



**VILLAGE OF WEBSTER**

# BID PROCESS MINUTES

Wednesday, February 27, 2013  
Village Office  
7505 Main Street West, Webster, WI

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- I. **CALL TO ORDER** – Village President, Jeff Roberts called the meeting to order at 5:00 p.m.
  - II. **PRESENT** - Village President, Jeff Roberts; Trustees: Paul Berg; Kelly Gunderson; Paul Berg; Greg Widiker; Charlie Weis and Kelsey Gustafson (arrived at the close of the meeting.) Also present: Clerk-Treasurer, Patrice Bjorklund; Public Works Director, Jay Heyer; Dave Rasmussen and Jeff Row, MSA.
  - III. **BID PROCESS DISCUSSION** – Dave Rasmussen of MSA mentioned that advertising for bids for the upcoming water project in the village will be in the Burnett County Sentinel and the Inter-County Leader on March 6, 2013 and March 13, 2013. Bid opening will take place on March 21, 2013 at 11:00 a.m. in the village office. Bid award will take place on Monday, March 25, 2013.

Governor Walker will sign the final SDWLP grant paperwork this week or next week, Dave noted. The original cost of the project was 1.4 million dollars, but has increased to 1.456 million dollars because of the added loop, SCADA replacement and a manual transfer switch. The manual transfer switch was added per WI DNR suggestion Jeff Row stated. Dave stated that ½ of the cost is for the village's sanitary system and that would not be eligible for SDWLP. There will need to be a loan taken out for the project for \$548,000. Interest is 1.155% and that computes to approximately \$30,000 per year for a period of 20 years. Principal Forgiveness won't change. Once the bid process is in place, there will be detail of the project in regards to individual costs Dave said.

There are 3 projects that will be put out for bid which are: water main project, hydrant replacements and meter replacements. In regard to the water main project a loop has been added on Cedar Street and Perch Street. Revisions have been made because of the Family Dollar Store being located over a main that needs to be revised. In order to do that, a portion of their parking lot will need to be replaced Jeff noted.

Meter discussion took place and Jeff passed out a meter cost summary between Badger Meters from Dakota Supply Group; Sensus Meters from HD Supply and Elster Meters from MN Pipe and Equipment. The board will need to decide which meters they are interested in purchasing. Trustee, Berg stated that he likes the idea of going with Badger meters, because they can be retro-fitted. The proposal from Badger was to replace all meters. Paul would like to replace the meters that are older than 3 – 5 years only because the newer ones have no lead and retro-fit the others.

SCADA System options were discussed. There are 8 site locations in the village which this system monitors; (4 lift stations, 3 wells and the water tower.) Jeff Row said the most desirable system, in his opinion, was the first option provided in the handout to the board. It was a (Base) Solid State System with no computers, or software operating and management fees. The option will apply new Ethernet PLC's and license-free Ethernet Radios at each site to create a communication network. Data from lift stations, wells, and water tower will be concentrated at the Master Control in Well #2. The Master Controller will have a 10' Operator Interface Terminal (touch screen) that will allow system control and adjustment. An Alarm Dialer cable of alarming up to 256 alarm conditions would provide increased alarm detail to the operators. The system will be accessible by remote devices like Smartphone's and computers over the internet. The system will provide basic reporting and data collection. The system also allows one outside connection at a time. Estimated cost for this system is approximately \$60,000 - \$90,000. Dave mentioned that MSA will try to include this cost in the SDWLP and the sewer fund will also pay a share. The portion that's left over will go on the loan. Trustee, Maloney questioned if we get this system or one of the other two; will the village need the crew to come in 2 hours every Saturday and Sunday. Trustee, Berg stated the current system is antiquated and we can't get parts for it anymore. Trustee, Widiker reiterated that this should be reason enough to get the new system.

Trustee, Maloney wanted to know what additional costs the village will incur because of the Family Dollar Project. Jeff Row hasn't put together figures yet, but he stated that the cement will need to be replaced because of water main work done on that location. Trustee, Berg thought a hole dug 8' deep X 16' wide should be all the area needed to do the work there. Public Works Director, Heyer stated that hopefully they can just bore the area. The water main service goes east/west between The Larsen Family Public Library and Family Dollar Store. The Family Dollar Store contractor told Public Works Director, Heyer and Jeff Row that the privacy fence will not be erected until the village's water project is complete.

Jeff Row wanted to suggest to the board to have bidders give a start and end date with number of working days in their specifications. That way, if they go longer than stated they will be charged for delays. Most of MSA's customers who do these types of projects request \$500 per day if the project takes longer than specified in the bid.

**IV. ADJOURNMENT.** Motion was made by Trustee, Maloney to adjourn at 5:45 p.m.; seconded by Trustee, Widiker.  
**Motion carried 7-0.**

Respectfully submitted,

*Patrice Bjorklund*

Patrice Bjorklund, Clerk-Treasurer

February 28, 2013

\*\*\*These minutes are subject to approval at next month's Regular Meeting.