

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES
AMENDED FEBRUARY 10, 2014

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

Members present: Trustee Sue Meinecke, Trustee Dave Antoine, Trustee Lisa Harbeck, Pat Murray, and Les Blum.

Staff present: Director of Public Works/Village Engineer Dave Murphy, Utility Superintendent Tim Nennig, Utility Program Coordinator Larry Roy, and Administrative Assistant Stacie Nelson.

Others present: Thomas Krueger, Bill Hass, and Sue Haas

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

Motion by Trustee Les Blum, seconded by Lisa Harbeck to approve the January 13, 2014, Board of Public Works meeting minutes. Motion carried.

Water & Wastewater

Water Utility user fees

The Grafton Water Utility has requested additional user fees which were included in the proposed water rate order that will become effective March 19, 2014, if approved by the Public Service Commission (PSC). While the percent increase based on volume was discussed at the October 14, 2013, Board of Public Works meeting and the October 21, 2013, Village Board meeting, the additional user charges that were included in the proposal were not, nor was there any discussion about the meter read date compared to the customer billing cycle of April 1, 2014. Existing charges increased by \$5-15 based on service.

There are four new charges; Special Billing Charge \$25 and Special Meter Reading Charge \$25, Missed Appointment (reg.hours) \$25 and Missed Appointment (after hours) \$40.

- The Special Billing Charge would be applied whenever an existing customer or the property owner requests a special billing outside of the normal utility billing cycle.
- A Special Meter Reading charge would be assessed whenever an existing customer or the property owner requests a special meter reading by the utility on a date other than the regularly scheduled meter reading. This charge will not be assessed if the customer or property owner provides the meter reading.
- Appointments that Residents schedule are based on a date and time that the Resident has chosen at their convenience. The Missed Appointment Charge

shall be assessed if a customer schedules an appointment with Utility, without providing reasonable cancellation notice to the utility, or fails to be present. Utility will not charge for the first missed appointment during normal business hours but may apply the charge to subsequent missed appointments.

Director of Public Works/Village Engineer Dave Murphy informed the Board of Public Works that Village Administrator Darrell Hofland is not supportive of the implementation of the new Grafton Water Utility charges.

Motion by Mr. Murray, seconded by Mr. Blum, to recommend the Village Board approve the new fee schedule including Special Billing Charge \$25, Special Meter Reading Charge \$25, Missed Appointment (regular hours) \$25, and Missed Appointment (after hours) \$40 and to acknowledge March 19 as the effective date for both water and sewer increases. Motion passed 3-2 (Harbeck and Antoine - nay).

Utility projects update

Superintendent Tim Nennig stated that the Utility has had three service breaks: two have been repaired, one is on hold due to weather. There has also been one water main break near Juniper Court, which has also been repaired. The Utility has also experienced three frozen private sewer laterals due to the low temperatures; two commercial properties and one residential.

The Utility has purchased jointly with Cedarburg a Service Lateral De-thawer. This will assist both communities with frozen services lines. The Grafton Water Utility portion was \$1,800.

Due to the extremely low temperatures, multiple communities have advised residents to run their water frequently to keep water flowing through the lines. It was recommended that Utility notify residents on prevention of service line freeze-ups. Superintendent Tim Nennig agreed and noted a notice would be posted for residents.

Thomas Krueger asked for an update in regards to the Ninth Avenue garage and receiving station. It was reported that occupancy for the garage is to be expected within the next week. A third party monitoring service was installed to stay current with the fire protection code. Since last Friday, due to the weather, the receiving station experienced frozen pumps. They are working to get everything thawed and back on schedule.

Trustee Meinecke inquired about additional charges to change the lift station facade due to Village aesthetics. Dave Murphy informed Trustee Meinecke that the cost will be approximately \$5,000 for the additional design fee and \$15,000 in additional labor and material cost.

Report of benchmark measurements-Water and Wastewater

The board reviewed the benchmark report without any questions or comments.

PUBLIC WORKS

Bridge Street dam change order 2

Director of Public Works/Village Engineer Dave Murphy reported details of change order 2 for the Bridge Street dam. When Ayres Associates drafted the specifications, they failed to change the estimated quantities to the actual plan quantities properly; therefore, incorrect quantities were bid. As work progresses on the Bridge Street dam, the contractor occasionally encounters a situation where additional work is necessary. The DNR requires that a change order be completed if the actual quantity is over the contracted amount. As final quantities are agreed to, any items over contract numbers will be placed in a future change order. The final completion date has been extended to May 23, 2014 due to the weather. Restoration will begin once the frost is out of the ground. It was noted the recommendation is to approve the Contract Change Order 2 in the amount of \$74,802.47.

<u>ITEM</u>	<u>TOTAL COST</u>
Additional Quantities	\$62,188.47
Extra Heavy Riprap	\$2,828.00
Reinforced concrete between gate and weir	\$6,555.00
Additional walls north and south side of flood wall	\$10,294.00
Credit for providing traffic control barriers	-\$1,200.00
Installation over rodent guard	\$172.00
Remove right retaining wall behind pool wall	-\$4,000.00
Remove form liner that was not used	<u>-\$2,035.00</u>
TOTAL - CHANGE ORDER 2	<u>\$74,802.47</u>

Trustee Meinecke used the spreadsheet that was in the packet for referencing the bid versus plan, due to Ayres error which resulted in an additional \$71,644.00; Ayres Associates payment of work to-date is \$82,650 for the design and construction management. She also stated that Ayres also has not met contract requirements to attend two board meetings for project updates. Director of Public Works/Village Engineer Dave Murphy explained that if the proper quantity was in the bid form, the actual cost is extremely close; this cost would have been paid by the Village anyway.

Dave Murphy stated he will review Ayres Associates, Inc proposed contract amendment for next month. Prior to the next Board of Public Works packet distribution, Dave will e-mail the IFC to the Board to allow it to review the information more thoroughly.

Motion by Trustee Harbeck, seconded by Mr. Murray to recommend the Village Board approve Bridge Street dam change order 2; increasing the additional quantities and adding the following pay items to the construction contract for Staab Construction Company for a total amount of \$74,802.47, and to change the substantial completion date to May 23, 2014. Motion passed 4-1 (Meinecke - nay).

East side study engineering proposals

Director of Public Works/Village Engineer Mr. Murphy explained the need to look at how the southeast portion of the Village would be served by sanitary sewer. A future lift station will be built by Port Washington Road and Lakefield Road to serve this corridor. The Village needs to know where the sanitary sewer line would be placed for this lift station to flow into. The Village already has plans to build a new lift station in Blackhawk Valley Phase IV, this lift station would

replace the temporary one in Blackhawk Valley Phase III and the Falls Road lift station. The M Squared Engineering owner will do the majority of the work with one of his staff members assisting. The cost of the study would be pulled from the Utility Miscellaneous Engineering fund account, 610.685202.210, which was budgeted for \$15,000.00.

Motion by Trustee Blum, seconded by Mr. Murray to recommend the Village Board approve a contract with M Squared Engineering, LLC, Cedarburg, WI, for the east side sanitary sewer study for a cost not to exceed \$14,450. Motion carried.

Award project 14-01 / Bridge Street dam lighting

Bids for project 14-01 / Bridge Street Dam Lighting were opened on January 30, 2014. Five bids were received; Steiner Electric, Lemberg Electric, J. Miller Electric, Outdoor Lighting and Nelco Electric. Nelco Electric has withdrawn their bid; they did not understand that all costs needed to go into the unit prices therefore they did not include labor and miscellaneous costs.

Milwaukee School of Engineering (MSOE) did the preliminary design for this project and estimated cost to be \$20,000. The Public Arts Board has raised approximately \$30,000 to fund this project, but has a balance of around \$37,000

Bid 1 includes 16 lights that are mounted on the bridge and shining on the water fall. Bid 2 includes 16 lights mounted on the bridge and shining on the waterfall, in addition to two lights that will be mounted under the west overlook and shine onto the west wall located where the water is coming out of the new pool of water just south of the overlook.

Provided the Public Arts Board can raise an additional \$5,000, the recommendation is to award bid option 2 for a total cost of \$41,373. Bid option 2 will light all areas of the dam that the Public Arts Board wished to emphasize.

The lights that would be installed will have cut off shields to reduce the amount of light from shining on the neighboring residential areas.

Trustee Harbeck questioned the bids for 16 lights. The original proposal was for 12 lights. Mr. Murphy indicated that the light quantity was from Les Blum. Les Blum indicated that was the quantity received from MSOE in the preliminary design and estimates. Les Blum noted he will check with MSOE on the number of lights that are essential; this will affect the overall cost of the project.

Mr. Blum acknowledged his concern regarding overall and additional unforeseen costs that could occur due to labor, scaffolding for installation, as well as other charges. He stated he considered the possibility the contractors did not do their homework to find a less expensive means to reach the beam on the bridge.

Motion by Mr. Blum, seconded by Trustee Antoine to table Bridge Street dam lighting contract award to explore the number of lights necessary. Motion carried.

Award project 14-02 / Sidewalk replacement

The board reviewed the Sidewalk Replacement Project without any questions or comments.

Motion by Trustee Blum, seconded by Trustee Harbeck to award contract 14-02 / Sidewalk Replacement to Marvin Gleason Contractor, Inc., Franksville, WI for a project amount not to exceed \$39,000. Motion carried.

2013 Annual Report

The board reviewed the 2013 annual report without any questions or comments.

Director of Public Works/Village Engineer Mr. Murphy mentioned that there was additional damage more than usual to catch basins, due to the freeze and thaw from last winter.

Report of benchmark measurements –Public Works Department

The Board reviewed the benchmark report without any questions or comments.

Director of Public Works/Village Engineer Dave Murphy briefly explained the status of the Village of Grafton salt supply. Each year Public Works uses about 1200 tons of salt on average. The Village has taken delivery of all of the salt we have at Jones Island, which is 1500 tons. Public Works also bought salt from the County at the end of 2013, since the Village ran out salt in storage. Mr. Murphy is recommending purchasing additional salt from Jones Island in 2014, as well as a larger quantity in 2015 to prevent a salt shortage next snow season.

OLD BUSINESS

None

NEW BUSINESS

Job applications are currently being accepted for the vacant Crewperson position at the Department of Public Works.

Utility new hire, Eric Croat, is attending fire fighter training courses every Friday as part of his job requirement.

ADJOURN

Motion by Trustee Harbeck, seconded by Trustee Antoine, to adjourn the meeting at 7:28 p.m. Motion carried.