

**CITY OF CHIPPEWA FALLS
BOARD OF PUBLIC WORKS
MEETING MINUTES
MONDAY, DECEMBER 23, 2013 – 5:30 PM**

The Board of Public Works met in City Hall on Monday, December 23, 2013 at 5:30 PM. Present were Mayor Greg Hoffman, Director of Public Works Rick Rubenzer, Finance Manager Lynne Bauer, Alderperson George Adrian and Darrin Senn. Also, present at the meeting: Assistant City Engineer Matt Decur and Alderperson Jane Lardahl.

1. **Motion** by Bauer, seconded by Adrian to approve the minutes of the November 11, 2013 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**

2. The Board of Public Works considered the attached revised Highway Safety Improvement Program (HSIP) Agreement for Bridge Street from Court Street, (Duncan Creek), to River Street. Rubenzer explained that the existing approved HSIP agreement, (executed January of 2013), only included median construction turn lanes and other safety items but did not include replacing existing deficient surfaces. The correction of safety deficiencies, (HSIP), is a 90/10 split between WisDOT and the City while the City is 100% responsible for the surface deficiencies. WisDOT has indicated that they would be willing to do a mill and overlay project on the deficient surface in 2017 when the segment of STH#124 south of Court Street is scheduled for completion. An estimate for this is around \$110,000. The Board considered doing only part of the surface work in 2014 with the HSIP project and then doing the mill and overlay project in 2017. Rubenzer indicated that a follow-up email will be sent to WisDOT to inquire if the City can construction stake and inspect the HSIP project in 2014. Rubenzer also stated that TIF funds were intended to be used for the City's share and that once the project agreement was executed the City was committed to funding its share. Finance Manager Bauer was concerned about the financing and that City bonding wasn't scheduled until January/February of 2014. Rubenzer replied that the project agreement needed to be executed in order for the plans and specs to be completed by February 1, 2014 for a May 30, 2014 bid letting date. After some additional discussion, **motion** by Hoffman, seconded by Adrian to recommend the Common Council approve the revised Highway Safety Improvement Program agreement for Bridge Street between Court Street (Duncan Creek) and River Street and refer financing the project to Committee #1 for funding. **All present voting aye except Bauer who voted no. MOTION CARRIED.**


3. The Board considered the attached proposal from HydroDesigns for continued implementation of a cross connection program for the City of Chippewa Falls water utility. Two proposals were solicited but the City only received the attached proposal. WDNR has mandated that a more thorough cross connection inspection and follow-up program be implemented by the City water utility in 2014. The attached proposal from HydroDesigns would include training water utility staff in residential inspections and follow-up and HydroDesigns doing the notice and inspections for approximately 751 commercial and industrial users over a two year period. Both residential and

Please note, these are draft minutes and may be amended until approved by the Common Council.

commercial/industrial inspections would require inspecting inside houses and buildings. The proposal also includes notices and follow-up. The most common cross connection violations and solutions are on page #7 of the proposal. Funding for the program will be included in the rate study being done for 2014. The Board discussed the proposal in greater detail and decided to invite HydroDesigns to attend the January 7, 2014 Common Council meeting to support the proposal and answer any questions that the Council may have.

Motion by Hoffman, seconded by Adrian to recommend the Common Council approve the November 4, 2013 proposal of HydroDesigns for a Comprehensive Cross Connection Control Program for the City of Chippewa Falls. In addition, that Mayor Hoffman and/or Utility Manager Rubenzer be authorized to execute any necessary documents. The funding for the proposal to be direct billed to the commercial and industrial users where possible and to be included in the 2014 rate study. **All present voting aye. MOTION CARRIED.**

4. The Board considered the attached City of Chippewa Falls Sanitary Sewer Maintenance Policy revised on January 1, 2013. Rubenzer explained that the policy would be brought before the Board of Public Works and Council from time to time with updated sanitary main, manhole and lift station amounts. The original policy was implemented on January 14, 2010. The highlighted items represent what was revised from the original policy. **Motion** by Senn, seconded by Rubenzer to recommend the Common Council review, comment and then approve the attached revised City of Chippewa Falls Sanitary Sewer Maintenance Policy if no new revisions are required. **All present voting aye. MOTION CARRIED.**
5. **Motion** by Adrian, seconded by Senn to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 6:25 P.M.


Richard J. Rubenzer, PE
Secretary, Board of Public Works

**CITY OF CHIPPEWA FALLS
BOARD OF PUBLIC WORKS
MEETING MINUTES
MONDAY, NOVEMBER 11, 2013 – 5:30 PM**

The Board of Public Works met in City Hall on Monday, November 11, 2013 at 5:30 PM. Present were Mayor Greg Hoffman, Director of Public Works Rick Rubenzer, Finance Manager Lynne Bauer and Alderperson George Adrian. Absent was Darrin Senn. Also, present at the meeting: Assistant City Engineer Matt Decur and Ken Froehlich on behalf of Zion Methodist Church.

1. **Motion** by Adrian, seconded by Bauer to approve the minutes of the October 21, 2013 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**

2. The Board of Public Works again discussed Zion Methodist Church's request for handicap or elderly parking on Elm Street and Superior Street. Ken Froehlich appeared on behalf of Zion Methodist Church to state that a few curb cuts had been placed along Superior Street as a result of the recent construction at the church. Mr. Froehlich stated he thought the church would be agreeable with a "loading zone" designation so people could be dropped off and picked up. He continued that he thought the church would be agreeable with designating sections for elderly or senior citizen parking. The Board discussed the attached opinion of Attorney Ferg and directed Rubenzer to work with the church to come up with an "Elderly or Senior Citizen Parking sign that the church would pay for and then bring back dimensions and sign details to a future Board of Public Works meeting for consideration and recommendation. **No formal action was taken.**

3. **Motion** by Adrian, seconded by Bauer to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 5:43 P.M.


Richard J. Rubenzer, PE
Secretary Board of Public Works



#1 REVISION
STATE/MUNICIPAL AGREEMENT
FOR A STATE- LET HIGHWAY
PROJECT

This agreement supersedes the agreement signed by the Municipality on January 11, 2013 and signed by DOT on January 15, 2013.

Revised Date: September 28, 2013

Date: January 10, 2013

I.D.: 7255-05-02/72

Road Name: STH 124 (Bridge Street)

Limits: Chippewa River to River Street

County: Chippewa

Roadway Length: 0.1 Miles

The signatory city, village, town or county, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: STH 124 (Bridge Street) is an urban principal arterial and connecting highway within the City of Chippewa Falls. The existing facility is a four lane divided facility with a raised median for a portion of the project length (Duncan Creek to the Chippewa River). There have been 33 accidents over a five year period within the project limits with slightly more than half of them involving left turning vehicles from Court Street.

Proposed Improvement - Nature of work: Extend the raised median from Duncan Creek to the north to control access from several private driveways. Reconfigure the Court Street/Bridge Street intersection to eliminate left turns from Court Street on to STH 124 (Bridge Street). These improvements are expected to reduce nearly all right angle crashes.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality: Any Real Estate costs and alterations to existing city utilities will be 100% the responsibility of the Municipality. Replace additional concrete pavement not required for the improvement. The replacement design and construction cost will be 100% the responsibility of the Municipality.

TABLE 1: SUMMARY OF COSTS

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
Preliminary Engineering: Plan Development	\$ 60,000	\$ 52,200	MAX	\$ 7,800	BAL
Non-Participating: Plan Development	\$ 39,906	\$ -	0%	\$ 39,906	100%
Construction: Participating	\$ 563,500	\$ 435,670	MAX	\$ 127,830	BAL
Non-participating	\$ 660,500	\$ -	0%	\$ 660,500	100%
Total Cost Distribution	\$ 1,323,906	\$ 487,870	MAX	\$ 836,036	BAL

This request is subject to the terms and conditions that follow (pages 2 – 4) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of the **City of Chippewa Falls** (please sign in blue ink)

Name	Title	Date
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Signed for and in behalf of the State (please sign in blue ink)

Name	Title	Date
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TERMS AND CONDITIONS:

- The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
- The Municipality shall pay to the State all costs incurred by the State in connection with the improvement that exceed Federal/State financing commitments or are ineligible for Federal/State financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality’s foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
- Funding of each project Phase is subject to inclusion in an approved program and per the State’s Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - Design engineering and state review services.

- (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter, and bridge costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
 - (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
4. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or Facility Owner includes the following items:
- (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Roadway and bridge width in excess of standards.
 - (d) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
 - (e) Parking lane costs.
 - (f) Coordinate, clean up, and fund any hazardous materials encountered during construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
 - (g) Damages to abutting property due to change in street or sidewalk widths, grades or drainage.
 - (h) Conditioning, if required and maintenance of detour routes.
 - (i) Repair of damages to roads or streets caused by reason of their use in hauling materials incidental to the improvement.
5. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
6. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
7. The work will be administered by the State and may include items not eligible for federal/state participation.
8. The Municipality shall at its own cost and expense:

- (a) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the State and shall make ample provision for such maintenance each year. This agreement does not remove the current municipal maintenance responsibility.
- (b) Maintain all items outside the travel lane along the project, to include but not limited to parking lanes, curb and gutter, drainage facilities, sidewalks, multi-use paths, retaining walls, pedestrian refuge islands, landscaping features and amenities funded by Community Sensitive Solutions (CSS).
- (c) Maintain and accept responsibility for the energy, operation, maintenance, repair, and replacement of the lighting system.
- (d) Prohibit angle parking.
- (e) Regulate parking along the highway. The Municipality will file a parking declaration with the State.
- (f) Regulate and prohibit, by ordinance, parking at all times on STH 124 between the Chippewa River and River Street.
- (g) Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy which has equal or more restrictive controls.
- (h) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
- (i) Maintain all Community Sensitive Solutions and/or enhancement funded items.
- (j) Coordinate with the State on changes to highway access within the project limits.
- (k) Assume general responsibility for all public information and public relations for the project and to make a fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.

9. Basis for local participation:

- (a) ID 7255-05-02: Design and state review is funded with 90% federal/state funding up to a maximum of \$52,200 when the municipality agrees to provide the remaining 10% and any funds in excess of the \$52,200 federal/state maximum. The work includes plan development, project review, approval of required reports and documents and processing the final PS&E document for award of the contract.

Non-participating design costs for concrete pavement replacement not required for the improvement will be 100% the responsibility of the Municipality

- (b) Real Estate and City utility alterations, if necessary, are funded 100% by the Municipality.
- (c) ID 7255-05-72: Construction costs are funded with 90% federal/state funding up to a maximum of \$435,670 when the Municipality agrees to provide the remaining 10%, and any funds in excess of the \$435,670 federal/state funding maximum. Costs for this phase include an estimated amount for construction engineering, review, and administration.

Non-participating construction for pavement replacement not required for the improvement will be 100% the responsibility of the Municipality, including construction engineering, review, and administration costs.

[END]



City of Chippewa Falls

HydroDesigns
Cross-Connection Control



Comprehensive Cross Connection Control Program Proposal

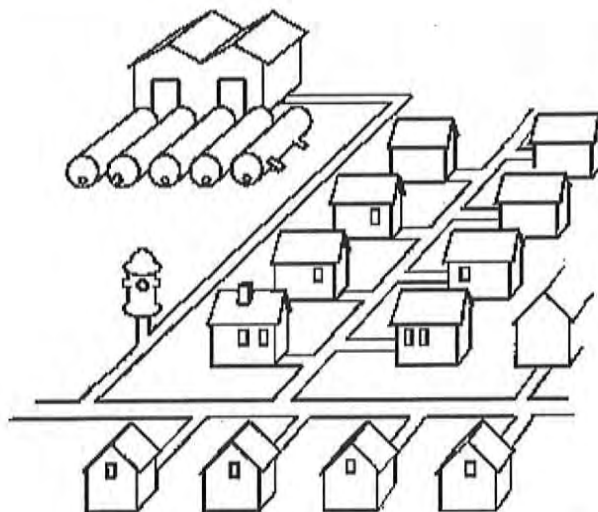
For DNR 810.15 Compliance

November 4th, 2013

Why is this project necessary? Page 2

Service Summary and Cost Page 3

TEAM Project Approach Page 4



Proposal Submitted by

800-314-4305



2665 S. Moorland Rd Suite 209
New Berlin, WI 53151
www.HydroDesignsinc.com

Why?

NR 810.15

NR 810.15 Cross connections and interconnections.

Unprotected cross-connections are prohibited. Cross-connections shall be protected as required in Chapter Comm 82.41.

(1) CROSS CONNECTION CONTROL PROGRAM. In order to protect the public water supply system, the water supplier for every municipal water system shall develop and implement a comprehensive cross connection control program for the elimination of all existing unprotected cross-connections and prevention of all future unprotected cross-connections to the last flowing tap or end-use device. The program may include providing public education materials in lieu of inspections of low hazard portions of residential or commercial facilities. Low hazard areas consist of normal kitchen and bathroom fixtures. The water supplier shall keep a current record of the cross connection control program available for annual review by the department. The cross connection control program shall include:

(A) Complete description of the program and the administration procedures, including designation of the inspection or enforcement agency or agencies.

(B) Local authority for implementation of the program, such as ordinance or other governing rule.

(c) A time schedule for public education materials, surveys and follow up surveys of consumer premises for cross connections including appropriate record keeping. Unless otherwise authorized by the department, water suppliers for each municipal water system shall cause a survey to be conducted for every residential service a minimum of once every ten years or on a schedule matching meter replacement. Public educational materials, when being provided in lieu of low hazard inspections, shall be provided to the customer no less than every 3 years and with every cross connection survey. Unless a detailed alternative schedule is included in the cross connection control program and is approved by the department, water suppliers for each municipal water system shall cause a survey to be conducted for every industrial, commercial and public authority service a minimum of once every 2 years. Commercial properties of similar or lesser risk to residential properties may follow the same schedule as residential properties. Completed survey results shall be maintained by the water supplier until corrections and follow up surveys have been made.

(d) A complete description of the methods, devices, and assemblies which will be used to protect the potable water supply. Compliant methods, devices and assemblies are listed in s. Comm 82.41.

(e) Provisions for denial or discontinuance of water service, after reasonable notice, to any premises where an unprotected cross connection exists or where a survey could not be conducted due to denial.

(f) Submission to the department of a copy of an ordinance establishing a cross connection Control Program, an annual report including a total number of all service connections by Category and a report indicating the number of surveys completed in each category for that year.

(2) INTERCONNECTIONS WITH OTHER ACCEPTABLE WATER

SOURCES. Interconnections between the public water supply system and another source of water are prohibited unless permitted by the department in individual cases. Approval of the department shall be obtained prior to the interconnection.

History: CR 09-073: cr. Register November 2010 No. 659, eff. 12-1-10.



Requires municipal water suppliers have CCC Program in place

Program must be documented and inspections on a time schedule

Inspection frequency and facility hazard type must be authorized by DNR

Must refer to DSPS 382.41 plumbing code

All well to city water interconnections must be permitted individually by DNR



CCC Program Cost Summary



Program Recommendations

Wisconsin DNR requires all Public Water Supply systems in Wisconsin are required to maintain an active and Comprehensive Cross Connection Control (CCC) Program which includes site surveys of each water customer's internal potable water plumbing. Corrective action enforcement authority is provided within each local community's Cross Connection Control Ordinance, which is already in effect.

According to information provided by the Utility, Hydro Designs Inc proudly presents this proposal for services to:

1. Assist the CITY OF CHIPPEWA FALLS to establish a community wide public relations program including general awareness brochures and cross connection control program press releases including resources for the town website page.
2. Provide a program launch meeting to discuss program polices, codes and common hazards for relevant Utility staff members. A 60 page comprehensive policies and procedures manual will be customized as required to for compliance with DNR 810.15. Manual includes all relevant plumbing codes and resources for staff.
3. Notify each building owner prior to each inspection via postal letter with opportunity to schedule a specific time of inspection via the Hydro Designs Inc. Provide ongoing support for water customer scheduling and questions via the Hydro Designs Inc. WI office toll free 800# phone line, fax, or email.
4. Online Appointment page for water customers to make their own appointments –can be used for residential CCC Program also.
5. Complete initial Survey/Inspections of **non-residential facilities** indicated in the proposed facility list during the contract period. Inspections will be conducted utilizing the isolation approach as supported with the Wisconsin Department of SPS 382.41. **Follow up site visits to verify required corrections for compliance may be required at option to the City for an additional \$65.00 per compliance inspection site visit.*
6. Onsite Inspections & Program Administration/ Database for a total of 751 non-residential service connections:

Commercial	(507)	
Industrial	(56)	
Public	(39)	
Apt buildings individual metered (4plex+)		(149)
7. Provide Water Utility and building owner with a detailed corrective action report for each non-compliant facility. Program includes periodic progress reporting and compilation of data for annual DNR report.

Comprehensive Program Services:

Option



CCC Program Services including initial inspections for 751 facilities over 24 months:

Monthly Cost: \$3,120.00 Annual Cost: \$37,440.00 Total Cost: \$74,880.00

Option



CCC Program Services including site inspections and all follow up inspections for 751 facilities over 24 months:

Monthly Cost: \$3,496.00 Annual Cost: \$41,952.00 Total Cost: \$83,904.00



Inspection Notices



Compliance Tag



Public Education Brochure

Compliance Tag attached to water meter if building is compliant

If building is non-compliant – Corrective Action Instructions are sent

If inspection is denied- Reschedule notice is sent

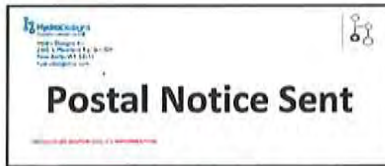


Toll Free Water Customer Hotline

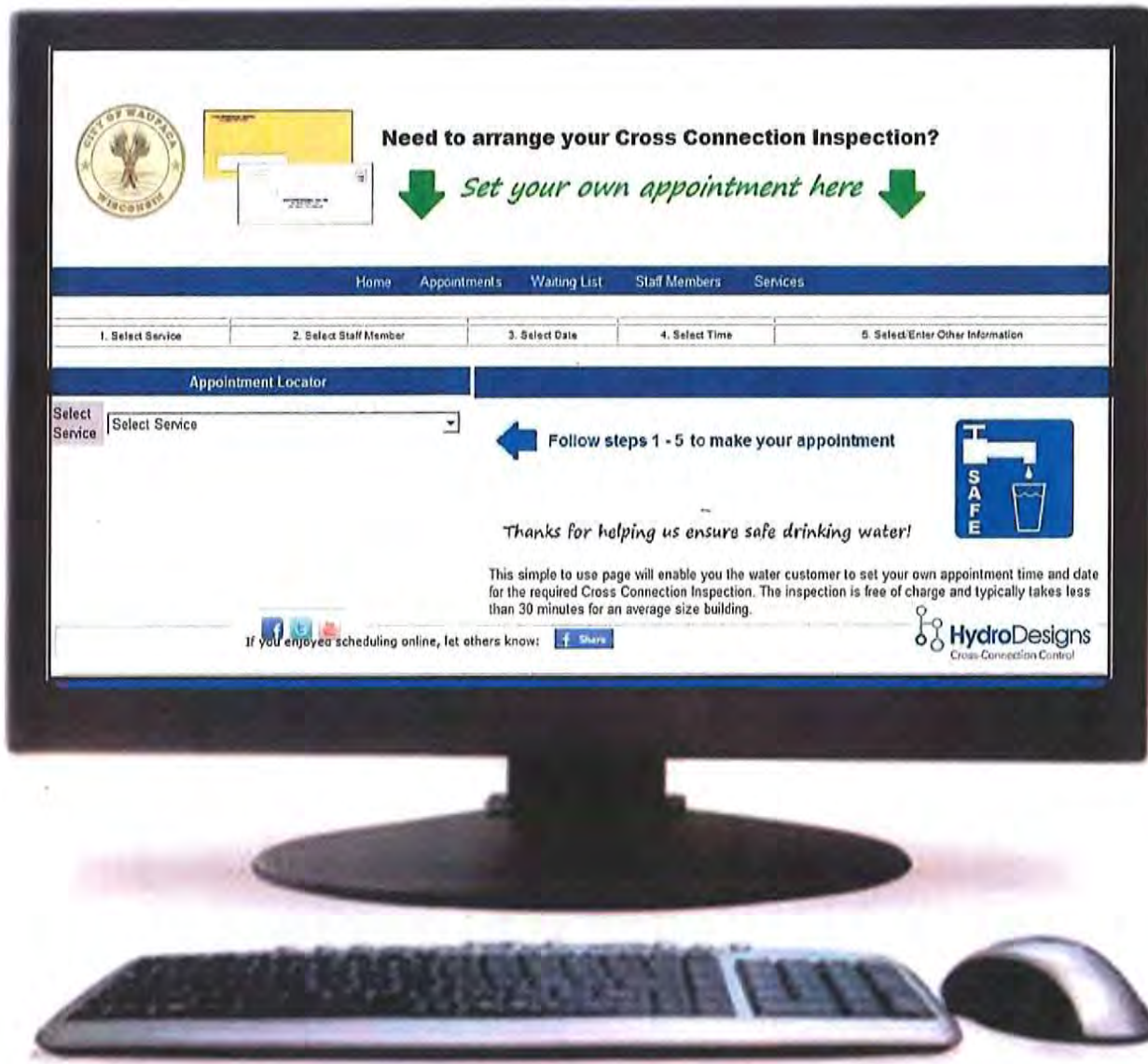




Online Appointment Setting...



- Water Customers can also set their own appointment time & date for the CCC Inspection.
- Includes use for the Residential CCC Program
- Instantly notifies town Water Department staff of inspection schedules.
- Non- Compliant water customers can easily set up their own Compliance Inspection Date & Time.
- No extra cost.





Public Awareness Campaign



Custom Web Page for City of Chippewa Falls CCC Program



Public Meeting for CCC Program



Press Release for Newsprint & Radio



Public Education Brochure



Toll-Free hotline for water customer questions



Onsite meetings & consulting with business owners

What we look for & document...



Cross Connection Control Survey Data:

During the Cross Connection Control Survey, the Surveyor will observe common potable water piping connections such as boiler systems, water softeners and threaded hose bibs and other machines/systems connected to the drinking water supply. Each existing backflow preventer will be verified and documented for correct application.

Where unprotected Cross Connections are identified, the Surveyor will document the required corrective action and if possible, give a brief explanation to the occupant before leaving the premises. Common backflow preventers found within residences are described but not limited to the list and photo examples below:

1. Lawn Sprinkler Backflow Preventers



2. Toilet Tank Anti-Siphon Valves



3. Boiler Backflow Preventer – High Hazard Type



4. Boiler Backflow Preventer – Low Hazard Type



5. Outside Hose Bibb Fixture



6. Standard Hose Bibb



7. Laundry Tub Threaded Fixture



8. Water Softener Back Flush Drain Hose





Your Cross Connection Control TEAM:

"Supporting your CCC Program and Water Customers is our Focus"



Gary McLaren

-CCC Program Education
 -New Program Development
 -Phone: 262-264-6385

Email: gmclaren@hydrodesignsinc.com

Craig Wolf



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 -Field Surveyor
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Kelly Sterken



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Anne Eckdahl

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Rick Kinney



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 - Central Wisconsin
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Email: rkinney@hydrodesignsinc.com



Program Reporting...



- Customized reporting – Monthly – Available via email and in Annual DNR Report Binder
- Water customer receives clearly printed instructions on each specific correction action requirement
- High level of documented details reduces Liability –Increases compliance rate

Facility Survey Report : Surveys Completed
 System: City of Rhinelander - Residential From: January 1, 2010 To: February 15, 2010 Page 1 of 7

#	Facility Name	Address	Status	Initiated	Last Insp.	Next Insp	Comply	Shutoff	Tot Insp.
1	SISEL, KATHY	651 ALBAN ST	Complete	11/09/2009	01/05/2010	01/05/2011	01/05/2010		1
2	PLAMANN, IRIS	804 EVERGREEN COURT	Complete	11/10/2009	01/04/2010	01/04/2011	01/04/2010		1
3	TIMMONS, RICHARD	810 EVERGREEN COURT	Complete	11/10/2009	01/04/2010	01/04/2011	01/04/2010		1
4	HARDER, DONAVON	504 EVERGREEN CT	Complete	11/10/2009	01/04/2010	01/04/2011	01/04/2010		1
5	KUBESH, MIKE	406 ABNER ST.	Complete	11/11/2009	02/01/2010	02/01/2011	02/01/2010		1
6	FAUTH & BRITT	441 ABNER STREET	Complete	11/11/2009	01/04/2010	01/04/2011	01/04/2010		1
7	ZORCKI, WILLIAM, JR.	715 BALSAM STREET	Complete	11/12/2009	02/03/2010	02/03/2011	02/03/2010		1
8	KROHN, RICHARD K.	816 BALSAM STREET	Complete	11/12/2009	01/04/2010	01/04/2011	01/04/2010		1
9	HUFF, CHRISTOPHER	840 BALSAM STREET	Complete	11/12/2009	01/04/2010	01/04/2011	01/04/2010		1
10	KRUEGER, TIM & BRENDA	317 ABNER STREET	Complete	12/07/2009	02/01/2010	02/01/2011	02/01/2010		1
11	SUMMERS, ROBERT	124 E ANDERSON STREET	Complete	12/09/2009	02/01/2010	02/01/2011	02/01/2010		1
12	KUBESH, MYRA	904 ARBUTUS ST.	Complete	12/09/2009	02/01/2010	02/01/2011	02/01/2010		1
13	LANG, LARRY	610 ARBUTUS STREET	Complete	12/09/2009	02/03/2010	02/03/2011	02/03/2010		2
14	DERVETSKI, STEVEN	822 ARBUTUS STREET	Complete	12/10/2009	01/05/2010	01/05/2011	01/05/2010		1
15	HAGENY, FRED	835 B W. PHILLIP ST	Complete	12/10/2009	02/01/2010	02/01/2011	02/01/2010		1

Violation Summary Report

Facility Name	Service Address	ID #	Requirement
AGNOLI, STEVEN & MICHELLE	233 E FREDRICK STREET	01E	Install Anti-Siphon Ball Cock Assembly (ASSE #1002, CSA-B125) in Water Closet of Lower Restroom, Replaces Unapproved Existing Device - "Critical Level" of ASBC Must Be a Minimum of 1" Above the Full Opening of the Overflow Pipe.
ARBUCKLE, PAUL & MARY KAY	635 ALBAN STREET	01R	Install Anti-Siphon Ball Cock Assembly (ASSE #1002, CSA-B125) in Water Closet of Restroom, Replaces Unapproved Existing Device - "Critical Level" of ASBC Must Be a Minimum of 1" Above the Full Opening of the Overflow Pipe.
ARBUCKLE, PAUL & MARY KAY	635 ALBAN STREET	02R	Install Anti-Frost Hose Bibb Vacuum Breaker (ASSE #1011, Watts NF8 or Equal) On Hose Bibb Left Side of House
BAUDHUIN, VERNON	747 W DAVENPORT ST.	04E	Install Pressure Vacuum Breaker Assembly (ASSE #1020) in Supply to Lawn Sprinkler System
BAUDHUIN, VERNON	747 W DAVENPORT ST.	05R	Install Anti-Siphon Ball Cock Assembly (ASSE #1002, CSA-B125) - "Critical Level" of ASBC must be a minimum of 1" above the full opening of the overflow pipe
BENSON, MARY ELLEN	1324 N STEVENS STREET	01E	Install Anti-Siphon Ball Cock Assembly (ASSE #1002, CSA-B125) - "Critical Level" of ASBC must be a minimum of 1" above the full opening of the overflow pipe
BERBY, JUDITH	634 ARBUTUS STREET	01F	Replumb Faucet On Claw Foot Tub to Create Air Gap
BERBY, JUDITH	634 ARBUTUS STREET	02R	Install Anti-Frost Hose Bibb Vacuum Breaker (ASSE #1011, Watts NF8 or Equal) On Hose Bibb Outside

Policy & Procedures Manual...



- DNR Code requires a written comprehensive CCC plan
- A complete resource for Staff Reference needs
- Ensures consistency and accountability of enforcement

Proposed CCC Program Manual Table of Contents:

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Our Qualifications

Qualifications:

Hydro Designs Inc. has the qualifications to provide the requested services to the City of Chippewa Falls in the highest level of quality.



Established in 1983, our firm is a consulting firm specializing solely in Cross Connection Control Program Administration and Inspection Services. To ensure a non-bias inspection process, we do not offer plumbing/testing/installation services or products of any kind.

- Copies of current CCC Program referral letters are attached (Exhibit A) to indicate our history of similar projects
- Staff assigned to the CCC Program are listed on page eight of proposal
- All Hydro Designs Staff have documented 3rd party background checks on file
- Hydro Designs Inc. has three (3) staff members nationally certified with the ASSE Standard #5150 for Backflow Prevention Program Administration
- Hydro Designs Inc. has six (6) staff members State Certified Wisconsin Department of Safety and Professional Services for the CCC Assembly Tester Certification 40 hour course
- Hydro Designs Inc. has three (3) staff members whom have attended the CCC Surveyor Course at University of Wisconsin
- Hydro Designs Inc. has two (2) staff members with State Certified Building Inspectors Certifications
- Hydro Designs Inc. has over Twenty-(20) year's experience of continuous municipal cross-connection survey/survey experience.

References



- Current list of other water systems with CCC Programs by Hydro Designs –Available upon request
- Referral letters attached



Village of Elk Mound

Andy Peterson - Village President
Patricia Hahn, WCMC, CMC, CMTW - Clerk/Treasurer
www.elkmound.org

E206 Menomonie Street Phone: 715-879-5011
PO Box 188 Fax: 715-879-5851
Elk Mound, WI 54739 E-mail: pat@elkmound.org



February 20, 2012

To Whom it May Concern:

The Village of Elk Mound has contracted with Hydro Designs to develop a comprehensive cross connection control program. Our personnel have received cross connection training from Gary McLaren, Drinking Water Safety Advisor with Hydro Designs.

At this time we are very pleased with the outcome of this relationship. We feel that we are able to properly provide public education to our utility customers and meet DNR requirements after receiving this training.

We are looking forward to expanding our program in the future with additional assistance from Hydro Designs.

Sincerely,

VILLAGE OF ELK MOUND

A handwritten signature in black ink, appearing to read "Terrance F. Stamm". The signature is written in a cursive style and is positioned above the printed name.

Terrance F. Stamm
Director of Public Works

Copy to: Gary McLaren



WISCONSIN RURAL WATER ASSOCIATION

350 Water Way • Plover, Wisconsin 54467
715-344-7778 • Fax: 715-344-5555
E-mail: wrwa@wrwa.org

Society
Of
Water
Professionals



March 1, 2012

GARY McLAREN
HYDRO DESIGNS INC.*
2665 SOUTH MOORLAND ROAD, SUITE #209
NEW BERLIN WI 53151

Dear HYDRO DESIGNS INC.,

As you may know, the Wisconsin Rural Water Association (WRWA) presents an award each year to an Associate Member who has gone above the call of duty in assisting WRWA in promoting professionalism in the water & wastewater industries in Wisconsin.

I have the distinct pleasure of informing you that HYDRO DESIGNS INC. has been nominated to receive the **Business Member of the Year** award this year.

As the nominations and winners of these awards come from your peers in the water and wastewater industries, it is not only an honor to be selected as winner but also to be nominated for consideration. It shows that your professionalism and dedication are evident to everyone you work with in the industry as a whole.

The awards this year will be presented at the Opening Session of our 24th Annual Technical Conference at 9:00 am on Wednesday, March 28th, at the KI Convention Center in Green Bay.

I hope that you will be able to attend this year's ceremony should you be chosen as the winner of this prestigious award.

Sincerely,

Rence J. Koback
WRWA Member Services Coordinator

WRWA Mission:

"To assist our membership and the public they serve, improve and preserve the quality and quantity of water resources in the State of Wisconsin."





February 15, 2012

PWSID #40504563
Ashwaubenon Waterworks-MC
Brown County

Mr. Doug Martin, Director
Ashwaubenon Public Works
2155 Holmgren Way
Green Bay, WI 54304

Subject: **Cross Connection Control Program Review and Approval;**
Ashwaubenon Waterworks

Dear Doug:

I have reviewed the written cross connection control program prepared for the Village of Ashwaubenon and have determined that the program meets the requirements of section NR 810.15, Wisconsin Administrative Code. In addition, the alternate schedule for non-residential customers, described below, is approved.

In general the Village's program is as follows:

- The single-family and duplex residential program consists of routine inspections conducted by water utility staff during meter change out, which is currently performed once every 20 years, and by the Village's building inspection staff at all Clear Water Inspections (home sale or refinancing).
- The multi-family residential portion of the program (apartment complexes, condominium, and mobile homes) consists of routine inspections conducted by Hydro Design, Inc. staff on a frequency of once every 10 years.
- The non-residential portion of the program consists of inspections conducted by Hydro Designs Inc. staff. With the exception of the customer types listed below, all industrial, commercial and public authority water customers are inspected once every 2 years.
- The following customer types are inspected once every 6 years:
 - Banks
 - Day care centers
 - Doctor offices, single office
 - Fitness centers and gyms
 - Florists
 - Banquet halls for receptions etc.
 - Shopping malls and retail stores
 - Office buildings



In addition, I have reviewed the public education materials and process that Village staff will be using in lieu of conducting inspections of residential kitchens and bathrooms. The brochure is currently being handed out at the time of the residential inspections and will be mailed to all customers with the Village's Consumer Confidence Report sometime between now and June 30, 2012. The documents and procedures are acceptable.

The Village is commended in following through on this important task to attain our common goal of providing a safe water supply for the residents of Wisconsin. The Department encourages you to continue your efforts to insure that unprotected cross connections are eliminated from the water system.

If you have any questions please feel free to contact me at (920) 662-5414.

Sincerely,

A handwritten signature in cursive script that reads "Wendy Anderson".

Wendy Anderson, P.E.
Water Supply Engineer

Ecopy: FILE
Public Water Systems, DG/5
Craig Wolf, Hydro Designs, Inc.
Gary McLaren, Hydro Designs, Inc.



817 SOUTH MADISON STREET
P.O. BOX 431
WAUPUN WI 53963-0431
920.324.7920
FAX: 920.324.7922

March 18, 2008

Gary McLaren
Hydro Designs
200 S. Executive Dr., Ste. 101
Brookfield, WI 53005

Dear Gary,

On behalf of Waupun Utilities, I would like to personally thank you. I want you to know that we are pleased with the quality of service your company provides. We sincerely recognize your responsiveness and the way you conduct business. We have recommended your company to others because of our satisfaction with your service.

I want you to know that we look forward to a long-term relationship with you and Hydro Designs.

Sincerely,

Steve Schramm
Waupun Utilities
Treatment Facilities Supervisor



P.O. Box 465
123 South Second St.
Delavan, Wisconsin 53115
262-728-5585
Fax: 262-728-4566
www.cityofdelavan.org

October 19, 2007

Mr. Barry Walter
Hydro Designs, Inc.
5799 Crooks Road
Suite 100
Troy, MI. 48098

Dear Barry:

The Delavan Water Utility would like to take this opportunity to express our satisfaction and appreciation for the inspection services provided by Hydro Designs, Inc.

It has been a pleasure working with you and your firm over the past year in the development of the City of Delavan's cross connection control program. Your staff has been courteous and professional. Hydro Designs, Inc. has provided both technical and operational services that continue to respond to our community's needs.

I want to thank all of the inspectors and field staff for their courteous and efficient work with the City of Delavan property owners.

Again, thank you for all your time and effort in assisting the City of Delavan in the development and implementation of our cross connection control program. I look forward to continuing our work together.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Stebnitz".

Barbara Stebnitz
Utility Director
Delavan Water Utility



Village of



Germantown

Willkommen

WATER UTILITY

N122 W17177 Fond du Lac Ave. P. O. Box 337
Germantown, WI 53022-0337

Billing: (262) 250-4703

Construction: (262) 253-8254

FAX: (262) 250-4702

E-mail: gtwater@wi.net

Web Page: www.village.germantown.wi.us

May 18, 2005

Barry Walter
Manager of Business Development
Hydro Designs, Inc.
2222 Franklin Road
Bloomfield Hills, MI 48302

Dear Barry:

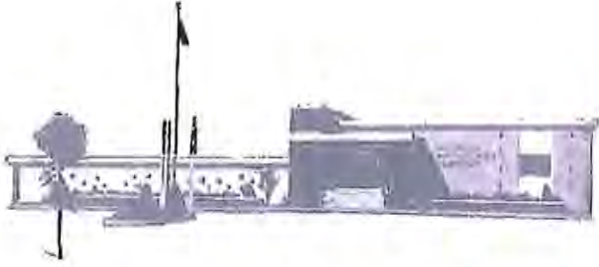
I would like to take this opportunity to express my satisfaction with the cross connection inspection services provided by Hydro Designs, Inc.

It has been a pleasure to work with you and your firm over the past year in developing the Village of Germantown's cross connection control program. I have been impressed with the knowledge and professionalism of both you and your field staff. The concerns of our property owners are handled courteously and efficiently.

Your willingness to work with the Germantown Water Utility as our program has developed has reconfirmed our decision of selecting Hydro Designs, Inc. as our contractor for these services. I look forward to working with you on this project.

Sincerely,

Jim Driver
Water Superintendent



MARSHFIELD ELECTRIC and WATER DEPT.

2000 South Roddis Ave • P.O. Box 670
MARSHFIELD, WISCONSIN 54449-0670
Phone 715 387-1195 • FAX 715 389-2016
<http://www.mewd.com>

May 17, 2005

Barry Walter
Manager of Business Development
Hydro Designs, Inc.
2222 Franklin Road
Bloomfield Hills, MI 48302

Dear Barry:

I would like to take this opportunity to express both my satisfaction and thanks with the cross connection inspection services provided by Hydro Designs, Inc.

It has been a pleasure to work with you and your firm over the past year. I have been impressed by your knowledge, expertise and professionalism. Hydro Designs, Inc. has provided both the technical and operational services that continue to respond to our community's needs.

I am confident that the strong foundation laid by our combined efforts, will allow our community to advance issues related to the delivery of safe drinking water.

Sincerely,

David Wasserburger
Water Superintendent



Green Bay Water Utility

631 S. Adams St. - P.O. Box 1210
Green Bay, WI 54305-1210

920-448-3480
FAX 920-448-3486
www.ci.green-bay.wi.us

WILLIAM F. NABAK P.E.
General Manager

September 30, 2004

Mr. Barry Walter
Hydro Design, Inc.
2222 Franklin Road
Suite 200
Bloomfield Hills, MI 48302

Dear Barry:

The Green Bay Water Utility would like to express our appreciation and thanks to your firm for the work you have done on our cross connection control program. Your staff has been courteous, professional, and efficient. It has been a pleasure to work with you and the rest of the Hydro Design Staff.

I want to thank all of the inspectors that were sent to Green Bay to do inspections and give field training to our employees. We had our program in order, but lacked field trained employees. After one short year and several hundred inspections, we are up to the challenge of handling the inspections in-house.

Research, planning, education, prudent use of outside consultants, and persistent administration have combined to make Green Bay's cross connection control program one of the best in the nation. I want to thank you, Barry, and H D I for your part in our success.

Sincerely,

THE GREEN BAY WATER UTILITY

John Mahoney
CCI Program Manager



State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

Jim Doyle, Governor
Scott Hassett, Secretary
Gloria McCutcheon, Regional Director

WDNR - Plymouth Service Center
1155 Pilgrim Road
P.O.Box 408
Plymouth, Wisconsin 53073
Telephone 920-892-8756
FAX 920-892-6638

February 22, 2005

FILE REF: 3300/Washington/Grafton
PWSID #24601115

Mr. Tim Nennig – Superintendent
Grafton Water Utility
1900 Ninth Avenue
P. O. Box 144
Grafton, WI 53024

Subject: Cross-Connection Control Program

Dear Mr. Nennig:

This letter is in regard to the cross-connection control program that was prepared by Hydro Designs, Inc. and submitted to this office by Barry Walter on February 16th for our review and approval. We have reviewed the cross-connection control program and it meets the requirements of Wisconsin Administrative Code Chapter NR 811.09. We commend the Village's effort to ensure that the cross-connection control program will be implemented by hiring the services of Hydro Designs, Inc.

If you have any questions, please give me a call.

Sincerely,

Petwara Toyingtrakoon, P.E.
WDNR – Municipal Water Supply Engineer
Phone 920-892-8756 ext. 3034

CC: SER Case File
Barry Walter – Hydro Designs, Inc.



City of Chippewa Falls

Sanitary Sewer Maintenance Policy

January 1, 2013

Rescinds all previous Sewer Maintenance Policies

1. Purpose

It is the responsibility of the City of Chippewa Falls to adequately preserve the integrity of its municipal sanitary sewer system. Sewers must be kept in good repair and free from obstructions that may hinder the system and cause damage, financial loss or inconvenience to its citizens/owners.

It is the policy of the City of Chippewa Falls to comply with all applicable state and federal regulatory requirements.

The City, via the Public Utilities Wastewater Department, intends to provide effective and efficient maintenance to its sanitary sewer system by evaluating political, social, safety, and economic concerns, among others. Procedures identified in this policy are intended to maintain the sanitary sewer system to prevent sewer backups. These procedures, when implemented, may also extend the service life of various components of the sanitary sewer system.

As of January 1, 2013, the Utility maintains 415,271 feet of public sanitary sewer mains, 1,671 manholes and 13 lift stations within its sanitary sewer system. Procedures identified in this policy are intended to maintain the Utilities sanitary sewer system to prevent sewer backups and to extend the life of the system. The Utility has developed and implemented this policy that takes into consideration public safety, the Utilities' budget and personnel, environmental concerns, and the cost of implementation versus the benefit to be achieved. The Utility will use its employees, equipment and private contractors as needed to provide this service.

While the Utility fully intends to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, or weather and other emergencies may prevent the Utility from meeting the guidelines established herein. The Wastewater Supervisor may override provisions established within this policy. Deviations from the goals established in this policy will be documented.

The City will use this policy to guide any sanitary sewer maintenance activities to be provided by a contractor or a party other than the City.

-2. Routine Maintenance and Inspection Goals

A. Sanitary Sewer Mains

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Scope of City's Responsibility - The Utility will maintain the components of the public sanitary sewer system. This includes sanitary sewer mains, manholes, lift stations, and other components. Private property owners are responsible for the maintenance of sanitary sewer components (laterals) from their property up to and including the connection to the public system. The emergency response contact phone number for sewer or water emergencies is the Public Utilities Office phone number and is 715-726-2741 and is available at all times. The direct numbers to call for after hours sewer emergencies are 715 828-6432 or 715 225-3229. All numbers are also on the city of Chippewa Falls website(www.chippewafalls-wi.gov and click on "City Departments" and then on "Public Utilities").

Schedule - The City's goal is to inspect by video camera the 6" to 15" mains of its sanitary sewer system and schedule maintenance activities accordingly. The sanitary sewer mains and facilities identified as Category 1 will receive routine maintenance. The sanitary sewer mains and facilities identified as Category 2 will receive more frequent maintenance and those identified as Category 3 will receive less frequent maintenance. When a sewer main or facility is identified as anything other than Category 1, the reasons why maintenance is needed on a different schedule will be documented. Sewer mains and facilities will receive maintenance according to the attached schedule.

The collection system maintenance crew and Wastewater Supervisor will determine whether a main or facility is Category 1, Category 2, or Category 3. Based on periodic assessment, maintenance will be adjusted and a sewer main may be moved from one category to another.

Equipment - The equipment used to perform maintenance will depend upon the equipment available and its effectiveness as determined by qualified staff.

Television Inspection - The City's sanitary sewer mains will be inspected by video camera as part of the cleaning process. Any sewer mains located on a street where a street maintenance project is planned may be inspected before and after such a project. Sanitary sewer mains in a new development must be televised before said mains are turned over to the City. Television inspection may also be used to inspect the system where there are possible problems. In addition, the City may require any main near a construction site to be televised before and after the construction (i.e., near blasting, digging, other activities that might disrupt the main, etc.)

B. Manholes

Manholes will be inspected when accessed for sanitary sewer cleaning proposes, and a manhole inspection report will be completed for each. Manhole condition will be rated 1 thru 5, (1 very poor, 2 poor, 3 average, 4 above average, 5 very good). Manhole ratings, problems (ie Inflow and Infiltration), street project schedule, funds and/or personnel availability, etc. will be used to schedule manhole repair/replacement efficiently.

C. Sanitary Sewer Lift Stations

All lift Stations are continuously monitored for alarm conditions by the Utility SCADA system. The Utility maintains lift stations using specific maintenance that is reasonable and recommended. Maintenance for each lift station is reflected in the Maintenance Database task list.

3. Personnel Responsibilities and Requirements

A. Exercise of Professional Judgment

It is expected that Utility employees, in accordance with their job duties and responsibilities, will exercise their professional judgment in the implementation of this policy. Further, it is expected that in emergency situations (see Emergency Response Policy) Utility employees will be required to exercise their discretion and weigh political, social, and economic considerations including but not limited to public and employee safety, the potential for damage to private property and the City sanitary sewer system, and environmental concerns.

B. Training and Education

The Utility will attempt to provide training to employees responsible for maintenance of and emergency response to issues with the sanitary system, giving consideration to budget and economic concerns and the need to focus workhours on current daily matters. When training of employees is feasible and possible it should attempt to include education necessary to earn or maintain appropriate certifications, if any. When training of employees is feasible and possible it should also attempt to address standard operating procedures, proper use of equipment, emergency response, safety and other topics covered under state and regulatory agencies. While training and education is desirable it is not made mandatory because it is not always feasible given economic considerations and daily workhour needs.

4. Documentation

The City will document all of its inspection and maintenance activities and emergency responses for its sanitary sewer system. The City will also document circumstances that limit its ability to comply with this policy; a report should be prepared periodically for the purpose of evaluating maintenance activities and for determining goals for the future.

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