

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES
MONDAY, JULY 13, 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.

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: Ashley Leisgang – AECOM, Bill Hass, Deb Novakovic, Trustee Amy Luft, Trustee Jim Miller and Jon Butt - Symbiont.

HEAR PERSONS REQUESTING TO BE HEARD

Bill Hass, representing the Bridgewater Condo Association, stated that the residents of the Bridgewater Condominium Complex are very disappointed and concerned with the management of the Riverwalk. There continue to be flooding issues, a lack of weeding, and lack of general maintenance of the Riverwalk. The appearance of the Riverwalk is less than acceptable. He requested to discuss this matter with the appropriate staff to get this addressed. He stated that his first attempt to speak with anyone was today with a call to Village Administrator, Jesse Thyges. Trustee Krueger noted that this matter cannot be discussed as it is not an agenda item, however staff will arrange for the requested meeting and if the outcome of said meeting is unacceptable a request to be placed on the agenda will need to be made so the matter can be further discussed.

MINUTES

Motion by Trustee Delorit, seconded by Mr. Blum, to approve the June 8, 2020 Board of Public Works meeting minutes as presented. Motion carried.

Approve Storm Water Quality Management Plan Update

Director of Public Works/Village Engineer Amber Thomas explained that the federal and state regulations require the Village to manage the pollution from the storm sewer system. This requirement is regulated by the DNR through an MS4 permit. The regulations are meant to reduce pollutants associated with urban storm water before they enter the State's waterways.

The initial permit was issued in 2003. Each permit is good for five years and with each permit renewal the permit requirements are reviewed and revised. The last permit

issued was in 2013 to be renewed in 2018 however the Village requested a one year extension; therefore, the last permit expired June 11, 2019.

The Village received a grant and hired AECOM to update the 2010 Stormwater Management Plan, specifically to address new TMDL (Total Maximum Daily Load) restrictions for TSS (Total Suspended Solids) and TP (Total Phosphorus).

Since a new permit has not been issued it is still unknown what requirements will be set for the next five years. However, the report does provide options to work towards future compliance. The current stormwater budget will not be sufficient to achieve the anticipated DNR requirements.

The Village will also need to work with developers to meet the requirements of the new permit on a more regional spectrum. The Adaptive Management Plan that is currently being worked on with the Utility may be able to help with the Stormwater Permit as well.

Mr. Blum questioned if the Village could challenge the requirements. Trustee Krueger also questioned if the regulations have to be accepted. Ashley Leisgang – AECOM stated that she is unaware of means to avoid them.

Trustee Krueger questioned if the new requirements have been directed or where the recommendations in the report are coming from. Ms. Leisgang, responded that she based the requirements from a group permit in Milwaukee which is the most recent MS4 permit issued. The requirements for Grafton specifically have not been directed.

Ms. Leisgang stated that the most recent permit was based on TMDL, TSS, and TP and the report indicates where the Village is at and what it will take to get to the targets and a plan on how to achieve it. With each permit cycle the Village will be required to make improvements.

Mr. Blum questioned if dredging the Veterans Memorial pond area was considered. Ms. Leisgang stated that dredging will not give the Village any credits per the DNR; therefore, that was not considered.

Trustee Krueger questioned if approval of the plan was required by the DNR and if there was a timeline to have the plan submitted by. He also questioned if this plan will increase and/or expedite any efforts at future grant opportunities. Director Thomas replied that the report has already been submitted to the DNR for review and they had no comments. Ms. Leisgang stated that the plan will assist most with possible construction grants.

Trustee Harbeck was not comfortable passing this onto the Village Board for approval without a better understanding of the plan. She requested a full presentation for further discussion and understanding.

Trustee Delorit was concerned that the Village was approving a plan without DNR guidance as to what our compliance requirements will be. Director Thomas reiterated that approval is just approving the research and the study; providing the Village with a plan on how to move forward in the future. Any actual project that is done would be brought before the Committee and Village Board for further discussion and approval.

Trustee Krueger stated that it is not this Board's job to understand every detail of the plan. We have staff and consultants to guide the Village.

Motion by Trustee Krueger, to recommend the Village Board approve the 2019 Stormwater Management Plan Update. Motion failed due to no second.

Motion by Trustee Delorit, seconded by Trustee Harbeck, to table approval of the 2019 Stormwater Management Plan Update to allow time for a presentation. Motion carried.

Mr. Blum stated that he would like to see direction from the DNR as well. He believes that the Village is setting a high standard by approving the plan.

Trustee Delorit would like information as to what the DNR standards are and how this plan will help the Village achieve those standards.

Update Stormwater Ordinance

Due to the Board recommending more information on the Stormwater Management Plan, Director of Public Works/Village Engineer Amber Thomas recommended that approval of the Stormwater Ordinances be tabled until the August Board of Public Works meeting as well.

Motion by Trustee Delorit, seconded by Mr. Blum to table approval of the new storm water ordinance language for chapters 23.01 and 23.04. Motion carried.

WWTP Capital Improvement Plan

Facilities Operations Coordinator Larry Roy updated the Board on the 5-Year Capital Improvement Plan as prepared by MSA Professional Services.

He noted that four major projects were identified in the plan:

1. WAS Storage Project: Includes construction of new tanks to store two additional days of waste activated sludge and new aeration blowers.
2. Biosolids Project: Construction of a third anaerobic digester, new floating covers of all the anaerobic digesters, new sludge thickener equipment, new sludge pumps, and a new boiler heat exchanger.
3. Activated Sludge Project: New RAS/WAS pumps, new aeration blowers and controls, launder covers on the final clarifiers, and an expansion of the UV disinfection system.
4. Power and Control Equipment Consolidation Project: Replacing all of the facilities motor control centers (MCCs) and relocating them into the old meter shop in

order to control the environment and to limit electrical hazard exposure to employees.

The only project that is presently being planned to move forward is the Power and Control Equipment Consolidation. The remaining projects have been included as placeholders and will be pushed back each year until such time as these projects become more critical.

The Power and Control Equipment Consolidation project is scheduled to move forward as the equipment is aged and difficult to find parts for. Generally used parts as used to make repairs. This project would include incorporating the existing plant on the new emergency generator that is being installed as part of the Headworks Project. The old generator will then be retired along with the old MCCs.

Trustee Krueger questioned if the emergency generator would be replaced or expanded to cover more equipment in the plant. Facility Operations Coordinator Roy explained that the new generator, being installed with the Headworks Facility Project, is sized to run the entire plant as well as the Green Bay Road Lift Station; therefore the old generator will be retired and not repurposed.

MCCs are currently in the lunchroom hallway and the generator is in a room with high traffic volume. Installing all equipment in the meter shop will isolate all equipment into one area where there is little to no traffic.

Mr. Blum questioned if there was a backup generator to the generator. He was concerned what might happen if the generator goes out. Facility Operations Coordinator Roy explained that the current generator is sized to only power the essential functions of the plant. The new generator will be able to run the entire plant as well as the Green Bay Road Lift Station. There is no backup generator to the backup generator. If the generator fails the Utility would rely on trash pumps to convey sewage to the point where the plant operates by gravity.

Trustee Harbeck commented that the report was completed in 2018 and updated in 2019 and the cost for said projects has increased considerably; what will the costs be if the Village waits until 2023 or 2024 to complete the projects? How much are we actually looking at? Facility Operation Coordinator Roy stated that he generally increases project costs by two percent each year to account for inflation.

Trustee Krueger indicated that there are four projects suggested for the next five years. The first one to come through the budget process will be the Power and Control Equipment Consolidation Project.

Bridge Street Lift Station Tributary Area Televising

Utility Superintendent Tim Nennig stated that one of the main objectives to the sanitary sewer collection system is identifying and reducing sources of clearwater infiltration and inflow (I/I). Excessive clearwater entering the system impacts most of the Village's lift

stations and WWTP resulting in significantly increased equipment runtimes and poorer operational efficiencies.

The design engineering work with the new WWTP Headworks facilities and its equipment sizing was based on peak flows caused by excessive I/I. The design engineering did not take into account nor assume that the Utility would be making significant reductions in I/I entering the collection system.

In 2020, the Utility is required to televise approximately 23,000 lineal feet of the Village's total collection system. The Utility is also required to continue Village-wide sanitary sewer I/I investigations.

The 2020 Utility budget includes funds for additional I/I investigations targeting the Bridge Street Lift Station tributary area including flow monitoring, sanitary sewer main cleaning and televising. Similar to the Green Bay Road Lift Station, the Bridge Street Lift Station is noticeably impacted by excessive rain and wet weather events which indicates issues within the lift station's tributary area that need to be identified and resolved.

Three proposals were received for televising 28,000 lineal feet of sanitary sewer mainline pipe. The 28,000 feet of sewer main is the entire amount within the tributary area discharging into the Bridge Street Lift Station plus various other parts of the Village where street improvement work has been scheduled beyond 2020.

Northern Pipe, Incorporated; Green Bay, WI	\$30,520.00
The Expeditors Incorporated; Dousman, WI	\$30,730.00
Visu-Sewer, Incorporated; Pewaukee, WI	\$43,400.00

Superintendent Nennig stated that his original recommendation was to approve a contract with Northern Pipe Incorporated; however, after review of some recent televising footage previously completed he is changing his recommendation to award a contract to The Expeditors Incorporated. It was his opinion that the Village would receive a better product for the additional \$210.

Trustee Harbeck questioned if the Expeditors included the extra price for any heavy cleaning. Superintendent Nennig responded that The Expeditors stated they would not charge extra for heavy cleaning; which could actually result in an overall savings to the Village.

Motion by Mr. Blum, seconded by Mr. Murray to recommend the Village enter into a contractual agreement with The Expeditors Incorporated, Dousman, WI to provide sanitary sewer mainline cleaning and televising services for the Bridge Street Lift Station tributary area I/I study in the amount of \$30,730.00 contingent upon being completed by no later than November 20, 2020. Motion carried.

Waive the Penalties and Late Fees on Utility Bills for remainder of year

Director Thomas stated that in March 2020, Governor Evers issued Emergency Order #11, relating to service rules for electric, natural gas, and water public utilities. The provisions that were suspended included:

- Authorize public utilities to waive late fees
- Temporarily suspend disconnections, other than those needed for safety reasons
- Ensure that deferred payment agreements are available not only to residential customers but also commercial, farm, and industrial customers
- Streamline the process for customers to apply for utility service

Director Thomas recommended that the Village continue to waive penalties for the remainder of 2020. Based on late fees for the same period in 2019 the loss of revenue will be approximately \$7,334.

Trustee Krueger questioned if the PSC is giving the Village the option to waive fees. He noted that the intention is good; however, once word gets out there that fees are not being imposed, he believes that some people may take advantage of the situation. Director Thomas stated that all bills must be paid by the end of the year or fees will be incurred at that time.

Trustee Delorit suggested extending the waiver of penalties for one more quarter only.

Facilities Operations Coordinator Roy did not believe that the PSC would allow this option. The PSC is typically very strict with the rules he would like to confirm that it is optional for municipalities to do this.

Motion by Trustee Harbeck, seconded by Mr. Blum, to recommend the Village Board approve waiving of penalties and late fees on Utility bills for the remainder of the 2020 year contingent upon confirmation from the PSC that the Utility has the authority to waive such penalties. Motion carried.

Temporary Easement

Facilities Operations Coordinator Roy explained that with the construction of the headworks project a new manhole and rerouting of an interceptor sewer within the wastewater treatment plant grounds is necessary. Bypass pumping around the existing manhole is necessary to complete this task and will require a temporary construction easement.

Facilities Operations Coordinator Roy stated that the property owners will be given a seven day notice prior to commencement of any work. The work will not impede any customer traffic and should only take about seven days to complete.

Motion by Mr. Blum, seconded by Trustee Delorit, to recommend the Village Board adopt the Resolution approving a temporary easement agreement with JIBF LLC and 1930 Property LLC. Motion carried.

Motion by Mr. Murray, seconded by Trustee Harbeck, to recommend the Village Board approve a Temporary Construction Easement with 1930 Property LLC, for the purpose of bypass pumping. Motion carried.

Motion by Trustee Delorit, seconded by Mr. Blum, to recommend the Village Board approve a Temporary Construction Easement with JIBF LLC, for the purpose of bypass pumping. Motion carried.

Utility Projects Update

Superintendent Nennig highlighted the status of on-going projects.

WWTP Headworks Upgrade Project: Early phase of construction. CD Smith Incorporated is the project general contractor; MSA Professional Services is the project engineer. The last progress meeting was held on July 7. Crews have been shoring up the excavation and bedrock walls that are already exposed prior to additional blasting. Next round of blasting is set for the middle to end of next week.

WWTP Anaerobic Digester Cleaning & Inspection: The east anaerobic digester work was completed near the end of May and has been returned to active service. Drawdown and cleaning-out of the west anaerobic digester began the week of June 22. The project is over the budgeted amount due to the amount of solids in the east digester.

Trustee Harbeck questioned if a five year time span between cleanings was normal. Superintendent Nennig responded that typically cleaning of the digesters is scheduled every three years.

17th Avenue LS & Force Main Replacement: Advance Construction out of Green Bay, WI is the general contractor for the project and Short Elliot Hendrickson is the project engineer. Substantial completion remains October 2020. The packaged lift station has arrived and been set into place. The Utility continues to run off the portable bypass pumping system without any issues to date. The temporary high water float in the bypass manhole continues to be tested on a weekly basis. Sub-contractor August Winter & Son is currently working on various mechanicals associated with the new station including piping, valves, etc. Mechanical work is being coordinated with the placement of the new precast concrete valve vault between the package lift station and the street. Advance has already excavated the site area needed for the new valve vault placement but it has yet to be lowered into position pending completion of the preliminary mechanicals.

Trustee Harbeck commented that the contractor has taken over Nancy Lynn Court and it is almost impossible to drive through that area. She was also concerned about a fuel tank with generator running with very little protection around it.

Report of benchmark measurements – Water & Wastewater

Superintendent Nennig highlighted the benchmark report and the activities of field operations. The Village is behind in many areas due to the coronavirus pandemic and Governor Evers Safer-at-Home work order.

Fire Hydrant Recoated: Trustee Krueger questioned the status of the Fire Hydrant Recoating project. Superintendent Nennig stated that this project was not completed in 2019. The contractor had an employee leave and the sub-contractor went out of business. The Utility has not signed a contract for this work yet in 2020 and is looking for another painting contractor.

PUBLIC WORKS

Right-of-Way Bond Fees

Director Thomas stated that at the June meeting the Village Board approved amendments to these ordinances and removed the bond amount from the ordinance for easier updating in the future. Upon further review and consideration Director Thomas requested additional amendments to remove the language indicating that the bond amount be modified by resolution in include the fees for the right-of-way bond in the Development Fees Schedule.

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

Motion by Mr. Murray, Seconded Mr. Blum, to recommend the Village Board approve the Ordinance amending Section 11.16.020 / Street and Sidewalk Openings - Bond Required. Motion carried.

Motion by Trustee Harbeck, seconded by Trustee Delorit, to recommend the Village Board approve the right-of-way bond in the amount of \$2,000 and have the same included on the Village of Grafton Development Fee Schedule. Motion carried.

Major Projects Update:

Director 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 is underway with a late August completion date. All removals are complete, new stone has been placed, concrete work should be complete this week, and the bio-swale is approximately 50 percent complete.

Blue Stem Subdivision: All Utility work is complete. Stone has been placed and concrete curb & gutter is complete. Asphalt is anticipated for the end of this week.

River Bend Meadows Subdivision: All Utility, concrete curb & gutter and asphalt work is complete. Sidewalk placement is anticipated in the next week or two.

Shady Hollow Phase III: All Utility work is complete. Concrete curb & gutters and asphalt paving is complete. Sidewalk placement is anticipated in the next week or two.

Trustee Harbeck questioned why the sidewalk contract went over the bid/award amount. Director Thomas replied that it is due to an adjustment in quantities as a result of actual work performed.

Trustee Harbeck questioned if the Street Project is falling within budget. Director Thomas stated that the Village did approve adding in North Street for approximately \$25,000. As with any construction project there are areas where there are some savings as well as construction overages within the project. Overall the project should be within budget.

Report of Benchmark measurements-Department of Public Works

The benchmark report was reviewed.

Superintendent of Public Works Jake Arndt updated the Board on activities of the crew. He stated that the crew has officially began the Catch Basin Inspection and Cleaning process. This takes four crew members every day for a minimum of two weeks to complete. Crews have completed the pavement line striping that is done each year.

The heaved concrete on Highway 60 occurred where the signal loops are located in the concrete. The DOT had planned for maintenance in this section; however, due to COVID19 the maintenance was pushed back to the end of summer anticipating that the area may be extra busy with people trying to access the hospital. Village crews removed the concrete and completed general clean up and site prep work which was about a half day of labor and equipment. The DOT paid for materials and placed the asphalt pavement patch.

Trustee Delorit questioned why the benchmark for asphalt placed by staff was so low. He commented that road condition and maintenance is always a matter of discussion. Superintendent Arndt stated that it is a matter of having enough crew members to complete the work. Director Thomas also mentioned that the benchmark goal is very high compared to the equipment available for Village crews to place asphalt. The benchmark goal will not be hit just by filling potholes, but requires large patches to be placed. The Village does not own a paver and can only do hand work.

DIRECTOR'S UPDATE

Director Thomas stated that Bill Dickmann retired after 30 years of service to the Village. Hopefully the new hire will be on board this week.

Trustee Harbeck questioned when the stump grinding will take place at the River Island. Superintendent Arndt stated that he would like to wait until the ground is frozen to drive equipment over the bridge and not damage the turf.

Trustee Harbeck stated that the Riverwalk Closed sign is still up even though the Riverwalk is no longer flooded. She also commented that there are many weeds growing between the pavers and it does need attention.

ADJOURN

Motion by Trustee Harbeck, seconded by Mr. Murray, to adjourn the meeting at 7:41 p.m. Motion carried.