

VILLAGE OF GRAFTON

BOARD OF PUBLIC WORKS MEETING MINUTES

MONDAY, SEPTEMBER 14, 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, Les Blum, and Pat Murray.

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, Field Operations Coordinator Dan Fischer, Utility Clerk Chrissie Brynwood, and Department of Public Works Administrative Assistant Melissa Depies.

Others present: Ashley Leisgang and Josh Jacak – AECOM, Jon Butt – Symbiont, Erik Granum – Trilogy Consulting, and Bill Harbeck.

MINUTES

Les Blum questioned the last paragraph on page 3, why the intent was to not put emphasis on Infiltration and Inflow (I/I) correction. It was his understanding that I/I has been an issue for a very long time and emphasis on correction should be maintained. Trustee Krueger suggested the following correction: "Infiltration/Inflow is currently an issue and has been an issue dating back to 1968; ~~not so much emphasis should be put on I/I~~ I/I needs to be put into perspective in terms of correction."

Trustee Krueger requested that on page 2 mid-page language be added as follows: "Trustee Krueger questioned: If there is enough acreage available to meet the Total Phosphorus reduction goal to be paid pay by performance rather than by acre."

Motion by Trustee Delorit, seconded by Pat Murray, to approve the August 10, 2020, Board of Public Works meeting minutes as corrected. Motion carried unanimously.

HEAR PERSONS REQUESTING TO BE HEARD

None

CONSULTANT ITEMS

Presentation on Stormwater Management Plan – Ashley Leisgang-AECOM

Director of Public Works/Village Engineer Amber Thomas explained that federal and state regulations require communities in Wisconsin to manage the pollution from their municipal separate storm sewer system (MS4). The regulations put in place are meant to reduce pollutants before they enter the lakes, rivers, streams, and wetlands. In 2017 the Village received a \$38,000 DNR grant to update the 2010 Stormwater Management

Plan, specifically to address new Total Maximum Daily Load (TMDL) restrictions for Total Suspended Solids (TSS) and Total Phosphorus (TP). AECOM updated the plan in 2018 and 2019 and will provide a high-level review of the outcomes.

Ashley Leisgang and Josh Jacak from AECOM presented a [power point presentation](#) highlighting the regulations, the Village's Stormwater history, and the TMDL of the Milwaukee River. The power point is attached for reference.

Trustee Krueger questioned if there will be actual testing of the river for water quality; how long can everything just be based on modeling? He also noted that based on the plan the Village will not be able to meet the target goals; therefore, questioned how the Village should move forward. Director Thomas replied that actual testing of stormwater is difficult as the system has many outfalls, but they are sampled yearly. Ms. Leisgang added that for now the DNR just wants to see progress made.

Mr. Blum stated that the Village should take advantage of grant opportunities and work on the list of best management practices.

Bill Harbeck, 907 17th Avenue, questioned if the developers were being required to meet higher standards for Stormwater management within new subdivisions. He also suggested that the Village work toward adaptive management as this may allow additional time and may allow compliance in a more cost effective manner. Director Thomas replied that with the updated ordinances, developers will be held to higher standards, and agreed that both construction projects within the Village and adaptive management practices should be pursued further.

Motion by Mr. Blum, seconded by, Trustee Harbeck, to recommend the Village Board approve the 2019 Stormwater Management Plan Update. Motion carried unanimously.

Approve updated Stormwater Ordinances – Ashley Leisgang - AECOM

Director Thomas stated that ordinance language for chapters 23.01 – Stormwater Management Regulations and 23.04 – Control of Construction Site Erosion have been updated as part of the Stormwater Management Plan.

Trustee Harbeck questioned when the new ordinances would go into effect and how it would affect any current developments. Director Thomas stated that it goes into effect as soon as approved by the Village Board. It would not affect any developments already under construction; only new developments.

Trustee Delorit questioned who completes the calculations for new developments. Director Thomas replied they are completed by the developers.

Trustee Krueger stated that illicit discharge is enforceable once it has been discovered and/or reported.

A few wording corrections were suggested and clarified.

Motion by Trustee Delorit, seconded by Mr. Murray, to recommend the Village Board approve the new storm water ordinance language for chapters 23.01 and 23.04. Motion carried unanimously.

Adaptive Management Administration – Jon Butt-Symbiont

Utility Superintendent Tim Nennig stated that the Village needs to move forward with administration and implementation of the Adaptive Management Plan. He and Director Thomas have discussed the required Plan activities for the next five years and are in agreement that Village staff does not have the time or the resources available to effectively administer all elements of the Plan. Symbiont is estimating approximately 800 hours required on an annual basis over the first three years of the proposal.

Village staff and Symbiont finalized proposal details upon receiving confirmation from the DNR that the WPDES application was accepted and that the Village's commitment to Adaptive Management was a viable total phosphorus reduction option.

Staff has reviewed the Adaptive Management Plan program administration proposal, made several changes, and is in agreement that the Adaptive Management Plan administration would best be handled by Symbiont due to their exclusive involvement and knowledge of the Village's overall total phosphorus reduction planning efforts since 2011.

In order to stay on track with the current Adaptive Management schedule, the Village needs to move forward with administration and implementation as soon as possible. The farmers we currently have on board with best management practice contracts will be doing their fall planting soon and activities need to be coordinated with the Adaptive Management Plan team.

In 2020 the Utility budgeted \$100,000 for professional services for the Adaptive Management Plan program administration; to date no dollars have been spent. Symbiont is estimating roughly \$19,325 in program administration costs for the final three months of 2020.

The total estimated, not-to-exceed, program administration costs for the specified five year time frame is \$365,300. Costs will be billed out on a time and materials basis; Symbiont reserves the right to shift project funding from one year to the next as needed.

Trustee Delorit questioned if this would be a regularly budgeted item. Mr. Butt replied that yes it would be an annual budget item; however, the needed amount will be reviewed each year and determined, therefore the annual amounts may vary.

Mr. Butt stated that they have the previously taken river data and new samples were just taken in early September. The northernmost upstream total phosphorus sample concentration was higher than the southernmost downstream sample which is what the Village hoped to see.

Mr. Blum noted that the previous sample was at 0.077, which was very close to the river water quality requirement for total phosphorus; however, the current sample is now 0.12, which is quite a bit higher. Superintendent Nennig replied that the river was not ideal conditions for sampling at the time. Mr. Blum questioned if the DNR had standards as to when samples are taken. Mr. Butt stated that all aspects, when and where, need to be approved by the DNR.

Mr. Butt stated that the permit has not officially been issued; however, a draft copy has been reviewed. The DNR is targeting for an issue date of January 1, 2021 at which time additional program activities will take place.

Mr. Blum questioned if the Village could take the sample during the winter months. Mr. Butt replied that the sample could be taken; however, it would not count toward compliance, as the DNR only considers the growing season of May through October.

Trustee Krueger questioned how total phosphorus is reported. Superintendent Nennig stated that a monthly average is reported at the treatment plant only; no samples from the river are being submitted at this time. The annual report will include this information.

Mr. Butt stated that Saukville is now under permit as well and they plan to do construction at the treatment plant for compliance and everything they do will help Grafton meet the requirements as well.

Superintendent Nennig indicated that there are also some improvements planned for the Grafton treatment plant chemical treatments which will result in phosphorus reductions as well.

Mr. Butt indicated that both consultants, Symbiont and AECOM (MS4-Stormwater), will need to work together for a Village wide total phosphorus reduction.

Mr. Butt reiterated that this would be a five year contract, which is the length of the permit. The contract value would be \$365,300 with annual reviews. It would only be modified if the scope of services is amended.

Motion by Trustee Delorit, seconded by Mr. Blum, to recommend the Village Board enter into a contractual agreement with Symbiont, Inc., Milwaukee, WI to provide professional engineering services administering the Village's Adaptive Management Plan thru September 2025 for a not-to-exceed amount of \$365,300.00. Motion carried unanimously.

Proposed Sewer Rate Increase – Erik Granum-Trilogy Consulting

Facility Operations Coordinator Larry Roy explained that a sewer rate study completed by Trilogy Consulting in 2017 recommended rate increases every year for a five year period. This is the last increase scheduled as part of that plan. The rate increases have

been focused on the fixed costs as water sales volumes are decreasing. The increases proposed for September 20, 2020 is 9.9%.

Erik Granum, Trilogy Consulting, Inc., stated that a rate increase is needed to pay debt service on the Clean Water Fund Loan for the headworks project, maintain cash reserves, and maintain infrastructure.

This rate increase does not increase the flat charges, this increase will be on the usage charges as well as industrial surcharges.

Trustee Krueger questioned if the rate increase covered only current debt or if it also covered some future debt. Mr. Granum indicated that the increase covers three months operating reserves, debt reserves, as well as capital reserves.

Trustee Krueger stated that the Utility had an increase in 2016 and then a 20% increase in 2017; 16.9% in 2018; 11.4% in 2019 and now 9.9% in 2020. Five years of rate increases will cause public outcry, the Village needs to be prepared to explain that necessary construction and DNR regulations are the reason.

Motion by Mr. Blum, seconded by Trustee Harbeck, to recommend the Village Board approve an increase in sanitary sewer rates of 9.9% as advised by Trilogy Consulting effective September 20, 2020. Motion carried unanimously.

PUBLIC WORKS

Approve CORRE, Inc. Inspection Contracts

Director Thomas explained that CORRE Inc. was hired for inspection of roadway and sidewalk construction at Blue Stem Phase 2, River Bend Meadows Phase 1 and Shady Hollow Phase 3. The similar work on these three projects did not require full time inspection, and scheduled work was intermittent. The intent in hiring one firm for all three projects was that inspection staff could split time between the three projects, saving time and money. On days with minor work going on, one inspector was in the Village covering inspection at all three projects. On days where numerous important tasks were being completed, two inspectors were provided to balance all the inspection needs.

All three projects were expected to complete their roadway work in April and May and a \$25,000 contract was more than enough to cover the schedules provided by the developers. However, work on all projects took longer than expected and continued well into the summer months, with minor work still occurring now in September, requiring additional inspection and fees.

Because the contact costs will now exceed \$25,000, Board approval is needed. Staff could split the contract into separate contacts however that would create additional paperwork. Staff is requesting approval to revise the contract to not exceed \$45,000.

Trustee Harbeck questioned where the funding would come from. Director Thomas explained that all costs are billed back to the developers, therefore there is no impact on the Village budget.

Trustee Krueger questioned if developers understood the circumstances of what caused the extra costs and if the \$45,000 was a fair and reasonable number. Director Thomas replied that she believed the \$45,000 was fair and yes the developers were aware of the inspection hours as they are dictated by their schedules.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board approve a revised contract with CORRE, Inc. for a not to exceed amount of \$45,000. Motion carried unanimously.

2021 Proposed Budget Review-Public Works

Director of Public Works/Village Engineer Amber Thomas highlighted the 2021 proposed budget stating direction was given to come in flat with no increase in budget requests; however Public Works was unable to do that due to increased costs and Village growth.

Director Thomas stated that an increase is requested in Labor Pool Allocations to hire on additional crewperson with a start date of approximately May 1, 2021. 2006 was the last time a crew person was added. The crew currently consists of 12 crew members with one being a working foreman who primarily maintains the buildings, one mechanic, two generally work full time in the parks, which technically leaves eight crew persons for all the public works activities. Administration has indicated that this will possibly be cut depending on the overall budget requests and priorities.

Other notable changes include:

Street Repair and Maintenance: Increase by \$20,000 for a Road Maintenance Program. This is for a seal coating type program that would help maintain the integrity of roads still in good condition for a longer period of time. The Approved 2020 budget included \$30,000 (\$50,000 was requested) and the 2021 budget request is again \$50,000. Due to COVID-19 and the Safer at Home restrictions there will be no project in 2020; therefore, those dollars will not be spent.

Snow and Ice Control: Increase is almost \$40,000. The price of road salt increased from \$65.47 per ton to \$68.09 per ton. The salt shed is full so no more salt will be needed in 2020. Staff will be reducing this by approximately \$5,000. Staff believes there is enough beet juice to get us through December 2021 and will plan this purchase for January 2022.

Traffic Control: Includes \$4,500 for a traffic impact study at the intersection of 12th Avenue and Washington Street to determine better options to more efficiently move traffic. This amount was reduced to \$2,500 as there is a grant opportunity for this project. The grant is a 90 percent match and if awarded engineering will be done in 2020 with construction in 2021. Increase of \$3,000 for the Traffic Signal Maintenance Contract based on actual

costs from the past few years.

Recycling and Sanitation: Increase of Approximately \$35,000 due to Village Growth and yearly increase in rates per our contract.

The Capital Projects Fund includes funds to complete the 2021 Street Improvement, the 2021 Sidewalk Rehabilitation Program (\$50,000), seal coat the parking lot at the Municipal Services Facility (\$5,500, a cost share with the Park & Recreation Department); Administration is recommending removal of this item and push it to 2021, street trees (\$25,000).

The Equipment Fund includes:

- \$220,000 – 10 Yard Dump Truck w/Plow & Wing
- \$ 65,000 – Chipper Truck
- \$ 60,000 – Skid Steer Loader w/tracks – this item is being removed and redirected to have the Public Works Department purchase the old machine from the Utility (\$16,000) and allow the Utility to purchase a new machine.
- \$ 45,000 – John Deere (Sidewalks/no mower deck)
- \$ 30,000 – Roller Compactor – being removed from the 2020 budget and redirected to the 2021 budget.
- \$ 5,000 – Salty Dogg – 2.5 CY salter
- \$ 5,000 – Engineer Plotter

Trustee Krueger stated that this was a lot of additional cost and/or increases since we were given direction to come in flat. Director Thomas stated that not all costs highlighted were increases. She also indicated that every year instructions are to come in flat, and that just cannot be sustained; staff tried to cut back in any area possible.

Trustee Harbeck questioned various line items in the proposed budget to determine if additional minor cuts could be made.

Director Thomas noted that even though it is a very difficult budget year she believed this was a good time to add an additional crewperson. Three senior personnel have left over the past year or two leaving current staff at a lower rate of pay, with this adding a person will have little overall effect on the 2021 budget. The crewperson is definitely needed at this time; however, there is an understanding if it is not possible.

Major Projects Update

Director Thomas stated that the Tree Inventory is complete. Wachtel Tree Service is now working with the GIS consultant to get the information into the new GIS platform.

Report of Benchmark Measurements – Public Works

The benchmark report was reviewed.

Superintendent of Public Works Jake Arndt stated that crews will be doing some additional crack filling this fall. Recently the crews have placed 12 tons of asphalt, 12

yards of concrete, and have been busy removing, stumping and trimming trees. 193 miles of road have been swept collecting approximately 21 tons of material.

Crews have been spending a lot of time installing the playground at Centennial Park. Staff has varied between three and eight crewmembers daily to complete this build.

Trustee Krueger questioned why the Design/Inspection hours were so low. Mrs. Depies responded that it must be a typo.

WATER & WASTEWATER

First Avenue Sanitary Sewer Re-lining

Utility Superintendent Tim Nennig explained that as part of the 2020 street improvement program the Utility chose to re-line five separate sections of 8-inch clay sanitary sewer main on First Avenue rather than perform complete replacement. The area to be re-lined runs between Washington Street and Highland Drive. This area was determined to be in very good condition structurally with no significant defects. However, there were a number of areas throughout the run that did exhibit joints with active infiltration. It was more cost effective to do the full relining versus multiple spot repairs.

The Village sent Requests for Proposals to three different sewer contracting firms claiming to specialize in sewer mainline repair and replacement, however only one proposal was received back. That proposal was provided by Visu-Sewer, Inc. for \$42,750.00, which is \$13,050.00 under the 2020 budgeted amount.

Trustee Krueger commented that this was a reputable contractor and he was in agreement with the full re-lining versus spot repairs/patches.

Mr. Blum questioned what the lifetime of the pipe would then be. Superintendent Nennig indicated that the re-lining should last approximately 50 to 60 years.

Motion by Trustee Harbeck, seconded by Trustee Delorit, to recommend the Village Board enter into a contractual agreement with Visu-Sewer, Inc., of Pewaukee, WI to provide sanitary sewer rehabilitation services related to the First Avenue street replacement work in the not-to-exceed amount of \$42,750.00. Motion carried unanimously.

Authorize Purchase of Additional Meters

Field Operations Coordinator Dan Fisher requested to use the remaining budget of \$31,284 to purchase an additional 144 meters and radio registers. The AMI meter conversion is an ongoing program and purchasing additional meters in 2020 will save the Village money as the meter costs will be increasing by four percent in 2021. This will also increase staff production rather than waiting until January to resume meter installs.

Motion by Mr. Blum, seconded by Trustee Harbeck, to recommend the Village Board accept the proposal from Core & Main to purchase 144 5/8" meters and

143 radio registers for a cost not to exceed \$31,284.00. Motion carried unanimously.

Headworks Project Change Orders

Facility Operations Coordinator Larry Roy explained that there have been three change order requests (COR) since the start of the Headworks project.

COR #1 was for additional costs relating to blasting of rock in differing site conditions in the amount of \$34,515.11. The change order was requested because the contractor encountered unexpected water. This was denied by MSA because the geotechnical report and project manual included language that indicated that water may be encountered. Trustee Krueger questioned if the contractor has been informed of the denial. Facility Operations Coordinator Roy believed they had; however, he has heard no response.

COR #2 was submitted for extra time associated with underground abandoned structures not shown on the drawings in the amount of \$2,084.94. The structure is believed to be an old ballast slab that was part of an old fuel tank installation.

COR #3 is to remove a 4" cast iron line that has been degraded and replace it with a 4" ductile iron pipe for a cost of \$9,485.11. While installing temporary piping, it was discovered that the drain pipe leading from the service building to the screw-lift pump was degraded and brittle.

The total amount of the change order, including COR #2 and COR #3, being requested is \$11,570.05. This would come out of the \$426,150 project contingency fund.

Motion by Trustee Delorit, seconded by Mr. Murray to recommend the Village Board approve Change Order #1 which includes COR #2 and COR #3, for a total of \$11,570.05 and rejects COR #1. Motion carried unanimously.

2021 Proposed Budget Review-Water & Wastewater

Facility Operations Coordinator Roy highlighted the 2021 proposed budget stating that the major Water Utility expenses include a Water System Master Plan Update (was pushed from 2020 to 2021), asphalt replacement at Well #4 (was pushed from 2020 to 2021), landscaping at Well #7, purchase of a valve box repair system, and valve rebuilding at the Inter-zone Transfer Station.

Major Wastewater Utility expenses include an infiltration/inflow study in the Bridge Street Lift Station tributary area (pushed from 2020 to 2021), adaptive phosphorus management operations, digester hallway repainting, purchase of replacement aeration diffusers, plug-valve replacements in the blower basement, and installation of a replacement level reading system at Ninth Avenue Lift Station.

Major combined Water/Wastewater expenses include purchasing iPads for each field operator, purchase of a 240v 3" submersible pump for dewatering excavation pits, purchase of a portable 240v generator, and repainting of the lunchroom hallway.

Major capital projects and purchases include continued engineering and construction of the replacement headworks facility, continued Automated Metering Infrastructure (AMI) meter conversion, engineering for WWTP electrical upgrade, entry door replacements at Well #5 and Well #7, WWTP engineering for improved phosphorus treatment, purchase of a replacement WWTP dissolved oxygen monitoring system, purchase of two pickup trucks, installation of flow meters to measure sludge volumes fed to the anaerobic digesters, purchase of a new UV crane (this item being removed by administration), condition monitoring of the headworks facility, purchase of a compact wheel loader (current skid loader being recommended to be sold to DPW for the trade value of \$16,000), purchase of an all-terrain utility vehicle (this item being removed by administration), coliform testing equipment, sewer rehabilitation of the Green Bay Road Lift Station service area, and year one of a four year plan to replace all 1.5, 2, and 3" meters to incorporate them into the AMI system.

Trustee Krueger questioned what the condition monitoring at the Headworks Facility was. Facility Operations Coordinator Roy explained that the Utility currently does preventive maintenance on the facility the condition monitoring just adds a layer of protection. The device monitors temperature and vibrations on the new pumps and motors, then creates a graph which shows trends and changes that would indicate maintenance needed before it becomes so significant that the system fails. Trustee Krueger questioned if this monitoring system could be expanded to other areas of the plant. Facility Operations Coordinator Roy replied yes, by adding additional pieces of equipment. Mr. Blum questioned if this could have been added as part of the Headworks project. Facility Operations Coordinator Roy indicated yes; however, there would have been added costs to have it part of the project rather than purchased and installed by Village staff.

Trustee Delorit questioned the jet vac lease. Facility Operations Coordinator Roy replied that the 2021 is the final year of the lease therefore options will need to be investigated next year.

Trustee Harbeck questioned where Well #7 was located. Facility Operations Coordinator Roy replied on Falls Road near the Blackhawk Valley and Blue Stem Subdivisions.

Trustee Krueger question the \$250,000 line item for Green Bay Road Sewer System Improvements. Facility Operations Coordinator Roy explained that there is a lot of manhole reconstruction that needs to be done in this area. Engineering will be done in 2020 and construction in 2021. Superintendent Nennig stated that there are approximately 85 manhole chimney structures that need to be rebuilt in addition to several dozen spot repairs needed to the collection system.

Utility Projects Update:

Utility Superintendent Tim Nennig updated the board on the various projects:

WWTP Headworks Upgrade Project: CD Smith will be placing the tie rebar mats and wall dowels for the lower level concrete base slab as well as forming the walls at the structure.

17th Avenue Lift Station and Force Main Replacement: The lift station is up and running. Superintendent Nennig stated this was one of the cleanest startups he has ever been involved with. The system has been on-line since September 9, 2020 and there have been zero alarms to-date. Area restoration is underway.

Bridge Street Lift Station Tributary Area I/I Study: The sanitary mainline was cleaned and televised during very wet weather conditions and is complete.

Report of Benchmark measurements-Water & Wastewater

The benchmark report was reviewed.

Superintendent Nennig stated that crews are catching up a good rate after the “Safer at Home” order. Crews will be completing fall hydrant flushing soon. Crews will also be starting back up on meter change outs. Gaining access to homes during COVID-19 might make this task a bit more challenging.

DIRECTOR’S UPDATE

Update – 1470 Falls Road driveway issue

Director Thomas stated that this issue dates back to 2016 when the final lift of asphalt was placed on Falls Road.

After the final lift of asphalt was placed, the property owner complained of having his vehicles scrape and/or bottom out on the driveway. The Village and the Town have made various offers to alleviate the situation; however, the property owner has not agreed.

The Village, the Town and the Attorneys have drafted an agreement to finalize the situation. The Town drafted a settlement and release agreement, and received bids for the cost of construction. The Village and the Town are prepared to split those cost 50/50 and pay the property owner so he can hire his own contractor to make whatever changes he desires.

Lime Kiln Landfill – DNR Site Investigation Work Plan approval

Director Thomas stated that over the past few years the DNR has been requesting vapor intrusion testing; which is quite invasive as it would require going into basements and drilling holes to complete the tests.

TRC, the new consultant for groundwater monitoring, discovered some past data that was inaccurate. There were some numbers in past reports that just did not seem to add up which made the DNR look at things in a different manner.

TRC prepared a plan to do testing in the right-of-way. If these tests come back in a positive manner then the Village will not be required to do vapor intrusion testing in the homes. This work will be completed this month within the 2020 budgeted contract with TRC.

WISDOT 90% grant opportunity – Signal updates at STH 60 and 12th Avenue
Director Thomas stated that the Village has applied for a grant from the Department of Transportation for improvements to the STH 60 and 12th Avenue intersection. If approved the Village will receive 90 percent funding for both engineering and construction. The engineering would take place in 2021 and construction would then be budgeted for in 2022.

Update: Holder sale – purchase of new articulating tractor
Director Thomas informed the Board that the Holder, Articulating Tractor was sold on auction for just over \$40,000. Staff is now having demonstrations and getting pricing on a new piece of equipment.

Director Thomas noted that she has the map showing all the farm fields that participated in the 2019 Adaptive Management program for the Village.

ADJOURN

Motion by Mr. Blum, seconded by Trustee Harbeck, to adjourn the meeting at 8:27 p.m. Motion carried.