

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES
MONDAY, JANUARY 10, 2022

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 Dan Delorit, Trustee Lisa Uribe-Harbeck, Pat Murray and Les Blum.

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

Others present: Trustee Jim Miller and Trustee Amy Luft.

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

Trustee Krueger noted on page eight paragraph seven the first sentence should read "Trustee Krueger questioned whether all utilities were fully inspected" not "Trustee Krueger confirmed"...

Motion by Trustee Delorit, seconded by Mr. Blum, to approve the December 13, 2021, Board of Public Works meeting minutes as corrected. Motion carried.

PUBLIC WORKS

Grafton 2021 Bridge Street Dam Inspection

Director of Public Works/Village Engineer Amber Thomas stated the required inspection of the Bridge Street Dam was performed on June 16, 2021 with the required report submitted to the Department of Natural Resources on June 29, 2021. Director Thomas noted that the Bridge Street Dam has a "significant hazard" rating and therefore requires an above water safety inspection every three to four years. Director Thomas confirmed that the report provided to the DNR met required safety inspections and that the dam received a sufficiency rating of Fair. Recommendations were included in the report and will be considered for budgeting in future years.

Two required updates due by September 1, 2022 were also included in the report from the DNR. That includes updating current contact information related to the Inspection Operation and Maintenance Plan and Emergency Action Plan. Director Thomas stated that contact information would be reviewed and updated before the deadline. The second requirement from the DNR is including in both plans procedures for de-icing the crest gate in the event of flooding conditions during cold weather. Options for completing that requirement were discussed.

Report of Benchmark Measurements-Public Works

Superintendent of Public Works Jake Arndt reviewed the benchmark report:

- ✓ Holiday decorations were installed.
- ✓ Street sweeping continued into early December as weather permitted.
- ✓ Snow events were handled efficiently with timely salting/plowing.
- ✓ An extra brush pickup after the December wind storm was completed.

Trustee Delorit questioned how accurate our recycling percentages are and discussion ensued regarding those figures impact on the Village's Recycling Grant. It was determined that the likelihood is that the weight of waste for recycling is changing and the grant calculations would account for that change. Trustee Delorit added that he has received positive feedback and understanding from residents regarding the challenges with Waste Management and scheduled pick-ups. Director Thomas confirmed that communication with Waste Management has improved and issues are being addressed in a timely manner.

Trustee Krueger questioned the benchmark measurement for crack sealing of "gallons used" was still appropriate. Discussion ensued and it was agreed that future crack sealing benchmark reports would include both gallons used and miles sealed as a better way to communicate this to residents.

WATER & WASTEWATER

Headworks Project Change Order 4

Assistant Utility Director/Engineer Brecken Gries outlined that Change Order 4 provides a time extension to the Contractor, C.D. Smith as the current Headworks contract date per WDNR is August 14, 2021. Assistant Director Gries further explained that Change Order 4 does not affect the project cost and is a clerical change to allow WDNR to pay the contractor for work past the date of August 14, 2021.

Assistant Director Gries proposed an updated clerical completion date of February 14, 2022 for Change Order Number 4. Mr. Blum recommended that based on the limited impact of the change order and with consideration of supply chain shortages, a later date was more appropriate.

Motion by Mr. Blum, seconded by Trustee Harbeck to recommend that the Village Board approve Change Order 4 with a June 1, 2022 Ready for Final Payment Date.
Motion carried unanimously.

2022 AMI Meter Program

Field Operations Coordinator Dan Fisher stated that 2022 will be the fourth year for AMI meter replacements with over 2,100 active meters already in place. Coordinator Fisher also stated that in 2019 the Utility replaced roughly 650 mechanical disc meters with new Sensus iPerl magnetic meters and new radio registers. Coordinator Fisher added that total meter and radio register replacements in 2020 were almost 700 and in 2021 were over 600 with the months of January through March and October through December being peak months for installations.

Coordinator Fisher outlined that the 2022 goal will be to replace 600 5/8" meters, and twenty 1.5" and twenty 2" meters in the Replacement Commercial/Industrial Large Meter Program.

Some delays are being experienced due to supply chain issues. Installations are planned beginning in September of 2022 to account for the planned delays in receiving meters. Coordinator Fisher also stated that customer response to the program has been very positive. Coordinator Fisher added that letters are sent to customers based on the age of meters and their location to schedule appointments and that the process is working well. Coordinator Fisher also stated that Software available through the new meters provides detailed usage information that overall customers and staff have found very helpful.

Motion by Trustee Delorit, seconded by Mr. Murray to accept the proposal from Core & Main to purchase 701 – 5/8” meters and 669 radio registers at a cost not to exceed \$156,290.16. Motion carried unanimously.

UTILITY PROJECTS UPDATE

Assistant Director Gries updated the Board regarding the following projects:

- ✓ WWTP Chemical Feed Systems Design Upgrade. Assistant Director Gries stated that proposals for bidding administration and construction related services will be solicited later this month.
- ✓ Water System Master Plan Update. Assistant Director Gries stated that that draft Water System Master Plan would be presented to the Board of Public Works at an upcoming meeting.
- ✓ Bridge Street LS Tributary Area I/I Study. Assistant Director Gries summarized that in order to obtain potentially better data in the study area, MSA Professional Services is providing an estimate to remove the flow meters and reinstall them in the spring.
- ✓ WWTP Headworks Upgrade Project. Assistant Director Gries stated that a punch list walkthrough was conducted with C.D. Smith Construction, MSA and Utility staff in September. C.D. Smith is finishing final punch list items as delayed part shipments arrive. Director Gries will email the project cost outline spreadsheet prepared and emailed earlier and also add that information to upcoming meeting benchmark details.
- ✓ WWTP MCC Replacement Design Services. Assistant Director Gries stated that bid advertisement should begin in January 2022 and added that the 2021 Budget amount of \$118,000 was increased to \$146,750 and approved by the Board of Public Works on March 8, 2021 due to larger project scope. Trustee Harbeck asked Assistant Director Gries to ensure that the 2022 Budget reflects the change in scope as the reason for the increased project cost.
- ✓ Green Bay Road Lift Station Tributary Area Rehab. Assistant Director Gries stated that substantial completion is expected for early 2022 with expected delays due to weather and contractor availability. She added that the contractor Visu Sewer completed jetting and televising and will complete sanitary sewer lining by the end of January 2022.
- ✓ WISDOT I-43 Construction from Milwaukee County to STH 60. Assistant Director Gries stated that she attends weekly meetings led by the Field Utility Coordinator for WISDOT's I-43 construction projects noting that planned near our two crossings is scheduled to begin soon. She added that she will continue attending meetings and update the Board accordingly.

REPORT OF BENCHMARK MEASUREMENTS-WATER & WASTEWATER

Assistant Director Gries reviewed the benchmark measurements highlighting the following:

- ✓ AMI Water Meter Exchanges were reviewed earlier by Coordinator Fisher.

- ✓ Sanitary Manhole Structures Re-Built percentage was incorrect on last month's report as it indicated a zero percentage of completion. Actual rebuilds were set at 25 and a total of 42 were completed in 2021.

DIRECTOR'S UPDATE

Update on Sanitary Backup Claim – 258 West Cedar Street: Assistant Director Gries stated that she is continuing research on the history of reported problems in the area and has found only one known resident concern dating back to 2012. Trustee Krueger commented that it is not typical for a resident to complain especially if they feel their efforts are futile. Trustee Delorit asked for clarification regarding the televising of the storm sewer and Director Thomas stated that televising of the storm sewer will occur at the same time as the sanitary to create a full picture. Trustee Krueger asked that the problems in the area continue to receive attention in order to find a solution. Director Thomas and Assistant Director Gries agreed.

Update on Lime Kiln Landfill/West Plume Environmental Work: Director Thomas stated that a full report was submitted to the Department of Natural Resources for review. Director Thomas further stated that all of the DNR requests are currently being prioritized as they will not all fit within budgetary restraints for 2022.

Mr. Blum asked Director Thomas for an update regarding 2022 Road Projects. Director Thomas stated that road replacements for 2022 are very challenging to design, but work continues to progress. Work may need to include getting temporary construction easements and other unique circumstances to complete the utility replacements successfully. Director Thomas stated the goal is still to have the project out for bid in February.

Director Thomas stated that approximately 120 applications were received for the two administrative positions available with the Departments. Director Thomas and Village Administrator Jesse Thyges conducted phone interviews last week and today and in person interviews are planned with three candidates for each of the two positions later this week.

ADJOURN

Motion by Trustee Harbeck, seconded by Trustee Delorit, to adjourn the meeting at 7:02 p.m. Motion carried unanimously.