

City of Amery
COMMITTEE OF THE WHOLE AGENDA

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Committee of the Whole** of the City of Amery will be held on **Tuesday – June 21st, 2022 at 104 Maple St. W, Amery, WI IMMEDIATELY FOLLOWING SPECIAL COUNCIL.**



Call to Order

Roll Call

Order of Items	AGENDA ITEMS
1	Department Head Reports – City Administrator, Clerk-Treasurer, Police Chief, Fire Chief, Library Director, Director of Public Works, Deputy Clerk-Treasurer.
2	Wastewater Treatment Plant Upgrade Discussion – S.E.H.
3	Discussion of Budget Priorities/ARPA Funding
4	Public Transportation Discussion
5	Pay Application 3 for S. Industrial Park Project
6	Strategic Planning Discussion
7	Fire Department Capital Expenses
8	Public Comment**
9	Closed Session – Wis. Stat. §19.85(1)(c) – Potential Police Lieutenant Position; Potential Police Administration Position; Fire Chief; Deputy Clerk-Treasurer. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
10	Adjournment

** Although the public may speak on any item that is not included on this agenda as a “Public Hearing or Forum”. In accordance with open meeting laws, the Committee may not respond or discuss the issue brought forward at this time. In accordance with open meeting laws the Committee must notice an item on the agenda to allow discussion on that matter. Your comments will be considered and may be placed on a future agenda for further discussion. Any person wishing to submit a public comment digitally may email them to cityhall@amerywi.gov until noon of the day of the meeting. Although your comments will be presented to the Committee they may or may not be read aloud or discussed during the meeting. The Public Comment Portion will be limited to 10 minutes total for *speakers present at the meeting*.

Respectfully Submitted;

Ben Jansen, MPA
City Clerk-Treasurer

**Posted: Thursday – June 16th, 2022, on the City Website (www.amerywi.gov); and at Amery City Hall, Amery Public Library, and the Amery Police Department.

The City of Amery does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services, programs or activities.

NOTE: Upon reasonable notice, the City of Amery will accommodate the needs of disabled individuals through aids or services. For additional information or to request this service, contact the Clerk-Treasurer’s office at (715) 268-7486 by Noon the previous day so that arrangements can be made.



City
Administrator

Patty Bjorklund
City Administrator/WCMC, CMC, CMTW
104 South Maple St., Suite A
Amery, WI 54001
patty.bjorklund@amerywi.gov
www.amery.gov
715-268-3411

Monthly Report – June 21, 2022

2023 Budget: Ben and I are working on the Budget for 2023. We would like to start Budget Meetings in July. I will keep everyone on Council apprised on this.

South Industrial Park: I heard from Erik Henningsgard that South Industrial Park progress is moving along. Curb and gutter will go in shortly. The area needs to dry up and preparation will begin for that process.

Cell Tower Decommission: Removal of all infrastructure relative to the cell service on the Water Tower is moving along and should be complete by months' end. There is a cage located on the ground that was agreed upon years ago to stay which belonged to Nextel/Sprint. I am working with SEH to complete all processes and T-Mobile/Sprint will pay the lease to cover the expense to decommission the site and bring it back to its prior state per the lease.

Street Pole Banners: I have been working with Signation who did all of our signs inside of the Amery City Center. They are putting together very attractive Street Pole Banners that will go through the permitting process and will be approved shortly. The Amery Community Club has offered to pay for ½ the cost of the banners which will cost approximately \$3,000. This is the start of the process of doing Wayfinding Signs that will be prominent throughout the City.

Bowmar Appraisal: The push to finish the valuations of all property is happening with the City Assessors. The focus is on Residential properties in the city. This is our final year for valuations of property and we will have costs for that ready at Board of Review which is moved out to October. If anyone sees vehicles looking at their property, these are most likely the City Assessors.

Developers in the City: I have been working closely with a few prospective Developers who are interested in doing projects within the city and its outskirts. When the projects materialize, I will keep everyone posted.

Wisconsin Department of Revenue: American Rescue Plan Act (ARPA) – Local Fiscal Recovery Funds (LFRF): Tonight, I would like to discuss potential uses of the ARPA funds that the City of Amery received dating back to last year with the first installment. The 2nd installment is set to arrive next Monday.

Airport Manager: Public Works Director, Jeff Mahoney and myself will be sharing duties as Airport Manager. The day-to-day operations of the airport grounds, (fuel, maintenance, courtesy car, etc.) will fall to Jeff. The Administration portion (grants, filings, payments, etc.) will fall to me. We had an Airport Commission Meeting last week, and we will continue to keep council informed with status updates regarding the Amery Municipal Airport.

Lieutenant Position: Police Chief, Tom Marson as well as myself and outside agency Police staff will start the interview process for Lieutenant on: Monday – June 27, 2022.

Wisconsin City/County Manager Association (WCMA) & International City/County Management Association (ICMA) Summer Conference: I attended the Summer Conference held in Fontana, WI for combined training from the WCMA and ICMA. The training is beneficial for City Administrators like myself. It's a good way for all of us to share thoughts and ideas as well as help each other face challenges relative to the job. We also walk away learning something new.

Upcoming Events:

July 4, 2022 – Monday – Independence Day (City Offices Closed)

July 6, 2022 – Council Meeting @ 5:00 PM

July 11, 2022 – July 15, 2022 – Clerk/Treasurer & Deputy Clerk/Treasurer Training

July 13, 2022 – Coffee with the Mayor (City Center) @ 4:00 PM

July 19, 2022 – Committee of the Whole Meeting @ 5:00 PM

Executive Summary

The City of Amery's Wastewater Treatment Plant (WWTP) currently consists of fine screening, grit removal, an anaerobic selector tank, a two-ring oxidation ditch, one final clarifier, ultraviolet (UV) disinfection, sludge storage, centrate storage, and sludge thickening. Most of the WWTP was constructed in the mid-1940s to late 1960s with significant upgrades occurring in 1995, and still achieves good treatment. The influent flow and biochemical oxygen demand (BOD) loading to the plant is approaching design conditions.

As discussed in Section 5, the Amery WWTP has several unit processes that have either exceeded their useful life, are operating over design capacity, or experience operational issues. Alternatives for ensuring reliable treatment into the future are developed in this section. Multiple options for WWTP Improvements were analyzed, including a no-improvement alternative, relocating to new site, and upgrading at the existing location.

It is recommended, based on the monetary and non-monetary evaluations and owner preference, that the City of Amery select Alternative 4a: Upgrading the Existing WWTP utilizing a Sequencing Batch Reactor (SBR). This alternative will provide reliable treatment and allow for future growth.

The new WWTP would consist of similar unit processes as the existing plant, including a new fine screen and grit removal, an SBR, rehabilitation of the existing UV disinfection system, and retrofit of existing tankage for sludge and centrate storage. A new preliminary treatment building will also be constructed to house the new fine screen and grit removal

The preliminary layout of the proposed SBR is composed of two square basins, each having a length and width of 40 feet, where equalization, primary clarification, biological treatment and clarification can all be achieved in a single reactor vessel, eliminating the need for clarifiers. Details of the SBR design will be further developed during the design phase.

The opinion of probable construction cost for Alternative 4a is \$7,689,000.00. This includes construction costs with 25 percent construction contingency, and design and construction engineering.

A setback distance of 500 feet is required for any mechanical treatment facility, per Wisconsin Administrative Code Section NR 110.15. The City of Amery's current WWTP site does not meet this requirement, so the waiver provisions within NR 110.15(3)(d)2 would need to be utilized. The City will make reasonable attempts to execute agreements with property owners within 500 feet of the WWTP, indicating their consent to the construction and operation of the WWTP on the current site. The City will also enact a zoning ordinance which prohibits future construction within the applicable separation distances to prevent future encroachment.

The City of Amery intends to apply for funding from the Clean Water Fund Program to finance these upgrades. This program allows municipalities to receive financial assistance in the form of subsidized loans, additional subsidy to reduce the size of a loan or a combination of the two to keep project costs low.

Initial sampling indicates that the current WWTP (and the proposed WWTP) is capable of meeting the proposed E. Coli limits that are outlined in the current WPDES permit. As such, no additional compliance schedule milestones should be necessary for that specific requirement.



Building a Better World
for All of Us®

June 16, 2022

RE: City of Amery
South Industrial Park Road-Application
for Payment
SEH No. AMERY 153333 14.00

Patty Bjorklund - WCMC, CMC, CMTW
City Administrator
City of Amery
104 Maple Street W. - Suite A
Amery, WI 54001

Dear Mrs. Bjorklund:

Albrightson Excavating Inc. (Albrightson) has submitted an application for payment for the work completed on the South Industrial Park Road project. The application for payment includes water and sewer main extensions, storm sewer installation, and other miscellaneous items.

The contract price for the project is \$1,508,152.30. The contract is paid by unit price, therefore Albrightson is paid at a unit price for the total units of bid items installed/completed. Albrightson has completed \$927,610.29 of the project, less 5% in retainage and previous payment, and is requesting payment of \$234,442.81.

Contract Amount	\$1,508,152.30
Work Completed to Date	\$927,610.29
Less 5% Retainage	\$46,380.51
Less Previous Payment	\$646,786.97
Payment Request	\$234,442.81

We have reviewed Application for Payment No. 3 and would recommend authorization of payment.

If you have any questions please let us know.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Erik Henningsgard, PE
Project Manager
(Lic. MN, WI)

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 156 High Street, Suite 300, New Richmond, WI 54017-1128

715.246.9906 | 888.881.4281 | 888.908.8166 fax. | sehinc.com

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Patty Bjorklund - WCMC, CMC, CMTW
June 16, 2022
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Attachment: Application for Payment No. 3

c: Ben Jansen, City Clerk-Treasurer, Zoning Administrator
Jeff Mahoney, Director of Public Works
Adam Hensel, Albrightson Excavating Inc.

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Application for Payment
(Unit Price Contract)
No. 3

Eng. Project No.: AMERY 153333

Location: Amery, Wisconsin

Contractor <u>Albrightson Excavating Inc.</u>	Contract Date <u>November 5, 2021</u>
<u>345 Southside Drive</u>	
<u>Woodville, WI 54028</u>	Contract Amount <u>\$ 1,508,152.30</u>

Contract for South Industrial Park Road

Application Date <u>6/8/22</u>	For Period Ending <u>6/5/22</u>
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Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
01 21 00	Contingency (\$25,000)	LS	1		\$25,000.00	
01 55 25.1	Maintenance of Traffic	LS	1	0.5	1,800.00	\$900.00
01 71 13.1	Mobilization	LS	1	0.55	20,425.00	\$11,233.75
02 41 33.1	Remove and Salvage Hydrant and Valve	Each	1	1	550.00	\$550.00
02 41 33.2	Remove Culvert	LS	1	1	600.00	\$600.00
02 41 33.3	Remove Existing Asphalt Pavement	SY	71	71	3.00	\$213.00
02 41 33.4	Remove Existing Culvert	Each	2	1	500.00	\$500.00
02 41 33.5	Remove and Replace Storm Sewer	Each	3	3	800.00	\$2,400.00
31 11 00.1	Clearing & Grubbing	Acre	5.9	3	3,500.00	\$10,500.00
31 23 10.1	Common Excavation - Roadway (P)	CY	10873	5436.5	6.85	\$37,240.03
31 23 10.2	Common Excavation - Stormwater Pond (P)	CY	7494	7494	7.85	\$58,827.90
30 23 10.3	Excavation Below Subgrade	CY	100	200	38.00	\$7,600.00
31 23 19.1	Dewatering	LS	1	0.5	1,600.00	\$800.00
31 23 30.1	Granular Backfill, Grade 1, WisDOT 209	CY	6390	395	12.60	\$4,977.00
31 25 10.1	Silt Fence Delivered, Maintained and Installed	LF	3497	4170	1.40	\$5,838.00
31 25 10.2	Erosion Mat Class I, Type B	SY	5857		1.10	
31 25 10.3	Erosion Mat Class II, Type C	SY	280		4.00	
31 25 10.4	Inlet Protection	Each	9	0	50.00	
31 25 10.5	Sediment Control Log	LF	96		6.00	
31 25 10.6	Tracking Pad	Each	1	1	800.00	\$800.00
31 34 15.1	Geotextile Fabric, Type SAS	SY	9585	555	1.75	\$971.25
31 37 00.1	Riprap, Light	Ton	4		65.00	
31 37 00.2	Riprap, Medium	Ton	578	725.4	53.45	\$38,772.63
32 11 14.1	Testing Rolling	STA	14.5		25.00	
32 11 26.1	Crushed Aggregate Base Course	Ton	9090	60.44	13.75	\$831.05
32 11 26.2	Gravel Road Base	Ton	214	232.15	13.75	\$3,192.06
32 12 18.1	Asphaltic Pavement, 4 MT 58-34 S	Ton	927		90.35	
32 12 18.2	Asphaltic Pavement, 3 MT 58-28 S	Ton	1622		85.65	
32 12 18.3	Asphaltic Surface (Driveway Mix) (3-inch)	SY	68		46.75	
32 12 18.3	Adjust Manhole Casting	Each	6		250.00	
32 12 18.4	Adjust Valve Box	Each	13		180.00	

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
32 12 50.1	Saw Cut Pavement	LF	721	181	3.30	\$597.30
32 16 30.1	Concrete Curb and Gutter, 30-inch Type D	LF	2765		12.25	
32 16 30.2	Concrete Flume	Each	2		400.00	
32 17 23.1	Pavement Marking Line Epoxy, 4-inch Yellow	LF	352		1.65	
32 17 23.2	Pavement Marking Line Epoxy, 4-inch White	LF	1056		1.65	
32 17 23.3	Pavement Marking Arrow Epoxy, White	Each	4		225.00	
32 17 23.4	Pavement Marking Line Epoxy, 18-inch White	LF	36		10.00	
32 17 23.5	Remove Pavement Marking	LF	409		1.50	
32 92 12.1	Turf Establishment	SY	15590	8000	1.70	\$13,600.00
32 92 12.2	Wetland Seed Mix, MNDOT Mix 34-171	SY	3270	3270	1.70	\$5,559.00
33 11 00.1	Connect to Existing Water Main	Each	2	2	1,200.00	\$2,400.00
33 11 00.2	6-inch DIP Water Service	LF	211	167.5	57.65	\$9,656.38
33 11 00.3	8-inch DIP Water Main	LF	2175	2198.5	57.10	\$125,534.35
33 11 00.4	10-inch DIP Water Main	LF	2462	2462	66.90	\$164,707.80
33 11 00.5	6-inch Gate Valve with Box	Each	12	12	1,615.00	\$19,380.00
33 11 00.6	8-inch Gate Valve with Box	Each	15	15	2,135.00	\$32,025.00
33 11 00.7	10-inch Gate Valve with Box	Each	10	9	2,980.00	\$26,820.00
33 11 00.8	Fire Hydrant	Each	14	13	4,835.00	\$62,855.00
33 11 00.9	Insulation, 2-inch	SF	2800	6400	4.10	\$26,240.00
33 31 00.1	Connect to Existing Sanitary Manhole	Each	1	1	1,420.00	\$1,420.00
33 31 00.2	6-inch Sanitary Service Pipe	LF	245	253	35.50	\$8,981.50
33 31 00.3	8-inch PVC Sanitary Sewer	LF	2513	2462	34.05	\$83,831.10
33 31 00.4	48-inch Sanitary Manhole - 8-foot depth	Each	9	9	3,900.00	\$35,100.00
33 31 00.5	Excess Manhole Depth	VF	22	11	147.00	\$1,617.00
33 31 00.6	Sanitary Sewer 8-inch by 6-inch Wye	Each	6	5	365.00	\$1,825.00
33 31 00.7	Sanitary Sewer Termination Box	Each	6	3	250.00	\$750.00
33 41 00.1	Class III RCP Storm Sewer, 18-inch	LF	1053	1044	46.05	\$48,076.20
33 41 00.2	Class III RCP Storm Sewer, 30-inch	LF	8	6	108.00	\$648.00
33 41 00.3	Class III RCP Storm Sewer, 36-inch	LF	65	64	116.00	\$7,424.00
33 41 00.4	Class III RCP Endwall, 18-inch	Each	4	4	1,440.00	\$5,760.00
33 41 00.5	Class III RCP Endwall, 30-inch	Each	1	1	2,940.00	\$2,940.00
33 41 00.6	Class III RCP Endwall, 36-inch	Each	1	1	3,920.00	\$3,920.00
33 41 00.7	2-foot by 3-foot Catch Basin with Casting	Each	3	3	2,290.00	\$6,870.00
33 41 00.8	Storm Sewer Manhole, 48-inch Diameter with Casting	Each	4	4	2,900.00	\$11,600.00
33 41 00.9	Storm Sewer Manhole, 72-inch Diameter with Casting	Each	2	2	5,600.00	\$11,200.00
33 41 00.10	Pond Outlet Structure	LS	1	1	6,730.00	\$6,730.00
33 41 00.11	Storm Sewer Bulkhead, 18-inch	Each	2	2	600.00	\$1,200.00
33 42 20.1	CMP Culvert, 15-inch	LF	40	40	57.00	\$2,280.00
33 42 20.2	CMP Culvert, 24-inch	LF	5	5	200.00	\$1,000.00
33 42 20.3	CMP AEW, 15-inch	Each	2	2	225.00	\$450.00
33 42 20.4	Connect to Existing Culvert	Each	1	1	835.00	\$835.00
33 42 20.5	Remove and Reinstall AEW	Each	1	0.5	750.00	\$375.00

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
33 42 20.6	18-inch RCP Culvert, Class IV	LF	123	128	52.00	\$6,656.00
34 41 40.1	Signs	SF	26.75		75.00	
34 41 40.2	Street Name Sign	Each	1		400.00	
Total Contract Amount						\$927,610.29

Application for Payment (continued)

Total Contract Amount	\$ <u>1,508,152.30</u>	Total Amount Earned	\$ <u>927,610.29</u>
		Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No. _____		Percent Complete _____	_____
Contract Change Order No. _____		Percent Complete _____	_____
Contract Change Order No. _____		Percent Complete _____	_____
Less Previous Applications:		GROSS AMOUNT DUE	\$ <u>927,610.29</u>
AFP No. 1: <u>333,562.82</u>	AFP No. 6: _____	LESS <u>5</u> % RETAINAGE	\$ <u>46,380.51</u>
AFP No. 2: <u>313,224.15</u>	AFP No. 7: _____	AMOUNT DUE TO DATE	\$ <u>881,229.78</u>
AFP No. 3: _____	AFP No. 8: _____	LESS PREVIOUS APPLICATIONS	\$ <u>646,786.97</u>
AFP No. 4: _____	AFP No. 9: _____	AMOUNT DUE THIS APPLICATION	\$ <u>234,442.81</u>
AFP No. 5: _____			

CONTRACTOR'S AFFIDAVIT

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Payment under said contract, South Industrial Park Road, Amery, Wisconsin, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date _____, 20____ Albrightson Excavating Inc.
(Contractor)

COUNTY OF _____)
STATE OF _____) SS By _____
(Name and Title)

Before me on this _____ day of _____, 20____, personally appeared _____
_____ known to be, who being duly sworn did depose and say that he is the _____ (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission expires _____
(Notary Public)

The undersigned has checked the Contractor's Application for Payment shown above. A part of this Application is the Contractor's Affidavit stating that all previous payments to him under this contract have been applied by him to discharge in full all of his obligations in connecting with the work by all prior Applications for Payment.

In accordance with the Contract, the undersigned recommends approval of payment to the Contractor for the Amount due.

Short Elliott Hendrickson Inc.

_____ By _____
Date _____

City of Amery

_____ By _____
Date _____