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CITY OF MERRILL
Water & Sewage Utility

2401 River Street • Merrill, Wisconsin • 54452
Phone: 715.536.6561 •Fax: 715.539.2668

NOTICE

RE: Water and Sewage Committee Meeting to be held **Wednesday, February 24, 2016** at **4:00** p.m. in the Council Chambers at City Hall.

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

The following items will be on the agenda:

1. Review & approval of vouchers
2. Discussion & recommendation to proceed with Collection System I & I Evaluation.
3. Discussion & recommendation to proceed with cleaning of filter media as part of planned maintenance.
4. Operations Report.
5. Public Comment.
6. Next meeting.
7. Adjournment.

Reviewed by,

Rob Norton
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: 06403 UTILITY FEB 2016

VENDOR SET: 01 **** CHECK LISTING ****

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-9932953114	AIRGAS USA, LLC	R	2/10/2016		43.24CR	149228	43.24
003513	BATTERIES PLUS							
	I-069-289062	BATTERIES PLUS	R	2/10/2016		39.90CR	149229	39.90
001521	BAY TOWEL, INC.							
	I-013116	BAY TOWEL, INC.	R	2/10/2016		341.90CR	149230	341.90
002088	BOB'S WEST 64							
	I-27549	BOB'S WEST 64	R	2/10/2016		45.16CR	149231	45.16
002809	CARQUEST OF MERRILL							
	I-10846-165724	CARQUEST OF MERRILL	R	2/10/2016		27.54CR	149232	27.54
000215	CHEMTRADE CHEMICALS US LLC							
	I-91717534	CHEMTRADE CHEMICALS US LLC	R	2/10/2016		3,466.80CR	149233	3,466.80
000381	CITY OF MERRILL							
	I-REPLAC - SEWAGE AC	CITY OF MERRILL	R	2/10/2016		15,000.00CR	149234	15,000.00
002926	DC MTRS LLC							
	I-013116	DC MTRS LLC	R	2/10/2016		320.00CR	149235	320.00
000206	DIGGERS HOTLINE							
	I-1ST PREPAY 2016	DIGGERS HOTLINE	R	2/10/2016		1,094.40CR	149236	1,094.40
000209	ENERGENECS							
	I-00131358-IN	ENERGENECS	R	2/10/2016		889.06CR	149237	889.06
000212	FASTENAL COMPANY							
	I-013116	FASTENAL COMPANY	R	2/10/2016		1,114.02CR	149238	1,114.02
002661	FRONTIER							
	I-013116	FRONTIER	R	2/10/2016		140.93CR	149239	140.93
001556	HD SUPPLY WATERWORKS, LTD							
	I-013116	HD SUPPLY WATERWORKS, LTD	R	2/10/2016		50,110.52CR	149240	50,110.52
000224	HYDRITE CHEMICAL CO							
	I-01873171	HYDRITE CHEMICAL CO	R	2/10/2016		1,899.80CR	149241	1,899.80

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002849	HYDROCORP							
	I-0038042-IN	HYDROCORP	R	2/10/2016		1,340.00CR	149242	1,340.00
001017	JANSSEN HEATING & COOLING							
	I-20027	JANSSEN HEATING & COOLING	R	2/10/2016		85.00CR	149243	85.00
000751	L W ALLEN LLC							
	I-013116	L W ALLEN LLC	R	2/10/2016		1,980.82CR	149244	
	I-100480	L W ALLEN LLC	R	2/10/2016		5,048.00CR	149244	7,028.82
000313	LINCOLN CO TREASURER'S OFFICE							
	I-10303	LINCOLN CO TREASURER'S OFFICE	R	2/10/2016		305.73CR	149245	305.73
000351	LOCAL GOVERNMENT INVESTMENT POOL							
	I-013116	LOCAL GOVERNMENT INVESTMENT PO	R	2/10/2016		8,750.00CR	149246	8,750.00
000041	MERRILL ACE HARDWARE							
	I-013116	MERRILL ACE HARDWARE	R	2/10/2016		1,327.68CR	149247	1,327.68
000328	MERRILL WATER UTILITY							
	I-013116	MERRILL WATER UTILITY	R	2/10/2016		268.63CR	149248	268.63
000540	NAPA AUTO PARTS							
	I-013116	NAPA AUTO PARTS	R	2/10/2016		159.71CR	149249	159.71
000336	NIENOW ELECTRIC, INC							
	I-013116	NIENOW ELECTRIC, INC	R	2/10/2016		708.82CR	149250	708.82
000337	NORTH CENTRAL LABORATORIES							
	I-013116	NORTH CENTRAL LABORATORIES	R	2/10/2016		1,399.25CR	149251	1,399.25
001979	P B B S EQUIPMENT CORPORATION							
	I-154253	P B B S EQUIPMENT CORPORATION	R	2/10/2016		602.21CR	149252	602.21
001392	PACE ANALYTICAL SERVICES INC							
	I-013116	PACE ANALYTICAL SERVICES INC	R	2/10/2016		880.00CR	149253	
	I-15100113344	PACE ANALYTICAL SERVICES INC	R	2/10/2016		190.00CR	149253	1,070.00
000362	PETERSON BROS. SAND							
	I-10017	PETERSON BROS. SAND	R	2/10/2016		128.25CR	149254	128.25
000126	PIGGLY WIGGLY							
	I-013116	PIGGLY WIGGLY	R	2/10/2016		121.38CR	149255	121.38

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000586	QUILL CORPORATION							
	I-013116	QUILL CORPORATION	R	2/10/2016		715.79CR	149256	715.79
000572	SHARE CORP							
	I-013116	SHARE CORP	R	2/10/2016		1,244.75CR	149257	1,244.75
002533	STRAND & ASSOCIATES INC							
	I-0117262	STRAND & ASSOCIATES INC	R	2/10/2016		845.78CR	149258	845.78
000578	USA BLUE BOOK							
	I-860278	USA BLUE BOOK	R	2/10/2016		692.57CR	149259	692.57
000284	VIP ALL-VALUE							
	I-013116	VIP ALL-VALUE	R	2/10/2016		445.03CR	149260	445.03
000299	WAL-MART COMMUNITY/GEMB							
	I-013116	WAL-MART COMMUNITY/GEMB	R	2/10/2016		79.20CR	149261	79.20
000587	WI STATE LAB OF HYGIENE							
	I-449220	WI STATE LAB OF HYGIENE	R	2/10/2016		25.00CR	149262	25.00
000266	WISCONSIN BUILDING SUPPLY							
	I-013116	WISCONSIN BUILDING SUPPLY	R	2/10/2016		197.69CR	149263	197.69

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	36	0.00	102,074.56	102,074.56
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:	36	0.00	102,074.56	102,074.56

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
20	2/2016	190.00CR
62	2/2016	67,151.92CR
63	2/2016	34,732.64CR
ALL		102,074.56CR

STRAND
ASSOCIATES®

Strand Associates, Inc.®
910 West Wingra Drive
Madison, WI 53715
(P) 608-251-4843
(F) 608-251-8655

February 4, 2016

Mr. Kim Kriewald
Utilities Superintendent
City of Merrill
2401 River Street
Merrill, WI 54452

Re: Proposal for Collection System Infiltration/Inflow (I/I) Evaluation

Dear Mr. Kriewald:

As requested, this letter will constitute our proposed Scope of Services to provide the City of Merrill with an I/I evaluation of its collection system. We have organized this information in the following fashion:

- Project Background and Understanding
- Proposed Scope of Services
- Project Team
- Project Schedule
- Project Fees

Project Background and Understanding

Strand Associates, Inc.®, has been working with the City of Merrill on collection system projects since the 1970s. The focus of the current study will be to identify areas in the city with high peak to average flow ratios and develop strategies to reduce peak flows, which will provide wet weather relief at the wastewater treatment plant (WWTP). The study will also identify areas where sanitary sewer capacity is limited.

Per past discussions, the intent is to segment the I/I project into a few smaller phases over the next several years, the timeframe of which will depend on budget and study findings. This approach allows annual expenses to be maintained at a reasonable level and will also provide City staff the opportunity to budget for recommended collection system improvements to address I/I.

Proposed Scope of Services

The following tasks have been included in the Year 1 Scope of Services:

- Review available records and collection system information, including discussions with field staff regarding known or suspected areas of I/I or operational issues.

- Assess approximately 125 manholes in the collection system. Approximately 75 of these manholes are located on the main east/west interceptor that runs from the WWTP west along the Wisconsin River. The locations of the remaining 50 manhole assessments will be determined following discussions with City staff. Since there are 1,203 manholes in the collection system, the 125 manholes to be assessed represent approximately 10 percent of the overall system.

- Perform smoke testing in select areas of the collection system. The specific locations will be identified with City staff. For this task, we anticipate providing two field staff for 1 week (50 hours each) and all required equipment. The City will provide at least one person to assist with this task.

- Prepare a brief report documenting the results of the Year 1 activities. The report will also provide recommendations for subsequent I/I identification activities, as well as recommendations for any system rehabilitation required based on Year 1 findings.

Project Team

Andrew Craven, P.E., will serve as the Project Manager and Lead Project Engineer. Andy has been working with the City of Merrill since 1990. Randy Langer, P.E., and Sacha Tetzlaff will provide support engineering and field services.

Project Schedule

The initial phases of this project can begin in the spring of 2016. Smoke testing should be done during the drier months; late July and August usually work well. We propose that the final report be completed and delivered to City staff no later than December 15, 2016.

Project Fee

For the City's convenience, we have outlined our proposed fee for each item identified above in our Proposed Scope of Services. All phases of the project presented below include the necessary allowances for administration, project management, and expenses.

Project Scope Item	Proposed Fee
Initial Data Collection / Analysis	$1,600
Manhole Assessments	$5,200
Smoke Testing	$7,700
Project Engineering, Meetings, Recommendations, and Documentation	$11,000
Total	**$25,500**

We sincerely appreciate the opportunity to provide the City with our Proposed Scope of Services for this project. We truly believe our firm to be the best choice to assist the City of Merrill in addressing its collection system I/I issues. Please feel free to contact me with any questions or comments. We look forward to the City's favorable consideration of our proposal.

Sincerely,

STRAND ASSOCIATES, INC.®

Andrew Craven

Andrew L. Craven, P.E.

9901.973/ALC:mah

Operations Report

- Lucianne Kreger started as the new part time billing clerk February 15th. She will be a great addition to our team.

- Gabe and I attended a meeting sponsored by the DNR on developing a Capacity, Management, Operation and Maintenance (CMOM) program for the sewer collection system that is required to be complete by August 1, 2016.
- Completed the Water Withdrawal Report and the Monitoring Waiver Application and submitted to the DNR. Working on completing other end of year reports Compliance Maintenance Annual Report and information for the Public Service Commission.
- Staff continues to work on routine meter changes. On February 25th staff will receive training on installation and programing of radio read boxes. The process will than begin to convert all meters to radio read capabilities within the next 3 years.
- Repaired a water main break on 1/27 on E.1st Street and Cleveland Street, water was off for approx. 2 ½ hours.
- Staff replaced 2- Non-Potable System pumps at the wwtp that were 25 years old and bearings going bad. We will evaluate the remaining 2 pumps and either rebuild or replace at a later date.
- Alex Smudde will be starting as operator at the wwtp on February 25th as part time until he graduates from UWSP in May when he will move to full time. He will make a fine addition to the staff in the utilities bringing with him state certifications a degree in Environmental Science and over two years internship at Stevens Point Treatment Plant.
- Staff is preparing equipment for televising sewers so with a favorable spring we can get an early start on cleaning and televising.
- Project to replace the blowers has begun. The #2 blower, motor and piping have all been removed and the base prepared for the new blower installation. Hope to have delivery of the blowers February 17 with the installation to follow. Project to be completed by May 1.
- There were a couple of 8" valves that were inoperable at the wastewater plant that have been replaced.
- Credit card information gathering and lead testing information.