

VILLAGE OF GRAFTON

BOARD OF PUBLIC WORKS MEETING MINUTES

APRIL 11, 2011

The Board of Public Works meeting was called to order at 6:00 p.m. by Administrative Assistant Melissa Depies.

Members present: Sue Meinecke, Richard Rieck, Pat Murray, and Edwin Dietrich.

Members absent: Ron LaPean

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: Boy Scout Eric Dlugopolski, Bill Harbeck, Bill and Sue Hass.

Motion by Trustee Meinecke, seconded by Mr. Murray, to elect Trustee Rieck as Chair Pro-tem. Approved unanimously.

HEAR PERSONS REQUESTING TO BE HEARD

None.

MINUTES

Motion by Mr. Dietrich, seconded by Mr. Murray, to approve the March 14, 2011, Board of Public Works meeting minutes. Approved unanimously.

WATER AND WASTEWATER

UV disinfection project award

Utility Director Tom Krueger stated that this is a 2011 budgeted item. Five bids were received and all five bids were below the engineer's estimate of \$731,000. There are two issues with the low bidder, Rawson Contractors, Inc., Sussex, WI. The first issue is that Rawson Contractors did not complete the DBE (disadvantaged business) subcontractor utilization form; however, the completed form was submitted when the information became available. The form is being reviewed by the Village Attorney to determine if it is an informality and non-material to the bid price.

The second issue involves selection or rejection of Alternate 1, which substitutes ITT Wedeco UV equipment in place of the base bid of Trojan UV Equipment. If the Wedeco equipment is chosen a \$13,000 credit would be given by Rawson Contractors and a \$5,000 credit from Staab Construction. However, after discussing the options with plant Operators, it was the consensus opinion that the Trojan equipment would provide more efficient cleaning of the UV lamps and allow for more efficient operations and power cost savings.

Trustee Meinecke questioned what level of contingency is built into the bid, as there is a big difference between the low bidder and the high bidder. Mr. Krueger indicated that he did not know and that each bidder determined the contingency amount. He did note that all bidders were qualified and very capable of completing the project.

Mr. Krueger noted that this work is not scheduled to start until October 1, which follows the WWTP disinfection season and allows a long lead time for submittal approvals, order placement and delivery of the equipment.

Motion by Mr. Dietrich, seconded by Mr. Murray, to recommend the Village Board award the UV disinfection project to the low bidder, Rawson Contractors, Inc. – Sussex, WI, in the amount of \$609,000, including the base bid Trojan UV equipment, contingent upon a favorable review of the DBE Subcontractor Utilization Form issued by the Village Attorney. Approved unanimously.

Utility 5-Year Capital Improvement Program

Utility Director Tom Krueger distributed a spreadsheet for the 5 year Capital Improvement Program for the Water and Wastewater Utility. Mr. Krueger highlighted several of the upcoming projects, noting that the underground work is consistent with the road project schedule.

Report of benchmark measurements-Utility

The Board reviewed the benchmarks report.

Utility Superintendent Tim Nennig highlighted what field and plant operators have been doing and what is scheduled for the upcoming month. He noted that over 600 feet of sanitary sewer has been cleaned, and with the help of Department of Public Works personnel, the Utility was able to repair another service leak. Starting April 25, hydrants will be flushed. There are approximately 750 hydrants which will take approximately 3 weeks to flush, inspect, and complete routine maintenance on each of them.

Mr. Nennig noted that, currently, there have been zero water main breaks and zero lateral back-ups.

Utility Projects Update

Utility Director Tom Krueger explained that the Tower No. 1 (North Street) Renovation project is anticipated to begin the first week of June. He noted that originally the project included adding the Village logo and tag line to the tower; however, because this tower is less visible the logo and tag line will no longer be included at a dollar savings in the thousands. An amendment to the agreement with exact credit amount is forthcoming.

PUBLIC WORKS

Ordinance amending section 11.16 / Street and Sidewalk Openings

Director of Public Works/Village Engineer Dave Murphy explained that the fees for Street Use/Opening permits have not been increased in over 19 years. He recommended that the fees be increased as follows:

Activity	Old Fee	New Fee
Street opening	\$100	\$200
Opening curb, alleyway, walkway or parkway	\$35	\$50
Perform work/labor or deposit construction material within a public right-of-way	\$35	\$50
Failure to obtain a permit before work begins	Double fees	Triple fees
Fee for public utility – ROW	\$25	\$50
Fee for public utility - Street	\$25	\$200
Public utilities shall be billed on a quarterly basis for all permits issued.		

Mr. Murphy stated that the permit fees cover Village staff time to inspect the project to ensure that no damage has been done to Village property and/or that it has been repaired to Village standards. He also noted that most of the permits issued are to We Energies and contractors. These fees provide outside money for the Village. The bond requirement was also increased from \$1,000 to \$2,000.

Motion by Mr. Murray, seconded by Mr. Dietrich, to recommend the Village Board approve an ordinance amending section 11.16 / Street and Sidewalk Openings of the Grafton Municipal Code. Approved unanimously.

Street Reconstruction – Change Order 1

Director of Public Works/Village Engineer Dave Murphy explained that he has talked with Ozaukee Excavating regarding adding two small sections of pavement replacement, 16th Avenue (Washington Street to Bridge Street) and Pine Street (17th Avenue to North/South Pine Street), to the project. It was determined that material unit prices would be used plus a contractor fee of 7 percent. With this change order the project is still approximately \$18,000 under the budgeted amount.

Mr. Murphy noted that 16th Avenue was a very wide (one-way only) road that could accommodate diagonal parking. This would provide additional parking for the church, as well as the downtown area. He is recommending that diagonal parking spaces be painted by Village crews after the pavement work is completed.

Motion by Mr. Dietrich, seconded by Mr. Murray, to recommend that the Village Board approve Change Order 1 to the Street Reconstruction Project (Glen Anna Drive / Valley Drive / 17th Avenue) – Project 11-01, in the amount of \$34,324.00, for additional pavement replacement on Pine Street and 16th Avenue. Approved unanimously.

Eliminate Fall Dumpster Day

Director of Public Works/Village Engineer Dave Murphy indicated that all Department Heads are researching ways to save money in the future due to the loss of revenue from the State. One option is to eliminate the fall dumpster day, which would save approximately \$1,500. Currently the Village holds two dumpster days per year, one in May and one in September.

It was Trustee Meinecke's opinion that one dumpster day per year was sufficient.

Mr. Murphy noted that there will be a Committee of the Whole meeting on April 19, where all options will be discussed. This matter could be tabled until after that meeting if this Board is uncomfortable with making the change at this time.

Motion by Trustee Meinecke, seconded by Mr. Murray, to table the elimination of the fall dumpster day to the next meeting of the Board of Public Works.
Approved unanimously.

Wood chip delivery charge for non-Village residents

Director of Public Works/Village Engineer Dave Murphy stated that as a service to our residents, and a way to dispose of our wood chips, crews will deliver chips to residential homes at no cost.

Mr. Murphy recommended continuing the wood chip delivery to Village residents at no cost and charging non-Village residents a minimum of \$40 per load to off-set labor and fuel costs.

Trustee Rieck questioned if we should charge a fee to Village residents as well. Superintendent of Public Works Gary Helm stated that this is a nice service for our residents and it is a good way to dispose of the chipped material as Public Works does not have adequate room for stockpile of chips.

Motion by Mr. Dietrich, seconded by Mr. Murray, to recommend the Village Board approve charging non-Village residents a fee of \$40.00 for home delivery of wood chips resulting from curbside brush chipping, with non-profit organizations being exempt from this fee. Approved unanimously.

Purchase cutaway cab and box body truck (step van)

Superintendent of Public Works Gary Helm stated that this truck will replace our existing 1995 Ford box truck. Bids were very competitive and favorable for the Village. The lowest bid received was from Schmit Brothers Ford, Saukville, WI, in the amount of \$26,032, which is \$5,048 under the budgeted amount of \$31,080.

Motion by Trustee Meinecke, seconded by Mr. Dietrich, to recommend the Village Board authorize the purchase of a cutaway cab and box body truck from Schmit Brothers Ford, Saukville, WI, in the amount of \$26,032. Approved unanimously.

Public Works project update

Sidewalk Replacement Program: Director of Public Works/Village Engineer Dave Murphy stated that the sidewalk replacement program is being delayed slightly as we are waiting for the poem stamps. Some of the stamps were picked up by Administrator Hofland and the remainder will be picked up by Mr. Murphy to avoid delivery fees.

Wayfinding Signage: Mr. Murphy noted that this project consists of replacing the current wayfinding directional signs with new signs that include the new logo and reflective sheeting so they are more visible at night. The bid opening is scheduled for April 21.

Ozaukee County Fish Passage: The plans are 90 percent complete and are at the DNR for approval. It is anticipated that the project will be bid in May. Ozaukee County will be doing a presentation at the Village Board level in May.

Report of benchmark measurements – DPW

The benchmark report was reviewed by Board members.

Superintendent of Public Works Gary Helm noted that the crew has started with street sweeping, tree removal, tree trimming, and brush chipping. The trees that are causing issues were Ash trees in the sidewalk area, and they have been removed.

Director of Public Works/Village Engineer Dave Murphy stated that something for the Board to keep in mind for the 2012 budget is the price of salt. This will continue to rise with the increased cost of fuel because transportation is a major cost factor in salt pricing.

OLD BUSINESS

Fuel Usage Report: Director of Public Works/Village Engineer Dave Murphy stated that the report is self explanatory. He did note that January and February are typically heavy use months and the usage should start going down a little. The price of fuel has gone up higher than anticipated; the current price is about \$1.00 per gallon higher than what was budgeted. Trustee Meinecke questioned why we would purchase premium fuel. Mr. Helm responded that some of the vehicles do not get driven on the roads or highways; therefore, they need a higher octane fuel to run smoothly.

Utility Director Tom Krueger distributed a copy of the Utility's dashboard measurements. He noted that in the future these budget benchmarks will be included with the Utility benchmark report as directed by Administrator Hofland.

NEW BUSINESS

None

ADJOURN

Motion by Mr. Murray, seconded by Trustee Meinecke, to adjourn the meeting at 6:45 p.m. Approved unanimously.