

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES

FEBRUARY 13, 2012

The Board of Public Works meeting was called to order at 6:00 p.m. by Chair Richard Rieck.

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

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

Others Present: Mandie Zopp, Senior Naturalist Riveredge Nature Center, and Bill Hass.

HEAR PERSONS REQUESTING TO BE HEARD

Mandie Zopp, Senior Naturalist from Riveredge Nature Center, gave a power point presentation regarding the Emerald Ash Borer. She explained the various life stages of the insect, ways to identify if you have an infestation in your tree, as well as what is being done to eradicate the insect. She questioned if the insect has been found in Grafton.

Superintendent of Public Works Gary Helm responded that the Crew looks for evidence of infestation when they are out trimming trees, but have not found any yet. Mr. Helm indicated that some of the Ash trees do have a Borer, however it is not the Emerald Ash Borer. He stated that Grafton has removed more Linden trees due to the Linden Borer than Ash trees at this time.

Director of Public Works/Village Engineer Dave Murphy stated that trees on private property will be an issue once the insect is discovered in Grafton. He noted that Grafton does have an ordinance that allows the Village to force tree removal if the tree is infested or hazardous, however, most property owners do not want to spend the money necessary to remove a large tree.

Trustee Harbeck questioned what is done with the trees once they are cut down. Mr. Helm responded that the trees are put through a tub grinder which will chip them small enough so that the insect cannot survive.

Trustee Rieck questioned if a tree can be chemically treated after it has become affected. Mr. Murphy responded that if the infestation is not too bad, the tree can be treated.

Mr. Murphy stated that the Village stopped planting Ash trees in 2004. He also noted that the Village has an 'Adopt-an-Ash Tree' program where the resident adopts the tree and pays for the chemicals to treat the tree against the insect.

MINUTES

Motion by Mr. Dietrich, seconded by Mr. Murray, to approve the January 9, 2012, Board of Public Works meeting minutes. Approved unanimously.

WATER & WASTEWATER

UV disinfection project change order 1

Utility Director Tom Krueger stated that this project is nearing completion. A component of the project is to replace the roofing system. During this process it was found that an asphaltic fill underneath the roof membrane was used rather than insulating concrete as originally thought; therefore, this material must be replaced as it is not compatible with the new EPDM rubber roofing system. The cost for this additional work is \$7,282.80. The consulting engineer has investigated these costs and has determined that they are fair and reasonable.

Motion by Mr. Murray, seconded by Trustee Harbeck, to recommend the Village Board approve change order 1 by Rawson Contractors, Inc., Sussex, WI, to remove deteriorated asphaltic fill material and replace it with additional insulation, as required for an additional cost of \$7,282.80. Approved unanimously.

2011 Annual Report - Utility

Utility Director Tom Krueger stated that each year, the Utility and other Village departments contribute to the preparation of the comprehensive Annual Report. The Annual Report provides the highlights and achievements of each department over the past year as well as statistical information.

Mr. Krueger highlighted some of the Utility's 2011 activities:

- Initiated design work on the Utility garage.
- Coordinated contract maintenance rehabilitation of water tower #1.
- Reduction in unaccounted for water. Unaccounted for water is now under control and has been reduced to 12 percent. The unaccounted for water has been reduced due to continued leak detection survey work, corrections in meter readings, and an error in the billing system, that has been corrected.
- A number of in-house repairs to the water distribution system have been completed, including water distribution valves, hydrants, water service leaks, and water main breaks.

Utility Projects update

The Board members reviewed the Utility projects.

Utility Vehicle/Storage Facility: Design is underway. Have shared the plans with Utility staff for further input on what the best possible layout is for operational purposes. Staff has provided positive feedback.

Regional Lake Water Supply Study-Phase I: The preliminary report is not ready to release at this time. Another meeting is being held on February 16 to review the report one last time as well as review the scope of services for Phase II of this project. The report should be ready for this Board's approval and recommendation at the March meeting.

Utility budget dashboard measurements update

Utility Director Tom Krueger indicated that these are budgetary benchmarks that are provided monthly for Board information. This report provides the year end for 2011 as well as figures for January, 2012.

Report of benchmark measurements – Utility

The benchmark report was reviewed by Board members.

Utility Superintendent Tim Nennig stated that the Utility has experienced one water main break to date. There have been no sewer backups, and staff has repaired eight fire hydrants. Mr. Nennig noted that there is a lot of in-house activity going on right now, stating that they are in the planning phase right now to get things ready for nicer weather.

PUBLIC WORKS

Bridge Street dam design consultant selection

Director of Public Works/Village Engineer Dave Murphy stated that he sent out Requests for Proposals to eight engineering firms. Proposals were received from Graef, Stantec, Bloom Consultants, and Ayres and Associates.

Mr. Murphy stated that he evaluated each proposal on: experience – 50 percent / concept plan – 30 percent / cost – 20 percent.

Mr. Murphy briefly highlighted each concept plan stating that he was in favor of contracting with Ayres and Associates. It was his opinion that they had good experience with dam work and had a good concept plan.

Mr. Murphy noted that all firms have provided the additional fees necessary to include design work for the gate should the DNR require it.

Pursuant to Trustee Harbeck's request, Mr. Murphy clarified the location of the gate on the concept plan from Ayres and Associates.

Trustee Rieck questioned if the Village could re-apply for the grant due to the increased cost associated with the gate. Mr. Murphy stated that there are some additional funds in the grant received. He also stated that it is possible that the DNR may reimburse the Village after the project due to these increased costs.

Trustee Meinecke questioned who has final say over the gate requirement as it appears that different divisions of the DNR have conflicting opinions as to if the gate should be required. Mr. Murphy has been working with the DNR trying to schedule a meeting with the DNR Deputy Secretary, Matt Moroney.

Motion by Trustee Harbeck, seconded by Mr. Dietrich, to recommend the Village Board hire Ayres and Associates, Eau Claire, WI, for the design of Bridge Street Dam improvements and to negotiate a change order for cost associated with the addition of a gate, stop logs, or flash boards as required by the DNR. Approved unanimously.

2011 Annual Report - DPW

Director of Public Works/Village Engineer Dave Murphy stated that the Annual Report for the Department highlights the achievements of the Department for the past year.

Trustee Harbeck noted that the recycling grant received in 2011 was \$24,119, she questioned the grant amount received in 2010. Mr. Murphy responded that the Village received approximately \$37,000 in 2010.

Ms. Harbeck also noted that the total number of yard access cards issued was down slightly from 2010. Ms. Depies stated that in 2010 the Village required anyone who wanted to use dumpster day to obtain a card, however in 2011 they were allowed to just pay for the use without obtaining a card.

Ms. Harbeck questioned if the Village ever received money from the City of Cedarburg for the crack sealer. Ms. Depies stated that they have been billed; however, you would need to check with the Finance Department to find out if they have paid.

Ms. Harbeck questioned the overtime comparison from 2010 to 2011. Mr. Murphy responded that snow plowing results in the most overtime.

5-Year Street Improvement Program

Director of Public Works/Village Engineer Dave Murphy stated that normally this Board reviews all capital projects and purchases at the same time, however since the 5-Year Street Improvement Program was complete, he thought it would be good to review this now. He noted that the program did not change from last year except the addition of 2017. 2017 includes Audubon Avenue, Audubon Court, Althea Drive, Aspen Street, and West Maple Road. Mr. Murphy noted that he likes to keep the projects in the same general area to keep costs down.

Mr. Murphy stated that the streets listed at the bottom of the spreadsheet are those that are rated at 3 and are also in need of attention. He noted that Cheyenne Court is not on this list; however, he has determined that this road is deteriorating very fast and is beyond crackfilling. Cheyenne Court may need to be moved up in the plan more rapidly than the other streets due to traffic volume.

Trustee Rieck questioned the limits of the Falls Road project. Mr. Murphy responded that Falls Road is proposed to be urbanized from Port Washington Road to Blackhawk Drive. He noted that this project will probably be moved from 2013 construction to a later year, we put this in as a place holder for the project.

Mr. Murphy noted that the Falls Road project is a joint project with the Town and there may be some funding that may become available in 2015 through STP funding.

Mr. Murphy explained that the Village has collected money for this project from the Falls Crossing Subdivision. The former Bluestem subdivision is in the process of being purchased; therefore, the new owners will be responsible for that portion. The John Norman property will be special assessed and the assessments will be deferred by the Village until such time as the property is annexed into the Village when they will become payable. Other Town properties would be paid for by the STP funding.

Bill Hass questioned if this was the same urbanization project that was discussed a couple of years ago. Mr. Murphy confirmed that it was.

Trustee Rieck questioned if the Village would consider doing Falls Road similar to what we did on Cedar Creek Road, which would buy the Village at least 15 years before a complete urbanization would need to be done. Mr. Murphy explained that the majority of this road is in the Town and the Town does not have funds to do the project.

New Lawn Watering Credit Policy

Director of Public Works/Village Engineer Dave Murphy explained in 2012 the summer sprinkling credit will no longer be available. He is recommending a policy that allows new homeowners and/or builders to receive a credit on their Sewer Utility bill while establishing a new lawn. He indicated that the credit allowed is \$50 per billing quarter for a maximum total of \$100.

Trustee Harbeck questioned if we could provide the same form or credit to other homeowners who water their lawns on a regular basis. Mr. Murphy explained that the Utility has a deduct meter that can be installed permanently in the house that would provide for accurate readings for long term watering.

Trustee Meinecke stated that she was aware of some cases where people needed to “replace” their lawn, can we provide this credit to them as well. It was Mr. Murphy’s opinion that the Village would be willing to work with the property owner in such cases.

Motion by Mr. Murray, seconded by Mr. Dietrich, to recommend the Village Board adopt the following New Lawn Watering Credit policy: Utility customers who are new homeowners and/or builders may receive a credit on their Sewer Utility bill for water used to establish a new lawn during the first year of construction, or occupancy for one growing season only. The user will be billed for all water used, but will receive a sewer credit up to \$50 per billing quarter with a maximum of \$100 total for lawn installation credit. The

purpose of this policy is to encourage the establishment of good quality lawns within the Village of Grafton. New lawn water credits will not be honored for any lot or site until a certification of occupancy has been issued for the residence and is occupied by an owner or tenant. Approved unanimously.

Major project updates

The Board reviewed the major project. There were no comments or concerns.

Report of benchmark measurements-DPW

The Board reviewed the benchmarks report.

Superintendent of Public Works Gary Helm indicated that he was planning on adding pounds of material used as a benchmark in the crack sealing section. It was his opinion that this would be a more accurate way to track how much crack filling was done rather than by square feet.

Mr. Helm noted that Village crews have taken advantage of the mild weather by trimming many street trees in the Village. This has been an excellent winter to catch up on this activity.

OLD BUSINESS

Bill Hass questioned what was being done regarding the repairs of the east abutment of the dam. Director of Public Works/Executive Utility Director Dave Murphy said that the dam consultant recommended tonight is for design and repairs to both the east and west abutments. The consulting engineer can use the existing design of the east abutment if they choose; however, they will need to redesign the east abutment to fit into their plan.

NEW BUSINESS

None

ADJOURN

Motion by Trustee Harbeck, seconded by Mr. Murray, to adjourn the meeting at 7:12 p.m. Approved unanimously.