

VILLAGE OF GRAFTON

BOARD OF PUBLIC WORKS MEETING MINUTES

MONDAY, NOVEMBER 9, 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 Dan Delorit, Les Blum, and Pat Murray.

Board member excused: Trustee Lisa Uribe-Harbeck.

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: Trustee Jim Miller and Trustee Amy Luft.

MINUTES

On page 5 under Major Projects Update there were two minor wording corrections:

In the sentence that reads "Trustee Delorit questioned \$176,000 under budget". Trustee Delorit requested that on the road project be added to clarify the statement.

In the sentence that reads "... contractor for the sidewalk replacement has come out a second time to redone restoration..." Mr. Blum requested the word redone be changed to redo.

Motion by Mr. Blum, seconded by Trustee Delorit, to approve the October 12, 2020, Board of Public Works meeting minutes as corrected. Motion carried unanimously.

HEAR PERSONS REQUESTING TO BE HEARD

Trustee Luft stated that she met with John Bourn, 469 Lilac Court, regarding snow plowing of the sidewalk on Keup Road. She asked that this Board please reconsider the request. It was her opinion requiring Village crews to plow this section of sidewalk would not create any issues with other areas as this is a unique situation. She requested that this Board revisit the request.

Trustee Krueger replied that there has been much discussion on this matter at this level as well as meetings held between Mr. Bourn, Director of Public Works/Engineer Amber Thomas, and Trustee Krueger. It was the consensus of this Board to not make changes to the sidewalk plowing ordinance. Mr. Bourne was directed to go before the full Village Board.

Trustee Krueger indicated that he would discuss this with President Brunquell on what direction to take.

Trustee Miller stated that he spoke with Mr. Bourne last year and also attended the meetings where this matter was discussed. It was his opinion that this matter may warrant another look; however, agreed that if we do this work for one then we will need to do it for others as well.

Trustee Delorit questioned what facts have changed since the last time this was discussed.

PUBLIC WORKS

Adopt resolution accepting and dedicating improvements – Shady Hollow Phase III

Director of Public Works/Village Engineer Amber Thomas stated that all utility infrastructure has been installed, inspected, and the majority of punch list items are complete. Curb, gutter and sidewalks have been installed as well as the first layer of asphalt. The final layer of asphalt will be done in 2021. The road will be accepted after the final layer of asphalt is completed.

Trustee Krueger questioned if the utility systems have been tested; if there are any homes being serviced. Director Thomas stated that no homes have been built in Shady Hollow III to date.

Trustee Delorit questioned if any of the utilities could be affected by not having the final layer of asphalt on the road. Director Thomas replied that the all infrastructure should be safe.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board adopt a resolution accepting the dedicated sanitary sewer, water main, storm sewer, curb and gutter, and sidewalk of the final plat of Shady Hollow Phase III Subdivision, Village of Grafton, Ozaukee County, Wisconsin. Motion carried unanimously.

Adopt resolution accepting and dedicating improvements – Blue Stem Phase I & II

Director Thomas stated that all utility infrastructure has been installed, inspected, and the majority of punch list items are complete. Curb, gutter and sidewalks have been installed.

In Phase I the final layer of asphalt has been placed on most of the roads; however, there are a few sections that have not been completed. Would recommend accepting the road when all sections are complete rather than phasing it in.

Phase I is almost fully built out and there are a handful of homes with construction starting in Phase II.

Motion by Trustee Delorit, seconded by Mr. Blum, to recommend the Village Board adopt a resolution accepting the dedicated sanitary sewer, water main, storm sewer, curb and gutter, and sidewalk of the final plat of Blue Stem Subdivision – Phase I & II, Village of Grafton, Ozaukee County, Wisconsin. Motion carried unanimously.

Ordinance Repealing and Recreating Section 11.32.050 / Street Tree Species to be planted

Director Thomas stated in an effort to get as much diversity in our street trees as possible, the Department of Public Works is recommending some additions to the approved species that can be planted. Recently several members of the crew were able to take advantage of some free forestry training provided by UW Extension. The recommended additions are from that training.

Mr. Blum stated that a Linden is generally a soft tree that could lose branches in high winds. Superintendent of Public Works Jake Arndt agreed that Lindens are generally a softer wood; however, there are currently several Linden trees that seem to be holding up ok.

Mr. Blum questioned if all the trees on the list were approved for grants. Director Thomas replied yes.

Motion by Mr. Murray, seconded by Trustee Delorit, to recommend the Village Board adopt Ordinance XXX, Series 2020, Repealing and Recreating Section 11.32.050 / Street Tree Species to be planted. Motion carried unanimously.

Major Projects Update

Director Thomas updated the Board on various projects:

Sidewalk Replacement Program: Restoration has been completed. Retainer will be held until spring to ensure that grass is growing.

Street Reconstruction: Most punch list items have been completed. Retainer will be held until spring to ensure that grass is growing.

Blue Stem Subdivision: Phase III, which is east of Cheyenne Avenue, is anticipated to begin underground utility construction later this fall/winter.

River Bend Meadows Subdivision: Phase II construction is planned for spring 2021.

Shady Hollow Subdivision: Utility construction on Phase IV began in October with extension of water main and minimal sanitary sewer work. Storm sewer work anticipated to begin this week.

Pleasant Valley Road: Representatives from the Town indicated that they understood the Village's position.

Trustee Delorit stated that there has been a lot of tree damage due to the deer; noting that a lot of little trees in his area will be lost. He also questioned if there was any feedback from Wachtel Tree Service regarding the condition of the trees from trimming around them. Director Thomas stated that she has not had an opportunity to review all the data; however, there was only one tree that they indicated needed immediate attention.

Report of Benchmark Measurements – Public Works

Superintendent Arndt updated the Board on the benchmarks:

- ✓ Crack Sealing is complete with crews placing 27,000 pounds of material.
- ✓ Three trees were planted in the downtown to fill gaps.
- ✓ Crews are working on tree removals and stumping and trimming will take place after leaf collection and throughout the winter.
- ✓ Many new signs have been installed due to the new subdivisions.
- ✓ Crews are working endlessly on leaf collection and flower bed cleanup.
- ✓ One final street sweeping will be done once all the leaves are collected.

Trustee Delorit commended the Public Works team. He stated that the crew is doing a great job maintaining services even though staffing was limited in spring due to COVID-19.

WATER & WASTEWATER

Utility Projects Update:

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

WWTP Headworks Upgrade Project: The project is approximately three to four weeks behind the original timeline. However, this time could be made up if weather continues to hold and project material is delivered on time. Based on discussion with the project manager there are no significant issues at this time.

WWTP Chemical Feed Systems Design Upgrade: Part of the Village's action plan to address the new WWTP permit limits for removal of total phosphorus is an upgrade to our existing phosphorus removal facilities and their capabilities.

The design work was originally scheduled for 2020; however, due to numerous other unforeseen events, design work was moved into 2021. A proposal for design work is anticipated for Board review in December or January.

WPDES Permit Re-issuance Status: Public notification of the Village's proposed permit re-issuance application went out in early October and provided for a 30-day public comment period. No comments were received. The EPA has one last opportunity to review the proposed permit as well. If they have no further comment the proposed permit re-issuance will likely go into effect on January 1, 2021 or shortly thereafter.

Trustee Krueger questioned if there were any changes or concerns with the permit language. Utility Superintendent Nennig replied that there are no concerns with the language of this 5 year permit.

17th Avenue LS & Force Main Replacement: The new lift station has been running well with very few issues. The station is averaging about 1 to 1-1/2 hours of runtime per day on both lift pumps which is considerably less than the former lift station. A few punch list items remain as well as receiving all deliverables. Substantial completion was issued on November 3 with final completion anticipated for November 20.

Trustee Harbeck requested the following questions via Trustee Krueger due to her absence:

Status of the landscaping? Utility Superintendent Nennig stated that there is an allowance in the contract to complete the landscaping work. Staff has been trying to work with the neighbors to determine what they would like. It is too late in the season to put in new plantings, therefore this will be done in the spring. There is a very steep slope on the back side of the lift station that could also pose issues due to the steepness. Trustee Krueger suggested a landscape design be presented to the homeowners.

There is a u-bend pipe that is exposed and already shows evidence of rusting. Utility Superintendent Nennig replied that it is a natural gas supply line to the generator and is on the punch list to be replaced.

The blue/green (teal) color is offensive, why was that color chosen. Utility Superintendent Nennig stated that the cabinet building matches the color on the control panel and the generator. This was done for uniformity.

Report of Benchmark measurements-Water & Wastewater

The benchmark report was reviewed.

Distribution System Valves Exercised: All water distribution system valves have been exercised over the past two years. Which equates to exercising approximately 600 valves per year.

New Customer Water Meters Installed: A total of 54 new Sensus AMI water meters have been installed thru the end of October. This compares with only 16 new water meters installed during the first 10 months of 2019.

AMI Meter Installs and/or Upgrades: Approximately 480 meter conversions have been completed through the end of October compared to 620 conversions this same time period in 2019. 2020 efforts were slowed due to pandemic related issues.

Water Main Breaks Repaired: Field crews repaired two water main breaks to date.

Sewer Mainline Jetting (Cleaned): Sewer cleaning is completed by Utility staff in combination with a subcontractor. To date approximately 142,000 feet (27 miles) of sewer has been cleaned. A final round of sewer jetting is anticipated for in November which should end the year at approximately 150,000 feet.

Sewer Mainline Televising: To date staff has televised 32,815 feet of sewer. This exceeds the requirement of a minimum of 10 percent of the overall sanitary sewer system which would be about 30,000 lineal feet.

Sewer Mainline Back-ups: Through October the Utility responded to one sewer mainline back up.

Mr. Blum commented that he had his meter changed and the crew that was there was very professional and did a very nice job.

DIRECTOR'S UPDATE

Director Thomas stated that there is a house on Blackfoot Court that gets flooded during very heavy rains. It appears that the town properties on Fox lane drain toward this property. Director Thomas has worked with the town to create a swale between the homes to correct the problem.

Director Thomas stated that she recently met with a company to convert the lighting at the Municipal Services Facility to LED lighting. There would be no out of pocket cost to the Village. The company would be paid over the next five years with the energy savings received.

Trustee Krueger commented that there are lights on in the building in the evening. Director Thomas stated that a certain amount of lights are required to be on for security and safety matters.

Director Thomas stated that there has been a delay in receiving the stone for the pilasters on the bridge. The project will be done as soon as the material is received and the weather is appropriate. Mr. Blum questioned if the stone was going to be limestone again. Director Thomas replied yes as the supplier indicated that it was the best stone for that application.

ADJOURN

Motion by Trustee Delorit, seconded by Mr. Blum, to adjourn the meeting at 6:40 p.m. Motion carried unanimously.