

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES
MONDAY, AUGUST 9, 2021

***Amended**

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, and Les Blum.

Board member excused: Pat Murray.

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

Others present: Trustee Amy Luft, Trustee Jim Miller, Trustee Dave Antoine; Residents Mike Behlen, John Bourne, George Scannel, and Bill Hass.

Trustee Krueger asked Assistant Utility Director/Engineer Brecken Gries to introduce herself and tell the board a little about herself. Assistant Utility Director/Engineer Gries stated that she moved here from Minnesota where she worked for the 11 Native American Tribes where they had up to five different Utility Systems. Prior to that she worked as a consultant and in industry as an engineer for over 20 years. She stated that she is excited to be part of the team at the Utility.

Trustee Krueger announced that there is a quorum of the Village Board present. There can be no discussion from visiting Trustees resulting in full board discussion.

HEAR PERSONS REQUESTING TO BE HEARD

Mike Behlen, 1502 Audubon Avenue, was concerned about the *native species being cut down all over the Village. Cutting back the plants has caused issues for nesting habitats for all wildlife and birds. He stated the Village needs to be more concerned about the natural resources opposed to the massive grass cutting, suggesting a prairie type landscape.

Mr. Behlen noted that at Lions Park there has been major cutting around the pond. The monarch butterflies were nesting on the milkweed on the north end and now that has been cut down. There was a Green Heron nested in the trees and cattails and now they are gone since everything was cut down.

Mr. Behlen stated that the Village should look at other invasive species that are harmful such as Buckthorn, Grape Vine, and Porcelain Blueberry and be removing/cutting that, not the cattails and milkweed.

Trustee Krueger thanked him for his comments and the email he sent to all Trustees.

MINUTES

Motion by Trustee Delorit, seconded by Mr. Blum, to approve the June 14, 2021, Board of Public Works meeting minutes as presented. Motion carried unanimously.

PUBLIC WORKS

Review of Sidewalk Snow Removal Practices

Director of Public Works/Village Engineer Amber Thomas stated that the purpose tonight is to review the Villages sidewalk removal policy and procedures.

Village code states that the person in charge of any real property abutting or fronting upon a paved public sidewalk shall remove and clear away or cause to be removed or cleared away all snow and ice within 24 hours of the end of the snowfall....

Director Thomas stated that the Village clears sidewalks that fall into one of five categories. She explained each category while referring to a color coded map showing the area she was referring to:

1. Abutting property is owned by the Village.
2. Sidewalk is cleared because it is the only safe route to get from one Village owned parcel to another (busy traffic or narrow streets).
3. Sidewalk was installed by the Village along Town properties. In this situation the Town does not have an ordinance to enforce clearing of sidewalks so if the Village choose to install the sidewalk it was in knowing we would have the responsibility for their maintenance.
4. Sidewalk directly adjacent to curbs along STH 60 where the snow plows consistently dump too much snow for private property owners to clear. This is also where the State owns considerably wide Right-of-Ways.
5. Interurban Trail within Village limits per Agreement with the County, as well as other Village asphalt trails which are a minimum of 8 feet wide.

Director Thomas stated that there is typically one crewperson assigned to sidewalk snow removal, and many times we struggle to meet our own code requirements of having he sidewalk cleared within 24 hours of the snow event.

Trustee Harbeck questioned the process for snow removal at Lions Park. Director Thomas responded that the Village plows the sidewalk on Keup Road and the pathways around the park. Trustee Harbeck questioned if the remaining sidewalk on Keup Road was maintained by a Home Owners Association (HOA) or who clears the sidewalk. Director Thomas stated that the sidewalks abutting private property are the home owner's responsibility for snow removal. How that is done is up to the homeowners.

Director Thomas stated that in any new development all sidewalk abutting any green space will be required to be cleared by the property owners and/or developer; possibly Home Owner Association.

Trustee Krueger questioned if the Village had any knowledge of how many HOA's there are or how active they are. Director Thomas responded that there is no documentation on file with the Village. The Village is not part of those agreements.

Trustee Harbeck stated that she knocked on doors and talked to residents that lived along Keup Road. One resident indicated that they did belong to an HOA however it was expired and now she did not know what was expected of them.

Trustee Harbeck commented that it is bizarre to have to take a snow blower into the street, go around the block to get to the sidewalk in back. She believed this to be an unusual circumstance.

Trustee Delorit questioned who built the berm. Trustee Delorit stated that he has neighbors that have a similar situation where they have to clear snow from both the front and back of their property.

Trustee Krueger stated that in his opinion these properties are different than the Fifth Avenue and Ninth Avenue properties.

George Scannel, 453 Lilac Court, stated that the Village seems to care about the safety of their workers; however, do not care about the safety of the residents.

Director Thomas was given direction to research the history of the berm. Who created the berm and why.

Director Thomas reiterated that the Village does not have staff or equipment to take on additional sidewalk snow removal, noting that many times the Village is not meeting our own code requirements.

Mr. Bourne thanked the Board for this additional review and respectfully requested that the Board continue to take these three lots into consideration.

Award STH 60 / 12th Avenue Intersection Improvements Design

Director Thomas stated that the intersection of STH 60 and 12th Avenue is always congested and bottled up regardless of time of day. The Village received a Signals and ITS Grant from WISDOT in the amount of \$90,000 for design engineering and construction to improve traffic flow at the intersection of STH 60 and 12th Avenue. The grant will pay 90 percent of costs, up to \$21,000, for the design engineering portion.

WISDOT has also agreed to fund up to \$20,000 to add Emergency Vehicle Preemption at the STH 60/17th Avenue and STH 60/Cheyenne Avenue intersections as part of the I43 expansion project.

Director Thomas stated that RA Smith has a very thorough understanding of the project as they wrote the successful grant application. They are very familiar with the project and the base proposal cost included a number of items that were considered extras with the other firms.

Director Thomas stated that engineering design should not exceed the Village budgeted amount of \$3,000.

Trustees Delorit and Harbeck were concerned about awarding the project to the firm that wrote the grant. Director Thomas noted that the grant application was shared with all firms. Each firm was given the same information.

Director Thomas stated that Traffic Engineering and Design (TADI) provided a cost breakdown for possible additional work; however, it was difficult to correctly add in therefore only the base bids were provided. RA Smith included options into the base bid, they put in more effort and provided a better proposal.

Trustee Delorit questioned what the savings would be for direct order of the signal poles. Director Thomas stated standard markup is typically 10 to 15 percent.

Motion by Trustee Krueger, seconded by Mr. Blum, to recommend the Village Board enter into a contractual agreement with RA Smith, Cedarburg, WI to redesign the intersection of STH 60 and 12th Avenue to provide improved traffic flow and to design EVP detection at the intersections of STH 60 and 17th Avenue and STH 60 and Cheyenne Avenue. Motion carried 3-1 (Harbeck – Nay).

Pavement Ratings - 2021

Director Thomas stated that the DOT requires the Village to rate all roads every two years. Roads are rated on a scale of 1 to 10, 1 being very poor condition-needs total reconstruction and 10 being a newly constructed road.

Director Thomas stated that a notable change from 2019 to 2021 was a percentage increase in the roads rated 9 – from 2.38 percent to 6.93 percent. However the roads rated 1, 2, or 3 are also increasing quickly. The amount of poorly rated roads are going to continue to increase if the Village does not make road maintenance a priority.

Village crews have increased the amount of crack sealing over the last three years. In the past three years the crews have gotten about 3/4 way through the entire Village with crack sealing. Director Thomas would like to see the Village on a two year cycle rather than a four year cycle.

Micro-surfacing is scheduled for next week in the Blackhawk subdivision. The roads being done are currently rated 6 or 7. The micro-surface should improve the road condition and slow the rate of deterioration.

Director Thomas indicated that she would like to grow this program and increase the amount of micro-surfacing done each year as this is an economical way to preserve the roads. Micro-surfacing cost approximately \$40,000 to cover about 0.6 miles of road; while reconstruction will cost approximately \$635,000 for that same 0.6 miles.

Director Thomas stated that the mileage of the Village has increased from 53 miles to 58 miles in the past five years, and with the proposed subdivisions, the Village anticipates increasing mileages at double that rate for the next few years.

Director Thomas stated that in order maintain 60 miles of road the Village should consider a micro-surface contract for approximately 4.5 miles of road each year as well a full reconstruction of at least 2 miles of road each year.

Trustee Krueger questioned how this would impact the budget. Director Thomas responded that micro-surface of 4.5 miles would cost approximately \$300,000, and reconstruction would cost approximately \$2 million.

Mr. Blum questioned what roads are crack sealed. Director Thomas stated roads that are rated 6 or better, which means 46 percent of our roads are not being sealed.

Mr. Blum stated that the rail road crossing on STH 60 is a disaster, he questioned the status of repairs. Trustee Delorit stated that the railroad sale is *pending approval through the Federal Transportation Board. Director Thomas will follow up.

Major Projects Update:

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

Sidewalk Replacement Program: Project complete. Will hold small retainer to ensure restoration comes in properly. Concrete sawing has not been done yet.

Street Reconstruction: All segments are complete except Seventh Avenue and Power Street. Remaining is concrete work on a few driveways and sidewalk replacement. The sidewalk in the area where We Energies did utility work last winter also needs to be completed.

River Bend Road: Project complete.

River Bend Park: moving along – Sanitary sewer and water main have been installed to the park, currently grading.

Blue Stem Subdivision: All phases complete with the exception of sidewalks.

River Bend Meadows Phase II: Completing the utility work. Installing the storm sewer this week and then road grading. Once this is complete all neighborhoods will be connected.

Shady Hollow Subdivision Phase IV: Ultimately complete. There are a few minor punch list items that remain.

Trustee Krueger questioned the schedule for taking responsibility for the utilities. Director Thomas stated that once all punch list items are complete. All utilities are being inspected and televised as the project proceeds.

Report of Benchmark measurements-Public Works

The benchmark report was reviewed.

- ✓ 83 Tons of asphalt placed
- ✓ Completed street sweeping of 320 curb miles collecting 106 tons of debris
- ✓ Trees: Stumped 1 / Removed 21 / Trimmed 3 / Planted 3
- ✓ Signs: Replaced 12 / Added 2

- ✓ Catch Basins: Repaired 9 / Completed catch basin cleaning. (Having trouble extracting the data from the new GIS)
- ✓ Line painting
- ✓ Cutting around retention ponds so pond inspections can be completed.

Trustee Krueger requested that the amount of algae and duck weed be included on the inspection report.

Trustee Miller questioned if the recent rains helped alleviate the algae problem in the ponds. Director Thomas indicated that she has not had time to look at the ponds following the rains.

Recycling percentage decrease was questioned as well as the inconsistency of collection. Director Thomas stated that the percentage are numbers provided by Waste Management and the Village has no way to verify them. Administrative Assistant Melissa Depies stated that Waste Management is having trouble retaining employees. The last recycle driver was let go and the new driver has not learned the route yet. Waste Management is going to try to have the recycle driver follow the garbage driver to learn the Village; hopefully this will help.

Trustee Delorit questioned if yard waste tonnage is included in the recycling grant calculations. Administrative Assistant Depies indicated that the cost to handle yard waste is included in the grant application however there is no way to track tonnage for yard waste.

WATER & WASTEWATER

WISDOT I-43 Temporary Construction Easements

Director Thomas explained the DOT plans to widen I43 from Milwaukee County to STH 60. The Village of Grafton has several utility easements for sewer and water mains in this area.

Three easement agreements are being requested from the DOT:

1. Conveyance of Rights: Gives the DOT the use of Village Utility easement areas for their current and future project needs.
2. Temporary Construction Easement: Limited to construction of slopes and drainage ways as well as ingress and egress throughout the construction project and will terminate upon project completion.
3. Statements of Non-Reimbursement: The Utility will not be requesting compensation for the relocation of facilities as there are no anticipated relocations required.

There was brief discussion regarding damages. Director Thomas read a statement received from the DOT regarding damage coverage:

“It is WISDOT’s understanding that no relocation or adjustment of Grafton Water & Wastewater Utility facilities is required for construction of Project 1229-04-76 (IH43 – Highland Road to STH 60) and that the Village will execute a DT2245 Statement of Non-Reimbursement by Utility for the project. Under the DT2245, The Grafton Water & Wastewater Utility reserves its right to compensation if conditions change that require relocation or adjustment of Grafton Water & Wastewater Utility sewer and water facilities.”

It was the consensus of the Board to have the words “repair of damages” included in the above statement. “...if conditions change that require repair of damages, relocation or adjustment of Grafton Water & Wastewater Utility sewer and water...”

Mr. Blum questioned if the utilities were going to be inspected before and after the project to ensure no damage.

Motion by Mr. Blum, seconded by Trustee Delorit, to recommend the Village Board approve and sign the Conveyance of Rights, Temporary Construction Easements and Statements of Non-Reimbursement with WISDOT with damage clause included. Motion carried unanimously.

Utility Projects Update

Assistant Utility Director Gries gave a brief update on the utility projects:

WWTP Chemical Feed Systems Design Upgrade: Project design continues. Initial project plans are scheduled to be completed by the end of August.

Water System Master Plan Update: Project is ongoing.

Bridge Street LS Tributary Area I/I Study: Staff assisted MSA with smoke testing the area to observe possible I/I. Flow meters will be installed later this month and data will be collected for a minimum of six months.

AWWA Risk & Resilience Assessment: Assessment was completed and certified to the EPA.

WWTP Headworks Upgrade Project: Final completion date remains August 14, 2021. The building is complete and we have had seven days without any fault alarms. However, there are other startup issues that still need to be resolved.

WWTP MCC Replacement Design Services: Kickoff meeting was held with MSA on July 13, 2021 where a preliminary design memorandum was presented.

Green Bay Road Lift Station Tributary Area Rehab: Two bids were received and are currently being reviewed. A recommendation is anticipated for the September meeting.

With the rain event on August 8, 2021, the Utility experienced two instances of sanitary sewer overflow:

The pond on Falls Road/South Green Bay Road overflowed onto Green Bay Road which caused the lift station to take on more water than normal. Utility staff did an amazing job pumping water from the upstream manhole and they were able to bring the wet-well level down bringing the lift station back to normal operations. A pump was also placed into the pond to direct water away from the Lift Station.

The second overflow occurred outside the new headworks building. The headworks facility is accepting all wastewater flow from the Village and is connected to a splitter box. However, the splitter box can only discharge to one of the primary clarifiers until demolition of the old influent

pump building and flow monitoring structure is complete. The excess wastewater overflowed over the top of the wall of the splitter box and onto the ground area.

Mr. Blum suggested that an overflow pipe going from the pond directly to the Milwaukee River be installed. Facility Operations Coordinator Larry Roy stated that the outfall is too small. Director Thomas stated that the pipe size cannot be increased or changed due to bedrock and We Energies Utilities. She also noted that the current pipe is back-pitched which slows drainage.

Trustee Delorit questioned if the homes in this area have check valves. Field Operations Coordinator Dan Fisher stated that they do not; however, it is part of the I/I project.

Trustee Harbeck questioned if it was a violation pumping directly to the Milwaukee River. Trustee Krueger noted that the Utility will have a few “dings” against them. The Village needs to continue to take steps to *reduce I/I.

Trustee Delorit questioned if the contractor will be fined if the Headworks Facility is not complete by Saturday. Facility Operations Coordinator Roy stated that the contractor is currently being billed \$1,000 per day until they reach *substantial completion. Once they have reached *substantial completion the fine drops to \$500 per day until complete.

Report of Benchmark Measurements – Water & Wastewater Utility

Field Operations Coordinator Fisher reviewed the benchmark report:

- ✓ 15 new fire hydrants have been installed
- ✓ The jetting and valve exercising are in process
- ✓ The water distribution leak survey is complete. 35,000 miles of water main was surveyed identifying only 1 hydrant leak and one mainline valve leak. The valve leak was losing approximately 36,000 gallons per day. Both were fixed immediately
- ✓ Mainline Televising will be done early fall
- ✓ Recoating Fire Hydrants will be completed in early September.

Mr. Blum questioned if anything has transpired regarding creating a shield of some sort for the smart meter as discussed at the June meeting. Director Thomas followed up with this resident today; no resolution yet.

Trustee Harbeck stated that the Lift Station near her home is extremely noisy. Field Operations Coordinator Fisher stated that the noise is coming from the air release. Staff is aware of the problem and is working on resolving it.

DIRECTOR’S UPDATE

Bridge Street Dam Inspection

Director Thomas stated that the report has been received. She noted the recommendations from the report at follows:

- 1) Consider installing a boat restraint/warning cable across the river to also be used as a safety cable for debris maintenance by boat. Director Thomas noted that there is signage on the bridge.
- 2) Continue to regularly monitor the concrete support piers of the spillway for continuing concrete deterioration, in particular, Piers 2, 4, and 12.

3) Establish an annual dam repair budget for future concrete repairs on the spillway.

Update on Lime Kiln Groundwater Monitoring Annual Report:

Director Thomas stated that the DNR has agreed to allow for bi-annual sampling; however, they added additional areas to be tested. Staff is working with TRC to obtain a list of estimated cost for each item the DNR has requested.

Trustee Delorit questioned if there was any update on Waste Management and/or the building roof. Director Thomas stated that the Village finally received a new truck that does not leak oil everywhere. No update on the roof.

Trustee Harbeck stated that crosswalks to Centennial Park are continually discussed at Public Safety. She noted that there are kids crossing 17th Avenue like crazy. Director Thomas stated that she and Chief Caponera have discussed this; however, she does not believe it would be safe to put a crosswalk in this location.

It was requested to have recycling containers in Village Parks. Director Thomas indicated that she would pass this on to the Park and Recreation Director.

Trustee Harbeck question who would be the Operator in Charge of Wastewater now. Assistant Utility Director Gries stated that she is working on completing her certification.

ADJOURN

Motion by Trustee Delorit, seconded by Mr. Blum, to adjourn the meeting at 7:49 p.m. Motion carried unanimously.