

MINUTES

WATER & SEWER

TUESDAY – APRIL 8, 2025 – 8:30 A.M.

COUNCIL CHAMBERS, MUNICIPAL BUILDING

Members present: Chair Thomas Gryzwa, Daniel Seymour, Fred Meintz, and Gary Motkowski.

Member excused: Robert Warren

Others Attending: Mayor Katie Berman, Deputy Clerk-Treasurer Kathy Kennedy, Public Works Director Matt Decur, and Tony O'Neill.

Chair Gryzwa called the meeting to order at 8:30 a.m.

Motion by Gryzwa and seconded by Motkowski to approve the agenda. Motion carried 4/0.

Minutes:

Motion by Meintz and seconded by Motkowski to approve the minutes of March 18, 2025.

Motion carried 4/0.

Water & Sewer disbursements:

The disbursements for Water & Sewer were reviewed.

Communications:

A. Consider sewer credit request from James Warner at 251 S Lake St.

A letter from James Warner requesting a sewer credit at 251 S Lake St was reviewed. The break was confirmed by Public Works and that the water ran onto the ground.

Motion by Gryzwa and seconded by Seymour to approve a one-time sewer credit to James and Alice Warner at 251 S Lake St in the amount of \$286.99. Motion carried 4/0

Utility Report by Public Works Director Matt Decur:

Public Works Director Matt Decur reported:

Planning and Projects

- Capital Improvement Plan
 - CIP has been submitted to Ehlers for incorporation into a Long Range Financial Plan and Budget.
 - Draft budget from Ehlers will be discussed at a future Committee meeting.
- Clean Water Fund Projects
 - DNR has issued 2026 Priority List, including City of Peshtigo projects.
 - WWTP Project will require a Facility Plan.
 - Ruekert & Mielke will have a proposal for completion of the Facility Plan at the May Committee meeting.

Wastewater Treatment Plant & Sewer Utility

- Operator in Charge, Rich Sparks, is back on limited duty.
- Second final clarifier is up and running.
- WWTP Operators are cleaning and making preparations for start of chlorination season.
- Spring rains and snowmelt have caused high flows at the plant.

Water Utility

- Water Operators attended the spring Rural Water Association conference in Green Bay.
- L-R Meter Testing & Repair is scheduling the City's meter tests later this spring.
- Thursday night hydrant flushing begins May 1st.
- Crew is working on annual valve exercising and maintenance.
- Fluoride supply will likely run out in May.

Other matters: None

Set future meeting(s):

The next Water & Sewer meeting was scheduled for May 13, 2025 at 8:30 a.m.

Motion by Seymour and seconded by Motkowski to adjourn at 8:39 a.m. Motion carried 4/0.

Kathy Kennedy
Deputy Clerk-Treasurer



DE GROOT, INC.

4201 CHAMPION ROAD

GREEN BAY, WI 54311

PHONE: 920-866-2348

FAX: 920-866-2361

LABOR AND MATERIAL ESTIMATE SHEET

TO: **Cameron Hayes**

JOB: **916 Frontage Rd**

DATE: **May 5, 2025**

FROM: **Mark De Groot**

A. To install a 2" water & and a 4" sanitary lateral from the main to the property line

\$23,500.00

B. To install a 1" water & a 4" sanitary lateral from the main to the property line

\$22,850.00

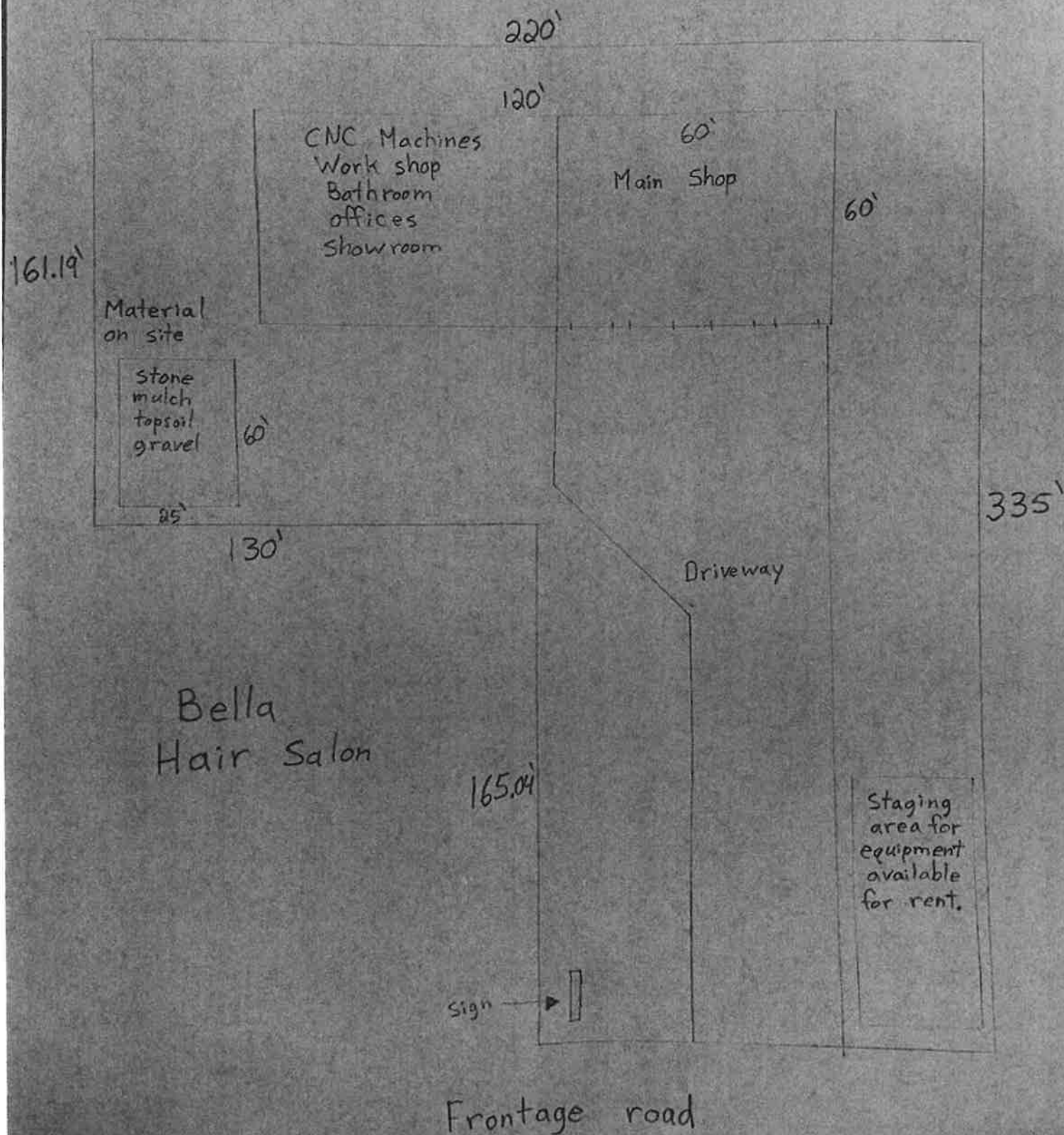
Price Includes:

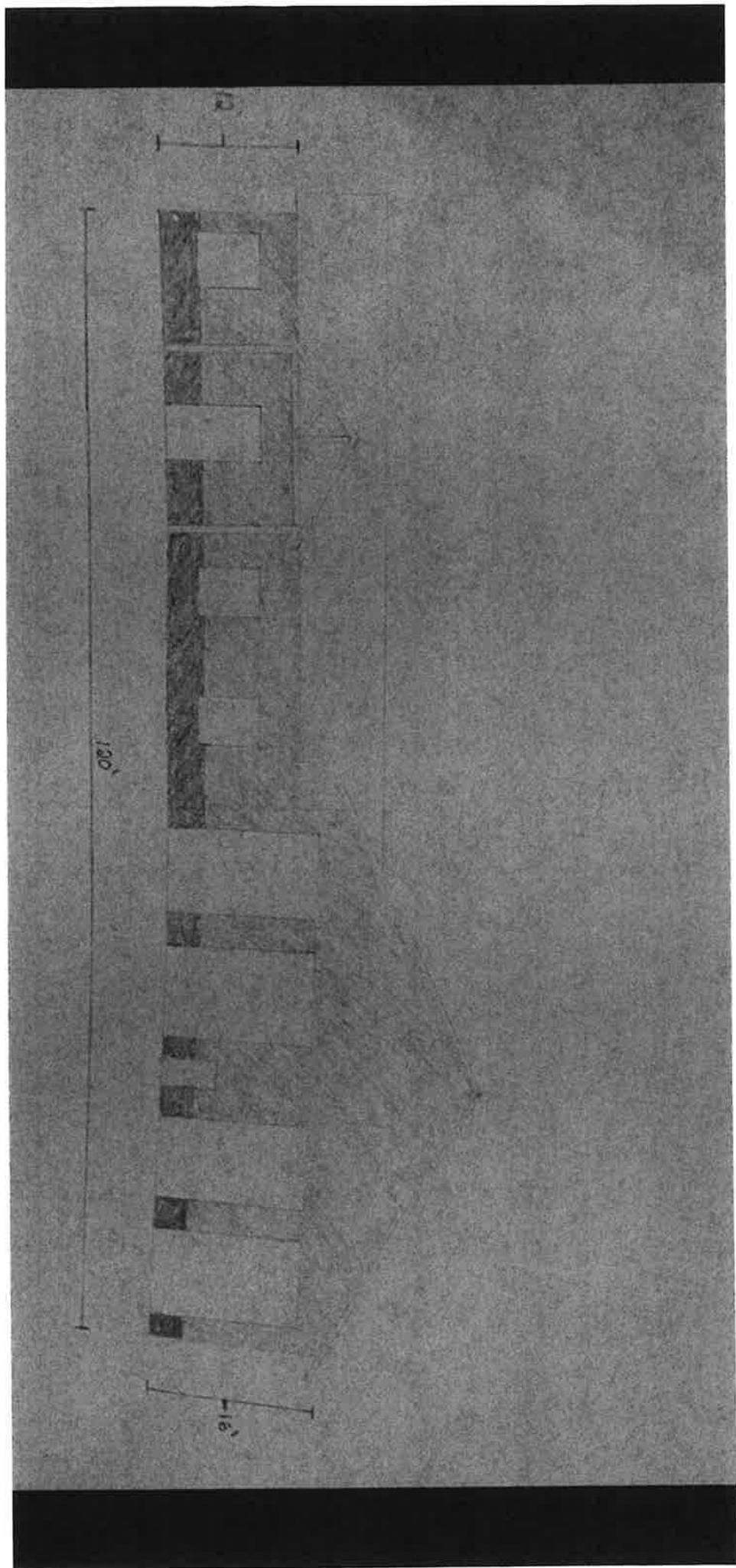
- All materials needed
- Asphalt restoration on Frontage Road

Price Does Not Include:

- Any lawn restoration

Property Layout - Hayes Property Services, LLC
Parcel # 271-2417.2





TASK ORDER

This is Task Order No. 2025-1,
consisting of 4 pages
City of Peshtigo
Facility Plan Preparation

In accordance with the Agreement between City of Peshtigo (Owner) and Ruekert & Mielke, Inc. (Engineer) dated July 7, 2022, Owner and Engineer agree as follows:

1. Specific Project Data

A. Title: Facility Plan Preparation

B. Description: The objectives of this Expanded Abbreviated Facilities Plan are to satisfy the Wisconsin Department of Natural Resources (WDNR) requirements to approve of the rehabilitation of two of the primary clarifiers at the City's Wastewater Treatment Plant. Major considerations of this study will include recalculation of the flows and loadings to the wastewater treatment plant based on current and future service area characteristics, analysis of infiltration and inflow (I/I) into the City's wastewater collection system, and a review of potential alternatives to rehabilitation of the primary clarifiers.

2. Services of Engineer

R/M is proposing to provide engineering services to assist the Owner with the preparation of a Facilities Plan.

Scope of Services:

The following services would be provided as part of this task order:

- Task 1: Collect data relative to the study area.
- Task 2: Review and document the study area characteristics including service area, physical environmental, land use, and population.
- Task 3: Collect data relative to wastewater flows and loadings for the past five years.
- Task 4: Review and analyze wastewater flows and loadings including flows (average annual, maximum month, maximum day and peak), BOD5, suspended solids, phosphorus, nitrogen, temperature, alkalinity, pH.
- Task 5: Collect data relative to the City wastewater collection system.
- Task 6: Review and analyze the wastewater collection system and estimate existing I/I based on water sales records and wastewater treatment facility influent records.
- Task 7: Collect data relative to the City wastewater treatment facilities.
- Task 8: Review and describe the existing wastewater treatment facilities and provide assessment of future use.
- Task 9: Review existing wastewater and sludge characteristics, including nutrients, heavy metals, pH, total solids, fecal coliforms and PFAS.

TASK ORDER

- Task 10 Develop estimates of future flows and loadings.
- Task 11 Review Regulatory requirements affecting wastewater management planning.
- Task 12 Develop criteria for design and evaluation of alternative wastewater management plans.
- Task 13 Develop alternative plans for preliminary treatment alternative plans (up to two alternatives) including estimated capital and operating and maintenance costs.
- Task 14 Develop alternative plans for final clarifier improvements (up to two alternatives) including estimated capital and operating and maintenance costs.
- Task 15 Meet with Owner to review alternative plans for preliminary treatment and final clarifiers.
- Task 16 Evaluate alternative plans including an environmental assessment, cost analysis, and non-economic analysis. The economic evaluation would be based on a net present value analysis. The non-economic evaluation would be based on such items as implementation, flexibility, reliability, ease of operation and environmental impacts.
- Task 17 Identify and provide description of a recommended plan, including staging of improvements.
- Task 18 Prepare estimate of economic impact to users and parallel cost estimate.
- Task 19 Identify environmental impacts of the recommended plan.
- Task 20 Prepare written report describing and documenting all phases of the study.
- Task 21 Plan and administer a public hearing summarizing plan and anticipated cost impact to users. Summarize public hearing and include as an appendix in final report.
- Task 22 Prepare forms and submit written report to WDNR for review and approval.

Optional Additional Services:

Items not specifically included in the scope of this project are listed below. These items can be included as additional services if authorization in writing is provided:

Any items not specifically included in the scope of services, pilot testing, wastewater or sludge sampling and analysis, wetland and/or waterway permit applications and the associated submittals related to the application, storm water management plans, storm water quantity and quality analysis, LUST investigations, historical, environmental, or archeological investigations, environmental impact statements, wetland locating, title searches, construction staking, project manual preparation, technical specifications or record drawings.

A detailed analysis of the location and source of I/I is not included in the scope of this facility plan. In addition, a recommendation of correct action for I/I is not included in the scope of this facility plan. For the immediate needs of final clarifier improvements, a detailed analysis of I/I is not required, since it is not practical to reduce the size of the final clarifiers for this project. A future reduction in I/I would reduce the hydraulic loading on the final clarifiers, and their performance would only be increased. The WDNR may require the City to perform a Sanitary Sewer Evaluation Study (SSES) in the future as a result of this facility plan, which R/M is prepared to assist the City with when that plan is required, as part of a separate project.

TASK ORDER

3. Owner's Responsibilities

The Owner shall provide the following:

- Copy of the current WPDES permit
- Comprehensive plan for the City of Peshtigo
- Discharge monitoring reports/flows and loadings and effluent characteristics for the past five years to establish average, maximum month, maximum day, and peak flows.
- Pump station flow data for the past five years
- Water system usage data for the past five years
- Sludge disposal volumes and testing data for the past three years
- Plans/drawings for the wastewater collection system and wastewater treatment system
- Attendance at meetings with the Engineer

4. Times for Rendering Services

<u>Phase</u>	<u>Anticipated Completion Date</u>
Facility Plan	9/30/2025

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

<u>Category of Services</u>	<u>Compensation Method</u>	<u>Lump Sum, or Estimate of Compensation for Services</u>
Facility Plan	Lump Sum	\$39,500

B. The terms of payment are set forth in the Standard Terms and Conditions.

6. Consultants

None.

7. Other Modifications to Standard Terms and Conditions

None.

8. Attachments

None

9. Documents Incorporated by Reference

Ruekert & Mielke, Inc. / City of Peshtigo Master Agreement

TASK ORDER

TASK ORDER NO. 2025-1
Facility Plan Preparation
Between City of Peshtigo
and
Ruekert & Mielke, Inc.
Dated May 8, 2025

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to terms and conditions, (as modified above) set forth in the Master Engineering Agreement between Owner and Engineer, dated July 7, 2022, which are incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is May 8, 2025.

OWNER:

City of Peshtigo

Signature: _____

Name: _____

Title: _____

Date: _____

ENGINEER:

Ruekert & Mielke, Inc.

Signature:  _____

Name: Ryan T. Amtmann, P.E.

Title: Vice President

Date: May 8, 2025

DESIGNATED REPRESENTATIVE FOR TASK ORDER

Name: _____

Title: _____

Address: _____

Email: _____

Phone: _____

Name: Kevin J. Wagner, P.E.

Title: Project Manager

Address: 1400 Lombardi Avenue, Suite 101S
Green Bay, WI 54304

Email: kwagner@ruekert-mielke.com

Phone: (920) 876-6382