

*****AMENDED*****

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
July 8, 2024 - 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

Discussion and Possible Action on:

1. Roll Call.
2. Approval of Minutes
3. Approval of Department Claims
4. Water Supply and Distribution Reports - *Eric Southworth*
5. Sewage Treatment Operations Report - *Chris Lefebvre*
6. Construction and Maintenance Report - *Shane Kohnen*
7. Preliminary engineering agreement with Strand Associates related to reconstruction of Michigan Avenue from Patch St. to Dixon Street.
8. ***Engineering agreement with Clark-Dietz for the proposed Madison/Monroe Street Improvements Project, Project 25-02
9. Directors Report - *Joel Lemke*
10. Enter into closed session pursuant to Wisconsin Statutes 19.85(1)(e) for deliberating or negotiating the purchase price of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, relating to the following:
 - A. Discussion and possible action on acquisition of Parcel 020240814-14.06
11. Reconvene for possible action on the above-referenced closed session item.
12. Adjournment.

The next Water and Sewerage Commission meeting will be Monday, August 12, 2024 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
May 13, 2024 - 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

Discussion and Possible Action on:

1. Roll Call.

PRESENT: Paul Adamski, Mae Nachman, and Ray Schmidt

ALSO PRESENT: Joel Lemke, Jennifer Schmeiser, Eric Southworth, Shane Kohnen, Jason Draheim, Ald. Lang and Jaime Zdroik

EXCUSED ABSENCE: Carl Rasmussen and Anna Haines

2. Approval of Minutes

Motion made by Mae Nachman, seconded by Ray Schmidt to approve the March 11, 2024 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 Ray Schmidt to approve the department claims for the months of March and April as audited and read.

Ayes all. Nays none. Motion carried.

4. Water Supply and Distribution Reports - Eric Southworth

Eric stated last week the annual hydrant flushing was completed. Everything went well with flushing. There were a couple of dirty water calls, a couple of hydrants broken/repaired and one water main break. Our leak detection services will come in next week to see if there are any leaks in our system.

5. Award of contract 24-12, Well No. 12 Drilling - Joel Lemke

Strand Associates, the engineer for the project, recommends proceeding with awarding the contract to Municipal Well and Pump. Joel explained that we only received one bid.

Motion made by Ray Schmidt, seconded by Mae Nachman to award the low bid for contract 24-12 Well No. 12 Drilling to Municipal Well and Pump for an amount not to exceed \$407,770.00 which includes the 15% contingency fee.

Ayes all. Nays none. Motion carried.

6. Cityworks Upgrade - Joel Lemke/Eric Southworth

Joel stated this item was originally included in 2023 Capital Operations and Maintenance Plan but it was not completed in 2023. Therefore, it was not included on the 2024 Capital Operations and Maintenance Plan. We are requesting the CO&M be revised to include a \$16,000 line item for software upgrades. This would be for upgrading the software for our work order management and inventory control.

Motion made by Mae Nachman, seconded by Ray Schmidt to approve the request to add \$16,000.00 to the 2024 Capital Operations and Maintenance Plan for the purpose of upgrading our work order management and our inventory control system.

Ayes all. Nays none. Motion carried.

7. Sewage Treatment Operations Report - Chris Lefebvre

Joel stated all permit levels were met for the months of March and April.

8. Scope of services with Donohue & Associates for UV and clarifier engineering work - Joel Lemke/Chris Lefebvre

Joel explained that we have several things going on that will need engineering services. There are four big tasks listed in Part 1 of the Scope of Services; two lift stations, UV disinfection system and final clarifiers.

Motion made by Ray Schmidt, seconded by Mae Nachman to approve the scope of services with Donohue & Associates for liftstation, UV and clarifier engineering work in an amount not to exceed \$99,900.

Ayes all. Nays none. Motion carried.

9. Fine screen repair expenses - Joel Lemke/Chris Lefebvre

Joel explained what the fine screens do in the WWTP process. These were originally installed in 2005.

Motion made by Mae Nachman, seconded by Ray Schmidt to approve the purchase of the replacement parts for the fine screen repair in an amount not to exceed \$34,060.00.

Ayes all. Nays none. Motion carried.

10. Review and resolution on 2023 Compliance Maintenance Annual Report - Chris Lefebvre/Joel Lemke

Joel explained this is an annual report. The final grade sheet was provided to the Commission in the packet. The final grade was an A.

Motion made by Ray Schmidt, seconded by Mae Nachman to approve the 2023 Compliance Maintenance Annual Report.

Ayes all. Nays none. Motion carried.

11. Construction and Maintenance Report - Shane Kohnen

Shane stated the Collection crew continued to cut, jet and televise as scheduled. Since concrete crews/asphalt plants are running again the Storm crew has made several catch basin/manhole repairs. They finished up on some of last year's restoration projects. The Pine Bluff project is now complete. The Water crew has repaired a couple of water main breaks and broken hydrants. The south side project is underway and the north side projects will start in a couple of weeks.

12. Rain garden reports - Joel Lemke/Shane Kohnen

Joel stated Recycling Connections does public education and outreach with regard to solid waste. So we decided to work with them. Public Education and Outreach is part of our MS4 Permit. Letters were sent to school to see if they would be interested in the program. More schools were interested than they originally thought would be, so they are doing two a year for three years. Included in the packets were the reports from the schools that participated in 2023, Ben Franklin Junior High and Spash.

13. 2023 MS4 Annual Report - Joel Lemke/Shane Kohnen

Joel stated this is our annual report for stormwater.

Motion made by Ray Schmidt, seconded by Mae Nachman to approve the 2023 MS4 Annual Report.

Ayes all. Nays none. Motion carried.

14. Directors Report - Joel Lemke

Joel stated the closing for the property on Simonis Street is scheduled for later this month. With the sale, it puts our total investment in the property needed for Well 12 at approximately \$150,000. They are working on easements for the pipes/driveway to connect Well 12 and Well 4 and have access to the property.

Public Works Day will be held at the Water Garage tomorrow. Shane and Eric will be working with 4th grade students. The Streets and Transit Departments are also involved.

Joel stated that the UWSP Forestry class discussed and presented on our Brilowski Property. They will give a formal proposal for forest management of the property.

15. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:34PM

REPORT TO THE JUNE 10, 2024
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

WATER DEPARTMENT

FINANCES:

Bank balance as of May 1, 2024
Bank deposits recorded in May 2024

\$	6,102,062.42
\$	516,224.59
\$	6,618,287.01

CHECKS ISSUED MAY 2024:

58978	CDW Government	Phones for new hires - Jaelyn & MARRISA	580.92
58979	City Of Stevens Point	2023 IT Benefits	21.00
58980	CORE & MAIN LP	Inventory	468.54
58981	Dakota Electric Services Inc	Troubleshoot water tower air mixer	283.50
58982	Fastenal Company	Drill set, rain gear, PPE eyewear	236.20
58983	First Supply LLC -Plover	PVC Pipe	564.00
58986	Martelle Water Treatment	Chemicals -Aquadene	6,674.08
58987	Menke Motor Co Inc	GMC Sierra - Inspection Truck	40,984.50
58989	USA Blue Book	Lab supplies	1,493.08
58990	Brandon Wiza	Uniform Reimb - Jeans	164.94
58991	Esch Construction Supply, Inc.	PPE - Helmet	112.08
58992	Heartland Business Systems, LLC	Monthly bill for April	216.31
58993	Multi Media Channels, LLC	Ad for Well 12 Bid	58.74
58995	USA Blue Book	Lab supplies	1,272.34
58996	Mae Nachman	Salary	62.35
58997	Community Foundation of Central WI	Employee Contribution	10.00
58998	United Way Of Portage County	United Way	51.00
58999	Aspirus Medical Group, Inc.	Wellness Program, Pre-employment test N. Lemanczyk	504.00
59000	Avineon, Inc.	GIS Support	1,303.34
59001	Baker Tilly Virchow Krause LLP	2023 Audit Fees	5,168.25
59003	Excel Plumbing, Inc.	Unplug faucet after water main work	125.82
59004	Fastenal Company	Gloves	20.40
59006	Hans or Laura Hofmeister	Refund Check 040297-000, 3941 Jordan Lane	41.70
59007	Kramar	Replace #1 check on backflow for fill station	460.00
59009	Metal Crafters Inc	Flat bar	49.32
59010	Metron-Farnier LLC	Meters	94,789.40
59011	Multi Media Channels, LLC	Second round of flushing notices	13.56
59013	Mastercard	Garage supplies, tools, office supplies & cleaning supplies, bloodborne pathogens training supplies	2,596.53
59014	Point Embroidery & Screen	Office staff shirts	96.95
59015	Portage County Transfer Facility	Disposal of computers & copiers	60.00
59018	TWENTY TWENTY TRADING LLC	Refund Check 040216-000, 2301 MAIN ST	32.55
59020	Vestis	Work shirts - Roger K.	92.91
59021	Vestis	Rugs	46.82
59023	Waste Mangmt of WI-MN	Dumpster service	423.34
59024	Wimme Sand & Gravel, Inc.	Road mat/yard materials	778.93
59026	Central States H & W Fund	Health Insurance Premiums	36,038.44
59027	Ferguson Waterworks #1476	Meter couplings	950.00
59028	INFOSEND INC	Printing/Postage - Monthly bills & Notices	2,283.86
59029	Jack Henry & Assoc	Payment scanner annual software maintenance fee	1,853.47
59030	Northway Communications Inc	Radio batteries	57.79
59031	Petty Cash	Postage, mileage for conference	489.90
59033	Spectrum Insurance Group LLC	Annual Vehicle Insurance	13,806.67
59034	Teamsters Union Local 662	Union dues	1,877.00
59036	AnSer	After hours answering service	155.00
59038	Auto Xtras, LLC	Parts for truck #20	2,075.93
59039	Avineon, Inc.	GIS Support	2,000.00
59040	Central Door Solutions, LLC	Garage Door Repairs	768.10
59041	Clark Dietz	Professional Services 2024 Street Improvement	22,064.28
59042	Donohue & Associates, Inc.	Engineering Services	1,657.50
59043	Fastenal Company	PPE - Gloves	229.93
59046	Hawkins Inc	Chemicals	3,382.77
59047	Heartland Business Systems, LLC	Monthly Billing - May	222.30
59048	Jamar Company	Troubleshooting HVAC System	1,228.70

59051	Northern Lake Services Inc	Water samples	50.00		
59052	Rasmussen Plumbing & Heating	Clear plugged fixture	125.86		
59054	Schierl Inc	Tire for Truck #24	213.25		
59055	Security Fence & Supply Co Inc	Repair garage gate	291.67		
59057	Kristopher J Spindler	Clothing allowance - Jeans	91.61		
59059	Strand Associates Inc	Professional Services 2024 Street Improvements	17,652.50		
59060	TeamCare	Mary K insurance Premiums	1,705.80		
59062	Vestis	Rugs	46.82		
59063	Kelsey DeWolfe	Refund for payment made Jeffrey Rozelle-2602 Rice St.	133.89		
59064	Community Foundation of Central WI	Employee Contribution	10.00		
59065	United Way Of Portage County	United Way	51.00		
59066	City Of Stevens Point	Retirement, IT, Fuel and Insurance	106,033.89		
59067	Cooper Oil Company Inc	DEF Fluid	77.63		
59068	NAPA	Silicone spray, shop supplies	45.15		
59069	TeamCare	Health Insurance Buy In - N. Lemanczyk	1,855.20		
59070	Mastercard	Amazon Web Services, Flag holder, Coffee pot for office, Supplies for garage, Training, Employee lunch & conference expenses, stickers	4,290.93		
59071	City Of Stevens Point	Workers Comp Premiums	1,567.05		
59073	Ferguson Waterworks #1476	Hydrant parts	110.00		
59074	H&S Protection Systems Inc	Update alarm panel add N. Lemanczyk and remove R. Danczyk	12.50		
59075	Jacobs	Refund of remaining engineering deposit	9,296.18		
59077	Northern Lake Services Inc	Nitrate samples	155.00		
59078	Strand Associates Inc	April Professional Services - Well 12	4,218.55		
	WPS	Utility Charges	22,694.22		
	Payroll	Payroll	41,617.52		
	IRS PR Tax	Payroll Taxes - Federal	37,025.67		
	DOR PR Tax	Payroll Taxes - State	7,690.94		
	Verizon Cell & iPad Charges	Phone & iPad Charges	588.99		
	DOR Garnishment	Garnishment	9.90		
	HRA Admin Fees	Renewal & Admin Fees	30.00		
	TOTAL EXPENSES LISTED		\$ 508,690.76	\$	508,690.76
	BALANCE ON HAND MAY 31, 2024				
		Balance on Hand		\$	6,109,596.25
		Civic Pay Fees		\$	(1,687.65)
		Plus uncleared checks		\$	13,914.22
		Less checks previously written clearing this month		\$	(177,215.89)
		Ending Cash Balance matching Bank Statements		\$	5,944,606.93
		Less Restricted Funds		\$	(1,142,612.66)
		Cash on Hand		\$	4,801,994.27

REPORT TO THE JULY 8, 2024
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

WATER DEPARTMENT

FINANCES:

Bank balance as of June 1, 2024
Bank deposits recorded in June 2024

\$	5,665,146.47
\$	559,813.39
\$	6,224,959.86

CHECKS ISSUED JUNE 2024:

59081	Mae Nachman	Salary	62.35
59082	Community Foundation of Central WI	Employee Contribution	10.00
59083	United Way Of Portage County	United Way	47.00
59084	American Asphalt Of WI	Hot mix	99.48
59085	Baker Tilly Virchow Krause LLP	2023 Audit	2,496.00
59087	Bushman Electric Inc	Public Utility logo stickers	456.00
59088	Central States H & W Fund	Insurance Premiums	36,734.14
59089	Employee Resource Center	May EAP Fees	48.45
59092	H&S Protection Systems Inc	Annual Well 11 Alarm Monitoring	995.64
59093	INFOSEND INC	Statement & notice printing	6,615.94
59094	Metal Crafters Inc	Supplies	175.00
59095	Multi Media Channels, LLC	Ad for Well 12 Bid	59.62
59097	Northern Lake Services Inc	Water Samples	640.00
59098	Northway Communications Inc	Radio Equip for Truck #20	799.81
59099	Rasmussen Plumbing & Heating	Cleared plugged fixture	131.25
59100	Springbrook Holding Company LLC	Civic Pay Transaction Fee	477.67
59101	Teamsters Union Local 662	Union Dues	1,797.00
59103	USA Blue Book	Lab supplies	673.13
59104	Vestis	Rugs	46.82
59105	Werner Electric Supply	Stainless Steel Channel	158.60
59106	Westrum Leak Detection	Leak Detection Survey	7,000.00
59108	Aspirus Medical Group, Inc.	Random drug & alcohol testing	217.50
59109	CORE & MAIN LP	Inventory	14,768.00
59110	Dakota Supply Group	Inventory	23.71
59111	Kelsey DeWolfe	Refund overpayment 924 Songbird Ln Unit J6	121.11
59112	Ferguson Waterworks #1476	Inventory, Pipe compound	13,694.50
59113	First Supply LLC -Plover	Inventory	2,875.98
59116	Mastercard	Staple gun & staples, return print & ink, office supplies, Amazon Prime renewal fee	894.05
59117	US Postmaster	CCR Mailing	2,627.71
59119	Springbrook Holding Company LLC	Civic Pay Transaction Fee	1,177.00
59120	WI State Laboratory of Hygiene	Fluoride Testing April & May	58.00
59121	Wimme Sand & Gravel, Inc.	Shoulder contractor	113.60
59122	Aspirus Medical Group, Inc.	Wellness Program	218.00
59124	Avineon, Inc.	GIS Support	4,842.09
59125	Batteries Plus LLC	Batteries	68.16
59126	County Materials Corp	Speedcrete	278.27
59127	Ferguson Waterworks #1476	Meter couplings	78.39
59128	H&S Protection Systems Inc	Remote alarm batteries	16.00
59133	SJE	Trouble shoot Well 11 SCADA	384.00
59134	Strand Associates Inc	May 2024 Professional Services Street Improvements	4,275.57
59135	USA Blue Book	Dechlorination	1,281.30
59137	Community Foundation of Central WI	Employee Contribution	10.00
59138	United Way Of Portage County	United Way	47.00
59139	AnSer	After hours answering services.	165.00
59140	Bob's Plumbing & Heating Inc	Well 11 Heater Repairs	4,900.00
59141	CDW Government	Update phone for Nathan Lemanczyk	170.00
59144	Ferguson Waterworks #1476	Brass nipples	12.00
59145	Hawkins Inc	Chemicals	3,382.77
59148	Northern Lake Services Inc	Water Testing for CCR	859.59
59149	Northern Management LLC	Refund Check 040685-000, 401 Michigan Ave #204C	8.11
59151	Pepperwood Properties LLC	Refund Check 040591-000, 2835 Soo Marie Ave	14.99
59152	Petty Cash	Mileage, retirement & postage	833.40
59153	Jared Reigel	Jean allowance	400.84

59155	Mastercard	Garage door key, supplies, Storm inventory, Tools, Amazon Web Services, Out of service hydrant tags, Cards, Public charging station for Leaf, Dan Retirement supplies, DNR reporting	2,302.23		
59158	Vestis	Rugs & laundry services	46.82		
59159	Wausau Area Property Management	Refund Check 038666-000, 1522 Wisconsin St.	50.75		
59160	CDW Government	Phone Set up for Marissa & Jaelyn	212.50		
59161	Fastenal Company	Tools, Locate Paint	610.44		
59162	Heartland Business Systems, LLC	Monthly Billing - June	209.23		
59164	Teamsters Union Local 662	Union dues	1,797.00		
59165	American Asphalt Of WI	Hot Mix	530.16		
59168	Batteries Plus LLC	12V Battery Tender	74.20		
59169	Central States H & W Fund	Heath Insurance Premiums	24,478.70		
59171	Hawkins Inc	Chemicals	1,977.27		
59172	Ben Landowski	Refund Check 014339-000, 1440 Frontenac Ave.	35.48		
59173	Martelle Water Treatment	Chemicals	8,053.04		
59175	Shippy Shoe Store Inc	2023-24 Boot Allowance - Roger Kieliszewski	216.00		
59176	USA Blue Book	Lab Supplies	578.21		
59177	Vestis	Uniforms	84.42		
59178	Vestis	Rugs	46.82		
	DOJ	Background Check	7.00		
	WPS	Utility Charges	22,575.50		
	Payroll	Payroll	36,397.60		
	IRS & DOR PR Tax	Payroll Taxes - Federal	47,125.58		
	Verizon Cell & iPad Charges	Phone & iPad Charges	613.26		
	DOR Garnishment	Garnishment	8.48		
	HRA Admin Fees	Renewal & Admin Fees	30.00		
	TOTAL EXPENSES LISTED			\$ 266,401.23	\$ 266,401.23
	BALANCE ON HAND JUNE 30, 2024				
		Balance on Hand		\$	5,958,558.63
		Civic Pay Fees		\$	1,017.73
		Plus uncleared checks		\$	46,971.03
		Less checks previously written clearing this month		\$	(13,881.67)
		Ending Cash Balance matching Bank Statements		\$	5,992,665.72
		Less Restricted Funds		\$	(1,142,612.66)
		Cash on Hand		\$	4,850,053.06

REPORT TO THE JUNE 10, 2024
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS
SEWAGE DEPARTMENT

FINANCES:

Bank Balance as of May 1, 2024
Bank Deposits recorded in May 2024

\$	7,231,097.24
\$	386,317.33
\$	7,617,414.57

CHECKS ISSUED IN MAY 2024:

58977	BDP Industries	Supplies	4,526.13
58979	City Of Stevens Point	2023 IT Benefits	21.00
58982	Fastenal Company	Supplies	28.19
58984	Grainger	Jack stand & air filter	908.60
58985	MacQueen Equipment	Parts for camera truck	2,148.21
58988	Stevens Point Public Utilities	Quarterly Water Charges	855.42
58991	Esch Construction Supply, Inc.	PPE - Helmet	112.08
58992	Heartland Business Systems, LLC	Monthly bill for April	216.31
58993	Multi Media Channels, LLC	Ad for Well 12 Bid	58.74
58994	NCL of Wisconsin Inc	Chemicals	1,058.66
58999	Aspirus Medical Group, Inc.	Wellness Program, Pre-employment test N. Lemanczyk	154.00
59000	Avineon, Inc.	GIS Support	1,303.33
59001	Baker Tilly Virchow Krause LLP	2023 Audit Fees	3,817.06
59002	Cooper Oil Company Inc	Premium gas for lawncare	7.53
59005	Harter's Fox Valley Disposal	Dumpster Service	675.44
59006	Hans or Laura Hofmeister	Refund Check 040297-000, 3941 Jordan Lane	40.27
59008	MacQueen Equipment	Televising Equipment	2,620.79
59012	NCL of Wisconsin Inc	Lab supplies	251.36
59013	Mastercard	Bloodborne pathogens training supplies, supplies-Shelly,	118.54
59018	Twenty Twenty Trading LLC	Refund Check 040216-000, 2301 Main St.	55.98
59019	USA Blue Book	New controller/flow meter	2,919.95
59021	Vestis	Rugs & laundry services	215.43
59025	Atlas Copco Compressors LLC	Aeration blower	845.00
59026	Central States H & W Fund	Health Insurance Premiums	15,904.14
59030	Northway Communications Inc	Radio batteries	57.79
59031	Petty Cash	Meal allowance for training - Shelly	65.00
59033	Spectrum Insurance Group LLC	Annual Vehicle Insurance	13,806.67
59035	WI DNR - Environmental Fees	Annual lab certification fee	19,857.78
59037	AT&T	Phone charges	43.96
59039	Avineon, Inc.	GIS Support	2,000.00
59040	Central Door Solutions, LLC	Garage Door Repairs	768.10
59041	Clark Dietz	Professional Services 2024 Street Improvement	5,516.06
59044	Grainger	Lifting Beam & Web Sling	28.44
59045	Hach Company	Chemicals	692.79
59046	Hawkins Inc	Chemicals	595.35
59047	Heartland Business Systems, LLC	Monthly Billing - May	222.30
59050	NAPA	Mower Oil	35.98
59055	Security Fence & Supply Co Inc	Repair garage gate	291.67
59056	Spee Dee Delivery Service Inc.	Shipping Charges	13.29
59058	Staab Construction Corp	Pipe Repair	1,315.00
59059	Strand Associates Inc	Professional Services 2024 Street Improvements	827.50
59061	ULINE	PPE & Supplies	1,852.85
59062	Vestis	Rugs & laundry services	215.43
59066	City Of Stevens Point	Retirement, IT, Fuel and Insurance	14,669.95
59067	Cooper Oil Company Inc	DEF Fluid	77.63
59070	Mastercard	WVOA Registration-Adam & Tyler, Amazon Web Services, Supplies, Alumininum NPT Truck #12, Manhole toggle pin, Dryer gate solenoid, Flag holder, SCADA monitors and cords, IT pipes, Washer & dryer, DPW Week trinkets, Training	4,428.25
59071	City Of Stevens Point	Workers Comp Premiums	627.36
59072	CT Laboratories	1st Half Biosolids	454.00
59074	H&S Protection Systems Inc	Update alarm panel add N. Lemanczyk and remove R. Danczyk	12.50
59076	NAPA	Supplies	117.96
59079	USA Blue Book	Activator	173.71
	HRA	HRA Admin Fee	30.00
	Verizon Charges	Verizon Charges	618.00
	WPS Utility Charges	Gas & Electric	21,555.90
	Sewer Payroll	Payroll	62,821.10

Payroll Taxes	Payroll Taxes	3,765.67	
TOTAL OF EXPENSES LISTED		\$ 196,420.15	\$ 196,420.15
BALANCE ON HAND MAY 31, 2024			\$ 7,420,994.42
	Balance on Hand		\$ 7,420,994.42
	Plus uncleared checks		\$ 5,129.56
	Civic Pay Fees		\$ 1,687.64
	Less checks previously written clearing this month		\$ (102,326.07)
	Ending Cash Balance matching Bank Statements		\$ 7,325,485.55
		Less Restricted Balance	\$ (5,610,207.18)
		TOTAL	\$ 1,715,278.37

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

REPORT TO THE JULY 8, 2024
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS
SEWAGE DEPARTMENT

FINANCES:

Bank Balance as of June 1, 2024
Bank Deposits recorded in June 2024

\$	7,325,485.55
\$	366,684.12
\$	7,692,169.67

CHECKS ISSUED IN JUNE 2024:

59084	American Asphalt Of WI	Hot mix	99.48		
59085	Baker Tilly Virchow Krause LLP	2023 Audit	1,344.00		
59086	Brenntag Great Lakes LLC	Ferric Chloride Solution	15,962.81		
59088	Central States H & W Fund	Insurance Premiums	15,904.14		
59089	Employee Resource Center	May EAP Fees	28.50		
59090	Energenecs Inc	Troubleshoot methane gas flare	1,679.80		
59091	Grainger	Lifting beam	1,087.92		
59095	Multi Media Channels, LLC	Ad for Well 12 Bid	59.62		
59096	NCL of Wisconsin Inc	Chemicals	607.66		
59100	Springbrook Holding Company LLC	Civic Pay Transaction Fee	477.67		
59102	Truckshop USA	Mud flaps-televising truck	11.00		
59104	Vestis	Rugs & laundry services	215.43		
59107	Aquachem of America Inc.	Resin compound	17,388.00		
59115	Harter's Fox Valley Disposal	Dumpster Service	675.44		
59116	Mastercard	Staple gun & staples	100.80		
59121	Wimme Sand & Gravel, Inc.	Shoulder contractor	113.60		
59122	Aspirus Medical Group, Inc.	Wellness Program	218.00		
59123	AT&T	Phone Charges	46.02		
59124	Avineon, Inc.	GIS Support	4,842.09		
59126	County Materials Corp	Speedcrete	278.27		
59129	John Fabick Tractor Co	Fuel Fill Tube for 908 Loader	170.02		
59131	Chris Lefebvre	Boot Allowance	193.07		
59132	NCL of Wisconsin Inc	Chemicals & supplies	447.96		
59134	Strand Associates Inc	May 2024 Professional Services Street Improvements	371.67		
59141	CDW Government	Update phone for Nathan Lemanczyk	170.00		
59149	Northern Management LLC	Refund Check 040685-000,401 Michigan Ave #204C	12.66		
59150	Pace Analytical Services Inc	2nd Quarter Mercury Samples	530.00		
59151	Pepperwood Properties LLC	Refund Check 040591-000, 2835 Soo Marie Ave	13.35		
59152	Petty Cash	Mileage for conference	301.50		
59154	Solenis LLC	Chemical Praestol	20,060.40		
59155	Mastercard	Conference expenses and employee lunch, Amazon	1,393.42		
		Web Services, IT Pipes			
59156	USA Blue Book	Coal Tar Epoxy	464.95		
59157	UW Stevens Point	Intern pay	1,670.99		
59158	Vestis	Rugs & laundry services	215.43		
59159	Wausau Area Property Management	Refund Check 038666-000,1522 Wisconsin St.	44.72		
59160	CDW Government	Phone Set up for Marissa & Jaelyn	212.50		
59161	Fastenal Company	Locate paint	1,048.02		
59162	Heartland Business Systems, LLC	Monthly Billing - June	209.23		
59163	Kessler Construction	Insulation for dryer	6,410.00		
59165	American Asphalt Of WI	Hot Mix	180.15		
59166	ANDRITZ Separation Inc.	Labor & travel time for dryer repairs	42,019.48		
59167	Badger Laboratories, Inc.	Nitrate Testing	52.00		
59169	Central States H & W Fund	Heath Insurance Premiums	33,619.66		
59170	Grainger	Heffron Transducer	763.57		
59171	Hawkins Inc	Hypochlorite	617.40		
59172	Ben Landowski	Refund Check 014339-000,1440 Frontenac Ave.	66.57		
59174	Olsen Safety Equipment Corp	Gas Meter	1,097.32		
59176	USA Blue Book	Coal Tar Epoxy	464.95		
59177	Vestis	Uniforms	70.42		
59178	Vestis	Rugs & Laundry Services	215.43		
	HRA	HRA Admin Fee	30.00		
	Verizon Charges	Verizon Charges	685.87		
	WPS Utility Charges	Gas & Electric	19,816.18		
	Sewer Payroll	Payroll	67,742.64		
	Payroll Taxes	Payroll Taxes	4,277.88		
TOTAL OF EXPENSES LISTED			\$ 266,799.66	\$	266,799.66
BALANCE ON HAND JUNE 30, 2024				\$	7,425,370.01
			Balance on Hand	\$	7,425,370.01
			Plus uncleared checks	\$	109,062.02

Less checks previously written clearing this month	\$ (1,526.27)
Ending Cash Balance matching Bank Statements	\$ 7,532,905.76

<u>Less Restricted Balance</u>	\$ (5,638,299.28)
TOTAL	\$ 1,894,606.48

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

REPORT TO THE JUNE 2024
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

STORM WATER DEPARTMENT

FINANCES:

Bank balance as of May 1, 2024
 Bank deposits recorded in May 2024

\$ 3,015,948.18
\$ 94,317.15
\$ 3,110,265.33

CHECKS ISSUED MAY 2024:

58979	City Of Stevens Point	2023 IT Benefits	21.00		
58991	Esch Construction Supply, Inc.	PPE - Helmet	112.08		
58992	Heartland Business Systems, LLC	Monthly bill for April	216.31		
58993	Multi Media Channels, LLC	Ad for Well 12 Bid	58.74		
58999	Aspirus Medical Group, Inc.	Wellness Program	154.00		
59000	Avineon, Inc.	GIS Support	1,303.33		
59001	Baker Tilly Virchow Krause LLP	2023 Audit Fees	3,810.85		
59006	Hans or Laura Hofmeister	Refund Check 040297-000, 3941 Jordan Lane	19.15		
59013	Mastercard	Bloodborne pathogens training supplies, Supplies -Jason	103.86		
59016	Reinders Inc	Seed mix	552.00		
59017	Twenty Twenty Trading LLC	Refund Check 037697-000, 2301-03 Main St.	50.15		
59022	Volm Companies	Landscaping supplies for Pine Bluff Restoration	1,910.00		
59026	Central States H & W Fund	Health Insurance Premiums	9,704.82		
59030	Northway Communications Inc	Radio batteries	57.78		
59031	Petty Cash	Meal allowance for training - Jason	65.00		
59032	Reinders Inc	Seed mix	550.00		
59033	Spectrum Insurance Group LLC	Annual Vehicle Insurance	13,806.66		
59039	Avineon, Inc.	GIS Support	2,000.00		
59040	Central Door Solutions, LLC	Garage Door Repairs	768.10		
59041	Clark Dietz	Professional Services 2024 Street Improvement	5,516.06		
59043	Fastenal Company	PPE - Gloves	67.58		
59047	Heartland Business Systems, LLC	Monthly Billing - May	222.30		
59049	Leaves Inspired Tree Nursery LLC	Trees	2,812.00		
59053	Schichtel's Nursery, Inc.	Trees	13,869.00		
59055	Security Fence & Supply Co Inc	Repair garage gate	291.66		
59059	Strand Associates Inc	Professional Services 2024 Street Improvements	827.50		
59066	City Of Stevens Point	Retirement, IT, Fuel and Insurance	5,854.88		
59066	City Of Stevens Point	Retirement, IT, Fuel and Insurance	2,648.67		
59067	Cooper Oil Company Inc	DEF Fluid	77.62		
59070	Mastercard	Amazon Web Services, Manhole toggle pin, Flag holder, DPW week trinkets, Training	1,184.29		
59071	City Of Stevens Point	Workers Comp Premiums	1,031.35		
59080	Vestis	Uniforms - Jeff	98.91		
	Verizon	iPad & cell phone charges	450.31		
	Payroll	Payroll	18,826.98		
	IRS	Payroll Taxes	2,207.34		
	WPS	Monthly Utility Charges	198.40		
TOTAL OF EXPENSES LISTED			\$ 91,448.68	\$ 91,448.68	
BALANCE ON HAND MAY 31, 2024				\$ 3,018,816.65	

Balance on Hand	\$ 3,018,816.65
Plus checks written after the end of this month	
Plus uncleared checks	\$ 1,898.36
Less checks previously written clearing this month	\$ (126,563.46)
Ending Cash Balance matching Bank Statements	\$ 2,894,151.55

REPORT TO THE JULY 2024
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

STORM WATER DEPARTMENT

FINANCES:

Bank balance as of June 1, 2024
 Bank deposits recorded in June 2024

\$ 2,894,151.55
\$ 116,943.58
\$ 3,011,095.13

CHECKS ISSUED JUNE 2024:

59084	American Asphalt Of WI	Hot mix	99.50	
59085	Baker Tilly Virchow Krause LLP	2023 Audit	576.00	
59088	Central States H & W Fund	Insurance Premiums	9,704.82	
59089	Employee Resource Center	May EAP Fees	14.25	
59095	Multi Media Channels, LLC	Ad for Well 12 Bid	59.62	
59100	Springbrook Holding Company LLC	Civic Pay Transaction Fee	477.66	
59114	Colten Gaylord	Jean Allowance	163.47	
59116	Mastercard	Phone charger, straw	79.89	
59118	Roberts Irrigation Company Inc	Supplies	28.56	
59121	Wimme Sand & Gravel, Inc.	Shoulder contractor	113.60	
59122	Aspirus Medical Group, Inc.	Wellness Program	218.00	
59124	Avineon, Inc.	GIS Support	4,842.07	
59126	County Materials Corp	Speedcrete	278.26	
59134	Strand Associates Inc	May 2024 Professional Services Street Improvements	371.67	
59136	Malise Beduhn	Salary	381.99	
59141	CDW Government	Update phone for Nathan Lemanczyk	170.00	
59142	Egle Landscaping Inc.	Tree Planting	750.00	
59143	Farrell Equip & Supply Co Inc	Staples	450.00	
59147	Multi Media Channels, LLC	Aquatic plant management permit advertisement	35.97	
59155	Mastercard	Steel Toe Shoes - Malise, Amazon Web Services	509.11	
59159	Wausau Area Property Management	Refund Check 038666-000, 1522 Wisconsin St.	19.45	
59160	CDW Government	Phone Set up for Marissa & Jaelyn	212.50	
59162	Heartland Business Systems, LLC	Monthly Billing - June	209.23	
59165	American Asphalt Of WI	Hot Mix	58.58	
59169	Central States H & W Fund	Heath Insurance Premiums	19,409.64	
	Verizon	iPad & cell phone charges	490.23	
	Payroll	Payroll	26,649.02	
	IRS	Payroll Taxes	2,425.75	
	WPS	Monthly Utility Charges	18.70	
TOTAL OF EXPENSES LISTED			\$ 68,817.54	\$ 68,817.54
BALANCE ON HAND JUNE 30, 2024				\$ 2,942,277.59
				\$ 2,942,277.59
				\$ 21,511.27
				\$ (867.01)
Ending Cash Balance matching Bank Statements				\$ 2,962,921.85

REPORT TO THE JUNE 2024
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

FIBER (COMMUNITY AREA NETWORK)

FINANCES:

Bank balance as of May 1, 2024

\$ 492,707.95

Bank deposits recorded in May 2024

\$ 323.04

\$ 493,030.99

CHECKS ISSUED MAY 2024:

59070 Mastercard
Payroll

Flag holder
May Payroll

38.75

187.78

TOTAL OF EXPENSES LISTED

\$ 226.53 \$ 226.53

BALANCE ON HAND MAY 31, 2024

\$ 492,804.46

Balance on Hand

\$ 492,804.46

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

\$ 492,804.46

REPORT TO THE JULY 2024
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

FIBER (COMMUNITY AREA NETWORK)

FINANCES:

Bank balance as of June 1, 2024	<u>\$ 492,804.46</u>
Bank deposits recorded in June 2024	<u>\$ 313.20</u>
	<u>\$ 493,117.66</u>

CHECKS ISSUED JUNE 2024:

59130	Killoren Communication Inc.	Splicing & testing for new fiber location	12,216.00	
59146	Killoren Communication Inc.	Repair fiber cut by contractor	1,190.00	
59161	Fastenal Company	Locate paint	86.76	
	Payroll	June Payroll	<u>706.42</u>	
	TOTAL OF EXPENSES LISTED		<u>\$ 14,199.18</u>	<u>\$ 14,199.18</u>
	BALANCE ON HAND JUNE 30, 2024			<u>\$ 478,918.48</u>
		Balance on Hand		<u>\$ 478,918.48</u>
		Plus checks written after the end of this month		
		Plus uncleared checks		<u>\$ 1,276.76</u>
		Less checks previously written clearing this month		
	Ending Cash Balance matching Bank Statements			<u><u>\$ 480,195.24</u></u>

STEVENS POINT, WISCONSIN WATERWORKS REPORT

FOR MAY 2024

CURRENT YEAR VS. PREVIOUS YEAR

	2023	2024	INCREASE	DECREASE	RECORD HIGH	DATE	
Total pumpage, gallons	208,084,000	207,278,000		806,000	269,361,000	May-98	
Daily pumping average, in gallons	6,712,390	6,686,390		26,000			
Peak pumpage, gallons, (date)	9,126,000 (31ST)	8,036,000 (17TH)		1,090,000	12,475,000	5/27/1998	
Low pumpage, gallons, (date)	4,311,000 (1ST)	4,162,000 (14TH)		149,000	2,030,000	05/31/70	
Power bill	\$23,472.57	\$21,665.36		\$1,807.21	\$23,472.57	May 2023	New Record High
K.W.H's used	242,368	222,843		19,525	3,510,000	5/11/1996	◀Record low since 1995 when the utility started providing water to Stora Enso.
Gallons pumped per K.W.H.	859	930	71				

STEVENS POINT, WISCONSIN WATERWORKS REPORT

FOR JUNE 2024

CURRENT YEAR VS. PREVIOUS YEAR

	2023	2024	INCREASE	DECREASE	RECORD HIGH	DATE
Total pumpage, gallons	284,930,000	228,814,000		56,116,000	304,550,000	Jun-88
Daily pumping average, in gallons	9,474,050	7,678,000		1,796,050		
Peak pumpage, gallons, (date)	10,748,000 (23RD)	8,764,000 (14TH)		1,984,000	12,930,000	6/23/1988
Low pumpage, gallons, (date)	7,989,000 (13TH)	6,812,000 (30TH)		1,177,000	2,570,000	06/02/70
Power bill	\$29,781.00	\$25,956.24		\$3,824.76	\$29,781.00	Jun-23
K.W.H's used	288,537	247,638		40,899	4,002,000	6/23/2017
Gallons pumped per K.W.H.	987	924		63		◀Record low since 1995 when the utility started providing water to Stora Enso.

STEVENS POINT WATER DEPARTMENT CONSUMPTION HISTORY

(Pumpage x 1,000)

MONTH	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
JANUARY	190,129	178,957	188,381	138,644	150,622	142,263	147,206	140,438	131,056	135,295
FEBRUARY	200,341	173,997	173,503	135,391	131,127	135,573	132,869	123,311	124,330	132,142
MARCH	197,093	169,879	195,466	150,690	138,327	154,358	148,770	139,881	131,189	146,717
APRIL	194,614	167,050	171,871	146,563	127,470	135,713	133,238	142,367	135,484	145,731
MAY	207,278	208,084	211,721	174,529	149,292	154,346	168,410	141,687	175,174	173,606
JUNE	228,814	284,930	238,070	225,268	181,763	181,220	187,095	175,722	187,693	167,417
JULY		280,293	261,545	214,800	199,876	199,645	240,487	202,817	185,672	187,544
AUGUST		275,018	251,597	206,429	231,447	210,777	225,280	179,208	167,623	208,123
SEPTEMBER		239,167	227,586	181,626	174,925	169,779	181,556	157,626	151,238	175,833
OCTOBER		177,717	206,986	188,859	170,759	143,805	148,186	151,878	143,498	165,156
NOVEMBER		194,002	191,454	169,636	151,193	135,482	133,317	137,452	126,023	119,924
DECEMBER		182,805	194,570	186,582	139,795	146,329	143,324	133,796	141,554	126,294
Grand Total/Yr	1,218,269	2,531,899	2,512,750	2,119,017	1,946,596	1,909,290	1,989,738	1,826,183	1,800,534	1,883,782

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

(Pumpage x 1,000)

MONTH	2024	2023	2022	2021	2020	2019	2018	2017
JANUARY	89,029	88,937	88,942	83,106	82,287	82,112	88,989	89,079
FEBRUARY	83,297	79,725	80,355	80,293	83,129	80,253	80,441	80,474
MARCH	82,726	81,120	88,834	88,768	88,771	88,609	76,469	88,652
APRIL	86,122	84,933	84,742	86,110	86,022	84,640	86,223	76,187
MAY	88,543	88,563	88,861	88,978	88,891	88,880	88,968	66,836
JUNE	90,926	93,567	85,473	86,219	86,029	85,990	86,098	74,224
JULY		98,201	89,341	89,195	86,944	88,225	88,869	88,996
AUGUST		98,201	89,417	88,490	88,902	88,811	88,978	88,973
SEPTEMBER		88,166	86,525	86,109	86,044	85,974	86,010	86,157
OCTOBER		88,652	89,828	86,373	88,916	88,841	87,366	89,120
NOVEMBER		86,218	86,211	86,217	82,881	85,244	85,751	86,441
DECEMBER		88,973	89,035	89,444	88,909	88,890	87,468	72,909
Grand Total/Yr	520,643	1,065,256	1,047,564.00	1,039,302	1,037,725	1,036,469	1,031,630	988,048

Final Effluent Discharge Data

May 2024

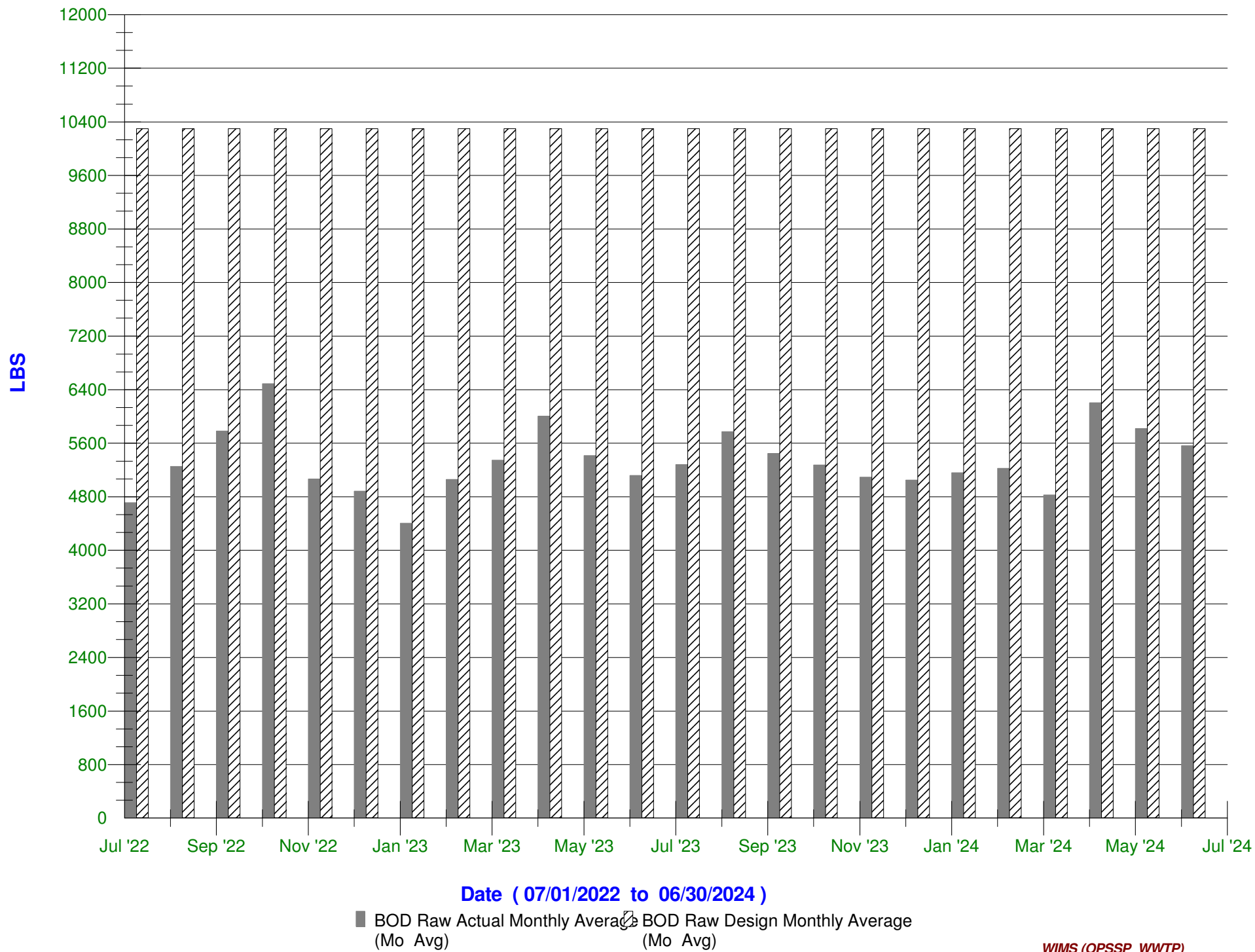
		Sewage Flow		BOD					S.S.					Phosphorus				Fecal	Effluent
		Raw	Final	Raw	Final	%	Raw	Final	Raw	Final	%	Raw	Final	Raw	Final	Raw	Final	Coliform	Ammonia
Date	Precip INCHES	MGD	MGD	MG/L	CBOD MG/L	Reduct.	Pounds BOD/Day	Pounds CBOD/Day	(ppm)	(ppm)	Reduct.	Pounds SS/Day	Pounds SS/Day	(ppm)	(ppm)	P/Day	P/Day	Final #/100 ml	mg/L
05/01/2024	0.43	2.930	3.478	329	3.08	99	8,040	89	396	4.62	99	9,676.74	134						
05/02/2024	0.00	2.940	3.461	275	2.86	99	6,743	83	256	5.62	98	6,277.02	162	4.700	0.420	115	12	53	37
05/03/2024	0.35	2.807	3.283	241	2.91	99	5,642	80	272	4.24	98	6,367.62	116	3.860	0.330	90	9		22
05/04/2024	0.00	2.653	3.163	185	2.31	99	4,093	61	168	3.82	98	3,717.17	101	4.110	0.280	91	7		35
05/05/2024	0.25	2.623	3.111	197	2.09	99	4,310	54	312	8.20	97	6,825.26	213						
05/06/2024	0.00	2.699	3.203	176	2.32	99	3,962	62	260	4.04	98	5,852.51	108						
05/07/2024	0.00	2.871	3.421	203	3.07	98	4,861	88	216	5.31	98	5,171.93	152						
05/08/2024	0.96	2.993	3.528	249	3.05	99	6,215	90	252	5.57	98	6,290.33	164						
05/09/2024	0.00	2.922	3.262	302	2.15	99	7,360	58	436	3.60	99	10,625.09	98	4.670	0.274	114	7	53	32
05/10/2024	0.00	2.765	2.960	308	2.42	99	7,103	60	264	3.23	99	6,087.87	80	4.150	0.274	96	7		27
05/11/2024	0.16	2.420	2.606	205	8.44	96	4,137	183	200	2.00	99	4,036.56	43	4.400	0.274	89	6		25
05/12/2024	0.00	2.167	2.327	205	11.48	94	3,705	223	184	2.20	99	3,325.39	43						
05/13/2024	0.00	2.552	2.775	296	4.00	99	6,300	93	244	3.17	99	5,193.22	73						
05/14/2024	0.00	2.537	2.782	274	4.37	98	5,797	101	324	12.00	96	6,855.38	278						
05/15/2024	0.00	2.472	2.709	278	2.95	99	5,731	67	276	2.97	99	5,690.15	67	4.780	0.280	99	6		34
05/16/2024	0.23	2.545	2.797	270	3.00	99	5,731	70	200	3.17	98	4,245.06	74	3.740	0.274	79	6	54	32
05/17/2024	0.21	2.416	2.630	272	3.04	99	5,481	67	216	2.58	99	4,352.28	57						
05/18/2024	0.00	2.284	2.496	254	5.25	98	4,838	109	176	3.46	98	3,352.55	72						
05/19/2024	0.16	2.259	2.464	244	5.08	98	4,597	104	252	3.14	99	4,747.70	65	4.430	0.274	83	6		33
05/20/2024	0.35	2.441	2.762	243	4.12	98	4,947	95	228	2.57	99	4,641.61	59						
05/21/2024	0.12	3.221	3.755	335	4.22	99	8,999	132	292	7.45	97	7,844.04	233						
05/22/2024	2.59	3.780	4.387	279	3.93	99	8,796	144	260	7.84	97	8,196.55	287						
05/23/2024	0.08	3.236	3.749	206	2.15	99	5,560	67	172	3.17	98	4,641.98	99	4.040	0.410	109	13		29
05/24/2024	0.01	3.051	3.583	218	2.21	99	5,547	66	232	3.37	99	5,903.32	101	4.400	0.340	112	10	42	31
05/25/2024	0.33	2.694	3.142	216	1.89	99	4,853	50	164	1.40	99	3,684.75	37						
05/26/2024	0.00	3.623	4.217	150	2.16	99	4,532	76	160	4.23	97	4,834.53	149	3.270	0.480	99	17		33
05/27/2024	2.41	4.276	4.887	150	2.30	98	5,349	94	116	2.41	98	4,136.77	98						
05/28/2024	0.05	3.609	4.183	286	2.49	99	8,608	87	424	3.30	99	12,762.00	115						
05/29/2024	0.02	3.371	3.890	224	3.34	99	6,298	108	212	4.78	98	5,960.20	155						
05/30/2024	0.00	3.197	3.694	277	3.87	99	7,386	119	436	4.68	99	11,625.06	144						
05/31/2024	0.00	3.031	3.502	194	3.22	98	4,904	94	192	4.49	98	4,853.48	131						
Total	8.71	89.385	102.207	7,541	110	3,053	180,424	2,873	7,792	132.63	3,046	187,774.10	3,707	50.550	3.910	1,176.042	106.927	202.000	369.500
Average	0.28	2.883	3.297	243	4	99	5,820	93	251	4.28	98	6,057.23	120	4.213	0.326	98.000	8.833	50.500	30.833
Maximum	2.59	4.28	4.89	335.00	11.48	99.29	8,999.15	222.79	436.00	12.00	99.22	12,762.00	286.85	4.78	0.48	115.24	16.88	54.00	37.40
Minimum	0.00	2.17	2.33	150.00	1.89	94.40	3,704.92	49.53	116.00	1.40	96.30	3,325.39	36.69	3.27	0.27	79.38	5.63	42.00	22.20

Final Effluent Discharge Data

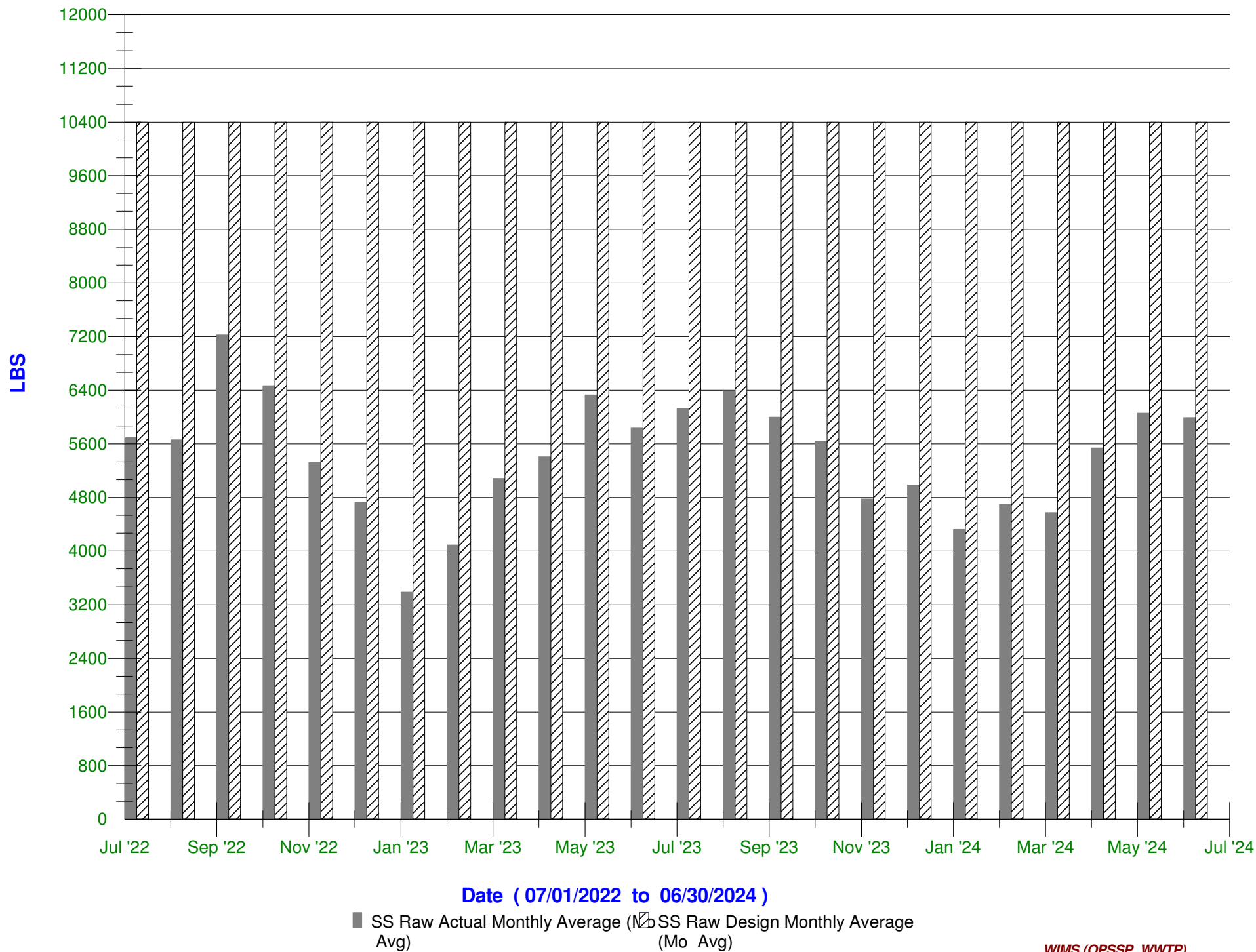
June 2024

		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
06/01/2024	0.00	2.861	3.356	179	2.87	98	4,271	80	168	3.40	98	4,008.60	95	3.330	0.100	79	3		29
06/02/2024	0.16	2.794	3.253	150	2.37	98	3,495	64	48	2.63	95	1,118.49	71						
06/03/2024	0.00	3.159	3.670	197	3.18	98	5,190	97	272	6.30	98	7,166.13	193						
06/04/2024	0.90	3.144	3.650	209	4.30	98	5,480	131	380	5.20	99	9,963.96	158	3.610	0.180	95	5		28
06/05/2024	0.17	3.044	3.530	225	3.54	98	5,712	104	204	4.60	98	5,178.94	135	3.700	0.110	94	3		29
06/06/2024	0.24	2.980	3.476	198	3.37	98	4,921	98	300	4.40	99	7,455.96	128					100	
06/07/2024	0.00	2.862	3.329	297	4.09	99	7,089	114	460	4.20	99	10,979.78	117						
06/08/2024	0.00	2.597	3.098	188	3.51	98	4,072	91	140	4.40	97	3,032.26	114	3.330	0.090	72	2		28
06/09/2024	0.20	2.603	3.040	150	4.16	97	3,256	105	116	4.58	96	2,518.25	116	3.150	0.150	68	4		27
06/10/2024	0.00	2.718	3.157	329	5.01	98	7,458	132	428	5.15	99	9,701.96	136	7.040	0.230	160	6		30
06/11/2024	0.00	2.664	3.146	263	4.87	98	5,843	128	192	5.56	97	4,265.81	146						
06/12/2024	0.02	2.669	3.132	280	5.73	98	6,233	150	292	7.09	98	6,499.76	185						
06/13/2024	0.50	2.718	3.226	245	5.13	98	5,554	138	336	4.76	99	7,616.49	128					29	
06/14/2024	0.00	2.592	3.041	243	4.65	98	5,253	118	212	3.78	98	4,582.86	96						
06/15/2024	0.00	2.458	2.911	170	4.69	97	3,485	114	168	3.80	98	3,443.95	92	3.410	0.160	70	4		27
06/16/2024	0.11	2.455	2.948	158	4.72	97	3,235	116	132	4.36	97	2,702.66	107	3.740	0.150	77	4		27
06/17/2024	0.10	2.666	3.145	443	3.28	99	9,850	86	444	3.24	99	9,872.09	85	4.230	0.150	94	4		25
06/18/2024	0.23	2.747	3.218	299	3.46	99	6,850	93	396	4.00	99	9,072.35	107						
06/19/2024	0.02	2.768	3.244	264	3.69	99	6,094	100	264	3.92	99	6,094.47	106						
06/20/2024	0.00	2.671	3.145	251	3.51	99	5,591	92	188	5.00	97	4,187.91	131					22	
06/21/2024	0.13	2.727	3.227	213	3.96	98	4,844	107	284	3.96	99	6,459.06	107						
06/22/2024	1.90	3.298	3.832	219	3.82	98	6,024	122	220	4.00	98	6,051.17	128	3.300	0.100	91	3		13
06/23/2024	0.55	3.145	3.652	150	3.76	97	3,934	115	172	3.03	98	4,511.44	92	2.970	0.200	78	6		12
06/24/2024	0.00	3.184	3.665	274	3.58	99	7,276	109	280	3.80	99	7,435.28	116	3.470	0.140	92	4		10
06/25/2024	0.13	3.153	3.558	232	3.50	98	6,094	104	232	3.82	98	6,100.68	113						
06/26/2024	0.00	2.978	3.517	306	3.86	99	7,600	113	232	4.86	98	5,762.07	143						
06/27/2024	0.00	2.887	3.505								100							31	
06/28/2024	0.00	2.801	3.285								100								
06/29/2024	0.38	2.551	2.689								100								
06/30/2024	0.00	2.422	2.545								100								
											100								
Total	5.74	84.316	98.190	6,132	103	2,554	144,706	2,820	6,560	113.84	3,046	155,782.39	3,145	45.280	1.760	1,069.481	48.774	182.000	283.710
Average	0.19	2.811	3.273	236	4	98	5,566	109	252	4.38	98	5,991.63	121	3.773	0.147	89.167	4.000	45.500	23.750
Maximum	1.90	3.30	3.83	443.00	5.73	99.26	9,849.86	149.67	460.00	7.09	100.00	10,979.78	192.83	7.04	0.23	159.58	6.09	100.00	29.80
Minimum	0.00	2.42	2.55	150.00	2.37	97.01	3,235.00	64.30	48.00	2.63	94.52	1,118.49	71.35	2.97	0.09	68.38	2.33	22.00	9.81

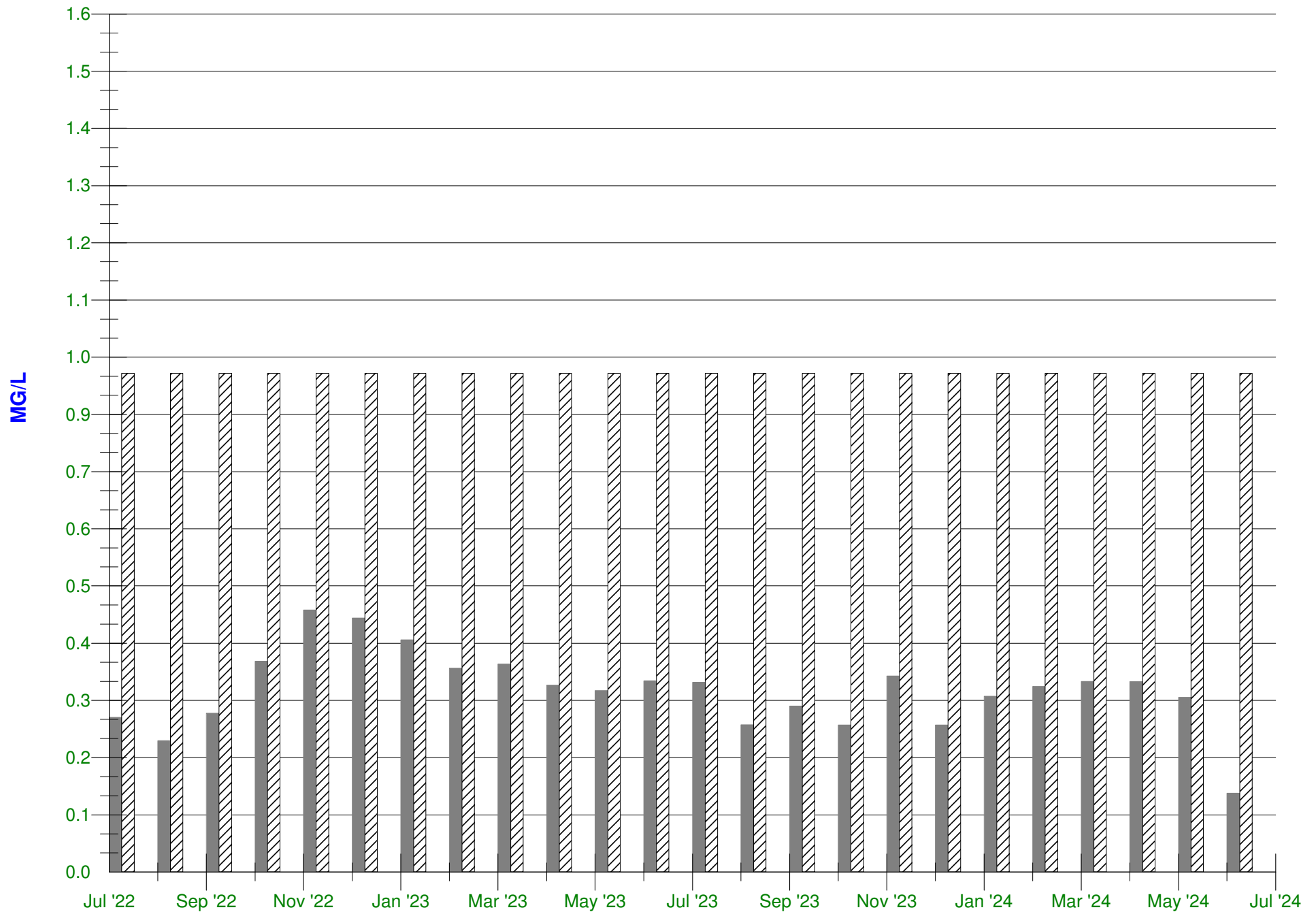
BOD Raw 2 Year History



SS Raw 2 Year History



Phosphorus mg/l 2 Year History



Date (07/01/2022 to 06/30/2024)

■ 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	%			
Jul 2023	82	58	2.69	2.015	2.243	5.314	89	0.353	6	312	5,249	3.59	67.12	99	363	6,108	3.79	70.93	99	5,413	5,181	
Aug 2023	81	58	1.71	2.048	2.118	5.804	99	0.275	5	336	5,744	4.88	86.24	99	374	6,388	4.76	84.07	99	5,581	5,657	
Sep 2023	74	54	4.11	2.111	2.195	5.817	99	0.309	6	309	5,444	4.09	74.93	99	341	6,001	4.23	77.39	99	5,667	5,369	
Oct 2023	59	41	8.34	2.530	2.690	5.004	101	0.274	6	258	5,439	2.94	66.00	99	279	5,893	3.26	73.09	99	5,316	5,373	
Nov 2023	44	25	0.18	2.405	2.755	5.058	95	0.366	8	254	5,086	3.32	76.29	99	239	4,792	5.43	124.80	98	7,760	5,010	
Dec 2023	39	26	1.00	2.046	2.321	5.227	91	0.274	5	295	5,028	2.73	52.90	99	291	4,960	3.25	62.86	99	7,400	4,975	
Jan 2024	26	17	1.18	1.966	2.079	5.433	88	0.328	6	313	5,136	4.28	74.23	99	263	4,310	4.13	71.63	98	6,045	5,062	
Feb 2024	43	21	0.22	2.086	2.403	5.560	95	0.346	7	299	5,208	3.42	68.47	99	270	4,690	4.02	80.51	98	8,172	5,139	
Mar 2024	47	24	1.99	1.973	2.145	5.513	86	0.355	6	293	4,820	3.67	65.58	99	276	4,543	4.37	78.18	98	5,394	4,755	
Apr 2024	56	36	4.99	2.361	2.795	5.673	110	0.355	8	316	6,228	3.72	86.62	99	281	5,542	5.04	117.39	98	7,107	6,141	
May 2024	69	48	8.71	2.883	3.297	4.213	98	0.326	9	243	5,850	3.54	97.37	98	251	6,044	4.28	117.64	98	7,026	5,752	
Jun 2024	76	57	5.74	2.811	3.273	3.773	89	0.147	4	236	5,528	3.95	107.73	98	252	5,914	4.38	119.52	98	8,073	5,420	
Minimum	26	17	0.18	1.966	2.079	3.773	86	0.147	4	236	4,820	2.73	52.90	98	239	4,310	3.25	62.86	98	5,316	4,755	
Maximum	82	58	8.71	2.883	3.297	5.817	110	0.366	9	336	6,228	4.88	107.73	99	374	6,388	5.43	124.80	99	8,172	6,141	
Total	695	467	40.86	27.236	30.313	62.389	1,139	3.707	76	3,465	64,758	44.13	923.48	1,184	3,481	65,187	50.93	1,078.01	1,181	78,953	63,835	
Average	58	39	3.41	2.270	2.526	5.199	95	0.309	6	289	5,397	3.68	76.96	99	290	5,432	4.25	89.83	98	6,580	5,320	



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June 13, 2024

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

Re: Request for Proposal (RFP) – Michigan Avenue – Preliminary Engineering

Dear Mr. Beduhn:

On behalf of Strand Associates, Inc.®, thank you for the opportunity to submit our proposal to the City of Stevens Point for the Michigan Avenue – Preliminary Engineering project. This project consists of approximately 0.24 miles, covering three blocks within both a commercial and residential area of the city. Michigan Avenue passes under the Canadian National Railway (CN) within the project limits. We are excited about the opportunity to continue assisting the City with engineering services. We were hired by the City to complete the 2020 Street Improvements project, the 2022 Street Improvements project, the 2023 Street Improvements project, and the most recent 2024 Street Improvements project. These projects consisted of full street and utility reconstruction. The 2020 Street Improvements project consisted of approximately 1.1 miles, covering eight city blocks within or surrounding the University of Wisconsin (UW)-Stevens Point. The 2022 Street Improvements project consisted of approximately 1.05 miles, covering 19 city blocks within a mostly residential area with some commercial development. The 2023 Street Improvements project consisted of approximately 1 mile, covering seven city blocks within a residential area bordering a commercial area and a cemetery. The 2024 Street Improvements project consisted of approximately 1.2 miles, covering 14 blocks within both a commercial and residential area of the city. These projects had many streets with substandard slopes, insufficient stormwater management, undersized and deteriorating storm sewers, water main, and sanitary sewer main. We coordinated with the City to reduce street widths, while also providing sidewalk and curb ramp accessibility throughout each corridor. In combination, all these improvements enhanced the neighborhoods from a below ground infrastructure point of view as well as to the above ground pedestrian and traveling public point of view. We have had extensive coordination with numerous railroads, including CN, and understand the need to establish early and effective communication to gain acceptance and the ability to obtain necessary permits.

Project Understanding

The City is requesting preliminary engineering services for the Michigan Avenue project. These services will include the following: 1.) Traffic analyses of both the Michigan Avenue and Patch Street intersection and Michigan Avenue and Dixon Street intersection; 2.) Initial coordination with CN concerning the anticipated modifications to Michigan Avenue at the railway underpass to determine necessary requirements and permits for the work; 3.) Review the existing underdrain system on Michigan Avenue and provide any recommendations for future improvements; and 4.) Assist the City with the procurement of a geotechnical consultant, including preparing a request for proposal, providing project limits and anticipated utilities, and defining initial scope of geotechnical information.

Mr. Scott Beduhn, P.E., DPW
 City of Stevens Point
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Preliminary Engineering Services

Traffic Analysis

- **Traffic Analysis of the Michigan Avenue and Patch Street Intersection**
 - o Communicate with the City, for the City to obtain a 12-hour intersection turning movement count with pedestrians.
 - o Format intersection turning movement count data provided by the City to be used in intersection layout evaluations that will consider modifications to the existing traffic signal and a potential roundabout.
 - o Develop Synchro11 traffic models to evaluate existing traffic signal control and revised traffic signal control with AM and PM peak-hour volumes at the intersection. Approach lane use will be evaluated on all four legs of the intersection.
 - o Develop SIDRA traffic models to evaluate single-lane roundabout control with AM and PM peak-hour volumes at the intersection.
 - o Conduct an intersection sight distance and vision triangle review per the Wisconsin Department of Transportation (WisDOT) Facilities Development Manual (FDM) Section 11-25 for the intersection on available aerial imagery.
 - o Develop up to two conceptual geometric alternatives to improve pedestrian conditions, intersection control, and traffic operations at the intersection.
 - o Prepare and submit a draft Intersection Evaluation Letter incorporating the results of the data collection and intersection control analysis.
 - o Incorporate one round of review comments from the City and prepare and submit a final Intersection Evaluation Letter.
- **Traffic Analysis of the Michigan Avenue and Dixon Street Intersection**
 - o Communicate with the City, for the City to obtain a 12-hour intersection turning movement count with pedestrians.
 - o Format intersection turning movement count data provided by the City to be used in intersection layout evaluations that will consider modifications to the existing traffic signal and a potential roundabout.
 - o Develop Synchro11 traffic models to evaluate existing traffic signal control and revised traffic signal control with AM and PM peak-hour volumes at the intersection. Approach lane use will be evaluated on all four legs of the intersection.
 - o Develop SIDRA traffic models to evaluate compact urban roundabout control with AM and PM peak-hour volumes at the intersection.
 - o Conduct an intersection sight distance and vision triangle review per the Wisconsin Department of Transportation (WisDOT) Facilities Development Manual (FDM) Section 11-25 for the intersection on available aerial imagery.
 - o Develop up to two conceptual geometric alternatives to improve pedestrian conditions and reduce speeds at the intersection.
 - o Prepare and submit a draft Intersection Evaluation Letter incorporating the results of the data collection and intersection control analysis.
 - o Incorporate one round of review comments from the City and prepare and submit a final Intersection Evaluation Letter.
- **Intersection Control Evaluation – Public Involvement Informational Meeting (PIM)**
 - o Prepare for and attend one PIM.
- **Canadian National Railway (CN) – Initial Coordination**
 - o Contact and discuss with CN the different aspects of the project as it pertains to the area at the underpass of the railway on Michigan Avenue.
 - o Determine CN requirements and permits needed for the eventual construction activities.
 - o Determine probable lengths of time needed to obtain anticipated permits.

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- **Underpass Underdrain System Evaluation**
 - Review existing documents for location of the underdrain system.
 - Provide an evaluation of any modifications that may improve drainage capabilities.
- **Geotechnical Consultant Procurement**
 - Assist the City with procurement of a geotechnical consultant.
 - Prepare a request for proposal and provide project limits and anticipated utilities and define initial scope of geotechnical information.
- **Service Elements Not Included**
 - Final design services.
 - Preparation of contract manual or technical specifications.
 - Storm sewer pump station evaluation or design.
 - Storm sewer hydraulic modeling or design.
 - Topographic survey, measurement of existing utilities, or related services.
 - Bid-related services.



Narrowing the street width of Michigan Avenue will be considered during design.



Better pedestrian access at the underpass and along the street corridor will be considered.



Coordination with the Canadian National Railroad throughout the design process will be critical.



A traffic analysis at the Dixon Street intersection on Michigan Avenue will be completed.

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 City of Stevens Point
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Design options for an advanced flood warning monitor will be provided.



A traffic analysis at the Patch Street and Michigan Avenue intersection will be completed.

Project Schedule

Assuming a notice to proceed can be issued by July 16, 2024, we propose the following schedule. If the City desires an alternative schedule, we would be happy to discuss options.

Task Item	Date
Project Award	July 16, 2024
Kickoff Meeting	July 23, 2024
Traffic Analysis and Modeling	September 2024
Canadian National Railway Coordination	October 2024
Underdrain Evaluation	October 2024
Public Involvement Meeting	October 2024
Intersection Control Evaluation Report	November 2024
Conceptual Street Layout	November 2024

Project Fees

The total lump sum fee for preliminary engineering services is \$63,500.

It is anticipated that when the preliminary engineering services are completed a scope of services for final design will be provided. These services will be provided through an amendment to the contract. The following are anticipated services:

Possible Future Final Design Services

Street and Utility Engineering Services

- **Michigan Avenue from Patch Street to Dixon Street**
 - Replace the existing 6- and 8-inch water mains with 8-inch water main.
 - Replace the existing 8- and 24-inch sanitary sewer main in-kind.
 - Replace the existing perforated undrain piping within the limits of the curb and gutter with 8-inch perforated undrain piping. Additional underdrain piping may be provided, if desired.
 - Design the local storm sewer piping system.
 - Replace the existing storm sewer and extend new storm sewer, where practical.
 - Replace the existing sidewalk and investigate providing a pedestrian barrier beneath the railway bridge.
 - Replace the existing street curb and gutter and street pavement structure and narrow the overall width of the street, if possible.

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- o Possibly provide improvements to the existing storm sewer lift station or replace the existing station dependent on recommendations from the BRIC grant.
- o Possibly reroute the discharge force main to the storm sewer main located at the intersection of Illinois Street and Madison Street dependent on recommendations from the FEMA-BRIC grant.

Stormwater Management Study

Having assisted the City with the Northern Stevens Point Flood Study application for the FEMA-BRIC grant, we are well aware of the potential synergies of utilizing this study to understand how the Michigan Avenue Underpass Pumping Station and local storm sewers operate during large storm events. The BRIC grant application has been reviewed by staff at Wisconsin Emergency Management and has been sent on through FEMA GO to the federal level for final review and approvals. If successful, and we are confident that it will be, it is likely that the grant funded flood study could start as early as the first quarter of 2025. With this in mind, the modeling and alternative analysis of the watershed that outfalls just south of the Stevens Point Wastewater Treatment Plant could be performed as an initial task. Portions of the recommended alternative from this study could then be incorporated into the roadway contract documents for the Michigan Avenue Underpass project. For these reasons, the fee to perform a larger stormwater analysis is not included in this proposal.

Utilizing the watershed-wide stormwater model to understand how the Michigan Avenue Underpass operates is an important aspect to this project. On the south side of the underpass, a large watershed drains through the Patch Street and Michigan Avenue intersection by storm sewer. Once this storm sewer reaches capacity, overland flows drain directly to the underpass, causing significant flooding. On the north side of the underpass, an overland flow route does not exist to direct stormwater to the underpass. However, the pumping station force main drains into the storm sewer system that runs through this area. Downstream of the underpass to the west is the Church Street underpass, which floods during localized large storm events and from the influence of the Wisconsin River backing up into the city storm sewer system. All aspects of the watershed need to be investigated together to understand the dynamics of the entire system and how proposed changes at the Michigan Avenue Underpass affect the remainder of the system. While the goal is to mitigate flooding at the Michigan Avenue Underpass, we want to make sure this flooding is not transferred to another location within the community.

The Northern Stevens Point Watershed study will model mainline storm sewer 18 inches and larger. The model will also incorporate the Church Street Pumping Station and the Michigan Avenue Pumping Station. This underground storm sewer system will be linked up to the ground surface in the stormwater model to accurately simulate conveyance of overland flows that exceed the capacity of the storm sewer system. These models will be calibrated to an historical rain event to gain confidence in the modeling results moving forward. We will then conduct an alternative analysis to develop potential flood mitigation solutions at defined locations within the watershed. Each alternative will be summarized in a report and



FEMA-BRIC Grant Watershed Mapping

Mr. Scott Beduhn, P.E., DPW
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accompanied by flood depth mapping of a range of design storms, a conceptual design figure, and opinions of probable construction cost. The final study report will summarize the results of the existing conditions analysis, as well as the alternative analysis, and recommended alternatives. Note that the recommended alternative design fee could also be covered by the same FEMA-BRIC grant in the future.

Preliminary Engineering – Michigan Avenue Pumping Station

The existing Michigan Avenue Pumping Station was installed with the grade separation project on Michigan Avenue in 1979. The existing pumping station is a wet well/dry well design that contains a 10-foot inside diameter wet well and a 9-foot 6-inch inside diameter prefabricated steel can dry well, approximately 25 feet deep. The wet well contains two pump suction pipes connected to the dry well and one 18-inch-diameter influent gravity sewer. An 84-inch-diameter storage tank, approximately 250 linear feet in length, is connected to the wet well through 70 linear feet 18-inch-diameter influent gravity sewer. The prefabricated steel can pump station contains two Fairbanks Nijhuis pumps, model number D5434WD, each rated for 2,350 gallons per minute at 50 feet total dynamic head. The 10-inch-diameter ductile iron force main discharges to a manhole located approximately 300 feet north of the pumping station on Michigan Avenue.

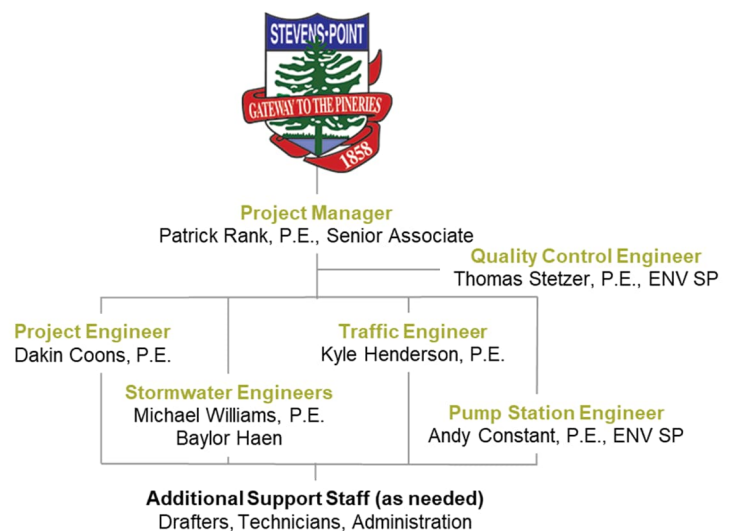
It is our understanding that the Michigan Avenue underpass floods during periods of significant rainfall and with a rising Wisconsin River. This prohibits vehicles from traveling this route that is very important to City transportation system. We investigated the potential solutions in this area to reduce or possibly eliminate flooding. We will review the capacity of the existing stormwater pumping station and existing conveyance infrastructure upstream of the pumping station. Alternatives we plan to evaluate include:

- Improvements to upstream and downstream gravity sewer to the south of the pumping station.
- Increase of upstream storage capacity to the pumping station.
- Routing the force main discharge to a different location.
- Rehabilitation/replacement of the existing stormwater pumping station to convey more flow.

We will prepare a preliminary engineering report to review the existing conditions and provide various alternatives to mitigate the flooding concerns in the underpass area.

Project Team

This section provides information on the experience and designated responsibilities of our proposed project team. We have selected a team of qualified individuals with experience on similar municipal street and utility design projects. Our team will be responsive to the City's needs and provide clear and effective communication. **The majority of the team worked on the City's recent 2024 Street Improvements project.** Below are brief descriptions of each team member and their role.



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Project Manager

Patrick Rank, P.E., Senior Associate, will serve as the Project Manager and be responsible for communication with the City, staff coordination, design, and project administration. Pat has more than 36 years of municipal engineering experience and brings a tremendous amount of expertise and leadership to this role. Pat's success is due in large part to his ability to lead teams effectively, propose creative solutions to challenging issues, recognize concerns before they become critical, maintain a high professional standard, and communicate effectively with project stakeholders.



Patrick Rank.

Pat's leadership and engineering skills have been used in large-scale engineering projects throughout his career. These projects have included expansive business parks, extensive street and utility reconstruction projects, site developments with mass grading, large-scale concrete box culvert storm sewers, horizontal drilling force main under the Wisconsin River, and projects in environmentally sensitive areas.

Pat has served as Project Manager for numerous communities throughout Wisconsin and has built strong relationships with many municipal staff. Pat's successful projects have included projects in Stevens Point, Wisconsin Rapids, New Glarus, Onalaska, Whitewater, Waukesha, and Mount Horeb, Wisconsin; Dubuque, Iowa; and Lockport, Illinois, to name a few. Pat has completed many projects for the University System that have very congested utility corridors throughout campuses, including the Universities of Wisconsin-Madison, Milwaukee, Whitewater, and Platteville. Pat understands the importance of designing for pedestrian movements and the necessity of providing accessibility for all abilities.

Quality Control Engineer

Thomas Stetzer, P.E., ENV SP, will provide quality control review services for this project. Tom is a Professional Engineer in Wisconsin and has more than 18 years of municipal and utility engineering experience. His projects have included plan development, survey, design, and construction-related services of sanitary sewers, force mains, water mains, stormwater management improvements, curb and gutters, sidewalks, site plans, rural and urban streets, utility and railroad coordination efforts, agency and public involvement programs, and right-of-way plats and acquisitions.



Tom Stetzer.

Tom understands the need to establish design criteria early and effectively communicate those needs to our design team, facility owners, and agencies. Tom has provided quality control review for Stevens Point's 2022, 2023, and 2024 Street Improvement projects. Tom will be available to the project team as an experienced technical resource and will be responsible to review design criteria and the project documents at predetermined levels of completion.

Project Engineer

Dakin J. Coons, P.E., has been with our firm for 4 years and serves as a project engineer within our municipal group. Dakin has a B.S. degree in Civil Engineering from the University of Wisconsin-Madison. He has provided engineering services for the 2024 Street Improvements project for the City of Stevens Point; the Bus Rapid Transit project for the City of Madison; the Ninth Avenue Improvements in New Glarus; and the Northeast Interceptor Waunakee Extension Capacity Improvements Phase 1 in Waunakee. Dakin has also provided engineering services for the Leonard Point Pumping Station Capacity project for the Algoma Sanitary District, I; the Williams Bay Pumping Station No. 2 Force Main for the Walworth County Metropolitan Sewerage District; the South 14th Street Lift Station and Force Main in Manitowoc; the Vanderlip Pumping Station and Force Main Replacement in Whitewater; and served as the RPR for the Village of Plain on multiple projects, including



Dakin Coons.

Mr. Scott Beduhn, P.E., DPW
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Community Development Block Grant (CDBG) funded street and utility reconstruction. He has also served as the RPR for the Village of Cottage Grove and the City of Middleton.

Dakin has experience providing complete site civil design, street and utility layout and design, storm water and sanitary lift station design, and preparing permit applications for local, state, and federal agencies. Dakin has extensive knowledge of AutoCAD Civil 3D, and MicroStation.

Traffic Engineer

Kyle Henderson, P.E., will serve as the Traffic Modeling and Signal/Roundabout Engineer for this project. Kyle has more than 17 years of experience in traffic operations and modeling, safety analysis, intersection design, roundabout design, and design of traffic control devices. Kyle has a proven record of collaborating with team members on projects large and small, as well as coordinating with public agencies to track and resolve project issues with solutions tailored to the individual intersection needs. Kyle has assisted Pat with traffic signal warrant analysis, intersection sight evaluations, speed studies, intersection control designs, traffic modeling services, and plan preparation on several projects throughout Wisconsin. Kyle has designed intersection control improvement projects from large signals and roundabouts on state system roadways to local street intersections in many communities throughout Wisconsin, including the mini roundabout at Maria Drive and 2nd Street. Kyle has extensive experience using the standards in the WisDOT FDM and Traffic Engineering, Operations, and Safety Manual (TEOpS) as well as the Manual on Uniform Traffic Control Devices (MUTCD). In addition, Kyle is familiar with using Highway Capacity Software (HCS), Synchro and SimTraffic, VISSIM, Paramics, MicroStation, GEOPAK Road, and AutoTURN.



Kyle Henderson.

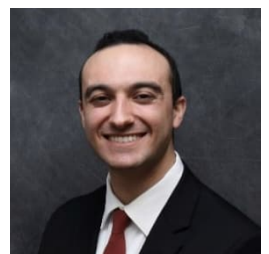
Stormwater Engineers

Michael Williams, P.E., has 23 years of experience in stormwater plan development and management, including hydrologic/hydraulic modeling, watershed plan development and management, streambank restoration and design, stormwater detention basin design and rehabilitation, and Best Management Practice (BMP) design measures. Mike has developed stormwater management plans using programs such as XPSWMM (1D and 2D), StormCAD, HEC-HMS, HydroCAD, and HEC-RAS. Mike will provide in-depth analysis, design, and preparation of drawings and specifications for stormwater management, storm sewer design, and green infrastructure where needed on the project. Mike has been the Lead Stormwater Engineer for the City's 2020, 2022, and 2023 Street Improvements project.



Mike Williams.

Baylor J. Haen, E.I.T., received his B.S. in Civil Engineering from UW-Madison and joined our firm in 2022. Baylor has experience on many municipal and stormwater projects. Baylor has designed storm sewer systems in Stevens Point, Sterling, Illinois, Rockdale, Texas, and Lake Mills. He has developed stormwater quality management plans and analyzed alternatives for Wisconsin municipalities, including Cedarburg, Marshfield, and Marathon County for MS4/TMDL compliance. Baylor assisted in the stormwater quality and quantity analysis and design of the Rural 2 detention basin in Oshkosh. His field experience includes grass-lined ditch infiltration tests for four northeast Wisconsin MS4 communities, illicit discharge inspections of more than 100 outfalls in Sheboygan, and topographic survey of stormwater BMPs in Onalaska. Baylor is proficient with a variety of modeling software, including XPSWMM, HydroCAD, WinSLAMM, AutoCAD Civil3D, StormCAD, ArcMap, and GeoHECRAS.



Baylor Haen.

Mr. Scott Beduhn, P.E., DPW
City of Stevens Point
Page 9
June 13, 2024

Pumping Station Engineer

Andrew B. Constant, P.E., ENV SP, has 10 years of wide-ranging experience providing engineering services for municipal-type projects, including stormwater and wastewater conveyance. He has a complete understanding of pumping station and force main analysis, preliminary design, model and forecast preparation, final design, retrofit/rehabilitation, budget development, construction management, and construction administration. Andy has extensive experience in hydraulics, layout, and rehabilitation of all elements of stormwater and wastewater collection systems. His experience also includes site investigation, evaluation, and federal, state, and local regulatory permitting assistance.



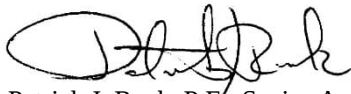
Andy Constant.

Andy has worked on several stormwater pumping station-related projects where he coordinated with system modelers to assess the project parameters, provide improvement alternatives, and develop opinions of probable construction costs. He has recently served as project engineer or manager for several stormwater pumping station analyses and designs for the City of La Crosse and Fond du Lac; Illinois Department of Transportation; and Dubuque and Davenport, Iowa. His project experience as a construction, design, and quality control engineer has provided him with useful knowledge over the full life-cycle of a project and will allow him to bring a well-rounded approach to the Michigan Avenue project.

We are committed to meeting and exceeding the City of Stevens Point's expectations for this project and trust that the above information clearly shows that we will provide the City real value in the successful execution of this project. We value our relationship with the City and appreciate the opportunity to submit this letter proposal. If there are any questions, please do not hesitate to call.

Sincerely,

STRAND ASSOCIATES, INC.®



Patrick J. Rank, P.E., Senior Associate
Senior Project Manager



Kyle R. Henderson, P.E.
Traffic Engineer

P240.320/PJR:beh

PROFESSIONAL SERVICES AGREEMENT

Project Name (“Project”)

City of Stevens Point – 2025 Street Improvement Project

This Agreement is by and between

City of Stevens Point (“Client”)

1515 Strongs 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: _____

Title: Senior Vice President

Date: June 7, 2024

**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, sidewalk, water main, sanitary sewer, surface drainage and storm sewer within the project area. The total project length is approximately 4,700 feet including portions of Madison Street, Monroe Street, Wyatt Avenue, East Avenue, and Reserve Street.

B. Scope

The scope is as outlined in the attached proposal under the “Project Understanding” and Project Approach” sections, dated June 7, 2024.

C. Schedule

Milestone	Date
Project Award	June, 2024
Survey Information to Clark Dietz	June, 2024
Project Kickoff Meeting	June 12, 2024
30% Design Submittal/Review Meeting	July 22/29, 2024 (Monday)
60% Design Submittal/Review Meeting	September 6/13, 2024 (Friday)
90% Design Submittal/Review Meeting	October 11/18, 2024 (Friday)
Permit Application Submittals	October, 2024
Final Bid Documents to City	November 15, 2024 (Friday)

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 June 7, 2024.

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. Compensation to Clark Dietz for services rendered by employees working on the Project in accordance with PART I - SERVICES BY CLARK DIETZ of this Agreement will be at the hourly billing rates shown in the attachment, "Schedule of General Billing Rates". The total compensation authorized by this Agreement will not exceed **\$223,400**, and shall include the following:
 - a. Payment for outside consulting and/or professional services performed by a subconsultant will be at actual invoice cost to Clark Dietz. Clark Dietz will obtain written Client approval before authorizing these services.
 - b. Payment for expenses incurred directly on behalf of the Project at actual cost to Clark Dietz. Direct project expenses will be as defined in the attachment, "Schedule of 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. However, nothing contained herein shall condition or constrain Client's ability to provide to third parties any documents related to the Agreement or services provided thereunder if such documents are provided pursuant to a request under Chapter 19 of the Wisconsin Statutes or any other public records statute.

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.



June 7, 2024

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

Re: City of Stevens Point – 2025 Street Improvement Project

Dear Scott:

Thank you for the opportunity to assist the City of Stevens Point on their 2025 Street Improvement Project. The trust the City places in us to deliver on this important infrastructure project is appreciated, and we look forward to another opportunity to continue and build our relationship with the City.

Below you will find a scope of services based on our recent discussion:

Project Understanding

The City is requesting engineering services for its 2025 Street Improvements project consisting of the following streets for full depth reconstruction.

- **Monroe Street from Church Street to Termini (Reserve Street) – 1,025 LF**
 - Replacement of pavement structure
 - Replacement of existing watermain
 - Replacement of existing sanitary main
 - Replacement of existing storm sewer
- **Madison Street from Division Street (concrete match) to Illinois Ave (including intersection) – 2,050 LF**
 - Replacement of pavement structure
 - Replacement of existing watermain
 - Replacement of existing sanitary main
 - Replacement of existing storm sewer
 - Existing 96-inch storm sewer will not be replaced.
- **Wyatt Avenue from Monroe Street to Dixon Street (including intersection) – 650 LF**
 - Replacement of pavement structure
 - Replacement of existing watermain
 - Replacement of existing sanitary main
 - Replacement of existing storm sewer
- **East Avenue from Monroe Street to Dixon Street (including intersection) – 650 LF**
 - Replacement of pavement structure
 - Replacement of existing watermain
 - Replacement of existing sanitary sewer main
 - Replacement of existing storm sewer
- **Reserve Street from Madison Street to Dixon Street (including intersection) – 325 LF**

- Replacement of pavement structure
- Replacement of existing watermain

The current 35-foot road section will be reduced to 28 feet along all streets except Reserve Street and potentially Madison. Additionally, the east end of the project area – Church/Division Street – and the west end – Illinois Street – are both in the design phase of improvement projects. We understand that we may need to coordinate our design to account for the other projects.

The City will provide the front-end documents and technical specifications. CDI will provide the bid form using pay items provided by the City.

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 review survey data and the project corridor.
- 30% Design Phase
 - Prepare horizontal roadway alignment and identify potential design challenges for discussion
 - Design horizontal utility alignments and show service locations
 - Prepare typical roadway sections
 - Develop preliminary opinion of probable construction cost based on quantity takeoffs
 - 30% design review meeting in person with City staff, participate in Public Involvement Meeting (PIM)
- 60% Design Phase
 - Prepare vertical and horizontal alignment based on feedback from 30% review meeting
 - Generate cross sections
 - Prepare intersection (9) and ADA ramp designs
 - Perform inlet spacing and storm sewer sizing calculations (assume adequate downstream capacity)
 - Finalize vertical utility alignments and service locations
 - Update opinion of probable construction cost
 - Incorporate comments from 30% design
 - Compile front end documents, technical specifications, and special provisions.
 - 60% design review meeting in person with City staff
- 90% Design
 - Incorporate comments from 60% design meeting and PIM
 - Prepare SWMP and restoration plan sheets
 - Finalize intersection and ADA design
 - Update opinion of probable construction cost and finalize bid form
 - 90% plans sent to City for final review and acceptance
 - 90% design review meeting in person with City staff, participate in second PIM
- Final Bidding Documents
 - Incorporate comments from 90% design meeting and PIM
 - 90% comments reviewed and incorporated
 - Bid plans include the following sheets:
 - Cover



- General Notes
 - Alignment, Ties, and Benchmarks
 - Existing and Proposed Typical Sections
 - Demolition/Removals
 - Utility and Roadway Plan and Profiles
 - Cross Sections
 - Traffic Control Plan and Details
 - Standard Details – City, WisDOT, CDI
 - Restoration and Erosion Control Sheets
- Prepare final quantities and update opinion of probable construction cost
- Final project manual delivered to City for Bidding in PDF format will include design drawings, front end documents, technical specifications, and special provisions.
-
- Bidding Services
 - Assist the City in responding to bidder questions and issuing addenda during the bid process
 - Participate in a pre-bid meeting.
- Construction
 - Provide PDF of “For Construction” plans and project manual.
 - Provide necessary CAD files to facilitate construction staking by others.
 - Participate in the preconstruction meeting
- 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.
- Anticipated in person meeting attendance
 - The following six (6) in person meetings are included in this scope of work:
 - Project kickoff meeting
 - 30% review meeting
 - 60% review meeting
 - 90% review meeting
 - (2) Public Involvement Meetings, to be held around the same time as design review meetings.

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 with pipe diameter and materials.
- 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.
- All roadways will be an urban cross-section.
- Replacement, nor design of measures for protection, of 96” storm sewer along Madison 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 60% submittal.
- City will prepare technical specifications and contract documents.
- Clark Dietz will generate bid items, quantities, and unique special provisions. City will determine in advance the method of measurement and payment.
- Street lighting is not included.
- Water and sanitary modeling is not included.
- City to provide property lines/plat information in CAD format

Anticipated Schedule

Milestone	Date
Project Award	June , 2024
Survey Information to Clark Dietz	June, 2024
Project Kickoff Meeting	June 12, 2024
30% Design Submittal/Review Meeting	July 22/29, 2024 (Monday)
60% Design Submittal/Review Meeting	September 6/13, 2024 (Friday)
90% Design Submittal/Review Meeting	October 11/18, 2024 (Friday)
Permit Application Submittals	October, 2024
Final Bid Documents to City	November 15, 2024 (Friday)

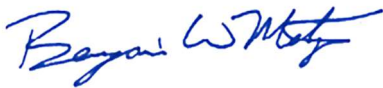
Compensation

We propose to complete the above outlined scope of work on a time and material basis with a not to exceed fee of **\$223,400**. Clark Dietz is committed to the success of this project and believes that by working together and maintaining an open line of communication during this project, we will exceed the City's expectations.

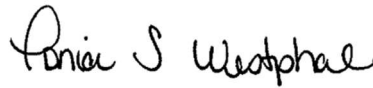
If approved, we will follow up with a general services agreement for signature, and we will begin working on the City's behalf. Please let me know if you have any questions. We look forward to working for you on this project.

Sincerely,

Clark Dietz, Inc.



Benjamin W. Metzler, P.E.
 E-mail: ben.metzler@clarkdietz.com



Tonia S. Westphal, PE, LEED AP
 tonia.westphal@clarkdietz.com

SCHEDULE OF GENERAL BILLING RATES

CLARK DIETZ, INC.

January 1, 2024

<u>TITLE</u>	<u>HOURLY RATE</u>
Engineer 9	\$260.00
Engineer 8	250.00
Engineer 7	240.00
Engineer 6	230.00
Engineer 5	210.00
Engineer 4	180.00
Engineer 3	165.00
Engineer 2	150.00
Engineer 1	135.00
Technician 5	175.00
Technician 4	165.00
Technician 3	150.00
Technician 2	135.00
Technician 1	115.00
Intern	100.00
Clerical	105.00

Notes:

The rates in this schedule will be reviewed and adjusted as necessary but not sooner than six months after the date listed above. Rates include actual salaries or wages paid to employees of Clark Dietz plus payroll taxes, FICA, Worker's Compensation insurance, other customary and mandatory benefits, and overhead and profit. All project related expenses and subconsultants will be billed at 110% of actual cost to cover handling and administrative expenses.

SCHEDULE OF PROJECT RELATED EXPENSES

CLARK DIETZ INC.

January 1, 2024

Vehicles	
Autos	\$65.00/day or \$0.655/mile (per agreement)
Field Vehicles	\$65.00/day or \$0.655/mile (per agreement)
Survey Van	\$80.00/day or \$0.75/mile (per agreement)
Robotic Survey Equipment	\$20.00/hour
GPS Survey Equipment	\$30.00/hour
CADD Usage	\$20.00/hour
Drone Usage	\$35.00/hour
Regular Format Copies* (8.5"x11" or 11"x17")	\$0.10/copy
Color Copies* (8.5"x11")	\$0.50/copy
Color Copies* (11"x17")	\$1.50/copy
Large Format Plotting and/or Copying*	
(12"x18")	\$0.50/sheet
(22"x34" or 24"x36")	\$1.75/sheet
(30"x42")	\$2.50/sheet
(36"x48")	\$3.00/sheet
Large Format Scanning*	
(12"x18")	\$.30/sheet
(22"x34" or 24"x36")	\$1.00/sheet
(30"x42")	\$1.50/sheet
(36"x48")	\$2.00/sheet
Hotels & Motels	At Cost
Meals	
Federal Express & UPS	
Public Transportation	
Film and Development	
Supplies	

Notes:

The rates in this schedule are subject to review and will be adjusted as necessary, but not sooner than six months after the date listed above. Certain rates listed with * are for in-house production. Larger quantities will be sent to an outside vendor. All project related expenses and subconsultants will be billed at 110% of actual costs to cover handling and administrative expenses.