

**OFFICIAL NOTICE AND AGENDA FOR A MEETING OF THE WATER UTILITY  
COMMISSION OF THE CITY OF CUDAHY, WI TO BE HELD AT THE CUDAHY  
MUNICIPAL BUILDING, 5050 SOUTH LAKE DRIVE, CUDAHY, WI ON  
THURSDAY JULY 28, 2022 @ 4:00 PM**

Reading of the proper open meeting statement

Roll Call

Approval of the minutes of the March 17, 2022 meeting.

Approval of the minutes of the July 21, 2022 meeting.

**\*PUBLIC COMMENT** (agenda items only).

**NEW BUSINESS**

1. Discussion and necessary action on the City plan to reorganize the Water-Public Works management structure.
2. Discussion on 2023-2024 Capital Projects that will be presented in the 2023 budget.
3. Discussion and necessary action on an updated agreement with Collins Engineering on Pump Station revetment wall.
4. Discussion on PFAS and PFOS testing.

**SUPERINTENDENT'S UPDATES**

Adjourn.

cc: Aldermen, Mayor, Clerk, City Attorney, Board Members, Director of Public Works, Press and Posting

*NOTE: Please contact the Utility Billing Office (769-2237) if you cannot attend the meeting.*

**PUBLIC NOTICE**

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public meetings, who have a qualifying disability under the Americans with Disabilities Act. Requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information, or to request this service, contact the Cudahy City Clerk at 414-769-2204 (FAX 769-2257). The meeting room is wheelchair accessible from the west entrance on S. Lake Drive.

**Note: There is a possibility that a quorum of the City of Cudahy Common Council may be present at this meeting. Non-agenda items relating to the Common Council and/or other Committees, Commissions or Boards shall not be discussed to remain in compliance with Wisconsin Open Meeting Laws.**

## **CITY OF CUDAHY MEETING POLICY**

### **Agenda**

This meeting is a meeting of a City of Cudahy WATER UTILITY Commission for the purpose of conducting City of Cudahy business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

### **Public Participation at Meetings**

All citizens are welcome to observe Meetings of the City of Cudahy. The City of Cudahy recognizes the value of public comment on Municipal issues and the importance of allowing members of the public to express themselves on Municipal matters.

The presiding chair of each meeting at which public participation is permitted, shall administer Roberts Rules of Order. Roberts Rules of Order as Revised will be followed at all times.

#### 1. Public comment parameters:

- City of Cudahy citizens will be allowed to comment as noted on the agenda regarding agenda items only or any subject other than personnel matters.
- All statements shall be directed to the presiding chair of the Board, Committee, Commission or Council and not to staff or other participants.
- No person may address or question the Board, Committee, Commission or Council members individually.
- Comments will be limited to one 3 minute comment at the beginning and/or end of each meeting where public comment is noted on the agenda.
- Comments should be concerning the substance of the item being commented on and not an attack on an individual, institution or organization.
- Disagreement as to the substance of the item is acceptable.
- If the public comment concerns a matter of public policy, response from the Board, Committee, Commission or Council will be limited to seeking information or acknowledging that the participant has been understood.
- The Board, Committee, Commission or Council may not debate with a participant who is addressing the members and the Board, Committee, Commission or Council may not take action on an item raised during public comment that is not on the duly posted meeting notice/agenda.
- Personnel matters or concerns regarding specific City personnel are not appropriate topics to be addressed during an open meeting and will be handled in accordance with City policy and procedures.
- Comments regarding an individual employee's performance and/or comments that are derogatory and/or inflammatory are not appropriate and will not be tolerated.

#### 2. All meeting attendees should honor the need for a respectful and safe environment.

- Anyone addressing the Board, Committee, Commission or Council should be treated respectfully and not be interrupted by participants attending the meeting during their presentation.
- Side bar conversations among meeting attendees should be avoided.
- No comments that are a personal or professional attack on an individual will be permitted.

#### 3. The presiding Chair may:

- The Chair may interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene or irrelevant; order a person to stop speaking if the person's comments do not meet these norms.
- Request an individual to leave the meeting when that person does not observe reasonable decorum.
- Request the assistance of Law Enforcement Officers in the removal of a disorderly person when that person's conduct interferes with orderly progress of the meeting.
- Call a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

**Thank you for your participation and courtesy.**

# **MINUTES OF A MEETING OF THE WATER UTILITY COMMISSION OF THE CITY OF CUDAHY, WISCONSIN HELD AT CITY HALL 5050 S. LAKE DRIVE ON THURSDAY MARCH 17, 2022**

Chairman Miller called the meeting to order at 4:00 PM with the following members in attendance: Mr. Miller, Mr. O'Connell, Mr. Wasikowski, and Mr. Tooker. Superintendent Miller and Administrator Griffiths also present. Mr. Kober absent.

## **APPROVE MINUTES OF THE NOVEMBER 18, 2021 MEETING**

Moved by Mr. O'Connell second by Mr. Wasikowski to approve the minutes of the November 18, 2021 meeting.

All voting in favor.

## **CDM-CITY WATER PROJECT UPDATE**

Tom Nennig from City Water gave an update on the Corrosion Control study and the work being done on the lead service line inventory.

## **PUMP STATION UPDATE**

Superintendent Miller discussed the work being done to review federal funding options for the revetment wall work at the pump station and also status of Corp of Engineer funding. The Corp has the project listed as a high need but their budget has not been finalized so they do not know funding status.

## **WATER MAIN BREAK UPDATE**

Superintendent Miller reviewed winter operations and how 2021-2022 compared to past years.

## **SUPERINTENDENT UPDATES**

The following topics were discussed by Superintendent Miller:

- Progress of the meter replacement program, 3653 meters have been replaced, 1246 in the last 12 months.
- Rate increase, new rates go into effect 2-1-22
- Development of a Capital Improvement Plan including main relays.

## **ADJOURNMENT**

There being no further business, it was moved by Mr. Wasikowski, second by Mr. O'Connell to adjourn.

All voting in favor (4:58 PM)

**MINUTES OF A MEETING OF THE WATER UTILITY COMMISSION OF THE  
CITY OF CUDAHY, WISCONSIN HELD AT CITY HALL 5050 S. LAKE DRIVE ON  
THURSDAY JULY 21, 2022**

**ROLL CALL**

The Water Utility was called to order at 4:00 P.M. by Superintendent Miller with the following answering “present” to roll call: Mike Wasikowski was present. Members Bill Miller, Jim O’Connell. Patrick Kober and Richard Tooker were absent.

The meeting was adjourned due to lack of quorum at 4:05 P.M.



7/12/2022

To the Cudahy Community:

In June 2022, the [EPA issued new health advisory levels](#) to manage the risk for a group of man-made chemicals in drinking water called per- and polyfluoroalkyl substances (PFAS). As part of the DNR's efforts to ensure Wisconsinites have access to safe drinking water, the City of Cudahy has participated in the Wisconsin Department of Natural Resources (DNR) new, voluntary program for communities that are interested in learning whether their municipal water supply is impacted by PFAS.

**WHAT ARE THE TOP 5 THINGS I NEED TO KNOW?**

DNR launched a voluntary program to help communities test their public water supplies for PFAS. With science, there is no such thing as zero, so research is important to determine an acceptable risk level for public health. A health advisory level is commonly a first step in EPA developing a regulation.

1. **PFAS are a group of man-made chemicals used since the 1950s that can be found in everyday consumer products including non-stick cookware, water-repellent clothing, stain resistant fabrics and water.**
  - Exposure to high levels of PFAS can lead to human health effects, including elevated cholesterol, decreased vaccine response, and decreased fertility in women.
  - The EPA set new Interim Health Advisory Levels for PFOA at 0.004 parts per trillion and 0.02 parts per trillion for PFOS. These are microscopic levels, trace amounts. For perspective, 1 part per trillion is equal to 1 drop in 500,000 barrels of water.
2. **City of Cudahy will work with DHS and DNR to ensure public health is protected.**
  - Cudahy Water Works samples our source water and the treated drinking water leaving the treatment plant. Cudahy just completed initial monitoring for PFAS. Our most current monitoring results show the following:

PFAS Compound	Cudahy Water Results	EPA Health Advisory Level
PFOA	No Detection	.004 parts per trillion
PFOS	0.972 parts per trillion	.02 parts per trillion

3. **City of Cudahy is monitoring the levels of PFAS and considers the current results LOW. Public health and the quality of your drinking water is our top priority.**
  - The Cudahy Water Works team will continue monitoring and identifying any patterns
  - Cudahy is reviewing established and emerging treatment options to develop practical strategies to reduce levels of PFAS
  - For further details, visit the Wisconsin Department of Natural Resources' complete list of [Drink Water Reports](#)
4. **Residents who are concerned about PFAS can take action to reduce their exposure.**
  - People are exposed to PFAS from a variety of sources (consuming food, dust, water) and it is not practical to completely eliminate our exposure to these chemicals.



- You can reduce your PFAS exposure by drinking safe water, following fish consumption advice, rinsing off after swimming in a lake or stream and [reducing exposure through consumer products](#).
  - Sources of safe drinking water include:
    - Water from a public water system that has been tested for PFAS, with results below all health advisories.
    - Bottled water that has been purified or filtered.
    - Water from a treatment system certified to remove PFAS.
5. **KEEP UP TO DATE ON THE LATEST INFORMATION** via the [City of Cudahy website](#) or call Cudahy Water at 414-769-2235.
- [DHS web page with information on PFAS](#)
    - [Drinking water factsheet](#) (also available in [Spanish](#) and [Hmong](#))
    - [Water filtration factsheet](#) (also available in [Spanish](#) and [Hmong](#))

Sincerely,

Frank Miller

Superintendent, Cudahy Water & Department of Public Works

Heather Puente, MPH

Health Officer, Cudahy Health Department



July 20, 2022

Re: Request for Amendment No. 2  
Cudahy Revetment Wall PS&E  
Cudahy, WI

Mr. Frank Miller, Superintendent  
Cudahy Water Utility  
5110 S. Lake Drive  
Cudahy, WI 53110

Dear Mr. Miller:

Collins Engineers, Inc. (Collins) is providing the following as a request for amendment to our signed Agreement dated June 30, 2020. This change order covers additional work requested by Cudahy Water Utility (Client) and not currently covered under our agreement. The proposed services described below will be performed in accordance with our signed Agreement dated June 30, 2020.

**DESCRIPTION OF SCOPE OF SERVICES**

This Amendment covers the additional work as described below:

1. **Provide Cost Estimate :**  
Collins was asked to provide a cost estimate for both the soldier pile and rip rap alternatives previously designed. These estimated costs will be presented at the July 21<sup>st</sup> Water Utility Commission Meeting.
2. **Finalize Design of Soldier Pile and Rip Rap Alternatives:**  
Collins previously prepared construction documents for both the soldier pile and rip rap alternatives. These documents were used to obtain preliminary bids from contractors in February of 2021. At that time, the Cudahy Water Utility decided to pursue other sources of funding so plan production was temporarily halted. The Water Utility has recently decided to move forward with the soldier pile and rip rap designs and has requested Collins complete the construction drawings.
3. **Prepare Timber Alternative:**  
Due to the rising costs of materials and the current supply chain issues, Collins will prepare a timber alternative consisting of pressure-treated pine as a bid option in case the steel option is prohibitively expensive or availability is limited.

4. **Review Bid Process Alternatives Suggested by Contractor:**

In order to obtain the most cost-effective design for the project, Collins suggests accepting contractor prepared alternatives during the bidding process. This task includes preparing language for the bid documents and reviewing the proposed alternatives suggested by the contractor.

**LUMP SUM FEES**

Total lump fees for Amendment No. 2 are **\$30,500**

The revised contract amount including this Amendment and previous Amendments = \$108,825.56

**SCHEDULE**

Task 1 is complete and was provided on June 23, 2022. Draft plans for Tasks 2 through 4 will be available to present at the August 18<sup>th</sup> Water Utility Commission Meeting.

Very truly yours,

**COLLINS ENGINEERS, INC.**



Kerry Hardin, P.E.  
Civil Project Manager II



Mark Mutziger, P.E. (MN, NE, WI)  
Vice President – Regional Manager

**ACCEPTED:**

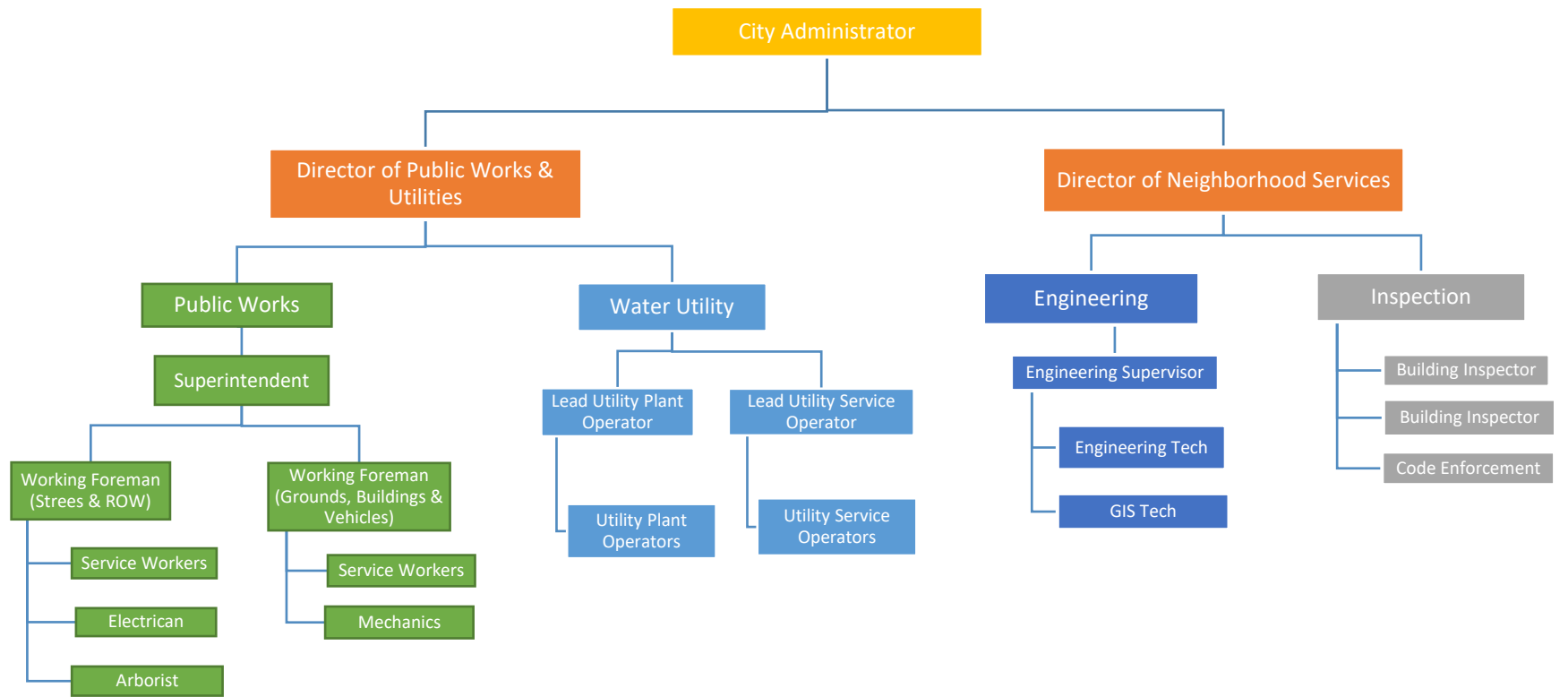
\_\_\_\_\_  
Authorized Owner Representative

Date: \_\_\_\_\_



Water Utility Capital Projects that will proposed in the 2023-2024 Budget

Item	Estimated Cost	Comments
<b>2023</b>		
Lake Drive Watermain Layton north to Allerton	\$510,000	Part of a sewer relay project, main is 90 years old
Cory Ave Watermain	\$200,000	Long history of breaks, replacing the main before the road is rebuilt
Pump Station Wall	\$1,000,000	We cannot keep waiting to see if we can get COE Funds
Filter Plant Standby Engine	\$200,000	Engine is at end of life, we would also replace the pump as part od this project
<b>2024</b>		
Bottsford - Whittaker Watermain	\$1,800,000	Area with the worst break history in the City
ATI Raw Main	\$500,000	This is a very high estimate we have just started the engineering to look at this main and what the options are.





Job Title: Director of Public Works Job Description  
Department: Public Works & Water Utility  
Exempt: Yes  
Reports To: City Administrator  
Date: June 2022

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### **Purpose of Position**

The Director of Public Works is responsible for the prudent, effective and efficient management and operations of the public works and water departments, and for the supervision and management of department employees. This position serves as the water superintendent for the City of Cudahy Water Utility.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be constructed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Provides administrative planning, coordination, direction and review of public works and water utility operations as mandated by laws and regulations.
2. Provides leadership in the operation and maintenance decisions of the public works department and water utility; determines equipment and staffing needs; establishes schedules and completion dates; sets assignments; monitors status of activities; manages progress within budget/target dates; meets with staff and addresses any issues/problems.
3. Supervises and evaluates the work activities of subordinate supervisory staff and support personnel; provides technical advice and assistance as needed.
4. Provides appropriate response and solutions in emergency situations.
5. Manages contracts and projects; plans, coordinates and supervises projects from conception to completion; maintains relations with suppliers and contactors; assures necessary permits are obtained; establishes and manages budget; provides information on status of projects to the public; and approves and signs off on completion.
6. Manages the acquisition of equipment and outside services; researches and writes specifications; prepares for bid process; investigates bid items and providers; recommends awarding of bids; monitors the delivery of specified equipment and services.
7. Prepares and manages the Department's operating and capital budgets, with the assistance of the City Administrator; monitors and approves expenditures; seeks sources of funding, assists with grant and loan applications.
8. Communicates with citizens and community groups, elected officials, and other agencies, consultants and vendors; attends meetings; responds to questions, concerns and complaints; provides information to the media when designated by the City Administrator.
9. Evaluates service levels provided versus citizens expectations and makes improvements where needed.

10. Reviews and responds to local, state and federal rules and regulations to assure that the public works department, water utility and the City are in compliance; reviews directives; interprets technical information and codes, correspondence, programs, policies, laws and procedures; evaluates operating procedures; plans and implements changes as required and provides necessary reported or related record keeping.
11. Participates as a member of the City administrative management team in long range planning, budget preparation, emergency preparedness and community relations.
12. Performs duties supervising and evaluating the departments programs, operations and projects.
13. Represents the City, as designated by the City Administrator, as project manager on State and Federal funded projects and manages all required documentation.
14. Develops and provides recommendation on utility rates.

### **Qualifications**

Progressively responsible experience in municipal public works and water utility operations, including experience in a supervisory or administrative capacity.

Certification in water operations through the Wisconsin DNR (D-1 and S-1), or the ability to obtain within 6 months of hire.

While not required, those who have graduated from an accredited college or university with a specialization in civil engineering or extensive and progressively responsible professional engineering experience will be considered.

Must possess a valid Wisconsin Drivers Licenses or ability to obtain within 6 months of hire.

### **Knowledge, Skills and Abilities**

1. Read, analyze and interpret common scientific and technical journals, financial reports and legal documents.
2. Conduct studies, write in-depth reports, and translate highly technical information into understandable terms.
3. Effectively present information and respond to questions from City officials and management, other government agencies, vendors, contractors, citizens and the general public.
4. Direct the work of several divisions in an effective and efficient manner.
5. Establish and maintain effective working relationships with City officials and management, government agencies, vendors, contractors, citizens, and the general public.
6. The use of construction equipment, tools and supplies
7. Excellent oral and written communications.
8. Excellent public relations.

### **Physical Demands**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; reach with hands and arms, stoop, kneel, crouch, or crawl; and talk or hear. The

employee is occasionally required to stand, walk and sit. The employee must frequently lift up to 50 pounds and occasionally lift and or more up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. Working environment primarily includes work typically preformed in the office setting, however outdoor work, in inclement weather, may be required as necessary based on projects and the needs of the public works and water departments.

DRAFT