

City of Stevens Point
Board of Water and Sewerage Commissioners
July 13, 2020 - 12:00 PM

Meeting will be held via a Zoom Meeting URL to connect:
<https://us02web.zoom.us/j/82026885705> Dial in number: (301) 715-8592 - Meeting
ID: 820 2688 5705

AGENDA

Discussion and Possible Action on:

1. Approval of June 8, 2020 minutes
2. Approval of Department Claims
3. Water Supply and Distribution Reports - *Eric Southworth*
4. Sewage Treatment Operations Report - *Chris Lefebvre*
5. Collection System Maintenance Report - *Craig Czaikowski*
6. Stormwater Operations - *Craig Czaikowski*
7. Community Area Network Report - *Joel Lemke*
8. Approval of an estimate for pipe work at the Industrial Park Lift Station- *Chris Lefebvre/Joel Lemke*
9. Approval of a proposal for the cost to upgrade server equipment -*Joel Lemke*
10. The reclassification of a Superintendent position and permission to promote from within the Department -*Joel Lemke*
11. Approval of the annual CMAR (Compliance Maintenance Annual Report) -*Chris Lefebvre*
12. The replacement of a hot water heater at the water treatment station on wellfield road - *Eric Southworth*
13. Directors Report - *Joel Lemke*
14. Adjournment

The next Water and Sewerage Commission meeting will be Monday, August 10, 2020 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
June 8, 2020 - 12:00 PM

Meeting will be held via a Zoom Meeting
URL to connect: <https://us02web.zoom.us/j/82026885705>
Dial in number: (301) 715-8592 - Meeting ID: 820 2688 5705

MINUTES

Discussion and Possible Action on:

1. Approval of May 11, 2020 minutes

Paul mentioned the date of the next Commission meeting listed in the May minutes was July 13, 2020 and should have stated June 8, 2020.

Motion made by Mae Nachman, seconded by Ray Schmidt to approve the minutes of the May 11, 2020 Water & Sewerage Commission Meeting.

Ayes all. Nays none. Motion carried.

2. Approval of Department Claims

WATER DEPARTMENT

Paul Adamski presented the statement of claims for the Water Utility for May. The balance as of May 1, 2020 was \$3,175,657.81; the bank deposits recorded in May 2020 were \$1,107,295.62. Checks issued May 2020 numbered 54225 through 54293 were for \$1,289,157.04. The net balance on hand May 31, 2020 was \$2,993,796.39.

WASTEWATER DEPARTMENT

Paul Adamski presented the statement of claims for the Sewage Treatment Utility for May. The balance as of May 1, 2020 was \$5,869,007.87; the bank deposits recorded in May 2020 were \$379,030.93. Checks issued May 2020 numbered 34509 through 34555 were for \$923,980.11. The net balance on hand May 31, 2020 was \$5,324,058.69.

STORMWATER DEPARTMENT

Paul Adamski presented the statement of claims for the Stormwater Utility for May. The balance as of May 1, 2020 was \$825,825.42; the bank deposits recorded in May 2020 were \$118,889.95. Checks issued May 2020 numbered 2782 through 2796 were for \$61,913.58. The net balance on hand May 31, 2020 was \$882,801.79.

Motion made by Carl Rasmussen, seconded by Anna Haines to approve the department claims for the month of May 2020 as audited and read.

Ayes all. Nays none. Motion carried.

3. Water Supply and Distribution Reports - *Eric Southworth*

Report was provided, nothing was discussed.

Our pumpage in May was 149,292,000 gallons, a decrease of 5,054,000 gallons of water from May 2019.

4. Sewage Treatment Operations Report - *Chris Lefebvre*

Chris stated the WWTP met all permit requirements for the month of May. All of the digesters are up and running. He is hoping to have the biogas generator up and running next month. The lift station projects should be done in the next week. All of the construction projects are wrapping up.

Anna asked the status on how the odor control issue is coming along. Chris stated the lab will be here next week for testing and they will know more after that.

B.O.D. (4 average ppm), Phosphorus (.387 average ppm) and Suspended Solid (6.24 average ppm) limits were met for the month of May 2020.

5. Collection System Maintenance Report - Craig Czaikowski

A report for the month of May was provided to the Commission.

Craig stated the first phase of the construction project on Fremont St. and College Ave. is just about complete. Everything is going well.

6. Stormwater Operations - Craig Czaikowski

Nothing discussed for this item.

7. Community Area Network Report - Joel Lemke

Joel stated the fiber project with the school system is going well. They have a lot of conduit in the ground already. Billings for the project work has started and the Commission will start seeing those in the claims. The contractor for the project is Elexco.

8. Directors Report - Joel Lemke

Nothing discussed under this item.

9. Adjournment

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
12:11PM

The next Board of Water and Sewerage Commission meeting will be held on Monday, July 13, 2020 at noon.

REPORT TO THE JULY, 2020
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

WATER DEPARTMENT

FINANCES:

Bank balance as of June 1, 2020
 Bank deposits recorded in June 2020

\$	3,380,872.60
\$	1,382,491.89
\$	4,763,364.49

CHECKS ISSUED JUNE 2020:

54294	Sewage Department	A/R Sewage Charges	75,354.94
54295	Storm Water Dept	A/R Storm Water Chgs	39,112.29
54296	Community Foundation of Central WI	Employee contribution	10.00
54297	United Way Of Portage County	United Way	7.00
54298	Water Department Payroll	Payroll	25,436.42
54299	American Asphalt Of WI	asphalt patching	5,550.00
54300	AnSer	After hours answering service	97.52
54301	Aramark	Rug Service	38.96
54302	AT&T	Phone Charges	375.79
54303	AT&T	Long distance phone service	36.14
54304	Baker Tilly Virchow Krause LLP	2019 Audit Charges	586.21
54305	Central States H & W Fund	Health Insurance Premiums	33,275.50
54306	City Of Stevens Point	Workers Comp Premium	2,847.49
54307	Complete Office of WI	Face masks	32.50
54308	ESS Brothers & Sons Inc	Inventory Materials, freight	315.00
54309	Fastenal Company	Gloves	84.63
54310	Ferguson Waterworks #1476	Inventory Materials	3,103.00
54311	First Supply LLC -Plover	Inventory Materials, freight	459.80
54312	Franks Hardware Co Inc	Work Supplies	492.25
54313	H&S Protection Systems Inc	Annual Alarm Monitoring - Well 11	852.33
54314	Jack Henry & Assoc	Utility Payment Scanner Annual Maintenance	1,600.00
54315	Multimedia Communications & Engineering Inc.	Fiber Optic Pass Thru Invoice	23,693.43
54316	NAPA	Filters	16.58
54317	Mastercard	Air conditioner, flag stand & charger	447.40
54318	Schierl Inc	Two replacement tractor tires	1,828.00
54319	Sewage Department	Work done for Water	1,253.35
54320	Spectra Print	Delinquent Notices-Printing, Postage & Mailing	465.00
54321	Star Business Machines	Qtrly Maintenance Agreement - Copier/Printer	212.86
54322	Stevens Point City Times & BG	Flushing Notice	113.25
54323	Storm Water Dept	Work completed for Water	4,385.75
54324	USA Blue Book	Lab Supplies	744.59
54325	Verizon Wireless	IPad & cell phone charges	446.67
54326	Westrum Leak Detection	Leak Detection Survey	6,300.00
54327	WI Central	Pipeline Water Lease	125.00
54328	WI Public Service	Monthly Utilities - Electric & Gas	14,516.45
54329	Sewage Department	A/R Sewage Charges	66,889.90
54330	Storm Water Dept	A/R Storm Water Chgs	20,961.78
54331	Advanced Disposal	Dumpster Service	275.16
54332	Fastenal Company	Locate Paint	154.14
54333	Hawkins Inc	Chemicals	2,470.28
54334	Jeff Hoffman	Uniform Reimbursement	84.38
54335	Idexx Distribution Inc	Lab supplies	1,363.19
54336	Integrity Fire Protection Inc.	Annual Inspection of Automatic Sprinkler System	271.00
54337	U.S. Postal Service	Postage for CCR Mailing	2,027.91
54338	Sewage Department	A/R Sewage Charges	79,116.76
54339	Storm Water Dept	A/R Storm Water Chgs	20,832.81
54340	Community Foundation of Central WI	Employee contribution	10.00
54341	United Way Of Portage County	United Way	7.00
54342	Water Department Payroll	Payroll	24,940.89
54343	American Asphalt Of WI	Hot mix	41.59
54344	Aramark	Rug service	24.79
54345	AT&T	Phone charges	548.72
54346	Batteries Plus	Battery for wellfield mower	136.50

54347	City Of Stevens Point	Retirement, fuel & employee deductions, workers comp premium	19,803.84		
54348	Donna's Cleaning Service	Monthly Cleaning Service - Water Office & Utility Garage	340.00		
54349	First Supply LLC -Plover	Inventory Materials	368.00		
54350	Flowpoint Environmental Systems Inc.	Fill Station Replacement Key Pad	2,185.92		
54351	INFOSEND INC	Monthly Billing - Printing & Postage	1,709.64		
54352	Martelle Water Treatment	Chemicals	6,096.23		
54353	Petty Cash	Mileage, postage & office supplies, employee anniversary	182.59		
54354	RMM Solutions Inc.	IT Managed Services	692.47		
54355	Spectrum Insurance Group	Vehicle Insurance, Liability Insurance	12,806.00		
54356	Staples Credit Plan	Supplies	126.09		
54357	Strand Associates Inc	Professional Services - Well 4 Replacement	4,399.58		
54358	Stuczynski Trucking	Stone for stock pile	244.00		
54359	Teamsters Union Local 662	Union Dues	784.00		
54360	Mastercard	Adobe Software Subscription, envelope holders for night deposit	98.47		
54361	Worzellas Point Supply	Hand cleaner	76.73		
54362	Sewage Department	A/R Sewage Charges	20,365.66		
54363	Storm Water Dept	A/R Storm Water Chgs	1,669.28		
54364	Central States H & W Fund	Health Insurance Premiums	26,620.40		
54365	Metal Crafters Inc	Modifications to valve tool	154.63		
54366	Spectra Print	Delinquent notice printing/postage	391.50		
54367	Storm Water Dept	Work done for Water	1,008.04		
54368	Sewage Department	A/R Sewage Charges	31,233.25		
54369	Storm Water Dept	A/R Storm Water Chgs	6,308.28		
	HRA	Administrative/Bank Maintenance Fees	81.55		
	IRS	Payroll Taxes	18,001.92		
	WI Dept of Revenue	Payroll Taxes	3,727.25	\$	623,848.22
	TOTAL EXPENSES LISTED			\$	4,139,516.27
	BALANCE ON HAND JUNE 30, 2020				
		Balance on Hand		\$	4,139,516.27
		Plus uncleared checks		\$	115,373.22
		Less checks previously written clearing this month		\$	(559,851.40)
		Ending Cash Balance matching Bank Statements		\$	3,695,038.09
		Less Restricted Funds		\$	(186,014.75)

REPORT TO THE JULY, 2020
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS
SEWAGE DEPARTMENT

FINANCES:

Bank Balance as of June 1, 2020
Bank Deposits recorded in June 2020

\$	5,321,877.56
\$	830,961.96
\$	6,152,839.52

CHECKS ISSUED IN JUNE 2020:

34556	Employee Wages	Salaries	529.35
34557	Stevens Point Airport	Airport portion of credit card rebate	60.04
34558	Aramark	Rug service	303.14
34559	Baker Tilly Virchow Krause LLP	2019 Audit Charges	172.46
34560	Central States H&W Fund	Health Insurance Premiums	15,513.50
34561	City Of Stevens Point	Workers Comp Premium	1,689.55
34562	Current Technologies	Generator Cord Install	156.00
34563	John FabickTractor Co.	Service - CAT Wheel Loader	855.00
34564	MacQueen Equipment	Spot light, hose end - parts for vac truck	2,490.19
34565	NAPA	Diesel Exhaust Fluid, Belt	224.82
34566	Storm Water Dept	Stormwater portion of credit card rebate, Work done for Sewer	1,367.54
34567	Transit Department	Transit portion of credit card rebate	66.17
34568	Verizon Wireless	IPad & cell phone charges	285.72
34569	Water Dept	Water portion of credit card rebate, work done for Sewer	204.14
34570	WI Central	Sanitary Pipeline Rental	125.00
34571	WI Public Service	Monthly Utilities - Electric & Gas	13,658.44
34572	Mark Zalewski	Uniform Reimbursement	87.89
34573	Cooper Oil Co., Inc.	Fuel	5.77
34574	Environmental Consulting and Testing, Inc.	Lab tests	650.00
34575	Franks Hardware Co Inc	Misc. supplies	129.99
34576	Grainger	Air cleaner element	17.94
34577	Harter's Fox Valley Disposal	Dumpster Service	341.50
34578	Hawkins Inc	Chemical - Azone	519.75
34579	Miron Construction Co., Inc.	Pay App 22 - Digestion, Dewatering & Drying	98,549.36
34580	NCL of Wisconsin Inc	Lab supplies	1,027.77
34581	Pember Companies Inc	Pay App 5 - Lift Station Project	208,857.60
34582	UW Stevens Point	Intern Wages	1,170.17
34583	Weimer Bearing and Transmission, Inc.	Screw Plug	56.48
34584	WI DNR - Environmental Fees	Annual Lab Certification Fees	15,777.97
34585	Employee Wages	Salaries	713.77
34586	AFLAC	Insurance Premiums	26.50
34587	Aramark	Rug service	148.23
34588	AT&T	Phone Charges	415.20
34589	Batteries Plus Bulbs	Batteries for upstairs UPS	267.60
34590	City Of Stevens Point	Retirement, fuel & employee deductions, workers comp prem	11,184.32
34591	Donohue & Assoc Inc	Engineering Services - Digestion, Dewatering & Drying Project	22,026.42
34592	E&B Scale Services, Inc.	Certify Lab Scale	105.00
34593	Fastenal Company	Locate paint	414.88
34594	MC Tools and Repair LLC	Rip saw	299.15
34595	Petty Cash	Ice	7.96
34596	RMM Solutions Inc.	IT Managed Services	692.46
34597	Spectrum Insurance Group LLC	Auto & Liability Insurance	10,200.00
34598	Spee Dee Delivery Service Inc.	Lab sample - shipping fees	67.05
34599	Stuczynski Trucking	Stone for stock pile	244.00
34600	Teamsters Union Local 662	Union dues	465.00
34601	Mastercard	Supplies	237.84
34602	Water Dept	Percent of metering, billing & wages, HRA Admin fees	34,578.87
34603	Werner Electric Supply	Fuse	6.63

34604	Central States H&W Fund	Health Insurance Premiums	12,410.80		
34605	Storm Water Dept	Work done for Collections/Sewer	1,660.11		
34606	Transit Department	Lawn mowing	91.60		
34607	USA Blue Book	Primer & wrench	184.18		
34608	Water Dept	Work done for Sewer	406.69		
	Sewage Department Payroll	Payroll	28,187.41		
	WI Dept of Revenue	Garnishment of wages	7.83		
	IRS	Payroll Taxes	11,034.94		
	WI Dept of Revenue	Payroll Taxes	2,199.89		
	TOTAL OF EXPENSES LISTED		<u>\$ 503,177.58</u>	\$	<u>503,177.58</u>
	BALANCE ON HAND JUNE 30, 2020			\$	<u>5,649,661.94</u>
		Balance on Hand		\$	<u>5,649,661.94</u>
		Plus uncleared checks		\$	<u>60,200.63</u>
		Less checks previously written clearing this month		\$	<u>(53,290.81)</u>
		Ending Cash Balance matching Bank Statements		\$	<u><u>5,656,571.76</u></u>

Less Restricted Balance \$ (3,974,796.19)
TOTAL \$ 1,681,775.57

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

REPORT TO THE JULY 2020
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

STORM WATER DEPARTMENT

FINANCES:

Bank balance as of June 1, 2020

\$ 868,552.71

Bank deposits recorded in June 2020

\$ 97,676.96

\$ 966,229.67

CHECKS ISSUED JUNE 2020:

2797	American Asphalt of WI	Asphalt Patching	449.20	
2798	Baker Tilly Virchow Krause LLP	2019 Audit Charges	172.46	
2799	Central States H&W Fund	Health Insurance Premiums	9,358.00	
2800	City of Stevens Point	Workers Comp Premium	1,276.41	
2801	County Materials Corp	Bricks	46.00	
2802	Frank's Hardware Co, Inc.	Keys	9.56	
2803	NAPA	Oil filters	16.58	
2804	Sewage Dept	Work done for Storm	384.48	
2805	Truck Shop USA	Parts for trailer	125.00	
2806	Verizon Wireless	IPad & cell phone charges	279.71	
2807	Wisconsin Public Service	Monthly Utility Charges - Electric & Gas	93.35	
2808	American Asphalt of WI	Hot mix	124.77	
2809	City of Stevens Point	Retirement, back hoe rental, fuel & employee deductions, workers comp premium	8,331.75	
2810	Fastenal Co	Rain suits	124.50	
2811	Graybar Electric Company Inc.	Pull Box Cover	253.20	
2812	Shane Kohnen	Reimbursement of vehicle damage	977.72	
2813	RMM Solutions Inc.	IT Managed Services	692.46	
2814	Spectrum Insurance Group	Auto & Liability Insurance	9,582.00	
2815	Stuczynski Trucking & Excavation	Stone for stock pile	244.00	
2816	Teamsters Union Local 662	Union dues	263.00	
2817	Water Dept	Percent of billing & wages	19,281.14	
2818	Central States H&W Fund	Health Insurance Premiums	7,486.40	
2819	Sewage Dept	Work done for Storm	515.03	
	Payroll	6/11/2020	6,917.84	
	Payroll	6/25/2020	7,380.24	
	IRS	Payroll Taxes	4,929.52	
	WI Dept of Revenue	Payroll Taxes	1,093.39	
	TOTAL OF EXPENSES LISTED		\$ 80,407.71	\$ 80,407.71
	BALANCE ON HAND JUNE 30, 2020			\$ 885,821.96
		Balance on Hand		\$ 885,821.96
		Plus checks written after the end of this month		
		Plus uncleared checks		\$ 28,079.80
		Less checks previously written clearing this month		\$ (22,090.54)
		Ending Cash Balance matching Bank Statements		\$ 891,811.22

STEVENS POINT, WISCONSIN WATERWORKS REPORT

FOR JUNE 2020

CURRENT YEAR VS. PREVIOUS YEAR

	2019	2020	INCREASE	DECREASE	RECORD HIGH	DATE
Total pumpage, gallons	181,220,000	181,763,000	543,000		304,550,000	Jun-88
Daily pumping average, in gallons	6,040,667	6,059,000	18,333			
Peak pumpage, gallons, (date)	7,163,000 (20TH)	7,628,000 (18TH)	465,000		12,930,000	6/23/1988
Low pumpage, gallons, (date)	5,098,000 (1ST)	4,274,000 (23RD)		824,000	2,570,000	06/02/70
Power bill	\$17,326.94	WPS bills were not available			\$28,117.77	Jun-12
K.W.H's used	199,743				4,002,000	6/23/2017
Gallons pumped per K.W.H.	907					◀Record low since 1995 when the utility started providing water to Stora Enso.

**STEVENS POINT WATER DEPARTMENT
CONSUMPTION HISTORY**

(Pumpage x 1,000)

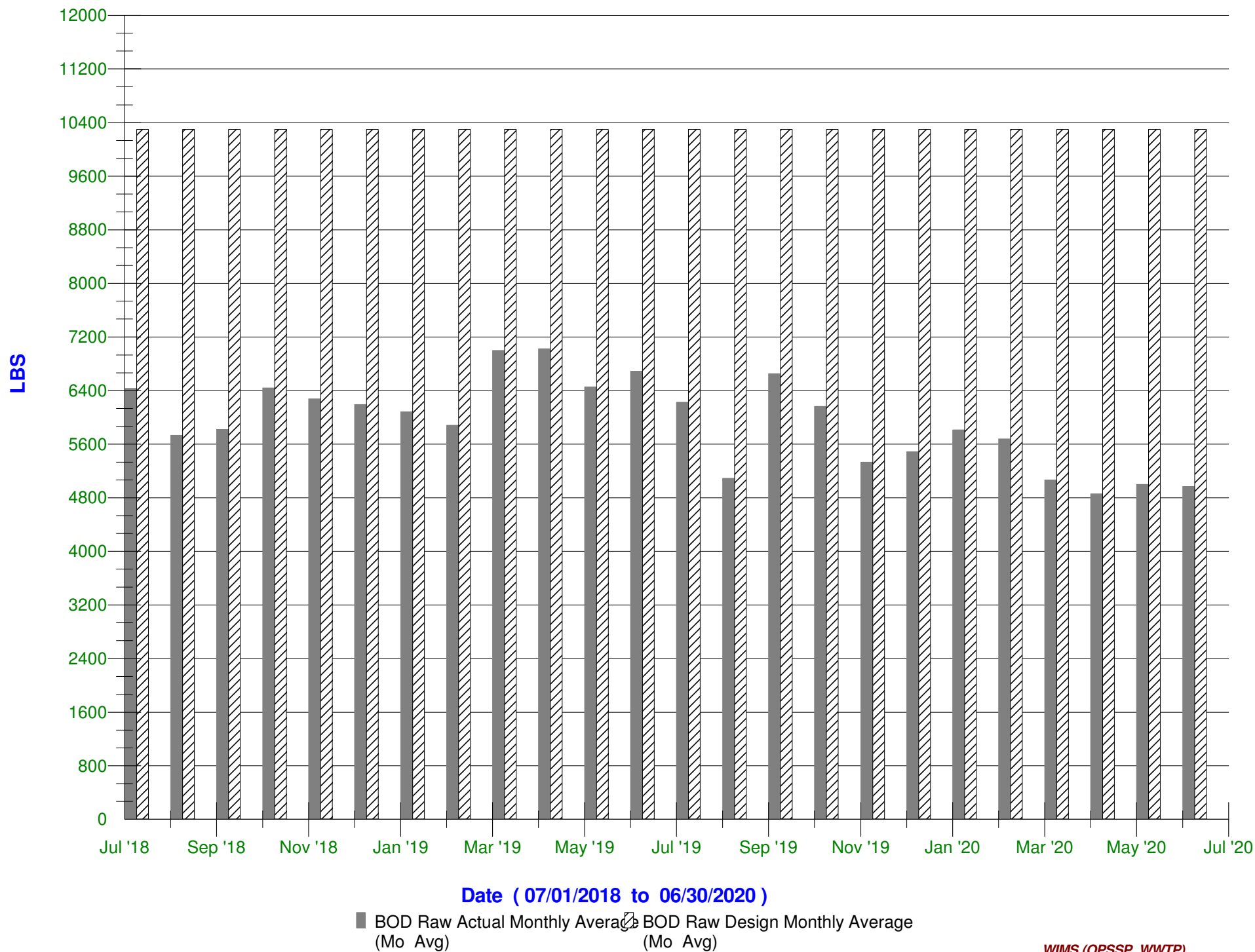
MONTH	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011
JANUARY	150,622	142,263	147,206	140,438	131,056	135,295	140,095	130,487	145,393	150,360
FEBRUARY	131,127	135,573	132,869	123,311	124,330	132,142	134,021	131,003	146,311	139,446
MARCH	138,327	154,358	148,770	139,881	131,189	146,717	147,561	141,337	149,346	152,765
APRIL	127,470	135,713	133,238	142,367	135,484	145,731	154,752	145,137	152,172	148,872
MAY	149,292	154,346	168,410	141,687	175,174	173,606	151,986	167,083	194,439	167,541
JUNE	181,763	181,220	187,095	175,722	187,693	167,417	182,687	172,509	225,295	214,054

Final Effluent Discharge Data

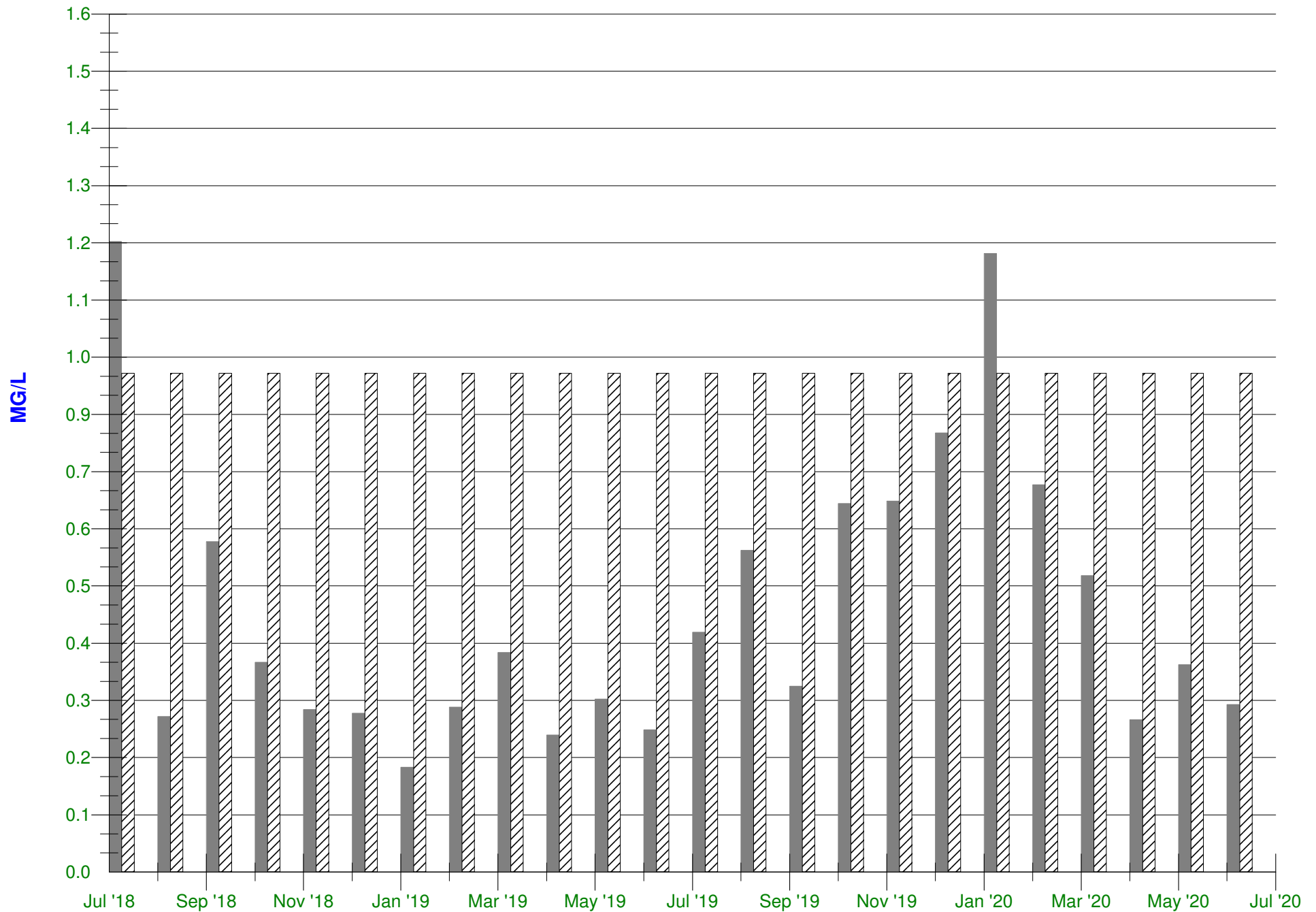
June 2020

		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
06/01/2020	0.00	2.729	3.171	300	1.87	99	6,828	49	108	2.70	98	2,458.06	71	4.020	0.240	91	6	5	13
06/02/2020	0.02	2.798	3.243	238	2.66	99	5,554	72	212	3.30	98	4,947.09	89	3.580	0.270	84	7		13
06/03/2020	0.16	2.722	3.157	236	2.11	99	5,358	56	180	2.40	99	4,086.27	63	4.040	0.190	92	5		13
06/04/2020	0.00	2.635	3.097	236	1.99	99	5,186	51	224	2.50	99	4,922.60	65						
06/05/2020	0.23	2.441	2.870	205	2.12	99	4,173	51	204	3.10	98	4,153.02	74						
06/06/2020	0.00	2.226	2.667	171	2.14	99	3,175	48	176	2.00	99	3,267.41	44						
06/07/2020	0.00	2.368	2.826	180	1.93	99	3,555	45	200	2.90	99	3,949.82	68						
06/08/2020	0.00	2.461	3.049	260	2.70	99	5,336	69	264	3.00	99	5,418.53	76	4.520	0.250	93	6	74	15
06/09/2020	0.00	2.999	3.388	216	3.53	98	5,403	100	216	6.60	97	5,402.52	186	4.290	0.290	107	8		14
06/10/2020	1.49	2.935	3.381	197	3.74	98	4,822	105	180	4.20	98	4,406.02	118	4.190	0.270	103	8		12
06/11/2020	0.57	2.838	3.468	211	4.51	98	4,994	130	276	5.00	98	6,532.62	145						
06/12/2020	0.00	2.651	3.274	206	4.89	98	4,555	134	184	5.40	97	4,068.12	147						
06/13/2020	0.00	2.446	3.051	154	5.05	97	3,142	128	124	5.60	95	2,529.56	142						
06/14/2020	0.00	2.528	3.175	150	4.16	97	3,163	110	168	4.80	97	3,542.03	127						
06/15/2020	0.00	2.514	3.123	310	4.20	99	6,500	109	208	5.20	98	4,361.09	135	4.070	0.300	85	8	528	37
06/16/2020	0.00	2.472	3.081	205	4.12	98	4,226	106	204	7.00	97	4,205.76	180	4.210	0.280	87	7		36
06/17/2020	0.00	2.434	3.060	222	3.19	99	4,507	81	360	4.00	99	7,307.84	102	3.040	0.280	62	7		38
06/18/2020	0.00	2.387	3.024	231	2.67	99	4,599	67	180	4.00	98	3,583.36	101						
06/19/2020	0.00	2.791	3.552	311	3.38	99	7,239	100	196	4.20	98	4,562.28	124						
06/20/2020	1.00	3.947	4.802	161	8.83	95	5,300	354	216	4.60	98	7,110.28	184						
06/21/2020	2.84	3.382	4.263	185	2.33	99	5,218	83	84	3.30	96	2,369.29	117						
06/22/2020	0.29	3.152	3.911	152	2.64	98	3,996	86	136	4.20	97	3,575.12	137	3.300	0.530	87	17	114	28
06/23/2020	0.36	2.398	2.931	215	2.71	99	4,300	66	144	4.90	97	2,879.90	120	3.260	0.470	65	11		31
06/24/2020	0.05	3.154	3.886	218	3.27	99	5,734	106	224	4.85	98	5,892.18	157	3.410	0.380	90	12		29
06/25/2020	0.12	2.944	3.445	190	2.78	99	4,665	80	180	3.20	98	4,419.53	92						
06/26/2020	0.00	2.846	3.281	210	2.81	99	4,984	77	284	4.70	98	6,740.92	129						
06/27/2020	0.03	2.598	3.040	242	15.20	94	5,243	385	168	4.10	98	3,640.11	104						
06/28/2020	0.00	2.703	3.182	192	6.14	97	4,328	163	228	4.00	98	5,139.81	106						
06/29/2020	0.00	2.826	3.285	297	3.41	99	7,000	93	208	4.10	98	4,902.32	112						
06/30/2020	0.41	2.767	3.269	260	3.40	99	6,000	93	252	5.50	98	5,815.35	150						
											100								
Total	7.57	82.092	98.952	6,561	114	2,945	149,082	3,199	5,988	125.35	3,033	136,188.83	3,469	45.930	3.750	1,044.869	104.063	721.000	279.000
Average	0.25	2.736	3.298	219	4	98	4,969	107	200	4.18	98	4,539.63	116	3.828	0.313	87.167	8.500	180.250	23.250
Maximum	2.84	3.95	4.80	311.00	15.20	99.38	7,239.13	385.37	360.00	7.00	100.00	7,307.84	186.49	4.52	0.53	107.30	17.29	528.00	38.00
Minimum	0.00	2.23	2.67	150.00	1.87	93.72	3,141.54	45.49	84.00	2.00	95.48	2,369.29	44.49	3.04	0.19	61.71	5.00	5.00	12.00

BOD Raw 2 Year History



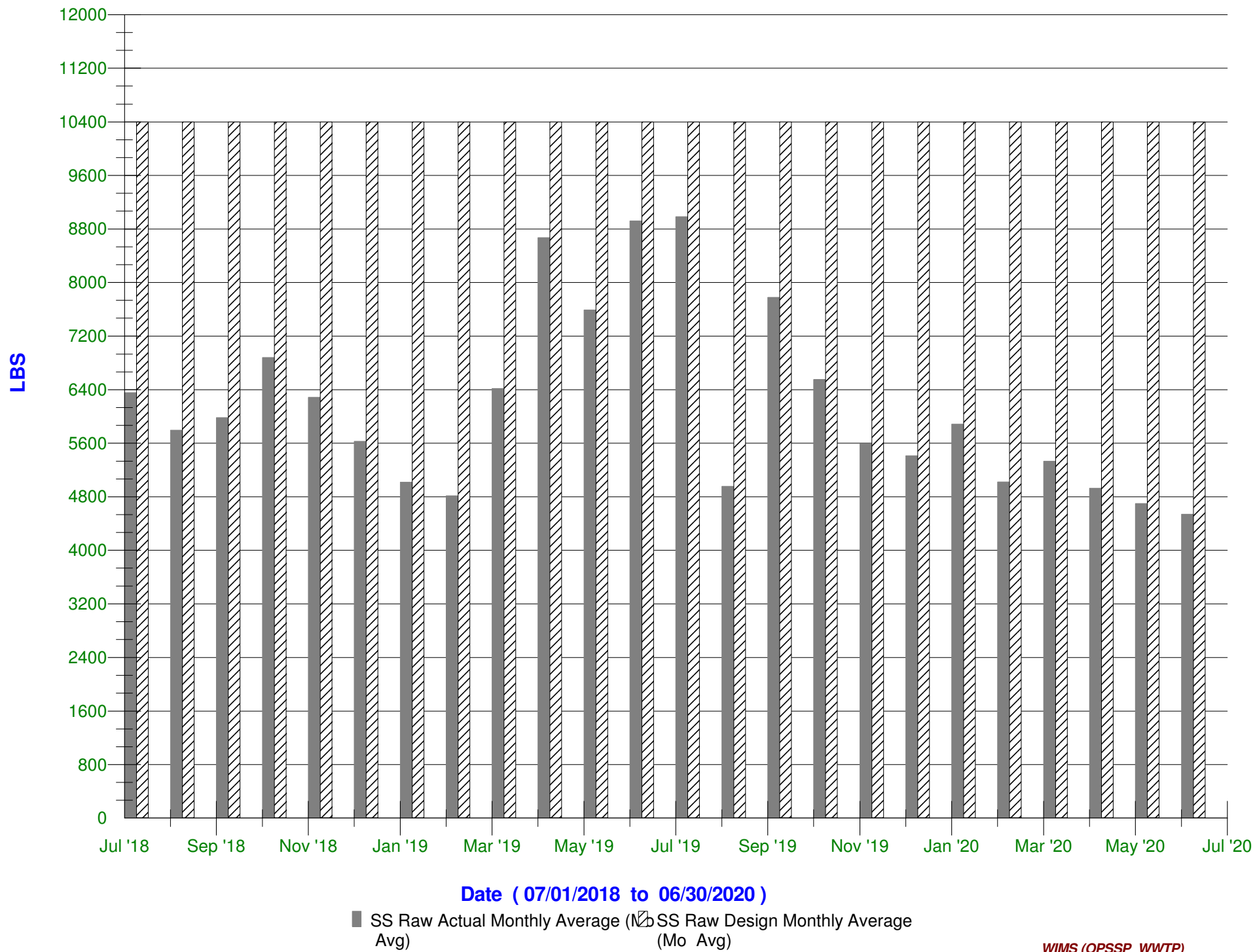
Phosphorus mg/l 2 Year History



Date (07/01/2018 to 06/30/2020)

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

SS Raw 2 Year History



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	%			
Jul 2019	82	62	6.63	2.668	2.803	7.059	157	0.447	11	281	6,244	3.36	78.49	99	420	9,345	3.41	79.69	99		6,165	28,968
Aug 2019	77	56	2.70	2.286	2.434	6.746	134	0.600	12	267	5,085	4.27	86.66	98	260	4,952	4.50	91.37	98		4,998	29,226
Sep 2019	71	54	7.46	2.650	2.672	7.348	161	0.346	8	301	6,649	3.67	81.73	99	352	7,783	4.39	97.82	99		6,568	35,337
Oct 2019	54	38	3.58	2.896	2.901	8.049	194	0.687	16	257	6,203	3.87	93.66	98	272	6,580	4.78	115.70	98		6,109	43,258
Nov 2019	35	23	1.90	2.294	2.557	7.451	145	0.692	15	277	5,300	5.41	115.31	98	292	5,589	6.77	144.29	98	181	5,185	33,133
Dec 2019	40	17	2.91	2.245	2.639	7.327	137	0.819	18	292	5,463	5.87	129.10	98	289	5,416	7.02	154.44	97		5,334	0
Jan 2020	29	15	1.20	2.320	2.849	6.581	127	1.153	28	301	5,829	3.30	78.39	99	306	5,913	5.43	129.05	98	5,342	5,750	
Feb 2020	30	8	1.05	2.132	2.498	6.196	110	0.722	15	320	5,690	4.30	89.62	99	283	5,035	8.81	183.62	97	6,950	5,601	
Mar 2020	43	26	3.88	2.664	2.987	5.166	105	0.553	13	232	5,154	3.69	92.02	98	242	5,379	9.10	226.67	96	6,200	5,062	
Apr 2020	51	31	2.12	2.486	2.877	3.682	77	0.284	7	235	4,877	2.79	66.88	99	238	4,940	6.93	166.30	97	4,667	4,811	
May 2020	65	45	4.78	2.301	2.772	4.608	83	0.387	8	266	5,108	3.75	86.77	99	253	4,846	6.01	138.89	97	5,362	5,021	
Jun 2020	78	57	7.57	2.736	3.298	3.828	87	0.313	9	219	4,991	3.82	104.97	98	200	4,555	4.18	114.94	98	6,347	4,886	
Minimum	29	8	1.05	2.132	2.434	3.682	77	0.284	7	219	4,877	2.79	66.88	98	200	4,555	3.41	79.69	96	181	4,811	0
Maximum	82	62	7.57	2.896	3.298	8.049	194	1.153	28	320	6,649	5.87	129.10	99	420	9,345	9.10	226.67	99	6,950	6,568	43,258
Total	656	432	45.78	29.679	33.287	74.040	1,517	7.002	159	3,247	66,594	48.09	1,103.61	1,181	3,407	70,332	71.33	1,642.78	1,172	35,049	65,490	169,922
Average	55	36	3.82	2.473	2.774	6.170	126	0.584	13	271	5,549	4.01	91.97	99	284	5,861	5.94	136.90	98	5,007	5,458	28,320

SEWER REPORT FOR THE MONTH OF JUNE 2020

2020	
26,525	feet of sanitary sewer flushed
-	feet of sanitary sewer cut
-	feet of storm sewer cut
-	feet of storm sewer jetted
35,740	feet of sanitary sewer jetted
1,675	feet of sewer main televised
1,434	feet of storm main televised

v.s.

2019	
19,025	feet of sanitary sewer flushed
6,223	feet of sanitary sewer cut
-	feet of storm sewer cut
-	feet of storm sewer jetted
21,933	feet of sanitary sewer jetted
-	feet of sewer main televised
-	feet of storm main televised

	2020	v.s.	2019
Number of service calls:	2		2

	2020	v.s.	2019
Number of calls that were the City's problem:	0		0

	2020	v.s.	2019
Number of manholes vacuumed for the Water Department:	2		1

List department and how many catch basins/drains vacuumed within city departments:

Department	# hours worked/Vac Manholes-Catch basins
WWTP	4
Water Dept	4
Junction City-televised sanitary mains	5
Vac'd stormwater	12
High Strength Waste Pit	3
Air Release Valves	24

Other items to report: _____



July 7, 2020

TO: Water and Sewerage Commissioners
RE: Industrial Park Drive Lift Station #1 Piping

Dear Commissioners:

In 2010 Industrial Park Drive Lift Station #1 was updated with new controls and pumps. These pumps are now in need of being rebuilt by the vendor (LW Allen). To do this work the pumps will need to be removed and sent to LW Allen's shop in Madison, WI. This rebuild will take roughly 3 weeks to complete, during this time the flow from this lift station will be diverted to Industrial Park Drive Lift Station #2 so service will remain uninterrupted. The upgrade of Industrial Park Drive Lift Station #1 in 2010 didn't include replacing the valves and piping. Since that project was completed 2 of the 4 isolation valves and 1 of the 2 check valves have failed. These failed valves prevent our staff from removing the pumps for an extended period of time without flooding the mechanical side of the station.

I believe it is necessary to replace all of the valves and the associated piping within Industrial Park Lift Station #1 before the pumps are removed to be rebuilt. The six replacement valves can be purchased by the Utility for less than \$10,000 and the lowest quote we have received for the removal and installation of the valves and associated piping is \$6,750. I request the commission approve the replacement of the valves and associated piping at our Industrial Park Drive Lift Station #1 at a price not to exceed \$16,750.

Sincerely,

Chris Lefebvre
Wastewater Superintendent

Statement of Work

City of Stevens Point - Water Dept, Utilities & Trans

UPGRADE 2003 / 2008 SERVERS AND DOMAIN CONTROLLERS

Revised June 2nd, 2020

Contact Information

Ann Babi

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Confidentiality Agreement

Each party to this Agreement may have access to confidential information concerning the methodologies, pricing, and business practices of the other. Neither party shall make any use of such information of the other party except in connection with the exercise of its rights and responsibilities under this Agreement, except as may be necessary to comply with the laws or a court having proper jurisdiction.



Project Overview

This Statement of Work ("SOW") reflects the services and material to be provided by Heartland Business Systems, LLC, hereinafter referred to as "HBS" for City of Stevens Point hereinafter referred to as "Customer".

The City of Stevens has multiple virtual machines that are running Windows Server 2003 and 2008. The goal of this project is to upgrade their servers and domain controllers to Windows Server 2019. And to upgrade their domain functional level.

Project Scope

HBS will provide the following services and material, herein referred to as "Scope":

In Scope

- **Create the following VMs:**
 - WaterDC1 (to replace SPWD-APP02)
 - WaterDC2 (to replace SPWS-APP03)
 - Water-FS1 (new water file server)
 - Water-App1 (to replace SPWD-APP02)
 - Water-App2 (to replace SPWD-APP03)
 - Water-SQL (to replace SPWD-SQL)
- **SPWD-APP02 (2008 R2 VM DC / file server / app server)**
 - Migrate AD roles to WaterDC1
 - File shares on this server will be migrated to Water-FS1
 - Migrate applications to a new application server with assistance from CoSP IT and vendor (if needed)
- **SPWD-APP03 (2008 R2 VM DC / file server / print server / app server)**
 - Migrate AD roles to WaterDC2
 - File shares on this server will be migrated to Water-FS1
 - Printers on this server will be migrated to COSP-PRINT
- **SPWD-SQL (2008 R2 VM SQL server / app server)**
 - Migrate SQL databases to Water-SQL
 - Migrate applications to a new application server with assistance from CoSP IT and vendor (if needed)

Out of Scope

Any work or material not specifically identified in this document is not included in this Agreement.

Assumptions and Dependencies

HBS and Customer will both ensure that adequate resources for which each respective party is responsible are available when needed throughout the duration of this engagement. The timely completion of this engagement will depend on the availability of the necessary Customer personnel committed to this effort. This SOW assumes that Customer's subject matter expert, technical resources, and any named resources will be available as scheduled to provide information and access to the HBS team for the duration of the project.

Customer will provide a single point of contact with decision-making authority to interface with the HBS project manager. This person shall have the authority and is responsible for signing this SOW, any Change Orders, and the



Acceptance documents throughout the project. Change orders need to be limited to a set total not to exceed 15% of the total contract cost.

Customer is responsible for resolving problems outside the SOW that are beyond the control of HBS **and/or outside the defined scope of the project** (i.e. software bugs, hardware failures, telecommunication circuits, server issues, and desktop issues). HBS can assist with these out of scope issues through the Change Management process.

The timely completion of this engagement will also depend on the availability and delivery of the product(s) associated with this SOW from other vendors.

Any potential dependencies that may be discovered prior to implementation will be communicated to Customer to determine impact.

Deliverables

The following are the deliverables HBS will provide to Customer (herein referred to as “Deliverables”) for this Project:

Any change to the Deliverables listed below will require a Change Order.

#	Deliverable
1	Day 1 support – remote or onsite
2	Updated server documentation
3	

Estimated Hours

This is an estimate of hours and, by its nature, is a “best guess”, based on industry standards and best practices, HBS’ experience, and your needs as communicated thus far. HBS used input from its most experienced team members to generate this estimate. The pricing is set forth on the attached Quote.

#	Task	Est Effort (hrs.)
1	Regular business hours	40
2	After hours (1.5x normal rate)	10
3		
	Total Hours	50

Project Completion

The Project will be complete when all Deliverables have been provided to Customer.

Customer will have ten (10) business days to review each Deliverable. If HBS is not provided a written notice of rejection describing the basis for rejection within this period, the Deliverables will be considered accepted.

After the completion of the project, support may be obtained by contacting the HBS Account Manager. Support will be billed at an agreed upon rate for services rendered.



Change Management

Additional products and services beyond the In-Scope deliverables listed above are considered out of scope and require a change request approved by the customer before any work can be continued. Any additions/deletions/modifications to the agreement, regardless of modification to project value, require a change request approved by the customer prior to either party performing work.

HBS will submit a formal Change Request for customer approval that documents the out of scope work, and any associated costs or schedule changes. When a Change Request is approved and signed by Customer, it becomes a Change Order and is formally considered a part of this Agreement.

Terms

Binding Agreement - This Statement of Work (SOW) describes the professional services and/or products, and results to be provided by HBS. When mutually executed for implementation, this SOW becomes contractually binding on HBS and Customer under the terms and conditions of the HBS Standard Terms and Conditions (STC) document.

Order of Precedence - Any ambiguity or inconsistency between or among the statements of this SOW and the Standard Terms and Conditions ("STC") shall be resolved by giving priority and precedence in the following order:

- Statement of Work (SOW)
- Standard Terms and Conditions (STC)

Work Hours - All professional services work will be completed during the normal business hours of 8:00am – 5:00pm M-F Central Time, unless other arrangements are agreed to. Any unplanned work occurring after 5:00pm or before 8:00am or on weekends is subject to a bill rate of 1.5 times the normal rate.

Promises – No other promises have been made related to this SOW except for those stated in this SOW. This SOW supersedes all other agreements or promises related to this Project and SOW.



Approval

An authorized signature below indicates acceptance of all terms of this SOW. The individual signing warrants and represents that the individual is a duly authorized representative with full authority to enter into this Agreement on behalf of the individual’s organization.

City of Stevens Point

Heartland Business Systems, LLC

Authorized Signature

Authorized Signature

Printed Name / Title

Printed Name / Title

Date

Date

Upgrade 2003/2008 Servers and Domain Controllers

Quote #224866 v1

Prepared For:
City of Stevens Pt Water Dept, Utilities & Trans

 Alex Van Dreel
 300 Bliss Avenue
 Stevens Point, WI 54481-4601

P: (715) 342-4124

E: avandreel@stevenspoint.com

Prepared By:
Heartland Business Systems

 Ann Babl
 1700 Stephen Street
 Little Chute, WI 54140

P: 920-687-4706

E: ababl@hbs.net

Date Issued:
07.01.2020
Expires:
07.02.2020

Water/Trans	Price	Qty	Ext. Price
Microsoft Windows Server 2019 Standard - License - 2 Core - Microsoft Qualified, Volume, Local Government - Microsoft Open License for Government - English - PC	\$97.33	24	\$2,335.92
Microsoft Windows Server 2019 - License - 1 Device CAL - Local Government, Volume - Microsoft Open License for Government - English - PC	\$21.18	38	\$804.84
SQL and SQL CALs(Core based SQL is unlimited CALs good for 30 or more)			
Microsoft SQL Server 2019 Standard - License - 1 License - Volume, Local Government, Microsoft Qualified - Microsoft Open License for Government - English - PC	\$742.00	1	\$742.00
Microsoft SQL Server 2019 Standard - License - 1 User CAL - Local Government, Volume, Microsoft Qualified - Microsoft Open License for Government - English - PC	\$167.00	13	\$2,171.00
Subtotal			\$6,053.76

Services	Price	Qty	Ext. Price
HBSFLEX Services Flexible Services block- Rates for services based on attached HBS FLEX Volume Service Schedule	\$5,000.00	1	\$5,000.00
Subtotal			\$5,000.00

Quote Summary	Amount
Water/Trans	\$6,053.76
Services	\$5,000.00
Total:	\$11,053.76

This quote may not include applicable sales tax, shipping, handling and/or delivery charges. Final applicable sales tax, shipping, handling and/or delivery charges are calculated and applied at invoice. The above prices are for hardware/software only, and do not include delivery, setup or installation by Heartland ("HBS") unless otherwise noted. Installation by HBS is available at our regular hourly rates, or pursuant to a prepaid HBSFlex Agreement. This configuration is presented for convenience only. HBS is not responsible for typographical or other errors/omissions regarding prices or other information. Prices and configurations are subject to change without notice. HBS may modify or cancel this quote if the pricing is impacted by a tariff. A 15% restocking fee will be charged on any returned part. Customer is responsible for all costs associated with return of product and a \$25.00 processing fee. No returns are accepted by HBS without prior written approval. This quote expressly limits acceptance to the terms of this quote, and HBS disclaims any additional terms. By providing your "E-Signature," you acknowledge that your electronic signature is the legal equivalent of your manual signature, and you warrant that you have express authority to execute this agreement and legally bind your organization to this proposal and all attached documents. Any purchase that the customer makes from HBS is governed by HBS' Standard Terms and Conditions ("ST&Cs") located at <http://www.hbs.net/standard-terms-and-conditions>, which are incorporated herein by reference. The ST&Cs are subject to change. When a new order is placed, the ST&Cs on the above-stated website at that time shall apply. If customer has signed HBS' ST&Cs version 2018.v2.0 or later, or the parties have executed a current master services agreement, the signed agreement shall supersede the version on the website. QT.2020.v1.0

Acceptance
Heartland Business Systems
City of Stevens Pt Water Dept, Utilities & Trans

Ann Babl

Signature / Name

07/01/2020

Date

Signature / Name

Initials

Date

HTG Standard Terms & Conditions

STANDARD TERMS AND CONDITIONS

The parties to this agreement are Heartland Business Systems, LLC., ("Heartland" or "Seller"), with corporate headquarters located at 1700 Stephen Street, Little Chute WI 54140, and customer ("Buyer") who purchases products and/or services from Heartland.

1. **ACCEPTANCE.** Buyer accepts these Standard Terms and Conditions as a condition of Buyer's purchase of services and/or products from Heartland.
2. **PAYMENT AND TERMS.** All invoices provided by Seller to Buyer shall be paid within 30 days of the invoice date with the exception of HBSFLEX Agreement invoices. HBSFLEX Agreement invoices shall be paid upon receipt of the invoice. A service charge of \$35.00 will be assessed for each check that is returned for insufficient funds.
3. **FORCE MAJEURE.** Heartland's performance hereunder shall be excused if such nonperformance or delay of performance is due to causes beyond the reasonable control of Heartland and is the direct or indirect result of, but not limited to, acts of God, acts of the public enemy, acts of the United States of America, or any state, territory or political subdivision thereof or of the State of Wisconsin, fires, war, riots, terrorism, floods, epidemics, quarantine restrictions, insurrection, strikes, labor shortage, materials shortage or freight embargoes. Any delay in performance due to the force majeure occurrence shall extend the period for performance for the duration of the delay.
4. **SHIPPING.** With respect to any products that are to be shipped, shipment shall be FOB Seller's place of business, by common or contract carrier, or, in the case of drop shipment, FOB a manufacturer's or distributor's place of business, by common or contract carrier. Freight charges shall be Buyer's responsibility. "Delivery," as that term is used in this proposal and any resulting contract, shall be deemed completed when the goods have been placed into the hands of the common or contract carrier.
5. **WARRANTY.** Any hardware, software, or parts sold to Buyer may be subject to a warranty made by the manufacturer or other third party to Buyer and, if so, the terms and conditions of such warranty are embodied in other documents. Buyer acknowledges that Seller is not a party to any such warranty, and that any rights or remedies that Buyer may have pursuant to said warranty are against the manufacturer or other third party directly, and is not assertable against the Seller. SELLER MAKES NO WARRANTY WITH RESPECT TO THE PRODUCTS OR SERVICES SOLD HEREUNDER. BUYER ACKNOWLEDGES THAT IT HAS NOT RELIED ON ANY WARRANTY OR REPRESENTATION BY THE SELLER WITH RESPECT TO THE PRODUCTS OR SERVICES SOLD HEREUNDER, EXCEPT AS ARE EXPRESSLY CONTAINED HEREIN. ANY IMPLIED WARRANTY OF MERCHANTABILITY, AND ANY IMPLIED WARRANTY THAT THE PRODUCTS OR SERVICES SOLD HEREUNDER ARE FIT FOR A PARTICULAR PURPOSE, ARE HEREBY DISCLAIMED.
6. **PROFESSIONAL SERVICES.** Heartland may provide professional services as requested by the Buyer. All services provided by Heartland, which include labor and travel charges, are subject to the terms and conditions as set forth in this Agreement. Services provided by Seller to Buyer may be covered under a manufacturer or other third party warranty, may be applied to a pre-paid HBSFLEX Agreement purchased by the Buyer, at the rates set forth in the most current version of the HBSFLEX Volume Service Schedule, as updated from time to time, or may be billed out to the Buyer at the then-prevailing hourly rate. Regardless whether the services are covered under warranty, applied to a HBSFLEX Agreement or billed out at an hourly rate, all terms of this Agreement apply. Heartland's records shall be the sole measurement of professional services and/or time expended by Heartland. HBSFLEX Agreements may not be used to purchase products, and each HBSFLEX Agreement shall automatically expire eighteen months after the date of invoice for that HBSFLEX Agreement.
 1. **Warranty.** If services provided are in connection with a problem that is covered by a manufacturer or other third party warranty, then such services shall not be counted against a HBSFLEX Agreement or billed out at the then-prevailing hourly rate, to the extent of the warranty coverage. Please refer to your manufacturer or third party provided documentation which will define what is covered under warranty. Any labor or travel provided that is not covered under the manufacturer or third party warranty will be applied to a HBSFLEX Agreement or billed out at the then-prevailing hourly rate, whichever applies.
 2. **HBSFLEX Agreements.** Buyer may choose to purchase a pre-paid HBSFLEX Agreement from Seller. When a HBSFLEX Agreement is purchased, labor and travel charges incurred will be applied against the HBSFLEX Agreement. Buyer will receive informational invoices detailing the services as they are provided.
 1. When a pre-paid HBSFLEX Agreement is exhausted an additional HBSFLEX Agreement may be purchased. If an additional HBSFLEX Agreement is not purchased, then services will be billed out at the then-prevailing hourly rate.
 2. Either party may terminate a pre-paid HBSFLEX Agreement by giving notice to the other, in writing by mail to the party's last known address, of such intent. If this Agreement is terminated before the HBSFLEX Agreement is expended, then Heartland shall refund 75% of the unused portion of the fee and may retain the balance.
 3. **Hourly Rate.** Should services provided not be covered under a manufacturer or third party warranty or should the Buyer not have purchased or not have time available on a HBSFLEX Agreement then all labor and travel will be billed out at Heartland's then-prevailing hourly rate.
7. **PROFESSIONAL SERVICE ESTIMATES.** At times, Buyer may request time estimates for service situations. Heartland will provide a best estimate based upon the information that is known at the time of the request. This is to be considered an estimate for service only and not a guarantee. Actual service hours may be less or may be more than the estimate provided.
8. **FOUR-HOUR RESPONSE.** For calls received on normal business days, excluding holidays, Heartland will use its best effort to respond to the Buyer's request for service within four business hours (the hours between 8:00 a.m. and 5:00 p.m. CT) of the Buyer's request.
9. **ASSIGNABILITY.** Heartland may delegate all, or any part of, its duties hereunder to a subcontractor.
10. **EXCLUDED EQUIPMENT.** Heartland may discontinue providing services with respect to any hardware for which it can no longer readily obtain repair parts or technical assistance.
11. **BUYER'S RESPONSIBILITY.** Buyer shall use its best efforts to cooperate with Heartland in connection with Seller's carrying out its duties hereunder, and Buyer shall refrain from any act or omission that could frustrate Heartland's performance. In that regard, but not by way of limitation, Buyer shall designate one employee for each location at which services are expected to be rendered under this Agreement, with full authority to act for Buyer in the event that Buyer's input is required in order to affect any aspect of the services provided hereunder.
12. **BUYER'S WARRANTY AS TO PROPER LICENSING.** Buyer warrants and represents to Seller that it possesses a proper license for all software being used by Buyer's organization and shall hold Heartland harmless from any claims or suits premised upon breach of any third party's proprietary rights with respect to such software.
13. **BUYER'S WARRANTY AS TO PROPER BACKUP.** Buyer warrants and represents to Seller that Buyer's data and system has been properly backed up prior to the commencement of any services provided by Heartland and understands that the Seller shall have no liability whatsoever, under any circumstances, for any damages suffered by Buyer as a result of improper backup situations or data which has not been backed up and that is lost, for any reason, in connection with the services or use of the products sold hereunder.
14. **NON-SOLICITATION OF HEARTLAND PERSONNEL.** During the term of this Agreement, and for a period of one (1) year after the termination of this Agreement by either party for whatever reason, Buyer shall not, directly or indirectly, encourage any employee of Heartland, who became known to Buyer by virtue of such employee's providing services under this Agreement, to terminate his or her employment with Heartland. In addition, during the term of

- this Agreement, and for a period of one (1) year after the termination of this Agreement by either party for whatever reason, Buyer shall not, directly or indirectly, solicit any employee of Heartland, who became known to Buyer by virtue of such employee's providing services under this Agreement, for employment which would end or diminish that employee's service with Heartland. Buyer acknowledges that Heartland will suffer irreparable harm as a result of Buyer's violation of this paragraph and that Heartland may bring an action for injunctive relief and/or actual damages to enforce this provision.
15. **SUSPENSION OF PRODUCTS AND/OR SERVICES.** Heartland may, at its option, suspend providing products and/or services hereunder in the event that the Buyer is delinquent on payment of any outstanding invoices.
 16. **EXCLUSIVE REMEDY/LIMITATION OF LIABILITY.** Notwithstanding any other provision herein, Seller's sole and exclusive liability to Buyer for any breach of this Agreement, or breach of any warranty, express or implied, found to have been made in connection with this Agreement, shall be to repair or replace, at its option, any defective hardware, software, or parts sold hereunder; Seller shall have no liability for any other damages, consequential or otherwise. Seller shall have no liability whatsoever to Buyer if computer software or computer hardware sold hereunder is subsequently upgraded, or is otherwise used with software or hardware that was not used with the software and/or hardware sold hereunder at the time of installation, or if any such software or hardware has been serviced by anyone other than Seller. Seller shall have no liability whatsoever, under any circumstances, for any damages suffered by Buyer as a result of data which has not been backed up and that is lost, for any reason, in connection with the services or use of the products sold hereunder.
 17. **ACCEPTANCE OF PRODUCTS.** Buyer shall be deemed to have irrevocably accepted the products and services sold hereunder if Buyer has not given to Seller a written notice of rejection, describing the basis for rejection, within 10 business days after delivery. All data and intellectual property provided by Seller in connection with this Agreement shall belong to Seller ("Heartland Materials"). Seller shall retain all rights and interests in and to the Heartland Materials after the completion of this Agreement.
 18. **CLOUD SERVICES.** Buyer agrees and acknowledges that in order to provide a high level of service, Seller may store Buyer's information in the public cloud. This information may include but is not limited to drawings, pictures, equipment layouts, passwords, backups, or configuration files. Buyer agrees and acknowledges that the cloud is a separate and independent network, which is not controlled by Seller, and that Seller shall have no liability whatsoever, under any circumstances, for any damages arising out of or relating to the use of the public cloud, including but not limited to the loss of any information.
 19. **CHOICE OF LAW.** This Agreement, and any claim arising under it, or related to the transaction evidenced by it, shall be construed and determined under the laws of Wisconsin.
 20. **ATTORNEY FEES.** In the event that legal action is taken by either party upon any claim arising from this Agreement or in any way related to the transaction that is evidenced by this Agreement, Seller shall, if it prevails, be entitled to recover from Buyer its actual reasonable attorney fees incurred in connection therewith.
 21. **SEVERABILITY.** If any portion of this Agreement is determined by a court or government agency having competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall remain in full force and effect to the extent permitted by law.
 22. **BINDING EFFECT.** This Agreement shall bind and inure to the benefit of the parties, and their respective heirs, successors, personal representatives, beneficiaries and assigns.
 23. **ADDITIONAL WORK.** In the event that Seller agrees to provide additional products or service not specifically covered by this Agreement, the terms and conditions of this Agreement shall govern, unless otherwise provided in writing.
 24. **ENTIRE AGREEMENT.** This is the entire agreement of the parties respecting the sale of the products or services, sold by Seller to Buyer. No modification, addition, or amendment shall be binding unless in writing and signed by both parties.

Buyer accepts these Standard Terms and Conditions as a condition of Buyer's purchase of services and/or products from Heartland.

STC.2020.v1.0

HBSFLEX Service Schedule 2

SCHEDULE to the Service Agreement ("Agreement") between Heartland Business Systems, a Wisconsin limited liability company, hereafter called (Heartland) and City of Stevens Pt Water Dept, Utilities & Trans (Customer). Heartland and Customer (hereafter called PARTIES) agree as follows:

1. The terms of this SCHEDULE shall govern in the event of a conflict between the terms of the Agreement and the terms of this SCHEDULE.
2. **Pricing.** Customer agrees to pay Heartland based upon the hourly rates described below. Pricing does not include applicable sales tax which will be charged at time of invoicing.
3. **Travel.** Travel will be billed to customer at below rates based on one way travel from closest Heartland office.
4. **Prepayment.** HBSFLEX Volume Service Pricing is available only for prepaid service blocks.
5. **Expiration.** HBSFLEX Agreements will expire 18 months from date of purchase.
6. **Additions.** Should this quote be an addition or conversion of an existing agreement, Rate schedule below will apply to all funds.

HOURLY SERVICES BILLING SCHEDULE (time is billed in 15 minute increments)

Engineer Work Role	Hourly Rate
Structured Cabling	\$85
AVTech Help-desk Break-Fix Point of Sale Collaboration 1 Physical Security Engineer	\$95

AV Engineer 2 Network Operations Center Mitel Engineer 2 SMB Engineer HBS Data Center Collaboration 2 Imaging Technician 2 O365/CRM/D365 SharePoint 2 Network Engineer 2 Systems Engineer 2 Physical Security Engineer 2 Project Manager 2	\$135
AV Engineer 3 Network Engineer 3 Systems Engineer 3 Collaboration 3 Mitel Engineer 3 Physical Security Engineer 3 Apps/Business Consulting 3 Imaging Engineer 3 O365/CRM/D365 SharePoint 3 Project Manager 3 Websites/Kentico Custom Development	\$165
Network Engineer 4 Systems Engineer 4 Collaboration 4 BI/Data Analytics/SQL 4 Project Manager 4	\$185
ERP/Dynamics GP 4 ERP/Dynamics GP 5 Applications Architect 5 Systems Architect 5	\$178 \$198 \$195
Infosec Consultant Infosec Consultant-Applications	\$225
On Call Pager	\$200
After Hours Rate - Before 8am or after 5pm CST - Weekends & Company Recognized Holidays	1.5x Base Rate



June 29, 2020

MEMO

TO: Personnel Committee and Water and Sewerage Commissioners:

RE: Reclassification of position

Committee Members and Commissioners:

Per Administrative Policy 2.05, please consider this memo a request to reclassify the position of Collection Systems Superintendent to the modified position of Construction and Maintenance Superintendent. The items outlined in the policy are covered below:

The new position description was provided to the Human Resource Manager for submittal to the salary plan consultant. The consultant determined the appropriate rating of the newly described position to be grade S. The previous position was grade O. Difference between these positions at step 1 on the pay plan is \$16,266. At step 6 it is \$18,616. This represents the theoretical budgetary impact, not including benefits.

The policy requests that I provide positions that perform similar work. The other two Superintendent position in the Utility portion of the Department are the Water Superintendent and the Wastewater Superintendent. I feel that the determination of our pay plan consultant is an accurate one, as those two positions are also graded "S."

The new job description and the organizational chart are both included for your reference – as required through the policy.

I look forward to discussing this opportunity. Please feel free to reach out to me ahead of the meeting if there are any questions or concerns you would like to discuss prior to the meeting.

Thanks for your consideration,

Joel Lemke
Director



June 29, 2020

MEMO

TO: Personnel Committee and Water and Sewerage Commissioners:

RE: Promotion – Management Level Position

Committee Members and Commissioners:

Following the retirement of our Stormwater and Collection Systems Superintendent earlier this year, the Department has taken some time to re-evaluate the structure and responsibilities of managers. This consideration led to a reclassification request. The reclassification of this position is also before you tonight, which would retitle the position: Construction and Maintenance Superintendent. Should that reclassification be requested, this memo is a follow-up request for promotion.

Our Administrative Policies state that we should “promote from within, when possible.” I am happy to say we have qualified personnel on staff, and I would like to make the selection for this position from our pool of current employees.

We respectfully request permission to hire, from our staff, the position of Construction and Maintenance Superintendent. We will request to fill subsequent vacancies through the process established that involves corresponding with the Mayor and Personnel Manager.

Thank you for your consideration,

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

Joel Lemke
Director



Annual Report

Utility

Last Updated: 7/7/2020 Reporting For: 2019

Name of Governing
Body or Owner:

Stevens Point Wastewater Utility

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

The damaged sewer main was repaired and observed. Maintenance and observations will continue to be done to help prevent future overflows.

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00



CITY OF STEVENS POINT PUBLIC UTILITIES

July 8, 2020

Commissioners,

The hot water heater at our water treatment station on Wellfield Road has been out of service for an unknown amount of time. Due to the requirement for eyewash stations and tepid water (60-100 degrees) for an irrigation period of 15 minutes, we need a direct replacement of the current 100-gallon water heater. I have received two quotes with many different options to meet OSHA / ANSI standards and I ask that you approve the replacement not to exceed \$7,951.

Thank you,

Eric Southworth

Water Distribution Superintendent