



CITY OF MERRILL

Water & Sewage Utility

2401 River Street • Merrill, Wisconsin • 54452

Phone: 715.536.6561 • Fax: 715.539.2668

Smart Move

NOTICE

RE: Water and Sewage Committee Meeting to be held **Wednesday, January 22, 2014** at **5:00** p.m. in the basement conference room of City Hall.

Voting members: Alderperson John Burgener, Alderperson Kandy Peterson, and Alderperson Rob Norton

The following items will be on the agenda:

1. Review & approval of vouchers.
2. Discussion & recommendation on replacing the SCADA computers.
3. Operations Report.
4. Public Comment.
5. Next meeting.
6. Adjournment.

Reviewed by,

John Burgener
Committee Chairperson

The Merrill City Hall is accessible to the physically disadvantaged. If special accommodations are needed, please contact the Merrill City Hall at 536-6561.

PACKET: 05364 WATER DEC 2013

VENDOR SET: 01

BANK : 4 UTILITY A/P

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
003108	AIRGAS USA, LLC I-9914698538	AIRGAS USA, LLC	R	1/15/2014		19.70CR	140206	19.70
003126	B & M TECHNICAL SERVICES INC I-2732	B & M TECHNICAL SERVICES INC	R	1/15/2014		619.20CR	140207	619.20
001521	BAY TOWEL, INC. I-123113	BAY TOWEL, INC.	R	1/15/2014		408.14CR	140208	408.14
000626	CENTRAL WI COOP I-337461	CENTRAL WI COOP	R	1/15/2014		185.37CR	140209	185.37
000199	CUMMINS NPOWER LLC I-809-25657	CUMMINS NPOWER LLC	R	1/15/2014		862.74CR	140210	862.74
000212	FASTENAL COMPANY I-123113	FASTENAL COMPANY	R	1/15/2014		1,104.17CR	140211	1,104.17
000632	FERGUSON ENTERPRISES #331 I-123113	FERGUSON ENTERPRISES #331	R	1/15/2014		1,054.40CR	140212	1,054.40
001017	JANSSEN HEATING & COOLING I-123113	JANSSEN HEATING & COOLING	R	1/15/2014		105.00CR	140213	105.00
001495	LINCOLN CO LAND INFORMATION & CONSERV. I-123113	LINCOLN CO LAND INFORMATION &	R	1/15/2014		697.87CR	140214	697.87
000313	LINCOLN CO TREASURER'S OFFICE I-9031	LINCOLN CO TREASURER'S OFFICE	R	1/15/2014		212.20CR	140215	212.20
000041	MERRILL ACE HARDWARE I-123113	MERRILL ACE HARDWARE	R	1/15/2014		197.38CR	140216	197.38
000328	MERRILL WATER UTILITY I-123113	MERRILL WATER UTILITY	R	1/15/2014		28.33CR	140217	28.33
001007	MIDLAND PLASTICS, INC. I-01195614	MIDLAND PLASTICS, INC.	R	1/15/2014		126.30CR	140218	126.30
003093	MMG OCCUPATIONAL MEDICINE I-92201	MMG OCCUPATIONAL MEDICINE	R	1/15/2014		106.00CR	140219	106.00

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000540	NAPA AUTO PARTS I-123113	NAPA AUTO PARTS	R	1/15/2014		22.80CR	140220	22.80
000336	NIENOW ELECTRIC, INC I-123113	NIENOW ELECTRIC, INC	R	1/15/2014		814.00CR	140221	814.00
000337	NORTH CENTRAL LABORATORIES I-123113	NORTH CENTRAL LABORATORIES	R	1/15/2014		385.27CR	140222	385.27
001891	NORTHERN LAKE SERVICE INC I-247748	NORTHERN LAKE SERVICE INC	R	1/15/2014		1,237.50CR	140223	1,237.50
001392	PACE ANALYTICAL SERVICES INC I-134082924	PACE ANALYTICAL SERVICES INC	R	1/15/2014		328.00CR	140224	328.00
000362	PETERSON BROS. SAND I-7098	PETERSON BROS. SAND	R	1/15/2014		71.25CR	140225	71.25
000566	PITNEY BOWES I-2344283-DC13	PITNEY BOWES	R	1/15/2014		232.53CR	140226	232.53
000266	TRANTOW DO IT CENTER I-123113	TRANTOW DO IT CENTER	R	1/15/2014		2,258.62CR	140227	2,258.62
000278	TRIDENT SUPPLY I-Q12644	TRIDENT SUPPLY	R	1/15/2014		125.80CR	140228	125.80
000578	USA BLUE BOOK I-123113	USA BLUE BOOK	R	1/15/2014		1,614.04CR	140229	1,614.04
000284	VIP ALL-VALUE I-123113	VIP ALL-VALUE	R	1/15/2014		261.71CR	140230	261.71
000587	WI STATE LAB OF HYGIENE I-123113	WI STATE LAB OF HYGIENE	R	1/15/2014		181.00CR	140231	181.00
000656	WISCONSIN PUBLIC SERVICE I-123113	WISCONSIN PUBLIC SERVICE	R	1/15/2014		14,955.04CR	140232	14,955.04

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	27	0.00	28,214.36	28,214.36
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	27	0.00	28,214.36	28,214.36

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 05364 WATER DEC 2013

VENDOR SET: 01

BANK : 4 UTILITY A/P

V.	OR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
62	1/2014	12,381.69CR
63	1/2014	15,832.67CR
=====		
ALL		28,214.36CR

PACKET: 05365 water util jan 2014

VENDOR SET: 01

BANK : 4 UTILITY A/P

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000381	CITY OF MERRILL							
	I-REPL. SWG ACCT	CITY OF MERRILL	R	1/15/2014		15,000.00CR	140233	15,000.00
000328	MERRILL WATER UTILITY							
	I-PETTY CASH - UTL	MERRILL WATER UTILITY	R	1/15/2014		100.00CR	140234	100.00
000351	OFFICE OF STATE TREASURER							
	I-011014	OFFICE OF STATE TREASURER	R	1/15/2014		8,750.00CR	140235	8,750.00
002178	RESERVE ACCOUNT							
	I-POSTAGE MACHINE	RESERVE ACCOUNT	R	1/15/2014		500.00CR	140236	500.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	4	0.00	24,350.00	24,350.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	4	0.00	24,350.00	24,350.00

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 05365 water util jan 2014

VENDOR SET: 01

BANK : 4 UTILITY A/P

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
62	1/2014	9,050.00CR
63	1/2014	15,300.00CR
=====		
ALL		24,350.00CR

Kriewald, Kim

From: Turner, Ronald
Sent: Tuesday, January 14, 2014 2:16 PM
To: Kriewald, Kim
Subject: Replace SCADA computers

Kim,

We need to replace the SCADA computers at the Waste Water Treatment Plant and Water Garage. They are getting older and we just recently had a problem with the one at the WWTP running out of hard disk space. Terry deleted some log files to free up space, but it will happen again.

A more pressing issue is the fact that they are running Windows XP. Microsoft will no longer be issuing security updates nor provide support for Windows XP after April of this year. These SCADA computers are a critical piece of equipment and we do not want to risk compromising them (and our network) because they are not secure, or they could fail suddenly because of their age.

We looked at replacing these computers a couple of years ago, but decided not to because it would require upgrading some hardware for the alarm system. I have received a quote from Altronex Control Systems (LW Allen) for upgrading the alarm hardware and software so that we can replace the old SCADA computers with new ones. The cost is \$14,076. We will also need to purchase 2 computers to replace the existing SCADA machines. The cost for these two computers will be \$700 each (\$1,400 total), so the total cost of this project will be \$15,476.

If you have any questions, please let me know.

Ronald Turner
Information Technology Manager
City of Merrill
1004 E 1st Street
Merrill, WI 54452
(715)536-5594

PROPOSAL

Phone 608.222.8622

Fax 608.222.9414



Altronex Control Systems

A Division of L. W. Allen, Inc.

Excellence, By Design

4633 Tompkins Drive
Madison, WI 53716

Ronald Turner
City of Merrill, Information Technology Manager
1004 E 1st Street
Merrill, WI 54452
Ronald.Turner@ci.merrill.wi.us

PROPOSAL ID: 14010913MMK
REFERENCE: SCADA System Upgrades
LOCATION: Merrill, WI - Water and WW
BID DATE: January 9, 2014

TERMS: NET-30 DAYS PER ATTACHED TERMS AND CONDITIONS
ADDENDUM __ ACKNOWLEDGED

FREIGHT IS F.O.B. ORIGIN – ALLOWED
PRICES DO NOT INCLUDE SALES OR USE TAXES

ITEM	QUAN	DESCRIPTION	TOTAL PRICE
		L.W. Allen and its Altronex Control Systems division are pleased to provide a quotation for the following equipment and services. The existing SCADA computers at the WWTP and the Water Utility are in need of replacement. The Altronex SCADA software will need to be upgraded to operate on the Windows 7 Professional operating system.	
A	1	WWTP AND WATER UTILITY SCADA UPGRADES 1. Altronex Wonderware Intouch version 2014 60k runtime license 2. Remote control software including installation and configuration. 3. Altronex reporting system conversion and upgrade (Water System) 4. Reinstall customer's existing Hach WIMS reporting software (WWTP) 5. Installation, startup and training.	
		TOTAL PRICE ITEM A	\$14,076
	**	NOTES AND CLARIFICATIONS 1. Customer supplied computers/display systems shall have the following specs at a minimum. a. Windows 7 Professional 64 bit OS with 4GB Ram –Windows 8 is not supported at this time. b. Display resolution and aspect ratio to match existing. c. Microsoft Office Professional 2013 2. Customer's IT personnel will load the operating system, setup the data backup as required, install accounts and users. 3. Customer will ship the computer towers to Altronex for configuration and testing. 4. Altronex will convert HMI software, load databases and reporting software and port existing data to new machines.	

ACCEPTED THIS 13TH DAY OF January, 2014

[Signature]

NAME OF PURCHASER

BY: Ronald Turner, I.T. manager

NAME & TITLE

PRICE FIRM FOR **30** DAYS

SUBMITTED THIS: January 09, 2014

L.W. ALLEN, INC.-BY: [Signature]

Mark Kane

Terms and Conditions

Controlling Provisions: These terms and conditions shall supersede any provisions, terms, and conditions contained on any purchase order or other written form Buyer may use or provide (whether received by Seller prior or subsequent to date hereof), and the rights of the parties shall be governed exclusively by the provisions, terms, and conditions hereof.

Quotations and Acceptance: Acceptance of a quotation, whether by a separate purchase order or by other means, shall constitute an acknowledgment and approval of the quotation as written and an acceptance of the Terms and Conditions hereof. Written quotations shall expire on the date specified in the quotation or, in the absence of such specification, thirty calendar days from the date issued. Seller may, by written notice, terminate a quotation at any time prior to acceptance. Any purchase order received after expiration of a quotation, which Seller honors, shall be subject to all of the Terms and Conditions hereof.

Submittal Drawings: Submittal of drawings for approval, if required, will be made after receipt of complete information from buyer. The quantity of the submittal drawings will be as specified in the contract documents. Additional sets will be supplied at \$150.00 per set. Return to Seller of one (1), final approved drawing constitutes notice to Seller to proceed with manufacturer. If this order is conditioned upon "engineer approval" Seller requires written notification from buyer in the form of approved submittal data.

Force Majeure: Seller shall not be liable for failure to deliver or perform, for any delay in the performance of orders or contracts, or in the delivery of shipment of goods, or for any damages suffered by the buyer due to such delay or failure, when the delay or failure is, directly or indirectly, caused by or arises from delays of suppliers or carriers or any other cause beyond Seller's control.

Prices and Taxes: All prices are F.O.B. factory unless expressly stated otherwise. Prices do not include sales, excise, municipal, state or other governmental taxes. Buyer shall be responsible for all taxes.

Credit Approval: The credit terms specified on the face hereof are subject to Seller's continuing approval of Buyer's credit. Seller may withdraw the extension of credit and require modified payment terms if, in Seller's sole judgment, Buyer's credit or financial standing is impaired to the point where Seller in good faith deems itself insecure.

Delivery: Unless otherwise specified in this quotation, delivery will be F.O.B. Seller's point of shipment. Buyer will accept delivery within twenty (20) days after Seller notifies Buyer that the equipment is ready for shipment. If Buyer does not furnish exact shipping instructions within ten (10) days after acceptance of this proposal, Seller will select, at its discretion, the means and terms of shipment. Seller will not be liable for any loss resulting from such selection. The time of delivery is an estimate only, and Seller may change such time if it does not receive the information and approvals necessary to proceed with the manufacture of equipment.

Title, Risk of Loss, Inspection of Equipment: Title and risk of loss to the equipment shall pass to Buyer upon delivery of the equipment to the carrier. Buyer shall immediately inspect equipment upon receipt and any damage must be noted on the carrier's bill of lading at time of receipt. Seller is not liable for any shortages or nonconformance unless notified by Buyer within 10 days of Buyer's receipt of the equipment. Buyer will make all claims for loss or damage in transit against the carrier.

Changes, Cancellations, Returns: All changes, cancellations, or returns must have Seller's prior written approval and are conditional on compliance with manufacturer's cancellation/return policies and subject to restocking fees and service charges. Authorized returned equipment must be packaged and shipped prepaid to manufacturer.

Payment: Unless the Seller extends alternative credit terms, 90% of the total purchase price is due net 30 days after delivery of equipment (but in all cases prior to field service start-up, if earlier) and the remaining 10% is due upon start-up of equipment by Seller's field technician, but in no event more than 90 days after shipment of equipment. Any balance owed by Buyer after the due date is subject to a 1.5% per month delinquency charge until paid. **FIELD START-UP SERVICE CANNOT BE AUTHORIZED WITHOUT RECEIPT OF PAYMENT IN THE AMOUNT OF 90% OF THE TOTAL PURCHASE PRICE.** If no start-up is required, 100% payment is due net 30 days from invoice date. **BUYER'S PAYMENT OBLIGATION IS IN NO WAY CONTINGENT UPON BUYER'S RECEIPT OF PAYMENT FROM ANY OTHER PARTY.**

Indemnification and Default: In addition to all other amounts due hereunder, buyer shall reimburse Seller in full for all collection costs or changes, including reasonable attorney fees, which Seller may incur in the collection of past due amounts from buyer, including interest on overdue accounts. If buyer is in default under this or any other agreement with Seller, Seller may defer performance hereunder until such default is cured. Seller shall have no obligation to provide factory startup assistance and/or factory training until all invoices (including retentions) for equipment have been paid in full.

Security Interest: Seller shall retain a security interest in the equipment until the full purchase price has been paid. Buyer's failure to pay any amounts due shall give Seller the right to possession and removal of the equipment after providing ten (10) days written notice. Seller's taking of such possession shall be without prejudice to any other remedies Seller may have.

Warranty and Liability: Buyer shall have such warranty rights, and only such warranty rights, as may be extended by the manufacturer of the product. The terms and conditions of any such warranty rights are set forth in the Manufacturer's Operation/Maintenance Manual which accompanies each product. Seller does not otherwise offer any guaranty or warranty for the product. Seller disclaims any and all warranties; express or implied, including the warranties of merchantability and fitness, except as may be set forth in the terms and conditions of sale in this Agreement or in any express written warranty which seller may have otherwise extended to Buyer for the product.

Seller shall not be liable for any damages, charges for labor, or expense in making repairs or adjustments to the product without prior written approval of Seller. Seller shall not be liable for any damages or charges sustained in the adaptation or use of its engineering data or service by Buyer or any third party. Seller shall not be liable for startup or any other field work performed by personnel other than authorized representatives of Seller unless expressly approved in writing in advance by Seller. Seller shall in no event be liable for any consequential, incidental or liquidated damages or penalties. Seller's liability under this Agreement shall in no event exceed the lesser of: (i) the cost of remedying any defect or deficiency in the performance of Seller hereunder; or (ii) the purchase price of the product in respect of which the claim is made.

Operation/Maintenance Manuals: Buyer's installation, maintenance and operation manuals will be furnished in the number of copies specified at the time of quotation in contract documents. If none specified, one will be provided at no added cost, with additional copies at \$150.00 each.

January 15, 2014

TO: Water & Sewage Committee

FROM: Kim Kriewald, Utility Superintendent

RE: Operations Report

Water & Sewer Operations & Water Recycling Operations aka Wastewater Operations

Dealing with cold weather problems – frozen meters, pipes frozen in basements & service freeze-ups.

Experienced (3) water main breaks since last meeting:

Champagne St
S. Center Ave.
Lake St

Bids going out soon for electrical portion of replacing generator at Water Resource Reclamation Facility.

Collecting information for PSC Report and working on other end of year reports.

IT Manager informed me that the utilities' SCADA system needs to be updated because they will become security risks after April 2014. (Cost & correspondence is attached)

Delivery for much of the grit removal systems is a month ahead of schedule – anticipated start date of the replacement is the end of February.

Continuous snow fall means shoveling out hydrants – continuously.

Experience problems with mail delivery for December bills – bills taken to the post office on 12/13/13 – in some cases delivered week of January 6th.

Getting meter reading done on time became a drawn out affair this month because of cold weather, leaks, freeze ups etc.

Respectfully submitted,



Kim Kriewald
Utilities Superintendent

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