

VILLAGE OF GRAFTON

BOARD OF PUBLIC WORKS MEETING MINUTES

MONDAY, JANUARY 11, 2021

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 (via Zoom), 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, Field Operations Coordinator Dan Fisher, DPW Mechanic Mark Didier, Utility Clerk Chrissie Brynwood, and Administrative Assistant Melissa Depies.

Others present: Trustee Jim Miller, Trustee Amy Luft, Alia Enright–Project Manager, TRC.

MINUTES

Motion by Trustee Delorit, seconded by Mr. Murray, to approve the November 9, 2020, Board of Public Works meeting minutes as presented. Motion carried unanimously.

HEAR PERSONS REQUESTING TO BE HEARD

Trustee Miller thanked Director Thomas, noting that he had brought a few issues to her attention and she resolved them quickly.

PUBLIC WORKS

Groundwater Monitoring – Lime Kiln Park Landfill and West Plume Area

Director of Public Works/Village Engineer Amber Thomas explained that the Village contracted with TRC in 2020 after several decades with AECOM for ground water monitoring at Lime Kiln Park.

Director Thomas stated that she was very pleased with the work performed by TRC. New methods were proposed to, and approved by, the DNR. A case for lowering the sampling frequency and not requiring additional vapor sampling was built.

The proposed contract for 2021 includes: \$26,000 for Quarterly Groundwater Monitoring; \$16,000 for the 2020 Annual Report; and \$33,000 for Vapor Intrusion Follow-up for a total contract price of \$75,000, which is \$5,000 over the budgeted amount. However, the \$33,000 for vapor intrusion may not be required; this need is dependent on DNR approval or denial of the work to date using shallow groundwater samples.

Mr. Blum questioned if the results from the testing at the shallow well were received. Alia Enright-Project Manager responded that the shallow well was located on Green Bay Road and there were zero detects of contaminants.

Director Thomas stated that the Village has been doing quarterly samples for a very long time. TRC is building a case to be presented to the DNR to reduce the amount of samples required.

Trustee Krueger commented that TRC did more work than anticipated or expected in 2020. They provided fresh eyes on the project, presented new ideas to lower costs and are developing a case to avoid vapor intrusion monitoring.

Director Thomas stated that response from the DNR is very slow. She also stated that TRC has discovered that certain tests that would aid in making a case for reduced monitoring had not been previously done. TRC began those tests in 2020 to present to the DNR.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board approve the contract for 2021 quarterly groundwater monitoring and the 2020 Annual Report in an amount not to exceed \$42,000, and approve the vapor intrusion follow-up in the amount of \$33,000 contingent on response / requirements from the DNR. Motion carried unanimously.

Truck chassis and cab to be used for 10- yard dump body

Superintendent of Public Works Jake Arndt stated that the 2021 Capital Equipment Budget includes \$220,000 for the purchase of a 10 yard dump truck. Three bids were received for the truck chassis with the low bid being received from Kriete Truck Center for a Mack chassis in the amount of \$119,785.

Superintendent Arndt stated that in addition to the chassis a dump body, plow, wing, hydraulic and anti-icing system still need to be purchased.

Mr. Blum questioned if there is an estimate for the remainder of the equipment needed to complete the truck. Director Thomas stated that in 2017 similar equipment was purchased for approximately \$89,000. It is anticipated that the additional equipment will now cost approximately \$100,000. After purchase of the chassis there is \$100,215 remaining in the budget.

Trustee Krueger questioned if a trade value was included in this bid price. Director Thomas explained that DPW equipment is budgeted at full cost; however, a revenue is also budgeted. Staff has discovered that selling equipment via Wisconsin Surplus (online auction) is more advantageous to the overall budget.

Trustee Delorit questioned what the estimated revenue amount is. Mechanic Mark Didier stated that the truck we are selling is an older truck that has a rusted frame; the cost to repair the frame is approximately \$8,000. However, it was his opinion that the Village could still receive \$20,000 for the truck, plow, wing, and salter.

Trustee Krueger questioned how old the truck being replaced was. Mechanic Didier stated that it is a 2001 and the replacement schedule for this type of truck is about 16 years.

Motion by Trustee Delorit, seconded by Trustee Harbeck, to recommend the Village Board authorize the purchase of a truck chassis and cab to be used for a 10 yard dump body from Kriete Truck Center, Milwaukee, WI for \$119,785. Motion carried unanimously.

Award purchase of skid steer loader

Mechanic Didier explained that staff demoed seven different units. Each employee completed a survey on all equipment stating the pros and cons of each machine. Three machines were eliminated immediately and bids were received on the remaining four machines.

Staff recommended the Kubota from John P. Lochen in the amount of \$46,132 which is \$598 over the lowest bid but under the budgeted amount by \$13,868.

Trustee Harbeck stated that there are two other dealers that provide Kubota equipment, she questioned if it would be advantageous to specify and bid the Kubota only. Mechanic Didier stated that the Village currently does business with Lochen's, which is a local vendor and the Village has built a very good working relationship with them.

Trustee Delorit commended staff on the explanation of why the more expensive equipment is being recommended. He questioned if the equipment came with any attachments. Mechanic Didier stated that a general purpose bucket is included. The Village can use all other existing attachments.

Trustee Harbeck noted that the model number may be incorrect; Mechanic Didier confirmed the correct model number is SSV75 PHFRC.

Motion by Mr. Murray, seconded by Mr. Blum, to recommend the Village Board authorize the purchase of a Kubota SSV75 PHFRC from John P. Lochen Co., Inc., Newburg, WI, in the amount of \$46,132. Motion carried unanimously.

Purchase small articulating tractor

Superintendent Arndt stated that the 2021 Capital Equipment budget includes \$45,000 for the purchase of an articulating tractor. Two bids were received: one for a John Deere from Mid-State Equipment (\$40,196.75) and one for an Avant from Bobcat Plus (\$56,146.48).

Crew members had an opportunity to demo each model and give feedback. Staff indicated that the John Deere did not perform as well as the Avant. The Avant had more power and was more versatile.

Superintendent Arndt stated that when completing the budget staff budgeted for a skid loader with a track which is more costly than a wheeled machine; however, the

purchase recommendation was for a wheeled machine saving the Village approximately \$13,800.

The Avant is the more expensive piece of equipment; however, it is more versatile, more powerful, and user friendly. The Village also has attachments that are interchangeable with this machine making this piece of equipment more effective and efficient.

Trustee Harbeck questioned if the Village already owned an Avant. Director Thomas stated that this piece of equipment is similar to the one recently purchased for sidewalk plowing.

Mechanic Didier stated that the equipment has a one year warranty. He also noted that the existing equipment did have an issue and Bobcat Plus came to our facility picked it up, took back to their shop for repairs, and brought it back in a very timely manner.

Trustee Delorit questioned if any attachments were included in this bid price. Superintendent Arndt stated that a snow blower, broom, and general purpose bucket are included in the bid price.

Mr. Murray questioned what the estimated value of the John Deere is. Mechanic Didier responded that the last one the Village sold went for approximately \$16,000.

Trustee Harbeck questioned where the overage funds would come from. Director Thomas stated that the skid loader was under the budgeted amount by \$13,868; therefore, it is requested that those funds be used for this purchase. With the purchase of both pieces of equipment we remain under budget by \$2,721.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board authorize the purchase of an Avant 528 w/DLX Cab, from Bobcat Plus, Inc., Butler, WI in the amount of \$56,146.48. Motion carried unanimously.

Report of Benchmark Measurements – Public Works

Superintendent of Public Works Jake Arndt updated the board on the benchmarks.

- ✓ Crews completed 2 plowing and 3 salting operations using 143 tons of salt
- ✓ Snow was removed from the downtown 1 time
- ✓ 24 trees were removed and stumped
- ✓ 5 trees were trimmed
- ✓ Street sweeping activities were completed.
- ✓ Repaired one catch basin
- ✓ Placed 2.5 tons of asphalt

Mr. Blum questioned what happened to the light pole on the south side of the Highway 60 Bridge. Director Thomas replied that this was a fiberglass pole that was completely cracked and breaking at the base. We Energies tried to remove the pole however they could not get the bolts out therefore they just sawed the pole off at the base. We Energies has ordered a new pole.

WATER & WASTEWATER

Waive the Penalties and Late Fees on Utility Bills until April 15, 2021

Director Thomas stated that the PSC extended the ruling that allows Utilities to waive penalties until April 15, 2021. From March to December an estimated \$19,000 in penalties were waived. Using that amount, the estimated penalties for January to April will be approximately \$5,000. This is based on a normal, non-COVID year.

Utility Clerk Chrissie Brynwood stated that in 2019, 191 accounts were placed on the tax rolls. Due to extra efforts, letters, phone calls, and follow ups the amount needing to be tax rolled in 2020 was reduced to 152 accounts.

Trustee Krueger commented that the Utility customers have had to endure many rate increases over the past few years and if waiving late fees helps to rebuild some good will, he is supportive of it.

Motion by Trustee Delorit, seconded by Trustee Harbeck, to recommend the Village Board approve the waiving of penalties and late fees on utility bills for the first quarter in 2021. Motion carried unanimously.

Engineering Design Services for WWTP Chemical Coagulant Feed System Improvements

Utility Superintendent Tim Nennig explained that the Utility has partnered with Symbiont Science, Engineering and Construction to prepare for and work with the DNR on meeting proposed effluent discharge permit limits for total phosphorus.

Symbiont's proposal of \$51,590 is to design a new coagulant addition system to replace the existing system at the treatment plant. Design services include preliminary and final design services with preparation of all bidding documents. The proposal does not include bidding administration or any construction management services.

Mr. Blum stated it may be advantageous to bid the project late in 2021 for 2022 construction. Superintendent Nennig believed they may be ready to bid the project in October or November, 2021.

Superintendent Nennig stated that the project needs DNR approval before it can be bid out. The DNR has been very slow on the review and approval process.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board enter into a contractual agreement with Symbiont Science, Engineering and Construction, Inc. of Milwaukee, WI to provide professional engineering services for the design and bid document preparation of the WWTP chemical coagulant feed system improvements on a time and material basis not-to-exceed \$51,590. Motion carried unanimously.

AMI Meter Program 2021

Field Operations Coordinator Dan Fisher stated that 2021 is the third year for meter replacements. Roughly 650 meters were replaced in 2019 and approximately 700 meters were replaced in 2020. The goal for 2021 is to replace approximately 725 residential meters and 20 commercial/industrial meters.

The request is to purchase 800 meters. This will allow additional inventory to change more than the goal and/or allow inventory to get started in 2022.

The process is to send letters based on meter age and location. Appointments are made Monday-Friday 7:30 AM to 2:30 PM, unless a different time is requested.

Trustee Krueger questioned new home construction meter installation. Field Operations Coordinator Fisher responded new customer meters are a separate budget and in 2020 the Utility installed approximately 70 new customer meters.

Motion by Trustee Harbeck, seconded by Trustee Delorit, to recommend the Village Board accept the proposal from Core & Main to purchase 816 5/8" meters, 35 1" meters and 542 radio registers for a cost not to exceed \$158,223.42. Motion carried unanimously.

Purchase Wheel Loader

Field Operations Coordinator Fisher stated that the 2021 Capital Equipment budget includes \$90,000 for the purchase of a four wheel drive compact loader. Staff received bids and demoed both Caterpillar and John Deere. Staff recommended the John Deere which was the lowest bid received from Brooks Tractor in the amount of \$67,500.

The compact loader will save Utility staff time on loading materials for all field related tasks including water main breaks. The compact loader has the ability to go 22 mph, which will allow staff to drive the machine throughout the Village. The loader will also save time on plowing at all Utility sites.

Trustee Harbeck questioned the warranty. The machine has a two year warranty.

Mr. Blum questioned the trade value. The trade amount was \$17,500.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board authorize the purchase of a 2021 John Deere 244L Compact Four Wheel Drive Loader with bucket and forks from Brooks Tractor, Milwaukee, WI in the amount of \$67,500. Motion carried unanimously.

Utility Projects Update:

Superintendent Nennig updated the board on the various projects:

WWTP Headworks Upgrade Project: Superintendent Nennig provided a project work schedule for the next three weeks. He noted that there has been some delay and

interruption; therefore, the project is approximately one month behind schedule. Crews are currently starting to work on the ground level floor.

17th Avenue LS & Force Main Replacement: The new station is working well, it currently averages under two hours per day. The last SCADA changes were made in late December. A landscape plan is available for review by the neighboring property owners.

Trustee Harbeck stated that Liz Alexander had sent an email regarding this project. Trustee Harbeck would like to have that email forwarded to her. Superintendent Nennig believed that the email was from several months back and pertained to when asphalt and landscaping would be completed.

Mr. Blum stated that the color of the equipment there really sticks out like a sore thumb. Utility Superintendent stated that staff tried to match the generator panel. Director Thomas noted that more color consideration will be given on future projects.

Director Thomas stated that she believes landscaping will help. Utility Superintendent stated that staff cannot “hide” the street side because the Utility will need access. He also noted that the Alexander’s driveway is on the lot line and there is very little room for any landscaping between the equipment and their driveway.

Bridge Street LS Tributary Area I/I Study: Approximately 30,000 lineal feet of mainline cleaning and televising was completed. Flow monitoring work and related sanitary manhole structural inspections have been postponed.

Water System Master Plan Update: Originally proposed for 2020. The purpose is to align current Village expansion with revised recommendations on future water distribution system needs. Utility will be soliciting quotes for this work in 2021.

Water System Leak Detection Survey: All infrastructure east of the Milwaukee River has been surveyed. Three separate water system leaks were identified. Two were at fire hydrants and were fixed immediately. One was a leaky mainline valve, which still needs to be repaired.

Report of Benchmark measurements-Water & Wastewater

The benchmark report was reviewed.

Utility Superintendent Tim Nennig stated that crews did a great job of catching up after the “Safer at Home” order by Governor Evers. However, some tasks were not completed in 2020. Items not completed were: Distribution System Valves Repaired, Fire Hydrants Repaired/Replaced, and Sanitary Manhole Structures Rebuilt.

Trustee Delorit congratulated the team for doing what they could and doing a great job.

DIRECTOR'S UPDATE

Developer Project Update:

- ✓ Shady Hollow Phase 4 – Utility work is complete. Site grading and roadway anticipated for spring.
- ✓ Blue Stem Phase 3 – Currently working on sanitary sewer installation followed by water main.
- ✓ River Bend Meadows Phase 2 – Anticipated to begin late spring / early summer.
- ✓ Woodside Prairie (across from Meijer) – Heartland Construction completed installation of sanitary sewer, site grading is expected in the spring.

Trustee Krueger questioned if the Village was supplying service to the new Jiffy Lube. Director Thomas responded that Jiffy Lube is in the Town of Grafton and would not be on Village services.

Advanced Disposal merger with Waste Management:

Director Thomas stated that the Village received a letter in August notifying us that a merger had occurred between Advanced Disposal and GFL. The letter indicated that there would be no disruption to service and all contacts and personnel would remain the same. In October the Village received another letter indicating that the merger was now with GFL, Waste Management, and Advanced Disposal. Again we were assured that there would be not changes in personnel.

Since that time there have been many personnel changes. All route managers, district managers and drivers are new. Staff has had to reach out several times to track down the responsible person for each issue. We believe that has been resolved.

The district manager ensured the Village that the hydraulic leaks were repaired. He personally followed the truck one day to ensure there were no leaks. However, we received a call just today indicating that the truck is still leaking. Director Thomas is working with Waste Management on a plan to clean all Village streets in the spring.

Trustee Harbeck questioned how they are paid, and suggested that the Village withhold payment until all issues, especially the hydraulic leaks, are resolved.

Trustee Delorit suggested a weekly meeting or contact to resolve any outstanding issues.

2021 Urban Forestry Grant – DNR award in second round of funding:

Director Thomas stated that the Village was awarded a 2021 Urban Forestry Grant; however, it is a second round funding grant. This means that the Village will receive approximately 2/3 of the grant monies requested only if there are no catastrophic forestry claims. The amount requested was approximately \$25,000 therefore the amount awarded will be approximately \$16,300.

Another Fund for Lake Michigan Grant Received:

The Village received funding to continue work with Sand County Foundation. The Village has been working with Sand County for three years in relation to our Adaptive Management Plan and implementation of farm practices to improve water quality.

SISP Grant awarded for 12th Avenue and Highway 60 intersection improvements:

Director Thomas reported that the village applied for and received a \$100,000 grant to complete intersection improvements at the 12th Avenue and Highway 60 intersection. In 2021 a study will be done to determine better traffic flows followed by design engineering. It is anticipated that any improvement construction would be completed in 2022.

Miscellaneous:

Trustee Harbeck questioned if any reminders were put out regarding clearing snow around fire hydrants. Director Thomas stated that a post was put on Facebook. Ms. Depies stated that this can be posted every time we have a snow event.

Trustee Harbeck questioned if the Village was extending sewer and water to the new business condo development proposed on Port Washington Road and Falls Road. Director Thomas stated that the development is in the Town with a septic system.

Trustee Krueger believed that SEWRPC and/or DNR approval was required for development if the property was adjacent to a municipality where Utilities were available

Superintendent Nennig agreed stating that some government agency should be weighing in. The Village has a plan for that area however this development does not fit within that plan.

Mr. Murray questioned if there was any information regarding the I43 and Highway 60 construction project. Director Thomas indicated that the project will take approximately five years to complete. The project is starting on the southern end of the county. It will be a while before they reach Grafton.

Trustee Miller stated that State Representative Deb Andraca is on a committee for Forestry and Parks in Madison. She may be a good resource for the Village.

Trustee Krueger stated that this is the first Utility billing cycle that has the full increase; he questioned how the phone calls have been. Utility Clerk Brynwood stated that the calls regarding rates have not been too bad; however, we have been receiving many calls regarding usage.

ADJOURN

Motion by Mr. Blum, seconded by Mr. Murray, to adjourn the meeting at 7:25 p.m. Motion carried unanimously.