

# OFFICIAL NOTICE AND AGENDA

Notice is hereby given that a public meeting will be held on the date, time and location shown below. Upon attaining a quorum of members, all items listed on the agenda shown below may be considered (acted upon).

**Regular / Special Meeting: Water & Sewer Board**

**Date & Time:** January 8, 2019 @ 7:00 pm

**Location:** City Hall, 2000 N. Calhoun Road, Council Chambers

**Aldermen:** Chris Blackburn - Chairman, Scott Berg, Bill Carnell, Jerry Mellone, Jeff McCarthy

**Quorum Requirements:** 3 of 5 members physically present

## Roll Call

## Announcements

- The next regularly scheduled meeting is February 12, 2019

## Minutes

1. Water & Sewer Board meeting minutes of November 13, 2018

## New Business

2. Award of agreement with Donohue & Associates, Inc. for engineering low level phosphorous removal at the Fox River Water Pollution Control Center

## Adjournment

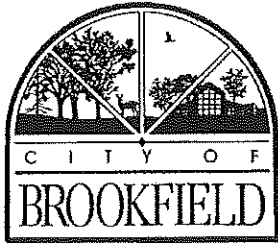
Thomas M. Grisa

Director of Public Works

Posted: January 4, 2019 @ 2:00 pm

Any person who has a qualifying disability as defined by the Americans with Disability Act that requires the meetings or materials be in an accessible location or format, contact the City Clerk at (262) 782-9650 or 2000 North Calhoun Road, for accommodations. Requests for accommodations for meetings should be made at least 3 business days in advance of the meeting. Every effort will be made to arrange accommodations for all meetings.

*Note: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in this notice.*



OFFICIAL MEETING MINUTES OF A REGULAR MEETING  
OF THE **WATER & SEWER BOARD** HELD ON NOVEMBER 13, 2018 @  
7:00 P.M. IN THE COMMON COUNCIL CHAMBERS OF CITY HALL,  
2000 NORTH CALHOUN ROAD, BROOKFIELD, WISCONSIN

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**MEMBERS PRESENT**

Alderman Christopher Blackburn (chair)  
Alderman Jerry Mellone

Alderman Scott Berg  
Alderman Bill Carnell

**MEMBER ABSENT AND EXCUSED:** Alderman Jeff McCarthy

**OTHERS PRESENT:**

Director of Public Works Tom Grisa  
City Engineer Jeff Chase  
Administrative Assistant Carolyn Megal

Alderman Rick Owen  
Alderman Brad Blumer

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**Roll Call**

Chairman Blackburn noted a quorum present and called the Water & Sewer Board to order at 7:00 pm.

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**Meeting Minutes**

**Item 1 Meeting minutes of the October 9, 2018 Water and Sewer Board Meeting**

*Motion by Alderman Mellone, seconded by Alderman Carnell to approve the minutes of the October 9, 2018 Water and Sewer Board meeting. Motion carried 4-0.*

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**New Business**

**Item 2 Request for an adjustment to water and sewer bill – 19255 Gebhardt Rd.**

Alderman Carnell asked how many gallons were used over how long. Mr. Grisa stated that sewer is \$4 per 1,000 gallons and was for a 9 month period.

Alderman Berg stated that based on the description the adjustment should be awarded.

*Motion by Alderman Berg, seconded by Alderman Mellone to approve the request for an adjustment to water and sewer bill – 19255 Gebhardt Rd. Motion carried 4-0.*

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**Item 3 Award of the WPCC Primary Effluent Splitter Structure Rehabilitation project WW-18-01.**

Alderman Blackburn stated the City received two bids that were closely aligned and asked what the current process is to open and close the gate. Mr. Grisa stated a come-along is used to open the gate and a sledgehammer to close.

***Motion by Alderman Mellone, seconded by Alderman Carnell to approve the award of the WPCC Primary Effluent Splitter Structure Rehabilitation project WW-18-01. Motion carried 4-0.***

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**Item 4 Perpetual Water Main Easement – Hilton Garden Inn – 265 S. Moorland Road**

Mr. Grisa stated this is an easement for the new water mains.

***Motion by Alderman Carnell, seconded by Alderman Berg to approve the perpetual water main easement – Hilton Garden Inn – 265 S. Moorland road. Motion carried 4-0.***

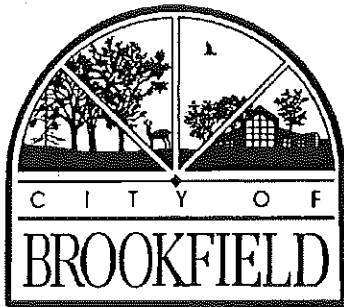
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**Adjournment**

***Motion by Alderman Mellone, seconded by Alderman Berg to adjourn the Water & Sewer Board meeting. Motion carried 4-0. Meeting adjourned at 7:07 pm.***

Minutes respectfully submitted by Carolyn Megal, Administrative Assistant

Item 2



DIRECTOR OF PUBLIC WORKS  
*Thomas M. Grisa, P.E.*  
2000 North Calhoun Road  
Brookfield, Wisconsin 53005-5095  
(262) 782-9650 FAX (262) 782-1323

MEMO

TO: Water and Sewer Board

FROM: Tom Grisa

SUBJECT: Engineering agreement – Low Level Phosphorous Removal project

DATE: January 3, 2019

The attached resolution awards an engineering contract to Donohue & Associates for design of improvements to the plant to provide low level phosphorous removal at the Fox River Water Pollution Control Center. The City's new WPDES permit requires the plant to produce an effluent with less than 0.075 mg/l phosphorous by 2021. The City's current limit is 1.0 mg/l, so this is a substantial reduction and will require significant engineering and capital improvements to achieve. This design work will incorporate a significant review of various technical and complex processes throughout the plant to reduce phosphorous as low as possible prior to physical treatment options during tertiary treatment to achieve this limit.

Five proposals were received from qualified engineering firms for this project. Proposals were reviewed and evaluated by a technical advisory group consisting of supervisory staff at the plant and the Director of Public Works. After careful scrutiny of each proposal the team unanimously recommends Donohue & Associates be awarded an agreement to perform this work for their proposed fee of \$461,324.

City of Brookfield, Wisconsin

<b>RESOLUTION NO. _____ of the WATER AND SEWER BOARD</b>		
Committee Date: January 8, 2019	Committee Action:	
Engineering agreement for design of improvements to the Fox River Water Pollution Control Center for low level phosphorous removal		
Public Hearing:	Council Date:	Council Action:

**WHEREAS**, the Water and Sewer Board considered the proposal from Donohue & Associates, Inc. to design improvements to the Fox River Water Pollution Control Center for low level phosphorous removal at its meeting held on January 8, 2019 and recommends approval thereof, now therefore

**BE IT RESOLVED**, by the Common Council of the City of Brookfield that the proposal from Donohue & Associates, Inc. to design improvements to the Fox River Water Pollution Control Center for low level phosphorous removal be accepted and the proper City officials are hereby authorized and directed to sign the agreement on behalf of the City of Brookfield.

Passed and adopted by the Common Council this \_\_\_\_\_ day of \_\_\_\_\_, 2019

APPROVED:

ATTESTED:

\_\_\_\_\_  
Steven V. Ponto, Mayor

\_\_\_\_\_  
Kelly Michaels, City Clerk