

VILLAGE OF GRAFTON

BOARD OF PUBLIC WORKS MEETING MINUTES

MONDAY, MAY 9, 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, Mr. Les Blum, and Mr. Pat Murray

Staff present: Director of Public Works/Village Engineer Amber Thomas, Assistant Utility Director/Engineer Brecken Gries, Superintendent of Public Works Jake Arndt, Public Works Administrative Assistant Linda Dean, and Utility Office Assistant Rachel Wilde

Others present: Resident - Randy Grabczyk

HEAR PERSONS REQUESTING TO BE HEARD

Randy Grabczyk - 258 W. Cedar St. Mr. Grabczyk presented a letter ([attached](#)) he had sent to Director of Public Works/Village Engineer Amber Thomas, with copies to Village Board members on April 8, 2022. He feels he has not yet received responses to the five bullet points in the letter. Director Thomas will provide a formal response.

APPROVAL OF MINUTES FROM APRIL 11, 2022 MEETING

Motion by Trustee Delorit seconded by Mr. Blum, to approve the April 11, 2022 Board of Public Works meeting minutes. Motion carried

PUBLIC WORKS

Award STH60 & 12th Avenue Intersection Improvement Construction Contract

Director of Public Works/Village Engineer Amber Thomas stated this work is being done under a \$90,000 Signals and ITS Grant from the Wisconsin Department of Transportation (WISDOT). The project includes improvements to the traffic flow and Emergency Vehicle Preemption (EVP) Detection at the intersection of STH60 and 12th Avenue. The Village has also coordinated with WISDOT to add EVP Detection at the STH60 intersections with 17th Avenue and Cheyenne Avenue. This EVP work will be fully reimbursed by WISDOT up to \$20,000.

Director Thomas reported that the project was publicly bid and directly sent to two local electrical contractors that have satisfactorily completed WISDOT signal projects in the past. Two bids were received. Outdoor Lighting, with the low bid, has successfully completed many past projects throughout the Village, and staff has no concerns with recommending them for this project.

Trustee Delorit commented that the signal sensitivity at the STH60 & 12th Avenue intersection when going north-bound on 12th Avenue is poor for motorcycles and this should be addressed.

Motion by Mr. Murry, seconded by Trustee Harbeck to recommend the Village Board enter into a contractual agreement with Outdoor Lighting Construction Company, Inc, Milwaukee, WI to construct the STH60 and 12th Avenue intersection improvements including EVP detection at the intersections of STH60 with both 17th Avenue and Cheyenne Avenue for a Not to Exceed amount of \$51,093.58. Motion carried

Approve River Bend Meadows and Stonewall Farms Inspection Contracts

Director Thomas reminded the Board of Public Works that Construction Inspection contracts over \$25,000 require a review by the Board of Public Works with a recommendation to the Village Board for award.

Director Thomas stated that she has been encouraging developers since the beginning of the year to establish schedules so that inspectors could be selected and dedicated to their projects. Schedules were not established until April. Director Thomas contacted 16 engineering firms and two companies responded with staff availability. The firms and staff proposed are the ONLY inspectors that staff could find available for this summer/fall season.

River Bend Meadows, JT Engineering Proposal, includes a combination of an Entry-Level Inspector (\$63 per hour) as well as a Senior Level Inspector (\$129 per hour). Two years ago the senior inspector worked on Phase I and he will train the entry-level engineer. It is anticipated that the Senior Level Inspector will kick off the project and train the entry level inspector to take over inspection duties for the summer. The Senior Inspector works out of JT's Mequon office and will be available onsite very quickly as needed/requested. Since the senior inspector inspected Phase I of River Bend Meadows and is therefore familiar with the project.

Stonewall Farms, Collins Engineers Proposal, includes a Junior Level Engineer (\$105 per hour). This inspector will be available throughout the entire project, from material submittal review through punch-list and as-built plan creation. The consistency in inspection will be a huge asset on this project as Phase I is fairly large. Collins will provide a back-up inspector on the limited days that the main inspector is unavailable due to vacations, illness, etc.

Trustee Krueger inquired if it is unusual for engineering firms to struggle to fill these types of requests. Director Thomas stated they have been having difficulties with staffing for the last few years, most engineering firms are trying to find qualified staff to hire.

Trustee Harbeck inquired if the pricing was reasonable and Director Thomas stated that \$105 is the average going rate.

Trustee Krueger asked if the Village is still televising before acceptance and Director Thomas stated that televising will be done before acceptance, per the Village's standard specifications.

Motion by Trustee Delorit, seconded by Mr. Blum to recommend the Village Board approve the Village of Grafton inspection services for River Bend Meadows Residential Subdivision Phase 3, utilizing JT Engineering, Inc. as the consulting firm. Motion carried

Motion by Trustee Delorit, seconded by Mr. Blum to recommend the Village Board approve the Village of Grafton inspection services for Stonewall Farms Residential Subdivision Phase I, utilizing Collins Engineers, Inc. as the consulting firm. Motion Carried.

Review Public Works 5-Year Capital Improvement Plan

Director Thomas reported that an additional mower and trailer have been added to the capital improvement plan (CIP) for 2023 to help maintain new parks and this equipment will create two crews for mowing. These additions and current price increases have caused several items to be pushed into 2024. Several items have now been pushed out multiple times and the Village is beginning to see ramifications of these decisions. For example, the Department of Public Works (DPW) needed to pull a Ford Ranger out of commission last week due to safety concerns.

Trustee Harbeck inquired if summer positions had been filled and Superintendent of Public Works Jake Arndt reported that all positions have been filled with three individuals working for the Parks and Recreation Department, four working for DPW and Retired Police Officer Tom Meiller will also assist several days a week.

Trustee Delorit inquired if the Department of Public Works would be terminating the arrangement with Cedarburg and Port Washington for shared use of the stump grinder and Superintendent Arndt stated that once discussions began, all three communities expressed interest in eliminating this as a shared resource. The existing stumper will be sold.

Mr. Murray inquired about the lead time for leased vehicles and Superintendent Arndt mentioned that the trucks leased in November have not yet arrived. Overall, there are many questions about how leasing equipment for DPW will work. Board members do not feel that leasing vehicles is a practical or cost efficient choice for the Public Works Department.

Director Thomas introduced the Five-Year Street Improvement Plan and stated that design costs have now been added to the plan because design work is becoming too big of a workload to do in-house. Additionally, the first year (2023) includes the possible extra West Cedar Street project. Overall, there are 6.54 miles of roads in the plan for reconstruction. With the goal of maintaining all Grafton roads at a level of six or better, 13 miles of roads were rated between a 1 and a 5 in 2021. At this time last year, the

result was 18 miles with these ratings so the Village is making progress toward the road improvement goal.

Director Thomas also noted that Bipartisan Infrastructure Law (BIL) funding is being pursued for several collector road projects including: Hickory, Wisconsin Avenue and First Avenue.

Trustee Delorit raised a concern about including roads that are rated above a 5 in a reconstruction project. Director Thomas stated the roads were included due to significant utility issues. Trustee Delorit then questioned if DPW should cover said costs or if the Utility should be responsible. Trustee Krueger asked if there would be an openness to changing the philosophy of the plan and having the Utility trench and repair rather than performing a full road replacement. Director Thomas stated that this has been considered especially if only one utility is being replaced.

Trustee Krueger inquired if any additional information would be available regarding the West Cedar Street project prior to budget discussions with the Village Board and Director Thomas stated there would be additional information before the 2023 budget is set.

Director Thomas highlighted several other capital projects:

1. An LED lighting project for 2023
2. Potential Roof repairs for approximately \$1.7 million which are not yet in the plan. The Municipal Services Facility is close to 15 years old and the original roofing materials had an estimated useful life of 15 years.

Public Works Major Projects Update

Director Thomas presented the major Public Works projects:

1. Sidewalk Replacement Project was awarded last month and the contractor plans to begin next week. The contractor anticipates three weeks of work.
2. Street Reconstruction Project: work on Holly Lane continues and Vista and Willow work will be next but there are a few issues with acquiring materials so progress is a little slower than normal. Trustee Harbeck stated that the pace of work does not seem to be an issue with residents.
3. Roadway Sealants Project: goal is to post the project for bids within the next month.
4. STH60 Bridge Light Replacement: the next step is to contact several communities which have recently completed bridge decorative pole projects for insight.

Report of Benchmark Measurements-Public Works

Superintendent Arndt reported that work in April consisted of tree trimming and stumping, planting three trees, preparing flower beds, and a significant amount of street sweeping. Additionally, asphalt plants opened on Friday, May 6 and DPW began pouring concrete that same day.

WATER & WASTEWATER

Award WWTF Electrical Upgrade Construction Contract

Assistant Utility Director/Engineer Brecken Gries reported the 2022 adopted budget included \$1,969,754 for this project. The bid opening for this project was Tuesday, May 3, 2022. The Village received one bid from Pieper Electric, Inc. for \$1,081,311.00. Pieper Electric, Inc. has complied with the prequalification and bonding requirements of the bid documents. MSA, the Village's consultant engineer for the project is familiar with Pieper Electric, have reviewed their references, and has no concerns; therefore, recommends the award.

Assistant Director Gries explained that the generator installed during previous construction is only connected to the Headworks building, and Pieper would be replacing all MCC cabinets and connecting the new transfer switch and generator to the entire facility.

Mr. Blum expressed concern about Pieper's low bid. Assistant Director Gries explained that the bid is lower than expected because Pieper is also the system integrator, so a separate system integrator will not need to be hired. Trustee Krueger added that the system integrator will cost Pieper as well. Assistant Director Gries assured the Board that staff spoke with Pieper to verify the cost. Pieper has visited the Utility plant about six times to assess the facility and equipment and are confident in their bid.

Director Thomas stated that the bid from Outdoor Lighting also came in under budget. She added that there were a lot of contractors on the bid list that pulled plans and visited the project. The difficulty, how integral the project is, and the long lead times with possible price increases on equipment are some factors of why other contractors might not have bid.

Motion by Mr. Blum, seconded by Mr. Murray to recommend the Village Board award the WWTF Power and Control Equipment Consolidation Project to Pieper Electric, Inc. New Berlin, WI for a total cost not to exceed \$1,081,311.00. Motion carried.

Review Utility 5-Year Capital Improvement Plan

Assistant Director Gries reported that Field Operations Coordinator Dan Fisher has been pushing the AMI Meter conversions with hopes to complete them by 2026. Despite meter supply chain issues, Coordinator Fisher is confident they will remain on target.

Assistant Director Gries noted that Well #3 Variable Frequency Drive (VFD) was added to the Capital Improvement Program. The Municipality does not have an extra VFD on the shelf, and with supply chain issues, it could take three months to receive a new one. The Utility would not be able to go three months without an operating well should a VFD fail, so since Well #3 VFD is the oldest, it was added to the Capital Improvement Plan for 2023.

Assistant Director Gries stated that the primary sludge pumps are nearly 40 years old and are not the best pumps for their purpose. Trustee Krueger asked if they would be

replaced with a similar type of pump. Assistant Director Gries stated that the new pumps would be similar. In the past year, one of the three pumps has failed and staff can no longer get parts to repair it. Only two pumps remain functional.

Assistant Director Gries reported that the Bobolink Lift Station wet well is located in the sidewalk and is a safety concern as the lid has corroded and can no longer be locked. Parts of the metal lid cannot be repaired, and the whole lid will need to be replaced. Both pumps will be replaced at the lift station.

Assistant Director Gries is expecting the report for the Bridge Street I&I Rehab project to be complete this summer with construction taking place in 2023. The plan is to do a lift station study one year and the construction upgrades the following year. The estimated cost is based on what was spent at the Green Bay Lift Station and is a placeholder for now.

Assistant Director Gries stated the Utility is having difficulty ordering their truck for 2022, so there are two trucks included in the Capital Improvement Program for 2023.

Assistant Director Gries reported that the Jet-Vac truck was in the budget last year, but it is now at its peak for monetary return with the current demand for used trucks. The City of Mequon's Jet-Vac truck went down this past week, and the repairs will take one to two months since the pumps and parts are specialized. They have inquired if Grafton Utility's Jet-Vac truck could be a back-up should a situation arise where they would need one. Trustee Harbeck suggested requesting reimbursement from the City of Mequon for the use of our staff and Jet-Vac truck. Trustee Delorit asked about the lead time for a new Jet-Vac truck. Assistant Director Gries stated that last year's lead time was about a month but current lead time is unknown. Trustee Krueger asked if the estimated price is with or without the trade-in, and Assistant Director Gries confirmed that it is with the trade-in. Trustee Krueger also inquired about the DNR's increased requirement of annual sewer cleaning, and Assistant Director stated that the annual sewer cleaning goal will be 150,000 feet in 2023.

Utility Major Projects Update

Assistant Director Gries presented the major Utility projects:

- WWTP Chemical Feed Systems Design Upgrade Project was awarded and had a project kick-off meeting on April 19, 2022. The Utility is in the process of getting submittals and ordering the necessary equipment to be installed.
- Bridge Street LS Tributary Area I/I Construction. MSA is still working on finishing their report.
- WWTP Headworks Upgrade Project Punch List is now at four to six items. These items are minor and waiting on parts to be completed. Budget breakdown was redone. Substantial completion damages date was updated and final completion damages continue to be accrued.
- WWTP MCC Replacement Design Services Project was awarded to Pieper Electric, Inc.

- Green Bay Road Lift Station Tributary Area Rehab work is ongoing. The wet weather was a factor in not getting some projects done, but they should be completed as soon as the weather improves. Trustee Krueger suggested flow monitoring tests after the improvements are complete to measure how much of a difference they make and to communicate with residents on what was gained with the results.
- WISDOT I-43 Construction from Milwaukee County to STH60. There continues to be an increase in bulk water requests. No other work near Village Utility crossings yet.

Report of Benchmark Measurements-Water & Wastewater

Assistant Director Gries reported that staff is continuing to work on cross control inspections and new meter installs. Hydrant flushing is currently taking place. There was one sanitary back-up last month due to a clog in the main. A water main break occurred near Shoreland Lane and 14th Avenue the afternoon of May 9, 2022 where there had been a repair two years prior that staff was currently attending to.

DIRECTORS REPORT

Update on West Cedar Street work

Director Thomas stated the next step is to begin televising this area.

Trustee Krueger asked Director Thomas to update the board on the storm water concerns from the Blackhawk Valley residents regarding the Blue Stem Subdivision. Director Thomas explained that since last year several neighbors along Blackhawk Drive south of Falls Rd have raised concerns about the amount of water flowing during rain events through the creek behind their properties. Several email exchanges between staff and the residents over the past year have attempted to explain the design and modeling requirement of both the Department of Natural Resources (DNR) and the Village that require less storm water runoff after development compared to pre-development conditions. Only 17 acres of Blue Stem flow to the west. This area used to sheet flow across the land and now is discharging from one pipe, which is much more visible. The developer had an engineer design the storm water system and the Village had an independent engineer review and confirm it met all requirements. Approximately 350 acres of Village land flows to that creek, the 17 acres from Blue Stem is a very small portion of those acres. The increased water in the creek is due to the amount of 50 year and 100 year storm events that have occurred in recent years. Residents have noted that electrical boxes end up under water. They were installed in a flood plain, and it would be up to WE Energies to move them if necessary.

Trustee Harbeck inquired regarding the status of the crosswalk at Centennial Park. Director Thomas reported that concrete was going to be poured on Tuesday, May 10, 2022.

ADJOURN

Motion by Mr. Murray seconded by Mr. Blum, to adjourn meeting at 7:39 p.m.
Motion carried.