

VILLAGE OF GRAFTON

BOARD OF PUBLIC WORKS MEETING MINUTES

MONDAY, FEBRUARY 14, 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 Linda Dean.

Others present: Trustee Jim Miller, Project Engineer with TRC Environmental (TRC) Alia Enright, Bob Dreblow, Troy Hartjes, Melanie Boyung with the News Graphic, and Connor Carynski with the Ozaukee Press

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

January 10, 2022 Meeting

Motion by Trustee Dan Delorit, seconded by Mr. Les Blum, to approve the January 10, 2022, Board of Public Works meeting minutes. Motion carried.

February 7, 2022 Meeting

Mr. Blum noted on page one, section beginning First Amendment to the Pre-Annexation Agreement for Stonewall Farms, line ten, “a sanitary sewer than is fairly” should read “a sanitary sewer that is fairly”. Trustee Lisa Uribe-Harbeck noted on page two, the third paragraph line one “that previous develops had proposed” should read “that previous developers had proposed”

Motion by Mr. Blum, seconded by Mr. Pat Murray, to approve the February 10, 2022, Board of Public Works meeting minutes as corrected. Motion carried.

PUBLIC WORKS

Groundwater Monitoring - Lime Kiln Park & West Plume – TRC

Director of Public Works/Village Engineer Amber Thomas requested the Groundwater Monitoring agenda item be moved to the beginning of the agenda to allow the consultant attending by Zoom to present first.

Ms. Alia Enright, Project Engineer with TRC Environmental (TRC), presented the work completed in 2021 and the concerns expressed by the DNR in their May, 2021 letter. A proposal was made to move to annual sampling; the DNR did not approve that request but did approve semi-annual sampling for 2021 and 2022 with the potential to move to annual sampling in 2023 based on sampling results. Standard groundwater monitoring shows continued plume degradation.

Ms. Enright reviewed the materials of the Site Investigation Work Plan (SIWP) prepared for the DNR and submitted in December. A response has not yet been received from the DNR.

Ms. Enright then presented the 2022 work plan based on the 2022 budget which includes a subset of the work proposed in the SIWP: Semiannual groundwater monitoring, 2076 First Avenue Property Investigation (west plume), Vapor sampling at Lime Kiln Park Zaun Pavilion. Long-term work would include: transition to annual groundwater monitoring, additional monitoring at the 2076 First Avenue site, step-out sampling at the 2076 First Avenue site, step-out vapor sampling at other properties and a comprehensive site investigation report. Trustee Krueger inquired if the \$50,000 budget for this year covered all of these outlined activities. Ms. Enright responded that it does. Trustee Krueger also inquired if the DNR will be satisfied with this amount of effort. Director Thomas responded that we do not know yet, the DNR may request additional work.

Mr. Blum inquired if any vapor sampling has taken place. Ms. Enright stated that shallow water sampling was attempted instead with the intent to show the water table was not impacted, but despite going down 60 feet, samples could not be acquired due to high bedrock above the water table.

Mr. Blum asked for a definition of step out sampling. Ms. Enright explained it as additional sampling around known contaminate locations to find the edge of the plume.

Trustee Delorit inquired about the First Avenue (west) site and if the plume was shrinking. Ms. Enright stated that there are not any shallow well testing sites. It is known that the testing that has been done over the past five years is showing that it is stable over that time period.

Mr. Blum inquired how much testing was done on the First Avenue site before the Village took ownership. Ms. Enright stated they met with the property owner and their attorney a few months ago and received Phase I testing and some soil boring data but how much of this information the Village knew at the time was unclear. She further stated that vapor intrusion is a newer concern for the DNR so it was not on anyone's radar at that time.

Trustee Harbeck inquired about the amount of funding that was received by the Village when ownership was transferred to them. Director Thomas will investigate and will report back with the number.

Motion by Trustee Harbeck , seconded by Trustee Delorit to recommend the Village Board approve a contract with TRC Environmental for 2022 groundwater monitoring work, as amended by staff, not to exceed \$50,000. Motion carried.

WATER & WASTE WATER

First Amendment to the Pre-Annexation Agreement for Stonewall Farms

Director Thomas stated that staff has looked at the options for the sanitary sewer and has determined that an onsite lift station is not a favored option due to long-term maintenance efforts and costs and therefore the current design of the sanitary sewer interceptor heading to the north is preferred.

To alleviate many of the concerns with the current design, and allow the Developer to move forward with installation of this sanitary sewer interceptor, staff drafted an amendment to the Pre-Annexation Agreement for Stonewall Farms which most importantly discusses the following items:

- 1) Temporary access to these sanitary sewers for required maintenance activities until full buildout of the northern parcels occurs.
- 2) Future roadways designed over this sanitary sewer interceptor will alleviate many of the issues caused from extended easements.
- 3) Future Maintenance of the permanent easements.

Trustee Krueger asked the Developer's representatives to speak to the above. Mr. Bob Dreblow stated that Mr. Tillmann was caught off guard by the amendment. He has followed the process and believed the only outstanding items was the assignment of an inspection firm. Trustee Harbeck inquired how the Developer was not aware of the amendment. Trustee Krueger spoke with the Developer and he did receive the information in a link but he did not open it.

Mr. Dreblow stated the following:

- 1) Mr. Tillmann accepts the 12 inch up-sizing. The contractor has not yet placed an order and is waiting for Village approval of the 12 inch size.
- 2) Mr. Tillmann will provide the temporary gravel access roads (construction will include removing topsoil and replacing with 12 inches of gravel, 15 feet wide). Developer will construct and maintain these access roads during construction and once construction is completed, the Village would take over permanent maintenance (as is done in other developments in the Village). Some gravel access roads would remain gravel and the Village would take over permanent maintenance.
- 3) Developer does not see the need for the Amendment due to the existing Pre-Annexation Agreement, but would rather see a Development Agreement. The developer is looking for the selection of an Inspection Services provider at this time.

Trustee Krueger stated the next step has historically been a Development Agreement. Director Thomas stated there may not be a need for a Development Agreement due to

the thoroughness of the Pre-Annexation Agreement. Trustee Krueger, Trustee Harbeck and Mr. Dreblow reiterated the next step should be a Development Agreement and it would include items such as the construction of permanent roads, access road upgrades, access road construction requirements, turn arounds, and so on.

Corrections to the: Draft: January 28, 2022

FIRST AMENDMENT TO THE PRE-ANNEXATION AGREEMENT RELATING TO PUBLIC IMPROVEMENTS IN STONEWALL FARMS SUBDIVISION VILLAGE OF GRAFTON OZAUKEE COUNTY, WISCONSIN

Requested Changes:

1. On page 2, Director Thomas confirmed the Board wished to remove paragraph four beginning with the words "The Developer shall be responsible for..."
2. On page 3, Trustee Krueger asked for consensus to delete paragraph B. "Parkland Determination".

Motion by Mr. Blum, second by Trustee Harbeck to recommend the Village Board approve the First Amendment to the Stonewall Farms Pre-Annexation Agreement as amended. Motion Carried.

Mr. Dreblow then asked for assurances that the 12 inch decision was firm and that materials could be ordered. Trustee Krueger gave strong assurances and Director Thomas is waiting for the 12 inch plans from Mr. Troy Hartjes. The Village Board meeting is Monday, February 21, 2022 and once approved it will be 100 percent assured.

Stonewall Farms Sanitary Sewer Interceptor Inspection Contract

Director Thomas reported that five proposals were received and Director Thomas recommends moving forward with Daar Corporation as they proposed the most experienced inspector at the lowest rate. Trustee Harbeck inquired if Director Thomas had experience with this company. Director Thomas has worked with them in a previous position.

Mr. Dreblow proposed a change to the contract, point 21 removing "Waukesha County" and proposed reviewing the scope of services because some of them do not apply to this project.

Motion by Mr. Blum, second by Trustee Harbeck to recommend the Village Board approve the Village of Grafton inspection services for the Stonewall Farms Sanitary Interceptor Sewer, utilizing Daar Corporation as the consulting firm. Motion Carried.

WWTP Coagulant Tank Construction Services Contract

Assistant Utility Director/Engineer Brecken Gries reported the project is currently out for bid and is recommending Symbiont Science, Engineering and Construction, Inc. The budget is \$35,000. Trustee Harbeck noted that the proposal was good for 30 days and that point is already past. Assistant Director Gries will investigate but does not believe

this is an issue. Trustee Delorit expressed concern over the six project manager visits, more may be needed. Trustee Krueger anticipates visits will take place as needed.

Motion by Trustee Delorit, seconded by Mr. Murray to recommend the Village Board enter into a contractual agreement with Symbiont Science, Engineering and Construction, Inc. of Milwaukee, WI to provide professional engineering services for the bid and award/construction phases of the WWTP chemical coagulant feed system improvements on a time and materials basis not-to-exceed \$32,790. Motion carried.

Green Bay Lift Station Sewer Lining Project Extension

Assistant Director Gries explained the Utility received a letter from Visu-Sewer requesting a time extension of an additional nine weeks to complete the lateral grouting work due to weather conditions and unprecedented staffing challenges due to the latest omicron COVID wave. Visu-Sewer expects all lateral grouting work to take two weeks and to be completed by April 1, 2022.

Trustee Krueger raised the question of how the benefits of this work could be measured so as to provide assurance that it is making a positive impact. Assistant Director Gries stated the Utility has researched new monitoring devices but at this point in the project it might be like comparing apples and oranges. A more reliable approach would be to use the new device at the beginning and end of the next project.

Motion by Mr. Blum, seconded by Trustee Delorit to recommend the Village Board approve the request for a nine week time extension to Visu-Sewer, to complete lateral grouting work no later than April 1, 2022. Motion carried.

Utility Major Project Updates

- Assistant Director Gries reported a Final Water System Master Plan is expected by February 15, 2022.
- Assistant Director Gries stated the flow meters for the Bridge Street Lift Station Tributary Area were installed on August 17, 2021 and removed in January. MSA provided an estimate to remove the flow meters and reinstall in the spring to obtain potentially better data. However, the estimate did not fit into the project budget. MSA is reviewing data to determine if we might target specific areas or if enough data has been collected for analysis.
- Assistant Director Gries reported C.D. Smith Construction is finishing the final punch list items for the Waste Water Treatment Plant (WWTP) Headworks Upgrade Project, they are still waiting on a few parts and six month maintenance training has begun. Trustee Harbeck inquired if the delays were due to COVID and Assistant Director Gries stated she had not heard that as a reason for delays.
- Assistant Director Gries reported project design for the WWTP motor control centers is ongoing. Bid advertisement is estimated to be completed in March 2022.

- Assistant Director Gries attends weekly meetings regarding the I-43 construction projects. The Utility is seeing a large increase in demand for bulk water as a result of this project.

Report of Benchmark Measurements-Water & Wastewater

- Assistant Director Gries reported the AMI Water Meter Exchanges are behind due to lack of meters. Priority is being given to new construction over replacement. Additional meters are expected in July.
- Assistant Director Gries informed the Board the Utility crew has been busy with in-house improvements including: painting, field trailer reconstruction and organization, cross training and organizing parts in the shop.

PUBLIC WORKS

2022 Equivalent Charges

Director Thomas stated the Board annually sets the fees to be used for 8-inch equivalent sewer and water main installation, and for the interceptor connection fee cap. These amounts are used to determine how much a developer will be charged when the Village installs utilities in excess of the size needed to serve their individual development and for assessment purposes. The setting of these fees is called for in Section 3.36.040/045/050 of the Village Code. The ordinance specifies that these fees be adjusted by the increase in the Engineering News-Record 20 cities construction cost index, which was 7.4 percent for 2021.

Mr. Blum noted that several fees were missing units. Director Thomas will add the missing units of measure.

Trustee Krueger stated that Village Administrator Jesse Thyges mentioned in a weekly memo that the Village Board would be discussing the increases at a February meeting due to the fact that the large percentage increase may have an impact on development. Trustee Krueger suggested that this be recommended to the Village board contingent on the Village Board’s discussion. Trustee Harbeck notes that the percentage increase from 2020-2021 was minimal. Director Thomas confirmed it was 1.9 percent.

Motion by Mr. Blum, seconded by Mr. Murray to recommend the Village Board set the following 2022 fees with unit corrections and contingent upon Village Board approval of the proposed increases:

- North Service Area ICF (per acre) - \$1,875.00
- East Service Area ICF (per acre) - \$2,927.00
- 8” Equivalent Sanitary Sewer Fee (per LF) - \$104.77
- 8” Equivalent Water Main Charge (per LF) - \$84.88
- Road/Sidewalk Construction (per LF) - \$254.75
- I-43 Lift Station (per acre) - \$4,166.12
- Bobolink Lift Station (per acre) – \$1,238.87
- 9th Avenue Lift Station (per acre) - \$1,277.17

I-43 Sewer & Water Crossing-Water main (per acre) - \$516.62
I-43 Sewer & Water Crossing-Sanitary sewer (per acre) - \$647.63
Equivalent Residential Connection (ERC) Fee - \$1,114.00

Motion carried.

Public Works Major Projects Update

- Director Thomas reported the Sidewalk Replacement Program is on hold due to priority of the Street/Utility Reconstruction work which is expected to go out to contractors for bid next week. This work is in an old neighborhood, east of the river, in need of significant repairs/upgrades. Trustee Harbeck inquired if 17th Avenue from Holly Lane to Grafton Avenue was included in the project. Director Thomas stated that it was not included in the five-year plan. Mr. Blum inquired if other roads in that neighborhood would be included if the project was projected to come in under budget. Director Thomas stated that would not happen at this time due to staff time constraints, they would be unable to design another segment.
- Director Thomas stated the HWY60 & 12th Avenue Intersection Improvements will primarily involve electrical contractors and light-timing as well as new striping since the intersection has land constraints.
- Director Thomas reported the Phase III plans for the River Bend Meadows Subdivision were submitted to the Village for review on February 8, 2022 and construction is anticipated to begin in May, 2022. There are four phases in this development.
- Director Thomas reported Phase V of the Shady Hollow Subdivision is anticipated to begin soon.
- Director Thomas restated the Stonewall Farms Phase I project would begin when approvals were received. Trustee Harbeck inquired why the Village installed Sanitary Sewer east of Yuma to the limits of the subdivision when such an arrangement is not typical for the Village. Director Thomas stated that per a long-standing legal pre-annexation agreement the Village was obligated to provide sewer/water to the property at the time of development.

Report of Benchmarks – Year end 2021

Trustee Krueger requested the measure for crack sealing moving forward be reported as miles and gallons rather than square feet and pounds.

Report of Benchmarks – Public Works

Superintendent of Public Works Jake Arndt reported the weather in January allowed the crew to remove a large number of trees and he expressed concern over Village residents constructing gardens and trails in the Prairie Run neighborhood on Village property. There are a number of dead ash trees in this area that could pose a safety hazard.

Trustee Krueger requested the goals for 2022 be reviewed/updated by staff.

Superintendent Arndt expressed concern that the lead time for purchasing large trucks is over 18 months and it is challenging to manage given the Village's purchasing policy of three quotes. Two of the plow trucks are old, roughly 2005. Mr. Blum suggested placing orders with three vendors. Trustee Krueger suggested working with Administrator Thyges to see if there could be an exception to the purchasing policy and possibly moving forward with one trusted vendor.

DIRECTORS REPORT

Update on 258 West Cedar Street Backup

Assistant Director Gries reported Visu-Sewer performed televising of both the sanitary and storm sewers at this location and a report is expected in the near future.

Update on staffing levels

Director Thomas reported Linda Dean, Public Works Administrative Assistant, began January 31, 2022 and Rachel Wilde, Utilities Administrative Assistant, began February 14, 2022. A Utility Operator position has been posted for several months. Victor Petrov resigned this month now leaving us with two openings for this position. The new Department of Public Works Crew person for 2022 is expected to be posted in May, 2022.

ADJOURN

Motion by Trustee Delorit, seconded by Mr. Murray, to adjourn the meeting at 7:47 p.m. Motion carried.