

**VILLAGE OF GRAFTON**  
**BOARD OF PUBLIC WORKS MEETING MINUTES**  
**MONDAY, MARCH 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 (via Zoom), Trustee Lisa Uribe-Harbeck, Trustee Dan Delorit (via Zoom), Les Blum, and Pat Murray (via Zoom).

Staff present: Director of Public Works/Village Engineer Amber Thomas, Superintendent of Public Works Jake Arndt, Facility Operations Coordinator Larry Roy, and Administrative Assistant Melissa Depies.

Others present: Trustee Jim Miller, Trustee Amy Luft, and numerous residents from Heritage Settlement Subdivision.

Motion by Trustee Krueger, seconded by Mr. Blum, to elect Trustee Harbeck as chairperson pro-tem. Motion carried unanimously.

Trustee Harbeck announced that a quorum of the Village Board was present at this meeting and reminded all that no Village Board action or Village Board discussion may be taken.

**HEAR PERSONS REQUESTING TO BE HEARD**

None

**MINUTES**

Trustee Krueger requested that the words “per acre” be added to the Equivalent Charges for the I-43 Lift Station, Bobolink Avenue Lift Station, and the Ninth Avenue Lift Station.

Mr. Blum believed that the amount of water gallons pumped last year should read 359 million gallons not 350,000 gallons.

Mr. Blum requested that the following bullet point be added: 602 million gallons were treated at the WWTP, which is substantial infiltration.

Motion by Mr. Blum, seconded by Trustee Delorit, to approve the February 8, 2021, Board of Public Works meeting minutes as corrected. Motion carried unanimously.

**PUBLIC WORKS**

Resident concerns about the condition of Heritage Settlement Subdivision roadways

Director of Public Works/Village Engineer Amber Thomas stated the streets in Heritage Settlement Subdivision (Prairie Run / Homestead Trail / Heritage Court) are rated a 1 or 2 on the road rating system: 10 = best / 1 = failed.

Roads are rated every two years as required by the WisDOT based on the Paser rating system. Road rating is scheduled to occur again in the spring of this year.

Director Thomas stated that the Heritage Settlement Subdivision was added to the Capital Improvement Plan (CIP) last year for reconstruction in 2025. The roads scheduled for 2022 reconstruction include TID funding which will be closing after 2022. If these roads are not done this additional funding will be lost. The roads scheduled for 2023 were selected due to needed underground utility improvements.

Dave Polka, 756 Prairie Run: Questioned how the CIP was developed and why are roads that have a better road rating than this area scheduled for reconstruction before this area. Director Thomas reiterated that the roads are rated every two years using the Paser Road Rating System as required by WisDOT. The condition of the underground utilities also drives the road reconstruction schedule. Director Thomas agreed that the roads in this area are very poor and are in need of reconstruction.

Bill Malone, 753 Prairie Run: Presented photos of the road conditions in the area. He noted that the area does not have sidewalks which drives people to walk in the street. He noted that First Avenue was barricaded off last year due to poor road conditions. There are many potholes and standing water in this area which are causing safety issues.

Director Thomas explained that First Avenue was barricaded due to the amount of traffic as well as portions of the road were completely failing. It was the gravel base on First Avenue that was failing not just the asphalt. In the Heritage subdivision there is no evidence of base failures.

Mr. Blum explained that until a few years ago the Village was only completing a 0.50 mile of road reconstruction; however, that has been increased to one mile being reconstructed each year. He stated that the Village would like to do more; however, are restricted by budget constraints. He noted that First Avenue was completed due to the high traffic volume. Mr. Blum stated that his neighborhood is exactly the same as Heritage Subdivision so he totally understands the frustration.

Jim Maronde, 723 Heritage Court: There was a large sink hole in front of his home that the Village needed to dig up and repair. The last maintenance other than filling potholes was done in 1993. If the road was rated a 1 in 2019 and we are forced to wait 5 years for reconstruction there will be no road left. This has become a safety issue. It is dangerous for people walking and riding bikes. Kids want to play ball in the road and cannot.

Chuck Blankenheim, 213 Prairie Run: This is really about the safety of the kids. There are new families moving in with small children and others have grandchildren. While working from home he witnessed the street cleaner come through the area. He believed this to be a waste of his tax payer dollars. Cleaning the streets will not help their condition.

Director Thomas replied that the Village is required by the DNR and the EPA to sweep all Village roads to remove all the debris and toxins that comes off the cars to prevent them from entering into the ditches and storm sewer system and ultimately discharging to the Milwaukee River.

Nancy Blankenheim, 213 Prairie Run: If the road was rated a 1 in 2019 then it should now be a -2. People cannot ride bikes or push strollers in this area, and it is dangerous for walkers as well. There are sections where there is no asphalt remaining and it is strictly gravel.

Gary Dean, 201 Prairie Run: Has lived in the subdivision for over 30 years. The last maintenance that was done on the road was a chip seal. He does not want that type of maintenance again; he stated that the road should be completely reconstructed. He also agreed with all comments regarding the safety of children and pedestrians.

Paula Hansen, 848 Prairie Run: Has live there since 1984. Her grandchild hit a pothole with their bike and fell off. Someone is going to get hurt.

Tristin Hansen, 261 Prairie Run: He has two small children. His 3 year old crashed just last week due to the road condition. The roads are not safe and people have to be in the middle of the road to avoid potholes and standing water. The road needs to be completed soon rather than later.

Chris Biggins, 788 Prairie Run: Moved into the area in 2005. In 2019 he emailed the Engineer requesting to be placed on the reconstruction schedule. He stated that he would like to make improvements to his home such as siding and windows. However does not feel like improving his property since the Village is not willing to invest in him. He also noted that there is a new subdivision going in behind them and pedestrian traffic is increasing. He also noted that the drainage is very poor in this area and will need to be addressed during reconstruction.

Brad Diamond, 217 Prairie Run: Children cannot ride their bikes, drive their remote control cars, and do other activities due to the condition of the road.

Trustee Krueger stated that the Village has increased the amount of roads replaced each year in efforts to catch up; however, there are a lot of bad roads in the Village. He questioned if the plan can be mixed up.

Director Thomas stated that the 2023 roads are slated due to underground utility work that is needed. 2024 and 2025 can be shifted as may be necessary.

Trustee Delorit stated that the 2021 Street Improvement Program came in under budget, questioning if any of those funds could be used in this area. Director Thomas stated that the funds available are all in the Utility portion of the budget. The street and TID portions are at the budgeted amount.

Trustee Harbeck questioned if any underground utility work is needed and what the road improvement distance was in this subdivision. Director Thomas responded that this area is approximately 4,500 feet. Facilities Operations Coordinator Roy stated that he did not believe that utility work would be necessary.

Trustee Harbeck reiterated that when roads with a higher Paser rating are completed it is because they are driven by underground utility work.

Director Thomas stated that staff is currently reviewing and updating the CIP and any feedback or direction would be welcome. Mr. Blum stated that the Village must continue to coordinate with the Utility to ensure the underground facilities are maintained.

Trustee Krueger stated that he is in favor of “shuffling the deck” a little and making some possible adjustments to the CIP. Would like to help these residents out if we can.

Trustee Delorit stated that there is a safety concern in this area that needs to be considered as well.

#### 2020 Storm Water Annual Report

Director Thomas explained that the Village is required to complete and submit a Stormwater Annual Report to the DNR as part of the MS4 Stormwater Discharge permit.

Director Thomas noted that our membership in Sweetwater fulfills our requirements for public education and outreach; however, staff has initiated “Water Wednesday” on the Departments Facebook page to try to directly target Grafton residents.

Director Thomas stated that in 2020, 57 erosion control inspections were completed and 855 written warnings were sent to builders, developers, and homeowners indicating non-compliance. This is compared to only 301 warnings in 2019, an indication of the amount of construction happening.

Director Thomas explained that the street sweeping number for 2020 is lower than previous years; however, when gearing up for street sweeping this year we realized that the final dumpster from 2020 was not picked up therefore that amount was not reported.

Director Thomas stated that half of the Village’s catch basins/inlets are cleaned each year. In 2020 crews cleaned and inspected 856 catch basins and inlets, compared to 712 in 2019.

Crews participated in training on salt reduction and ways to maintain safe winter roads while using less salt.

Director Thomas stated that the MS4 permit has not yet been renewed by the DNR therefore the Village has been operating under the previous permit requirements.

Motion by Trustee Krueger, seconded by Mr. Murray, to recommend the Village Board approve the 2020 Storm Water Annual Report. Motion carried unanimously.

#### Construction Inspection Services – 2021 Subdivision Work

Director Thomas stated that these costs do not come out of the Village Budget; they are charged back to the developers. It appears to be a very busy construction year as it was hard to find a firm that had availability to provide staff. 13 firms were contacted and only

four indicated they would have staff available: Baxter Woodman, Corre, Inc., Ruekert Mielke, and Stantec.

Director Thomas recommended Corre, Inc. Not only were they the lowest per hour charge, they had the most available staff. The Village did work with them last summer for roadway construction. More experienced staff was requested for the Utility work and the same intern as last year as she is now familiar with Grafton's expectations.

Trustee Krueger questioned if the Village was satisfied with the Primary Inspector and Intern they were offering. Director Thomas stated that the Intern did a great job last year, and would like to keep her on the roadway inspections. The experienced inspection staff should offer a good balance.

Trustee Delorit questioned if there was concern that the Senior Inspectors were Engineers in Training versus Professional Engineers. Director Thomas stated that this is pretty common. She believes that the staff they have proposed are qualified.

Trustee Harbeck commented that Kapur is currently doing inspections. Director Thomas stated that they are currently out there as an extension from 2020. However they do not have staff available after the end of March.

Motion by Mr. Blum, seconded by Trustee Delorit, to recommend the Village Board approve entering into an inspection services contract with Corre, Inc. for the hourly rate of \$82 for a Primary Inspector, \$104 for a Senior Inspector and \$68 for a Secondary (Intern) Inspector. Motion carried unanimously.

#### Award Project 21-01 / Street Improvement Program

Director of Public Works/Village Engineer Amber Thomas highlighted the 2021 Street and Utility project:

Fifth Avenue	Beech Street to Highland Drive	Water and road only
Sixth Avenue	Power Street to Hickory Street	Water, sewer and road
Seventh Avenue	Power Street to Hickory Street	Water, sewer and road
Elm Street	Seventh Avenue to Eighth Avenue	Road only
Power Street	Seventh Avenue to Eighth Avenue	Sewer and road only
N Pine Street	16th Avenue to Pine Street	Water and road only
Falls Road	First Avenue to Wisconsin Avenue	Water and road only

Funding for this project is split between the Capital Improvement Fund (\$891,897), Utility (\$2,261,860), and TID4 (\$174,933) for a total overall budget of \$3,328,690.

The low bid was received from Vinton Construction Company, Two Rivers, WI in the amount of \$2,663,971.95 which is significantly under the budgeted amount; however it appears that the extra funds are in the Utility budget. The roadway Capital Improvement Fund and TID4 will have no remaining budget.

Director Thomas stated that she included one short block of Elm Street into the project. This is the last block of Elm that needs to be completed. With this block 1.1 miles of road will be reconstructed.

Director Thomas stated that Vinton has not completed a Street Reconstruction project since she has been employed with the Village; however, they were the contractor that completed the River Bend Road project in 2019. She has no concerns with awarding the project to Vinton.

Facilities Operations Coordinator Larry Roy stated that there are additional projects that the Utility is planning as part of their budgeted funds: Falls Road Sewer Relining \$70,600, Green Bay Road Sewer Area Rehabilitation \$250,000. Sewer work was budgeted for Fifth Avenue, North Pine Street, and Falls Road; however, it has been determined that sewer replacement is not needed.

Mr. Blum questioned if there were any other sewers that could be relined with the excess funds. Facilities Operations Coordinator Roy stated that it is possible, he will investigate.

Director Thomas stated that she has considered completing the water main on 7th Avenue – Power Street to Elm Street; the block just south of the block being done. This would be replacing the water main and just patching the road. There have been a couple of water main breaks in this area over the past few years.

Director Thomas believes that the contractor will want to get the project started as soon as weather permits. They will be required to fully complete Falls Road before moving onto any other street.

Motion by Mr. Murray, seconded by Trustee Delorit, to recommend the Village Board award project 21-01 / 2021 Street Improvement Project to Vinton Construction Company, Two Rivers, WI for a contract cost of \$2,663,971.95. Motion carried unanimously.

#### Award Project 21-02 / Sidewalk Replacement

Director of Public Works/Village Engineer Amber Thomas stated that the Village received two bids for the Sidewalk Replacement Project: RAZA of Racine (\$39,313.72) and Forward Contractors (\$50,048.60). She noted that Port Washington and Cedarburg both only received one bid.

RAZA of Racine did the project in 2016 and 2020. This is a smaller contractor but they did do a good job. She had no concerns with this contractor.

In addition to the removal and replacement contract staff will be obtaining bids for sidewalk grinding for trip hazard sidewalk with the remaining budgeted funds.

Motion by Trustee Krueger, seconded by Mr. Blum, to recommend the Village Board award contract 21-02 / Sidewalk Replacement to RAZA of Racine, LLC, Racine, WI for a contract amount of \$39,313.72. Motion carried unanimously.

### Change Orders 1 – 4 / 2020 Street Reconstruction Project

Director Thomas stated that during the 2020 Street Reconstruction Project four change orders were agreed to by the Village and the contractor:

CO 1	Install geogrid (13th Ave) in lieu of additional excavation & stone	\$614.25
CO 2	Add reconstruction of North St from N Green Bay Rd to 13th Ave	\$26,331.43
CO 3	Interstate Sawing Company to complete saw cut of 119' of curb	\$1,561.88
CO 4	Install geogrid (First Ave) / Storm lateral repairs	\$1,595.88

With all change orders the project remains under budget and under the approved contract price.

Motion by Trustee Delorit, seconded by Mr. Blum, to recommend the Village Board approve Change Order 1 in the amount of \$614.25, Change Order 2 in the amount of \$26,331.43, Change Order 3 in the amount of \$1,561.88, and Change Order 4 in the amount of \$1,595.88 for Kopplin & Kinan Co., Inc. Motion carried unanimously.

### Major Projects Update

Director Thomas gave a brief update on the subdivision developments:

Blue Stem Phase III: Storm sewer work is in progress and road work anticipated for spring, 2021.

Blue Stem Phase IV: Sewer and water installation will begin as soon as Phase III is complete, in 2021.

River Bend Meadows Phase II: This project encompasses the new park and connects Blue Stem and Falls Crossing Subdivisions. Sewer and water planned for spring.

Shady Hollow Phase IV: All underground utilities are complete. Road work will commence when weather permits.

### Report of Benchmark Measurements – Public Works

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

- ✓ Crews completed seven plowing and three salting operations using 623 tons of salt.
- ✓ Snow was removed from the downtown one time

As weather improves:

- ✓ Crews will trim, remove, stump trees
- ✓ Fill pot holes
- ✓ Continue with street sweeping

Trustee Harbeck questioned the status of the garbage truck issue. Director Thomas responded that she sent a very strong email this week. Staff will be reviewing the contract to determine our next move. The service that the Village is receiving is unacceptable.

## **WATER & WASTEWATER**

### Water System Master Plan Update

Facility Operations Coordinator Roy explained that it is recommended that the Master Plan be updated every five years. The purpose of the update is to review the current development conditions and water system infrastructure. The last plan was completed in 2015.

Pat Planton with Baxter & Woodman was chosen to complete the Master Plan update. Mr. Planton was the lead engineer for the 1994 and the 2015 Master Planning projects and has played a major role in the Village's water system planning.

Facility Operations Coordinator Roy stated that in 2015 the updated plan was \$31,500. The proposal for this update is a not-to-exceed cost of \$24,900. Director Thomas stated that completing the plan at this time is very important as there is a subdivision anticipated for the west side of the Village and the existing plan does not address this area.

Motion by Trustee Krueger, seconded by Mr. Murray, to recommend the Village Board authorize the Utility to enter into a contractual agreement with Baxter & Woodman Consulting Engineers of Milwaukee, WI to provide professional engineering services for an update to the Village's existing Water System Master Plan at a not-to-exceed cost of \$24,900. Motion carried unanimously.

### WWTF Power and Control Equipment Consolidation Project Engineering Agreement

Facility Operations Coordinator Roy explained that this project was originally part of the headworks facility project; however, it was removed from the project to save costs.

The project is to integrate the new generator installed as part of the headworks project with a new transfer switch and Motor Control Center cabinets, powering the entire facility in the event of a power outage. This will then allow for the retirement of the existing generator.

The project has been included in the Capital Improvement Program and has been incorporated into the recent sewer rate increases; therefore, cash funding is anticipated.

Facility Operations Coordinator Roy stated that MSA has detailed knowledge of the plant and the newly installed electrical equipment; therefore, the Utility is requesting a professional service agreement be approved without obtaining additional proposals.

The goal of this project is to have an engineer's estimate of construction costs in time for the 2022 budget development.

The total cost for the engineering is \$146,750 which is approximately \$28,750 over the budgeted amount of \$118,000; however, there was a change in the anticipated scope of services. Three additional areas were added into the design. The additional needed funds will come from savings on other projects such as the savings from the street and utility project.

Trustee Krueger stated that this contract does not include construction related services which will be needed. It was his opinion that this should have been included so prices could be locked in.

Trustee Krueger stated that this is the longest engineering agreement he has ever seen; they really have themselves protected against any extras. He also suggested to have the Village Attorney review the agreement.

Facility Operations Coordinator Roy stated that the detail and length of the contract is probably due to the fact that the Village has been holding them responsible for issues at the Headworks Facility. There does appear to be a lot of unnecessary language in the contract. Board members want to make sure the Village is protected as well. Director Thomas stated that Attorney review will be requested once it has been approved and before signing.

Mr. Blum requested that MSA provide the Village with a red line contract showing the differences in contracts for quicker review.

Trustee Delorit stated that he cannot vote in favor of this project as it is significantly over the budgeted amount and has not been reviewed by the Village attorney.

Motion by Mr. Blum, seconded by Trustee Krueger, to recommend the Village Board approve the WWTF Power and Control Equipment Consolidation Project engineering agreement with MSA Professional Services, for a total cost not to exceed \$146,750 contingent upon Attorney Herbrand's approval. Motion carried 4-1 (Trustee Delorit – Nay).

#### Utility Projects Update:

Facility Operations Coordinator Roy provided board members with two field reports (dated February 22, 2021 and March 8, 2021) prepared by MSA regarding the progress and anticipated work to be done on the Headworks Facility project. Another tour of the project can be coordinated in the near future so board members can see the project progress.

#### Report of Benchmark measurements-Water & Wastewater

The benchmark report was reviewed.

Facility Operations Coordinator Roy stated that crews have a good jump on the meter exchanges already completing 40 percent of the goal.

Crews have also completed:

- ✓ Water Meter Testing – 41 percent
- ✓ Residential Cross Connection Control Inspections – 60 percent
- ✓ New Customer Water Meter Installs – 15 percent

Mr. Blum questioned if there was a water main break near the Library. Director Thomas replied that there was no water main break, the road just gave way and fell apart.

Facility Operations Coordinator Roy stated there was a water main break on Fifth Avenue near Rose Street. The break was pretty significant and was repaired with all in house staff.

## **DIRECTOR'S UPDATE**

New WPDES permit for the Utility issued March 1, 2021: The new permit was received. This is the first permit that incorporates the adaptive management program. Mr. Blum questioned if there was anything unusual or unanticipated. Facility Operations Coordinator Roy responded that there were a lot of monitoring requirement changes; however, he does not believe it will be an issue.

Update on 1470 Falls Road Driveway: This dates back to the Falls Road project from 2015 with the final lift of asphalt being placed in 2016. This is a Town property and the owner claims that the steepness of his driveway is unacceptable. This matter has been discussed with the Town, the Village, and the Property Owner several times with no resolution. Several years ago an agreement was drafted indicating that the Town and the Village would make certain repairs to the driveway; however, the property owner had to sign a release agreement. That agreement was never signed. The home does sit on top of a hill. The driveway was at 17% grade prior to construction and is at 14.5% grade after construction.

Unpaid Invoices: There is an issue with a developer not paying for Stormwater management review on a couple of developments. The developer does not believe he is responsible for the costs, it is his opinion that the Stormwater review should be done in house and not contracted out. The calculations for Stormwater are done with software that the Village does not own. Staff is working on creating a policy to ensure all developers know that they are responsible for any and all costs related to Stormwater Management.

Update on Lime Kiln Groundwater Monitoring Annual Report: The DNR has not reviewed the Annual Report; however, they indicated that our representative will be reviewing it and then it will go before a peer review committee which is scheduled for April 1, 2021. Any feedback will be forwarded at the April meeting.

Update on STH 60 bridge light poles: The light poles have a 20 year life expectancy and were installed in 2002; therefore, they are nearing the end of their life cycle. The poles are actually ground mounted poles and were not intended to be installed on the bridge. Every pole is slightly cracked and will need to be replaced. It is the responsibility of the Village to find and install replacement poles; We Energies does not have bridge mounted poles.

Bridge Street Dam Inspection needed in 2021: On January 19, 2021, the Village received a letter from the DNR stating that the Village must do an inspection for the Bridge Street dam. Our dam has a high hazard warning that requires an inspection be done every three to four years, which Director Thomas was unaware of. This inspection was not budgeted for. Engineering firms are indicating that the cost to complete this would be approximately \$2,500.

Headworks Facility Project: Jim Miller questioned if there was an approximate completion date for this project. Facility Operations Coordinator Roy stated that completion is anticipated for July, 2021. Director Thomas explained that the current contract completion date is in April, 2021; however, the contractor is requesting an extension. Staff is waiting for additional information from the contractor justifying the extension request.

17th Avenue Lift Station Landscaping: Trustee Harbeck questioned the status. Facility Operations Coordinator Roy stated that it will be done this spring, waiting for the ground to dry out a bit. No feedback from area residents has been received to date.

## **ADJOURN**

Motion by Mr. Blum, seconded by Trustee Krueger, to adjourn the meeting at 7:50 p.m. Motion carried unanimously.