

**VILLAGE OF GRAFTON**  
**BOARD OF PUBLIC WORKS MEETING MINUTES**

**MARCH 11, 2009**

The Board of Public Works meeting was called to order at 6:00 p.m. by Chairman Ron LaPean.

Members present: Ron LaPean, Scott Volkert, Richard Rieck, Pat Murray, and Edwin Dietrich.

Staff Present: Director of Public Works/Village Engineer Dave Murphy, Utility Director Tom Krueger, Superintendent of Public Works Gary Helm, Utility Superintendent Tim Nennig and Administrative Assistant Melissa Depies.

Others Present: Dan Hilgart

**HEAR PERSONS REQUESTING TO BE HEARD**

Dan Hilgart, 303 South Pleasant Place, Saukville, explained that he had contacted Utility Director Krueger regarding hauling sludge for the Village.

Utility Director Tom Krueger explained that the contracted sludge hauler for the Village has gone out of business. Mr. Krueger contacted three companies for quotes, to haul sludge on a temporary basis, while the Village sent out Requests for Proposals for a long term contract. Mr. Hilgart had provided the lowest proposal. Mr. Krueger stated that this information was not available when this agenda was set and he does not know if Village Board action is required. Mr. Krueger will be discussing the situation with Administrator Hofland and, if necessary, approval can be placed on the Village Board agenda without Committee recommendation.

Trustee Rieck believed that since this is the lowest proposal received and it is within the budgeted amount it could be handled internally.

Mr. Krueger reiterated that this proposal is for a short term, only thru the summer. The Utility will be sending out a formal RFP for a long term contract which will need Village Board approval.

**MINUTES**

Motion by Mr. Dietrich, seconded by Mr. Murray, to approve the February 9, 2009, Board of Public Works meeting minutes. Approved unanimously.

## **PUBLIC WORKS**

### Railroad pedestrian/bicycle crossing at Bridge Street

Director of Public Works/Village Engineer Dave Murphy explained that St. Paul Lutheran Church was required to install a pedestrian crossing of the Canadian National Railroad (CNRR) at Bridge Street to connect the Church, School, and Senior Apartment complex to the downtown. Construction costs of the crossing would be funded by St. Paul Lutheran Church; however, maintenance responsibilities would be turned over to the Village.

Motion by Trustee Rieck, seconded by Mr. Murray, to recommend the Village Board adopt a Resolution petitioning for the establishment of a new Bridge Street at-grade pedestrian/bicycle crossing of the Canadian National Railroad. Approved unanimously.

### Award Project 09-02 / Falls Road Detention Pond

Director of Public Works/Village Engineer Dave Murphy stated that eight bids were received for the Falls Road Detention Pond. There were two low bids, one for the base bid with the HDPE liner and one for the alternate which was a clay liner. Both bids were well below the budgeted amount of \$400,000.

Mr. Murphy stated that the low base bid was received by C.W. Pupero for \$283,705.50 and the low bid for the alternate clay liner was received from Fischer construction for \$281,523.17. Even though the alternate bid is slightly less than the base bid, Mr. Murphy recommended approval of the base bid. He stated that the process for the clay liner required additional excavation of approximately two feet to allow for placement of the clay liner. Soil borings show that bedrock is extremely close to the bottom of the pond elevation; therefore, there is a higher chance of needing to remove the bedrock, which would require additional costs.

Motion by Trustee Volkert, seconded by Mr. Dietrich, to recommend the Village Board award contract 09-02 / Falls Road Detention Pond to C.W. Pupero, Oak Creek, WI, in the amount of \$283,705.50. Approved unanimously.

### Award Project 09-03 / sidewalk replacement program

Director of Public Works/Village Engineer Dave Murphy stated bids were received for the sidewalk replacement program. The low bidder Snorek Construction was slightly higher than the budgeted amount; therefore the Village will remove some of the footage to be replaced to ensure that the project stays within budget. Snorek Construction completed the 2008 sidewalk project with no issues or problems.

Motion by Trustee Rieck, seconded by Mr. Dietrich, to recommend the Village Board award contract 09-03 / Sidewalk Replacement to Snorek Construction, Greenfield, WI, in an amount not to exceed \$31,500. Approved unanimously.

Purchase 5-yard dump truck

Superintendent of Public Works Gary Helm stated that this truck will replace the 1994 Ford L8000. He noted that Milwaukee Truck Sales did not provide a bid as they could not meet specs. The Village has purchased equipment from the low bidder, Lakeside International, before and has had no problems or issues with service.

Trustee LaPean noted that additional equipment is necessary to make this truck complete. He noted that the budget is \$140,000. This purchase would only leave \$67,000 for the remaining equipment, and he questioned if that would be adequate. Mr. Helm stated that he requested and received a very complete budget quote when setting the 2009 budget; therefore, it should be within budget.

Motion by Trustee Volkert, seconded by Mr. Dietrich, to recommend the Village Board authorize the purchase of a 39,000 GVW 2009 truck chassis from Lakeside International, West Bend, WI, in the amount of \$72,977.

Approved unanimously.

Purchase hydraulic hose crimper

Superintendent of Public Works Gary Helm stated that this hydraulic hose crimper will allow the Village to make their own hydraulic hoses and fittings rather than having another firm make them for us, thus saving overall repair costs. Before specifying the equipment, a list was compiled of all hoses and fittings that are used, and included them into the specifications. The equipment is \$353 over the allocated budget. Mr. Helm noted that when the budget was set for this equipment, he followed the same procedure of obtaining a complete budget quote from the vendor prior to budget approval and prices have elevated since that time.

Motion by Trustee Volkert, seconded by Trustee Rieck, to recommend the Village Board authorize the purchase of a hydraulic hose crimper from Ritter Technology, LLC, Pewaukee, WI, in the amount of \$3,052.99.

Approved unanimously.

Public Works/Community Activities facility – Change Order No. 1

Director of Public Works/Village Engineer Dave Murphy explained that due to the change in the pond design and permitting requirements with the DNR, Kueny Architects is requesting an additional \$2,500. The original plan was to construct a pond on the northwest corner of the Public Works site; however, it was determined that this would be very costly. As a result, it was determined that the pond north of the pool could be expanded to accommodate the requirements of the project. Because the pond north of the pool is considered a navigable stream, a Chapter 30 permit is required. The additional \$2,500 is to cover the costs associated with the extra design and permitting application.

Motion by Trustee Rieck, seconded by Mr. Murray, to recommend the Village Board approve Change Order No. 1 to Kueny Architects for

engineering related services for the Public Works/Community Activities facility in the amount of \$2,500. Approved unanimously.

#### Yard waste drop site update

Director of Public Works/Village Engineer Dave Murphy presented a drawing that highlighted approximately 10 acres of the 40 acre parcel at River Bend Road / Lakefield Road. He explained that the garage will be a small two stall garage that will house equipment when the compost piles are being turned and brush piles are being moved. Mr. Murphy stated that he would like to see this project completed by the end of June, so the current yard can be closed when construction of the new facility begins.

Mr. Murphy noted that the Plan Commission will need to review the yard site plan and well as the building plan. So far all approvals have been obtained except for the salt dome, fuel station, and storage leans. Mr. Murphy explained that construction of the salt storage building will need to be a priority so that salt storage will be available in November, to prepare for the winter months. Currently the project is scheduled to have the bids available in April with a May opening and approval.

#### Major projects update

The Board reviewed the projects update.

Public Works/Community Activities Facility: Mr. Murphy presented a document indicating the LEED items that were included in the building design as well as additional items that will be bid as an alternate. The items included in the design provide adequate points to have the building be LEED certified. The alternate items, if awarded, will bring the building to a LEED Silver certification.

#### Report of benchmark measurements

The benchmark report was reviewed by Board members.

### **WATER & WASTEWATER**

#### Identity theft prevention program update

Utility Director Tom Krueger explained that this program was approved in November, and became effective December 1, 2008. The program was established to set policies and procedures to safeguard customer information through identification of red flags. Since initial program approval red flags have been expanded to assist office staff with identifying potential fraud and/or the occurrence of identity theft. The amended language has good merit and will be a benefit to Utility customers and will not generate any additional work for staff

Motion by Trustee Volkert, seconded by Mr. Dietrich, to recommend the Village Board approve the amended Identity Theft Prevention Program for the Grafton Water and Wastewater Utility to become effective March 23, 2009. Approved unanimously.

### Utility Billing Revenues Audit

Utility Director Tom Krueger explained that the auditors have highlighted some irregularities with the industrial and commercial billings for the first quarter of 2008, which total approximately \$50,000 in lost revenues.

Mr. Krueger explained that investigations have shown that this appears to be the result of the rate change not being correctly entered in the software and, the possible occurrence of software processing errors. He stated that there was no way to tell if this was staff error or software error. Because staff has changed since that time, we cannot question staff on what steps or procedures were followed when updating rate information.

Mr. Murphy questioned if the bills can be recalculated and re-billed to recover this lost revenue.

Mr. Krueger stated that the Utility has three years to adjust billings and recover lost revenue. He estimated that they would need three to five days of additional staffing to complete the data entry and adjustments so this can be billed with the next billing cycle. He noted that there are approximately 300 commercial and industrial customers that may have been affected.

Trustee LaPean stated that he was in favor of regenerating the bills and recovering the lost revenue; however, he wants to ensure that the Village will work with these customers and create payment plans if necessary.

Mr. Krueger assured the Board that he will be working with the affected customers as may be necessary.

Motion by Mr. Dietrich, seconded by Mr. Murray, to approve recovering the lost revenues by sending corrected bills to industrial and commercial customers providing payment installments if necessary. Approved unanimously.

### Utility Projects Update

The Board reviewed the projects update.

Green Bay Road Lift Station Improvements: Project will be advertised on March 12, and 19, with a bid opening on April 2.

Grafton Avenue Water Main Loop: Proposals for the engineering on this project are due on March 12.

### Report of Benchmark Measurements – Water & Wastewater Utility

The benchmark report was reviewed by Board members.

Utility Superintendent Tim Nennig stated that the Utility is waiting for the weather to cooperate so crews can get outside and start field work. Currently it is too cold for the equipment. Mr. Nennig noted that the Utility has dealt with two water main beaks this year; however, there have been no sewer backups. Operators have done a lot of inside work. Crews will be reading residential meters and the annual DNR water system inspection is coming up at end of the month.

**OLD BUSINESS**

None

**NEW BUSINESS**

Trustee Volkert wished the best of luck to any Trustee that was up for re-election in April.

**ADJOURN**

Motion by Mr. Dietrich, seconded by Trustee Volkert, to adjourn the meeting at 6:57 p.m. Approved unanimously.