

Commissioners:  
 Steve Schmidt, President  
 Mike Wallerich, Tim Adams, Bryan Hall, Mike Streveler

Staff Present:  
 City Administrator Chad Springer  
 Patty Heraty, Deputy Clerk

**Proceedings of the Utilities Commission**

The regular monthly meeting of the Utilities Commission of the City of Wabasha was held on Tuesday, August 4, 2015, and was called to order by Commissioner Schmidt at 4:00 p.m.

Roll call found commissioners Schmidt, Hall and Wallerich present. Commissioners Adams and Streveler were absent. Also present was Pat Mueller, People Service and Brian Malm and Josh\_\_\_\_\_ Bolton and Menk

Commissioners Schmidt and Hall moved to approve the minutes of the July 7, 2015 regular meeting as presented. Adopted unanimously.

The following bills were presented for payment, Staff is also requesting approval to pay Pay Estimate #1 to Winona Mechanical for the Campbell Ave Water Main Project in the amount of \$116,271.83. Commissioners Wallerich and Schmidt moved to approve the bills with the addition of the Pay Estimate 1 to Winona Mechanical. Adopted unanimously.

|                      |  |                   |
|----------------------|--|-------------------|
| Bolton and Menk      | Campbell Ave Watermain Project         | 2,436.00          |
| Bolton and Menk      | Well #3 Project Engineering Fees       | 9,291.60          |
| Chad Springer        | Mileage                                | 43.13             |
| Finance and Commerce | Well #3 Project – Ad for Bids          | 278.93            |
| Harterts Store       | Beach Park Water Service Improvements  | 766.98            |
| HBC                  | Alarm                                  | 41.80             |
| Minnesota Pump Works | Replacement Pump                       | 1230.08           |
| MPFA                 | Bond Payment- Sewer Dept.              | 354,347.45        |
| People Service       | Contracted Services – Water Dept       | 5,731.8           |
| People Service       | Contracted Services – Sewer Dept.      | 13,374.20         |
| Valley Publications  | Well #3 – Ad for Bids                  | 100.00            |
| Visa                 | Pressure Gauge                         | 1,179.83          |
| Winona Mechanical    | Pay Estimate 1 – Campbell Ave. Project | 116,271.83        |
|                      | <b>Total</b>                           | <b>514,096.20</b> |

**Agenda Item 4 – Bill Adjustments**

- Jay Jewson is requesting a credit to the sewer charges for his property located at 143 Main Street West, this property is rented by H&R Block. Mr. Jewson reported that there was a boiler malfunction and more than 100,000 gallons of water leaked into the basement floor – none of the water went down city sewer. Mr. Jewson is requesting a credit of the entire amount of the sewer charges over and above the normal usage. Commissioner Schmidt and Hall moved to issue a credit check to H & R Block for the full amount of the sewer charges at the current rate over and above the normal usage for the property. Adopted Unanimously.
- Blain Marcou is requesting a credit to the sewer portion of his bill for April and May due to a boiler leak. Mr. Marcou has requested a credit in the past; however the leak was not fixed at the time. The leak has now been repaired and usage has returned to normal. Commissioners Wallerich and Schmidt moved to credit Mr. Marcou's account for usage per the leak adjustment policy over and above a normal rate of 5,000. Adopted Unanimously.
- Terry Dennis is requesting a credit of late charges for his rental property at 911 Phelps Ave. His renter moved without notification and has not paid the bill, because of this the account has accumulated late charges. Mr. Dennis was notified by mail in June and by phone in July. Mr. Dennis does not feel he should pay late fees because he states that he was unaware that the bill was past due. The late charges are 36.10. Commissioners Schmidt and Wallerich moved to deny Mr. Dennis' request for a credit of late fees. Adopted unanimously.

**Agenda Item 5a – Grant Blvd Property Assessments**

Staff is requesting a recommendation to council to assess the three property owners of the Grant Blvd Sewer Project for a period of 10 years at an interest rate of 3.75%, which is the same assessment schedule as the street projects. The cost

for the project was \$17,731.50 and will be divided between the 3 property owners, the property owners must also pay the SAC fee. The total amount of assessment to each property owner is \$6510.50.

Commissioners Wallerich and Hall moved to approve assessment of project costs and SAC fee to the effected property owners at a rate of 3.75% over 10 years, and to recommend council approval of the same. Adopted unanimously.

**Agenda Item 5b – Campbell Ave Water Main Repair**

Brian Malm from Bolton and Menk reported that the project has been completed.

**Agenda Item 5c – Well #3 Project Update**

Brian Malm reported that the city had received 1 bid for the project that were opened on July 22<sup>nd</sup> and provided the commission with the following information:



**BOLTON & MENK, INC.**  
Consulting Engineers & Surveyors  
2778 Commerce Drive NW • Suite C • Rochester, MN 55901  
Phone (507) 208-4332 • FAX (507) 208-4155  
www.bolton-menk.com

July 29, 2015

Chad Springer  
City Administrator  
City of Wabasha  
900 Hiawatha Drive East  
Wabasha, MN 55981

RE: Well and Well House No. 3  
City of Wabasha, MN  
BMI Project No. H19.108601

Dear Mr. Springer,

Bids were received and opened at City Hall on Wednesday, July 22<sup>nd</sup> at 10:00am for the project referenced above. One (1) bid was received and the results of the bid is tabulated below:

| Bidder                                       | Base Bid Amount | Add Alternate Amount | Total Base Bid + Alternate Amount |
|--|-----------------|----------------------|-----------------------------------|
| Wapasha Construction Co. Inc.,<br>Winona, MN | \$723,000.00    | \$15,000.00          | \$738,000.00                      |
| Engineer's Estimate                          |                 |                      | \$803,000.00                      |

The Base Bid includes a receptacle for a portable generator for standby power. The Add Alternate portion of the bid would modify the electrical system and provide a concrete pad to allow for the installation of a permanently mounted standby generator. The Add Alternate Bid price does not include the generator itself. However, we have obtained a quote from Wapasha Construction to provide the generator through the Contract in the amount of \$59,934.65. Therefore, there are two options for awarding the Contract:

Option 1 – No Permanent Standby Generator

Award the Base Bid only in the amount of \$723,000.00. This will not include a permanent standby generator, but will include a generator receptacle that could be used to power the well with a portable generator in the event of a power outage. It should be noted that the City does not currently have a portable generator with the configuration necessary to do this at this time. Such a portable generator would need to be rented or purchased.

Option 2 – Include Permanent Standby Generator

Award the Base Bid + Add Alternate in the amount of \$738,000.00. Approve the attached Change Order No. 1 to add the permanent 150kw standby generator in the amount of \$59,934.65. This would bring the total Contract amount to \$797,934.65.

Both of these options are below the Engineer's Estimate of \$803,000.00. We recommend awarding the Contract to Wapasha Construction as described in Option 1 or Option 2, depending on the City's desire for standby power for the well. We have worked with Wapasha Construction and their well drilling subcontractor, Traut Wells, in the past and believe they are qualified to complete the project.

**CHANGE ORDER**

No. 1

Date of Issuance: August 4, 2015 Effective Date: \_\_\_\_\_

|  |                        |                                    |
|--|------------------------|------------------------------------|
| Project: Well and Well House No. 3         | Owner: City of Wabasha | Owner's Contract No.:              |
| Contract: Well and Well House No. 3        |                        | Date of Contract: August 4, 2015   |
| Contractor: Wapasha Construction Co., Inc. |                        | Engineer's Project No.: H19.108601 |

**The Contract Documents are modified as follows upon execution of this Change Order:**

**Description:**

Furnishing and installation of materials associated with a Standby Generator as detailed in the Contractor's Response to Proposal Request No. 1.

**Attachments (list documents supporting change):**

Contractor's response to Proposal Request No. 1.

**CHANGE IN CONTRACT PRICE:**

**CHANGE IN CONTRACT TIMES:**

|   |   |                                       |   |
|---|---|---------------------------------------|---|
| Original Contract Price:  | Original Contract Times:  | <input type="checkbox"/> Working days | <input checked="" type="checkbox"/> Calendar days |
| \$ 738,000.00   | Substantial completion (days or date):                                    | 270 days                              |   |
|   | Ready for final payment (days or date):                                   | 300 days                              |   |
| Increase/Decrease from previously approved Change Orders No. 0 to No. 0 : | Increase/Decrease from previously approved Change Orders No. 0 to No. 0 : |                                       |   |
| \$ 0.00   | Substantial completion (days):  | 0 days                                |   |
|   | Ready for final payment (days):   | 0 days                                |   |
| Contract Price prior to this Change Order:                                | Contract Times prior to this Change Order:                                |                                       |   |
| \$ 738,000.00   | Substantial completion (days or date):                                    | 0 days                                |   |
|   | Ready for final payment (days or date):                                   | 0 days                                |   |
| Increase of this Change Order:  | Increase/Decrease of this Change Order:                                   |                                       |   |
| \$ 59,934.65  | Substantial completion (days or date):                                    | 0 days                                |   |
|   | Ready for final payment (days or date):                                   | 0 days                                |   |
| Contract Price incorporating this Change                                  | Contract Times with all approved Change Orders:                           |                                       |   |
| \$ 797,934.65   | Substantial completion (days or date):                                    | 270 days                              |   |
|   | Ready for final payment (days or date):                                   | 300 days                              |   |

|   |                              |                                   |
|---|------------------------------|-----------------------------------|
| <b>RECOMMENDED:</b>   | <b>ACCEPTED:</b>             | <b>ACCEPTED:</b>                  |
| By:  | By: _____                    | By: _____                         |
| Engineer (Authorized Signature)   | Owner (Authorized Signature) | Contractor (Authorized Signature) |
| Date: <u>July 29, 2015</u>  | Date: _____                  | Date: _____                       |
| Approved by Funding Agency (if applicable): _____                                       | Date: _____                  | Date: _____                       |

Commissioners discussed the information provided and it was decided that Option 1 – No Permanent Standby Generator would be the best way to go. Commissioners Wallerich and Schmidt moved to approve Option 1 with a recommendation to council for approval of the same. Adopted Unanimously.

## Agenda Item 5d – People Service Report

Pat Mueller gave the following monthly report.



Date: July 28, 2015

To: City of Wabasha

From: Pat Mueller/Burt Bonser, Operators

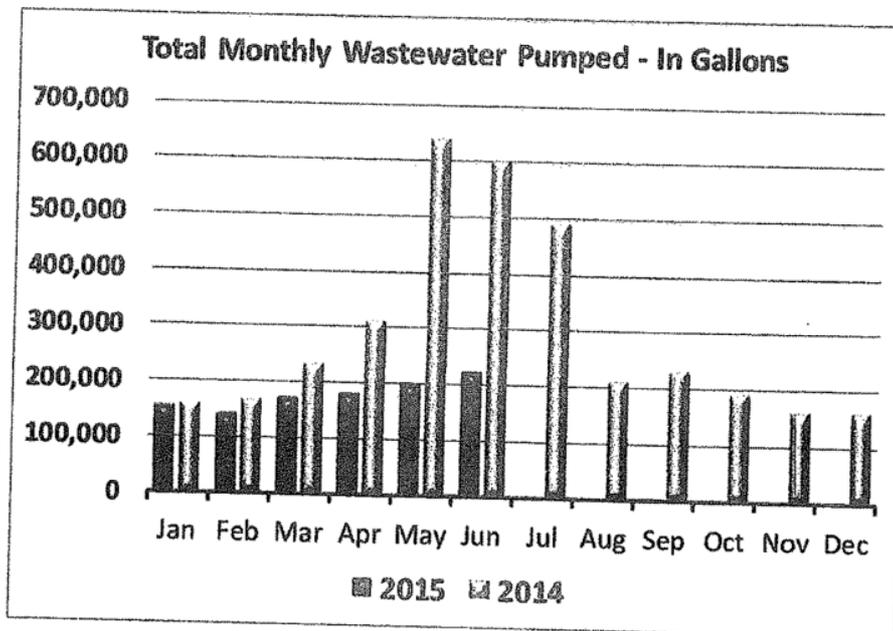
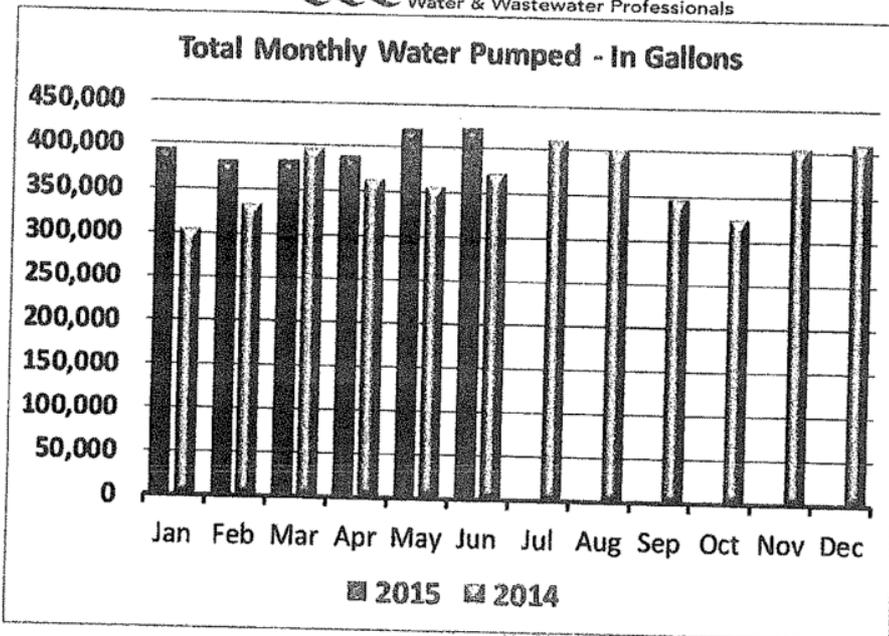
O & M Report: June 2015

### Water Operation & Maintenance

- All water samples were taken , passed and submitted to state
- We found 3 main water valves that had been paved over at the intersection of Main St. E. and Bailey, which Brian Malm has added to Haas punch list to be fixed.
- The new water line under the railroad is in place , was pressure tested and water test were ran last week, final hook up is July 31st

### Wastewater Operation & Maintenance

- All samples were taken, passed and submitted to the state
- We installed a new pump at the reads landing lift station to replace one of the pumps that burnt out, about 9 months ago, they paid for the pump and I will be billing them for Passe Electric time and ours to install the pump.
- We our currently starting to jet sewer mains around town, this is routine maintenance, trying to hit all the areas that have root issues first then on to other lines. The goal is to do 25-30% of the town each year



# PeopleService INC.

Water & Wastewater Professionals

| Water                              |         | Units        |              |              |
|------------------------------------|---------|--------------|--------------|--------------|
| Average Daily Pumped               | gallons | 424,000      | 421,000      | 372,000      |
| Maximum Daily Pumped               | gallons | 531,000      | 516,000      | 482,000      |
| Total Monthly Pumped               | gallons | 12,719,000   | 13,051,000   | 11,167,000   |
| Well #1 Pumped                     | gallons | 12,719,000   | 5,374,000    | 5,827,000    |
| Well #2 Pumped                     | gallons | 0            | 7,677,000    | 5,340,000    |
| Average Daily Fluoride Conc.       | mg/L    | 1.03         | 1.00         | 1.03         |
| Fluoride used                      | pounds  | 490.00       | 516.00       | 483.30       |
| Total Chlorine Residual            | mg/L    | 0.00         | 0.00         | 0.00         |
| Chlorine used                      | lbs     | 0.00         | 0.00         | 0.00         |
| CBOD                               |         |              |              |              |
| CBOD Influent                      | mg/L    | 160          | 174          | 55           |
| CBOD Effluent                      | mg/L    | 2            | 2            | 1            |
| CBOD Effluent Permit Limit         | mg/L    | 25           | 25           | 25           |
| CBOD % Removal                     | %       | 99.00%       | 99.00%       | 99.00%       |
| CBOD % Removal Permit Limit        | %       | 85%          | 85%          | 85%          |
| CBOD Effluent Loading              | kg/day  | 1.50         | 1.10         | 0.80         |
| CBOD Effluent Loading Permit Limit | kg/day  | 57.00        | 57.00        | 57.00        |
| TSS                                |         |              |              |              |
| TSS Influent                       | mg/L    | 251          | 212          | 97           |
| TSS Effluent                       | mg/L    | 5            | 4            | 2            |
| TSS Effluent Permit Limit          | mg/L    | 30           | 30           | 30           |
| TSS % Removal                      | %       | 98.00%       | 98.00%       | 98.00%       |
| TSS % Removal Permit Limit         | %       | 85%          | 85%          | 85%          |
| TSS Effluent Loading               | kg/day  | 3.70         | 3.10         | 4.30         |
| TSS Effluent Loading Permit Limit  | kg/day  | 69.00        | 69.00        | 69.00        |
| Phosphorus                         |         |              |              |              |
| Phos Influent                      | mg/L    | 9            | 9            | 3            |
| Phos Effluent                      | mg/L    | 0.66         | 0.42         | 0.46         |
| Phos Effluent Permit Limit         | mg/L    | 1            | 1            | 1            |
| Phos Effluent Loading              | kg/day  | 0.50         | 0.30         | 0.90         |
| Phos Effluent Loading Permit Limit | kg/day  | 2.30         | 2.30         | 2.30         |
| Fecal Coliform                     |         |              |              |              |
| Fecal Effluent                     | ml      | 7            | 5            | 2            |
| Fecal Effluent Permit Limit        | ml      | 200#/100ml   | 200#/100ml   | 200#/100ml   |
| Dissolved Oxygen                   |         |              |              |              |
| DO Effluent                        | mg/L    | 2.40         | 4.10         | 4.50         |
| DO Effluent Permit Limit           | mg/L    | monitor only | monitor only | monitor only |

*PeopleService* INC.  
Water & Wastewater Professionals

| <b>Effluent Flow</b>                             |                 |              |             |            |
|--|-----------------|--------------|-------------|------------|
| <b>Average Daily</b>                             | gallons         | 220,000      | 200,000     | 600,000    |
| <b>Maximum Daily</b>                             | gallons         | 280,000      | 240,000     | 1,200,000  |
| <b>Total Monthly</b>                             | gallons         | 6,700,000    | 6,200,000   | 18,000,000 |
| <b>Precipitation Monthly Total</b>               | Inches          | 6            | 5           | 9          |
| <b>Contract True-Ups - Current Contract Year</b> |                 |              |             |            |
| Item   | Budgeted Amount | Amount Spent | % of Budget | % of Time  |
| <b>Chemical Budget</b>                           | \$17,750.00     | \$402        | 2%          | 17%        |
| <b>Maintenance Budget</b>                        | \$10,800.00     | \$4,988      | 46%         | 17%        |
| <b>Total</b>                                     | \$28,550.00     | \$5,390      | 19%         | 17%        |

**Agenda Item 5e – Vacation of 9<sup>th</sup> Street East**

Mike Stroot and his neighbor across 9<sup>th</sup> Street are requesting a vacation of a portion of 9<sup>th</sup> Street or possible look at vacating the whole portion of 9<sup>th</sup> Street West. Staff is requesting the commission review the request and the area for any water/sewer lines that may run thru.

**Agenda Item 5f – Financial Report**

Commission members were provided with a report of the fund balances for the month of June. No action was needed.

Chad reported that he is currently looking into a water/sewer line insurance program for residents. He will provide information to the commission at a later date.

Staff reported that there is a leak on 2<sup>nd</sup> street east in front of 223 2<sup>nd</sup> street east and that preparations are being made to fix it Monday next week.

The next meeting is scheduled for Tuesday, September 1, 2015 at 4:00pm.

**Having no other business, the meeting was adjourned by unanimous consent at 4:51 pm.**

Respectfully submitted: \_\_\_\_\_  
Patty Heraty, Deputy Clerk