

CITY OF OAK CREEK WATER & SEWER UTILITY

OFFICIAL NOTICE

PLEASE TAKE NOTICE that the Water and Sewer Utility Commission will meet at the Oak Creek Water & Sewer Utility, 170 West Drexel Avenue, Oak Creek, Wisconsin, 53154 on Tuesday, December 10, 2019, at 10:00 am.

The purpose of this meeting will be to discuss the topics listed on the attached agenda.

It is possible that members of and possibly a quorum of members of our governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

PUBLIC NOTICE

Please Note: Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the Oak Creek City Clerk at 414-766-7023 or write to the ADA Coordinator at the Health Department, City Hall, 8040 South 6th Street, Oak Creek, Wisconsin, 53154.

DATED, at Oak Creek, Wisconsin, this the 5th day of December, 2019.

/s/ Michael J. Sullivan
General Manager

A G E N D A
WATER AND SEWER UTILITY COMMISSIONERS
CITY OF OAK CREEK

<u>TIME</u>	<u>DATE</u>	<u>LOCATION</u>
10:00 am	Tuesday December 10, 2019	Headquarters Building 170 West Drexel Avenue

1.0 OPENING OF MEETING

- 1.1 Roll Call
- 1.2 Minutes Approval - Regular Meeting 11-12-19

2.0 CLOSED SESSION

- 2.1 Closed session in accordance with Section 19.85 (1) (b) (c) (e) (f) and (g) of the Wisconsin State Statutes for the following purpose:
 - A. Employee Grievance
 - B. Water Quality Improvement Project
- 2.2 Consider a Motion to Take Action, if Required

3.0 PROJECT APPROVALS

4.0 MISCELLANEOUS MATTERS

- 4.1 I-94/Puetz Road Water Main Crossing Project Change Order
- 4.2 Award College Avenue Water Main Project
- 4.3 Award Howell Avenue/Quail Run Looping Water Main Project
- 4.4 Amend Capital Budget for Sanitary Sewer Master Plan
- 4.5 Chemical Bids

5.0 FINANCIAL MATTERS

- 5.1 Project Payment Approval
- 5.2 Voucher Approval
- 5.3 Utility Investments
- 5.4 2020 Capital Budget Approval
- 5.5 Utility Billing Software Upgrade Approval

6.0 ADMINISTRATIVE & OPERATIONS REPORTS

- 6.1 Aldermanic Report
- 6.2 Administrative Operations Report
- 6.3 Engineering Operations Report
- 6.4 Distribution Operations Report
- 6.5 Plant Operations Report
- 6.6 Manager's Report

7.0 ADJOURN

**CHANGE ORDER AUTHORIZATION
CHANGE ORDER NO. 1
PROJECT NO. 18108**

I-94 at Puetz Road Water Main Replacement

**INITIATED BY THE OAK CREEK WATER AND SEWER UTILITY
DATE INITIATED: June, 2018**

Work authorization for furnishing the necessary labor, materials and equipment to perform the following:

ITEM NO.	ITEM DESCRIPTION	QUANTITY UNIT	UNIT PRICE	COST
E-1	Drain tile investigation	(1) Each	\$1,248.05	\$1,248.05
E-2	Brick up casing		\$700.00	\$700.00
E-3	Sanitary lateral conflict		\$1,215.82	\$1,215.82
E-4	Restocking Fee		\$3,990.00	\$3,990.00
TOTAL CHANGE ORDER				\$7,153.87

E = Contract Extra, C = Contract Credit

This work, performed under the Puetz Road Water Main Relay contract, is hereby agreed upon and has been performed as indicated under the contract for Project No. 18108, Change Order No. 1 for contract extras with a total net cost of \$7,153.87.

Globe Contractors, Inc.

Oak Creek Water & Sewer Utility


Signature

Signature

Daniel B. Olson
Accepted by (print name)

Accepted by (print name)

11/26/19
Date Accepted

Date Accepted

W College Avenue Water Main Extension Contract Award

Project Nos.: 19103

Date: December 10, 2019

RECOMMENDATION: That the Commission consider a motion to approve the W College Avenue Water Main Extension project and award a construction contract to the lowest responsive, responsible bidder, Cornerstone One, based on the bid amount of \$406,414.

The work was advertised, and the following bids were received:

Contractor	Bid Amount
Cornerstone One	\$406,414.00
UPI	\$492,504.00
IHC	\$556,556.00
Mid City Plumbing	\$644,900.00
American Sewer Services	\$651,627.00
Globe Contractors	\$786,960.00

The total capital budget for construction on this project is \$645,000.

The College Avenue water main extension project will connect two dead end legs with the installation of 1,850 LF of 12" PVC watermain along W. College Avenue from S. 27th Street to S. 20th Street. This project will improve the fire protection and water quality in the area.

The engineer's estimate for the project was \$535,376.

Howell and Quail Run Water Main Looping Contract Award

Project Nos.: 17103

Date: December 10, 2019

RECOMMENDATION: That the Commission consider a motion to approve the Howell and Quail Run Water Main Looping project and award a construction contract to the lowest responsive, responsible bidder, Cornerstone One, based on the bid amount of \$276,759.

The work was advertised, and the following bids were received:

Contractor	Bid Amount
Cornerstone One	\$276,759.00
UPI	\$317,731.00
IHC	\$361,600.00
Mid City Plumbing	\$397,050.00
American Sewer Services	\$448,949.00
Globe Contractors	\$644,811.00

The total capital budget for construction on this project is \$375,000.

The Howell project will connect two dead end legs with the installation of 622 LF of 12" PVC watermain along S. Howell Avenue in front of the MATC pond. This looping project will provide a secondary feed to the east side of the dual main water along Howell Avenue. Currently, if the water main were to break north of 6890 S Howell Avenue the east side of Howell would be out of water to College Avenue. This could impact 33 water customers. This project will improve the fire protection and water quality in the area.

The Quail Run project will provide a secondary service to the 79 homes in the Quail Run subdivision. This project will install 424 LF of PVC watermain along the east side of the property at 150 E Oakwood Road. This will provide redundancy and improved fire protection to the subdivision.

The engineer's estimate for these projects was \$318,610.

**Professional Services Agreement with Brown and Caldwell
Sanitary System Master Plan**

Date: December 10, 2019

RECOMMENDATION: That the Commission consider a motion to amend the capital improvement budget in the amount of \$100,000 for the Sanitary Master Plan agreement with Brown & Caldwell.

The Commission approved the Utility Engineer to enter into a contract with Brown & Caldwell for the Sanitary Master Plan at the October 8, 2019 Commission Meeting. We have been working with Brown & Caldwell on a scope of services and cost for the master plan. The project was budgeted \$150,000 with the 2019 Capital Improvement Projects. The additional funding is necessary to meet the proposed scope for the master plan. This project is projected at 1,542 hours of work and not to exceed \$233,632. This project consists of producing a comprehensive sanitary system master plan (20-year planning period) whose primary objectives are as follows:

- Document review and data collection
- Field investigations with flow monitoring
- Identify capacity constraints and areas of I/I
- Sanitary system hydraulic model calibration
- Sanitary sewer capital improvement program, 5 and 20-year improvements
- Update the system map to a GIS base format

OAK CREEK WATER AND SEWER UTILITY
PROGRESS PAYMENT REPORT

PROJECT NO. 18104-South 27th Street Water Main Extension

Item No.	Item Description	Bid Quantity	Globe Contractors, Inc. N50W23076Balker Rd, Pewaukee, WI 53072		Partial Payment No. 1 January 8, 2019		Partial Payment No. 2 February 12, 2019		Final Payment No. 3 December 10, 2019		PROJECT TOTAL	
			Unit Price	Total Price	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete
1	12" PVC Water Main, 1-1/4" Crushed Aggregate Backfill	1,005 LF	\$158.00	\$158,790.00	980.00	\$154,840.00	25.00	\$3,950.00		\$0.00	1,005.00	\$158,790.00
2	12" Gate Valve	3 EA	\$3,400.00	\$10,200.00	2.00	\$6,800.00		\$0.00		\$0.00	2.00	\$6,800.00
3	Connect to Existing 12" Main	2 EA	\$2,100.00	\$4,200.00	1.00	\$2,100.00	1.00	\$2,100.00		\$0.00	2.00	\$4,200.00
4	Type "B" Hydrant Assembly	3 EA	\$5,200.00	\$15,600.00	3	\$15,600.00		\$0.00		\$0.00	3.00	\$15,600.00
5	HMA Pavement	45 TON	\$150.00	\$6,750.00		\$0.00	37.76	\$5,664.00		\$0.00	37.76	\$5,664.00
6	Remove Existing Driveway Culvert	1 EA	\$500.00	\$500.00		\$0.00		\$0.00		\$0.00	-	\$0.00
7	12" RCP Driveway Culvert	24 LF	\$80.00	\$1,920.00		\$0.00		\$0.00		\$0.00	-	\$0.00
8	Apron Endwalls for Culvert Pipe-12"	2 EA	\$500.00	\$1,000.00		\$0.00		\$0.00		\$0.00	-	\$0.00
9	Base Aggregate Dense 3/4-Inch	110 TON	\$30.00	\$3,300.00		\$0.00		\$0.00	63	\$1,889.40	62.96	\$1,889.40
10	Concrete Curb and Gutter Type "C"	65 LF	\$100.00	\$6,500.00		\$0.00		\$0.00	65.00	\$6,500.00	65.00	\$6,500.00
11	Restoration	1 LS	\$9,700.00	\$9,700.00		\$0.00		\$0.00	1.00	\$9,700.00	1.00	\$9,700.00
12	Erosion Control	1 LS	\$1,500.00	\$1,500.00		\$0.00	1.0	\$1,500.00		\$0.00	1.00	\$1,500.00
13	Traffic Control	1 LS	\$3,000.00	\$3,000.00	0.5	\$1,500.00	0.5	\$1,500.00		\$0.00	1.00	\$3,000.00
TOTAL ITEMS 1-13 (inclusive)						\$222,960.00		\$14,714.00		\$18,089.40		\$213,643.40

Sub-Total Completed To Date \$213,643.40
 Less Allowance for testing and approval 0% \$0.00
 Less Retainage (5% to 50% complete) 0% \$0.00
 Total \$213,643.40
 Less Previous Payments \$189,980.00
TOTAL PAYMENT DUE THIS PERIOD \$23,663.40

Recommended for Commission Approval by: B. J. J. J. Date: 11-19-19

Contractor Final Payment Approval by: Ann Tufelstad Date: 11/19/19

**AFFIDAVIT OF COMPLIANCE
WITH SECTION 66.0903, WISCONSIN STATUTES**

*TO BE EXECUTED BY CONTRACTOR AND FILED WITH
THE OAK CREEK WATER & SEWER UTILITY BEFORE FINAL PAYMENT IS MADE*

STATE OF WISCONSIN)

)SS.

MILWAUKEE COUNTY)

Robert D. Olson being first dully sworn, on oath
(Print Name)
deposes and says:

1. That he / she is the President
(Owner, Partner, or Sole Trader, or if a Corporation, Title)
of Globe Contractors, Inc., hereinafter referred to as the contractor.
2. That the Contractor has a contract with the Oak Creek Water and Sewer Utility for the installation of South 27th Street Water Main Extension, Project No. 18104, said contract being dated October 9th, 2018.
3. That the Contractor has fully complied with all the provisions of Section 66.0903, Wisconsin Statutes.
4. That the Contractor has received evidence of with said Section 66.0903, Wisconsin Statutes from each of his agents and subcontractors, if any.

Robert D. Olson
(Signature) Robert D. Olson

11-13-19
(Date)

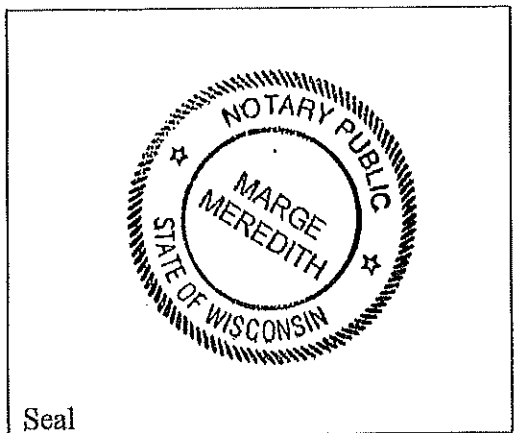
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NOTARY PUBLIC

Subscribed and sworn to before me on this 13th day of November, 2019.

Marge Meredith
(Signature)

My commission expires:
12-18-21



Seal

OAK CREEK WATER AND SEWER UTILITY
PROGRESS PAYMENT REPORT

PROJECT NO. 18108-1-94 Crossing at Puetz Road Water Main Replacement

Item No.	Item Description	Bid Quantity	Unit	Price	Total Price	Partial Payment No. 1 November 13, 2018		Partial Payment No. 2 January 3, 2019		Partial Payment No. 3 April 9, 2019		Partial Payment No. 4 June 18, 2019		Final Payment No. 5 December 10, 2019		PROJECT TOTAL	
						Quantity Complete	Cost Complete	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete
1	16" DI Water Main, Spoil Backfill	217	LF	\$350.00	\$75,950.00	50.00	\$44,500.00	219.00	\$76,650.00		\$0.00		\$0.00		\$0.00	219.00	\$76,650.00
2	16" DI Water Main, inside 30" Steel Casing	200	LF	\$850.00	\$170,000.00	50.00	\$42,500.00	150.00	\$127,500.00		\$0.00		\$0.00		\$0.00	200.00	\$170,000.00
3	24" DI Water Main, Spoil Backfill	85	LF	\$255.00	\$21,675.00		\$0.00		\$0.00	116.00	\$29,700.00		\$0.00		\$0.00	116.00	\$29,700.00
4	24" DI Water Main, inside 42" Steel Casing	277	LF	\$1,040.00	\$288,080.00		\$0.00		\$0.00	277	\$288,080.00		\$0.00		\$0.00	277.00	\$288,080.00
5	Connect to Existing 16" Water Main	1	EA	\$15,000.00	\$15,000.00		\$0.00	1.00	\$15,000.00		\$0.00		\$0.00		1.00	\$15,000.00	
6	Connect to Existing 24" Water Main	3	EA	\$17,000.00	\$51,000.00		\$0.00	1	\$17,000.00	2	\$34,000.00		\$0.00		3.00	\$51,000.00	
7	24" Butterfly Valve & Valve Box	1	EA	\$10,000.00	\$10,000.00		\$0.00		\$0.00	1	\$10,000.00		\$0.00		1.00	\$10,000.00	
8	1-1/2" Water Lateral, corporation, 20' and curb stop	1	EA	\$10,000.00	\$10,000.00	1.00	\$10,000.00		\$0.00		\$0.00		\$0.00		1.00	\$10,000.00	
9	Hydrant Assembly	1	EA	\$10,000.00	\$10,000.00		\$0.00		\$0.00		\$0.00		\$0.00		1.00	\$10,000.00	
10	Slit Fence	790	LF	\$7.00	\$5,530.00	374.00	\$2,618.00		\$0.00		\$0.00		\$0.00		374.00	\$2,618.00	
11	Site Restoration - Topsoil, Seed, Mulch & Fertilize	1	LS	\$55,000.00	\$55,000.00		\$0.00	0.50	\$27,500.00		\$0.00		\$0.00	0.50	\$27,500.00	1.00	\$55,000.00
12	Site Clearing	1	LS	\$24,000.00	\$24,000.00	0.5	\$12,000.00		\$0.00	0.5	\$12,000.00		\$0.00		1.00	\$24,000.00	
13	Removal and Restoration of DOT Chain Link Fence	1	LS	\$24,000.00	\$24,000.00	0.5	\$12,000.00		\$0.00		\$0.00		\$0.00		0.50	\$12,000.00	
14	Erosion Control	1	LS	\$7,000.00	\$7,000.00		\$0.00	0.50	\$3,500.00		\$0.00		\$0.00		0.50	\$3,500.00	
15	Tracking Pad	4	EA	\$7,000.00	\$28,000.00	2.00	\$14,000.00		\$0.00	1.00	\$7,000.00	1.00	\$7,000.00		4.00	\$28,000.00	
16	Traffic Control (Project)	1	LS	\$40,000.00	\$40,000.00	0.25	\$10,000.00		\$0.00	0.25	\$10,000.00		\$0.00		0.25	\$10,000.00	
17	Anode Bed Modification	1	LS	\$40,480.00	\$40,480.00		\$0.00		\$0.00		\$0.00	1	\$40,480.00		1.00	\$40,480.00	
E-1	Drill Tile Repair	1	LS	\$1,248.05	\$1,248.05		\$0.00		\$0.00		\$0.00		\$0.00	1	\$1,248.05	1.00	\$1,248.05
E-2	Brick up Casing	1	LS	\$700.00	\$700.00		\$0.00		\$0.00		\$0.00		\$0.00	1	\$700.00	1.00	\$700.00
E-3	Private Sanitary Conflict	1	LS	\$1,215.82	\$1,215.82		\$0.00		\$0.00		\$0.00		\$0.00	1	\$1,215.82	1.00	\$1,215.82
E-4	Resodding Fee	1	LS	\$3,950.00	\$3,950.00		\$0.00		\$0.00		\$0.00		\$0.00	1	\$3,950.00	1.00	\$3,950.00
TOTAL ITEMS 1-27 (inclusive)							\$105,118.00		\$293,150.00		\$398,780.00		\$47,490.00		\$48,153.87		\$892,581.87

Sub-Total Completed To Date \$892,581.87
 Less Allowance for testing and approval \$0.00
 Less Retainage (5% to 50% complete) \$0.00
 Total \$892,581.87
 Less Previous Payments \$222,286.38
TOTAL PAYMENT DUE THIS PERIOD \$70,395.49

Recommended for Commission Approval by: B. J. [Signature] Date: 12-2-19
 Contractor Final Payment Approval by: [Signature] Date: 11-26-19

**AFFIDAVIT OF COMPLIANCE
WITH SECTION 66.0903, WISCONSIN STATUTES**

*TO BE EXECUTED BY CONTRACTOR AND FILED WITH
THE OAK CREEK WATER & SEWER UTILTY BEFORE FINAL PAYMENT IS MADE*

STATE OF WISCONSIN)

)SS.

MILWAUKEE COUNTY)

Daniel B. Olson being first dully sworn, on oath
(Print Name)
deposes and says:

1. That he / she is the Vice President
(Owner, Partner, or Sole Trader, or If a Corporation, Title)
of Globe Contractors, Inc., hereinafter referred to as the contractor.
2. That the Contractor has a contract with the Oak Creek Water and Sewer Utility for the installation of I-94 Crossing at Puetz Road, Project No. 18108, said contract being dated September 11, 2018.
3. That the Contractor has fully complied with all the provisions of Section 66.0903, Wisconsin Statutes.
4. That the Contractor has received evidence of with said Section 66.0903, Wisconsin Statutes from each of his agents and subcontractors, if any.

Daniel B. Olson
(Signature)

11-26-19
(Date)

***** ***** ***** ***** ***** ***** ***** *****

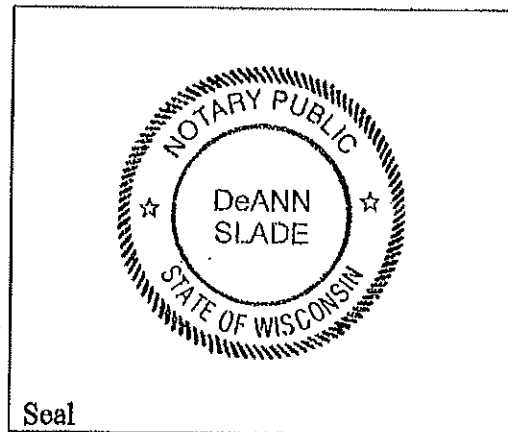
NOTARY PUBLIC

Subscribed and sworn to before me on this 26th day of November, 2019.

DeAnn Slade
(Signature)

My commission expires:

10/11/22



2020 CAPITAL BUDGET SUMMARY SHEET

Capital Budget Financed by Operations:

Administrative and General	\$	43,000.00
Distribution		156,000.00
Engineering		15,000.00
Treatment Plant		538,000.00
Capital Improvement Projects		7,000,000.00
Projects in Progress		<u>10,051,482.00</u>
Total 2020 Capital Budget	\$	<u>17,803,482.00</u>

2020 CAPITAL BUDGET

		<u>Total</u>	<u>Water</u>	<u>Sewer</u>
Administration	Utility Billing Software	\$ 43,000.00	\$ 30,100.00	\$ 12,900.00
Distribution	2007 Vehicle Replacement	29,000.00	29,000.00	-
	Meter Exchange Program	87,000.00	87,000.00	-
	Tandem Dump Truck Reserve	40,000.00	40,000.00	-
	Subtotal	<u>156,000.00</u>	<u>156,000.00</u>	<u>-</u>
Engineering	Satellite Water Leak Detection	15,000.00	15,000.00	-
	Subtotal	<u>15,000.00</u>	<u>15,000.00</u>	<u>-</u>
Treatment Plant	Replacement of Operators Truck	23,000.00	23,000.00	-
	Installation of Upper Kathabar Unit	80,000.00	80,000.00	-
	Replacement of Basin Four Flocculation Chains	15,000.00	15,000.00	-
	Replacement of Plant PLC's	360,000.00	360,000.00	-
	Replacement of Particle Counters	60,000.00	60,000.00	-
	Subtotal	<u>538,000.00</u>	<u>538,000.00</u>	<u>-</u>
Projects	Water Master Plan Study	100,000.00	100,000.00	-
	Weatherly Water Main Loop	375,000.00	375,000.00	-
	Rawson Avenue Water Main Relay	575,000.00	575,000.00	-
	House Demolition	25,000.00	25,000.00	-
	Jewell Street Sanitary Sewer	1,000,000.00	-	1,000,000.00
	Low Lift Drive Maintenance	125,000.00	125,000.00	-
	Howell Avenue Water Main Lining	300,000.00	300,000.00	-
	Water Quality Improvement Project	4,500,000.00	4,500,000.00	-
	Subtotal	<u>7,000,000.00</u>	<u>6,000,000.00</u>	<u>1,000,000.00</u>
TOTAL		<u><u>\$7,752,000.00</u></u>	<u><u>\$6,739,100.00</u></u>	<u><u>\$1,012,900.00</u></u>

Five Year History

<u>Year</u>	<u>Total</u>	<u>Water</u>	<u>Sewer</u>
2019	\$2,411,466.00	\$2,052,866.00	\$ 358,600.00
2018	8,309,087.00	7,161,102.00	1,147,985.00
2017	4,764,150.00	3,328,500.00	1,435,650.00
2016	4,969,650.00	4,197,250.00	772,400.00
2015	1,875,000.00	1,758,500.00	116,500.00

2020 CAPITAL BUDGET

ADMINISTRATIVE AND GENERAL

Utility Billing Software

\$ 43,000.00

The Utility currently uses the Caselle Classic version of Civic Systems software for utility billing, cash receipting and accounts receivable. This software package was originally purchased in 2001 and is approaching twenty years old. It has worked very well for the Utility, and we would like to continue our software relationship with Civic Systems. They have had two software updates since the Classic version. This budget item is for an upgrade to their most recent sequel-based version, Connect, which has several improvements over the Classic version. The Connect software package includes license fees for utility billing, cash receipting, accounts receivable, service orders, backflow prevention and the GIS interface modules. It also includes conversion, setup and training fees. Annual support for the additional modules (service orders, backflow prevention and GIS interface) will be \$3,225, increasing the total annual support to \$12,037.

Water	30,100.00
Sewer	12,900.00

TOTAL ADMINISTRATIVE AND GENERAL BUDGET

\$ 43,000.00

Water	30,100.00
Sewer	12,900.00
\$	<u><u>43,000.00</u></u>

2020 CAPITAL BUDGET

DISTRIBUTION

2007 Vehicle Replacement

\$ 29,000.00

This vehicle is a 2007 Chevrolet Trail Blazer that is used in the engineering department and as transport to training seminars. It is 12 years old and maintenance is becoming an issue. The truck has 110,000 miles on it. It would be replaced with a similar model.

Water 29,000.00

Meter Exchange Program

87,000.00

The meter department wants to continue the change-out program, exchanging 450 meters and Orion heads per year. The price is locked in at \$193.19 per unit until May 11, 2020.

Water 87,000.00

Tandem Dump Truck Reserve

40,000.00

The Freightliner Tandem Dump Truck is a 2000 model with 40,849 miles and 5,274 hours on it. This truck is used to pull the trailer with the excavator and haul materials when doing water main and lateral repairs. The replacement cost today is about \$140,000. There was \$20,000 put into the reserve fund in 2016 and 2017 to replace this truck. It is being recommended to add \$40,000 to the fund in 2020 with a new truck to be purchased in 2021. This will put the total reserve fund for the dump truck at \$80,000.

Water 40,000.00

TOTAL DISTRIBUTION BUDGET

\$ 156,000.00

Water
Sewer

156,000.00

-

\$ 156,000.00

2020 CAPITAL BUDGET

ENGINEERING

Satellite Water Leak Detection

\$ 15,000.00

This is a satellite water leak detection program. The company uses a satellite radar and then runs it through an algorithm to determine areas of possible water leaks. Staff would then go to these located areas and search for possible water leaks.

This program was conducted in Green Bay this year with successful results of locating leaks. We would partner with surrounding communities to reduce costs.

Water 15,000.00

TOTAL ENGINEERING BUDGET

\$ 15,000.00

Water 15,000.00
Sewer -

\$ 15,000.00

2020 CAPITAL BUDGET

TREATMENT PLANT

Replacement of Operator's Truck

\$ 23,000.00

The operator's truck, vehicle 518, is a 2005 model approaching 15 years old and is becoming costly to repair and maintain. This is the oldest vehicle in the Utility's fleet. While the current operator's truck is not a 4x4, it would provide a safer vehicle to drive to the Raw Water Pump Station if the plow truck is in use. The Ram 1500 4x4 price was lower than any other manufacturers' two-wheel-drive models. Towing capacity for the Ram 1500 is 11,500 lbs. which will satisfy all of our towing needs.

Water 23,000.00

Installation of Upper Kathabar Unit

80,000.00

The upper Kathabar (dehumidification) unit is on site and in need of installation. There was \$15,000 allocated in the 2017 capital budget; however, the actual cost of installation is considerably more. The additional request of \$80,000 is the difference between the 2017 budget allocation and the amount of the lowest bid for installation.

Water 80,000.00

Replacement of Basin Four Flocculation Chains

15,000.00

This item is for replacing the stainless steel drive chain on flocculation basin four, drives A, B and C. The current chain was installed in 2002 and is showing wear on the pins that will eventually lead to failure.

Water 15,000.00

Replacement of Plant PLC's

360,000.00

The PLC's at the treatment plant are past their life expectancy. The manufacturer has listed our PLC hardware as "Active Mature". This means that it is still supported for now, but replacement parts will be more expensive than buying new. The Plant currently has five PLC's that are 21 years old, four PLC's that are 11 years old, and one PLC that is five years old. PLC's are a critical part of operations and it is time to plan for replacing them. This budget amount will allow us to replace PLC's A, B, C, D and E, which have all been in service for 21 years.

Water 360,000.00

Replacement of Particle Counters

60,000.00

The particle counters at the plant are 20 years old. We are starting to experience more frequent failures of these units which lead to costly repairs. Advancement in technology and costly service repairs indicate that these units should be replaced with updated models.

Water 60,000.00

TOTAL TREATMENT PLANT BUDGET

\$ 538,000.00

Water 538,000.00

Sewer -

\$ 538,000.00

2020 CAPITAL BUDGET

CAPITAL IMPROVEMENT PROJECTS

Water Master Plan Study

\$ 100,000.00

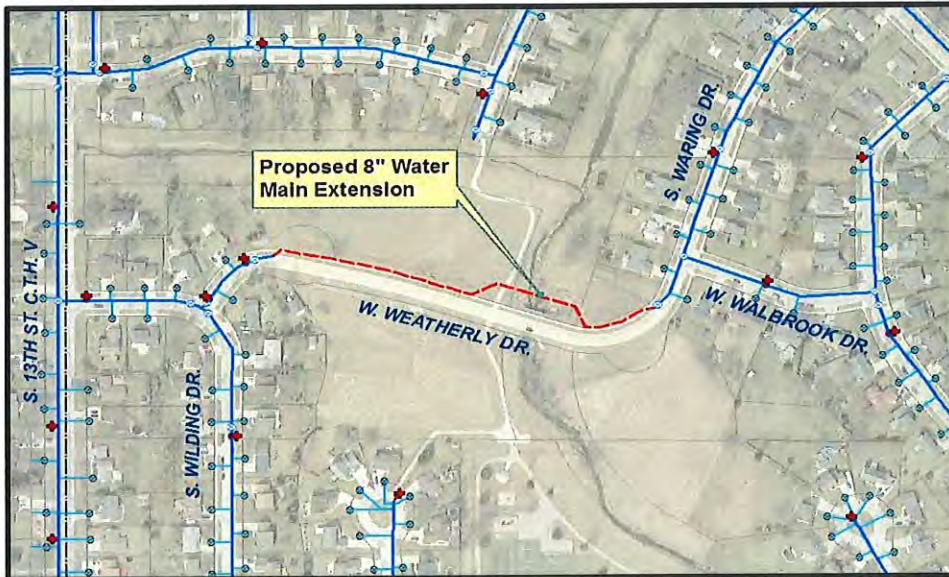
The system-wide water master plan study is currently under contract with CDM Smith. The project was funded \$350,000 with the 2018 capital budget. This additional funding is needed to complete the study.

Water 100,000.00

Weatherly Water Main Loop

375,000.00

This project includes directional boring of approximately 875 LF of 8" water main in W. Weatherly Drive from approximately 200' east of W. Wilding Drive to approximately 150' south of W. Walbrook Drive. This project will connect two dead end sections through Willow Heights Park. The proposed alignment will run north of the recently constructed roadway and under the Oak Creek.

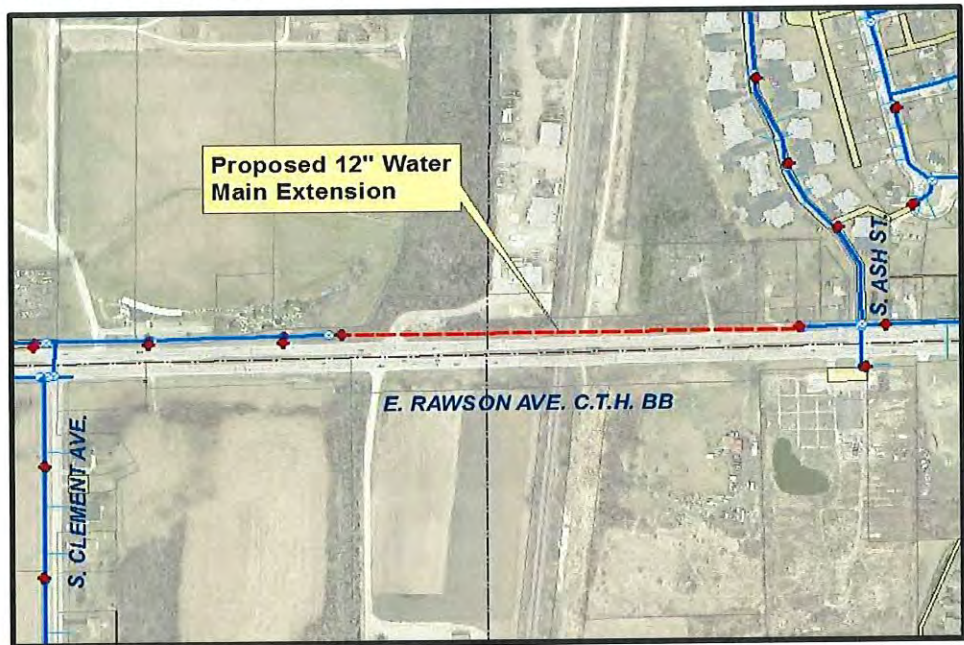


Water 375,000.00

575,000.00

Rawson Avenue Water Main Relay

This project includes installing approximately 1,385 LF of 12" water main in E. Rawson Avenue from approximately 890' east of S. Clement Avenue to approximately 740' west of S. Ash Street. This project will connect two dead end lines and will require coordination with the Union Pacific Railroad.

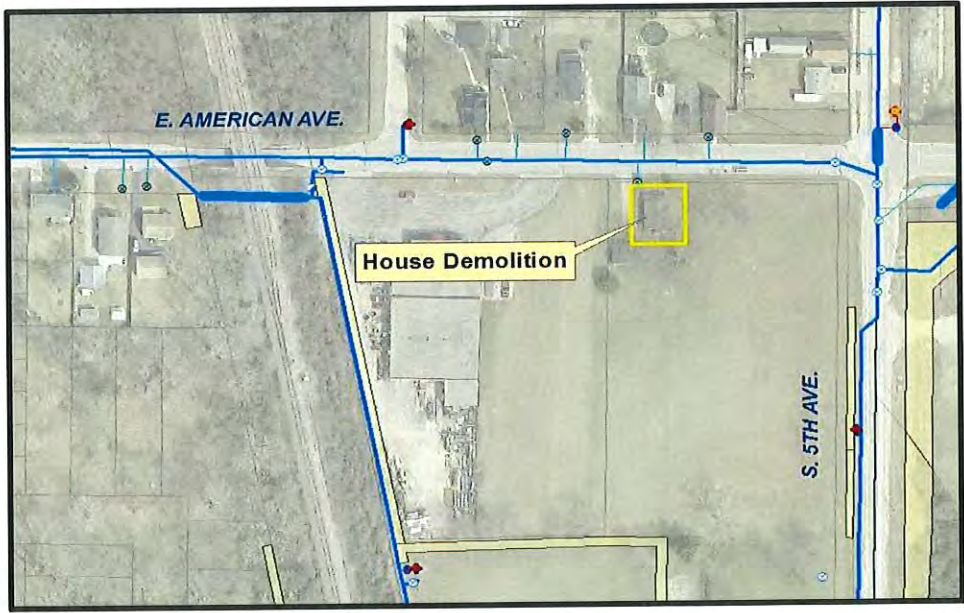


Water 575,000.00

25,000.00

House Demolition

This project will demolish the existing house and garage on the treatment plant lot. It was purchased for the plant improvement project and was to be used for a field office during construction. The buildings and driveway will be removed and restored with grass.



Water 25,000.00

Jewell Street Sanitary Sewer

1,000,000.00

This project will abandon the existing Jewell Street lift station and replace it with 1,950 LF of 18" sanitary sewer. The new sewer line will run from Jewell Street to connect to the MMSD MIS sewer along E. College Avenue. This project will have wetland and contaminated soil impacts. It was previously approved in 2017 as a lift station replacement project and was budgeted at \$530,000. The option to run gravity sewer was reviewed and approved to move forward, based on the cost of replacement and long-term operation and maintenance of the lift station. The \$753,000 remaining funds from the 2018 sanitary sewer rehab project could be moved to fund this project, since it was determined to pull the sanitary sewer rehab project until after the sanitary sewer master plan is completed.



Sewer 1,000,000.00

Low Lift Drive Maintenance

125,000.00

This project will provide concrete patching and crack filling along the low lift drive. We will also add lighting and an additional camera for security at the building. The project will address the drainage issues around the building. Currently, the concrete flume on the north side of the building is failing and undermined. We will add a new flume and underdrain along the building. The project will also include a new automatic gate at the entrance, with a keypad. We will install a fence with the gate to increase security to the low lift building.

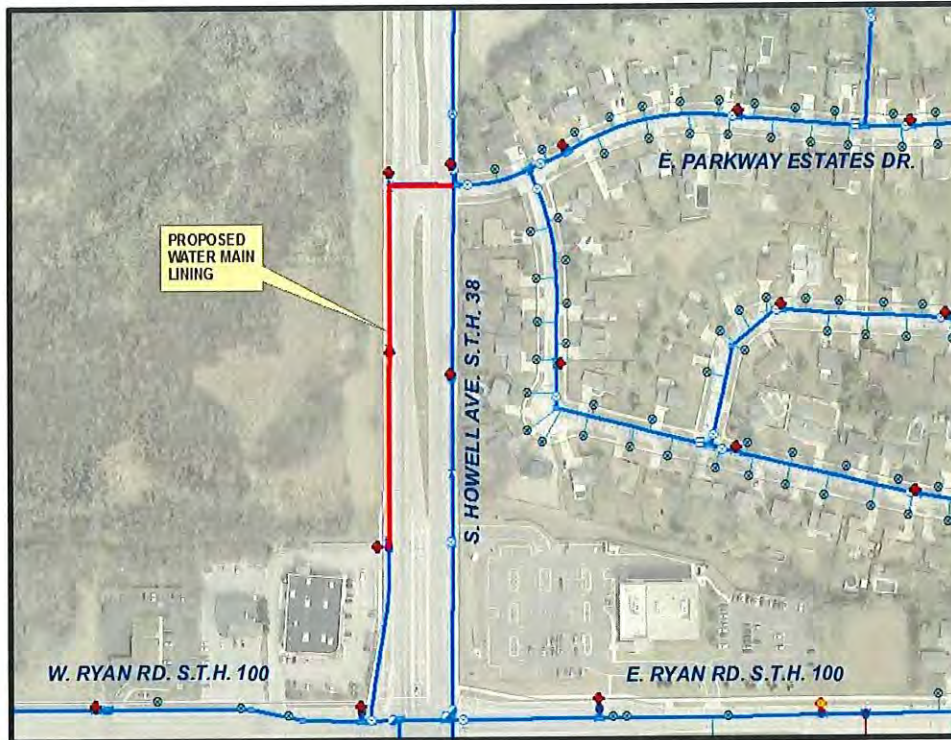


Water 125,000.00

300,000.00

Howell Avenue Water Main Lining

This project is for the structural lining of the existing 8" ductile iron water main that was installed in 1968. This is approximately 700' of water main that runs along the west side of S. Howell Avenue from 300' north of W. Ryan Road north to E. Parkway Estates. This project was approved in the 2018 capital budget for \$300,000. After investigation, the proposed spray liner was not able to provide the structural lining requested for the pipe.



Water 300,000.00

Water Quality Improvement Project

4,500,000.00

The purpose of this project is to construct improvements at the water treatment plant site to address WDNR code compliance issues with the existing chlorine contact (CT) tank. In 2008, the WDNR told the Oak Creek Water and Sewer Utility that all CT tank issues needed to be resolved within ten years.

The WDNR raised code compliance issues with the CT tank in December 2007 as outlined below:

- There is no means to take the CT tank down for a full inspection. A full drain down inspection is required at least every ten years.
- There is no overflow for the CT tank.
- The tank's existing base is below the ground water elevation.
- The pipes to and from the CT tank are not under continuous pressure higher than the groundwater elevation.
- The top of the CT tank is not two feet above normal ground elevation.
- The roof has no slope and likely no membrane.

In addition, the high lift pump station has a concrete wet well that is below

groundwater and violates the same WDNR code as the CT tank. The WDNR also has recommended that plant storage and additional disinfection be considered at the plant.

The project also needs to address the aged electrical system. The electrical equipment is over 40 years old, does not meet safety requirements and some spare parts are not available.

Water 4,500,000.00

TOTAL CAPITAL IMPROVEMENT PROJECTS BUDGET

\$ 7,000,000.00

Water	6,000,000.00
Sewer	1,000,000.00
	<u><u>\$ 7,000,000.00</u></u>

2020 CAPITAL BUDGET

PROJECTS IN PROGRESS

	<u>Total Budgeted</u>	<u>Amount Remaining as of 12/31/19</u>	<u>Water</u>	<u>Sewer</u>
17111 Water Quality Improvement Project (2016, 2017, 2018)	\$ 7,500,000.00	\$ 7,500,000.00	\$ 7,500,000.00	\$ -
19103 College Avenue Water Main Extension (2019)	645,000.00	622,790.59	622,790.59	-
17106 Jewell Street Sanitary Sewer Lift Station Replacement (2017)	530,000.00	448,332.17	-	448,332.17
17103 Quail Run and Howell Avenue Water Main Looping (2017)	375,000.00	292,632.90	292,632.90	-
19104 Full Water System Master Plan (2018)	350,000.00	266,178.49	266,178.49	-
19107 Security Upgrades (2017)	250,000.00	241,591.55	169,114.09	72,477.46
19106 Sanitary Sewer Master Plan (2018)	150,000.00	145,728.00	-	145,728.00
697 Sewer Machine Dump Site (2016)	50,000.00	50,000.00	-	50,000.00
701 Tandem Dump Truck Reserve (2016, 2017)	40,000.00	40,000.00	40,000.00	-
721 Replacement of Treatment Plant West Effluent Meter (2018)	40,000.00	40,000.00	40,000.00	-
19105 Electrical Feasibility Study at Water Treatment Plant (2018, 2019)	53,800.00	7,964.60	7,964.60	-
735 Meter Reading Software Upgrade (2019)	20,682.00	20,682.00	20,682.00	-
18107 I-94 and Ryan Road Interchange Improvements (2018)	20,000.00	8,302.15	(1,697.85)	10,000.00
707 Dehumidification Equipment Installation at Plant (2017)	15,000.00	15,000.00	15,000.00	-
729 Digger's Hotline Ticket Automation and GIS Interface (2019)	12,000.00	12,000.00	8,400.00	3,600.00
TOTAL PROJECTS IN PROGRESS BUDGET	\$ 10,051,482.00	\$ 9,711,202.45	\$ 8,981,064.82	\$ 730,137.63

Utility Billing Software Upgrade

Date: December 10, 2019

RECOMMENDATION: That the Commission consider a motion to authorize the Accounting Supervisor to enter into an agreement with Civic Systems, LLC for \$42,740 to upgrade the utility billing software to Caselle Connect.

The Utility currently uses the Caselle Classic version of Civic Systems, LLC software for utility billing, cash receipting and accounts receivables. This software package was originally purchased in 2001 and is approaching twenty years old. It has worked very well for the Utility, and we would like to continue our software relationship with Civic Systems LLC. They have had two software updates since the Classic version. This budget item is for an upgrade to their most recent sequel-based version, Connect, which has several advances over the Classic version. The Connect software package includes license fees for utility billing, cash receipting, accounts receivable, service orders, backflow prevention and the GIS interface modules. It also includes the conversion, setup and training fees. Annual support for the additional modules will be \$3,225, increasing the total annual support to \$12,037.

A breakdown of the upgrade cost is as follows:

Connect software license fees:

Accounts receivable	\$ 5,500
Cash receipting	5,500
Utility billing	14,600
Less Connect upgrade discount	<u>(15,360)</u>
Subtotal	<u>10,240</u>

New modules:

PSN real time payments interface	2,500
Service orders with mobile	4,500
Backflow	4,500
GIS interface	2,700
Less Connect upgrade discount	<u>(1,500)</u>
Subtotal	<u>12,700</u>

Additional fees:

Three additional concurrent users	6,000
Conversion/setup	8,100
Training	<u>5,700</u>
Subtotal	<u>19,800</u>

TOTAL	<u><u>\$ 42,740</u></u>
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ADMINISTRATIVE OPERATIONS
November 2019

Capital Budget:

Accounting Supervisor Stenzel prepared the Utility's capital budget for 2020.

Delinquent Notices:

Senior Accountant Leranth compiled a list of delinquent accounts to be placed on the City of Oak Creek's tax roll. The following table summarizes the accounts rolled to the tax bills for 2019, 2018 and 2017:

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>Variance</u> <u>2019 vs. 2018</u>	<u>Variance</u> <u>2018 vs. 2017</u>
Number of delinquent notices	1,376	1,498	1,459	(8.14) %	2.67 %
Number of customers rolled	669	708	706	(5.51) %	0.28 %
Amounts rolled:					
Water	\$ 223,920	\$ 245,593	\$ 233,862	(8.82) %	5.02 %
Water penalties	22,063	24,564	23,095	(10.18)	6.36
Total	245,984	270,157	256,957	(8.95)	5.14
Sewer	63,959	69,213	68,439	(7.59)	1.13
Sewer penalties	6,317	6,917	6,721	(8.68)	2.92
Total	70,276	76,130	75,160	(7.69)	1.29
Metro	98,314	101,583	94,362	(3.22)	7.65
Metro penalties	9,668	10,077	9,175	(4.05)	9.83
Total	107,982	111,660	103,538	(3.29)	7.84
TOTAL	\$ 424,242	\$ 457,947	\$ 435,655	(7.36) %	5.12 %

Account Clerk/Confidential Secretary Position:

The time period for receiving Account Clerk/Confidential Secretary applications closed on November 18, skills testing was held on November 25, and interviews will be conducted the second week in December for twelve candidates.

Meetings:

Accounting Supervisor Stenzel attended the Wisconsin Section of the American Water Works Association's Leadership Meeting held in Green Bay on November 15.

Training:

Accounting Supervisor Stenzel attended the Wisconsin Institute of Certified Public Accountants Accounting and Auditing seminar on November 20.

All Administrative staff attended active shooter training sessions at City Hall on November 6 and 20.

Workload:

Other administrative tasks included the following:

- Added 7 customer account for the month.
- Billed 3,314 water customers and 3,432 sewer customers.

Gallons Billed (in thousands):

	YTD 2019	YTD 2018	YTD 2017	YTD 2016	YTD 2015	Average
Residential	359,481	371,774	368,337	394,149	382,748	375,298
Commercial	424,429	421,140	434,106	424,804	417,471	424,390
Industrial	474,517	481,483	414,828	405,463	359,439	427,146
Public Authority	12,203	12,821	13,239	13,858	21,475	14,719
Wholesale	1,066,464	1,041,948	1,030,386	1,130,097	1,203,894	1,094,558
Total	2,337,094	2,329,166	2,260,896	2,368,371	2,385,027	2,336,111
% Change to Prior Year	0.3%	3.0%	-4.5%	-0.7%	N/A	
% Change to Average	0.0%	-0.3%	-3.2%	1.4%	2.1%	

New Customers:

	YTD 2019	YTD 2018	YTD 2017	YTD 2016	YTD 2015	Average
Residential	25	31	26	26	22	26.0
Commercial	21	20	27	27	10	21.0
Industrial	0	0	0	0	1	0.2
Public Authority	0	1	0	1	3	1.0
Wholesale	0	0	0	0	0	-
Total	46	52	53	54	36	48.2

New Residential Customers (YTD 2019):

9001 S. 15th Avenue, 8840 S. 6th Avenue, 8850 S. 6th Avenue, 8836 S. 6th Avenue, 1800 E. Lilac Lane, 8426 S. Nighthawk Trail, 3972 E. Cooper Court, 10032 S. Macintosh Lane, 9080 S. Shepard Avenue, 10015 S. Shepard Avenue, 10385 S. Redwood Lane, 10731 S. Nicholson Road, 10731 S. Nicholson Road (lawn), 10410 S. Nicholson Road, 1303 E. Golden Lane, 1308 Golden Lane, 1415 E. Golden Lane, 9307 S. Arbor Creek Drive, 1114 W. Morningside Lane, 1079 W. Morningside Lane, 8380 S. Rosewood Lane, 8399 S. Rosewood Lane, 8444 S. Nighthawk Trail, 1120 E. Oak Lane, 1588 E. Maple View Drive

New Commercial Customers (YTD 2019):

Verizon Wireless, EVCAP Oak Creek LLC, Dr. Hartman/Dr. Tolzman, 120 W. Town Square Way (Ste 200), 120 W. Town Square Way (Ste 300), Oakview Industrial Property, The Waters of Oak Creek, HSI Drexel Ridge, I-Kenosha, LLC, 140 E. Rawson Avenue-Building B (2 accounts), 140 E. Rawson Avenue-Building C (2 accounts), 8142 S. 6th Street, 2697 W. Orchard Hills Drive (2 accounts), 102 W. Oakview Parkway (2 accounts), Oak Park Properties of Oak Creek (2 accounts), RD Invest, Inc.

ENGINEERING OPERATIONS

November 2019

Jewell Sanitary Sewer

raSmith finished the plans for the Jewell Sanitary Sewer and lift station abandonment. We have been working with the property owners to obtain easements for the proposed sanitary sewer. This is currently out to bid. We will plan on awarding in January.

Water Master Plan

CDM Smith is continuing progress on the water master plan. They are still working on the risk assessment phase of the plan.

Sanitary Master Plan

We have worked with Brown & Caldwell on the scope and cost estimate for the sanitary master plan project. The project is planned to kick off in December.

Development Project with Utility Construction

The following development projects which involve utility construction are actively underway.

- Ryan Business Park (13th Street and Ryan Road) Sanitary Sewer work on Bartel Court has started
- Rawson Business Center – Punch list items – waiting on invoice for water valve
- Orchard Hills – Punch list items
- Creekside Crossing Marketplace – Punch list items

DISTRIBUTION & COLLECTION OPERATIONS

November 2019

Water Main Breaks:

There were no main breaks in the month of November.

Lateral Repairs:

There were no lateral repairs in the month of November.

Fire Hydrant Repairs:

On November 20th a crew was sent to 145 East Ryan Road to repair an Iowa hydrant that would not shut off. The main valve assembly was replaced with a used one.

Valve Repair:

There were no valve repairs in the month of November.

Tower Inspections:

On November 21st Orchard way Reservoir had a Wet inspection completed.

Sewer Repairs:

In the month of November Utility Workers performed maintenance tasks including treating roots in sewer mains, cleaning Jewell Street, Clement Avenue and Garden Place wet wells, replacing manhole frame riser rings, replacing manhole cover seals, along with cleaning and televising of mains.

Miscellaneous:

In November Distribution workers completed the inspection of the remote water and sewer mains.

On November 6th and 20th everyone attended the Active Shooter Training at City Hall put on by Captain Bolender.

PLANT OPERATIONS

November, 2019

PUMPAGE REPORT	2019	2018	% Change	5 Year %
Monthly Pumpage	212,539,700	203,068,000	+4.7	+5.5
Monthly Average Day	7,084,657	6,768,000	+4.7	+5.5
Monthly Peak Day	(11/23)8,790,000	(11/04)9,010,000	-2.4	-0.5
Yearly Pumpage	2,590,061,600	2,545,523,000	+1.7	+0.7
Yearly Average Day	7,754,675	7,621,300	+1.8	+0.8
Yearly Peak Day	(07/17)12,280,000	(07/11)12,110,000	+1.4	+3.8
West Zone Pumpage	93,100,000	83,680,000	+11.3	+4.4
West Zone Yearly Total	1,133,598,000	1,175,960,000	-3.6	-5.1

WATER QUALITY REPORT	Raw Water	Finished Water
Average Free Chlorine		1.57 mg/l
Total Chlorine		1.73 mg/l
Average Alkalinity	110.9 mg/l	110.8 mg/l
Average pH	8.24	8.08
Average Fluoride	0.14 mg/l	0.68 mg/l
Average Turbidity	4.45 NTU	0.029 NTU
High Temperature	High 46.4 F Low 39.4 F	
Hardness	137 mg/l	137 mg/l

Preventative Maintenance Tasks: Staff completed 164 preventative maintenance tasks and 2 safety sessions during the month.

Work Orders: Staff completed 11 work orders. Some of the tasks include removing and storing the carbon feed system, winterizing the fountain, heater repairs, and installing a water barrier.

Plant: Operators Muschinski, Klees, and Roper attended active shooter training on November 6th. Operators Krueger, Messerschmidt, Edlebeck, White, and Plant Manager Robe attended active shooter training on November 20th. Operators Messerschmidt and Muschinski attended Yaskawa control training on November 14th. Operator Roper has completed his probationary period.

