

# VILLAGE OF GRAFTON

## BOARD OF PUBLIC WORKS MEETING MINUTES

MARCH 14, 2011

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

Members present: Ron LaPean, Sue Meinecke, Pat Murray, and Edwin Dietrich.

Members absent: Richard Rieck

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: Ted Warwick-Cool Blue Winter Frolics and Tara Wisdorf.

### HEAR PERSONS REQUESTING TO BE HEARD

None

### MINUTES

Motion by Mr. Dietrich, seconded by Mr. Murray, to approve the January 10, 2011, Board of Public Works meeting minutes. Approved unanimously.

### PUBLIC WORKS

#### Ordinance Amending Section 11.20.025 / Private Street Banners

Director of Public Works/Village Engineer Dave Murphy stated that Trustee Grant requested that the banner policy be reviewed at the request of a representative from Cool Blue Winter Frolics.

Mr. Murphy explained that upon reviewing the ordinance and the time necessary to put up and take down the banners several language changes were necessary. The language referring to overhead banners was removed, as the Village no longer allow this type of banner. Language requiring the Public Works Committee to approve the banners was changed to allow the Director of Public Works to approve the banners and language was added indicating that Village-sponsored events will take precedence over all other organizations. After reviewing the fees and the time necessary to put up and take down the banners, Village staff is recommending a fee increase from \$25 to \$50.

Mr. Murphy noted that the original banner ordinance was adopted in 2002 which established the fee of \$25, and the fees have never been raised since that time. The increase in fees only covers crew labor, it does not include any vehicle use or administrative fees.

Ted Warwick, representative of Cool Blue Winter Frolics group, stated that he had talked to Trustee Grant regarding the fees to put up the banners because as they were beginning the

event that they had no available funds. They were not aware that there was a fee for this service and believed it was a free service provided by the Village to local organizations.

Utility Director Tom Krueger stated that these events are “Quality Life, Grafton”, and shouldn’t the Village be more supportive when it comes to fees. Charging a fee like this makes it hard for the non-profit organization to get off the ground to raise the funds in the first place.

Mr. Warwick questioned the difference between a Village-sponsored event and his organization, which is comprised of Village residents. Mr. Murphy explained that a Village-sponsored event is an event that the Village is involved with. Mr. Warwick believes that the fees should be based on the type of event and the organization holding the event.

Trustee Meinecke commented that the banners are an inexpensive way to advertise and all organizations utilizing the banner locations should pay to have them put up and taken down. The fee simply covers the costs associated with the service.

Mr. Krueger questioned if a Public Works employee was a member of the organization, could they donate their time to have the banner put up and taken down. Mr. Murphy stated no, each organization must go through the proper channels to have their banner displayed to insure the banners meets the Director’s approval and that the correct banner is displayed.

Motion by Trustee Meinecke, seconded by Mr. Dietrich, to recommend the Village Board adopt ordinance amending section 11.20.025/Private Street Banners of the Grafton Municipal Code to increase the fee from \$25 to \$50. Approved unanimously.

#### Award project 11-01 / Street Reconstruction

Director of Public Works/Village Engineer Dave Murphy stated that the 2011 Street Reconstruction project includes Glen Anna Drive – 16th Avenue to Keith Lane, Valley Drive – 16th Avenue to 17th Avenue, and 17th Avenue – Falls Road to just north of Pine Street.

Mr. Murphy stated that six bids were received with Ozaukee Excavating being the lowest qualified bidder. The bids were competitive and the Village received good prices once again. The overall costs of the project is under budget; however, the Water Utility portion is over budget. The Utility has \$114,000 in their budget and their portion of the project is \$153,705.80.

Motion by Mr. Murray, seconded by Mr. Dietrich, to recommend the Village Board award project 11-01 / Street Reconstruction (Glen Anna Drive / Valley Drive / 17th Avenue) to Ozaukee Excavating, Grafton, WI for a cost of \$459,610.10. Approved unanimously.

Mr. Murray questioned when the project is scheduled to begin. Mr. Murphy replied that the contractor will be allowed to start the middle of May. This will allow the roads to remain open for the school buses and so the inspector can supervise and inspect both the street reconstruction project and the sidewalk replacement project.

Award Project 11-02 / Sidewalk Replacement

Director of Public Works/Village Engineer Dave Murphy stated that six bids were received for the Sidewalk Replacement project. The lowest qualified bidder was TP Concrete. They are a very reputable contractor and the Village has worked with them on many other projects, however this is the first time they will complete the sidewalk replacement project. The project includes stamping the poems into the sidewalk, Mr. Helm will be overseeing the stamping.

Motion by Mr. Murray, seconded by Mr. Dietrich, to recommend the Village Board award project 11-02 / Sidewalk Replacement to TP Concrete, Fredonia, WI for a project amount of \$34,980.45. Approved unanimously.

Accept sanitary sewer and water main; Blackhawk Valley Phase IV

Director of Public Works/Village Engineer Dave Murphy stated that Village Code requires developers to request acceptance of the public improvements. The developer completed installing sewer and water to Blackhawk Valley Phase IV in October 2008 and the final plat was approved in March 2009; however, the developer failed to submit a request for acceptance of the sewer and water improvements.

Mr. Murphy explained that recently a water main leak was discovered, which is how this oversight was found.

Motion by Mr. Dietrich, seconded by Mr. Murray, to recommend the Village Board adopt a resolution accepting the sanitary sewer and water main in Blackhawk Valley Phase IV Subdivision, Village of Grafton, Ozaukee County, Wisconsin with the warranty period being satisfied. Approved unanimously.

Storm water annual report

Director of Public Works/Village Engineer Dave Murphy stated that the DNR requires all municipalities that hold a Stormwater Discharge Permit to complete an annual report. The annual report tells the DNR what requirements of the permit are currently being met.

Mr. Murphy noted that the Village has complied with the removal of 40 percent Total Suspended Solids, as required. Because we have reached this goal, the Village does not need to build additional storm water management ponds; therefore, this has been removed from the Capital Improvement budget. However, in 2010 the Village failed to complete inspection of the ponds and increase public information and education.

Trustee LaPean questioned if the Village was required to clean out the ponds. Mr. Murphy responded that at some point in the future, this will be required. Future pond inspections will determine what if any work needs to be done to the ponds.

Motion by Mr. Dietrich, seconded by Mr. Murray, to recommend the Village Board approve the 2010 Storm Water Annual Report. Approved unanimously.

### 2010 Annual Report

The board reviewed the Annual Report without comment. Mr. Murphy stated that the report gives the Board a good idea of what the Public Works Department does through out the year with limited staff.

### 5-Year Capital Improvement Program

Director of Public Works/Village Engineer Dave Murphy explained that the 5-year Capital Improvement program budget will be submitted to Village Administrator Hofland for review and approval by the Village Board. Mr. Murphy found it necessary to make some adjustments to the previously approved plan.

Mr. Murphy changed the street improvement project moving 11th Avenue / 13th Avenue / Broad Street from 2014 to 2012 and then moving Spring Street / Ninth Avenue/ Seventh Avenue from 2012 to 2014. This was done due to road conditions and traffic volumes.

In addition to the streets listed in the 5-year street improvement program, there are several more streets that are rated 3 or less that are in need of repair for an estimated repair cost of \$1,365,347. If the Village wanted to keep all roads at a rating of 4 or better they would need to budget this additional amount over 5 years to bring all roads to that standard, based on the current road ratings.

Mr. Murphy explained that he does a road rating every two years as required by the DOT. He will be rating the roads again in 2011 using the PASER Road Rating System. The criteria is the number of cracks, crack spacing, type of cracking, etc.

Mr. Murphy stated that the Equipment Replacement Program needed to be adjusted due to the request in January to fully fund the crack sealer because the Town of Cedarburg backed out of the agreement to jointly purchase it.

Mr. Murphy explained that an additional plow truck has been budgeted for in 2013. This purchase would coincide with hiring an additional employee and would only be needed if proposed developments (Shady Hollow / Blue Stem) are completed.

Superintendent of Public Works Gary Helm noted that the prices included in the program are estimates. As the rules and regulations on emissions become more stringent, costs are increasing. We try to adjust them each year according to current information.

### Major Projects Update

*Ozaukee County Fish Passage:* The plans are 90 percent complete. The County would like to bid the project and award the contract in May and begin construction in June.

### Report of benchmark measurements-DPW

The board reviewed the benchmarks report without comment.

Superintendent of Public Works Gary Helm stated we have been busy either plowing or hauling the snow.

## **WATER & WASTEWATER**

### Regional water supply plan endorsement

Utility Director Tom Krueger stated that SEWRPC has recently adopted a regional water supply plan for the seven county area of Southeastern Wisconsin and they are asking communities to endorse the plan by resolution.

Mr. Krueger noted that this study recommends that eight water utilities in the SEWRPC region that currently utilize groundwater as a source of supply, and have return flow to Lake Michigan should plan to convert to Lake Michigan as a source of supply. In Ozaukee County this would include Grafton, Cedarburg, and Saukville. The plan proposes that Grafton and Cedarburg jointly pursue future conversion to a Lake Michigan water supply.

Mr. Krueger also noted that the plan recommends implementation of a water conservation program including supply side efficiency measures and demand side conservation measures in accordance with one of three defined levels of water conservation programs. An intermediate level program has been recommended for Grafton. This level recommends a reduction of 6 to 8 percent in average daily demand and a reduction of 12 to 16 percent in maximum daily demand over the planning period.

Mr. Krueger noted that he has met with representatives from the City of Cedarburg and the City of Mequon to discuss the options of a joint lake water supply treatment plant.

Trustee LaPean questioned if there has been any discussion regarding the acquisition of land for this project. Mr. Krueger replied that land purchase probably would not happen until talks with Cedarburg have been completed as well as the study.

Mr. Krueger noted that, at some point, they might very well be looking for about 1/2 acre of land for a pump station and some possible easements. In addition, the Village currently owns land on Lakefield Road and the City of Cedarburg currently owns land of Pioneer Road. Either location could be considered an option for a future water treatment facility.

Mr. Krueger noted that purchasing water from the City of Port Washington or the City of Milwaukee is also an alternative for supplying lake water to our residents without developing our own treatment plant. The City of Port Washington does have the potential to expand further into the lake if necessary to service Grafton and/or Cedarburg.

Motion by Mr. Murray, seconded by Mr. Dietrich, to recommend the Plan Commission endorse the Regional Water Supply Plan for Southeastern Wisconsin and forward the resolution to the Village Board for adoption. Approved unanimously.

### Water Tower #1 contract maintenance agreement

Utility Director Tom Krueger explained that contract maintenance for water towers has been previously discussed and conceptually approved. The Utility is requesting approval of contract maintenance with Utility Service Company in order to have re-coating renovation and repairs

scheduled and performed at Tower #1. The agreement would include annual inspections, engineering, routine maintenance, repairs and re-coatings work as required or scheduled.

Mr. Krueger also noted that contract maintenance shifts the burden of work and administration to a single source specialist that will address tower maintenance needs annually. This takes some of the burden off of the limited Utility staff.

Mr. Krueger explained that this agreement has been revised to include only Tower #1 at this time instead of all three water towers. Towers #2 and 3 will probably require similar renovations and contract maintenance consideration in the next 2 to 4 years. Transitioning one tower at a time into the program will save some money up front and will allow Grafton to better evaluate the merits of its decision to go with contract maintenance.

Motion by Mr. Dietrich, seconded by Mr. Murray, to recommend that the Village Board approve the 2011-2021 Tower #1 maintenance contract agreement with Utility Service Company, Inc., Perry, Georgia/Watertown, WI in the amount of \$273,957. Approved unanimously.

#### Utility 2010 annual report

Utility Director Tom Krueger highlighted some significant achievements for the Utility. In 2010 the Utility completed transition from a Class C Utility to a Class AB Utility. The water system's unaccounted for water was reduced from 25.4 percent to 17.3 percent. The Utility and the Public Works Department also jointly purchased a mid-sized excavator and staff is now making their own system repairs at significant savings to the department.

#### Utility Projects update

*Ultraviolet Light Disinfection Project:* The DNR has given approval for the project. The project was advertised and a bid opening is scheduled for March 29. Project construction is anticipated for October.

*Utility Vehicle/Storage Facility:* Utility staff has been working with the architects on the design of this facility. Facility construction has been slated for 2012.

#### Report of benchmark measurements – Utility

The benchmark report was reviewed by Board members.

Utility Superintendent Tim Nennig noted that the Utility has not experienced one water main break to date. As a community we have been very fortunate.

Mr. Nennig stated that over 800 hydrants need to be cleaned out after each snow storm. This is a long and tedious effort that must be performed. He thanked the Department of Public Works for their assistance with opening corners and curb sides of the hydrants.

Utility Director Tom Krueger stated that an additional sheet has been attached to the benchmarks. It is the dashboard measurements, which are posted on the web site monthly by the finance department. The Water Utility focuses on regulatory issues, efficiency operations,

and customer service. The dashboard measurements have been defined to reflect those objectives.

### **OLD BUSINESS**

*Fuel Usage Report:* Director of Public Works/Village Engineer Dave Murphy stated that this report had been provided in the past when fuel prices were higher. It has been included as an informational item due to the higher than expected fuel prices and the snow events which require additional amounts of fuel to be used.

Trustee Meinecke questioned why the Village purchased it's fuel from Citgo. Ms. Depies explained that previously Citgo was the only station to supply diesel fuel and off road diesel fuel. Mobil now has diesel fuel but does not have the off road diesel.

### **NEW BUSINESS**

Superintendent of Public Works Gary Helm stated that the laws regarding elevator inspections are changing. Currently we are required to have the elevators inspected once a year and this is being increased to four times per year. It is also required that this work be done by a certified person, the inspections cannot be done by in-house personnel.

### **ADJOURN**

Motion by Mr. Dietrich, seconded by Mr. Murray, to adjourn the meeting at 7:14 p.m. Approved unanimously.