

VILLAGE OF GRAFTON

BOARD OF PUBLIC WORKS MEETING MINUTES

MONDAY, JUNE 13, 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: none

HEAR PERSONS REQUESTING TO BE HEARD

None

APPROVAL OF MINUTES FROM MAY 9, 2022 MEETING

Corrections to May 9, 2022 minutes:

- Page 3, Review Public Works 5-Year Capital Plan, Paragraph 1: These additions and current price increases have ~~resulted~~ caused...
- Page 6, paragraph 5, and the repairs will take one to two months since the pumps ~~are~~ *and* parts...

Motion by Mr. Les Blum seconded by Trustee Dan Delorit, to approve the May 9, 2022 Board of Public Works meeting minutes with identified changes.

Motion carried

WATER & WASTEWATER

Award WWTF Power and Control Equipment Consolidation Project Construction Related Services

Assistant Utility Director/Engineer Brecken Gries reported that the Utility is seeking outside engineering project management services during the construction phase of the WWTF Power and Control Equipment Consolidation Project due to the large scope and logistics involved with this project.

While Pieper Electric, Inc. was awarded the construction contract for the project, MSA submitted a \$170,000 proposal to the Village of Grafton for the following engineering services:

1. Construction Administration Phase

2. Construction Observation Phase
3. Post-Construction Phase

Due to the complexity of the project, other engineering consultants were uncomfortable providing the Village a proposal for these construction services; therefore, no additional quotes for engineering services were obtained. Staff agrees it will be beneficial for MSA, as the design engineers, to provide construction services on this project.

Trustee Delorit questioned if there will be more management of MSA and how they control the project. Assistant Director Gries confirmed that there will be and that she is comfortable with the responsibility of overseeing them. MSA will only be onsite when large pieces of the project are being completed and when their technical expertise is needed, the remainder of the time, Assistant Director Gries will provide oversight.

Mr. Blum expressed concern about change orders during the design process if MSA is also doing the inspection. Assistant Director Gries assured that even though MSA is doing the design work and inspection, she understands the conflict of interest. Trustee Krueger added that in his experience, the design consultant normally does the inspection as well.

Trustee Harbeck questioned who the other engineering consultants were that were contacted but did not provide a proposal. Assistant Director Gries stated that Strand Associates, Inc. and Applied Technologies, Inc. were the two companies.

Trustee Harbeck also expressed concern about the budget for the project. Assistant Director Gries assured that the construction bid came in much lower than expected, but there is some concern with 50-60 week lead times and possible price increases. Trustee Krueger stated that there would also be concern if the cost starts to approach the cost-not-to-exceed.

Motion by Mr. Murray seconded by Trustee Harbeck, to recommend the Village Board enter into a contractual agreement with MSA Professional Services of Baraboo, WI to provide professional engineering services for the construction phases of the WWTF Power and Control Equipment Consolidation Project on a time and materials basis for a total cost not to exceed \$170,000. Motion carried.

Award SCADA Radio and Tower 1 Infrastructure Upgrades

Assistant Director Gries reported that the next phase of the project is to install a vertical antenna pipe mount on Tower 1 and create an opening for the cable run to connect the antenna. Currently, Tower 1 lacks the infrastructure to mount the repeater antenna. Higgins Tower and Pieper Electric, Inc. were contacted since they specialize in communication mounting infrastructure on towers. Proposals from Higgins Tower and Pieper Electric, Inc. were submitted tentatively to the Utility for providing and installation

of the infrastructure on Tower 1 in April 2022. However, when final proposals were obtained in May 2022, Pieper Electric, Inc. was the only one who provided an updated estimate for the tower infrastructure work. Their proposal to install the Tower 1 mount infrastructure is \$20,110. Pieper Electric, Inc. included a separate cost for installing the coax cable and antenna to Tower 1 simultaneously to the mount installation for an additional cost of \$4,825. This will bring added value to the project because Pieper will only need to be on site once.

Mr. Blum questioned how far out the queue was to begin work. Assistant Director Gries stated that work could begin in about a month, and it would need to start soon while there is still full leaf coverage.

Trustee Krueger questioned if the TCIC survey will reveal if Tower 1 was not the best choice to mount the infrastructure. Assistant Director Gries stated that Ruckert & Mielke, Inc. is confident with their Tower 1 choice and the type of cabling.

Trustee Krueger also inquired about the budget and how much work is left on the project. Assistant Director Gries noted that a few more components need to be purchased and put into place before the project is complete, and Pieper Electric, Inc. has assured that this will be within budget.

Motion by Trustee Delorit seconded by Mr. Blum, to recommend the Village Board approve the Tower 1 mount infrastructure, coax cable, and antenna installations by Pieper Electric, Inc. for \$24,935.00 as part of the WWTF SCADA Radio Telemetry Network Upgrade Project. Motion carried.

Approve Municipal Well #2 Repair & Reconstruction

Assistant Director Gries reported that the Utility did not budget any funds for well rehabilitation in either 2019 or 2020. The significant mechanical failure of the pumping equipment at Well 2 was an unforeseen event in 2019, leaving Well 3 and Well 7 to be the only working wells in the East Pressure Zone. Due to its very minimal use, the Utility chose to extend the well's service life well beyond the DNR recommended 10-12 year pump pull and inspection cycle. Without the needed repairs and rehabilitation for over 25 years, it is unknown as to the true ability of potential output of the well. However, this well is vital to the redundancy of the East Zone of water supply for the Village.

Recently, the VFD for Well 7 failed causing Well 7 to be completely down until the VFD was repaired. With supply shortages, Utility staff was initially given a 20 week lead time on obtaining the equipment that was needed. Luckily, a spare VFD was located and repairs were complete within a week. However, this left the Village with only one production well available on the East Zone. Well 7 supplies 22% of the Village's water. The only other well available on the East Zone was Well 3, which supplies 19% of the Village's water.

In 2019, an emergency repair proposal for Well 2 was presented to the Board of Public Works, but the proposal was denied until proper budgeting for the repair could be done. Recently, the DNR notified the Utility that Well 2 needs to be repaired and brought back into service or properly abandoned by the end of 2022. The total cost estimate from Municipal Well & Pump for Well 2 equipment repair/replacement work is \$78,984. The total cost estimate from Municipal Well & Pump for Well 2 abandonment is \$22,607.

Assistant Director Gries recommended repairing and bringing Well 2 back into active service for redundancy purposes in the East Zone of water supply and for additional water capacity amongst new and future developments.

Mr. Blum questioned if there was potential to increase water capacity at Well 2 if it was drilled deeper during rehabilitation. Trustee Krueger noted that wells usually are not drilled deeper unless necessary; however, capacity can be increased slightly through restoration.

Trustee Krueger mentioned that in the case of a Fire Department emergency in the East Zone, should any wells be down, water would need to be pumped over from the West Zone via only one transfer station. Adding a second transfer station in lieu of repairing Well 2 could be an option but would need further cost effective analysis.

Director Thomas added that if Well 2 were repaired, the Village would work to use it more than it had been previously. This could assist in keeping its capacity up. Trustee Krueger expressed concern if increased usage would increase Volatile Organic Compound (VOC) numbers.

Trustee Harbeck questioned what the start time would be to begin repairs and the availability of the parts. Based on her experience with Municipal Well & Pump in the past, Assistant Director Gries stated that they usually can begin within a week or two.

The Board agreed that when looking at all the options, the most cost effective one would be to repair and bring Well 2 back into service for the benefit of the Village.

Motion by Mr. Blum seconded by Mr. Murray, to recommend the Village Board approve the proposal from Municipal Well & Pump to provide rehabilitation and repair services and materials for Village Well #2 at the not-to-exceed cost of \$78,984. Motion carried.

Approval of the 2021 CMAR Report

The Compliance Maintenance Annual Report (CMAR) for the Village of Grafton Wastewater Utility is a required report that must be submitted annually to the DNR. The report can only be submitted after the Village accepts it with a formal resolution. The

CMAR covers operations, maintenance, and management activities for the sanitary sewer collection system and the wastewater treatment plant (WWTP) for the 2021 calendar year.

Assistant Director Gries has been having some difficulty with the CMAR software as it pre-populated some of the fields based on the information in the DNR's database with no ability to edit them. She is working with the DNR to change some incorrect pre-populated fields.

Assistant Director Gries reported that the Utility received an overall GPA of 3.89 so far for 2021 CMAR. With some corrections to the information in the DNR's database, it should hopefully raise back to 4.0. This point total positions the Utility into the DNR's "voluntary" or "no action required" category. Similar to prior year's reporting, the 2021 CMAR indicates that the collection system and wastewater treatment facilities were operated, maintained, and managed in a responsible manner.

Trustee Krueger questioned if the overflow event on August 8, 2021 would bring down the overall CMAR score. Assistant Director Gries assured that this event as well as two other events that took place in 2021 would not bring down the score because the Utility reports occurrences to the DNR as they happen.

Trustee Krueger also questioned why it was marked on the report that the sludge is not land applied when it is land applied. Assistant Director Gries explained that the Utility has a different type of permit, and that even though the sludge is land applied, the Utility does not land apply it themselves.

Trustee Krueger asked about the Green Bay Lift Station power supply being from Well 5 when it should be from the Wastewater Treatment Plant. He also questioned why the electrical consumption was so much lower in January and February than it has been in the past for those months. Assistant Director Gries said she double checked those numbers but is unsure why they are so low.

Assistant Director Gries passed her final two tests to become the Operator in Charge (OIC) for the Utility. The Utility currently utilizes an OIC from Saukville. Trustee Krueger questioned how long it will take for the title to become official. Assistant Director Gries will have to fill out paperwork and wait to hear back from the DNR.

Motion by Trustee Delorit seconded by Mr. Blum, to recommend the Village Board approve and adopt a resolution accepting the 2021 Compliance Maintenance Annual Report and submittal of the report electronically to the DNR as required. Motion carried.

Review CCR 2021 Report

On an annual basis, the Village of Grafton Utility is required to prepare and make available to its Utility customers a copy of the Consumer Confidence Report (CCR). This is an annual statement describing the drinking water supply and the quality of water that is being provided throughout the Utility's service area. The CCR presents this water quality data relative to the current safe drinking water standards as established by the USEPA and enforced by the WDNR. Public water systems must provide this CCR to their customers by no later than June 30 of each year.

Assistant Director Gries reported that the proposed 2021 CCR indicates that the Village of Grafton's water supply continues to meet or exceed all Federal and State safe drinking water requirements.

Trustee Harbeck questioned where the CCR 2021 Report will be posted. Assistant Director Gries stated that the CCR is being distributed to Utility customers by a variety of methods. Village departments will be provided with a limited number of CCR copies available for public review or pick-up. The CCR will also be posted on the Village's website. Village customers will be made aware of this posting by notice in their utility bill, the News Graphic, and Ozaukee Press.

For informational purposes only.

Utility Major Projects Update

Assistant Director Gries presented the major Utility projects:

- WWTP Chemical Feed Systems Design Upgrade. Rohde Brothers continues to do research and look through drawings of the current design. An excavator will be arriving in early July to begin underground work while waiting for the tanks that are set to arrive in November or December 2022.
- Bridge Street LS Tributary Area I/I Construction. MSA has finalized their report. Assistant Director Gries is hoping to review the report this month and have results by next month.
- WWTP Headworks Upgrade Project Punch List is down to a couple items. There are two outstanding pay applications. MSA helped draft a letter to C.D. Smith explaining where the project is with damages and costs, and that if they did not get the work done, we would complete the work and charge them. That letter will be sent with the first pay application. Director Thomas added that the final pay application will not be paid until damages and costs are finalized.
- WWTP MCC Replacement Design Services. Pieper Electric, Inc. is working on ordering parts and equipment which currently have long lead times. Assistant

Director Gries is working with WE Energies who would like to replace the transformer and switch in return for ownership of them. Mr. Blum noted a benefit would be that WE Energies owns a lot of transformers. Assistant Director Gries is weighing the costs and benefits before making a final decision.

- Green Bay Road Lift Station Tributary Area Rehab. There are four different sized manholes that have yet to be replaced. This is the last part of the project.
- WISDOT I-43 Construction from Milwaukee County to STH 60. There continues to be an increase in bulk water requests. A contract is being put together to meter a hydrant adjacent to the concrete batch plant near Costco for contractor water use. Mr. Blum questioned if they would only be charged the water rate or if they would also be charged the sewer rate. Assistant Director Gries is currently negotiating rates with the contractor, but the contract will for sure require a deposit to cover any damage that may happen to the hydrant.

Report of Benchmark Measurements-Water & Wastewater

Assistant Director Gries reported that staff completed hydrant flushing throughout the Village in late April and early May. Due to supply chain shortages, staff is still waiting on their shipment of new water meters and only installing necessary meters in the meantime. Staff has started jetting and televising sanitary sewer lines and exercising distribution system valves. Trustee Krueger mentioned that there should be further clarification and tracking of department budget and savings shared with the Board.

PUBLIC WORKS

Award 2022 Roadway Resurfacing Project

Director of Public Works/Village Engineer Amber Thomas reported the Glen Anna Neighborhood was selected this year for the roadway resurfacing project because the roads have held together very well (road ratings are 7-8) for their age and will therefore benefit from this work.

Two bids were received. The budgeted amount was \$70,000 and the low bid from Struck & Irwin came in at \$67,738.28. Struck & Irwin is the company that completed the micro surfacing work in the Village last year, and staff has no concerns with working with them again. The contractor is targeting completion in July.

Trustee Delorit inquired about the surfacing issues that were experienced in the beginning of the project last year. Director Thomas stated that larger stones can cause streaking and voids so steps are being taken to minimize contamination by larger stones. The vendor did repair the defects last year and it is holding up well.

Motion by Mr. Blum seconded by Mr. Murray, to recommend the Village Board award project 22-04 Micro Surface Village Roads to Struck & Irwin Paving, Inc, DeForest, WI for a contract cost of \$67,738.28. Motion carried

Award MSF Roof Repair Project

The 2022 DPW Capital Projects budget contains \$14,006 for repairs to the front office portion of the roof at the MSF building. The front office has a different roof than the rest of the building and several design issues lead to flooding inside the office particularly during the spring thaw season.

The project bid included the Municipal Services Facility (MSF) office and garage areas as well as some work at the Water Utility. The budget for the MSF office project was estimated early in 2021; however, many market changes have occurred since the time of the estimate and costs have increased significantly. Due to the price increase, only the MSF office area is being considered due to concerns of water leaking onto the desk/computer area in the office during periods of freeze/thaw. The repairs needed are small, but labor intensive; therefore, most of the cost for the repairs is driven by labor costs not material costs.

The budget for this project is \$14,006, four quotes were received and the lowest quote was \$34,377. Additional funding is expected to be realized from \$8,910 in cost savings from the MSF parking lot sealcoating project and \$22,916 in cost savings from the DPW portion of the street project.

Trustee Harbeck inquired why the estimate was so low and Director Thomas stated the estimate was obtained in early 2021, almost 18 months ago, and there have been significant increases in both labor and materials since that time.

The Board of Public Works (The Board) members expressed concern that the metal roof was experiencing such issues at this stage in its useful life and asked if plans, specifications, warranties, contractors, architects, etc. were available to review and/or contact. The Board also inquired when these problems began to appear. Director Thomas stated that the office water leak first appeared about three years ago and that she has a plan set but information on warranties has not yet been located. She also stated that the flashings are not correct. The contractor we are currently working with does believe this is a design flaw but it is unclear what if any liability issues there may be on a building that is already over ten years old.

Trustee Harbeck inquired if the decision to approve this work could be put off for a month while additional investigation into potential warrantees could take place. Assistant Director Gries stated that the quote is good for 30 days so that might be an issue. The Board asked Director Thomas to investigate the warrantee/liability of this situation over the next week and inform the Board of her findings. The Board agreed that a motion to approve this work could go straight to Village Board dependent upon Director Thomas's findings.

Motion to recommend the Village Board award the MSF roof repair project to The Garland Company, utilizing Arlington Roofing Solutions as a subcontractor, for a contract cost of \$34,377 contingent upon staff review of warrantee information.
Motion Carried

Approve Updates to the Bridge Street Dam “Inspection, Operation and Maintenance Plan” and “Emergency Action Plan”

Director Thomas reported that the last update to these documents was in 2018 and the major changes related to the listed contacts.

Several additional updates were identified during the meeting:

1. Page 8 of 22 – Replace reference to Dave Murphy with Amber Thomas
2. Page 13 of 22 – Flow Chart

Trustee Harbeck asked if the annual October review and five-year meeting outlined on page 11 of 22 were taking place. Director Thomas stated that moving forward, these reviews will take place.

Motion by Mr. Blum and seconded by Trustee Harbeck to recommend the Village Board approve the updated Bridge Street Dam *Inspection, Operation, and Maintenance Plan* and *Emergency Action Plan* with above stated corrections. Motion carried

Public Works Major Projects Update

Director Thomas presented the major Public Works projects:

Sidewalk Replacement – The contractor has been very busy during the past two weeks and anticipates finishing by the end of this week.

Street Reconstruction – The contractor plans to start roadway reconstruction on Holly, Vista, and Willow mid next week. Underground utility work will move to Grafton Avenue, Sunset Lane and Sunset Court.

Intersection Improvement – The materials have been ordered and the contractor is expecting to complete the work in stages due to material availability. The Department of Transportation (DOT) has changed how this contract will be executed and there are adjustments in how and when the Village will pay and be reimbursed for project-related invoices.

Seal-coating projects – The MSF and pool parking lots will be seal-coated, this will most likely take place in September once the pool closes.

Street Poles for the Bridge – The poles utilized on the new Cedar Street signals meet the specifications and are appropriate to use on the bridge. Director Thomas is in the process of obtaining quotes.

Utility Infrastructure Survey – Geographic Information System (GIS) mapping has been completed by Symbiont and many new structures were identified. A total of 1,697 new points were added.

River Bend Meadows – The contractor is almost done grading and is expected to begin the underground utilities next week.

Stonewell Farms Interceptor Sewer – This site is still experiencing a significant amount of inflow and infiltration (I&I). Televising has been conducted but did not reveal the cause of the infiltration. The sewer line into existing Village infrastructure has been plugged so the Village system is not currently being impacted. The contractor will continue to seek the source of this problem and will not be able to install access roads until it is resolved.

Stonewall Farms – The contractor is grading the entire site and is in the process of building ponds. Mr. Blum expressed concern regarding the amount of mud that is being tracked onto Hwy60 near this construction site. Director Thomas stated there will be an inspector on site daily in the near future and will insure sweeping is done daily.

Report of Benchmark Measurements-Public Works

Superintendent of Public Works Jake Arndt reported that May was a busy month for asphalt and concrete work, street sweeping, tree planning and trimming.

DIRECTORS REPORT

1. Televising for the neighborhood around West Cedar Street will begin this Wednesday.
2. There were two water main breaks near 14th and Shoreland, this area has 6 inch, old water mains. Director Thomas stated that Vinton has been asked for a quote to trench and replace these water mains – just the water mains. The funding would come from the savings on the street project.
3. Three grant applications have been submitted for the Bipartisan Infrastructure Law (BIL) to be used for collector and higher roads in Grafton:
 - a. Hickory Street from Green Bay Road to Ninth Avenue. These roads are rated from 2-4 and are not in the five-year plan.
 - b. Wisconsin Avenue from Beech Street to First Avenue. (1.5 miles). This project would be to mill off the asphalt and repave the road.
 - c. First Avenue from Wisconsin to West Maple. This road has been on the five-year plan and has moved around in priority. The proposal included extending the bike lane and adding bioswales in the median.

Director Thomas reported that a response regarding these grants is expected near the end of June.

ADJOURN

Motion by Mr. Murray seconded by Trustee Delorit, to adjourn meeting at 7:37 p.m. Motion carried.