

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES
MONDAY APRIL 12, 2021

The Board of Public Works meeting was called to order at 6:04 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, Facility Operations Coordinator Larry Roy, and Utility Clerk Chrissie Brynwood.

Others present: Trustee Jim Miller, Trustee Amy Luft, CD Smith Project Manager Nicholas Beil, and CD Smith Superintendent Joel Tietz.

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

Trustee Krueger on page 10, requested that the word “not” be added to the first paragraph under New WPDES permit for the Utility issued March 1, 2021 *however, he does not believe it will be an issue.*

Motion by Trustee Delorit, seconded by Trustee Harbeck, to approve the March 8, 2021, Board of Public Works meeting minutes as corrected. Motion carried.

WATER & WASTEWATER

WWTP Headworks Time Extension Request

Facility Operations Coordinator Larry Roy explained that the time extension will cost the Utility approximately \$65,451 in additional engineering construction related services from MSA. These costs would include additional construction meetings, project management, contract interpretation and requests for information, additional pay application processing, additional resident project representatives, and additional change order processing. The liquidated damages per day beyond substantial completion is \$1,000 and \$500.00 per day beyond final completion. It is understood that CD Smith will do everything in their power to control their schedule of work moving forward to limit onsite representation needs from MSA therefore controlling additional costs.

CD Smith has been a great partner in constructing the headworks project. They have donated time, materials, and machine use several times to the Utility and the Village. They set the new butterfly sun shade at the Centennial Park Playground with their personnel and heavy machines. They poured concrete and created a sidewalk ramp at the Utility office grounds. They have loaded and trucked excessive snow from the treatment plant facility

grounds throughout the winter. In total they have donated time and material costs totaling \$59,556.60 that they have not asked for extra payment for.

Trustee Krueger asked if the rest of Board had any questions regarding any of the issues. Mr. Blum stated he looked at the excuses they had and two of the three are not valid. He stated they should be given a 15 day extension. Trustee Harbeck questioned if CD Smith was asked to do these additional tasks. Director of Public Works/Village Engineer Amber Thomas stated she reached out to them, knowing that they had the equipment to place the butterfly in the park. She also mentioned CD Smith will be listed on the parks' donor board as a thank you gesture. Coordinator Roy stated that CD Smith had asked for this extension in December and there has been a lot of back and forth communication at staff level to gather the necessary details. Trustee Delorit stated it appears that CD Smith is 50 percent responsible. Mr. Murray questioned if the project would be completed before the 60 day extension was up. CD Smith Project Engineer, Nick Beil stated 60 days is a tight timeframe. Project was bid last January and then Covid hit in April and was difficult to deal with. Mr. Beil also mentioned that the railroad was responsible to provide flaggers and the railroad did not follow through. Trustee Harbeck questioned Director Thomas as to what the costs will be associated with the time extension. Director Thomas replied the costs will be associated with inspections and project management in the estimated amount of \$65,451. She also mentioned that she has asked CD Smith to coordinate the work to limit inspections to help minimize the costs. Trustee Krueger stated he understands the rebar company filing bankruptcy did not help the situation and he is willing to cut some slack to CD Smith. He agrees to move forward with the extension. Director Thomas also mentioned that she added the verbiage to the motion that if CD Smith goes past this timeframe then the additional costs will be covered by CD Smith. Trustee Miller stated that he would like to see the \$65,451 lowered. Trustee Harbeck agreed with Trustee Miller. Trustee Delorit also agrees that if the costs are \$65,451 then CD Smith will be charged for half of that. Mr. Blum stated that he is sure that the contractor does not want to miss the delivery date and stated to grant the 60 day extension and then split 50% of the charges for inspection costs.

Motion by Les Blum and seconded by Trustee Harbeck to recommend that the Village Board approve the request for time extension to CD Smith, including a 60 day extension for substantial completion, and a 30 day extension to final completion, with CD Smith responsible for 50 percent of the actual engineering costs during this time frame and with the understanding after revised completion dates the contract language for liquidated damages will still apply. Motion carried.

Green Bay Rd Lift Station Tributary Rehabilitation Engineering

Coordinator Roy stated the Utility is seeking outside engineering and project management of the manhole and sewer rehabilitation work due to the large scope of the project. The sheer number of manholes and sewer segments needing repair is beyond the capabilities of the Utility and the DPW engineering staff. Applied Technologies Incorporated has in-depth knowledge of this project, from performing the I&I study last year, and can start working on this design right away. They will provide design services, bidding services, construction related services, and construction observation. Trustee Krueger stated that Infiltration and Inflow has been going on for years and he would like to see the number go down.

Trustee Delorit questioned if this cost was included in the \$250,000 budgeted expenditure and if the work will be in house or contracted. Coordinator Roy replied it is budgeted and that the Utility will bid the project out. Trustee Delorit also inquired if the backflow valves will be included in this project. Coordinator Roy responded they have already been installed. Trustee Delorit questioned if this on-site construction observation could be done with the right full time employee. Director Thomas answered, yes, it could be.

Trustee Harbeck questioned how long this will take. Director Thomas mentioned that the project has not even been designed yet so you can only estimate when it may be completed. Mr. Blum asked what the insurance limits are. Mr. Blum also stated that the liability limits needs to be increased from \$50,000 to \$2 million.

Trustee Krueger noted that flow measurements should be done after the construction is complete to document how much improvement was made.

Motion by Trustee Delorit and seconded by Mr. Murray to recommend the Village Board approve the Proposal for Engineering Services for the 2021 Sewer Rehabilitation Project with Applied Technologies Incorporated, for a total cost not to exceed \$40,560 and an increase to the insurance liability limit. Motion carried.

SCADA Headworks Project Award

Coordinator Roy stated this project funding the SCADA integration was included in the Clean Water Fund loan. This portion of the project was included in the budget for the Headworks Project. Trustee Krueger questioned what the amount was that was in the budget for the SCADA. Coordinator Roy stated he believes it was around \$54,000.

Trustee Harbeck made a motion, seconded by Mr. Murray to recommend the Village Board approve the Grafton WWTF Headworks Upgrade SCADA Integration Proposal with Ruekert & Mielke, for a total cost not to exceed \$56,500. Motion carried.

Notice of Nonconformance for Sanitary Sewer Overflow Event

Coordinator Roy stated that on February 19, 2021, there was a sanitary overflow that was located at the Ninth Avenue and Falls Road entrance to the wastewater treatment facility that was spotted by an employee who acted upon it quickly. This was a reportable event to the DNR. The DNR thanked the Village for the quick response but the Village still received a notice of nonconformance. This backup was created by restaurant grease. Coordinator Roy visited all of the restaurants that discharge into the section of sewer that overflowed. Kitchen operation in regard to grease disposal was discussed with the restaurant managers along with the Utility verbally sharing “best management practices” in the control of kitchen grease and oil. Grease trap cleaning records were reviewed if available. An inspection form was filled out for each site visit, and a follow-up letter is being drafted.

Trustee Krueger mentioned that this is an ongoing problem and it will take manpower to enforce and manage grease control. The follow-up letter will include recommendations from the Utility specific to each restaurant’s deficiencies, information on best management practices that the restaurant can follow in the future, and informative posters that the

restaurant can choose to post in their kitchen. Trustee Harbeck questioned if the backup was from restaurants dumping their grease into the drains. Coordinator Roy replied it is not so much from the dumping of grease, but more so if the grease trap is not the correct size and if the baffles in the drains are being removed. More inspections will be needed to determine deficiencies.

There are several actions that should be taken to address the issue of restaurant grease in the Village of Grafton as a whole. The actions include an updated Sewer Use Ordinance, formal grease trap inspections, initiation of compulsory grease trap cleaning intervals, and inclusion of the Utility in annual code compliance inspections of all restaurants.

No Action Needed-Informational Purposes only.

Review Utility 5-Year Capital Improvement Program

Coordinator Roy reviewed the Utility Department needs. The following projects will be completed in 2022:

- Falls Road from First Avenue to Bobolink Avenue and First Avenue from Wisconsin Avenue to Maple Street

Trustee Krueger questioned if the water and sewer will be replaced. Coordinator Roy confirmed the water and sewer will be replaced. Trustee Krueger stated his concern about the dollar amount for expenditures for capital purchases. It is a very high number averaging over \$3 million per year. Trustee Krueger also asked if a priority evaluation form is filled out for each item. Coordinator Roy stated he does fill out a priority evaluation form. Trustee Krueger was curious how the Utility prioritizes their purchases, he wants to be sure the Utility is not overspending. Coordinator Roy stated the non-important items can be pushed back a few years, but the projects listed in blue are just a place holder.

The Utility is under mandate from the DNR to reduce phosphorus in the Milwaukee River section identified as Reach MI-17. The reductions are being accomplished through a combination of adaptive management, which includes collaboration with farmers in improved agricultural operations, and WWTP phosphorus effluent discharge reductions. Engineering for effluent phosphorus reductions will occur in 2021, and construction of an upgraded chemical treatment system will be completed in 2022.

The WWTP proposes to replace a “homemade” UV rack picker, with a half-ton, mono-rail hoist in 2022.

The Utility purchased a new Jet-Vac Truck in 2017 on a five-year lease to own contract. The final lease payment will be made in 2021. It is proposed to trade in or sell the 2017 Jet-Vac, and replace it with a new model on another five-year lease to own contract. The idea is to keep that piece of equipment in new condition, so it is always ready for an emergency. Trustee Delorit questioned if there is an issue with the current Vac-Truck. Coordinator Roy stated no there is not but it needs to keep in new condition. Director Thomas added that selling the current Vac-Truck while it is still in good condition and not needing costly repairs will be a good financial choice.

There is one 2018 F250 field use truck in the fleet that has a standard pickup truck box. It is inconvenient for the user of that truck to have this type of box, so it is proposed to replace it with a utility body. The utility body would then be installed on the replacement vehicle in 2025.

It is proposed to purchase a “multi-function” welder in 2022. The Utility currently has two welders. One is a low-power 110v wire welder, and the other is a 240v shop welder. Both units are incompatible for use in the WWTP. The proposed welder can MIG and TIG weld at 120v or 240v, is portable, and can be used virtually anywhere in the WWTP.

The Utility started on a path of integrating Automated Meter Infrastructure in 2018 to increase efficiency and customer service. The Utility has also initiated a 20 year test cycle to expand on those efficiencies. A 20 year test cycle requires the installation of new meters instead of recycled meters. 2022 will be the Utility’s fourth year of meter change-outs.

An Infiltration and Inflow study will take place in 2021 to create a plan for reducing clear water flow into the sewer system that feeds to the Bridge Street Lift Station. Information from that study, which will be available later this year, will provide a sewer rehabilitation plan that will start to be implemented in 2022.

Shady Hollow Lift Station pumps were installed in 2007, and are nearing their useful life expectancy. The pumps are in need of an overhaul or replacement. The cost of the overhaul is close to the cost of new pumps. It is proposed to replace the two pumps in 2022.

The roof on the Utility's walkway from the Administration building to the WWTP service building is of poor design and is failing. Water does not shed from the roof and ponded water is usually present. Leaks have developed in a few areas, and the substrate has been damaged. WWTP staff have maintained this roof to prevent more serious damage. This is an outdoor walkway so no building damage is occurring. It is proposed to install a standing-seam metal roof on top of the structure in 2022.

Mr. Murray made a motion, seconded by Mr. Blum to recommend that the Finance Committee support the Utility’s 5 Year Capital Improvement Program. Motion carried.

Utility Projects Update

Coordinator Roy reviewed the following projects:

The Village Board approved an engineering services agreement with Symbiont Science, Engineering and Construction Company on January 18, 2021 for the WWTP chemical feed system design upgrade. The agreement includes preliminary and final design services and also includes preparation of bidding documents.

The Utility has issued a purchase order for the Village’s Water System Master Plan review and update to Baxter & Woodman’s Pat Planton, P.E. Planton has played a key role in the Village’s water system planning for the past several decades and has provided the Village

with exceptional engineering services. A project kick-off meeting is scheduled for April 27, 2021.

Coordinator Roy explained we need to get the infiltration and inflow study started soon. The Utility continues to address infiltration and inflow (I/I) into the Village's sanitary sewer collection system thereby causing excess influent flows to the WWTP. Efforts take into account WDNR facilities approval requirements for years 2020 thru 2025.

Flow monitoring work in the Bridge Street Lift Station tributary area and related sanitary manhole structural inspections were postponed until 2021. The Utility intends to obtain several proposals for the study's flow monitoring and manhole structural inspection work in late April or May of this year.

Coordinator Roy commented that the American Water Works Association (AWWA) has mandated that all public water systems with 3,300 customers or more develop and implement statutory requirements of the 2018 America's Water Infrastructure Act.

Trustee Krueger questioned if this risk and resilience is something new to the Village and has the Village done anything with this statutory requirement since 2018. Coordinator Roy explained that the Utility has contracted with Baxter & Woodman, Inc. to begin the initial risk and resilience assessment phase. Trustee Krueger questioned how this differs from the Emergency Response Plan which is completely different yet sounds similar. Coordinator Roy stated the Utility does have an emergency response plan but it needs to be updated.

Coordinator Roy gave an update on the construction as it continues on the WWTP Headworks replacement project which was launched last April. Work continues on the individual floors of the new building to varying degrees including mechanical, electrical, etc. The entire concrete structure is complete, all roof trusses have been installed. Most of the exterior brick work is complete. Pumps, piping, rough electrical, HVAC is mostly complete.

The Utility has just finished negotiating the contract for engineering services with MSA for the Power and Controls project that was approved by the Village Board. The approval was contingent on legal review and editing, which is in progress. A project kick-off meeting will be scheduled once the contract is executed.

2020 was supposed to be the year in which 80-85 sanitary manhole structures identified as being defective in the Green Bay Road Lift Station tributary area were to be repaired. Additionally, there were numerous sections of mainline pipe in need of replacement or re-lining. These actions were to be in follow-up to the flow monitoring and sewer televising work completed in 2019. The extent of work ranges from replacement of lids, frames and installation of internal chimney seals to complete manhole chimney replacement.

An engineering contract was approved by the Board of Public Works earlier in this meeting.

Report of Benchmark Measurements – Water and Wastewater
Coordinator Roy updated the board on the benchmarks.

Trustee Krueger stated only one item caught his attention: the amount of clear water entry inspections of 439. Coordinator Roy confirmed this is correct due to the new meter

replacements that occurred over the winter, as these inspections are completed at the same time.

PUBLIC WORKS

Policy on New Development Stormwater Plan Reviews

Director Thomas explained the proposed policy has been prepared to insure solicitation, review, and award of these contracts are handled consistently. Although these contracts do not impact the Village budget, requiring both Board of Public Works and Village Board approval creates transparency in the process.

Stormwater management calculations and modeling have changed drastically over the past 10 years. The software to model lands and situations has grown immensely and these are no longer simple calculations. It is extremely important that the Village ensures each new development is fully meeting our new ordinance requirements, or even over-achieving when possible if it is not budget limiting. Anything that can be achieved on private land to meet stormwater regulations, means less that will be required from future Village budgets for projects on public land for future compliance. With new stormwater regulations requiring un-realistic budgets, it is of utmost importance that every project going forward in the Village does everything possible to meet the highest storm water standards.

For several years the Village has utilized AECOM for this work. Not only does AECOM fully understand the stormwater needs for the Village of Grafton from completing our Village wide Stormwater Management Plan as well as updating the ordinances, they have also time and time again proven that they are experts in this field. Over the past several years while reviewing dozens of private development stormwater management plans, AECOM, has continually found errors or areas for improvement in the submitted plans. AECOM has consistently improved developer engineer submitted plans to meet stormwater requirements set by the DNR and in many cases have aided to improve their designs. Trustee Krueger stated in this policy the only thing that has been added to current and historical policy is that the consultants will be competitive.

Trustee Delorit made a motion, seconded by Mr. Blum to recommend the Village Board approve the Village of Grafton Development Stormwater Management Review Policy, dated April 20, 2021. Motion carried.

Award Bridge Street Dam Safety Inspection Contract

Director Thomas stated she has received a letter in January from the DNR requiring a safety inspection of the dam in 2021. Requests for proposals were sent to six local engineering firms that were listed on the DNR's website as being qualified for this type of work. Two proposals were received:

Becher Hoppe, Wausau, WI	\$2,900
GRAEF, Milwaukee, WI	\$2,950

Both firms are highly qualified to provide a registered professional engineer to perform the inspection and write a written report to be sent to the DNR.

Funds for this work will come from the street materials budget. Director Thomas explained this is the largest account in the DPW budget, and the Department has consistently come in under budget in this area. Mr. Blum questioned if the Village can get the significant hazard rating removed. Director Thomas stated no, as the rating is based on the number of downstream structures that could be damaged by flood if the dam failed.

Trustee Harbeck made a motion, seconded by Mr. Murray to recommend the Village Board enter into a contractual agreement with Becher Hoppe, Wausau, WI to perform the DNR required 2021 safety inspection and report preparation for the Bridge Street Dam, for an amount not to exceed \$2,900. Motion carried.

Award Dump Truck Body

Superintendent of Public Works Jake Arndt explained the aftermarket equipment needs to be purchased to complete the truck. Three bids were received as listed in the IFC.

The price of steel has increased ~250% over the past year and is expected to have another price increase in the next month or so. Acceptance of the truck would result in an anticipated overage of \$6,965 which can be recovered with equipment sales; however, that is not a guarantee.

Superintendent Arndt recommended approval of purchasing the dump body from Truck Equipment Inc. for the bid price of \$107,180 to complete the truck.

Trustee Delorit made a motion, seconded by Trustee Krueger to recommend the Village Board approve the purchase of a dump body, plow, wing and hydraulic system with an anti-icing tank to be mounted on a 2021 58,000 GVW truck chassis from Truck Equipment Inc., Green Bay, WI for an amount not to exceed \$107,180. Motion carried.

Review Department of Public Works 5-Year Capital Improvement Program

Director Thomas discussed the changes made to the 5-year capital improvement program:

- **Equipment:**

The Chipper Truck and the Roller Compactor were originally scheduled for replacement in 2021; however, they were pushed to 2022 due to budget restraints. As a result the 2022 CIP year is higher than the annual estimated amount of \$450,000.

The Chipper truck was upgraded to a Hook and Go Truck which makes the truck usable for other year-round tasks.

The Forklift, Excavator Hammer, and Tandem Axle Parks Trailer were moved from 2022 to 2023.

There were no other significant changes from the equipment plan that was approved for 2021–2025.

- **Street Improvement:**

The plan includes 6.08 miles of roads at an estimated cost of \$5,369,589. The Village will still have approximately 18 miles of roads currently rated 2 through 5 (2019 ratings) that need to be improved for an estimated construction cost of just over \$22 million that are not yet programmed.

The roadway maintenance will again be proposed in the general fund budget to help maintain roads for a longer period of time. At a one mile per year reconstruction rate it will take the Village 53 years to reconstruct all of the roads. This is not an acceptable plan as asphalt roads are not designed to last longer than 30 years at most. To get the full 30 year life cycle out of an asphalt road, maintenance needs to be done to maintain the integrity of the pavement and keep it from deteriorating further. Over the life of a road maintenance costs are much more cost effective than full reconstruction. The only cost effective approach to get all roads at a 6 or higher rating is to put more money into maintenance each year. This is a process that may take decades to achieve, but the long term benefits are priceless. The goal is to preserve the roads rated at a 6 or 7 so that they do not deteriorate any further. Trustee Delorit mentioned that he agrees that if the roads are built to last 35 years then our current 50 year plan needs to be readdressed.

Heritage Settlement Subdivision - Prairie Run, Heritage Court, Homestead Trail, Streamside Court, Cedar Drive, Tenth Avenue and Mole Drive were moved from 2025 to 2024.

17th Avenue, Blackhawk Drive, Cypress Court, Cypress Drive, Arapaho Court, Linden Street, Linden Court and Arapaho Avenue were moved from 2024 to 2025. Roads added to the 2026 plan have both utility and roadway needs.

A five-year Stormwater Management program is not necessary at this time as the Village has met the current DNR requirement of removing 40 percent of the Total Suspended Solids. However, the DNR is imposing new requirements; therefore, a Stormwater Management program most likely will be needed in the near future.

There were no other significant changes to the streets from the plan that was approved for 2021–2025. This correlates with TID funding possibilities as well as utility planning.

- **Building Repairs/Maintenance:**

Director Thomas explained that the Municipal Services Facility building has had a leaking roof every spring for several years. Due to poor design, snow and ice buildup on the roof has no escape. As a result the snow and ice melt each spring drains into the office area of the building. Added to the 2022 CIP is \$14,006 for roof repairs. Mr. Blum stated to Director Thomas to look at the warranty of the roof.

Also added to the 2022 CIP is \$57,145 (less approximately \$4,000 estimated rebate) for LED Lighting Conversion. This amount is anticipated to be saved over the initial five-year period and will save significant energy, resulting in lower utility bills moving forward.

Maintaining the asphalt pavement at the Municipal Services Facility was removed from the 2021 budget therefore has been placed in the 2022 budget.

Although not available at the time of this report, the Village is also waiting on quotes for eight new street lights to be mounted on the State Highway 60 Bridge over the Milwaukee River. One of these light poles needed to be removed earlier this year due to structural failure, and the remaining poles are all nearing their service life and showing signs of structural deterioration. This will be added to the CIP before it is reviewed by the Finance Committee/Village Board.

Mr. Blum made a motion, seconded by Mr. Murray to recommend the Finance Committee support the 5-Year Capital Improvement Program which includes the Equipment Replacement Program, Street Improvement Program and Building Maintenance for the Department of Public Works as presented.
Motion carried.

Major Projects Update:

Director Thomas reviewed the following:

- **Sidewalk Replacement Program (21-02)**

Replace defective sidewalk on Blackfoot Avenue, Cherokee Street, Cheyenne Avenue, Erie Street, Ottawa Lane, Carrier Court, Comanche Court, Apache Court, Oneida Court, Blackfoot Court, and Cedar Street.

Project bids were opened February 25, 2021. Project awarded to the low bidder, RAZA of Racine, on March 15, 2021.

Project Bids for the Trip Hazard Sawing were just received and will be awarded shortly for ~\$3,500.

- **Street Reconstruction (21-01)**

The 2021 Street Improvement project includes:

- Fifth Avenue – Beech Street to Highland Drive
- Sixth Avenue – Power Street to Hickory Street
- Seventh Avenue – Power Street to Hickory Street
- Elm Street – Seventh Avenue to Eighth Avenue
- Power Street – Seventh Avenue to Eighth Avenue
- N Pine Street – 16th Avenue to Pine Street
- Falls Road – First Avenue to Wisconsin Avenue

The water main on Falls Road is complete and final tie-ins are being completed. Roadwork is scheduled to begin next week along with water main work on North Pine Street and Fifth Avenue.

- **Blue Stem Subdivision:**

Phases III and IV are currently under construction, which are the final phases of this development. These phases include all of the property east of Cheyenne Avenue. Underground utilities are currently under construction.

- **River Bend Meadows Subdivision:**
Phase II: Underground utilities and roadway work are planned for late spring of 2021.
- **Shady Hollow Subdivision:**
Phase IV: Underground utilities were completed this winter and road work is scheduled to begin soon.

Report of Benchmark measurements-Public Works

Superintendent Arndt reviewed the benchmark report:

Started crack sealing last week. All crack filling is typically completed in approximately one month.

Asphalt plants do not open until May.

Both sweepers were out and covered 260 miles and 60 yards which was really good.

One minor salting in February.

38 trees were removed, most were behind Centennial Park along the path we are trying to clean up. 31 stumps were ground. Trimmed 323 trees more on the west side of the Village.

Replaced 15 Traffic signs.

Have not started on catch basins yet.

Started brush collection last week.

DIRECTOR'S REPORT

Update on Lime Kiln Groundwater Monitoring Annual Report

Director Thomas turned in the report to the DNR and received a notice that DNR received it on March 1, 2021. The DNR had a peer-session group on April 1, 2021 to review and discuss. They have until April 30, 2021 to respond.

DNR Urban Forestry Grant Received

The Village of Grafton received a grant the second round of funding from the DNR Urban Forestry program in the amount of \$17,500. This will help with the planting of trees.

ADJOURN

Motion by Trustee Harbeck, seconded by Trustee Delorit, to adjourn the meeting at 7:55 p.m.