



April 20, 2016

TO ALL UTILITY COMMISSION MEMBERS:

GERRY WARNER
BOB MULLEN
JERRY FREY
DAN CASEY
PAT BECKER

This is to inform you that there will be a Utility Commission Meeting on **April 20th at 7:30 a.m.** in the Administrator's office at the Civic Center.

AGENDA:

1. Call to order
2. Adoption of agenda
3. Approval of previous commission meeting minutes
4. Approval of bills and disbursements – March 2016
5. Public Comment
6. Consideration of options for future borrowing for water and sewer – combine or separate
7. Consideration of refunding 2007 Water/Sewer Revenue Bond
8. Brady's Brewhouse – Request for Sewer Credit
9. 2016 Street/Utility Projects
10. WWTP Clarifier Coating
11. Staff Reports
12. Communications and miscellaneous correspondence
13. Adjourn

A handwritten signature in black ink, appearing to read "Mike Darrow". The signature is stylized and cursive.

Mike Darrow
Utility Manager

A majority of the members of the New Richmond City Council may be present at the above meeting.

Pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2nd 408 (1993) such attendance may be considered a meeting of the City Council and must be noticed as such, although the Council will not take action at this meeting.

March 2, 2016

The regular meeting of the New Richmond Utility Commission was held on March 2, 2016 at 7:30 a.m. at the Civic Center.

Pat Becker called the meeting to order at 7:30 a.m.

Members Present: Jerry Frey, Bob Mullen, Gerry Warner, and Pat Becker.

A motion was made by Bob Mullen to approve the agenda, seconded by Jerry Frey, and carried.

A motion was made by Gerry Warner to approve the minutes of the January 12, 2016 meeting, along with the bills and disbursements from January 2016 and February 2016, seconded by Bob Mullen, and carried.

Public Comment – None

Wellhouse Security – Questions have recently arisen about the current security practices at the City's wellhouses, specifically with regard to how our chemical supplier accesses the buildings when delivering chemicals. Staff looked into the policies of other cities related to this issue. It was determined it is common practice to allow chemical companies access to buildings to make their delivery, without a staff member onsite. Staff is recommending our chemical supplier sign an agreement detailing specific employees that will have access, and affirming certain background check requirements have been met. It was also recommended to have a sign off sheet inside the wellhouse. This would be signed, along with date and time, by delivery employee upon completion. Chemical company currently notifies the Water Department when delivery is scheduled to be made. This practice would also continue. A motion was made by Bob Mullen to move forward with the policy to have a signed agreement with the chemical company, along with a sign off sheet in the wellhouse, in order to continue to have unsupervised access to the building, seconded by Jerry Frey, and carried.

2016 Street/Utility Projects – Jeremiah Wendt gave an update on the 2016 Street and Utility Projects. These are currently in the preliminary/design stage. Plans were submitted to the City Council for N. Starr Avenue, E. and W. River Drive, Paperjack Drive, and N. Shore Drive projects. Preliminary costs are available. Staff is looking for formal approval from the City Council to bid these projects at the March meeting. Timeline is to begin these projects mid-May 2016, with completion in October 2016. A motion was made by Gerry Warner to approve the bid process for the 2016 Street and Utility Projects, seconded by Bob Mullen, and carried.

1 ½ Ton Truck Replacement Proposal – Staff solicited a quote for a new 1 ½ Ton pickup truck with a dump box that would serve the Electric Department in day to day operations. Tom Rickard presented a quote from Bernard's Northtown for a Dodge 5500 pickup truck. Other dealerships in the City of New Richmond were not able to offer a comparable vehicle. A comparison was made with quotes the Street Department received from other areas. Preference is to purchase locally. The Electric Department also received a quote for the additional equipment needed for the Dodge 5500. A motion was made by Bob Mullen to approve the purchase of a 1 ½ Ton vehicle from Bernard's Northtown, and the equipment package, not to exceed \$50,000.00, seconded by Gerry Warner, and carried.

Water Well Inspection Bid – The wells serving the City of New Richmond are scheduled to be inspected every 6-7 years. Based on this scheduled requirement, Well#5 is due for inspection in 2016. The Water Department has contacted Bergerson-Caswell, who have done our inspections in the past, to provide a quote for this work. The quote provided includes a base price for well removal, inspection, televising, reinstallation, and testing, as well as a shop rate that will be charged hourly for any repair work. Because of the nature of the work involved, it is difficult to develop a firm price ahead of time. A motion was made by Gerry Warner to enter into a contract with Bergerson-Caswell for inspection and repair of Well #5, not to exceed \$16,000, seconded by Bob Mullen, and carried.

Department Reports:

Mike Darrow, Utility Manager:

Next month a project idea for 140th Street lighting will be brought to the Utility Commission meeting. Jeremiah Wendt and Mike Darrow will be meeting with Richmond Township to discuss this lighting project. Staff will be looking at additional streets and master planning within TIF 6. The City Council approved the WPPI project in early February, and is in the process of being signed. It is currently in the process of being signed. Mike also gave a brief overview of projects taking place within the City. This included updating the City's strategic plans, development projects, the hiring process for the new police chief, looking into annexation issues within the City, to name a few.

Bob Meyer, Water Superintendent:

Meters and cross connections are ongoing. Completion of the Itron conversion is scheduled for June. PSC projects are taking longer than usual, due to additional information being required. There have been a few minor issues with the SCADA system. The SDADA radio was losing power, resulting in no communication. Some staff members are attending continuing education classes to obtain the required continuing education credits. Marty Powers is following up on the hydro inspections.

Steve Skinner, Lead Wastewater Treatment Plant Operator:

On February 16, 2016, the West Central District for Wastewater Operators met in New Richmond. The meeting went well, and was followed by a tour of the wastewater treatment facility. Steve thanked Weston Arndt for his excellent LED presentation. The wastewater operators gained a better understanding of the savings related to LED lighting. Steve also extended a thank you to Tom Rickard, and the electric department for changing the WWTP electric meter to a different rate meter. The new rate meter should result in cost savings for the WWTP. A mixing pump at the main lift station stopped working and will be replaced under warranty. The Hammond Wastewater Treatment Plant lost all biological treatment. Porcupine Transportation hauled two loads of activated sludge from our plant to get them started again. Biolsolids facility in Ellsworth has paid down all debt except for one loan which should be paid in two years. The Biosolids facility is trying to set aside more funds in a replacement fund as loans are paid off. This helps make it possible to operate under capital, instead of having to take out loans for repairs and upgrades.

Tom Rickard, Electric Superintendent:

The Electric Department has been working on servicing all trailers and vehicles to minimize any breakdowns during the upcoming months. The PSC requires yearly system inspections. One fifth of the entire electric system is required to be inspected. These inspections are scheduled to be completed during the month of March, along with the remaining ITRON and LED light conversions.

Jeremiah Wendt, Director of Public Works:

Jeremiah gave a brief update on the CMOM (Capacity Management Operations Maintenance) manual that is required by the DNR to be completed and adopted by August 2016. This is the DNR's strategy to ensure the collection system will not have a catastrophic failure. There are ten different chapters in this program that need to be written. Dave Pufall is taking the lead on this project, with Steve Skinner, Bob Meyer, and Jeremiah reviewing the work. The capital projects will be starting, and just like last year, the plan is to pull Marty Powers, and possibly Jon Evans, into these projects. They will do inspections, and be the City's representative in the field. MSA was selected to do the facility planning for the WWTP. We have been waiting for the DNR to determine what the effluent limits will be to determine what we should plan for over the next 20 years. The question remains, how much phosphorous can we discharge from the plant. Jeremiah believes it is time to have MSA begin the facility planning, and would like to see them start during the month of March. Their initial work will be in projecting future flows and loadings, which in turn will allow the DNR greater precision in determining the facilities effluent limits.

Weston Arndt, WPPI Energy Services Rep:

Community Solar Update

138 panels sold. Finalizing some new marketing tools in preparation to additional business meetings. Also continuing to explore the donation and giving concept. Website display of the community solar output is online and functioning.

WPPI Energy – Website updates

WPPI Energy is working to update the website service so member sites can be freshened up and more user-friendly. This work is expected to be completed in mid-2016.

Focus on Energy – 2015 Reporting

In 2011, WPPI Energy members were encouraged to fully participate in the Focus on Energy program – a statewide administered energy efficiency program. Per state statute, we are required to collect an average of \$16 per meter, half for low income, half for energy efficiency. In 2015 we collected about \$33,000 that was sent to Focus on Energy. Last year, incentives paid to New Richmond Utilities customers for energy efficiency improvements totaled \$169,505. Estimated first year energy savings were 2.7 million kilowatt-hours, with a demand reduction of 227 kW.

Home (Business) Energy Reports

Home Energy Report (& Business Energy Report)– mailing to all customers containing electric and water history, as well as program information, will be sent in mid to late March.

National Theatre for Children

The traveling troupe from the Twin Cities performs energy-related skits. All elementary schools were invited to schedule performances. Paperjack and St Mary’s were this week.

School Visits

Starting to schedule water week, electric safety, and pedal power with the elementary schools.

Street Lighting

Continuing to test some LED products for decorative fixtures and evaluate when conversion makes sense.

There being no further business, a motion was made by Gerry Warner to adjourn, seconded by Jerry Frey, and carried. The meeting adjourned at 8:24 a.m.

Pat Becker, President

Gerry Warner, Secretary

New Richmond Utilities

MARCH 2016 Check Register

Check #	Date	Amount	Vendor Name	Description
001052	3/8/2016	952.00	CITY OF NEW RICHMOND	WO 29 EXTRA 10% INCENTIVE
001056	3/8/2016	278.67	CITY OF RIVER FALLS	FAULT FINDING
001060	3/21/2016	3,556.00	LOCAL GOVERNMENT INVESTMENT POOL	WATER IMPACT FEE & SAC COLLECT
001062	3/21/2016	81,850.00	LOCAL GOVERNMENT INVESTMENT POOL	MAR INVEST, LGIP #7, 9 & 11
001064	3/23/2016	42,401.00	CITY OF NEW RICHMOND	MAR TAX EQUIVALENT
001066	3/23/2016	21,643.88	CITY OF NEW RICHMOND	HEALTH INSURANCE
001067	3/23/2016	456.27	CITY OF NEW RICHMOND	DISABILITY INSURANCE
001068	3/23/2016	103.50	CITY OF NEW RICHMOND	BENEFIT EXTRAS MONTHLY FSA, HR
001069	3/23/2016	209.00	COMMERCIAL TESTING LABORATORY	COLIFORM BACT
001070	3/23/2016	710.61	DAKOTA SUPPLY GROUP INC	CONN CRMP H-TAP
001071	3/23/2016	285.00	HYDRODESIGNS	CROSS CONNECT INSPECT SVC
001072	3/23/2016	2,083.41	INFOSEND, INC	FEBRUARY BILLING & POSTAGE
001073	3/23/2016	1,701.00	WISCONSIN PUBLIC POWER INC	3 SOLAR PANELS SOLD
001074	3/21/2016	13,354.80	WI DEPT OF REVENUE	FEBRUARY SALES TAX
001075	3/29/2016	4,682.70	CITY OF NEW RICHMOND	REIMB WIEDENFELD WAGE JAN- MAR
001076	3/29/2016	3,468.99	CITY OF NEW RICHMOND	REIMB LAMMERS WAGE JAN-MAR
001077	3/29/2016	17,422.21	CITY OF NEW RICHMOND	REIMB DARROW WAGE JAN-MAR
001078	3/29/2016	9,770.60	CITY OF NEW RICHMOND	REIMB KRAFT WAGE JAN-MAR
001079	3/29/2016	2,284.97	CITY OF NEW RICHMOND	REIMB THOMPSON WAGE JAN-MAR
001080	3/29/2016	18,161.05	CITY OF NEW RICHMOND	REIMB WENDT WAGE JAN-MAR
034238	3/7/2016	182.44	BALDWIN TELCOMM	FEBRUARY PHONE BILL
034239	3/8/2016	630.72	AMERIPRIDE LINEN & UNIFORM SERVICES	UNIFORM SERVICE
034240	3/8/2016	1,506.00	BAKER TILLY VIRCHOW KRAUSE LLP	FINANCIAL STATEMENT AUDIT/GASB
034241	3/8/2016	507.60	CLEAR CHOICE PRINTING INC	CROSS CONNECTION SURVEY FORM
034242	3/8/2016	63.70	EXPRESS EMPLOYMENT PROFESSIONALS	TEMP SVC/WAGE/JORSTAD
034243	3/8/2016	449.66	FLEET ONE LLC	FEBRUARY FUEL BILL
034244	3/8/2016	190.03	FREEDOM VALU CENTERS	FEBRUARY FUEL BILL
034245	3/8/2016	290.12	FRONTIER COMMUNICATIONS	FEBRUARY PHONE BILL
034246	3/8/2016	17,402.68	HD SUPPLY WATERWORKS, LTD	IPERL METERS
034247	3/8/2016	2,229.27	HEARTLAND CONTRACTORS OF WI INC	APPLICATION PYMT #3
034248	3/8/2016	262.00	STUART C IRBY CO	VINYL ELECTRIC, LITH PHOT CONT
034249	3/8/2016	351.97	KWIK TRIP	FEBRUARY FUEL
034250	3/8/2016	2,521.57	LOCATORS & SUPPLIES, INC	FLAME RESISTANT CLOTHING
034251	3/8/2016	308.67	NORTHERN BUSINESS PRODUCTS, INC	POST-IT, TAPE, RIBBON
034252	3/8/2016	2,000.00	SHORT ELLIOTT HENDRICKSON INC	SDW APPLICATION
034253	3/8/2016	6,648.70	SHORT ELLIOTT HENDRICKSON INC	N STARR, PAPERJACK, E & W RIV
034254	3/8/2016	60.00	UP-RITE DOOR CO	SERICE CALL/PARTS
034255	3/8/2016	1,751.26	UTILITY TRUCK SERVICES	REPAIR/HYDRAULIC OIL LEAK, BOO
034256	3/8/2016	40.00	WIESER CONCRETE PRODUCTS, INC	SCHOOLING/MARTY & MIKE POWERS
034257	3/8/2016	340.00	WISCONSIN RURAL WATER ASSN	TECHNICAL CONF-PAT HOWELL
034258	3/23/2016	114.31	AMY J KOSBAB	CR REF ACCT# 318700-32
034259	3/23/2016	116.64	BAUER ESTATES LLC	CR REF ACCT# 924200-21
034260	3/23/2016	220.17	BRETT T BURGESS	CR REF ACCT# 303500-26
034261	3/23/2016	1,150.02	DELL MARKETING L.P.	LAPTOP COMPUTER - ELECT-ERIC
034262	3/23/2016	4,924.74	ENERGIS HIGH VOLTAGE RESOURCES	ANNUAL MAINTENANCE SUBSTATIONS
034263	3/23/2016	20,376.00	FRESCO INC	LED 135 W
034264	3/23/2016	9,000.00	FUSION METAL PRODUCTS INC	FABRICATE/POWDER COAT ARMS
034265	3/23/2016	785.94	INDUSTRIAL SAFETY, INC.	TRAFFIC SIGN STAND

034266	3/23/2016	49,224.35	STUART C IRBY CO	UNDERGROUND MARKING TAPE
034267	3/23/2016	346.18	JERRY'S TOWING	FULL SERVICE & GREASE
034268	3/23/2016	111.90	KASONDRA E MOLL	CR REF ACCT# 1200500-22
034269	3/23/2016	933.69	MID-STATE INTERNATIONAL TRUCKS OF WI	LUBE SPECIAL, ENGINE OIL LEAKS
034270	3/23/2016	114.71	MORRIS F HOLST	CR REF ACCT# 1358100-23
034271	3/23/2016	81.00	MY RECEPTIONIST, INC	ANSWERING SVC 3/9-4/5
034272	3/23/2016	2,100.00	QUALITY FLOW SYSTEMS, INC.	SUBMERSIBLE TRANSDUCER ASSEMBL
034273	3/23/2016	416.39	RECYCLE TECHNOLOGIES, INC	RECYCLE BULBS, BATTERIES, HID'S
034274	3/23/2016	1,349.41	SHORT ELLIOTT HENDRICKSON INC	ST CROIX CO S TANK TELECOM SVC
034275	3/23/2016	34.79	TERRY & MARYKAY MAGLE	CR REF ACCT# 1620500-25
034276	3/23/2016	23,356.24	WEST CENTRAL WIS BIOSOLIDS FAC	FEBRUARY BIOSOLIDS
034277	3/23/2016	1,866.44	WESCO RECEIVABLES CORP	MILB UC7445-RL, 10-POLE TEST
034278	3/23/2016	1,821.75	XCEL ENERGY	FEBRUARY GAS BILL

Total \$ 1,163,243.91

Total Checks & Wires



TO: Utility Commission
FROM: Nancy Petersen, Utility Finance Director
DATE: April 12, 2016
RE: **2007 Water/Sewer Revenue Bond and New Debt**

BACKGROUND

The 2007 Water and Sewer Utility Revenue Bonds, Series 2007B \$2,865,000 are callable this year. Additionally, new debt for the 2016 street projects incorporate Water and Sewer utility improvements estimated at \$797,228 and \$703,965, respectively.

Sean Lentz, Ehlers and Associates, will be in attendance and present for your consideration and approval:

1. Historically the Utility Commission has chosen to combine water and sewer debt together when bonding. Sean will discuss the pros and cons of continuing this practice vs. the decision to separate them going forward.
2. Sean will present Exhibits related to the existing Water and Sewer debt with projections for refunding the 2007 Water and Sewer debt with the new debt.



Memo

To: Utility Commission of the City of New Richmond, WI
From: Sean Lentz and Patrick Malloy, Ehlers
Cc: Nancy Petersen, Utility Finance Director
Mike Darrow, City Administrator/Utility Manager
Date: April 15, 2016
Subject: Separate vs. Joint Pledges for Utility Debt

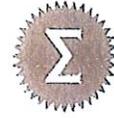
Upcoming financing needs for the sewer and water utilities present the City with a rare opportunity to adjust the covenants of its sewer and water revenue bonds. Outstanding debt for the two utilities includes a 1998 Clean Water Fund Loan (CWFL), paid entirely by the sewer, and Water and Sewer Revenue Bonds, Series 2007B, paid by both utilities. The covenants of both issues pledge the revenues of both utilities to repayment, regardless of purpose of the bond issue. These bond covenants could only be changed by having the State modify the CWFL covenants and by fully refunding the 2007B Bonds.

The City will have this option in the coming months. The City expects to finance \$821,835 of water projects and \$690,790 of sewer projects. The 2007B Bonds are also good candidates for refunding. We are recommending the issuance of new revenue bonds to refund the 2007B Bonds and finance the new projects. Revenue bonds are a good option for the City because they do not use up general obligation borrowing capacity. Issuing new revenue bonds would extinguish the covenants of the 2007B Bonds. The State would likely consent to adjusting the CWFL covenants so it is secured only by the sewer revenues. It would then be possible to issue separate water revenue bonds and sewer revenue bonds secured by the respective revenues of each utility.

There are several factors to consider in determining the best path forward. The following are pros and cons of issuing separate revenue bonds:

- **Con: The City would have to complete two revenue bond issuances.** Doing so entails additional costs and administrative burdens.
- **Pro: It reduces obstacles to issuing future revenue bonds.** The City must demonstrate sufficient debt service coverage in pledged funds to issue new revenue bonds. Pooling revenues and expenditures for the purpose of calculating debt service coverage could prevent a strongly-performing utility from issuing debt for necessary projects if the pooled performance is insufficient due to poor performance of the other utility.





EHLERS

LEADERS IN PUBLIC FINANCE

- ***Pro: It reduces the chance of one utility subsidizing the other.*** Pooling can lead to one utility inadvertently subsidizing the other if careful attention is not paid to tracking individual performance despite a joint pledge by bond covenants.

The City's current approach of a joint pledge is not uncommon or bad, but there are advantages to separate pledges. This is likely the only chance the City will have for many years to separate the pledges because the covenants of the new Bonds will be controlling as long as those Bonds are outstanding.





TO: Utility Commission
FROM: Nancy Petersen, Utility Finance Director
DATE: March 22, 2016
RE: **Brady's Brewhouse – Request for Sewer Credit – Account 121600-21**

BACKGROUND

On January 26, 2016 Chris Polfus called into the Utility Office and spoke with Susan Affeldt. Chris stated that he had a pipe break in the brewery section of the building and that he had Countryside Plumbing coming in to make repairs. Chris asked about getting a credit and Susan sent him our Water Leak Sewer Adjustment Policy and application process.

On March 21, 2016 we received the completed application requesting a sewer credit.

According to Bob Meyer, Water Superintendent, the water went into the drain in the brewery section of the building and down into the sewer main.

Pursuant to our policy, "only water pipe breaks (leaks) that develop inside the building which do not add to the volume of water at the WWTP may be considered for a sewer adjustment. There will be no adjustment to the water portion of the bill."

RECOMMENDATION

This situation does not meet the eligibility requirements of the Water Leak Sewer Adjustment Policy adopted by the Utility Commission on May 5, 2009.

Should the Utility Commission approve the request, or a portion of the request, staff will recommend that the policy pertaining to the Water Leak Sewer Adjustment be revised.

SEE ATTACHMENTS:

- 1) Sewer credit application, photos and memo from Countryside Plumbing
- 2) Water Leak Sewer Adjustment Policy

1. Brady's Brewhouse – Chris Polfus
2. (612) 719-6565
3. 230 S. Knowles Ave., New Richmond, WI 54017
4. Owner Occupied
5. It's still occupied just not open for business
6. I became aware of the leak 1/26/16. I shut the main water off within a minute.
7. I called Countryside P&H immediately and they fixed it within a couple of hours that day.
8. Attached
9. I'm not sure exactly how it occurred. I'd guess it was frozen pipes. The spill was contained in the brewery. The brewery was heated but must not been enough.
10. Attached
11. Attached
12. A Utility representative inspected within 15 minutes of it happening. I believe his name was Pat. Great customer service. He was on his route at the time and Brady's was scheduled to be counted that day. More than welcome to inspect again if you'd like.



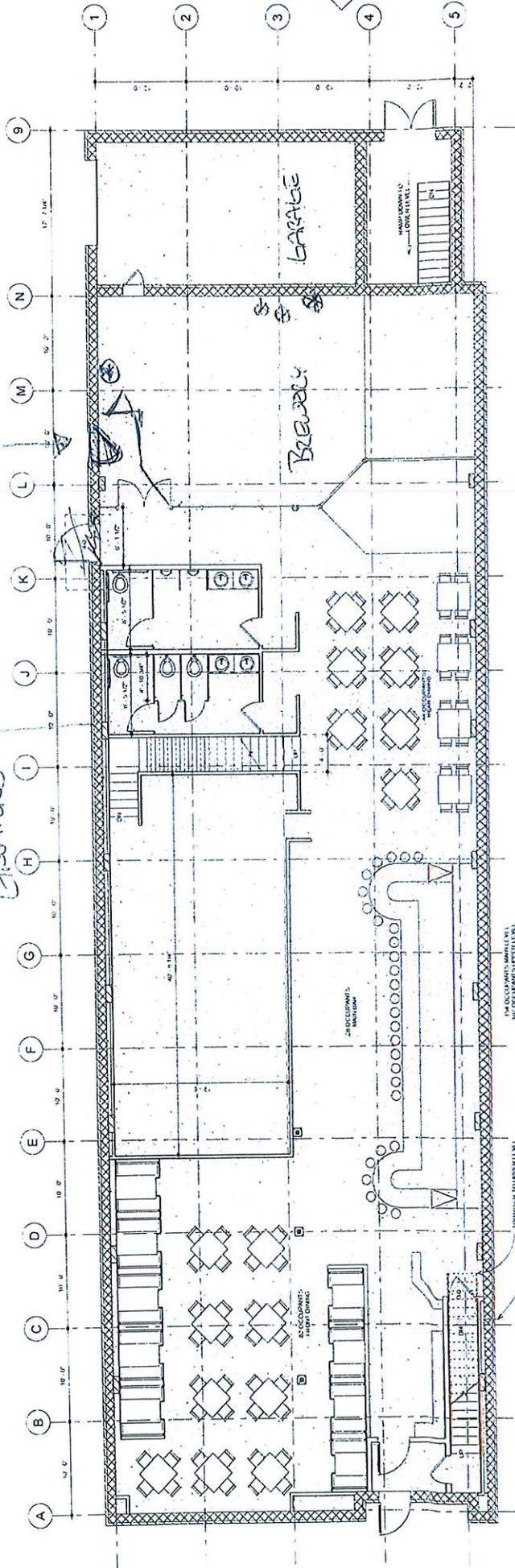
SWEENEYS

CLAMPS

4 LEAKS

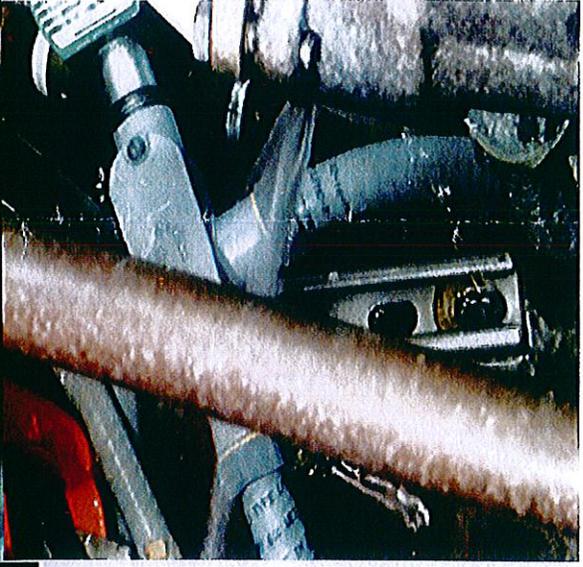
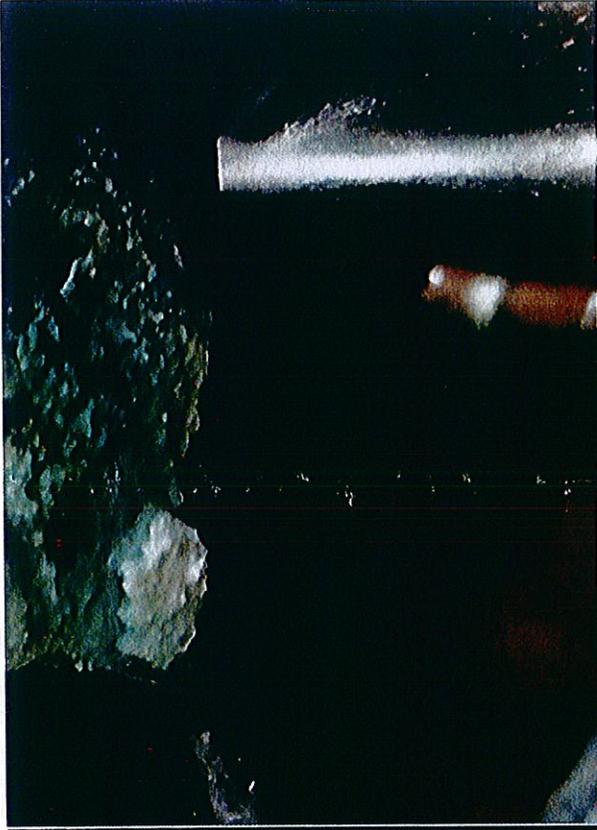
BACK ENTRANCE

LIGATIONS



THE OCCUPANTS SHOULD BE
 100% OCCUPANT LOAD FACTOR
 100% TOTAL OCCUPANT

ENTRANCE TO RESTAURANT
 ENTRANCE TO RESTAURANT



Countryside **PLUMBING & HEATING, INC.**

321 WISCONSIN DRIVE
NEW RICHMOND, WISCONSIN 54017
715-246-2660
TOLL FREE 1-800-542-4243

February 15, 2016

Brady's Brewhouse
Attn: Chris Polfus

RE: Water Breaks at Brew House

Water lines in Brew House froze and split. There was a ½" drop ear broken, a 2 compartment sink faucet split and valves underneath sink were split. A 1" line going to the stills was froze and split and the RPZ valve was cracked.

• PLUMBING • HEATING • AIR CONDITIONING • SHEET METAL •

WISCONSIN REGISTERED DESIGNER
(MP CREDENTIAL #664713)



WATER LEAK SEWER ADJUSTMENT POLICY

Policy

The City of New Richmond Utilities (hereinafter referred to as "The Utility") owns and operates a waste water treatment plant (WWTP) and water distribution system.

The Utility will repair meters, and the cost of such repairs caused by ordinary wear and tear will be borne by the Utility. Repair of any damage to a meter resulting from the carelessness of the owner of the premises, owner's agent, or tenant, or from the negligence of any one of them to properly secure and protect same, including any damage that may result from allowing a water meter to become frozen or to be injured from the presence of hot water or steam in the meter, shall be paid for by the customer or the owner of the premises. (City of New Richmond Ordinance No. 86-116).

The service pipe from the main to the curb stop will be maintained and kept in repair and when worn out, replaced at the expense of the Utility. The property owner shall maintain the service pipe from the curb stop to the point of use. If a consumer fails to repair a leaking or broken service pipe from curb to point of metering or use within such time as may appear reasonable to the utility after notification has been served on the consumer by the Utility, the water will be shut off and will not be turned on again until the repairs have been completed. (City of New Richmond Ordinance No. 86-117)

The customer is responsible from the curb stop to the house including plumbing inside of the house as well as outside water faucets and irrigation systems. It is the customer's responsibility to keep the meter box accessible for meter reading and repair.

Eligibility

This policy is intended to address leaks which may be considered for a sewer adjustment. Only water pipe breaks (leaks) that develop inside of the building which do not add to the volume of water at the WWTP may be considered for a sewer adjustment. There will be no adjustment to the water portion of the bill.

Application Process

Upon receipt of a letter of request to the City of New Richmond's Utility Commission, the Utility will review the sewer bill. To be eligible for the review, the following information must be provided within 60 days of the billing date when the excessive use was posted:

1. Name of customer (and property owner if different)
2. Phone number of customer (and property owner if different)
3. Address of property where leak occurred
4. Owner occupied or rental?
5. Was property occupied at the time the leak occurred?
6. Date customer became aware of leak
7. Date leak was repaired
8. Copies of repair invoices or receipts
9. Letter of explanation of how the leak occurred
10. Sketch of the exact location of the leak
11. Photographs of the leaking pipe (if available)
12. Authorization for a Utility representative to inspect the property where the leak occurred

In order to avoid a late penalty while the sewer bill review is pending, the customer must pay the bill by the due date. If the Utility Commission deems a sewer adjustment is appropriate, the billing department may then be directed to make the adjustment during the next billing cycle.

A field check will be made to verify that the leak was repaired and to obtain the current meter reading.

High water use resulting from any other incident is not eligible for any sewer adjustment. Examples of water use not eligible for a sewer adjustment are as follows:

- Leaking toilets and faucets
- Leaking water softener
- Leaking outside yard faucet
- Leaking irrigation systems
- Leaking hot water heater
- Faulty humidifier on furnace
- Accidental water use
- Any other plumbing inside or outside the house



TO: Utility Commission
FROM: Jeremiah Wendt, Director of Public Works
DATE: April 20, 2016
RE: 2016 Street/Utility Projects & WWTP Clarifier Coating

Re: 2016 Street/Utility Projects

Background

Bids will be opened for the 2016 Street/Utility Projects on April 19, 2016. Staff will provide a breakdown of the bids for the Utility Commission to review at the April 20th meeting. If the contract is awarded by the City Council at the April 25th work session, work on these projects will likely begin in mid-May with completion in the fall of 2016.

Recommendation

At the April 20th meeting, staff will request a recommendation from the Utility Commission, conditioned on staff and SEH performing a thorough review of the bids, for award of the contract at the April 25th City Council meeting.

Re: WWTP Clarifier Coating

Background

As part of the 2016-2020 Five Year Capital Budget Plan, \$200,000 was set aside in 2016 for Thickener/Clarifier Equipment. Staff has evaluated alternatives for addressing the thickener/clarifier equipment needs, and concluded that it will be most cost-effective to recoat, rather than replace, the clarifier equipment while the thickener equipment is not worth recoating at this point due to significant deterioration.

With regard to the clarifier equipment (Primary Clarifier #3 and Final Clarifier #3), staff has received quotations (attached) from TMI Coatings and Crane Engineering for recoating this equipment. The replacement of the thickener equipment will be bid out as part of a project later in 2016.

Recommendation

Based on the quotations provided, Staff is recommending contracting with Crane Engineering for recoating and rehabilitating the clarifier equipment at a cost of \$57,513.



PROPOSAL

TMI Coatings, Inc.

3291 Terminal Drive, St. Paul, Minnesota 55121-1610 Phone: 651-452-6100 Fax: 651-452-0598

Painting & Restoration Contractors

New Richmond Utilities
Attn: Steve Skinner
156 East First Street
New Richmond, WI 54017
Phone 715-246-4167 / Fax 715-246-7129
E-mail wwtp@newrichmondwi.gov

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

Date: March 28, 2016
Regarding: Clarifier

Clarifier

TMI Coatings, Inc. (TMI) is certified as a woman owned business, so every dollar spent with TMI counts toward your diversity spending goals.

TMI has visited your facility and proposes the following scope of work:

Final Clarifier #3: 34' diameter x 12' high concrete walls, not including floor, including catwalk steel, drive unit and all other previously painted carbon steel items above and below the water line
Primary Clarifier: 24' diameter x 10' high concrete walls, not including floor, including catwalk steel, drive unit and all other previously painted carbon steel items above and below the water line

1. Owner to drain, thoroughly wash, rinse and allow clarifiers to dry prior to TMI's arrival. Owner to identify any sensitive equipment that needs to be poly wrapped or covered to protect. Owner to remove grating and weirs prior to TMI's arrival and replace after project completion. For best results, owner to remove handrails and replace after completion.
2. TMI to prepare surfaces for new coating adhesion. For all items below the water line, TMI to sandblast to SSPC-SP10 to prepare for immersion service. For all items above the water line, TMI to sandblast to SSPC-SP6. All debris caused from our work on site to be disposed of in owner provided container.
3. For all items above the water line, apply one full coat rust-inhibitive epoxy primer suitable for marginally prepare surfaces and for items within a wastewater treatment environment. Apply one full top coat of a quality protective coating material. This two coat system has been used time and time again with very good success on steel substrates, i.e. tanks, structural steel, etc.
4. For all items below the water line, i.e. immersion service, TMI to apply two full coats protective coating material suitable for concrete and steel items for constant immersion in a wastewater treatment environment.

YOUR COST INCLUDING LABOR AND MATERIALS INSTALLED \$59,990

NOTES:

1. Bid is based on one job mobilization/demobilization. Owner to give TMI access to the second clarifier within seven days after completion of the first clarifier or there will be an additional cost.
2. Bid is based on weekday work; add \$650 for weekend work.
3. Bid is based on existing coating not containing any heavy metals, i.e. lead or chromium. A paint analysis will need to be done to test the percentage of lead and chromium in the existing paint. If either is present, there will be an additional cost.
4. Bid does not include preparing or coating any galvanized steel or aluminum.
5. Some residual dust will remain on beams/perlins/ceiling structure.

(continued on page 2)

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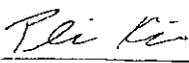
ACCEPTANCE

The undersigned hereby accepts TMI's proposal and authorizes TMI to furnish all materials and labor required to complete the work set forth in the proposal pursuant to the proposal terms and conditions set forth on the reverse side hereof, for which we agree to pay you the amount set forth in the proposal. If the proposal terms and conditions set forth on the reverse side hereof were not provided with transmission of TMI's proposal by facsimile, mail or email, the undersigned agrees to request a copy of the proposal terms and conditions before signing below. The undersigned agrees to be bound by the proposal terms and conditions set forth on the reverse side hereof regardless of whether the undersigned requested a copy or read them before signing below.

Accepted: _____ Date _____

Respectfully,
TMI Coatings, Inc.

By _____
Title _____

By 
Title Phil Kick, Industrial Sales

Customer: Sign and return copy. Retain original for your files.

New Richmond Utilities
March 28, 2016
Page 2

TMI Coatings has considerable experience in the coating industry; enclosed are references for your review.

Thank you for the opportunity to submit this proposal to you. You can check out our company history and other coating services at our website at www.tmicoatings.com. Visit TMI Coatings' blog at www.tmicoatingsblog.net to learn about problems we have solved for customers like you or become a fan of TMI Coatings on Facebook. If you have any questions about our bid, please call me at 1-800-328-0229.

If e-mail is an effective communication tool for you, feel free to contact me at pkick@tmicoatings.com with any questions or comments regarding this proposal.

Encl.: Wisconsin Projects Reference List
Bulletin 807
Clarifier Coating blog (3/12)

To: Steve Skinner
New Richmond Waterworks
156 E 1st Street
New Richmond, WI 54017

Phone: 715-246-4167

Fax: 715-246-7129

E-mail: WWTP@NewRichmondwi.gov

Quotation #: JW1610

Customer RFQ #: Clarifier Coating

Crane Job #:

Today's Date: 12/11/2015

Quote Expiration 1/10/2016
Date:

Desc: **Primary & Final Clarifier Coating**

Item	Description	Qty	Unit Price	Subtotal
1.00	<p>Clarifier Coating</p> <p>Blasting and Epoxy coating of Primary & Final clarifier's per the following work scope:</p> <p>Blast all immersed steel and bridge to prepare for coating.</p> <ul style="list-style-type: none"> • Blast steel to SSPC-SP10 with Silica free Black Beauty - Prime with 3-4 Mils of Tnemec series 1 corrosion resistant primer. • Apply 1st coat of Tnemec series 446 High performance urethane at 6-8 mils, to all blasted steel. • Apply 2nd coat of Tnemec series 446 to immersed areas. • Coat non-immersed areas with 2-4 mils Tnemec series 73 UV resistant urethane. <p>Crane Engineering to provide all materials and labor to perform work in a safe and professional manner.</p> <p>NOTE: Customer to provide area to dump blast media waste. Price is for both Clarifier's to be done at the same time to alleviate separate trip charges.</p>	1 LS		\$39,000.00
2.00	<p>Gearbox Removal</p> <p>Labor and travel for Crane technicians to remove and re-install intermediate gearbox and speed reducers on both clarifier's at the same time.</p>	1 LS		\$6,925.00
3.00	<p>Turntable Rebuild</p> <p>Labor and materials for steam cleaning and rebuild of turntables on both clarifier's to include the following parts:</p>	1 LS		\$11,588.00

Item	Description	Qty	Unit Price	Subtotal
	<ul style="list-style-type: none"> • Needle bearings • Ball Bearings • internal retaining ring • shaft retainer ring • shaft oil seal • Oil sight gauge with reflector • spacer • drive housing and bearing retainer gaskets 			

Thank you for the opportunity to provide you this proposal. Please do not hesitate to contact me if you have any questions or require any additional information.

Sincerely,

John Witek

John Witek
Inside Sales - Service
Ph: 920-257-0171
Fax: 920-257-0271
j.witek@craneengineering.net

Travis Walker
Account Manager
Ph: 920-219-1090
Fax: 920-733-0211
t.walker@craneengineering.net

Terms & Conditions			
Lead Time	2-3 Weeks After Receiving Order	Payment Terms	Net 15
F.O.B.	Warehouse	Shipping Terms	Prepaid and Added to Invoice

**ACCEPTANCE OF QUOTATION (Please Circle Selections)
(In Accordance with Terms and Conditions of Sale as Listed Above)**

Signature: _____ Date: _____
Print Name: _____
Customer Purchase Order Number: _____