

**TOWN OF GREENVILLE
SANITARY DISTRICT #1
REGULAR MEETING AGENDA**

DATE: Monday, March 12, 2018

TIME: Immediately Following Town Board Meeting

LOCATION: Greenville Town Hall, W6860 Parkview Drive, Greenville, WI 54942

Agenda

1. CALL TO ORDER

2. POSTING OF AGENDA/APPROVAL OF AGENDA

3. PUBLIC COMMENT FORUM

Members of the public are welcome to address the Sanitary District/Storm Water Utility. Individuals wishing to speak on an item (whether on the agenda or not) must sign in prior to the start of the meeting and may speak during the Public Comment Forum segment of the meeting. This segment is placed early in the agenda so the public may make their comments prior to any discussion or action by the Town Board. Individual comments are limited to no more than three minutes each. The Public Input section is limited to a total of 15 minutes.

The Town Board may suspend this rule if deemed necessary. Once the public input segment ends there will be no additional discussion from the audience. Note regarding non-agenda Town related matters: Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present matters; however, they cannot be discussed or acted upon until specific notice of the subject matter of the proposed action can be given.

4. CONSENT AGENDA

(Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Supervisor and addressed immediately following the motion to approve the other items on the Consent Agenda.)

- a. Approval of Sanitary District #1 Meeting Minutes, February 12, 2018.
- b. Approval of March Sanitary District #1 Vouchers.
- c. Routine Reports.
 - i. Water Superintendent
 - ii. Fox West Regional Sewerage Commission Minutes.

5. ITEMS REMOVED FROM CONSENT AGENDA(as necessary)

6. NEW BUSINESS

- a. Discussion and Possible Action: Approval of contract for sewer cleaning and televising services.

7. ADJOURNMENT

Wendy Helgeson, Town Clerk

Dated/Posted: March 8, 2018

SD1 - 4a

**TOWN OF GREENVILLE
SANITARY DISTRICT #1
REGULAR MEETING MINUTES**

DATE: Monday, February 12, 2018

TIME: Immediately Following Town Board Meeting

LOCATION: Greenville Town Hall, W6860 Parkview Drive, Greenville, WI 54942

Agenda

1. CALL TO ORDER

The meeting was called to order at 6:39 p.m.

PRESENT: Jack Anderson, Dean Culbertson, Andy Peters, Mark Strobel, Mike Woods

2. POSTING OF AGENDA/APPROVAL OF AGENDA

Motion by Andy Peters, second by Dean Culbertson to approve the agenda. Motion carried 5-0.

3. PUBLIC COMMENT FORUM

Motion by Jack Anderson, second by Mark Strobel to close the public comment forum. Motion carried 5-0.

4. CONSENT AGENDA

(Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Supervisor and addressed immediately following the motion to approve the other items on the Consent Agenda.)

- a. Approval of Sanitary District #1 Meeting Minutes, January 8, 2018.
- b. Approval of Sanitary District #1 Meeting Minutes, January 22, 2018.
- c. Approval of February Sanitary District #1 Vouchers.
- d. Routine Reports.
 - i. Water Superintendent
 - ii. Fox West Regional Sewerage Commission Minutes.

Motion by Dean Culbertson, second by Andy Peters to approve the consent agenda. Motion carried 5-0.

5. ITEMS REMOVED FROM CONSENT AGENDA(as necessary)

6. NEW BUSINESS

- a. Discussion & Possible Action: Resolution to amend the Town of Greenville. Sanitary District #1 boundaries to include 9.4676 Acres as part of CSM 6865 LOT 1 (PLATTED OUT OF THE N1/2 NW SE SEC34-22-16) in the Town of Ellington. Parcel number 080-08700.

Gerald Helf of Virtue Homes, was present to answer questions. Since the CSM has not yet been approved by the Town of Ellington, concerns about approving the Resolution and options for conditional approval were discussed. Motion by Dean Culbertson, second by Mark Strobel to approve Resolution #1-18 to amend the Sanitary District #1 boundaries to include 9.4676 Acres as part of CSM 6865 LOT 1, with the condition that the Town not issue an Order until the CSM has been approved by the Town of Ellington and recorded. Motion carried 5-0.

b. Discussion & Possible Action: Award of Contract to Midwest Well Services, dba Municipal Well & Pump to drill Well #5.
Motion by Jack Anderson, second by Mart Strobel to award Midwest Well Service dba Municipal Well & Pump the contract to drill Well #5 for the amount of \$325,403.00.
Motion carried 5-0.

7. **ADJOURNMENT**

Motion by Jack Anderson, second by Mark Strobel to adjourn. Motion carried 5-0.
Meeting adjourned at 6:57 p.m.

Wendy Helgeson, Town Clerk
Approved:

Vendor	Vendor Name	GL Account and Title	Invoice Number	Description	Invoice Date	Net Invoice Amount
Aramark Uniform Services						
141	Aramark Uniform Services	610-6410-340 OPERATION SUPPLIES	1677769104	rugs/uniforms	12/26/2017	7.37
141	Aramark Uniform Services	610-6410-340 OPERATION SUPPLIES	1677796152	rugs/uniforms	02/06/2018	7.37
141	Aramark Uniform Services	610-6410-340 OPERATION SUPPLIES	1677800612	rugs/uniforms	02/13/2018	7.37
141	Aramark Uniform Services	610-6410-340 OPERATION SUPPLIES	1677805108	rugs/uniforms	02/20/2018	7.37
141	Aramark Uniform Services	610-6410-340 OPERATION SUPPLIES	1677809560	rugs/uniforms	02/27/2018	7.37
Total Aramark Uniform Services:						36.85
AT & T U-verse						
4593	AT & T U-verse	610-9210-221 TELEPHONE	140987787 MA	acct# 140987787	02/16/2018	89.70
Total AT & T U-verse:						89.70
B & M Technical Services						
4484	B & M Technical Services	620-8310-240 MAINTENANCE TO COL	6096	svc for comm fail	02/12/2018	568.80
Total B & M Technical Services:						568.80
Bassett Mechanical						
155	Bassett Mechanical	610-6410-340 OPERATION SUPPLIES	6031699C	maintenance contract	03/01/2018	246.30
155	Bassett Mechanical	610-9230-290 OTHER	6046127	replace vent stack well#4	02/11/2018	708.00
155	Bassett Mechanical	620-8270-340 OPERATING SUPPLIES	6031699C	maintenance contract	03/01/2018	246.30
Total Bassett Mechanical:						1,200.60
BMO Harris Bank N.A. - Payments						
5203	BMO Harris Bank N.A. - Payment	610-6410-320 SEMINARS AND TRAINI	TWN STMT JA	acct# 5112 7700 0002 3400	01/31/2018	298.14
5203	BMO Harris Bank N.A. - Payment	610-6410-395 TOOLS & SAFETY EQUI	GSD STMT JA	acct#5112 7700 0013 9065	02/04/2018	240.45
5203	BMO Harris Bank N.A. - Payment	610-9210-311 COMPUTERS	GSD STMT JA	acct#5112 7700 0013 9065	02/04/2018	7.87
5203	BMO Harris Bank N.A. - Payment	610-9210-311 COMPUTERS	TOWN STMT J	acct# 5112 7700 0002 3400	01/31/2018	113.05
5203	BMO Harris Bank N.A. - Payment	620-8270-320 TRAINING AND SEMINA	TWN STMT JA	acct# 5112 7700 0002 3400	01/31/2018	298.14
5203	BMO Harris Bank N.A. - Payment	620-8510-311 COMPUTERS	GSD STMT JA	acct#5112 7700 0013 9065	02/04/2018	7.87
5203	BMO Harris Bank N.A. - Payment	620-8510-311 COMPUTERS	TOWN STMT J	acct# 5112 7700 0002 3400	01/31/2018	113.05
Total BMO Harris Bank N.A. - Payments:						1,078.57
CBS Squared Inc						
5127	CBS Squared Inc	620-39500 CONSTRUCTION IN PROG	3991	well 5	01/31/2018	7,651.50
Total CBS Squared Inc:						7,651.50
Cenex Fleetcard						
229	Cenex Fleetcard	610-9330-380 TRANSPORTATION EXP	152621	acct# 376676	02/23/2018	713.47
229	Cenex Fleetcard	620-8570-380 TRANSPORTATION EXP	152621	acct# 376676	02/23/2018	713.48
Total Cenex Fleetcard:						1,426.95
Clean Water Testing						
246	Clean Water Testing	610-6410-341 OPERATING EXP CRES	0139646-IN	coliform/e-coli bacti testing crestvi	02/08/2018	19.60
Total Clean Water Testing:						19.60
Community Insurance						
254	Community Insurance	610-9240-510 PROPERTY INSURANC	IN000010687	policy # CWCT45011-17	02/27/2018	848.85
254	Community Insurance	620-8530-510 INSURANCE EXPENSE	IN000010687	policy # CWCT45011-17	02/27/2018	848.85

Vendor	Vendor Name	GL Account and Title	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total Community Insurance:						1,697.70
Complete Office						
204	Complete Office	610-9210-310 OFFICE SUPPLIES AND	250930	office supplies	02/07/2018	26.53
204	Complete Office	610-9210-310 OFFICE SUPPLIES AND	262026	office supplies	02/22/2018	12.50
204	Complete Office	620-8510-310 OFFICE SUPPLIES AND	250930	office supplies	02/07/2018	26.53
204	Complete Office	620-8510-310 OFFICE SUPPLIES AND	262026	office supplies	02/22/2018	12.50
Total Complete Office:						78.06
Contractor's Supply & Equipment Inc						
5686	Contractor's Supply & Equipment I	620-8270-395 TOOLS & SAFETY EQUI	2414050-IN	tools	02/06/2018	69.60
Total Contractor's Supply & Equipment Inc:						69.60
ECWRPC						
325	ECWRPC	610-9230-290 OTHER	WELL 5 REVIE	Well 5 Wtr & Swr Ext review	02/20/2018	35.00
Total ECWRPC:						35.00
Grainger						
2017	Grainger	610-6000-340 SUPPLIES	9701411804	pipe marker	02/15/2018	16.38
2017	Grainger	620-8320-240 MAINTENANCE COLL. S	9697599463	chem cartridge	02/13/2018	22.95
Total Grainger:						39.33
Graphic Finishing						
399	Graphic Finishing	610-9210-310 OFFICE SUPPLIES AND	34367	newsletter masthead	02/08/2018	166.00
399	Graphic Finishing	620-8510-310 OFFICE SUPPLIES AND	34367	newsletter masthead	02/08/2018	166.00
Total Graphic Finishing:						332.00
Greenville Sanitary District						
2021	Greenville Sanitary District	610-6410-340 OPERATION SUPPLIES	1052.00 FEB20	town hall bldg	02/09/2018	11.33
2021	Greenville Sanitary District	610-6410-340 OPERATION SUPPLIES	1813.00 FEB20	public works bldg	02/09/2018	18.15
2021	Greenville Sanitary District	610-6410-340 OPERATION SUPPLIES	2494.00 FEB20	pump hs#2	02/09/2018	25.79
2021	Greenville Sanitary District	610-6410-340 OPERATION SUPPLIES	4.00 FEB2018	pump hs#4	02/09/2018	57.24
2021	Greenville Sanitary District	610-6410-340 OPERATION SUPPLIES	810.00 FEB201	pump hs#3	02/09/2018	25.79
2021	Greenville Sanitary District	620-8270-340 OPERATING SUPPLIES	1052.00 FEB20	town hall bldg	02/09/2018	11.33
2021	Greenville Sanitary District	620-8270-340 OPERATING SUPPLIES	1813.00 FEB20	public works bldg	02/09/2018	18.15
2021	Greenville Sanitary District	620-8270-340 OPERATING SUPPLIES	94.00 FEB2018	lift stn #1	02/09/2018	25.79
Total Greenville Sanitary District:						193.57
Hawkins Inc						
2022	Hawkins Inc	610-6310-345 CHEMICALS	4219705 RI	cylinder rental	01/26/2018	30.00
2022	Hawkins Inc	610-6310-345 CHEMICALS	4225214 RI	chemicals	02/06/2018	3,424.80
2022	Hawkins Inc	620-8270-345 CHEMICALS	4224477 RI	aqua hawk hsx	02/01/2018	697.54
Total Hawkins Inc:						4,152.34
HydroCorp						
2023	HydroCorp	610-9230-290 OTHER	0045814-IN	cross connection control program	01/27/2018	321.00
Total HydroCorp:						321.00

Vendor	Vendor Name	GL Account and Title	Invoice Number	Description	Invoice Date	Net Invoice Amount
Katrina Bohman						
5131	Katrina Bohman	610-9260-136 DENTAL/EYE/LIFE INS	DENTAL REIM	dental reimb	02/27/2018	18.75
5131	Katrina Bohman	620-8540-136 DENTAL/EYE/LIFE INS	DENTAL REIM	dental reimb	02/27/2018	18.75
Total Katrina Bohman:						37.50
Mc Mahon Associates, Inc.						
636	Mc Mahon Associates, Inc.	620-8520-210 ENGINEERING	0909282	DNR enforcement Lin Property	02/27/2018	1,973.87
Total Mc Mahon Associates, Inc.:						1,973.87
Menards						
643	Menards	610-6000-340 SUPPLIES	66939	town hall maint	12/07/2017	1.38
643	Menards	610-6410-341 OPERATING EXP CRES	70452	water supplies Crestview	02/01/2018	3.98
643	Menards	620-8270-341 OPERATING EXP CRES	70505	sanitary supplies	02/02/2018	9.93
643	Menards	620-8320-240 MAINTENANCE COLL. S	70808	sanitary supplies	02/07/2018	32.66
643	Menards	620-8320-240 MAINTENANCE COLL. S	70813	supplies -lift stn	02/07/2018	21.71
643	Menards	620-8320-240 MAINTENANCE COLL. S	71339	supplies -lift stn	02/14/2018	16.86
Total Menards:						86.52
Midwest Meter Inc						
4257	Midwest Meter Inc	610-6530-340 SUPPLIES	0097937-IN	1 1/2" meter	02/06/2018	795.00
Total Midwest Meter Inc:						795.00
Minnesota Life Insurance Co						
663	Minnesota Life Insurance Co	610-9260-136 DENTAL/EYE/LIFE INS	BILLING MO A	policy # 002832L	03/01/2018	34.78
663	Minnesota Life Insurance Co	620-8540-136 DENTAL/EYE/LIFE INS	BILLING MO A	policy # 002832L	03/01/2018	34.78
Total Minnesota Life Insurance Co:						69.56
Office Technology Group						
5238	Office Technology Group	610-9210-311 COMPUTERS	208074	IT service contract	03/01/2018	288.00
5238	Office Technology Group	620-8510-311 COMPUTERS	208074	IT service contract	03/01/2018	288.00
Total Office Technology Group:						576.00
Outagamie County Zoning						
720	Outagamie County Zoning	610-39500 CONSTRUCTION WK. IN P	WELL 5 PERMI	well 5 permit fees	02/28/2018	450.00
Total Outagamie County Zoning:						450.00
Pollard Water						
5685	Pollard Water	610-6550-340 SUPPLIES	0099072	FL2 pump	01/26/2018	1,048.11
Total Pollard Water:						1,048.11
Postmaster						
758	Postmaster	610-9210-312 POSTAGE	STAMPS FEB2	stamps (800 @ .50)	02/15/2018	100.00
758	Postmaster	620-8510-312 POSTAGE	STAMPS FEB2	stamps (800 @ .50)	02/15/2018	100.00
Total Postmaster:						200.00
Proclean Janitorial Services,						
764	Proclean Janitorial Services,	610-9210-310 OFFICE SUPPLIES AND	TOWN STMT F	Cleaning for Feb 2018	02/20/2018	228.23
764	Proclean Janitorial Services,	620-8510-310 OFFICE SUPPLIES AND	TOWN STMT F	Cleaning for Feb 2018	02/20/2018	228.23

Vendor	Vendor Name	GL Account and Title	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total Proclean Janitorial Services,:						456.46
Public Service Commission of Wisconsin						
4204	Public Service Commission of Wis	610-9260-290 REGULATORY COMMIS	1801-I-02375	appl to construct new well	02/14/2018	632.69
Total Public Service Commission of Wisconsin:						632.69
Robert J. Immel Exc.,Inc.						
821	Robert J. Immel Exc.,Inc.	610-6510-290 CONTRACTED SERVIC	16521	repair curb box Sherwood Point C	02/01/2018	1,200.00
Total Robert J. Immel Exc.,Inc.:						1,200.00
Schenck SC						
874	Schenck SC	610-9230-212 AUDIT	SC10165567	interim audit	02/27/2018	1,063.00
874	Schenck SC	620-8520-212 AUDIT	SC10165567	interim audit	02/27/2018	861.00
Total Schenck SC:						1,924.00
Sherwin Williams Co						
2039	Sherwin Williams Co	620-8320-240 MAINTENANCE COLL. S	7442-6	paint-Lift Stn	02/01/2018	135.19
Total Sherwin Williams Co:						135.19
Silton, Seifert, Carlson S.C.						
921	Silton, Seifert, Carlson S.C.	620-8520-211 LEGAL	TOWN STMT	municipal acct 24368-600M	02/01/2018	2,769.00
Total Silton, Seifert, Carlson S.C.:						2,769.00
Suburban Electric						
963	Suburban Electric	610-6410-340 OPERATION SUPPLIES	129208	annual test and inspection	02/09/2018	51.00
963	Suburban Electric	620-8270-340 OPERATING SUPPLIES	129208	annual test and inspection	02/09/2018	51.00
Total Suburban Electric:						102.00
Time Warner Cable						
1021	Time Warner Cable	610-9210-221 TELEPHONE	5563 FEB2018	10404-715640501	02/08/2018	10.93
1021	Time Warner Cable	610-9210-221 TELEPHONE	603810901022	10404-603810901	02/20/2018	87.48
1021	Time Warner Cable	610-9210-221 TELEPHONE	708075801021	10404-708075801	02/16/2018	71.17
1021	Time Warner Cable	610-9210-221 TELEPHONE	708130301021	10404-708130301	02/16/2018	9.06
1021	Time Warner Cable	620-8510-221 TELEPHONE	5563 FEB2018	10404-715640501	02/08/2018	10.93
1021	Time Warner Cable	620-8510-221 TELEPHONE	603810901022	10404-603810901	02/20/2018	87.48
1021	Time Warner Cable	620-8510-221 TELEPHONE	708075801021	10404-708075801	02/16/2018	71.17
1021	Time Warner Cable	620-8510-221 TELEPHONE	708130301021	10404-708130301	02/16/2018	9.06
Total Time Warner Cable:						357.28
United Cooperative						
5312	United Cooperative	610-6000-340 SUPPLIES	GSD STMT JA	hardware/equipment	01/31/2018	30.85
5312	United Cooperative	610-6500-340 SUPPLIES	GSD STMT JA	hardware/equipment	01/31/2018	6.94
Total United Cooperative:						37.79
Verizon Wireless						
1108	Verizon Wireless	610-9210-221 TELEPHONE	9800871817	acct#685970983-00001	02/01/2018	199.34
1108	Verizon Wireless	620-8510-221 TELEPHONE	9800871817	acct#685970983-00001	02/01/2018	199.34

Vendor	Vendor Name	GL Account and Title	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total Verizon Wireless:						398.68
WE Energies						
1135	WE Energies	610-6220-380 FUEL & POWER PURCH	GRP WTR FEB	Grp Bill # 0000-409-512	02/09/2018	7,189.54
1135	WE Energies	610-6220-380 FUEL & POWER PURCH	ST LTG GRP J	Grp Bill # 3871-142-632	02/07/2018	333.05
1135	WE Energies	610-6410-341 OPERATING EXP CRES	0212472565 F	comm well&pump hs 0212-472-56	02/14/2018	184.26
1135	WE Energies	610-6410-341 OPERATING EXP CRES	4098005768 F	N1094 Manley 4098-005-768	02/13/2018	84.04
1135	WE Energies	620-8210-380 POWER AND FUEL	GRP SWR FEB	Grp Bill # 0000-409-889	02/14/2018	3,178.25
1135	WE Energies	620-8210-380 POWER AND FUEL	ST LTG GRP J	Grp Bill # 3871-142-632	02/07/2018	333.05
1135	WE Energies	620-8270-341 OPERATING EXP CRES	3611584183 F	dose tank 3611-584-183	02/13/2018	34.58
1135	WE Energies	620-8270-341 OPERATING EXP CRES	8608745275 F	wstwtr trmnt tanks 8608-745-275	02/13/2018	107.09
1135	WE Energies	620-8270-341 OPERATING EXP CRES	9007479655 F	lift stn 9007-479-655	02/13/2018	111.50
Total WE Energies:						11,555.36
Werner Electric Supply						
5263	Werner Electric Supply	620-8320-240 MAINTENANCE COLL. S	S5429289.001	lift station supplies	02/19/2018	511.86
Total Werner Electric Supply:						511.86
Grand Totals:						44,308.04



Town of Greenville
W6860 Parkview Drive
Greenville WI 54942
920-757-5151

To: Town Board/Utilities Board
From: Dan Klansky Sanitary District Superintendent
Date: March 12th, 2018
Re: Monthly Report – February 2018

Water Plant and Distribution

Sanitary District has completed our portion of the PSC report and turned it in to the auditors.

We had to replace a leaking meter at the trailer park where we had no curb stop available for use so we had to shut down about 15 trailers to replace the meter. We insured that a valve was added to both sides of the meter and it was properly insulated before it was placed back in service.

This week we sampled all of the wells for radium and nitrates and we should have the results back by the end of the month.

We had to delay the bidding of the sewer and water main for the Well 5 project for a month. While doing a test hole at the park it was found that there was an estimated 11 feet of soil covering the bedrock. This is a problem because in the excavation specs I stated no blasting was needed to remove rock. It will now be necessary to blast for the project or it would greatly exceed the estimated amount. I did contact a blasting company and the owner assured me there would be no complications to blasting in the park. He stated he was currently doing a job in the center of a town. With today's blasting technology there should be no safety issues. In the next two weeks I will be working on getting a rock profile established.

I completed all of the employee reviews. This new evaluation method will be a valuable tool for gauging employee's progress. We worked together to set goals for 2018. For myself, I was able to reference 2017 goals that we established at the beginning of the year using Jack's SMART goal method. See attached 2017 goals that were all completed.

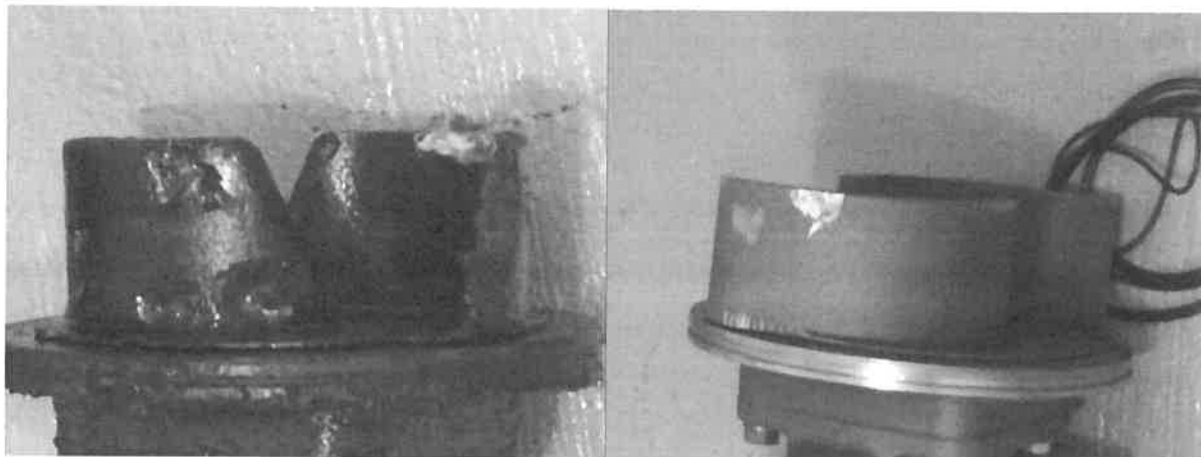
Sewer

This week Lift Station 2 had a variable frequency drive go down with multiple alarm failures listed. We spent most of the week troubleshooting the issue and found that it was overheating. I was finally able to get a replacement fan blown in and installed Friday morning.

I hosted a class through WRWA association on the importance and benefits of using GIS in your sewer and water system. The class was very successful. We had a really good turnout and I left with a number of new ideas to incorporate GIS into our system.

We worked late after last month's ice storm with Chris Pagels cleaning and de-icing culverts to stop road flooding.

We also worked with Crane Engineering on pulling all of the lift station pumps and inspecting for preventive maintenance requirements. We did find a number of deficiencies that were repaired during the inspection. See photos



Sanitary District Goals 2017 (Completed)

1. Goal #1 - Upgrade and place back in to service the water treatment plant at Well 2.

- a. **Description of Goal:** Historically, Well 2 was used in a very limited capacity and was slated for abandonment. This plant was leaking from a number of pipes and cracked airlines. There was also a filter media that was producing a maximum flow rate of 200 gpm and very short run times of four hours or less. This production rate is far below where it should be.
- b. **Value Created by Achieving this Goal:** After evaluating Well 2 I realized that for a minimal amount of money invested it would be of great value to the Sanitary District to restore this well to full capacity rather than to build a new plant. We have been able to reduce the project cost by using Sanitary District labor for the pilot plant study and the old treatment plant removal.
- c. **Deliverables:** It would take years and close to \$2 million to entirely replace Well 2. This would be an unnecessary expense when we already have an existing building and a high capacity well drilled. The house piping needs to be replaced along with new filter media and new filter vessels. This can be completed for about 25% of the cost of a new well. The end result will be a filter plant that is capable of producing 400 gpm or 200,000 gallons per day and increased water supply for the airport and the industrial park for both business and fire protection services. This is over 750% increase in clean drinking water currently produced.
- d. **Deadlines:**
 - i. DNR Well plan approval by May 15, 2017
 - ii. Completed project by September 30, 2017
- e. **Success of this goal will be measured by:** Having a municipal water treatment plant completely refurbished and back in service for 25% of the cost of a new municipal Well.

2. Goal #2 – Repair and paint the airport water tower and add a high service pump.

- a. **Description of Goal:** The airport tower has been out of service for over seven years. It was abandoned when we installed the Julius tower and it was thought that it would not be needed.
- b. **Value Created by Achieving this Goal:** With the continued growth of Greenville it is a much needed storage tank. It could not be rebuilt due to zoning restrictions at the airport and the cost for a new tower is over \$1 million. Taking advantage of the existing tank will result in significant savings for the Sanitary District. Utilizing this tower will provide the large water storage volume needed for fire protection in this area. This will be a great addition to the airport and

industrial park by providing 300,000 gallons of additional storage and pressure for the area.

- c. **Deliverables:** This project has already been billed out and awarded to St. Germain Sandblasting. Proposed work includes; repairing safety climbs, welding and repairing hatches and ensuring the integrity of the tower interior and exterior surfaces.
 - i. Begin project by June 2017
- d. **Deadlines:**
 - i. The tower painting should be completed by August 2017
 - ii. We are waiting on DNR approval for the high service pump and are hoping for installation of the pump in September/October 2017.
 - iii. We need to add a service pump that was previously scrapped. Replacing this pump will require DNR approval. I would like to have this approval by July or August, depending on DNR timeline approval.
- e. **Success of this goal will be measured by:** Increased water storage capacity and fire protection for a fast growing community.

3. Goal #3 – Addition of a by-pass pump at lift station 2

- a. **Description of Goal:** Add a by-pass pump at lift station 2 to ensure continued service in the event of station flooding or pump failure.
- b. **Value Created by Achieving this Goal:** Currently, lift station 2 is located thirty feet underground in a vault. If the station was flooded due to pump or piping failure, we would have no way of making a repair due to being submerged in sewage. The resulting backup could impact a significant amount of homes in Greenville.
- c. **Deliverables:**
 - i. The project is currently in planning stages with Davel Engineering. Due to the depth of the sewer and number of DNR regulations involved, this project will require a great deal of planning. Factors currently being considered are types of pump, method of excavation and DNR permit approval processing.
- d. **Deadlines:**
 - i. Planning stages will continue throughout 2017. Groundbreaking is planned for the summer of 2018.
- e. **Success of this goal will be measured by:** Provide a reliable backup system at lift station

4. **Goal #4 – Complete planning for Highway 15/Greenville Drive from Lily of the Valley Drive to West of Julius Road.**
 - a. **Description of Goal:** The Highway 15 project has been proposed by the state to start in August 2018. There are a significant amount of utilities that will need to be moved or raised before the highway project can begin.
 - b. **Value Created by Achieving this Goal:** The highway will benefit the residents by creating a safer transportation route with easing of congestions and roadways.
 - c. **Deliverables:**
 - i. I am currently working on an estimation of the project cost and also a timeline ensuring that we are done by August 2018.
 - ii. The planning and bidding out of the project to be completed by February 2018 with the project start date of Spring 2018.
 - d. **Deadlines:**
 - i. The DOT wants all of the utilities moved by August 2018.
 - ii. The project start date is still being determined.
 - e. **Success of this goal will be measured by:** A minimal amount of utility customer outages and high quality installation of water main and sewer.

5. **Goal #5 – Permitting and planning to construct Well 5**
 - a. **Description of Goal:** We are currently in the process of getting permission from Wisconsin DNR and Public Service Commission to build a municipal well. The new well has already been budgeted for this year.
 - b. **Value Created by Achieving this Goal:** With the community rapidly growing and a large industrial business being build, who is expecting to use 100,000 gallons of water a day, having another municipal well would be very beneficial. The new well will ensure high quality water while still allowing the Town to provide low water rates.
 - c. **Deliverables:**
 - i. We are already working on getting the permitting process and are hoping to drill a test well this coming Fall.
 - d. **Deadlines:**
 - i. Drill test well by Fall of 2017
 - ii. Completion of Well 5 by December 2018
 - e. **Success of this goal will be measured by:** Having a municipal water plant that will serve our growing community well into the future while continuing to offer low water rates.

6. **Goal #6 – Complete School Road water main extension.**
 - a. **Description of Goal:** We will be running the water main from Churchill Road to the Fox Crossing Subdivision and looping the main.

- b. **Value Created by Achieving this Goal:** The water main extension will greatly enhance fire flow protection to the new subdivisions and also increase water quality for all of the residents.
- c. **Deliverables:**
 - i. I have completed and gotten DNR approval for this project. The next step will be to bid out the project, which has just been completed, and approved by the Town Board.
 - ii. Begin project by May 10, 2017
- d. **Deadlines:**
 - i. Completion by August 2017
- e. **Success of this goal will be measured by:** The completion of the water main project and increasing water quality for all Town residents.

7. Goal #7 - Construct Temporary Employee Offices

- a. **Description of Goal:** With the use of Sanitary District employees, construct temporary offices in the Community Hall.
- b. **Value Created by Achieving this Goal:** Utilizing existing space effectively to create temporary offices for the overflow of Town employees.
- c. **Deliverables:**
 - i. The Town Board and Planning Commission approved the addition of four temporary offices.
 - ii. Approved in February 2017
- d. **Deadlines:**
 - i. The offices were completed and fully furnished in April 20.
- e. **Success of this goal will be measured by:** Creating a more spacious work environment and relieve some of the overcrowding.

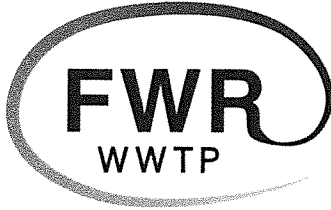
8. Goal #8 – Installation of radio and receiver

- a. **Description of Goal:** Rather than having an AT&T phone circuit I would like to install a radio and a receiver. The radio would be a one-time fee of \$6,500 for installation and will last at least 10-15 years.
- b. **Value Created by Achieving this Goal:** The radio and receiver would be saving the Town \$512.00 a month. Within one year we will see a payback and have recouped any cost spent.
- c. **Deliverables:**
 - i. Approved in February 2017
- d. **Deadlines:**
 - i. Completed March 25, 2017
- e. **Success of this goal will be measured by:** Over the course of the life of these radios we will save the Town \$85,660.

FOX WEST REGIONAL SEWERAGE COMMISSION

1965 W. Butte Des Morts Beach Rd.
Neenah, WI 54956

Phone (920) 739-7921
Fax (920) 739-1343



James R. Kirk
SUPERINTENDENT

**REGULAR & CLOSED SESSION
MEETING MINUTES**

Feb 7, 2018

David A. Schowalter
PRESIDENT

Dale A. Youngquist
VICE PRESIDENT
TREASURER

Jeffrey T. Nooyen
SECRETARY

Gregory J. Ziegler
DEPUTY SECRETARY

Travis J. Thyssen
DEPUTY TREASURER

Dean M. Culbertson
COMMISSIONER

Michael J. Van Dyke
COMMISSIONER

Notice of the Regular Meeting was distributed by Jane Bader to all Commissioners; the Clerks of the Town of Grand Chute, Village of Fox Crossing, Town of Greenville & Town of Neenah; Joel Christopher, The Post Crescent; and posted on the bulletin board at the Regional Office. The Regular Meeting was called to order by President Dave Schowalter at 4:00 P.M.

PRESENT:

Dave Schowalter
Dale Youngquist
Jeffrey Nooyen

Travis Thyssen
Greg Ziegler
Dean Culbertson

Michael Van Dyke
James Kirk
Jane Bader

Guests: Jeff Kellner / Chad Olsen (McMahon), Tom McIntosh (The Garland Company, Inc.)

APPROVAL OF AGENDA:

A motion was made by Jeff Nooyen to approve the Agenda, seconded by Mike Van Dyke. *Motion Carried.*

SECRETARY'S REPORT:

A motion was made by Travis Thyssen, seconded by Jeff Nooyen to approve the Minutes of Jan 10, 2018. *Motion Carried.*

TREASURER'S REPORT:

Voucher List

President Schowalter asked if there are any questions regarding the Voucher List - to which there were none.

Dale Youngquist motioned to approve as presented, seconded Mike Van Dyke. *Motion Carried.*

Bank & Budget Statement

President Schowalter asked if there are questions regarding the Bank & Budget Statement; Greg Ziegler thought Supt Kirk did a good job with the CD Rates.

Dean Culbertson motioned to approve as presented, seconded Dale Youngquist. *Motion Carried.*

PRESIDENT'S REPORT:

TA ReRoof Bids & Specs. Supt Kirk stated that per the request of the Commission at last month's meeting, Jeff Kellner & Chad Olsen (McMahon) were invited back to continue discussion on the ThermAer Roof issues. Jeff said per the request last month, he researched other facilities to see if anyone has or is experiencing similar issues. He gave a brief overview for the following four plants and also provided a detailed hand-out for reference:

The 1st location was the Eagle River Sanitary District in Colorado. The roof is about 12-years old, solid concrete with no membrane and no insulation. The tanks are located in the middle and they are not having any issues at this time.

The 2nd location is in Delphos, Ohio. They have a white PVC membrane with river rock stone on top. Their roof is approximately 11 years old – non-insulated and they do not have issues.

The 3rd location is in Pennsylvania that consists of aluminum roof panels but they were not a good resource as it is in very bad shape and falling apart.

The final location was in Georgia (southeast of Atlanta). The roof is hollow core vs. solid core, filled with expanding foam & a thin grout across the planks insulated with stone layer. They have the opposite issue of too much heat vs. the cold temps of Wisconsin.

So the final synopsis is there is no set policy of roof design and each location has a very different set-up.

The 2nd thing he researched per the request at last month's meeting was the option to also provide a spray-on protective coating. Included in the handout is a cost estimate for coating the ceiling and 5' down the wall. The quote included brush blasting and the spray-on coating of \$85k (with the thought the plant employees would do the prep-cleaning). If that is not an option, the bid would be closer to \$100k. Chad added if they decide to go that route, additional research would be needed. Jeff also said one risk is not knowing if products would be compatible and get good adhesion to avoid future peeling.

Finally, 3rd request at last month's meeting was to invite the Rep from Garland Roofing to the meeting to give a presentation. Tom McIntosh will now review the materials he handed out earlier.

Tom said Garland has been around 118 years and he himself has been with the company for 20 years. They offer a very diverse product line, support products made in the USA and have the lowest Warranty Adjust Rating in the industry. They follow a 10-step process to gain a full understanding of each client's issue. Tom also said something unique is he stays involved from start to finish, including conducting on-site job inspections. He also provided a letter from the President of the Company.

Greg Ziegler asked what the cost difference is between the 35 and 40 year warranty. Tom said basically .50 per square foot (\$3,000). He strongly recommends the pea gravel option to provide UV protection, water proofing and less thermal cycling. Greg asked Supt Kirk what his thoughts

were on the bid. Supt Kirk said he is very comfortable with the proposed option. Greg also asked if the funds would come out of the Equipment Replacement Account; Supt Kirk said yes.

Jeff Nooyen asked about the Contractors and Installers if they have to go through certification and if all sub-contractors are pre-approved. Tom said they only use 5-6 approved Contractors to bid for their jobs. The Installers are held accountable for 5-years so if they would go out of business, Garland would need to stand behind their work.

Travis said he is happy to hear that Tom would be involved with the project from start to finish, especially for the on-site inspections.

Dean asked if this would be a spring - summer or fall job. Tom said sooner than later is better because once the schools are done, there will be a lot of completion for bids. Ideally spring or fall due to the work conditions. Jeff asked how long the project would take from start to finish; Tom replied approximately 4 weeks. Dean suggested a "no later than" date should be set of October 15th due to the unpredictable weather in November.

President Schowalter asked if the information provided is a "real cost" bid or just an estimate. Chad from McMahon said he would need approval to proceed with a formal Proposal Design/Bid which could potentially be done for the April meeting.

Dean Culbertson motioned to authorize McMahon to proceed with the next step in the process, seconded Travis Thyssen. *Motion Carried.*

Town of Clayton Update. Dale Youngquist informed the other Commission Members that the Village of Fox Crossing has been having discussions with Town of Clayton and they are making progress towards reaching a Border Agreement. He wanted to revisit the discussion regarding the cost of plant buy-in for Clayton as he feels strongly the amount Amy Vaclavik came up with after her study was too low. Dean Culbertson suggested getting another neutral party's opinion of Plant value buy-in. Travis Thyssen agreed the amount was under value, however, additional discussion was put on hold until an agreement was settled with Fox Crossing and Town of Clayton. Mike Van Dyke said he agrees with Dean, a neutral 3rd Party should come up with an amount. Greg Ziegler suggested that Supt Kirk come up with an amount.

Supt Kirk confirmed that at the June 2016 Meeting, he was instructed to reply to Clayton via letter that discussions were on hold until the Inter-Municipal Agreement was finalized with Fox Crossing. The estimated cost of Clayton's buy-in was also increased from @ \$790,465 to @ \$1,084,438, as Plant Value was increased by \$15.029 M of Grant Expenditures. In July of 2016, the letter was approved by the President Schowalter and distributed accordingly. President Schowalter and Greg Ziegler agreed that Dale Youngquist should not discuss any plant buy-in value at this time with Clayton, and just continue to finalize a Border Agreement.

**2018 Plant Wage Adjustment
(CLOSED SESSION):**

A motion was made by Mike Van Dyke, seconded by Travis Thyssen, to convene into Closed Session @ 5:17 pm, pursuant to Section 19.85 (1)(c) Wisconsin Statutes, to discuss 2018 Wage Adjustment. On a roll call vote, motion carried unanimously.

James Kirk and Jane Bader were excused during the "Closed Session" discussion. A motion was made by Greg Ziegler, seconded by Jeff Nooyen, to adjourn the Closed Session @ 5:41 pm and reconvene the Regular Meeting. *Motion Carried.*

Follow-up to Closed Session:

A motion was made by Dale Youngquist, seconded by Travis Thyssen to approve wage adjustment as listed below.
Motion Carried.

Effective January 1, 2018:

- Steve Vickstrom – 2.1% increase (.61/hr) raising the hourly from \$28.83 to \$29.44.
- Bill Becker & Scott Loewenhagen – bonus of \$1,225 each.
- Ryan Wiitanen – 2.1% increase (.51/hr) raising the hourly from \$24.06 to \$24.57, plus a \$1,000 bonus.
- Jane Bader – 4.65% increase (.86/hr) raising the hourly from \$18.50 to \$19.36.
- James Kirk - 2.1% (.91/hr) raising the hourly wage from \$43.18 to \$44.09, plus a \$1,500 bonus.

Operational Summary

Supt Kirk stated that in addition to the monthly operational summary, there was also a 2017 year-end summary. It was a big year with equipment upgrades which were all needed and will ultimately help with compliance. The 2017 Budget had a \$100k surplus. Also included in this month's packet were updated 2017 Treatment Costs and Septage Charges based on actual treatment costs.

Travis Thyssen made a motion to accept the Operational Summary. Motion was seconded by Greg Ziegler. *Motion Carried.*

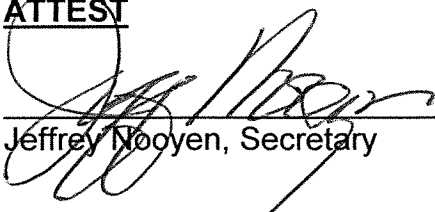
OLD BUSINESS - There was no old business.

NEW BUSINESS - There was no new business.

ADJOURNMENT

A motion was made by Jeff Nooyen, seconded by Travis Thyssen to Adjourn. *Motion Carried.*
Meeting adjourned at 5:46 pm.

ATTEST



Jeffrey Nooyen, Secretary



Jane Ellen Bader, Administrative Assistant

MEETING: Town Board
DATE: Month Day, Year

AGENDA ITEM #: SD1 - 6a
ACTION TYPE: Approval/Denial



"Town of Greenville"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Dan Klansky
Date: March 12th, 2018
RE: Annual sewer cleaning RFP

ACTION TYPE: This item is for possible Town Board Approval/Denial.

BACKGROUND & SUMMARY: This is an annual DNR requirement to clean and televise sewers. This is part of our seven year cleaning rotation.

STAFF RECOMMENDATION: Staff recommends the Board accept Speedy Clean who was the low bidder at the \$.63/ft. to clean and televise for the next three years. If the Board is in agreement, the following motion may be made: *"Motion to approve the low bid from Speedy Clean as the contractor for the cleaning and televising project."*

POLICY/PLAN REFERENCE(S):

1. NR210.23 Capacity, Management, Operation and Maintenance Programs.

FISCAL IMPACT:

Is there a fiscal impact?
Is it currently budgeted or planned? Yes
Amount budgeted: \$80,000
Account #: 620-8310-240

###

Attachments:

1. View 3 bids



1380 EARL STREET • MENASHA WI 54952 • 920.734.4707 • 800.371.4707

INDUSTRIAL

•

RESIDENTIAL

•

MUNICIPAL

•

COMMERCIAL

January 12, 2018

Greenville Sanitary District
W6860 Parkview Dr
PO Box 139
Greenville, WI 54942-0139

Attn: Dan Klansky

RE: Estimate Village of Greenville
Clean & Televise Sanitary Sewer

Scope of Work and Pricing:

Jet flushing and vacuuming of debris from all sanitary sewers as requested yearly. Televising will consist of full color pan & tilt camera, view every lateral and possible pipe defect, upward view of all manholes, written report, photos & DVD.

Per your request, pricing has been broken down in 1 year, 3 year and 5 year costs below.

1 year cost to be billed at \$.60 per foot

3 year cost to be billed at \$.63 per foot

5 year cost to be billed at \$.63 per foot

Please let me know if you have any additional questions or should need any additional information.

Thank You,

William Peotter
Speedy Clean Drain & Sewer, Inc.

YOUR

FULL SERVICE

DRAIN & SEWER

PROFESSIONAL



Proposal

To: Dan Klansky
Town of Greenville
W6860 Parkview Drive
Greenville, WI 54942
920-841-8550

From: Mike Blazejovsky
Visu-Sewer, Inc.
W230 N4855 Betker Dr.
Pewaukee, WI 53072
414-335-2538

Date: 3/6/2018

Project: 2018 Sanitary Sewer Cleaning & Televising

Visu-Sewer is pleased to offer the following service:

Light cleaning & CCTV inspection of approx. 54,400 L.F. of 8" thru 18" gravity & interceptor sanitary sewer lines in the Town of Greenville. The proposal cost includes DVD's, inspection reports with PACP codes & defect still photos, video review with repair analysis & recommendations, and one (1) pass with a jet for light cleaning prior to televising. Note: If needed, additional jetting, reverse set-ups, root cutting, removal of protruding taps and reaming of mineral deposits will be completed at \$285.00 per hour. Heavy cleaning will be quoted individually. Price includes use of specialized equipment to access difficult areas with minimal disturbance to surrounding terrain.

**Price - \$1.55 per linear foot
(Based on a minimum of 54,400 L.F.)**

The Town of Greenville is asked to provide location & reasonable access to all manholes, water for our jet truck from nearby hydrants (without charge), a dump site for any captured debris, and traffic control beyond cones and signs (if required). Visu-Sewer will provide labor and equipment to complete the project.

Thank you for the opportunity to quote on this project. If you have any questions please do not hesitate to contact Randy Belanger or me at 262-695-2340.

All material guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. This proposal may be withdrawn if not accepted within 30 days of issue. Time and material rates are charges "port to port". Terms - Net 30 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. VSC&S, Inc. is authorized to do the work as specified.

Date: _____

Signature: _____



PROPOSAL

1772 S. VANDENBERG ROAD
GREEN BAY, WI 54311
PHONE: 920-655-8049
FAX: 920-468-7207
EMAIL: ADAMTIERNEY@NORTHERNPIPEINC.COM

PROJECT: Sewer cleaning and televising
LOCATION: Greenville, WI
DATE: 7-Mar

TO: Dan Klansky, Sanitary District Superintendent
Greenville, WI

2018 sanitary sewer cleaning and televising of 54,443':

sewer cleaning	\$ 0.42 per LF	\$ 22,866.06
sewer televising	\$ 0.40 per LF	\$ 21,777.20
TOTAL		\$ 44,643.26

2019 sanitary sewer cleaning and televising of 50,000':

sewer cleaning	\$ 0.42 per LF	\$ 21,000.00
sewer televising	\$ 0.40 per LF	\$ 20,000.00
TOTAL		\$ 41,000.00

2020 sanitary sewer cleaning and televising of 50,000':

sewer cleaning	\$ 0.42 per LF	\$ 21,000.00
sewer televising	\$ 0.40 per LF	\$ 20,000.00
TOTAL		\$ 41,000.00

IF YOU HAVE ANY QUESTIONS ABOUT THIS PROPOSAL EMAIL TO ADAMTIERNEY@NORTHERNPIPEINC.COM

WE PROPOSE HEREBY TO FURNISH MATERIAL, EQUIPMENT AND LABOR - COMPLETE IN ACCORDANCE WITH THESE SPECIFICATIONS, FOR THE SUM OF:

_____ DOLLARS (\$) (\$ _____)

PAYABLE AS FOLLOWS: INVOICE NET 30 DAYS

AUTHORIZED SIGNATURE :

ALL MATERIAL IS GUARANTEED TO BE SPECIFIED. ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS, OR DELAYS BEYOND OUR CONTROL. OWNER TO CARY FIRE, TORNADO, AND OTHER NECESSARY INSURANCE. OUR WORKERS ARE FULLY COVERED BY WORKMEN'S COMPENSATION INSURANCE.

ADAM TIERNEY , BUSINESS DEVELOPMENT MANAGER

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS

ACCEPTANCE OF PROPOSAL - THE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SIGNATURE: _____

DATE: _____

SIGNATURE: _____

DATE: _____