

Our intention is to have in-person meetings going forward. We will hold meetings at 300 Bliss Avenue. This in-person location will meet the legal requirement for our open meetings. We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

**City of Stevens Point
Board of Water and Sewerage Commissioners
April 10, 2023 - 12:00 PM
Stevens Point Public Utilities
300 Bliss Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: | 820 26885705:

By Computer: <https://us02web.zoom.us/j/82026885705>

By Phone: (303) 715-8592

AGENDA

- I. Discussion and Possible Action on:
 1. Roll Call.
 2. Approval of Minutes
 3. Approval of Department Claims
 4. Design contracts for 2024 Street Improvement Projects & 2024 Reconstruction Project- *Joel Lemke*
 5. Utility bill comparison report - *Joel Lemke*
 6. Report on market rate study effort - *Joel Lemke*
 7. Water Supply and Distribution Reports - *Eric Southworth*
 8. Sewage Treatment Operations Report - *Chris Lefebvre*
 9. Construction and Maintenance Report - *Craig Czaikowski*
 10. MS4 Annual Report - *Joel Lemke*
 11. Directors Report - *Joel Lemke*
 12. Adjournment.

The next Water and Sewerage Commission meeting will be Monday, May 8, 2023 at noon.

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the Director as soon as possible to ensure a reasonable accommodation can be made. The Director can be reached by telephone at (715) 345-5260, or by mail at 300 Bliss Avenue, P.O. Box 243 Stevens Point, WI.

Copies of resolutions, reports and minutes of the Board of Water & Sewerage Commission Meetings are on file at the Admin Office of the Water & Sewage Departments for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

**City of Stevens Point
Board of Water and Sewerage Commissioners
March 13, 2023 - 12:00 PM**

**Stevens Point Public Utilities
300 Bliss Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: | 820 26885705

By Computer: <https://us02web.zoom.us/j/82026885705>

By Phone: (303) 715-8592

MINUTES

I. Discussion and Possible Action on:

1. Roll Call.

PRESENT: Paul Adamski, Carl Rasmussen, Mae Nachman, Anna Haines and Ray Schmidt

ALSO PRESENT: Joel Lemke, Mary Klesmith, Chris Lefebvre, Eric Southworth, Jason Draheim and Jaime Zdroik

2. Approval of Minutes

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the February 13, 2023 meeting minutes of the Board of Water & Sewerage Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Mae Nachman, seconded by Carl Rasmussen to approve the department claims for the month of February as audited and read.

Ayes all. Nays none. Motion carried.

4. Update on rate adjustments - Joel Lemke

The memo from January's meeting was included in this month's packet with corrected/updated rate percentages. The SRC (simplified rate case) through the Public Service Commission of Wisconsin (PSC) allowed for a 4.5% rate increase last year. This year the increase is 8.0% because the PSC is recognizing inflationary rates.

In January, the Commission approved filing for a simplified rate case with the understanding that the PSC was allowing a 4.5% increase. The Commission approved a 4.5% rate increase for Water and Sewer and an 11% increase for Storm back in January. Now the department is requesting the Commission approve filing the SRC with the new allowed rate increase of 8% instead of 4.5%, which is no longer available.

Joel explained this would be the last simplified rate case that can be filed with the PSC. Next time, we will have to file a full rate case. He explained that even though the SRC

rate is 8% and that increase is larger than originally anticipated, it will help keep rate increases lower in the future.

If approved, the rates would go into effect either May or June of 2023.

Paul requested to see rate comparisons of other utilities at next month's meeting.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve filing a simplified rate increase with the PSC and implement an 8% increase for Water and Wastewater Utilities and 11% for the Stormwater Utility.

Ayes all. Nays none. Motion carried.

5. Water Supply and Distribution Reports - Eric Southworth

Eric stated the new GIS Technician starts this week. The Water Street water tower and the Well 11 clear well are both scheduled to be inspected at the end of the month. This is required by the DNR to be done every 5 years.

Joel added that awhile back we got into a scope of services with the City for broader East Park Commerce Center planning and we are in the middle of discussing and designing the second pressure zone for the City. As we go east, the land goes up and our pressure drops. They want to be able to meet the needs of any big developer that might want to come into the City.

6. Sewage Treatment Operations Report - Chris Lefebvre

Chris stated the WWTP met all permit requirements for the month of February. We produced 50% of our own heat utilized onsite. Chris stated we were nominated for the ACEC Award for 2023 for best of state for our dryer/garage project. There is an awards banquet at the end of April where the winner will be announced.

7. Construction and Maintenance Report - Craig Czaikowski

The Commission reviewed the report included in the packet.

8. Directors Report - Joel Lemke

Joel stated there was some questioning about payment of claims. The payment of claims detail might need to be included for Council approval in the future.

9. Adjournment.

Motion made by Mae Nachman to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:20PM

REPORT TO THE APRIL 10, 2023
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

WATER DEPARTMENT

FINANCES:

Bank balance as of March 1, 2023
Bank deposits recorded in March 2023

\$	7,498,756.19
\$	194,033.48
\$	7,692,789.67

CHECKS ISSUED MARCH 2023:

57606 Mae Nachman	Salary	57.37
57635 CDW Government	Troubleshoot issues w/phone system	274.17
57636 City Of Stevens Point	Credit for construction costs calculation error	-2,799.90
57638 Decker Supply Co Inc.	Traffic safety cones & barrels	685.20
57640 Ferguson Waterworks #1476	Inventory	743.88
57641 Franks Hardware Co Inc	Supplies	404.22
57642 Gary's Service Center	Replacement blade for plow	338.00
57644 Heartland Business Systems, LLC	Domain Consolidation	94.52
57646 Metron-Farnier LLC	2" meters	6,406.71
57647 Multi Media Channels, LLC	Ad for patching bids	79.80
57649 North Wind Renewable Energy Cooperative	Solar Inverter Replacement	990.00
57651 Mastercard	Office supplies, dropbox renewal, manhole insulation	650.83
57652 Star Business Machines	Qtrly copier maintenance fee	395.86
57653 Waste Mangmt of WI-MN	Dumpster Service	314.20
57654 Wi State Laboratory of Hygiene	Fluoride Testing	28.00
57655 Wisconsin Shoring & Supply Co Inc.	Latch kits	50.90
57656 City Of Stevens Point	Percent of City IT Wages & Wiscnet Charges	7,063.40
57657 Rogan's Shoes	Boot allowance - Nate	212.48
57658 Springbrook Holding Company LLC	Per transaction fee for customer portal payments	343.34
57659 Strand Associates Inc	Professional Services 2023 Street Improvements	19,763.34
57660 Community Foundation of Central WI	Employee Contribution	10.00
57661 United Way Of Portage County	United Way	36.00
57662 Anderson Products & Services	Hydrant Meter	500.00
57663 AnSer	After hours answering service	130.00
57664 Aramark	Rug Service	135.38
57665 Badger Plastic & Supply Inc	Meter Spacers	318.75
57666 Corpro Co Inc	Inspection of water tower tanks	1,880.00
57667 Donna's Cleaning Service	Cleaning Service - Utility Garage & Water Office	300.00
57669 Ferguson Waterworks #1476	Meter parts	10,000.00
57671 Hawkins Inc	Treatment Chemicals	4,042.89
57672 Brandon Lee	2021-22 Boot Allowance	226.83
57675 Northern Lake Services Inc	Qtrly Drinking Water Testing	1,244.26
57678 SJE	Calibrate - Flow meters	596.44
57679 Teamsters Union Local 662	Union Dues	1,576.00
57681 Beaver Of WI Inc	Cleaner	162.50
57683 Fastenal Company	Bolts	304.80
57684 First Supply LLC -Plover	Inventory	18,566.50
57687 Heartland Business Systems, LLC	Managed Services	215.29
57690 Petty Cash	Mileage & Postage	282.98
57691 Public Serv Commission Of Wi	PSC - Assmt Well 12	29.64
57695 Eric Southworth	Boot Allowance	206.78
57697 State Of WI Environ Improv Fund	Principal & Interest Loan Payments	737,968.83
57698 Mastercard	Payroll Training, Conference Expenses, Conf Room speaker/microphone, IT Pipes	1,079.52
57699 Community Foundation of Central WI	Employee Contribution	10.00
57700 United Way Of Portage County	United Way	14.00
57701 Atlas Apartments LLC	Refund Check 011710-000, 1525 Ellis St	43.19
57702 Schultz Downtown LLC	Refund Check 012322-000, 1308-14 Main St	77.25
57703 Aramark	Rug Service	40.83
57704 Central States H & W Fund	Health Insurance Premiums	26,624.21
57705 Ferguson Waterworks #1476	Inventory & Bolts	1,634.00

57706 Heartland Business Systems, LLC	Microsoft 365 Monthly Subscription, Domain Consolidation, Mirosoft Monthly Subscription, ESRM Managed Services, Troubleshoot Backup leases	3,043.77		
57707 Infrastructure Technologies LLC	Software/Maint.	7,583.34		
57708 Len Dudas Motors Inc	Truck #10 Oil Change	64.95		
57710 Martelle Water Treatment	Chemicals for Water Treatment	9,322.31		
57711 Metal Crafters Inc	Part for truck	141.72		
57712 NAPA	Air Filter	53.98		
57713 Ruekert Mielke Inc	Professional Services Water System Study	11,680.00		
57714 Van Horn Nissan	Oil Change Truck 24	114.84		
57715 Premier Real Estate Mgmt LLC	Refund Check 029003-000, 924 Songbird Ln Unit H5	95.27		
WI DOR	Background check	7.00		
WPS	Utility Charges	23,784.70		
Payroll	Payroll	7,521.44		
IRS PR Tax	Payroll Taxes - Federal	47,717.67		
DOR PR Tax	Payroll Taxes - State	9,755.44		
Verizon Cell & iPad Charges	Phone & iPad Charges	543.81		
DOR Garnishment	Garnishment	9.32		
HRA Admin Fees	Renewal & Admin Fees	30.00		
TOTAL EXPENSES LISTED			\$ 965,822.75	\$ 965,822.75
BALANCE ON HAND MARCH 31, 2023				
	Balance on Hand		\$ 6,726,966.92	
	Plus uncleared checks		\$ 62,109.66	
	Less checks previously written clearing this month		\$ (46,627.83)	
	Ending Cash Balance matching Bank Statements		\$ 6,742,448.75	
	Less Restricted Funds		\$ (1,123,141.55)	
	Cash on Hand		\$ 5,619,307.20	

REPORT TO THE APRIL 10, 2023
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS
SEWAGE DEPARTMENT

FINANCES:

Bank Balance as of March 1, 2023
Bank Deposits recorded in March 2023

\$	9,093,556.27
\$	485,417.06
\$	9,578,973.33

CHECKS ISSUED IN MARCH 2023:

57634	All-Lift Systems Inc	Repairs to overhead cranes	2,855.00
57635	CDW Government	Troubleshoot issues w/phone system	274.17
57636	City Of Stevens Point	Credit for construction costs calculation error	-9,636.48
57637	Adam Clark	Uniform reimbursement	125.20
57638	Decker Supply Co Inc.	Traffic safety cones & barrels	685.20
57639	Energenecs Inc	Repairs to grit pump	5,023.31
57641	Franks Hardware Co Inc	Cleaning Supplies	34.13
57643	Hach Company	Lab supplies	618.86
57644	Heartland Business Systems, LLC	Domain Consolidation	94.52
57647	Multi Media Channels, LLC	Ad for patching bids	79.80
57648	NCL of Wisconsin Inc	Lab supplies	242.99
57649	North Wind Renewable Energy	Solar Inverter Replacement	495.00
57650	Pace Analytical Services Inc	1st Qtr Sampling - Mercury	731.80
57651	Mastercard	Office supplies, dropbox renewal, manhole insulation	210.45
57656	City Of Stevens Point	Percent of City IT Wages & Wiscnet Charges	7,063.40
57658	Springbrook Holding Company LLC	Per transaction fee for customer portal payments	343.33
57659	Strand Associates Inc	Professional Services 2023 Street Improvements	4,940.83
57664	Aramark	Rug Service	106.38
57667	Donna's Cleaning Service	Cleaning Service - Utility Garage	25.00
57668	Environmental Consulting and Testing, Inc.	Acute Test Battery-WET	900.00
57670	Harter's Fox Valley Disposal	Dumpster Service	568.26
57673	Municipal Environmental Group-Wastewater Div	Annual Membership Renewal	2,250.00
57674	NCL of Wisconsin Inc	Lab supplies	995.82
57677	Service Motor Company	New Mower - 2023 Capital Improvements	16,261.72
57680	Batteries Plus	Exit Light Bulbs	71.95
57681	Beaver Of WI Inc	Cleaner	162.50
57682	Bond Trust Services Corp	Interest Payment 2022 Revenue Bonds, Agent Fee	61,514.83
57685	Hach Company	2022 Revenue Bonds	
57686	Hawkins Inc	Lab Supplies	130.98
57687	Heartland Business Systems, LLC	A-Zone - Chemical	659.05
57689	NCL of Wisconsin Inc	Managed Services	215.29
57692	Roberts Irrigation Company Inc	Lab Supplies	273.01
57694	The Sherwin-Williams Co	Parts for Flush Truck	123.90
57696	Spee Dee Delivery Service Inc.	Paint	257.24
57697	State Of WI Environ Improv Fund	Sample Shipping Chgs for W.E.T. Testing	32.53
57698	Mastercard	Principal & Interest Loan Payments	1,258,477.63
57701	Atlas Apartments LLC	Seminars	1,309.10
57702	Schultz Downtown LLC	Refund Check 011710-000, 1525 Ellis St	36.42
57703	Aramark	Refund Check 012322-000, 1308-14 Main St	54.63
57704	Central States H & W Fund	Rug Service	177.53
57706	Heartland Business Systems, LLC	Health Insurance Premiums	16,598.51
57709	Lubrication Engineers, Inc.	Troubleshoot Backup Issues, Domain Consolidation, Microsoft Monthly Subscription, Microsoft 365 Monthly Subscription, ESRM Managed Services	3,043.77
57715	Premier Real Estate Mgmt LLC	Lubricants	2,043.83
	HRA	Refund Check 029003-000, 924 Songbird Ln Unit	119.25
	Verizon Charges	Admin Fees	30.00
	WPS Utility Charges	Verizon Charges	239.96
	Sewer Payroll	Gas & Electric	28,542.43
		Payroll	70,980.39

Payroll Taxes	Payroll Taxes	4,960.96	
TOTAL OF EXPENSES LISTED		<u>\$ 1,485,344.38</u>	<u>\$ 1,485,344.38</u>
BALANCE ON HAND MARCH 31, 2023			<u>\$ 8,093,628.95</u>
	Balance on Hand		<u>\$ 8,093,628.95</u>
	Plus uncleared checks		<u>\$ 22,073.94</u>
	Less checks previously written clearing this month		<u>\$ (45,265.35)</u>
	Ending Cash Balance matching Bank Statements		<u><u>\$ 8,070,437.54</u></u>

<u>Less Restricted Balance</u>	\$	(5,514,306.57)
TOTAL	\$	2,556,130.97

***Additional restricted cash of \$250,000.00 is invested in CDs.

STORM WATER DEPARTMENT

\$ 4,872,635.35

\$ 138,801.63

\$ 5,011,436.98

CHECKS ISSUED MARCH 2023:

57635	CDW Government	Troubleshoot issues w/phone system	274.16
57636	City Of Stevens Point	2021 Street Improvement Project, Annual Street Sweeping Contribution	431,554.41
57638	Decker Supply Co Inc.	Traffic safety cones & barrels	685.20
57641	Franks Hardware Co Inc	Supplies	60.30
57644	Heartland Business Systems, LLC	Domain Consolidation	94.52
57645	MC Tools and Repair LLC	Jetting hose	2,548.64
57647	Multi Media Channels, LLC	Ad for patching bids	79.80
57649	North Wind Renewable Energy Cooperative	Solar Inverter Replacement	495.00
57655	Wisconsin Shoring & Supply Co Inc.	Latch kits	50.90
57656	City Of Stevens Point	Percent of City IT Wages & Wiscnet Charges	7,063.40
57658	Springbrook Holding Company LLC	Per transaction fee for customer portal payments	343.33
57659	Strand Associates Inc	Professional Services 2023 Street Improvements	4,940.83
57667	Donna's Cleaning Service	Cleaning Service - Utility Garage	25.00
57676	Jason Pliska	CDL Renewal	74.00
57681	Beaver Of WI Inc	Cleaner	162.50
57682	Bond Trust Services Corp	2019 & 2021 Revenue Bond Principal & Interest Payment, Agent Fee 2019 & 2022 Revenue Bonds	304,550.00
57687	Heartland Business Systems, LLC	Managed Services	215.29
57688	NAPA	Oil & Filter	114.46
57693	Ruder Ware LLSC	General Employment Services	552.50
57701	Atlas Apartments LLC	Refund Check 011710-000, 1525 Ellis St	29.81
57702	Schultz Downtown LLCs	Refund Check 012322-000, 1308-14 Main St	45.08
57704	Central States H & W Fund	Health Insurance Premiums	12,294.88
57706	Heartland Business Systems, LLC	Domain Consolidation, Microsoft Monthly Subscription, Microsoft 365 Monthly Subscription, ESRM Managed Services, Troubleshoot Backup Issues	3,043.77
	Verizon	Ipad & cell phone charges	377.33
	Payroll	Payroll	29,740.10
	IRS	Payroll Taxes	3,077.83
	WPS	Monthly Utility Charges	869.32
TOTAL OF EXPENSES LISTED			\$ 803,362.36
BALANCE ON HAND MARCH 31, 2023			\$ 4,208,074.62
Balance on Hand			\$ 4,208,074.62
Plus checks written after the end of this month			
Plus uncleared checks			\$ 15,413.54
Less checks previously written clearing this month			\$ (13,251.08)
Ending Cash Balance matching Bank Statements			\$ 4,210,237.08

REPORT TO THE APRIL 2023
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

FIBER (COMMUNITY AREA NETWORK)

FINANCES:

Bank balance as of March 1, 2023

\$	402,676.76
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Bank deposits recorded in March 2023

\$	-
\$	402,676.76

CHECKS ISSUED MARCH 2023:

NO ACTIVITY IN MARCH

TOTAL OF EXPENSES LISTED

\$	-	\$	-
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BALANCE ON HAND MARCH 31, 2023

\$	402,676.76
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Balance on Hand

\$	402,676.76
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Plus checks written after the end of this month

Plus uncleared checks

Less checks previously written clearing this month

Ending Cash Balance matching Bank Statements

\$	402,676.76
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March 10, 2023

TO: Water and Sewerage Commission

RE: Design Contracts for 2024 Street Improvement Project and 2024 Reconstruction Project

Commissioners,

Last year an item was presented and approved to have the design contracts for the projects that are undertaken by Utilities and DPW administered through the Public Utilities Department. These contracts are scoped and refined by staff and then administered by staff during the design phase of the project. Upon completion, we (Utilities) will bill DPW for their portion of the design effort and we will distribute the appropriate amount of expense to the three water utilities as well.

The largest reason for making this change is to complete the design for upcoming projects on a timeline that allows for the distribution of those designs to other parties, such as WPS, Charter, etc., that need to coordinate their own work concurrent with ours.

The two contracts that we request action on are as follows:

Clark Dietz, 2024 Street Improvement Project, in the amount of \$143,000

The "Street Improvement Project" is the project that involves mostly pavement reconstruction and not full utility reconstruction but does commonly involve the construction of swales, adjusting or reconstruction of manhole structure, and the installation of our fiber optic infrastructure where appropriate.

Strand and Associates, 2024 Street Reconstruction Project, in the amount of (available at meeting)

The "Street Reconstruction Project" is the project that involves full reconstruction of the right-of-way including all utilities and all pavements.

We respectfully request approval of both design contracts for the 2024 activities listed above.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Joel Lemke". The signature is written in a cursive, flowing style.

Joel Lemke
Director of Public Utilities

PROFESSIONAL SERVICES AGREEMENT

Project Name ("Project")

City of Stevens Point – 2024 Street Improvement Project

This Agreement is by and between

City of Stevens Point ("Client")

1515 Strong's Avenue
Stevens Point, WI 54481

and

Clark Dietz, Inc. ("Clark Dietz")

500 N. 3rd Street, Suite 703
Wausau, WI 54401

Who agree as follows:

Client hereby engages Clark Dietz to perform the services set forth in PART I - SERVICES BY CLARK DIETZ, and Clark Dietz agrees to perform the Services for the compensation set forth in PART III - COMPENSATION. Clark Dietz shall be authorized to commence the Services upon execution of this Agreement and written or verbal authorization to proceed from Client. Client and Clark Dietz agree that this signature page, together with Parts I - IV and attachments referred to therein, constitute the entire Agreement between them relating to the Project.

Agreed to by Client

By: _____

Title: _____

Date: _____

Agreed to by Clark Dietz

By: Conia Westphal

Title: Vice President

Date: 2/28/2023

**PART I
SERVICES BY CLARK DIETZ**

A. Project Description

In general, the project involves the design and preparation of bidding documents to reconstruct the roadway, water main, sanitary sewer, surface drainage and storm sewer within the project area. The total project length is approximately 4,030 feet including portions of Bliss Avenue, Mason Street, Prairie Street, and Koch Street. Typical section is a rural section with sidewalk and drainage swales. Design of pedestrian accommodations connecting the existing Green Circle Trail with the existing dog park along Mason Street is included.

B. Scope

The scope is as outlined in the attached proposal under the “Project Understanding” and Project Approach” sections, dated January 6, 2023.

C. Schedule

Item	Date
Project Award	March 2023
Pre-Design Meeting (Pending Contract Execution)	April 2023
Completed Topographic Survey Base File and Geotechnical Boring Report Provided to Clark Dietz	Monday, May 1, 2023
50% Design Review Meeting	Wednesday, June 28, 2023
90% Design Review Meeting	Wednesday, September 20, 2023
Permit Applications Submitted	September 2023
Public Information Meeting	TBD by City
Bid Documents Delivered to City for Bid Publication	Friday, November 10, 2023

D. Assumptions/Conditions (if applicable)

This agreement is subject to the following assumptions/conditions:

1. This Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the location of the project.
2. Local permits for this project (street cuts, utility relocations, etc.) will be obtained by the Client with information provided by Clark Dietz. All permit fees will be paid by the Client.
3. State permits for this project will be obtained by the Client with information provided by Clark Dietz. All permit fees will be paid by the Client.
4. All assumptions listed under “Assumptions” in the attached proposal dated January 6, 2023.

The tasks below can be performed for an additional fee:

1. Preparation of right-of-way or temporary construction easement drawings, descriptions or negotiation/acquisition services;
2. Preparation of assessment roles or schedules;
3. Geotechnical investigations;
4. Processing of Federal permits;
5. Contaminated site Phase I or Phase II environmental assessment investigations or remediation activities;
6. Cultural, historic, archeological, or wetland assessment investigations or remediation activities.
7. Retrieval and procurement of records required pursuant to a Freedom of Information Act request.

The list above is not all-inclusive.

PART II
CLIENT'S RESPONSIBILITIES

Client shall, at its expense, do the following in a timely manner so as not to delay the Services:

A. Information/Reports

Provide Clark Dietz with reports, studies, site characterizations, regulatory decisions and similar information relating to the Services that Clark Dietz may rely upon without independent verification unless specifically identified as requiring such verification.

B. Representative

Designate a representative for the project who shall have the authority to transmit instructions, receive information, interpret and define Client's requirements and make decisions with respect to the Services. **The Client representative for this Agreement will be Scott Beduhn, Director of Public Works.**

C. Decisions

Provide all criteria and full information as to Client's requirements for the Services and make timely decisions on matters relating to the Services.

D. Survey

Provide complete existing topographic survey.

PART III COMPENSATION

A. Compensation

1. Total compensation to Clark Dietz for services rendered on the Project in accordance with PART I – SERVICES BY CLARK DIETZ of this Agreement will be a lump sum amount of \$143,000.00. This lump sum compensation includes salaries, payroll taxes and insurance, employee fringe benefits, general overhead costs, profit, and project related expenses.

B. Billing and Payment

1. Timing/Format
 - a. Invoices shall be submitted monthly for Services completed at the time of billing. Invoices shall be considered past due if not paid within 45 calendar days of the date of the invoice. Such invoices shall be prepared in a form supported by documentation required by the Client.
 - b. If payment in full is not received by Clark Dietz within 45 calendar days of the date of invoice, invoices shall bear interest at one-and-one-half (1.5) percent of the past due amount per month, which shall be calculated from the date of the invoice.
 - c. If the Client fails to make payments within 45 calendar days of the date of invoice or otherwise is in breach of this Agreement, Clark Dietz may suspend performance of services upon seven (7) calendar days' notice to the Client. Clark Dietz shall have no liability to the Client for any costs or damages as a result of suspension caused by any breach of this Agreement by the Client. Upon payment in full by the Client, Clark Dietz shall resume services under this Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for Clark Dietz to resume performance.
2. Billing Records

Clark Dietz shall maintain accounting records of its costs in accordance with generally accepted accounting practices. Access to such records will be provided during normal business hours with reasonable notice during the term of this Agreement and for 3 years after completion.

PART IV STANDARD TERMS AND CONDITIONS

1. **STANDARD OF CARE.** Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. No warranty or guarantee, express or implied is provided, including warranties or guarantees contained in any uniform commercial code.
2. **CHANGE OF SCOPE.** The Scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by Clark Dietz and Client. Clark Dietz will promptly notify Client of any perceived changes of scope in writing and the parties shall negotiate modifications to this Agreement.
3. **DELAYS.** If events beyond the control of Clark Dietz, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be extended for a period equal to the delay. In the event such delay increases the cost or time required for Clark Dietz to perform its services, Clark Dietz shall be entitled to an equitable adjustment in compensation and extension of time.
4. **TERMINATION/SUSPENSION.** Either party may terminate this Agreement upon 30 days written notice to the other party in the event of substantial failure by the other party to perform in accordance with its obligations under this Agreement through no fault of the terminating party. Client shall pay Clark Dietz for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination.
5. **REUSE OF INSTRUMENTS OF SERVICE.** All reports, drawings, specifications, computer data, field data notes and other documents prepared by Clark Dietz as instruments of service shall remain the property of Clark Dietz. Clark Dietz shall retain all common law, statutory and other reserved rights, including the copyright thereto. Reuse of any instruments of service including electronic media, for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written authorization or adaptation by Clark Dietz for the specific purpose intended, shall be at Client's sole risk.
6. **ELECTRONIC MEDIA.** In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by Clark Dietz, the Client agrees that all such electronic files are instruments of service of Clark Dietz, who shall be deemed the author, and shall retain all common law, statutory law and other rights, without limitation, including copyrights.

The Client agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the Project. The Client agrees not to transfer these electronic files to others without the prior written consent of Clark Dietz. The Client further agrees that Clark Dietz shall have no responsibility or liability to Client or others for any changes made by anyone other than Clark Dietz or for any reuse of the electronic files without the prior written consent of Clark Dietz.

Any changes to the electronic specifications by either the Client or Clark Dietz are subject to review and acceptance by the other party. If Clark Dietz is required to expend additional effort to incorporate changes to the electronic file specifications made by the Client, these efforts shall be compensated for as Additional Services.

In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Clark Dietz, its officers, directors, employees and subconsultants (collectively, Clark Dietz) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any changes made by anyone other than Clark Dietz or from any use or reuse of the electronic files without the prior written consent of Clark Dietz.

The Client is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by Clark Dietz and electronic files, the signed or sealed hard-copy construction documents shall govern.
7. **OPINIONS OF CONSTRUCTION COST.** Any opinion of construction costs prepared by Clark Dietz is supplied for the general guidance of the Client only. Since Clark Dietz has no control over competitive bidding or market conditions, Clark Dietz cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Client.
8. **SAFETY.** Clark Dietz specifically disclaims any authority or responsibility for general job site safety and safety of persons other than Clark Dietz employees.
9. **RELATIONSHIP WITH CONTRACTORS.** Clark Dietz shall serve as Client's professional representative for the services and may make recommendations to Client concerning actions relating to Client's contractors. Clark Dietz specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected by Client's contractors.
10. **THIRD PARTY CLAIMS.** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or Clark Dietz. Clark Dietz's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against Clark Dietz because of this Agreement or the performance or

nonperformance of services hereunder. The Client and Clark Dietz agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this Project to carry out the intent of this provision.

11. **MODIFICATION.** This Agreement, upon execution by both parties hereto, can be modified only by a written instrument signed by both parties.

12. **PROPRIETARY INFORMATION.** Information relating to the Project, unless in the public domain, shall be kept confidential by Clark Dietz and shall not be made available to third parties without written consent of Client, unless so required by court order.

13. **INSURANCE.** Clark Dietz will maintain insurance coverage for Professional, Comprehensive General, Automobile, Worker's Compensation and Employer's Liability in amounts in accordance with legal, and Clark Dietz business requirements. Certificates evidencing such coverage will be provided to Client upon request. For projects involving construction, Client agrees to require its construction contractor, if any, to include Clark Dietz as an additional insured on its commercial general liability policy relating to the Project, and such coverages shall be primary.

14. **INDEMNITIES.** Clark Dietz agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees against all damages, liabilities or costs, to the extent caused by Clark Dietz' negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom Clark Dietz is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Clark Dietz, its officers, directors, employees and subconsultants against all damages, liabilities or costs, to the extent caused by the Client's negligent acts in connection with the Project and that of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable.

Neither the Client nor Clark Dietz shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

~~15. **LIMITATIONS OF LIABILITY.** In recognition of the relative risks and benefits of the Project to both the Client and Clark Dietz, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Clark Dietz and their officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of Clark Dietz and their officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed Clark Dietz's total fee for services rendered on this Project, or \$250,000, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.~~

16. **CONSEQUENTIAL DAMAGES.** Notwithstanding any other provision of this agreement, and to the fullest extent permitted by law, neither the Client nor Clark Dietz, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and Clark Dietz shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

17. **ACCESS.** Client shall provide Clark Dietz safe access to the project site necessary for the performance of the services.

18. **ASSIGNMENT.** The rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and insure to the benefit of any permitted assigns.

19. **HAZARDOUS MATERIALS.** Clark Dietz and Clark Dietz' consultants shall have no responsibility for discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances. If required by law, the client shall accomplish all necessary inspections and testing to determine the type and extent, if any, of hazardous materials at the project site. Prior to the start of services, or at the earliest time such information is learned, it shall be the duty of the Client to advise Clark Dietz (in writing) of any known or suspected hazardous materials. Removal and proper disposal of all hazardous materials shall be the responsibility of the Client.

20. **REMODELING AND RENOVATION.** For Clark Dietz' services provided to assist the Client in making changes to an existing facility, the Client shall furnish documentation and information upon which Clark Dietz may rely for its accuracy and completeness. Unless specifically authorized or confirmed in writing by the Client, Clark Dietz shall not be required to perform or have others perform destructive testing or to investigate concealed or unknown conditions. The Client shall indemnify and hold harmless Clark Dietz, Clark Dietz' consultants, and their employees from and against claims, damages, losses and expenses which arise as a result of documentation and information furnished by the Client.

21. **CLIENT'S CONSULTANTS.** Contracts between the Client and other consultants retained by Client for the Project shall require the consultants to coordinate their drawings and other instruments of service with those of Clark Dietz and to advise Clark Dietz of any potential conflict. Clark Dietz shall have no responsibility for the components of the project designed by the Client's consultants. The Client shall indemnify and hold harmless Clark Dietz, Clark Dietz' consultants and their employees from and against claims, damages, losses and expenses arising out of services performed for this project by other consultants of the Client.

22. NO WAIVER. No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate another section of this Agreement or operate as a waiver of any future default, whether like or different in character.
23. SEVERABILITY. The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.
24. STATUTE OF LIMITATION. To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims under this Agreement shall expire one year after Project Completion.
25. DISPUTE RESOLUTION. In the event of a dispute arising out of or relating to this Agreement or the services to be rendered hereunder, Clark Dietz and the Client agree to attempt to resolve such disputes in the following manner: First, the parties agree to attempt to resolve such disputes through direct negotiations between the appropriate representatives of each party. Second, if such negotiations are not fully successful, the parties agree to attempt to resolve any remaining dispute by formal nonbinding mediation conducted in accordance with rules and procedures to be agreed upon by the parties.



January 6, 2023

Mr. Scott Beduhn
Director of Public Works
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481

Re: City of Stevens Point – 2024 Street Improvement Project

Dear Scott:

Thank you for the opportunity to propose on the City's 2024 Street Improvement Project. We understand the trust the City places in its consultants to deliver on an important infrastructure project such as this, and we look forward to the opportunity to build that trust and grow the relationship the City has with Clark Dietz.

Below you will find a scope of services based on the discussions we have had with City staff over recent weeks.

Project Understanding

The City is requesting engineering services for its 2024 Street Improvements project consisting of the following streets for full depth reconstruction.

- **Prairie Street from Francis Street to Termini**
 - Replacement of pavement structure
 - Replacement of existing watermain
 - Replacement of existing sanitary main
 - Replacement of existing storm sewer
- **Koch Street from Prairie Street to Water Street**
 - Replacement of pavement structure
 - No utility work anticipated
- **Bliss Avenue from Park Street to Water Street**
 - Replacement of pavement structure
 - Replacement of existing watermain
 - Replacement of existing sanitary main
 - Replacement of existing storm sewer
- **Mason Street from Park Street to Water Street**
 - Replacement of pavement structure
 - Replacement of existing watermain
 - Replacement of existing sanitary sewer main
 - Green circle trail extension from Park Street to existing trail crossing
- **Potential re-alignment of the following intersections**
 - Intersection at Prairie Street and Bliss Avenue
 - Intersection at Bliss Avenue / Mason Street and Water Street
 - Intersection at Park Street and Mason Street

In addition, the City has requested that the following tasks be included in this proposal:

- *Review of the flooding concern at Prairie Street and Francis Street.* The City believes downstream capacity issues inhibit the proper function of the inlets on Prairie Street. The City believes connection of the existing inlet on Prairie Street to the storm sewer on Bliss Avenue is feasible, and would like to include this in this 2024 street improvement project. The following task is associated with this review:
 - Review feasibility of running storm sewer north up Prairie Street and connecting at the intersection of Bliss Avenue and Prairie Street.
 - Design of storm sewer extension from Bliss Avenue to area of flood concern.
- *Sanitary / Storm Reroute Review.* The City would like to review the feasibility of rerouting the existing gravity sanitary sewer line as well as the storm sewer line from their current location on Patch Street to run down Francis street, south of its current location. The following task is associated with this review:
 - Review feasibility of (1) existing sanitary line and (1) existing storm sewer line rerouting from Patch Street down Francis Street

New infrastructure design resulting from the sanitary / storm reroute review is not included in this scope, but can be added based on the City's preference

Due to the proposed survey schedule, reviews will be based on existing available as-built information

Project Approach

- Pre-Design Meeting
 - Clark Dietz will meet with City Engineering and City Utility personnel to discuss project milestones and any known areas of concerns. Prior to this meeting, Clark Dietz will perform the review relating to the flooding concern and sanitary / storm reroute, and will be prepared to discuss findings and potential project impacts.
- 50% Design
 - Roadway design including intersection improvements
 - Horizontal utility locations developed with services
 - Cross sections developed
 - Preliminary opinion of probable cost developed based on quantity takeoffs
 - Green Circle Trail profile developed with cross sections
 - Preliminary contract documents and technical specifications compiled utilizing City technical specifications and City EJCDC contract documents
 - 50% in person review meeting
- 90% Design
 - 50% review comments incorporated
 - 90% construction plans
 - 90% opinion of probable cost and bid form finalized
 - 90% contract documents and technical specifications finalized
 - 90% plans sent to City for final review and acceptance
- Final Bidding Documents
 - 90% comments reviewed and incorporated
 - Bid plans finalized that will include
 - Title Page
 - General Notes Page



- Typical Cross Sections
 - Utility and Roadway Plan and Profile Pages
 - Cross Section Pages
 - City Standard Details
 - Restoration and Erosion Control Sheets
- Opinion of probable cost and bid form finalized
- EJCDC Contract documents and technical specifications finalized
- Final project manual delivered to City for Bidding in PDF format that includes contract documents, technical specifications, design drawings and bid form.
- Bidding and Construction
 - It is our understanding that bidding and construction services are not included this contract. Clark Dietz will be available to assist in answering contractor's questions during the bidding process.
- Permitting
 - Clark Dietz will complete and submit the appropriate applications for the required permits including Department of Natural Resources Sanitary Sewer and Water approval permits as needed. The City will reimburse the fees for all permits through an expense reimbursement request.
 - Wisconsin Department of Natural Resources Notice of Intent.
 - Wisconsin Department of Natural Resources Water Main Extension Approval.
 - Wisconsin Department of Natural Resources Plan Approval for Sewerage System Improvements.
 - City of Stevens Point permits as required.
- Anticipated in person meeting attendance
 - The following in person meetings are included in this scope of work:
 - Pre-design meeting
 - 50% review meeting
 - 90% review meeting
 - (1) Project Informational Meeting

Assumptions:

The following assumptions are made, but are not limited to:

- Survey not included in this scope. The City will provide the base topographic DWG file for use that includes completed existing linework, created existing surface, and invert labels on all existing structures. The City will provide standard manhole condition assessment and dip sheets.
- Work outside of the public right-of-way is not included.
- Railroad right-of-way permitting is not included, nor is work requiring a railroad permit.
- Replacement of any sanitary force main is not included.
- It is assumed a rural cross section with sidewalks will be utilized, with no curb and gutter.
- Replacement of 48" sanitary sewer line parallel to Park Street is not included.
- Replacement of 96" storm sewer line parallel to Park Street is not included.
- Geotechnical boring services will be procured and contracted by the City and the report will be made accessible in advance of the 50% submittal deadline.
- City technical specifications and City EJCDC contract documents will be available for use by Clark Dietz.
- Street lighting not included.
- Water, sanitary and storm system modeling not included.

Anticipated Schedule

Item	Date
Project Award	January 2023
Pre-Design Meeting (Pending Contract Execution)	February 2023
Completed Topographic Survey Base File and Geotechnical Boring Report Provided to Clark Dietz	Monday, May 1, 2023
50% Design Review Meeting	Wednesday, June 28, 2023
90% Design Review Meeting	Wednesday, September 20, 2023
Permit Applications Submitted	September 2023
Public Information Meeting	TBD by City
Bid Documents Delivered to City for Bid Publication	Friday, November 10, 2023

Additional Considerations

The existing sanitary sewer profiles along Bliss Avenue and Prairie Street appear to have been developed to avoid the vacated railroad right of way running parallel to Prairie Street. If requested by the City, Clark Dietz can include a review of the existing profiles with the intent to eliminate the 12" VCP sanitary running into the railroad right-of-way on the north end of Prairie Street, and re-routing that sanitary sewer flow via gravity pipe west along Bliss, if feasible.

Compensation

We propose to complete the above outlined scope of work for a lump sum fee of **\$143,000**. Clark Dietz is committed to the success of this project and believe that by working together and maintaining an open line of communication during this project, we will exceed the City's expectations.

If approved, we will follow up with a general services agreement for signature, and we will begin working on the City's behalf. Please let me know if you have any questions. We look forward to working for you on this project.

Sincerely,

Clark Dietz, Inc.



Greg Schanen, PE
 E-mail: greg.schanen@clarkdietz.com



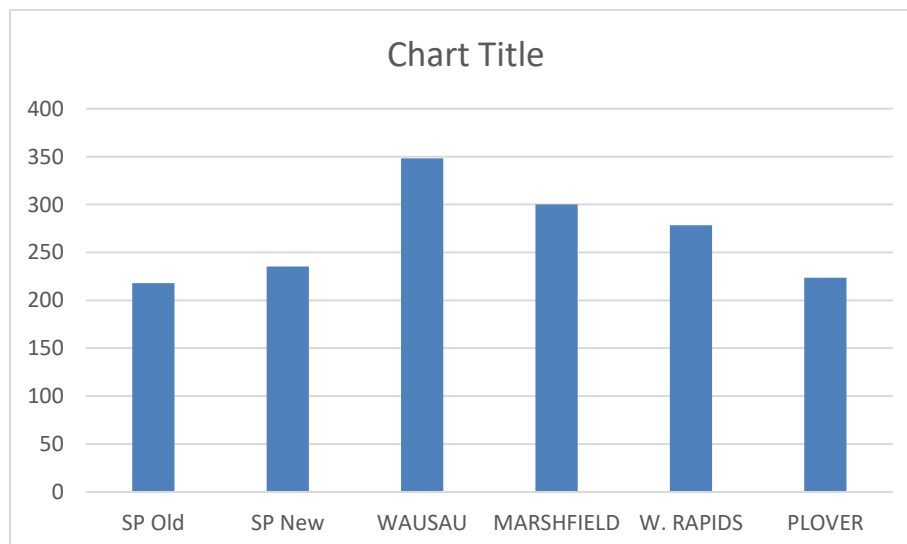
March 10, 2023

TO: Water and Sewerage Commission
RE: Rate Comparison

Commissioners,

At last month's regular meeting of the Water and Sewerage Commission, you approved some rate adjustments for water, sewer, and storm utilities. As a part of that conversation, we discussed putting together a comparison between Stevens Point rates and some of neighboring communities to have some perspective on where we stand. Below is a simple comparison for your reference. We commonly use the four-person home (2500 Cubic Feet of consumption) as a benchmark for estimating utility expenses. Below is a comparison using that as well as other consumption amounts for bill comparison.

Average Quarterly Billing Without Storm						
	SP Old	SP New	WAUSAU	MARSHFIELD	W. RAPIDS	PLOVER
1 Person - 900 CF						
5/8" Meter	\$129.38	\$139.73	\$180.59	\$169.22	\$158.01	\$122.38
3/4" Meter	\$134.74	\$145.52	\$180.59	\$169.22	N/A	\$137.88
2 People - 1,300 CF						
5/8" Meter	\$151.50	\$163.62	\$222.51	\$201.94	\$188.13	\$147.70
3/4" Meter	\$156.86	\$169.41	\$222.51	\$201.94	N/A	\$163.20
4 People - 2,500 CF						
5/8" Meter	\$217.86	\$235.29	\$348.27	\$300.10	\$278.49	\$223.66
3/4" Meter	\$223.22	\$241.08	\$348.27	\$300.10	N/A	\$239.16





April 6, 2023

TO: Water and Sewerage Commission, Airport Commission, Personnel Committee
RE: Department wage study

Commissioners and Alders,

The Department of Public Utilities and Transportation has recently identified several reasons to engage in the evaluation of wages for many of the positions in the Department. Rather than doing individual reclassifications or position evaluation, we have engaged with our pay plan consultant to evaluate the wages of the utility staff in addition to the Airport Manager and City Engineer (whom we share expenses with DPW).

That study is underway, and results will be delivered at the regular meetings in May. We are using the relevant pre-established municipal comparable data (from former City efforts) as well as the American Water Works Association (AWWA) data that is routinely published for our utility staff.

A concurrent change that is happening is that the City is transferring the responsibilities of the Emergency Manager role from the Airport Manager to a position that the Fire Chief will seek approval for at the April round of meetings. This move is very logical and has my support from a department head perspective. That role is currently compensated for by a pre-determined stipend. That stipend will be transferred to the new position created in the Fire Department if/when it is approved and hired.

I look forward to presenting more information on this effort at next month's meetings.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Joel Lemke". The signature is fluid and cursive, with the first and last names clearly legible.

Joel Lemke
Director of Public Utilities

**STEVENS POINT, WISCONSIN
WATERWORKS REPORT
FOR MARCH 2023
CURRENT YEAR VS. PREVIOUS YEAR**

	2022	2023	INCREASE	DECREASE	RECORD HIGH	DATE	
Total pumpage, gallons	195,466,000	169,879,000		25,587,000	207,774,000	Mar-05	
Daily pumping average, in gallons	6,305,350	5,479,970		825,380			
Peak pumpage, gallons, (date)	7,366,000 (16TH)	6,931,000 (9TH)		435,000	8,433,000	3/1/2005	
Low pumpage, gallons, (date)	5,577,000 (22nd)	3,465,000 (18TH)		2,112,000	1,785,000	03/29/70	
					3,436,000	3/15/1998	Previous record low.
					2,239,000	3/25/2016	◀NEW-Record low since
Power bill	\$18,925.42	\$19,376.70	\$451.28				1995 when utility started
K.W.H's used	237,467	216,042		21,425			providing water to
Gallons pumped per K.W.H.	823	786		37			Stora Enso

STEVENS POINT WATER DEPARTMENT CONSUMPTION HISTORY

(Pumpage x 1,000)

MONTH	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
JANUARY	178,957	188,381	138,644	150,622	142,263	147,206	140,438	131,056	135,295	140,095
FEBRUARY	173,997	173,503	135,391	131,127	135,573	132,869	123,311	124,330	132,142	134,021
MARCH	169,879	195,466	150,690	138,327	154,358	148,770	139,881	131,189	146,717	147,561
APRIL		171,871	146,563	127,470	135,713	133,238	142,367	135,484	145,731	154,752
MAY		211,721	174,529	149,292	154,346	168,410	141,687	175,174	173,606	151,986
JUNE		238,070	225,268	181,763	181,220	187,095	175,722	187,693	167,417	182,687
JULY		261,545	214,800	199,876	199,645	240,487	202,817	185,672	187,544	215,463
AUGUST		251,597	206,429	231,447	210,777	225,280	179,208	167,623	208,123	188,933
SEPTEMBER		227,586	181,626	174,925	169,779	181,556	157,626	151,238	175,833	160,492
OCTOBER		206,986	188,859	170,759	143,805	148,186	151,878	143,498	165,156	145,722
NOVEMBER		191,454	169,636	151,193	135,482	133,317	137,452	126,023	119,924	135,922
DECEMBER		194,570	186,582	139,795	146,329	143,324	133,796	141,554	126,294	138,224
Grand Total/Yr	522,833	2,512,750	2,119,017	1,946,596	1,909,290	1,989,738	1,826,183	1,800,534	1,883,782	1,895,858

**STEVENS POINT WATER DEPARTMENT
WELL 11 PUMPAGE HISTORY**

(Pumpage x 1,000)

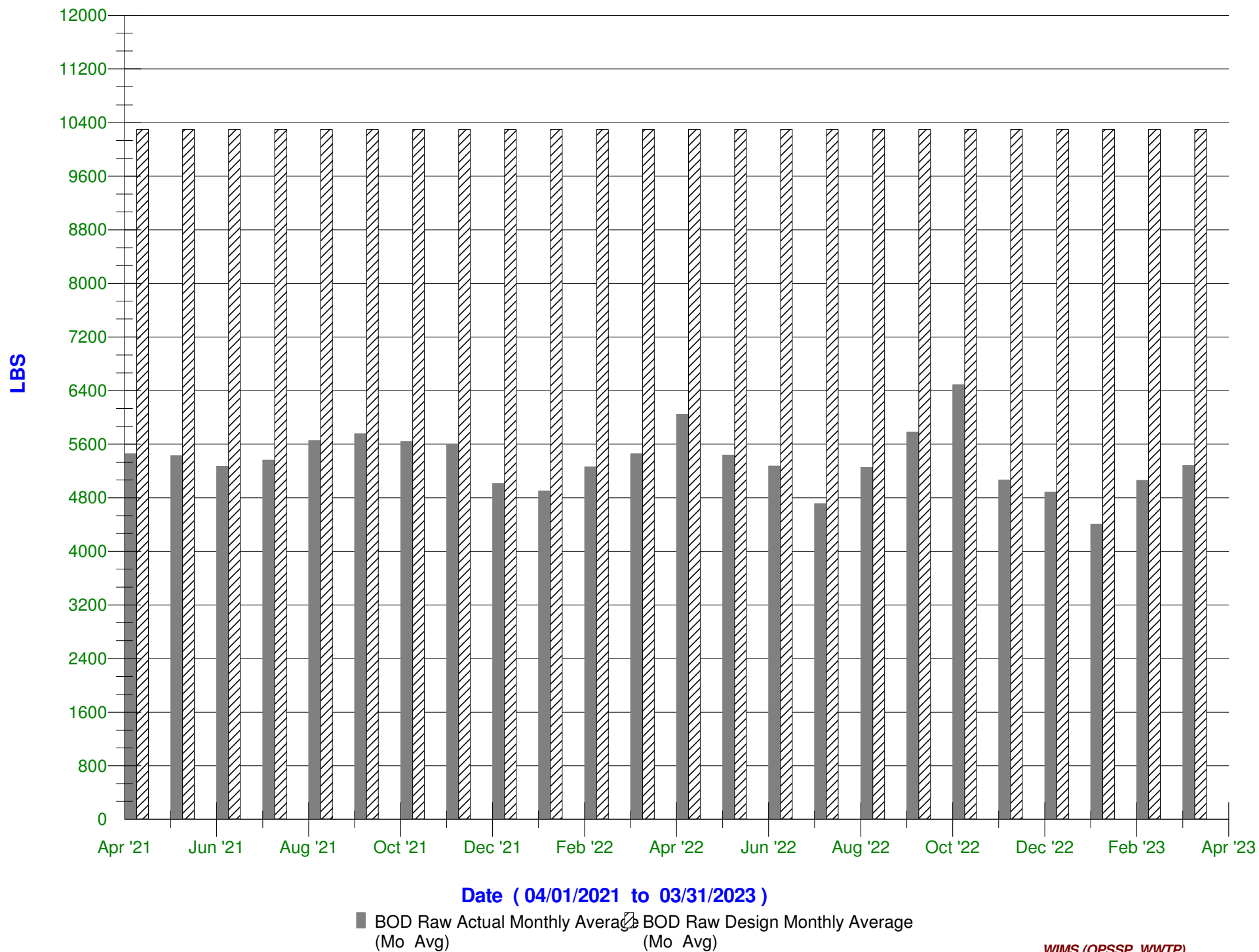
MONTH	2023	2022	2021	2020	2019	2018	2017
JANUARY	88,937	88,942	83,106	82,287	82,112	88,989	89,079
FEBRUARY	79,725	80,355	80,293	83,129	80,253	80,441	80,474
MARCH	81,120	88,834	88,768	88,771	88,609	76,469	88,652
APRIL		84,742	86,110	86,022	84,640	86,223	76,187
MAY		88,861	88,978	88,891	88,880	88,968	66,836
JUNE		85,473	86,219	86,029	85,990	86,098	74,224
JULY		89,341	89,195	86,944	88,225	88,869	88,996
AUGUST		89,417	88,490	88,902	88,811	88,978	88,973
SEPTEMBER		86,525	86,109	86,044	85,974	86,010	86,157
OCTOBER		89,828	86,373	88,916	88,841	87,366	89,120
NOVEMBER		86,211	86,217	82,881	85,244	85,751	86,441
DECEMBER		89,035	89,444	88,909	88,890	87,468	72,909
Grand Total/Yr	249,782	1,047,564.00	1,039,302	1,037,725	1,036,469	1,031,630	988,048

Final Effluent Discharge Data

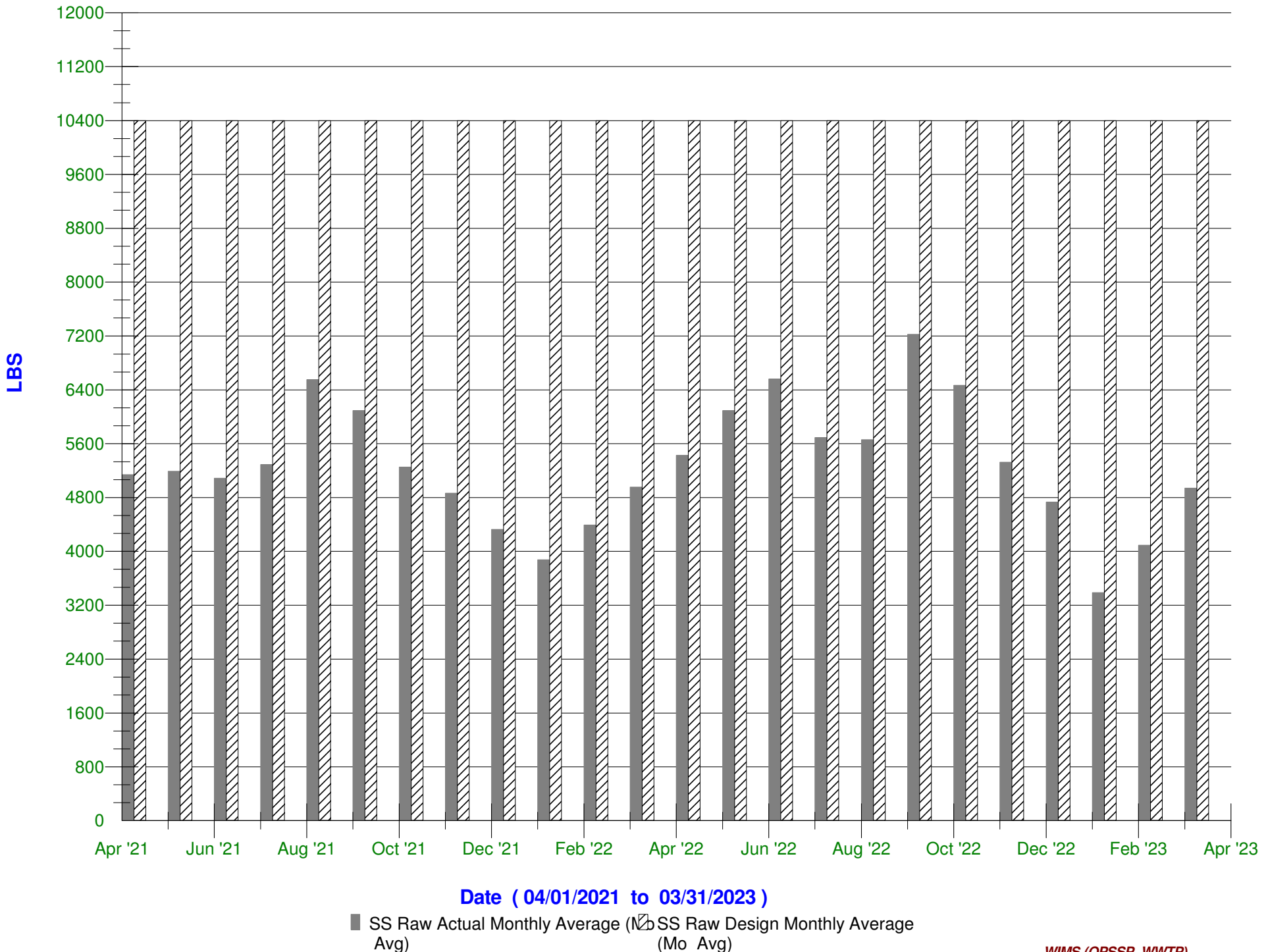
March 2023

		Sewage Flow		BOD					S.S.					Phosphorus				Fecal	Effluent
		Raw	Final	Raw	Final	%	Raw	Final	Raw	Final	%	Raw	Final	Raw	Final	Raw	Final	Coliform	Ammonia
Date	Precip INCHES	MGD	MGD	MG/L	CBOD MG/L	Reduct.	Pounds BOD/Day	Pounds CBOD/Day	(ppm)	(ppm)	Reduct.	Pounds SS/Day	Pounds SS/Day	(ppm)	(ppm)	P/Day	P/Day	Final #/100 ml	mg/L
03/01/2023	0.00	2.215	2.556	341	4.53	99	6,299	97	256	6.34	98	4,729.11	135						
03/02/2023	0.03	2.317	2.583	314	5.36	98	6,068	115	212	6.53	97	4,096.64	141	4.020	0.410	78	9		29
03/03/2023	0.00	2.236	2.574	281	4.72	98	5,240	101	272	5.49	98	5,072.32	118	4.400	0.390	82	8		40
03/04/2023	0.00	2.121	2.461	245	3.46	99	4,334	71	208	5.29	97	3,679.34	109						
03/05/2023	0.00	2.132	2.485	246	3.37	99	4,374	70	208	4.26	98	3,698.42	88	5.130	0.380	91	8		31
03/06/2023	0.32	2.244	2.614	309	3.26	99	5,783	71	232	4.84	98	4,341.87	106						
03/07/2023	0.07	2.313	2.668	317	3.40	99	6,115	76	292	4.38	99	5,632.80	97						
03/08/2023	0.00	2.320	2.672	309	4.80	98	5,979	107	244	5.21	98	4,721.11	116						
03/09/2023	0.00	2.313	2.694	282	4.68	98	5,440	105	248	4.74	98	4,784.02	106	5.330	0.470	103	11		38
03/10/2023	0.23	2.222	2.607	308	4.71	98	5,708	102	316	5.16	98	5,855.95	112	5.340	0.440	99	10		37
03/11/2023	0.01	2.185	2.574	227	4.47	98	4,137	96	196	5.33	97	3,571.69	114						
03/12/2023	0.21	2.036	2.417	209	4.95	98	3,549	100	212	5.47	97	3,599.81	110	4.430	0.420	75	8		37
03/13/2023	0.34	2.230	2.627	333	5.52	98	6,193	121	252	5.00	98	4,686.75	110						
03/14/2023	0.00	2.264	2.652	272	4.31	98	5,136	95	256	5.60	98	4,833.73	124						
03/15/2023	0.00	2.342	2.735	285	3.91	99	5,567	89	272	5.75	98	5,312.78	131	5.340	0.410	104	9		40
03/16/2023	0.00	2.487	2.779	260	3.85	99	5,393	89	288	6.80	98	5,973.58	158						
03/17/2023	0.46	2.497	2.631	225	3.66	98	4,686	80	228	5.10	98	4,748.10	112						
03/18/2023	0.00	2.153	2.252	197	3.16	98	3,537	59	220	3.96	98	3,950.32	74	3.120	0.330	56	6		23
03/19/2023	0.00	2.118	2.243	207	2.69	99	3,656	50	148	3.53	98	2,614.29	66	4.580	0.330	81	6		21
03/20/2023	0.00	2.206	2.333	348	4.84	99	6,403	94	292	8.87	97	5,372.23	173						
03/21/2023	0.00	2.190	2.361	353	3.25	99	6,447	64	224	3.37	98	4,091.27	66						
03/22/2023	0.13	2.222	2.402	431	3.16	99	7,987	63	300	4.75	98	5,559.44	95						
03/23/2023	0.00	2.254	2.418	266	4.09	98	5,000	82	356	4.08	99	6,692.22	82	4.950	0.350	93	7		18
03/24/2023	0.00	2.302	2.473	320	4.05	99	6,144	84	332	4.85	99	6,373.96	100	5.590	0.420	107	9		23
03/25/2023	0.00	2.250	2.430	203	3.71	98	3,809	75	160	3.94	98	3,002.40	80	5.740	0.300	108	6		22
03/26/2023	0.00	2.379	2.560	218	3.92	98	4,325	84	180	4.31	98	3,571.35	92						
03/27/2023	0.00	2.501	2.716	244	3.04	99	5,089	69	344	3.53	99	7,175.27	80						
03/28/2023	0.00	2.535	2.769	235	4.90	98	4,968	113	524	4.16	99	11,078.36	96						
03/29/2023	0.01	2.499	2.715	277	11.22	96	5,773	254	212	4.66	98	4,418.43	106						
03/30/2023	0.00	2.555	2.779								100								
03/31/2023	0.73	3.022	3.289								100								
Total	2.54	71.660	80.069	8,062	125	2,854	153,139	2,678	7,484	145.30	3,041	143,237.57	3,097	57.970	4.650	1,077.259	97.196		358.700
Average	0.08	2.312	2.583	278	4	98	5,281	92	258	5.01	98	4,939.23	107	4.831	0.388	89.750	8.083		29.917
Maximum	0.73	3.02	3.29	431.00	11.22	99.27	7,987.07	254.06	524.00	8.87	100.00	11,078.36	172.59	5.74	0.47	107.71	10.56		40.00
Minimum	0.00	2.04	2.24	197.00	2.69	95.95	3,537.34	50.32	148.00	3.37	96.92	2,614.29	66.03	3.12	0.30	56.02	6.08		17.50

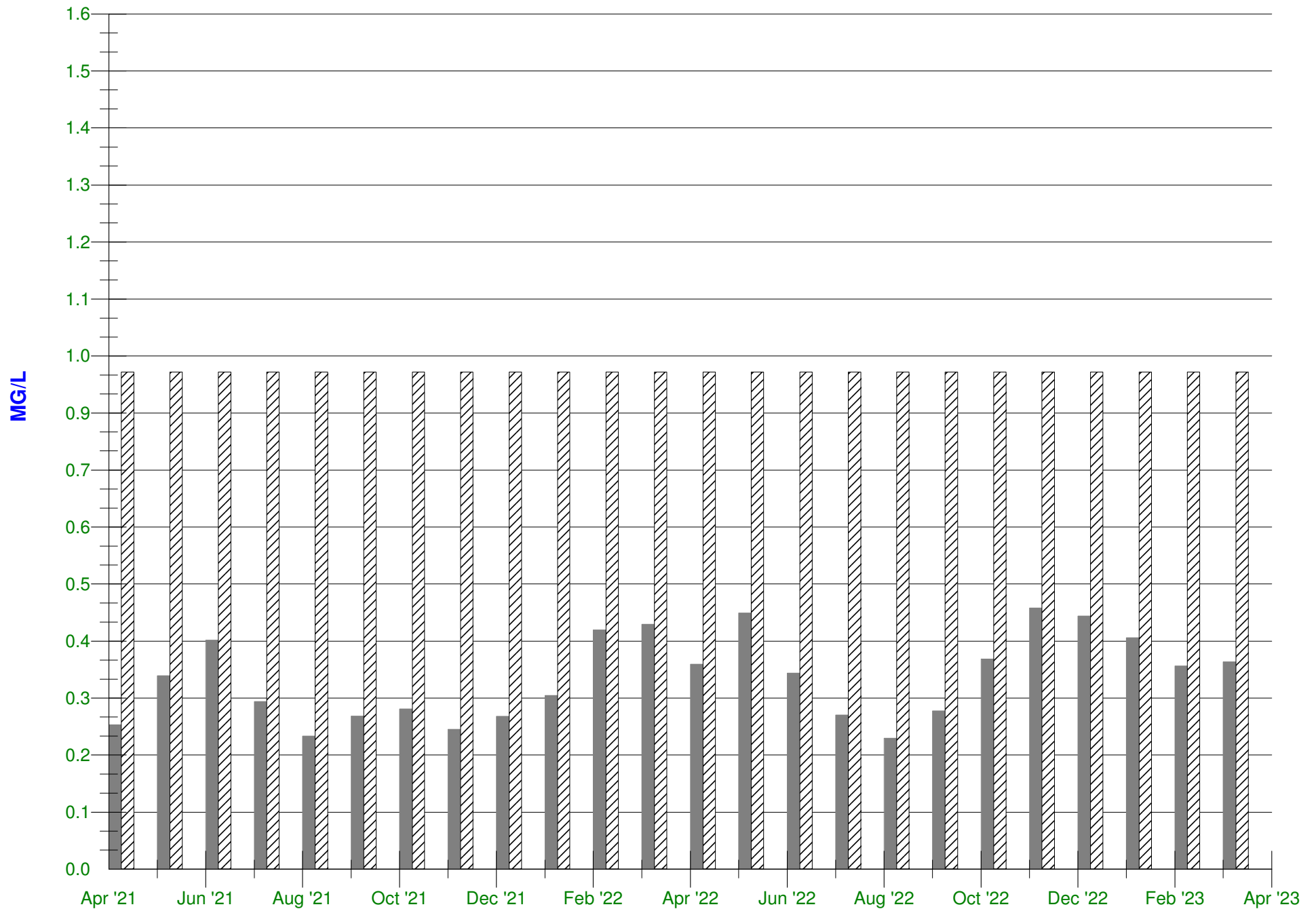
BOD Raw 2 Year History



SS Raw 2 Year History



Phosphorus mg/l 2 Year History



Date (04/01/2021 to 03/31/2023)

■ Effluent Phosphorous Total (Mo Avg) ■ Phosphorus Final Limit (Mo Avg)

Sewage Plant Monthly Average

	Temperature		Precip.	Sewage Flow		Phosphorus				BOD					Suspended Solids						Per Day	Gas
Month	Max	Min	INCHES	Influent	Effluent	Raw Influent		Final Effluent		Raw Influent		Final CBOD Eff.		Reduction	Raw Influent		Final Effluent		Reduction	Power kW	LBS BOD Removed	Production Per Day CUFT
	°F	°F		MGD	MGD	MG/L	LBS	MG/L	LBS	MG/L	LBS	MG/L	LBS	%	MG/L	LBS	MG/L	LBS	%			
Apr 2022	46	30	2.69	2.472	2.789	4.813	98	0.383	9	291	6,008	6.86	159.48	97	263	5,413	7.39	171.90	97	4,227	5,849	
May 2022	68	47	2.97	2.293	2.647	6.378	123	0.479	11	283	5,417	6.32	139.49	98	318	6,086	5.68	125.45	98	4,935	5,278	
Jun 2022	77	54	3.25	2.101	2.459	5.276	92	0.367	8	301	5,270	3.78	77.40	99	374	6,559	3.03	62.15	99	4,880	5,193	
Jul 2022	81	59	3.63	2.089	2.460	4.991	85	0.288	6	268	4,670	4.36	89.40	98	324	5,645	4.57	93.85	99	4,955	4,580	
Aug 2022	78	59	6.51	2.168	2.476	5.495	98	0.245	5	291	5,258	5.49	113.45	98	312	5,648	4.37	90.20	99	4,335	5,145	
Sep 2022	71	50	3.58	2.262	2.606	5.951	110	0.296	6	306	5,764	4.08	88.74	99	382	7,203	3.66	79.49	99	4,707	5,676	
Oct 2022	59	36	1.38	2.098	2.356	6.594	113	0.393	8	368	6,439	3.76	73.89	99	368	6,433	3.56	69.97	99	3,987	6,365	
Nov 2022	46	21	2.92	2.129	2.428	5.290	93	0.488	10	284	5,041	3.54	71.60	99	297	5,264	3.99	80.89	99	4,433	4,969	
Dec 2022	25	13	1.85	2.027	2.248	5.591	96	0.473	9	287	4,852	3.56	66.72	99	278	4,703	3.83	71.75	99	4,667	4,785	
Jan 2023	28	19	1.35	2.045	2.440	5.414	93	0.433	9	257	4,389	3.45	70.30	99	198	3,385	4.61	93.78	98		4,319	
Feb 2023	31	11	1.95	2.130	2.164	5.077	89	0.380	7	284	5,048	4.71	85.01	98	230	4,092	5.19	93.59	98	6,236	4,963	
Mar 2023	38	20	2.54	2.312	2.583	4.831	90	0.388	8	278	5,360	4.31	92.84	98	258	4,975	5.01	107.93	98	7,161	5,267	
Minimum	25	11	1.35	2.027	2.164	4.813	85	0.245	5	257	4,389	3.45	66.72	97	198	3,385	3.03	62.15	97	3,987	4,319	
Maximum	81	59	6.51	2.472	2.789	6.594	123	0.488	11	368	6,439	6.86	159.48	99	382	7,203	7.39	171.90	99	7,161	6,365	
Total	647	419	34.62	26.126	29.655	65.700	1,180	4.613	94	3,498	63,516	54.21	1,128.34	1,180	3,602	65,407	54.89	1,140.95	1,179	54,523	62,388	
Average	54	35	2.89	2.177	2.471	5.475	98	0.384	8	292	5,293	4.52	94.03	98	300	5,451	4.57	95.08	99	4,957	5,199	

Construction & Maintenance Report – April 2023 Meeting

Water Crew

- Snow plowing
- Sealing rattling manholes
- Turning and checking bolts on the mainline valve manholes on both resurfacing jobs
- Raised several hydrants with salvage parts from past reconstruction projects. These parts new have been quoted to us at \$1380 new, so thank you to the crew for taking time to salvage and making them look new for re-use.
- Will be repair numerous valve manholes in the next week due to deterioration and frost leaving the roadway.
- Repaired 1, 2" water service break

Collections Crew

- Flushing of sanitary mains
- Jetting mains
- Hauling Sludge from well 11
- Helped with the cleaning of Well 11 with the vac trucks for the inspection.
- Cleaned floor drains at the City Garage with vac truck
- Jetted 2 sections pressure main in the Eagle Point Subdivision

Storm Crew

- Helped with the cleaning of Well 11
- Removed water in several areas due to spring flooding numerous times
- Airport Snow removal
- Cleaned all valve manholes on the resurfacing projects with the Vactor truck
- Began the continuation of the Indiana and Regent St. swaling project

Work Summary/Upcoming Projects

With the warmer weather brings construction season. The Ridge Road continuation project got underway with asphalt grinding, stump and topsoil removal on Tuesday April 4th. Our crews are scheduled for the moving of 2 hydrants and reinstatement of one service the week of April 24th. The crew along with Inspector Dan Woitczak will be readjusting service manholes as the project progresses alongside the contractor.

The 2023 resurface project and reconstruction projects will have bid openings on Tuesday April 4th. Our crews will be adjusting several sanitary manholes on the resurface project due to the large amount of adjusting rings currently on these structures to give us a better product in the end.

As soon as the frost is out of the roads, it is our intentions to continue the lead service replacement to be all completed before the end of October. We will reinstate 11 services on Spruce Street once our contractor can get in to install the new main with a directional bore.

Currently in the final planning stages for the installation on storm sewer pipe along Industrial Drive. This will tie into current infrastructure near our Patch Street sanitary lift station and will run east along the south edge of the roadway to approximately 300' east of Leahy Ave. Over the last few years, we have been spending more and more time east of Leahy Ave due to the roadway flooding and this is a nice project that will eliminate the need of our employees to be at during heavy rain events. We have done many of these projects recently with great success and we look forward to this to be one of those projects.

Thank You

Craig

Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

Form 3400-224(R8/2021)

Reporting Information :

Will you be completing the Annual Report or other submittal type? ☒ Annual Report ☐ Other

Project Name: 2022 Annual Report

County: Portage

Municipality: Stevens Point, City

Permit Number: S050075

Facility Number: 31432

Reporting Year: 2022

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ☐ Yes ☒ No

Under s. 283.53(3)(a), a general MS4 permittee is required to reapply for permit coverage at least 180 days prior to the expiration date of the permit .

In order to acknowledge that you are reapplying for permit coverage, please check the following box: ☒

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary
 - Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary

- Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment
 - TMDL Attachment
 - Storm Water Consortium/Group Report
 - Municipal Cooperation Attachment
 - Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
- Storm Water Management Program
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
 - Total Maximum Daily Load documents (**If applicable, see permit for due dates.*)
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
 - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31, 2023*)
- Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality Stevens Point, City

Facility ID # or (FIN): 31432

Updated Information: ☐ Check to update mailing address information

Mailing Address: 300 Bliss Avenue

Mailing Address 2:

City: Stevens Point, City

State: WI

Zip Code: 54481 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☐ Select to **create new** primary contact

First Name: Joel

Last Name: Lemke

☐ Select to **update** current contact information

Title: Director - Pub Util

Mailing Address: 300 Bliss Avenue

Mailing Address 2:

City: Stevens Point

State: WI

Zip Code: 54481 xxxxx or xxxxx-xxxx

Phone Number: 715-345-5266 Ext: xxx-xxx-xxxx

Email: jlemke@stevenspoint.com

Additional Contacts Information (Optional)

- ☐ I&E Program
☐ IDDE Program

**Individual with responsibility for:
(Check all that apply)**

- ☐ IDDE Response Procedure Manual
- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☐ Pollution Prevention Program
- ☐ Post-Construction Program
- ☐ Winter roadway maintenance

First Name:

Last Name:

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code:

 xxxxx or xxxxx-xxxx

Phone Number:

 Ext: xxx-xxx-xxxx

Email:

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

☒ Select to **create new** Billing contact

First Name:

Last Name:

☒ Select to **update** current contact information

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code:

 xxxxx or xxxxx-xxxx

Phone Number:

 Ext: xxx-xxx-xxxx

Email:

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

☒ Yes ☐ No

☒ Public Education and Outreach Northcentral Stormwater Coalition

☒ Public Involvement and Participation Northcentral Stormwater Coalition

☐ Illicit Discharge Detection and Elimination

☐ Construction Site Pollutant Control

☐ Post-Construction Storm Water Management _____

☐ Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☐ Yes ☒ No

Minimum Control Measures- Section 1 : Complete**1. Public Education and Outreach**

- a. Does MS4 conduct any educational efforts or events independently (not with a group) ☒ Yes
☐ No
- b. How many total educational events were held during the reporting year:
- c. The permit requires that both passive and interactive mechanisms are utilized. How many interactive mechanisms were used during the reporting year?

Topics Covered	Target Audience
☒ Illicit discharge detection and elimination ☒ Household hazardous waste disposal/pet waste management/vehicle washing ☒ Yard waste management/pesticide and fertilizer application ☒ Stream and shoreline management ☒ Residential infiltration ☒ Construction sites and post-construction storm water management ☒ Pollution prevention ☒ Green infrastructure/low impact development ☐ Other:	☒ General Public ☒ Public Employees ☒ Residents ☒ Businesses ☒ Contractors ☒ Developers ☒ Industries ☒ Public Officials ☒ Other

- d. Will additional information/summary of education events be attached to the annual report? ☒ Yes
☐ No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Minimum Control Measures - Section 2 : Complete**2. Public Involvement and Participation**

a. Permit Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how the permit activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	1/1/2022		
Project/Event Name	Utility Commission meetings		
Delivery Mechanism	Government Event (Public Hearing, Council Meeting, etc)		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)

☒ MS4 Annual Report ☐ Storm Water Management Program ☐ Storm Water related ordinance ☐ Other: 	☒ General Public ☒ Public Employees ☐ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☒ Public Officials ☐ Other	11-50	☐ Yes ☒ No
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Event Start Date	4/26/2022
Project/Event Name	Presentation to 9th grade science
Delivery Mechanism	Presentation of Storm Water Information

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☐ MS4 Annual Report ☐ Storm Water Management Program ☐ Storm Water related ordinance ☒ Other: General education of storm water	☐ General Public ☐ Public Employees ☐ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials ☒ Other	11-50	☐ Yes ☒ No

b. Volunteer Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how volunteer activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	5/26/2022	☐ NA (Individual Permittee).
Project/Event Name	Tour/Talk with Scouts	
Delivery Mechanism	Presentation of Storm Water Information	

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	☐ General Public ☐ Public Employees ☐ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials ☒ Other	1 - 10	☐ Yes ☒ No

Event Start Date	9/19/2022	☐ NA (Individual Permittee).
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Project/Event Name	Rain garden planning and TV spot		
Delivery Mechanism	Plant community rain garden		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	☒ General Public ☐ Public Employees ☐ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials ☐ Other	101 +	☐ Yes ☒ No

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

In addition to utilizing our usual platforms for educating people on storm water, we began a school raingarden project. This will be a project that involves 2 schools/year over 3 years ('23-'25).

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have? ☐ Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? ☐ Unsure
- c. From the municipality's routine screening, how many were confirmed illicit discharges? ☐ Unsure
- d. How many illicit discharge complaints did the municipality receive? ☐ Unsure
- e. From the complaints received, how many were confirmed illicit discharges? ☐ Unsure
- f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? ☐ Unsure

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

- ☒ Verbal Warning
- ☒ Written Warning (including email)

☒ Notice of Violation	0
☒ Civil Penalty/ Citation	0

Additional Information: _____

- h. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

There were no reported illicit discharges this year.

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year? ☐ Unsure
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year? ☐ Unsure
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)? ☐ Unsure

- d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

☐ No Authority	
☒ Verbal Warning	1
☒ Written Warning (including email)	0
☐ Notice of Violation	
☒ Civil Penalty/ Citation	0
☒ Stop Work Order	0
☐ Forfeiture of Deposit	
☐ Other - Describe below	

- e. Brief explanation on Construction Site Pollutant Control reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

We track our inspections through an app and follow up immediately with issues

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many sites with new structural storm water management Best Management Practice (BMP) have received local approval ? ☐ Unsure

*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,

- b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? ☒ Yes ☐ No ☐ Unsure

- c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? ☒ Unsure

Inspections completed by private landowners should be included in the reported number.

- d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? ☐ Yes ☒ No ☐ Unsure

- e. If yes, does MS4 have maintenance authority on these privately owned BMPs? ☒ Unsure

- f. How many municipally owned storm water management BMPs were inspected in the reporting year? ☐ Unsure

- g. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.

☐ No Authority

☒ Verbal Warning

☒ Written Warning (including email)

☐ Notice of Violation

☒ Civil Penalty/ Citation

☐ Forfeiture of Deposit

☐ Complete Maintenance

☒ Bill Responsible Party

☐ Other - Describe below

- e. Brief explanation on Post-Construction Storm Water Management reporting . *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections ☐ Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water management best management practices. ☐ Unsure
- b. How many new municipally owned storm water management best management practices were installed in the reporting year? ☐ Unsure
- c. How many municipally owned storm water management best management practices were inspected in the reporting year? ☐ Unsure
- d. What elements are looked at during inspections (250 character limit)?

general condition, silting, infiltration, vegetation, safety

- e. How many of these facilities required maintenance? ☐ Unsure
- f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

We routinely ensure everything is functioning the way it should and do maintenance as needed.

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) ☐ Not Applicable

- g. How many municipal properties require a SWPPP? ☐ Unsure
- h. How many inspections of municipal properties have been conducted in the reporting year? ☒ Unsure
- i. Have amendments to the SWPPPs been made?
☐ Yes ☒ No ☐ Unsure
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

We have document documents prepared and have annual discussions about them with appropriate staff.

Collection Services - Street Sweeping / Cleaning Program ☐ Not Applicable

- l. Did the municipality conduct street sweeping/cleaning during the reporting year?
☒ Yes ☐ No ☐ Unsure
- m. If known, how many tons of material was removed? ☐ Unsure
- n. Does the municipality have a low hazard exemption for this ☒ Yes ☐ No

material?

- o. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
- ☒ Yes - Explain frequency 3 timesw per year during non-winter months
- ☐ No - Explain _____
- ☐ Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* ☐ Not Applicable

- p. Did the municipality conduct catch basin sump cleaning during the reporting year? ☒ Yes ☐ No ☐ Unsure
- q. How many catch basin sumps were cleaned in the reporting year? ☐ Unsure
- r. If known, how many tons of material was collected? ☒ Unsure
- s. Does the municipality have a low hazard exemption for this material? ☒ Yes ☐ No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
- ☐ Yes- Explain frequency _____
- ☐ No - Explain _____
- ☒ Not Applicable

Collection Services - *Leaf Collection Program* ☒ Not Applicable

Winter Road Management ☐ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

- aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (*One mile of a two-way road equals two lane miles.*) ☐ Unsure
- ab. Provide amount of de-icing products used by month last winter season?
Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt</u>	0	300	295	500	1000	350
<u>Salt/sand mix</u>	0	100	450	300	650	200

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Brine</u>	0	10320	11202	5000	6220	7000

- ac. Was salt applying machinery calibrated in the reporting year? ☐ Yes ☒ No ☐ Unsure
- ad. Have municipal personnel attended salt reduction strategy training in the reporting year? ☒ Yes ☐ No ☐ Unsure

Training Date

Training Name

Attendance

- ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Numbers for salt, salt/sand, brine are kept by our streets dept. Small calibrations are done as needed, large calibration efforts are done periodically.

Internal (Staff) Education & Communication

- af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element ? ☐ Yes ☒ No ☐ Unsure

If yes, describe what training was provided (250 character limit):

When:

How many attended:

- ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

Appropriate items are discussed at monthly meetings

Municipal Officials

Staff meetings, construction meetings, public informational meetings, any time requested

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Staff meetings and project meetings

- ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

There has been a fair amount of new staff in recent years, not all staff has been exposed to the same amount of training.

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year?

☒ Yes ☐ No ☐ Unsure

If yes, check the areas the map items that got updated or changed:

☐ Storm water treatment facilities

- ☒ Storm pipes
- ☐ Vegetated swales
- ☐ Outfalls
- ☐ Other - Describe below

- b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Our GIS is updated with new construction and facilities during the year

Final Evaluation - Complete**Fiscal Analysis**

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
---	---------------------------------	--------------------------------	------------------------

Element: Public Education and Outreach

4700	4700	9300	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Public Involvement and Participation

2900	2900	2900	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Illicit Discharge Detection and Elimination

1800	1800	1800	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Construction Site Pollutant Control

2900	2900	2900	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Post-Construction Storm Water Management

2900	2900	2900	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Pollution Prevention

2900	2900	2900	<u>Storm water utility</u>
------	------	------	----------------------------

Other (describe)

Annual contruction and reconstruction estimates			
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1200000	1200000	1100000	<u>Storm water utility</u>
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Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

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Water Quality

a: Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

☒ Yes ☐ No ☐ Unsure If Yes, explain below:

We added vegetated swales and improved treatment facilities during paving projects
--

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

☐ Yes ☒ No ☐ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

☒ Yes ☐ No ☐ Unsure

Storm Water Quality Management

a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? ☐ Yes ☒ No

b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

We are presently working with DNR on a BMP for some of our swaled sections of town.

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☐ Public Education and Outreach
- ☐ Public Involvement and Participation
- ☐ Illicit Discharge Detection and Elimination
- ☐ Construction Site Pollutant Control
- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

***Required Item**

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Storm Sewer System Map

 File Attachment

[MS4 Storm Map.pdf](#)

Attach - Other Supporting Documents

AR EO

 File Attachment

[MS4PubEduOutreachOptions.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Attach - Permit Compliance Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Sign and Submit Your Application

Steps to Complete the signature process

- 1. Read and Accept the Terms and Conditions
- 2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Stevens Point, City MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality’s governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- ☒ Authorized municipal contact using WAMS ID.
- ☐ Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- ☐ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Name:	Joel Lemke
Title:	Director of Public Utilities and Transportation

Authorized Signature.

☒ I accept the above terms and conditions.

Signed by : i:0#.f|wamsmembership|lemk0051 on 2023-03-31T15:41:23
You have already signed and submitted this application to the DNR. Please [contact the Wisconsin DNR](#) for assistance.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.