

VILLAGE OF GRAFTON

BOARD OF PUBLIC WORKS MEETING MINUTES

MONDAY, FEBRUARY 8, 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, Les Blum, and Pat Murray.

Staff present: Director of Public Works/Village Engineer Amber Thomas, Utility Superintendent Tim Nennig, Utility Clerk Chrissie Brynwood.

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

MINUTES

Motion by Les Blum, seconded by Trustee Delorit, to approve the January 11, 2020, Board of Public Works meeting minutes as presented. Motion carried unanimously.

HEAR PERSONS REQUESTING TO BE HEARD

None

PUBLIC WORKS

Groundwater Monitoring – Lime Kiln Park Landfill and West Plume Area

Director of Public Works/Village Engineer Amber Thomas invited Alia Enright- Project Manager from TRC to present the 2020 sampling data results.

Ms. Enright explained TRC was hired in 2020 to perform the shallow ground water testing and address the vapor intrusion concerns of the DNR. She gave an update on the groundwater monitoring report from both Lime Kiln Park and the West Plume area. Ms. Enright reviewed the report that needs to be submitted to the DNR, explaining that 2020 sampling shows continued plume degradation. TRC recommends to reduce annual groundwater sampling from quarterly to semiannual and that no additional vapor assessment is needed.

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

Mr. Blum requested Ms. Enright ask the DNR to do the testing annually. He also would like to close this sampling out going forward. Ms. Enright will discuss this with her Senior Hydrogeologist and get back to Director Thomas. Trustee Krueger agreed the recommendation should be for sampling to be done annually versus quarterly or

semiannually. Also, the Village will need to follow up if there is no response from the DNR on these recommendations.

Motion by Trustee Delorit, seconded by Mr. Blum, to recommend to the Village Board that the Village accept TRC Environmental's 2020 Groundwater Monitoring and Progress Report with the submission to request annual sampling. Motion carried unanimously.

2021 Equivalent Charges- Water, Sewer & Road Projects

Director Thomas discussed the annual fees to be used for eight inch equivalent sewer and water main installation, and for the interceptor connection fee cap. The setting of these fees is called for in Sections 3.36.040/045/050 of the Village Code. The ordinance specifies that the sewer fees be increased by the Engineering News Record cost index, which was 1.9 percent for 2020. Director Thomas mentioned that due to possible new development on the west side of the village, noting the Kohlwey Farm, both the Ninth Avenue Lift Station and the Bobolink Lift Station fees were added this year. Trustee Krueger questioned using the 1.9 percent adjustment versus the eight percent. Director Thomas explained that she increased the I-43 lift station fee by 1.9 due to the fact she could not find the eight percent in the current code. If the eight percent is needed she can come back and ask for the additional six percent. Trustee Harbeck questioned the fees that are charged to the builder. Director Thomas stated they are negotiated during the initial development meetings and agreed upon in signed development agreements.

Motion by Mr. Blum, seconded by Mr. Murray to recommend the Village Board set the following 2021 fees:

- North Service Area ICF (per acre) - \$1,746.00
- East Service Area ICF (per acre) - \$2,725.00
- 8" Equivalent Sanitary Sewer Fee (per LF) - \$97.55
- 8" Equivalent Water Main Charge (per LF) - \$79.03
- Road/Sidewalk Construction - \$237.20
- I-43 Lift Station (per acre) - \$3,879.07
- Bobolink lift Station (per acre) - \$1,153.51
- Ninth Avenue Lift Station(per acre) - \$1,189.17
- I-43 Sewer & Water Crossing-Water main/per acre - \$481.02
- I-43 Sewer & Water Crossing-Sanitary sewer/per acre - \$603.01
- Equivalent Residential Connection (ERC) Fee - \$1,037.00

Motion carried unanimously.

2020 Annual Report - DPW

Director Thomas updated the board on the 2020 Annual Report. Due to Covid, staff stayed at home for close to two months. After reviewing the report she was impressed with the amount of work that was completed even with a shorter year. Director Thomas highlighted the following:

- Applied for and received a 90 percent matching grant from the DOT for improvements to the STH60 and 12th Avenue intersection for engineering in 2021 and construction in 2022.
- Applied for and received Recycling Grant.

- Established Trash Talk Tuesday on the Department of Public Works Facebook page to promote recycling. Trustee Harbeck questioned if we have the recycling recovery rate for 2020. Engineer Thomas stated she did not receive it yet from Waste Management. Once she gets it she will update the board.
- Applied for and received a 2021 Urban Forestry Grant for tree planting.

ENGINEERING

- Created a Construction Inspection Policy to be followed on developer run projects.
- Solicited and reviewed RFP's for continued groundwater monitoring, as required by the DNR, at Lime Kiln Park Landfill and West Plume Area which was just discussed.
- Established Water Wednesday's on the Department of Public Works Facebook page to promote water quality and education on the effects of storm water runoff.
- Amended Ordinance 11.16.020 / Street and Sidewalk Opening. The Right Of Way Bond has been working well. Received 48 sidewalk bond applications and released 47 bond payments.
- Issued/maintained/inspected 165 Right-of-Way permits
- Reviewed dozens of plans from the development department.
- Reviewed and approved construction plans for Shady Hollow Phase IV and Blue Stem Phase III.
- A resolution accepting and dedicating improvements: Shady Hollow Subdivision – Phase III, Blue Stem Subdivision – Phase I & II.
Mr. Blum suggested submitting a reduction change order when projects come in under budget. Director Thomas stated as soon as the final numbers come in she will look into this.

OPERATION & MAINTENANCE

- Issued 21 weed notices and coordinating the cutting of three.
- Village crews inspected and cleaned 856 catch basins and storm water inlets.
- 17 Trees were planted.
- Total mileage under Village jurisdiction as of January 1, 2021 is 53.21. Several miles of new residential subdivision streets were built in 2020, but have not yet been dedicated, but there is maintenance work involved, such as plowing.

Trustee Delorit questioned the work-related injuries and if staff is being trained.

Director Thomas stated yes they are being trained. She is currently updating safety manuals and increasing training for 2021. Mr. Blum asked if we have reached out to the insurance company to provide safety training.

Report of Benchmark Measurements – Public Works

Director Thomas updated the board on the benchmarks.

- ✓ Crews have been removing trees along the south side of Centennial Park which is Village owned property.
- ✓ Snow came and the crews have been busy with that. Approximately 40 hours of overtime in the last two weeks.

Mr. Blum questioned if the Village plows sidewalks along Highway V. Director Thomas stated yes they have been out every day but with the blowing snow it gets covered.

Trustee Miller questioned Director Thomas if the river is ready for Ice Skating. She stated no, the crews were out to check it and it is slush with only 4 inches of ice. Mr. Blum stated he saw it as well that the ice is cracking and the water is running under it. Trustee Delorit asked Parks and Recreation to post it on Facebook to let the public know that we are checking it.

WATER & WASTEWATER

Purchase Utility F-150 and F-250 Pick-Up Trucks and Purchase Utility Truck Body/Lift Gate/Transfer Tank and Pump

Director Thomas explained that staff is recommending the replacement of the 2012 F-150 4x2 with a 2021 F-250 4x4. The Utilities Maintenance/Operations will use the 2021 F-250 for better ability to pull pumps. The utility would like to add a utility body to the F-250 as well. Staff believes that a utility body is needed for the new 2021 F-250 to better equip maintenance to assist in off-site issues as well as the new headworks building. Eric Von Schledorn was the lowest bid with both trucks totaling \$38,718.80. Badger Truck Equipment was the lowest bid for the utility body of \$22,110.00. Complete total for both trucks and the utility body is \$60,828.80. Amount budgeted was \$58,000.00. Over budget by \$2,828.80. The recent purchase of the compact wheel loader was \$22,500 under budget; staff is recommending that those funds be used to satisfy this minor overage.

Trustee Krueger questioned if the mechanic has a lot of additional tools that he hauls compared to the normal lift station repairs. Utility Superintendent Tim Nennig stated that the mechanic truck right now is a two wheel drive, with a gas tank on board, dispensing equipment and the lift gate, there is no room for additional tools. Trustee Delorit questioned what type of work the mechanic is generally working on. Superintendent Nennig stated depending on the piece of equipment the mechanic predominately takes care of the plant, but is not currently properly equipped to handle the work in the field that has been asked of him, and that he is capable of performing.

Motion by Mr. Murray, seconded by Mr. Blum, to recommend the Village Board approve the purchase of a new 2021 Ford F-150 gasoline truck and a new 2021 Ford F-250 gasoline truck from Eric Von Schledorn Random Lake, WI for a net price of \$38,718.80 and also purchase a new Warner utility body. Tommy gate lift gate and Fuel Transfer Tank and Pump from Badger Truck Equipment Milwaukee, WI in the amount of \$22,110.00. For a total price of \$60,828.80. Motion carried unanimously.

2020 Annual Report – Water and Wastewater Utility

Superintendent Nennig updated the board:

- Currently have 10.5 permanent employees, due to Covid hours worked were down compared to previous years.

- The 2020 combined water and sewer charges for the average residential customer using 18,000 gallons of water totaled \$266.94 per quarter.
- Utility administration had no documented or reported State of Wisconsin Pollution Discharge Elimination System permit violations during 2020. The Village's new WPDES permit application for 2021-2025 was approved by the DNR late in 2020 with an effective date of January 1, 2021.
- Consumer Confidence Report (CCR) documented excellent water quality results with no violations.
- Pumped 359 million gallons of water last year. Average daily demand is still dropping.
- 602 million gallons were treated at the WWTP, which is substantial infiltration.
- AMI meters installed 669 with the goal of 700.
- Based upon the 2019 Public Service Commission Report unaccounted water loss was less than 6% which was a noticeable decrease from the 2018 unaccounted water loss of 10%
- Installed 70 new utility water customers - highest number since 2004.
- System valves - met the requirement for the valve inspection and exercising per the DNR
- Met the recommended hydrant flushing of 775 Village fire hydrants.
- Maintained current safe drinking water bacti lab certification.
- 150,192 lineal feet of sanitary sewer mainline was cleaned.
- 32,264 lineal feet of sanitary sewer mainline was televised immediately after cleaning.
- Completed Compliance Maintenance Annual Report for 2019 Wastewater Treatment Plant operations achieving a score of 4.0. No voluntary or corrective actions required by the WDNR.

Superintendent Nennig stated due to Covid the numbers are impressive for what the Utility crew was able to accomplish. Trustee Miller commented on a well written report, but then questioned if Superintendent Nennig has a reason for the lower water usage. Mr. Nennig did not have a reason. Trustee Krueger commented on both the annual reports and congratulated staff on a great job; keep up the good work.

Utility Projects Update:

Superintendent Nennig updated the board on the various projects:

WWTP Chemical Feed Systems Design Upgrade: Superintendent Nennig explained that the Utility awarded the project and will start meetings soon and would like to involve the operations staff.

Water System Master Plan Update: Just need to prepare a purchase order and get it to the board.

WWTP Headworks Upgrade Project: Superintendent Nennig could not attend but Director Thomas was able to, but no real updates were made.

WWTP MCC Replacement Design Services Update: These systems are pushing 40 years old and still wants to move forward with this, but a lot of questions still need to be answered to determine best options for upgrades.

Report of Benchmark measurements-Water & Wastewater

The benchmark report was reviewed.

Superintendent Nennig stated that right now the focus is on meters being replaced. He acknowledged Utility Clerk Chrissie Brynwood and the crew for the great coordination of the meter change outs. Trustee Delorit stated he just recently had his meter changed out and the crew was on time and was completed in 7-10 minutes. Again Superintendent Nennig acknowledged Ms. Brynwood and the Utility crew on doing a good job.

DIRECTOR'S UPDATE

None.

Trustee Delorit questioned if the garbage company truck that is leaking hydraulic fluid can be changed out. Director Thomas stated she will follow up now that there was a break in the snow.

Trustee Krueger questioned if a report to waive the fees until April from last month's meeting needs to be submitted to the PSC. Direct Thomas will look into this and get back to him.

Trustee Delorit asked if the amount of penalties can be added to the benchmark report.

Mr. Blum asked Director Thomas is she is aware of the active beaver on the river. She stated she was, and the DNR has been giving residents advice.

ADJOURN

Motion by Ms. Harbeck, seconded by Trustee Delorit, to adjourn the meeting at 7:25 p.m. Motion carried unanimously.