the parks and the golf course. The increase in new sign installments was due to new signs in Blue Stem Subdivision.

Mr. Blum questioned how the Village is situated with road salt for the winter. Superintendent Arndt stated that the Village is in good shape; salt shed is almost full plus there is another 7 ton at Jones Island that we have on order.

Major Projects Update:

Director of Public Works/Village Engineer Amber Thomas updated the board on the various projects:

Sidewalk Replacement Program: Project is complete. Punch list items remain.

Street Reconstruction: 13th Avenue is complete. Punch list items remain. First Avenue will begin on Monday, June 15 with a late August completion date.

Blue Stem Subdivision: All Utility work is complete. Stone has been placed and concrete work will be completed in the near future.

River Bend Meadows Subdivision: All Utility work is complete. Concrete work scheduled to start June 9. Asphalt to follow.

Shady Hollow Phase III: All Utility work is complete. Grading will begin in the near future.

There was discussion on increasing the amount of road reconstruction done in the future due to lower construction prices. Trustee Krueger suggested that the Village shoot for a dollar amount rather than a mileage amount. Mr. Blum stated that the current plan is not sufficient; there are over 54 miles of road and the Village only reconstructs one mile per year. Roads are not built to last 50 years; the Village will have many gravel roads at this rate. Other road maintenance options, such as seal coating rather than full reconstruction, was also discussed and recommended by Director Thomas.

WATER & WASTEWATER

Green Bay Road Lift Station Tributary Area Infiltration & Inflow Study: Final Report:

Utility Superintendent Tim Nennig stated that the findings and recommendations of the Green Bay Road Tributary Study were presented to the Board in May.

The evaluation of the existing sanitary sewer main within the tributary area by the engineers at Applied Technology determined that:

1. Excessive infiltration was not identified in any of the four sub-basin areas of the Inflow & Infiltration study.
2. Excessive inflow is occurring within 3 of 4 sub-basin areas of the Inflow & Infiltration study. All 3 sub basin areas are east of the Milwaukee River.
3. Applied Technologies believes that the excessive inflow into the system is the primary cause for the sewer surcharging and resulting residential basement

backups along South Green Bay Road.

Sources for clear water inflow into the sanitary system, include sanitary manhole covers without concealed pick hole covers and gasketed lids, sanitary manholes without installed internal chimney seals, roof and yard drains, external sump pump discharge lines, and foundation drain tile receivers.

The Utility has designated \$250,000 in the Utility's 2020 Capital Improvement Plan for corrective rehabilitation measures in the tributary area. Corrective action options are performing CIPP lining of those sanitary sewer segments identified in the televising video to correct defects, installation of new sealed manhole covers as needed, installing internal chimney seals and street level frame seals as needed, installation of backwater prevention valves on residential sewer lateral lines of those homes that have experienced reoccurring backup events, and performing tributary area-wide inspections of all homes suspected of possibly having foundation drain tile receivers (DTR) along with requiring abandonment of DTRs and installation of sump crocks and pumps.

On May 17th, the Utility recorded nearly 6 inches of rain. Several homes in the 1900 block of South Green Bay Road once again sustained basement back-ups to varying degrees; however not to the extent that was seen during the similar August 2018 rain event.

Trustee Krueger questioned if there were open pick holes in the manholes during this last rain even. Superintendent Nennig responded yes, they have not been sealed yet.

Trustee Krueger stated that back in the 70's the Village did an inspection of homes for drain tile receivers and it was determined at that time that there was not an issue. He also stated that he was uneasy with the installation of backwater prevention valves; who would be liable should something go wrong with them.

Trustee Delorit did not like the wording that the system was in good condition based on its age; either the system is in good condition or bad condition.

Report of benchmark measurements – Water & Wastewater

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

Superintendent Nennig worked with the Department of Natural Resources to draft modifications to the Utility's existing Wastewater Facilities Plan and Supplemental Conditions. He believed that modifications or amendments to the requirements, should be considered after losing approximately 10 weeks of field work due to the virus and the Safer-At-Home work restrictions. DNR staff agreed to the modifications proposed by both parties; however the DNR did not give us a pass or waiver on the level of effort required in 2020. Any DNR-imposed benchmark goal numbers not attained in 2020 will be added to the 2021 field activity requirements.

Distribution System Valves Exercised: Per a DNR directive, the Utility must exercise roughly 600 system valves throughout the Village this year. Field operations staff have yet to fully start the valve exercising due to the prolonged work restrictions. Valve exercising is scheduled to begin later this week.

Fire Hydrants Operated/Flushed: Village-wide spring hydrant flushing is complete. 738 publicly-owned fire hydrants were inspected, had routine maintenance performed and were thoroughly flushed.

AMI Meter Installs and/or Upgrades: This program was stopped due to the pandemic. The Utility has completed 40 percent less meter exchanges than last year at this time.

Water Main Breaks Repaired: Utility staff has responded to and repaired one water main break to date. At this same time in 2019, there were a total of 5 main breaks requiring repair.

Sewer Mainline Jetting (Cleaned): The Utility intends to meet the annual sewer cleaning benchmark goal of 150,000 feet. The actual amount requiring completion this year will be dependent upon the final version of the modifications proposed with the existing Wastewater Facilities Plan and Supplemental Conditions.

Sewer Mainline Televising: The DNR has directed the Utility to televise a minimum of 10 percent of its sanitary sewer collection system which equals roughly 30,000 lineal feet. The televising work requires outside contractor completion.

Sewer Mainline Back-ups: There have been no reported sanitary sewer mainline back-ups.

Utility Projects Update

Utility Superintendent Tim Nennig highlighted the status of on-going projects.

WWTP Headworks Upgrade Project: Construction equipment and materials mobilization began the week of May 25th. Crews have performed clearing and grubbing of the project site, tree removals along the railroad, potholing for utilities locations, site surveying, installation of erosion control fencing and related materials, and stripping of construction site topsoil. The contractor will be putting in a temporary road including signage out to Falls Road for the construction.

Blasting and excavation operations are anticipated for the week of June 15. Facility Operations Coordinator Larry Roy stated that all area buildings have been surveyed and benchmarked. It was noted that the contractor will be notifying area residents before blasting occurs.

WWTP Anaerobic Digester Cleaning & Inspection: Cleaning and inspection work on the east anaerobic digester was completed near the end of May; however it has not been returned to active service. Staff has coordinated the completion of necessary

mechanical equipment work. Cleaning and inspection of the west anaerobic digester remains to be scheduled.

17th Avenue LS & Force Main Replacement: We Energies has completed temporary project related gas and electric main relocations. The project has been delayed as We Energies has not removed the three overhead, live power lines off the power pole immediately in front of the station. They have not energized the new buried underground electrical service to the station and need to remove the pole.

The project has essentially been pushed back 2 weeks. Advance Construction feels confident that they can make up the time and meet the substantial completion date of October 30th and a final completion date of November 20th.

DIRECTOR'S UPDATE

2020 DNR Recycling Grant Award - \$24,091.52: Director of Public Works/Village Engineer Amber Thomas stated that the Village was awarded a recycling grant which helps offset the cost of recycling.

Director Thomas noted that a crewperson recently retired leaving a vacant crewperson position available. Approximately 17 applications have been received.

Director Thomas also noted that the Village has received DNR approval for the Headworks project and the Adaptive Management Plan.

ADJOURN

Motion by Trustee Delorit, seconded by Trustee Harbeck, to adjourn the meeting at 7:20 p.m. Motion carried.