

VILLAGE OF GRAFTON

BOARD OF PUBLIC WORKS MEETING MINUTES

SEPTEMBER 12, 2011

A motion was made by Lisa Harbeck, and seconded by Pat Murray, to appoint Sue Meinecke Acting Chair for the Board of Public Works meeting due to the absence of Chair Rieck. Approved unanimously.

Acting Chair Sue Meinecke called the Board of Public Works meeting led to order at 6:00 p.m.

Members Present: Lisa Harbeck, Pat Murray, Edwin Dietrich, and Sue Meinecke

Members absent: Richard Rieck

Staff Present: Village Administrator Darrell Hofland, Finance Director Paul Styduhar, Director of Public Works/Village Engineer Dave Murphy, Utility Director Tom Krueger, Superintendent of Public Works Gary Helm, Utility Superintendent Tim Nennig, and Utility Clerk Stacie Nelson.

Others Present: Laura Kozicki, Sue Haas, Bill Haas

HEAR PERSONS REQUESTING TO BE HEARD

Laura Kozicki: GEO Engineering a.k.a. Chem Trail Spraying
Information was presented to the Board of Public Works regarding the trails in the sky, otherwise referred to as Chem trails and Geo-engineering. Photos, handouts, and a DVD were provided to the Board for educational purposes.

MINUTES

Motion by Pat Murray, seconded by Edwin Dietrich, to approve the August 8, 2011 Board of Public Works meeting minutes. Approved unanimously.

WATER AND WASTEWATER UTILITY

Regional Water Study Update

Utility Director Thomas Krueger noted that Grafton's Water Utility staff have been meeting and communicating regularly with water staff from Cedarburg and Mequon since March relative to long-range regional water supply planning. An 'RFP' (request for proposals) was drafted and sent to three consultants including AECOM, CH2M Hill, and Strand Associates. The RFP breaks down the scope of services into Phase 1 and Phase 2 work for budgeting purposes. CH2M Hill was favored during comparisons of the proposals. The cost of Phase 1 study by CH2M Hill was priced at \$49,340; Phase 2 study was priced at \$33,123. The total project cost would be \$89,228 and was judged to be the best value. Grafton's portion of the Phase 1 study costs would be 1/3 of \$49,340 or \$16,450. This exceeds the \$10,000 budgeted for 2011, however, the Grafton cost

share \$16,450 is slightly less than the total amount budgeted and still remaining for consultant engineering. An interview meeting has been set for Tuesday, September 13, 2011 with CH2M Hill engineers in order to discuss the proposal and get clarifications.

Motion by Lisa Harbeck, seconded by Pat Murray, to recommend that the Village Board approve the selection of CH2MHill- Milwaukee, WI for preparation of a regional water study at a total project cost of \$89,228 to be shared equally by Grafton, Cedarburg, and Mequon. Approved unanimously.

2012 Utility Table of Organization Change

Village Administrator Darrell Hofland explained changes to the Table of Organization charts for 2012. Thomas Krueger's Utility Director position will be changing to part time status, and this change will require the assistance of the Finance Director and the Public Works Director. Identification of and reassignment of certain Utility Director duties is being discussed for implementation in January 2012. Two other notable changes involve the placement of the Utility as a division of the Public Works Department and the relocation of the utility billing and collection duties to the Finance Department.

2012 Proposed Budget - Utility

Utility Director Thomas Krueger provided a preview of the 2012 Utility Budget. A positive operating income is projected for both water and sewer departments. A net operating income of \$232,364 is projected for the water utility and a net \$225,340 is projected for the wastewater utility in 2012. Elimination of the summer sewer credit in 2012 will enhance the projected sewer income. No further rate increases are anticipated in 2012. Additional projects in the Utility budget are Water Tower #2, infrastructure replacement projects, as well as the construction of a new Utility garage.

Utility Projects Update

Ultraviolet Light Disinfection Project

Construction work was initiated August 29. Equipment deliveries not anticipated until mid to late November.

Utility Vehicle/ Storage Facility

In follow-up to preliminary design and site planning, a "way forward" meeting is scheduled for September 12 with the architect. Facility construction is anticipated in 2012.

Tower No. 1 Renovation Project

Project work and final inspection was completed on July 18. The tower was placed back in service on August 15.

Water System Leak Detection Survey

Beginning the week of September 26, valve exercising and leak detection will be done at the same time.

Regional Lake Water Supply Study
Reference Regional Water Study Update

WWTP Anaerobic Digestion Study

A draft report was completed August 30 and a consultant/staff review meeting was held September 7.

Utility Budget Dashboard Measurements Update

Utility Director Thomas Krueger summarized the efficiency of the Utility from January thru August of 2011.

Report of Benchmark Measurements - Utility

Utility Superintendent Tim Nennig highlighted the benchmarks through the end of August. Mr. Nennig noted that Clearwater Inspections completed are up 50 percent from this time last year. Majority of inspections are due to foreclosed home sales within the Village.

Trustee Harbeck questioned the initial projection of new customers. Mr. Nennig noted that each year the Village installs approximately 30 new meters. Due to the economy, new home sales have declined as well as new businesses.

PUBLIC WORKS

2012 Recycling Curbside Collection Fee

Director of Public Works / Village Engineer Dave Murphy, provided information regarding the best way to charge for curbside recycling. He indicated that best way for this charge is to include a separate line item on the tax bill. Charges would need to be submitted to Ozaukee County Treasurer by October 14, to be included on the tax bill. Based upon a consensus of Village Board members at the Committee of the Whole meeting, the creation of the fee is needed in light of the 2012 property tax levy freeze and the cut in shared revenue funding.

The Board suggested to re-word the cost breakdown of Single Family and Three Family to remove the word Family and replace with Unit.

Motion by Edwin Dietrich, seconded by Pat Murray, to recommend that the Village Board establish a recycling curbside collection fee for 2012, with the fee to be placed on the December 2011 property tax bill. Approved 4-1 (L. Harbeck – nay).

2012 Proposed Budget - DPW

Director of Public Works / Village Engineer Dave Murphy summarized the Revenue and Expense summary pages for the Public Works Budget along with the capital improvement – capital projects and equipment fund.

Trustee Harbeck questioned the amount budgeted for HVAC repair to which Mr. Murphy replied that it is a set aside amount for possible repairs.

Pavement Ratings - 2011

Director of Public Works/ Village Engineer Dave Murphy explained that the Village of Grafton is required by the State of Wisconsin to rate all roads every other year in order to receive annual State Highway funding. Of Village streets, 92.46 percent are fair or better. A map of the Village streets was color coded by their rating for Board Members to review.

2011 Road Program – Addition of Spring Street, West of First Avenue

Director of Public Works/ Village Engineer Dave Murphy noted that the road construction projects for 2011 are under budget by approximately \$21,000; however, the sidewalk replacement program came in over budget by approximately \$2,000. With these figures the Capital Improvement Fund is approximately \$19,000 under budget for 2011. Since the capital projects were under budget by \$19,000 it is recommended to authorize add Spring Street west of First Avenue for an estimated amount of \$11,300 to the 2011 projects. The Capital Improvement Fund would still be \$7,700 under the budgeted amount.

Motion by Pat Murray, seconded by Lisa Harbeck to recommend that the Village Board approve an agreement with Ozaukee County Highway Department to mill and replace 4 inches of asphalt on Spring Street west of First Avenue. Approved unanimously.

Major Projects Update - DPW

Street Reconstruction –

Glen Anna Drive, Valley Drive, 17th Avenue – This project consists of relaying water main and water service. Removing and replacing storm sewer structures, spot curb and gutter replacement, pavement milling, and asphalt paving. Project completed by Ozaukee Excavating.

Sidewalk replacement program – Replace defective sidewalk in the area bounded by Cedar Creek Road to the North / Fifth Avenue to the West/ Elm Street to the South / CTH O to the East. Project completed by T.P. Concrete.

Wayfinding Signage – Installing sheet aluminum wayfinding directional signs with graphics applied to reflective sheeting. Project awarded to TAPCO.

Ozaukee County Fish Passage – Ozaukee County has received a grant from NOAA to improve the fish passage in the Milwaukee River Basin. The permit was approved by the DNR on September 2, 2011. Conditions may not be acceptable to the Village Board.

Sue Haas questioned the grant application for the dam repairs regarding if it included both sides, to which Dave Murphy confirmed that the repair does cover both sides of the dam.

Report of Benchmark Measurements – DPW

The benchmarks report summarizes both field operations and in house administrative tasks completed by Public Works personnel relative to select Public Works benchmark goals from January 1 to August 31, 2011.

OLD BUSINESS

The monthly fuel usage report was reviewed.

NEW BUSINESS

None

ADJOURN

Motion by Pat Murray, seconded by Lisa Harbeck, to adjourn the meeting at 7:31p.m. Approved unanimously.