

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES
MONDAY, JUNE 14, 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 (6:35 PM), and Pat Murray.

Staff present: Director of Public Works/Village Engineer Amber Thomas, Superintendent of Public Works Jake Arndt, Facility Operations Coordinator Larry Roy, Field Operations Coordinator Dan Fisher, Utility Clerk Chrissie Brynwood (6:45 PM), and Administrative Assistant Melissa Depies.

Others present: Greg Gunderson – MSA, Anthony Jelinek, Trustee Jim Miller, Dennis and Harlene Tronca.

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

Trustee Delorit requested that on page three, last paragraph under Headworks-Amendment to Owner-Engineer Agreement, be corrected to read “Trustee Delorit ~~stated that~~ questioned if the contract should be covered to completion”.

Motion by Trustee Harbeck, seconded by Mr. Murray, to approve the May 10, 2021, Board of Public Works meeting minutes as corrected. Motion carried unanimously.

PUBLIC WORKS

Award Street Maintenance Contract – Project 21-05

Director of Public Works/Village Engineer Amber Thomas stated that this is a new maintenance program to help preserve roads that are rated a 6 or better. This type of maintenance should extend the life of the road several years by slowing the rate deterioration and need for reconstruction.

The area proposed to be completed in 2021 is the Blackhawk Valley area – Wichita Lane, Valley Drive, Blackhawk Drive, and Valley Court which totals approximately 0.63 miles of Village streets.

The project was publicly bid with an option for slurry seal or micro surface to determine the price difference between the two products. The price difference between the two products was only \$530, therefore it is being recommended to award the micro surface as it appears to be a better product.

Two bids were received with Struck & Irwin Paving being the lowest qualified bidder.

Director Thomas stated that she has created a good working relationship with Fahrner Asphalt. Representatives from Fahrner have met with Director Thomas, walked the project area, reviewed how property owners are notified, etc. she has only had a few phone conversations with Struck & Irwin.

Trustee Delorit questioned if the micro surface has ever been done in the Village. Director Thomas replied that no road sealing has been done in the Village for approximately 20 years. She noted that the City of Mequon does extensive road sealing each year.

Trustee Krueger questioned if Struck & Irwin met all specifications. Director Thomas stated that yes all specifications have been met.

Trustee Harbeck questioned if this process could be used on some of the really bad roads that have recently been discussed by this board as well as the Village Board. Director Thomas stated that this process will not help those roads, as they are too far deteriorated. This process should be done on roads that are rated a 6 or better to be effective.

Motion by Trustee Delorit, seconded by Mr. Murray, to recommend the Village Board award project 21-05 Micro Surface Village Roads to Struck & Irwin Paving, Inc., DeForest, WI for a contract cost of \$37,370.64. Motion carried unanimously.

Pond Treatment – Harlene Tronca

Director Thomas explained that Harlene Tronca, 1435 Bobolink Avenue, has requested to have the pond located on the corner of Bobolink Avenue and Highland Drive treated to alleviate the algae, duckweed, and odor that occurs on this pond during the summer months.

Director Thomas noted that the Village does not budget for pond treatment and pond treatment is not required by the DNR.

Dennis Tronca, 1435 Bobolink Avenue, gave a brief description of the pond and the problems that exist. The pond has about a one acre footprint and is highly visible from Bobolink Avenue. The pond is very green with algae and duckweed. He also provided a written statement with eight reasons why this pond should be treated.

The Troncas have installed three aerators to try to alleviate some of the algae; however it has not resolved the issue. They investigated and received proposals to properly treat this pond with a product that will not harm or impact the wildlife. Treatment cost are \$804, which the Troncas have offered to pay half of. The Village would pay \$402 and the Troncas would pay \$402 plus the DNR permit fee of \$120.

This majority of this pond is owned by the Village; however, there is small piece that is owned by the Troncas. The pond is very visible from Bobolink Avenue and emits an odor in the fall of rotting vegetation. Mr. Tronca stated that he understood that there is no budget for pond treatment and that this could spur additional requests; however, the visibility of this pond does reflect on the Village in general.

Trustee Delorit stated that he went to the property today and complimented Mr. and Mrs. Tronca on the beautiful landscape and care of the property. He questioned if the pond was considered a retention pond and if the Village was aware of the installation of the aerators.

Director Thomas replied that the pond is a retention pond and they were not aware of how or when the aerators were installed. Mr. Tronca stated that he did not seek permission or inquire about a possible permit to install the aerators.

Trustee Harbeck questioned if the pond was dug. Mr. Tronca stated that the pond was dug by the Kohlweys many years ago. The pond was there before the homes in this area. Trustee Harbeck stated she was concerned with setting precedent.

Trustee Krueger applauded Mr. and Mrs. Tronca for all the work they have done to maintain the property. He believed that since they were offering to pay more than half the treatment cost we should accept the offer. They have gone to considerable work to research and receive a proposal. He commented that he would like to see the Village doing more for pond maintenance and suggested that this item be budgeted for all ponds in the future.

Motion by Trustee Harbeck, seconded by Mr. Murray, to recommend the Village Board approve the proposal from Harlene Tronca, 1435 Bobolink Avenue, for treatment of the pond at Bobolink Avenue and Highland Drive at a total Village cost of \$402. Motion carried 4-1 (Trustee Delorit – Nay).

Approve DOT EVP Installation Agreement

Director Thomas explained that the I43 expansion project is slated to begin this fall and continue for several years. As part of this project the DOT has agreed to provide grant funding to add Emergency Vehicle Preemption (EVP) cameras at all Village owned STH60 traffic signals. The DOT will also be implementing EVP detectors on the state owned signals.

Motion by Trustee Delorit, seconded by Trustee Harbeck, to recommend the Village Board approve the Agreement with the Wisconsin Department of Transportation providing up to a \$20,000 grant to reimburse for EVP detector installation at STH 60 intersections with Cheyenne Avenue and 17th Avenue. Motion carried unanimously.

Major Projects Update:

Director Thomas updated the board on the various projects in the Village:

Sidewalk Replacement Program: A preconstruction meeting is scheduled for the week of June 21. RAZA has indicated that the entire project should only take two to three weeks to complete.

Street Reconstruction: Falls Road, Elm Street, North Pine Street, and Fifth Avenue are all substantially complete.

Sixth Avenue – Utility work is complete, roadway is being excavated, stone is being placed to prep for curb and gutter and driveway aprons.

Power Street – Utility work was completed last week, roadway work will coincide with Seventh Avenue.

Seventh Avenue – Utility work on this street began late last week.

River Bend Road: Final lift of asphalt has been installed, shoulders have been re-graveled. The county will be completing the pavement markings soon.

River Bend Park: Site grading is underway. Utilities need to be installed.

Blue Stem Subdivision: All underground utilities are complete. Site grading and roadway construction in progress.

River Bend Meadows: Recently received necessary DNR approvals. Currently waiting for materials to be delivered.

Shady Hollow Subdivision: Should be completing the final pavement in the next few days.

Trustee Harbeck questioned what the bid/award dollars were for the street reconstruction project. Director Thomas stated that all of the TID funding will be used, the full amount of the CIP funds will be used, and the Utility was under the budgeted amount. Staff will try to update this for the next meeting.

Report of Benchmark measurements-Public Works

The benchmark report was reviewed.

- ✓ Two catch basins repaired
- ✓ Trees: 95 planted / three removed / four trimmed
- ✓ 12 tons of asphalt placed
- ✓ Repaired a sink hole at Cheyenne Avenue/Hunters Lane
- ✓ Repaired the Centennial park foot bridge
- ✓ Continued street sweeping as required by the DNR
- ✓ Miscellaneous concrete work
- ✓ Watering flower pots and 200 street trees

Trustee Delorit questioned the recycling percentages. Director Thomas stated they are the tonnages reported from Waste Management; not sure why the fluctuation.

Trustee Krueger stated that there are thistles at the Village Hall that need attention.

Superintendent Arndt replied that there is just not enough time to get to everything. There are 12 crew members:

- One runs the sweeper (as required by the DNR)
- One is primarily building maintenance
- One is the mechanic / vehicle maintenance
- One is in the parks full time
- One has been working to get the pool up and running for the season

This leaves only seven guys to complete the remaining list of things that need to get done. There is broken up curb on Hwy 60 that busted up due to the heat; need to set up for the bike race this weekend; catch basins need to be cleaned; there are catch basins that are collapsing that need to be reconstructed; need to install the Centennial playground fence, stumps need to be ground out; trees need to be watered; the list continues. There is just too much work that needs to be done and not enough full time or part time staff to complete it all.

WATER & WASTEWATER

Headworks Change Order 3

Facility Operations Coordinator Larry Roy stated that this change order was tabled at the May meeting for more explanation. Greg Gunderson from MSA was present to answer any questions the board had regarding the items covered under this change order. The change order results in a savings of \$6,917.59.

Trustee Krueger thanked Mr. Gunderson for the explanation letter regarding the two issues.

Mr. Blum stated that he will not agree to the change order because he does not believe that the Village should have to absorb the cost of the increase size of the mono-rail and the roof trusses. It was his opinion that these items were under designed. If they were designed correctly then there would not be a need for the increase cost now. Greg Gunderson-MSA replied that the design was all subject to manufactures recommendations. This is considered a betterment change order and is very normal in this type of project.

Mr. Blum stated that there have been no changes to the size of the crane; therefore, we should not need to increase the size of the mono-rail. Mr. Gunderson stated that the crane manufacturer is recommending the increased mono-rail for a total cost of \$500. Mr. Blum reiterated that this is not a Village issue; the mono-rail was under designed.

Mr. Blum also stated that the roof trusses were under designed. If they were designed to meet code we should not need to double the trusses at the ends. Again Greg Gunderson indicated that this is a structural improvement. Mr. Blum argued that the original bid should have included the correct trusses.

Facility Operations Coordinator Roy stated that the work has been completed and the money is owed to the general contractor.

Motion by Trustee Krueger, no seconded was received, to recommend the Village Board approve Change Order No. 3. Motion failed.

Facility Operations Coordinator Roy asked for direction on how to move forward on this matter. Trustee Delorit stated that there is accountability in a couple of different areas, maybe negotiations need to occur. Director Thomas suggested a summary of the background information on how we got to this point. Trustee Krueger would like to know more about the design; did it not meet code or does this truly just improve the structure.

Work Change Directive No. 1

Facility Operations Coordinator Roy explained that Work Change Directive No. 1 directs the contractor to change the asphalt mill and overlay and full depth asphalt installation plan. Much of the asphalt replacement work was anticipated because of damage from heavy truck traffic; however, an alternate access drive was installed which reduced the amount of traffic and the pavement was not damaged. There is a decrease for the full-depth replacement and an increase in square yard mill and overlay. There is a cost savings of approximately \$27,120.

Once all work is completed and final quantities and costs are calculated a formal change order will be drafted and brought before the board for approval.

There was brief discussion and explanation as to the areas that will need full-depth installation and mill and overlay.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board approve Work Change Directive No. 1. Motion carried unanimously.

Bridge Street Lift Station Tributary Area Infiltration & Inflow (I&I) Study

Facility Operations Coordinator Roy stated that a Request for Proposals was sent to four consultants to perform an Infiltration & Inflow study for the Bridge Street Lift Station Tributary Area. Three proposals were returned with MSA being the lowest proposal. MSA also noted that they will provide televising, smoke testing, manhole inspections, recommendations and rankings in an ArcGIS geodatabase that can be easily imported into our online GIS system making the rehabilitation project planning easier.

Trustee Harbeck noted that on page seven of the proposal the photos of the two areas are incorrectly labeled. She also noted that the project is over the budgeted amount by \$3,700 and questioned where those additional funds will come from. Facility Operations Coordinator Roy stated that there will be savings from another project to cover the additional \$3,700. He will report back to the Board.

Trustee Krueger noted that I&I studies have been done dating back to the 1970's; there are a lot of reports down at the Utility. He questioned if the past studies should be reviewed or if any of the information would be of any value.

Trustee Krueger questioned how the area to study was determined; he wanted to know if this area in the Village that has had significant street flooding. Staff is unaware of any street flooding concerns in this tributary area, but there have been private sanitary backups along 13th and 14th Avenues.

Motion by Trustee Delorit, seconded by Mr. Blum, to recommend the Village Board approve the Bridge Street Lift Station Tributary Area Infiltration & Inflow Study with MSA Professional Services, for a total cost not to exceed \$43,700. Motion carried unanimously.

2020 Compliance Maintenance Annual Report

Facility Operations Coordinator Roy explained that the Compliance Maintenance Annual Report (CMAR) is required by the DNR. The report covers operations, maintenance, and management activities for the sanitary sewer collection system and the wastewater treatment plant.

There are 10 sections that are reviewed and graded based on a point system of 0 - F to 4 - A. The Village received an overall rating of 4.0 or A. In section one, two points were deducted giving the Influent Flow & Loadings a 98% or A because flow and BOD exceeded 90% of plant design in May 2020. All other areas received 100% or A.

Trustee Krueger stated that under the performance indicators the average daily flows must be incorrect. It appears to be more accurate with a monthly flow reading.

Under Infiltration/Inflow the question “Was infiltration / inflow significant in your community last year?” Yes – Approximately 42% of the total influent flow received at the WWTP in 2020 was from I&I sources”. He questioned if it changes each year and how the answer is achieved.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board approve and adopt a resolution accepting the 2020 Compliance Maintenance Annual Report and submittal of the report electronically to the DNR as required. Motion carried unanimously.

2020 Consumer Confidence Report

Facility Operations Coordinator Roy explained that the Utility is required to annually prepare and make available a Consumer Confidence Report (CCR). Much of the report is boiler plate and the annual information just needs to be plugged into it. The report indicates that Grafton’s water supply continues to meet or exceed all Federal and State safe drinking water requirements.

Facility Operations Coordinator Roy stated that there are contaminants in every water supply source; the FDA regulates bottled water and the EPA regulates public water sources. The samples on the report with no date means the sample was taken in 2020.

The report will be made available at all Village buildings for review or pick up; posted on the Village web site home page; a notice will be in the News Graphic and the Ozaukee Press; and a notice will be included in the next water utility billing.

Trustee Krueger questioned the testing of VOC’s; the report shows that the max level of Trichloroethylene found was at four and the Maximum Contaminant Level is five . It was questioned what happens if the Village goes over five. Facility Operations Coordinator stated that if we go over five the Village will be required to do increased testing and possible treatments.

Trustee Miller confirmed that the water quality is very good.

Non-Opt Out Policy-Sensus Meters

Utility Clerk Chrissie Brynwood explained that smart meters are replacing traditional analog meters. The Village began switching from the Advanced Meter Reading (AMR) to the new Advanced Meter Infrastructure (AMI) in 2018. The new meters are much more accurate and provide more information to both the Utility and the customer.

Utility Clerk Brynwood explained that out of the 1900 meters changed out to date, the Utility has only been contacted by one resident that has expressed concerns about the health impact risks smart meters could potentially pose. She noted that the Supreme Courts and the FCC have made a ruling that the smart meters do not pose a credible health threat.

Utility Clerk Brynwood stated that there is no easy way to accommodate a request to keep an individual on an analog meter. The analog meters are no longer supported and do not integrate with the billing software.

Anthony Jelinek, 1511 17th Avenue, stated that his wife has severe migraines and misses a good amount of work because of them.

Mr. Jelinek stated that the levels of radio frequency acceptable by the FCC are much higher here than in other areas of the world. He has purchased a meter and is now testing the levels of radio frequency in his home. He is concerned that the comingled wireless appliance are a bigger issue; the new meters just add to the equation.

Mr. Jelinek stated that he would be willing to pay an additional fee in order to keep an analog meter; and would appreciate the ability to opt-out. These radio frequencies can affect anyone with an auto-immune deficiency, cancer patients, even infants. Everyone is affected differently.

Trustee Kruger stated that this is a very unusual request. He questioned if the PSC has a way to allow a customer to keep an analog meter and be allowed to pay at an elevated rate structure. Facility Operations Coordinator Roy stated that the PSC will allow for the analog meter; however, an employee would have to physically go out and read the meter and manually calculate the bill on a quarterly basis. Mr. Jelinek offered to take a picture of the meter reading each month and send that to eliminate the need of sending a person out to do the reading.

Mr. Blum stated this can be a real thing. He has a friend who has medical issues from the electrical currents going through the home. Mr. Blum suggested a shield of some type to go around the meter to stop the radio frequencies from going through the home. Facility Operations Coordinator Roy questioned who would be responsible for the cost to install said shield. Mr. Jelinek was in agreement with installing a shield.

Trustee Krueger noted that an opt-out policy is not needed at this time. The Village will work the resident to install a shield to resolve this matter.

Sanitary Sewer Re-lining

Field Operations Coordinator Dan Fisher explained that as part of the 2021 Street Improvement program, the Utility will be re-lining seven sections of 15-inch sanitary sewer main and four sections of eight-inch main. All sections of the sewer main have been televised and determined to be in structurally good condition with no significant defects.

Request for proposals were sent to three different sewer contracting firms; however, only one proposal was returned, that being from Visu-Sewer. The project will be completed in the fall and will take two to three weeks to complete.

Trustee Krueger questioned if this is a budgeted project. Director Thomas stated that the budgeted funds are combined into the Street Improvement Project. Facility Operations Coordinator Roy stated that the budget includes funds for full sanitary sewer replacements as the televising was not complete at budget time. The project is well under budget.

Field Operations Coordinator Fisher noted that the cost of relining in 2021 is \$8 per foot lower than the 2020 cost.

Motion by Mr. Murray, seconded by Mr. Blum, to recommend the Village Board enter into a contractual agreement with Visu-Sewer, Inc. of Pewaukee, WI to provide Sanitary Sewer rehabilitation services related to the Falls Road, Fifth Avenue and North Pine

Street replacement work in the not-to-exceed amount of \$147,861.35. Motion carried unanimously.

Sanitary Sewer Televising

Field Operations Coordinator Fisher stated that the DNR is requiring the Utility to televise a minimum of 10 percent of the total collection system which equals approximately 30,000 lineal feet of sanitary sewer.

In 2020 the Utility televised 34,000 lineal feet of sanitary sewer; cleaned 150,000 lineal feet of sanitary sewer, and inspected 430 sanitary sewer manholes.

The Utility received three quotes for the 2021 sewer televising work. Great Lakes TV Seal was the lowest qualified bidder at \$28,860. It is anticipated that the work will be completed in mid to late summer.

Trustee Krueger questioned if the Village has worked with Great Lakes in recent years. Director Thomas stated that they have.

Motion by Trustee Delorit, seconded by Trustee Harbeck, to recommend the Village Board enter into a contractual agreement with Great Lakes TV Seal Incorporated, Green Bay, WI to provide sanitary sewer mainline cleaning and televising services in the amount of \$28,860.00. Motion carried unanimously.

Utility Projects Update

Facility Operations Coordinator Larry Roy gave a brief update on the utility projects:

WWTP Chemical Fee Systems Design Upgrade: Project kick-off meeting was held February 16. Project design is ongoing.

Water System Master Plan Update: Project kick-off meeting was held with Utility staff on April 27.

AWWA Risk & Resilience Assessment: The assessment is complete and will be certified by the EPA deadline of June 30, 2021. The assessment identifies vulnerabilities in the system. Grafton is very low risk.

WWTP Headworks Upgrade Project: Startups are going well. There is still a lot of work to be done. Contractors are working diligently trying to get the project finalized.

WWTP MCC Replacement Design Services: The project layout meeting was held May 7 to give the engineer direction.

Green Bay Road Lift Station Tributary Area Rehab: Applied Technologies was awarded the engineering contract for design, bidding, and construction related services, as well as construction observation. Design is almost complete and ready for bidding.

Report of Benchmark Measurements – Water & Wastewater Utility

The benchmark report was reviewed.

Field Operation Coordinator Fisher stated that approximately 100 fire hydrants will be repainted in July. Approximately one half of almost 800 Utility-owned hydrants will be recoated when complete.

DIRECTOR'S UPDATE

Open Positions – DPW & Utility

Director Thomas stated that the Public Works crewperson position has been filled. Brad Franzen began employment on June 7.

Director Thomas and Village Administrator Jesse Thyges will be having interviews for the Assistant Utility Director position this week. There were five applicants, and four will be interviewed.

Director Thomas informed the board that Utility Clerk Chrissie Brynwood has accepted a Treasurer/Deputy Clerk position for the Village of Cambridge. Her last day with the Village will be Friday, June 18.

DNR Recycling Grant Awarded

Director Thomas announced that the Village was awarded \$24,179 for the 2021 Recycling Grant.

Trustee Krueger questioned what is all included in the applying for the recycling grant. Ms. Depies responded that the grant application includes contract cost, crew and equipment cost for leaf collection, brush collection, yard waste site cleanup, etc.

Update on Lime Kiln Groundwater Monitoring Annual Report:

Director Thomas stated that she received a very lengthy response from the DNR. She will be meeting with the DNR on Thursday to review what they want and what the Village needs to do to achieve it. The DNR did agree to reduce monitoring requirements to semi-annually versus quarterly. A more complete update will be brought forward next month.

Trustee Harbeck questioned if the Bridge Street Dam safety inspection has been completed. Director Thomas responded that the inspection is scheduled for this week.

Trustee Harbeck questioned if there was any response from the letters sent to Waste Management. Director Thomas stated there is a meeting this week to try to resolve issues.

ADJOURN

Motion by Trustee Delorit, seconded by Mr. Murray, to adjourn the meeting at 8:30 p.m. Motion carried unanimously.