

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
August 12, 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. 2023 Audit Presentation by Baker Tilly
5. Water Supply and Distribution Reports - *Eric Southworth*
6. Expenses related to pump repair for Well 11-*Eric Southworth*
7. Sewage Treatment Operations Report - *Chris Lefebvre*
8. SCADA computer replacement -*Joel Lemke*
9. Architectural services for an addition to the utility administration office-*Joel Lemke*
10. Construction and Maintenance Report - *Shane Kohnen*
11. Directors Report - *Joel Lemke*
12. Adjournment.

The next Water and Sewerage Commission meeting will be Monday, September 9, 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
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

MINUTES

Discussion and Possible Action on:

1. Roll Call.

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

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

EXCUSED ABSENCE: Mae Nachman

2. Approval of Minutes

Motion made by Carl Rasmussen, seconded by Anna Haines to approve the May 13, 2024, meeting minutes of the Board of Water & Sewerage Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Anna Haines, seconded by Carl Rasmussen to approve the department claims for the months of May and June a audited and read.

Ayes all. Nays none. Motion carried.

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

Eric stated in May, hydrant flushing went well. The leak detection company did not find any deficiencies in our system and just a couple of small leaks which have been fixed. One of the three raw pumps at Well 11 will need to be repaired. There is a pre-construction meeting on Wednesday in regard to the Well 12 drilling. On Thursday, the DNR will be doing the triennial engineering survey of our water system.

5. Sewage Treatment Operations Report - *Chris Lefebvre*

Chris stated all permit limits were met for May and June. The plant handled the substantial rainfall very well.

6. Construction and Maintenance Report - *Shane Kohnen*

Shane stated we now have four contracted jobs up and going within the City, all involving some utilities. They are starting to televise the sewer lines installed on these

jobs. The Water and Stormwater crews have been doing a lot of work on Jordan Lane in preparation for some paving this fall. They did swaling, replaced manholes and some valve box conversions.

7. Preliminary engineering agreement with Strand Associates related to reconstruction of Michigan Avenue from Patch St. to Dixon Street.

Joel explained this would be another one of the engineering agreements where the utility will handle the contract and payments, but it is a joint agreement between us and the Engineering Department. This is the engineering for the underpass. There is a big drain system under that road because it is below natural groundwater level. The under drain is not working as well as when it was first constructed. Before Public Works puts a new road over it, we need to make sure our infrastructure that is collecting the water is effective enough in collecting it to keep the water table below the road. This agreement handles the engineering for the Utility and Public Works.

The Commission questioned why they are considering narrowing Michigan Avenue. Joel stated the space between the vertical sections of the bridge might be used differently, for a bike lane etc. The Commission also questioned whether there would be public information meetings. Joel stated they typically do public information meetings once we get 90% planned.

Motion made by Ray Schmidt, seconded by Anna Haines to approve the engineering agreement with Strand Associates related to reconstruction of Michigan Avenue from Patch Street to Dixon Street in the amount of \$63,500.00.

Ayes all. Nays none. Motion carried.

8. *Engineering agreement with Clark-Dietz for the proposed Madison/Monroe Street Improvements Project, Project 25-02**

Joel stated this would be for one of next year's reconstruction projects. This would be another joint engineering agreement with Public Works.

Motion made by Carl Rasmussen, seconded by Anna Haines to approve the engineering agreement with Clark-Dietz in the amount of \$223,400.00.

Ayes all. Nays none. Motion carried.

9. Directors Report - Joel Lemke

Joel stated the Consumer Confidence Report is out, which consists of our 2023 data. Next year we will be required to do this twice a year, verses annually.

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

Motion made by Ray Schmidt, seconded by Anna Haines to adjourn into closed session at 12:21P.M.

Roll Call: Ayes: Paul Adamski, Anna Haines, Carl Rasmussen, and Ray Schmidt

Nays: None

11. Reconvene for possible action on the above-referenced closed session item.

Motion made by Ray Schmidt, seconded by Anna Haines to reconvene into open session at 12:27P.M.

Ayes all. Nays none. Motion carried.

Motion made by Carl Rasmussen, seconded by Ray Schmidt to allow Director Lemke to pursue the acquisition of Parcel 020240814-14.06 within a maximum dollar amount/limit as discussed in the closed session.

Ayes all. Nays none. Motion carried.

12. Adjournment.

Motion made by Anna Haines to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:28 P.M.

REPORT TO THE AUGUST 12, 2024
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

WATER DEPARTMENT

FINANCES:

Bank balance as of July 1, 2024

Bank deposits recorded in July 2024

\$	5,992,666.64
\$	1,131,968.47
\$	7,124,635.11

CHECKS ISSUED JULY 2024:

59180 Mae Nachman	Salary	62.35
59181 Community Foundation of Central WI	Employee Contribution	10.00
59182 United Way Of Portage County	United Way	47.00
59184 Maurice Adams	Refund Check 040139-000, 1417 Fourth Ave	9.85
59185 American Asphalt Of WI	Hot mix	118.20
59186 City Of Stevens Point	Workers Comp Premiums	1,581.59
59187 Employee Resource Center	June EAP Fees	48.45
59188 Perry Groshek	Refund Check 023689-000, 5724 Sandpiper Dr	67.99
59189 H&M Investments	Refund Check 039946-000, 725E Prentice St	48.83
59190 H&S Protection Systems Inc	Update alarm panel remove Dan W.	25.00
59192 INFOSEND INC	Statement & notice printing	3,070.63
59193 Kamstrup Water Metering LLC	Meter software	2,333.39
59194 Kramar	Removed rocks from backflow preventor for fill station	200.00
59195 Nathan Lemanczyk	Jean Allowance	118.12
59196 NAPA	New battery Truck #15	194.99
59198 Northern Lake Services Inc	Water testing	865.00
59199 Northern Properties JCJ LLC	Refund Check 040510-000, 3810 Doolittle Dr	43.29
59200 Rasmussen Plumbing & Heating	Move meter location from MH to house	844.47
59202 Aquatic Informatics Inc	Tokay support	1,600.00
59203 Aspirus Medical Group, Inc.	Wellness Program	34.00
59204 Baker Tilly Virchow Krause LLP	2023 Audit	1,479.60
59205 Batteries Plus LLC	Replacement battery for lawn mower	152.95
59206 Fastenal Company	Safety glasses	20.47
59207 Ferguson Waterworks #1476	Inventory	952.00
59208 Idexx Laboratories Inc	Lab supplies	1,511.84
59210 Brian or Cynthia Matteson	Refund Check 039382-000, 5111 Carols Ln	25.56
59211 Municipal Well & Pump	Well 11 raw pump repairs	8,740.00
59214 Mastercard	Tools for meter shop, office supplies, cleaning supplies for garage, Tshirt J Slowinski	1,652.59
59215 Natalie Pittman	Refund Check 037747-000, 2606 Rice St	69.68
59216 US Postmaster	20 rolls of forever stamps	1,360.00
59217 Rogan's Shoes	2024 boot allowance - Nathan L.	125.00
59218 USA Blue Book	paid invoice for wrong amount	0.01
59219 Waste Mangmt of WI-MN	Dumpster Service	608.34
59220 WI State Laboratory of Hygiene	Fluoride testing	29.00
59221 Wimpe Sand & Gravel, Inc.	Yard material	207.90
59222 Avineon, Inc.	GIS Support	4,841.67
59223 City Of Stevens Point	Retirement, employee benefits, fuel, phone	65,973.00
59225 Ferguson Waterworks #1476	Inventory	2,590.00
59227 Rasmussen Plumbing & Heating	Cleared plugged fixture	183.75
59228 Springbrook Holding Company LLC	Civic Pay Transaction Fees	1,444.00
59229 Strand Associates Inc	Professional Services - 2024 Street Improvements	806.67
59230 Teamsters Union Local 662	August Union Dues	1,797.00
59232 Community Foundation of Central WI	Employee Contribution	10.00
59233 United Way Of Portage County	United Way	47.00
59234 Laura Aisbet	Refund Check 024009-000, 5426 Woodland St	172.92
59235 AnSer	After hours answering services	185.00
59238 Diggers Hotline Inc	Pre-payment diggers hotline	759.46
59241 Hawkins Inc	Chemicals	6,853.49
59245 Star Business Machines	Qrtly copier maintenance charges	263.33
59246 Strand Associates Inc	June-Well 12 Professional Services	1,129.15
59247 Mastercard	PPE, Repair lawn mower for well field, Amazon Web Service, Tshirts for new employees, Employee lunch/DNR, Hotel for conference & charging station	2,016.27
59248 USA Blue Book	Chemicals	559.06
59249 Vestis	Rugs	46.82

59250 Batteries Plus LLC	Flashlight	24.94		
59251 City Of Stevens Point	Retirement, fuel, employee benefits and IT	27,983.64		
59252 Fastenal Company	Gloves-PPE	342.38		
59253 Ferguson Waterworks #1476	Inventory	1,750.00		
59255 Heartland Business Systems, LLC	Monthly Billing - July	209.53		
59259 Springbrook Holding Company LLC	Annual Software Maintenance Fee	23,097.12		
59262 Water & Environmental Analysis Lab	Testing of monitoring well samples	1,820.00		
59263 Clark Dietz	2025 Street Improvements-Project Design/Prof. Services June 2024	2,450.00		
59264 INFOSEND INC	Parital invoice for printing postage of invoices	175.52		
59265 Sioux Valley Environmental	Chemicals	55.00		
59267 Springbrook Holding Company LLC	Professional Services for ESS Payroll	660.00		
59270 Community Foundation of Central WI	Green Circle	10.00		
59271 United Way Of Portage County	United Way	47.00		
59272 Beaver Of WI Inc	Shop supplies	390.00		
59273 Boerger LLC	Tri-lobe rotor Well 11	3,285.96		
59274 Damir Brescic	Refund Check 029054-000, 924 Songbird Ln Unit I1	39.69		
59275 City Of Stevens Point	Workers Comp Premiums	1,495.41		
59276 H&S Protection Systems Inc	Annual Monitoring Wellfield	627.00		
59280 Martelle Water Treatment	Chemicals	6,423.36		
59282 Petty Cash	Jean Allowance, Postage, Mileage, Conference Expenses	198.25		
59285 Vestis	Rugs	46.82		
59287 WRWA	Conference/training expense-Jared & Brandon	220.00		
WPS	Utility Charges	26,864.24		
Payroll	Payroll	36,370.45		
IRS & DOR PR Tax	Payroll Taxes - Federal	46,958.08		
Verizon Cell & iPad Charges	Phone & iPad Charges	658.24		
DOR Garnishment	Garnishment	9.35		
HRA Admin Fees	Renewal & Admin Fees	30.00		
TOTAL EXPENSES LISTED			\$ 300,178.66	\$ 300,178.66
BALANCE ON HAND JULY 31, 2024				
	Balance on Hand			\$ 6,824,456.45
	Plus uncleared checks			\$ 39,926.41
	Less checks previously written clearing this month			<u>\$ (46,935.55)</u>
	Ending Cash Balance matching Bank Statements			\$ 6,817,447.31
	Less Restricted Funds			\$ (1,149,362.82)
	Cash on Hand			\$ 5,668,084.49

REPORT TO THE AUGUST 12, 2024
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS
SEWAGE DEPARTMENT

FINANCES:

Bank Balance as of July 1, 2024

Bank Deposits recorded in July 2024

\$	7,534,435.44
\$	783,016.15
\$	8,317,451.59

CHECKS ISSUED IN JULY 2024:

59184 Maurice Adams	Refund Check 040139-000, 1417 Fourth Ave	16.64
59186 City Of Stevens Point	Workers Comp Premiums	1,088.34
59187 Employee Resource Center	June EAP Fees	25.65
59188 Perry Groshek	Refund Check 023689-000, 5724 Sandpiper Dr	106.09
59189 H&M Investments	Refund Check 039946-000, 725E Prentice St.	49.62
59191 Harter's Fox Valley Disposal	Dumpster Service	675.44
59197 NCL of Wisconsin Inc	Chemicals & lab supplies	801.89
59199 Northern Properties JCJ LLC	Refund Check 040510-000, 3810 Doolittle Dr	43.83
59201 Superior Roofing & Remodeling	New roof for waterwater lab office	31,350.00
59203 Aspirus Medical Group, Inc.	Wellness Program	34.00
59204 Baker Tilly Virchow Krause LLP	2023 Audit	1,061.00
59209 Marathon County Treasurer/Solid Waste	Sludge hauling	963.43
59210 Brian or Cynthia Matteson	Refund Check 039382-000, 5111 Carols Lane	25.86
59212 NCL of Wisconsin Inc	Tryptic Soy Broth	17.13
59213 PBBS Equipment Corp	Labor for troubleshooting boiler issue	742.50
59214 Mastercard	Tools for meter shop, Notebooks	145.49
59215 Natalie Pittman	Refund Check 037747-000, 2606 Rice St	116.49
59218 USA Blue Book	Lab supplies	641.37
59221 Wimpe Sand & Gravel, Inc.	Yard material	207.89
59222 Avineon, Inc.	GIS Support	4,841.67
59223 City Of Stevens Point	Retirement, employee benefits, fuel, phone	9,579.56
59224 CRG LLC	FCC License Renewal of KQV620	50.00
59226 NCL of Wisconsin Inc	Battery pack	96.58
59229 Strand Associates Inc	Professional Services - 2024 Street Improvements	201.67
59234 Laura Aisbet	Refund Check 024009-000, 5426 Woodland St.	259.89
59236 AT&T	Phone charger	44.98
59237 Dakota Electric Services Inc	Installed power for new washer & dryer	954.00
59238 Diggers Hotline Inc	Pre-payment diggers hotline	759.47
59239 E&B Scale Services, Inc.	Sartorius	150.00
59240 Hach Company	Chemicals	375.80
59242 Lubrication Engineers, Inc.	Lubricant	1,692.18
59243 NCL of Wisconsin Inc	Lab supplies	187.46
59244 PBBS Equipment Corp	Labor to install extra vapor power	3,965.07
59247 Mastercard	Amazon Web Service, Replacement refrigeration assembly, tools & supplies, Credit - Warning Lights Truck #32, Warning Lights Truck #32, Amazon Web IT Pipes, WEF Registration & Meal, CSWEA Training	3,919.68
59249 Vestis	Rugs & laundry services	215.43
59251 City Of Stevens Point	Retirement, fuel, employee benefits and IT	14,321.99
59254 Hach Company	Chemicals	305.25
59255 Heartland Business Systems, LLC	Monthly Billing - July	209.53
59256 Lou's Gloves	Gloves	920.00
59257 MacQueen Equipment	Servicing Televising Equipment	2,084.74
59258 McMaster-Carr Supply Co	Duct hoses	1,505.07
59259 Springbrook Holding Company LLC	Annual Software Maintenance Fee	10,010.80
59260 UW Stevens Point	Intern wages - admin fee	50.00
59263 Clark Dietz	2025 Street Improvements-Project Design/Prof. Services June 2024	612.50
59266 Ryan Skrzeczkowski	Jean Allowance	141.37
59267 Springbrook Holding Company LLC	Professional Services for ESS Payroll	660.00
59274 Damir Bresic	Refund Check 029054-000, 924 Songbird Ln Unit I1	47.16
59275 City Of Stevens Point	Workers Comp Premiums	1,069.41
59277 Hach Company	Chemicals	622.78
59278 Hawkins Inc	Chemicals	629.65
59281 NCL of Wisconsin Inc	Chemicals & lab supplies	1,690.71
59282 Petty Cash	Tolls for conference	38.60

59283 Stevens Point Public Utilities	Qtrly Water Charges	816.89	
59284 Unison Solutions Inc	Gas skid steer power supply	3,122.51	
59285 Vestis	Rugs & laundry service	215.43	
59287 WRWA	Conference/training expense-Dan	110.00	
59288 Xylem Water Solutions USA Inc	Flush valve repair kit	737.00	
HRA	HRA Admin Fee	30.00	
Verizon Charges	Verizon Charges	569.04	
WPS Utility Charges	Gas & Electric	28,722.03	
Sewer Payroll	Payroll	62,924.28	
Payroll Taxes	Payroll Taxes	4,228.26	
TOTAL OF EXPENSES LISTED		<u>\$ 201,801.10</u>	<u>\$ 201,801.10</u>
BALANCE ON HAND JULY 31, 2024			<u>\$ 8,115,650.49</u>
	Balance on Hand		<u>\$ 8,115,650.49</u>
	Plus uncleared checks		<u>\$ 23,240.15</u>
	Less checks previously written clearing this month		<u>\$ (108,995.45)</u>
	Ending Cash Balance matching Bank Statements		<u><u>\$ 8,029,895.19</u></u>

<u>Less Restricted Balance</u>	\$	(5,648,350.07)
TOTAL	\$	2,381,545.12

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

**REPORT TO THE AUGUST 2024
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS**

STORM WATER DEPARTMENT

FINANCES:

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

\$ 2,962,978.82
\$ 281,553.94
\$ 3,244,532.76

CHECKS ISSUED JULY 2024:

59179	Malise Beduhn	Salary	464.68	
59183	Gary or Patricia Powers	Refund Check 023763-000, 5500 Clem's Way	4,508.49	
59185	American Asphalt Of WI	Hot mix	352.24	
59186	City Of Stevens Point	Workers Comp Premiums	674.89	
59187	Employee Resource Center	June EAP Fees	14.25	
59203	Aspirus Medical Group, Inc.	Wellness Program	34.00	
59204	Baker Tilly Virchow Krause LLP	2023 Audit	1,059.40	
59221	Wimme Sand & Gravel, Inc.	Yard material	207.89	
59222	Avineon, Inc.	GIS Support	4,841.66	
59223	City Of Stevens Point	Retirement, employee benefits, fuel, phone	6,015.18	
59229	Strand Associates Inc	Professional Services - 2024 Street Improvements	201.66	
59231	Malise Beduhn	Salary	712.77	
59238	Diggers Hotline Inc	Pre-payment diggers hotline	759.47	
59247	Mastercard	Amazon Web Service, CSWEA Training	534.98	
59251	City Of Stevens Point	Retirement, fuel, employee benefits and IT	10,074.56	
59255	Heartland Business Systems, LLC	Monthly Billing - July	209.53	
59259	Springbrook Holding Company LLC	Annual Software Maintenance Fee	9,126.11	
59261	Volm Companies	Inventory	9,562.00	
59263	Clark Dietz	2025 Street Improvements-Project Design/Prof. Services June 2024	612.50	
59267	Springbrook Holding Company LLC	Professional Services for ESS Payroll	660.00	
59275	City Of Stevens Point	Workers Comp Premiums	701.33	
59279	Lincoln Contractors Supply Inc	Tripod, Power optical meridian level transit	377.99	
59287	WRWA	Conference/training expense-Brad	110.00	
	Verizon	iPad & cell phone charges	468.83	
	Payroll	Payroll	30,832.37	
	IRS	Payroll Taxes	2,479.04	
	WPS	Monthly Utility Charges	18.53	
TOTAL OF EXPENSES LISTED			\$ 85,614.35	\$ 85,614.35
BALANCE ON HAND JULY 31, 2024				\$ 3,158,918.41
			Balance on Hand	\$ 3,158,918.41
			Plus checks written after the end of this month	
			Plus uncleared checks	\$ 11,059.94
			Less checks previously written clearing this month	\$ (21,511.27)
Ending Cash Balance matching Bank Statements				\$ 3,148,467.08

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

FIBER (COMMUNITY AREA NETWORK)

FINANCES:

Bank balance as of July 1, 2024	<u>\$ 479,988.42</u>
Bank deposits recorded in July 2024	<u>\$ 24,461.00</u>
	<u>\$ 504,449.42</u>

CHECKS ISSUED JULY 2024:

59286	WiscNet	Dark fiber service	7,150.00	
	Payroll	July Payroll	469.99	
	TOTAL OF EXPENSES LISTED		<u>\$ 7,619.99</u>	<u>\$ 7,619.99</u>
	BALANCE ON HAND JULY 31, 2024			<u>\$ 496,829.43</u>
		Balance on Hand		<u>\$ 496,829.43</u>
		Plus checks written after the end of this month		
		Plus uncleared checks		\$ 7,150.00
		Less checks previously written clearing this month		\$ (1,276.76)
		Ending Cash Balance matching Bank Statements		<u>\$ 502,702.67</u>

Stevens Point Utilities

Audit Results - December 31, 2023

Audit process summary

- > Auditor responsibilities include:
 - > Understanding processes, transactions and balances
 - > Identify key risks and design audit procedures
 - > Complete audit testing to obtain evidence to issue audit opinion
- > Managements' responsibilities include:
 - > Establish and maintain controls over financial reporting
 - > Provide all data for financial statements, including disclosures
 - > Provide us with written representations, attached to the Reporting & Insights
- > Audit approach
 - > Focus on key transaction cycles, areas with significant estimates or any changes
 - > Areas include: cash & investments, revenues & receivables, disbursements, payroll, pensions & OPEBs, long-term debt, capital assets, net position, financial reporting and disclosures
- > Result: Financial statements received an unmodified opinion

Internal control matters

- > Auditor assists with preparation of year end adjustments and financial statements - reported as a material weakness

Required communications

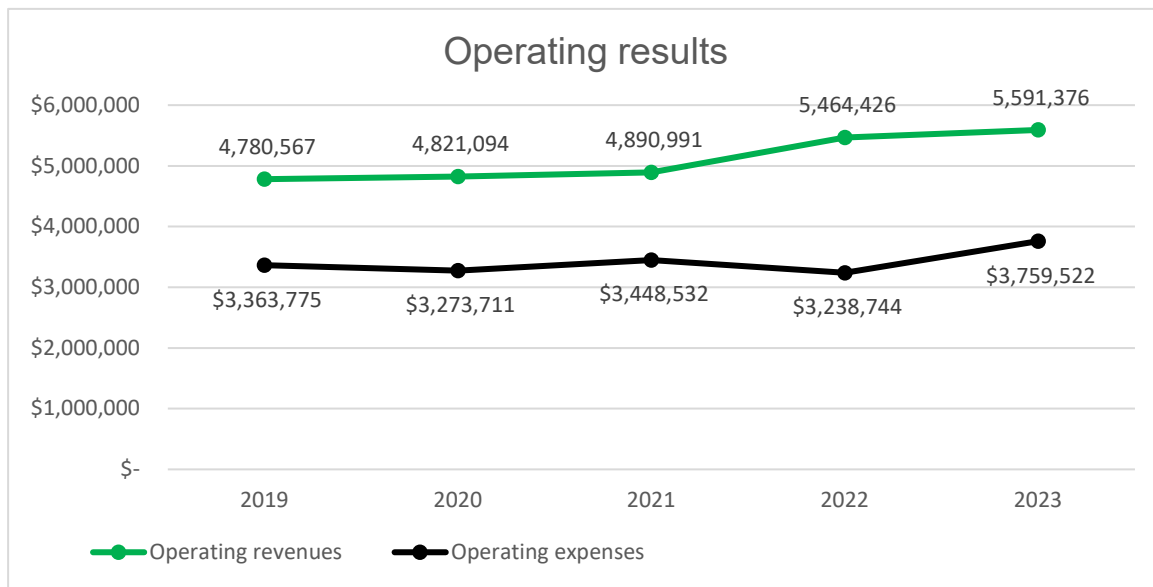
- > Accounting policies - no concerns
- > Accounting estimates - no concerns
- > No difficulties, audit findings or issues
- > No disagreements, unusual transactions or consultations
- > We did identify adjustments during the audit; included in the Reporting & Insights
- > No non-compliance, fraud or going concern noted



Stevens Point Utilities - Water

Audit Results - December 31, 2022

	Current Year	Prior Year
Actual Rate of Return	4.46%	5.22%
Authorized Rate of Return	4.90%	4.90%



Unrestricted Reserves

	2019	2020	2021	2022	2023
Year end balance	\$ 2,293,321	\$ 2,933,457	\$ 1,996,077	\$ 2,779,975	\$ 4,705,266
Months on hand	5.76	7.30	4.90	6.10	10.10

Debt Coverage

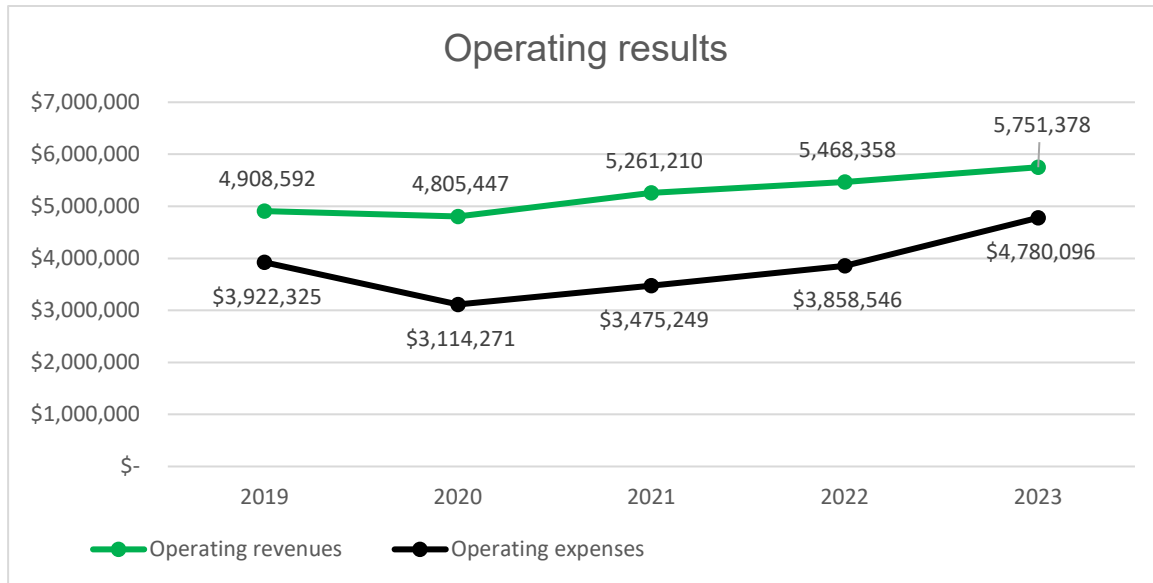
	2019	2020	2021	2022	2023
Actual	3.85	4.02	3.96	3.54	3.26
Required	1.10	1.10	1.10	1.10	1.10

Investment in Capital



Stevens Point Utilities - Sewer

Audit Results - December 31, 2023



Unrestricted Reserves

	2019	2020	2021	2022	2023
Year end balance	\$ 1,822,986	\$ 828,357	\$ 1,935,376	\$ 1,061,647	\$ 1,461,290
Months on hand	4.46	2.07	4.41	2.33	3.05

Debt Coverage

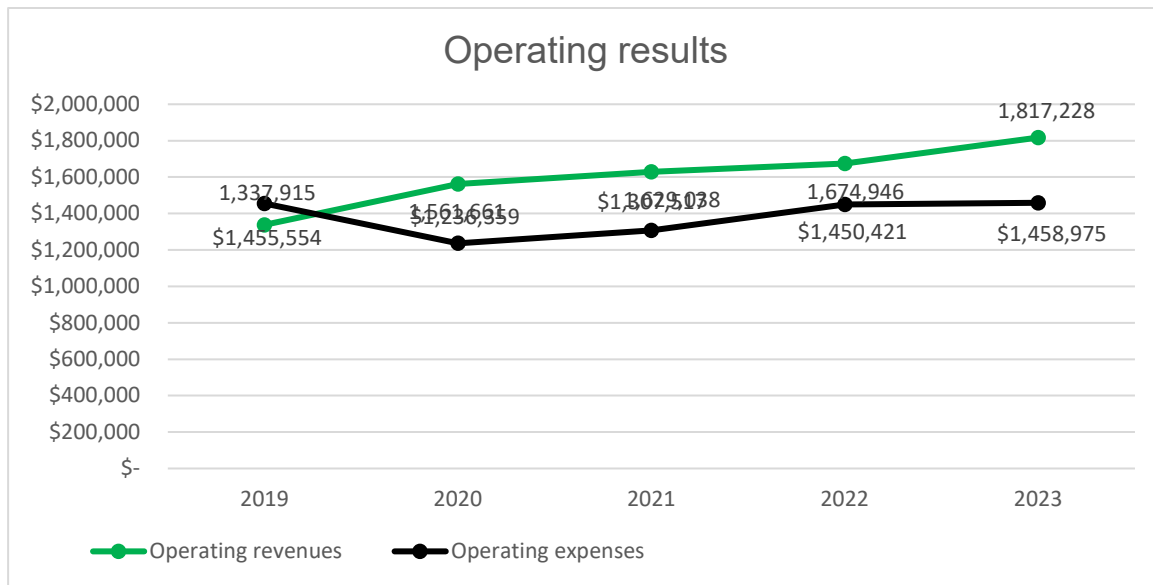
	2019	2020	2021	2022	2023
Actual	1.16	1.64	1.79	1.70	1.43
Required	1.25	1.25	1.25	1.25	1.25

Investment in Capital



Stevens Point Utilities - Stormwater

Audit Results - December 31, 2023



Unrestricted Reserves

	2019	2020	2021	2022	2023
Year end balance	\$ 394,525	\$ 435,329	\$ 704,747	\$ 1,350,321	\$ 1,793,598
Months on hand	3.54	3.35	5.19	9.67	11.84

Debt Coverage

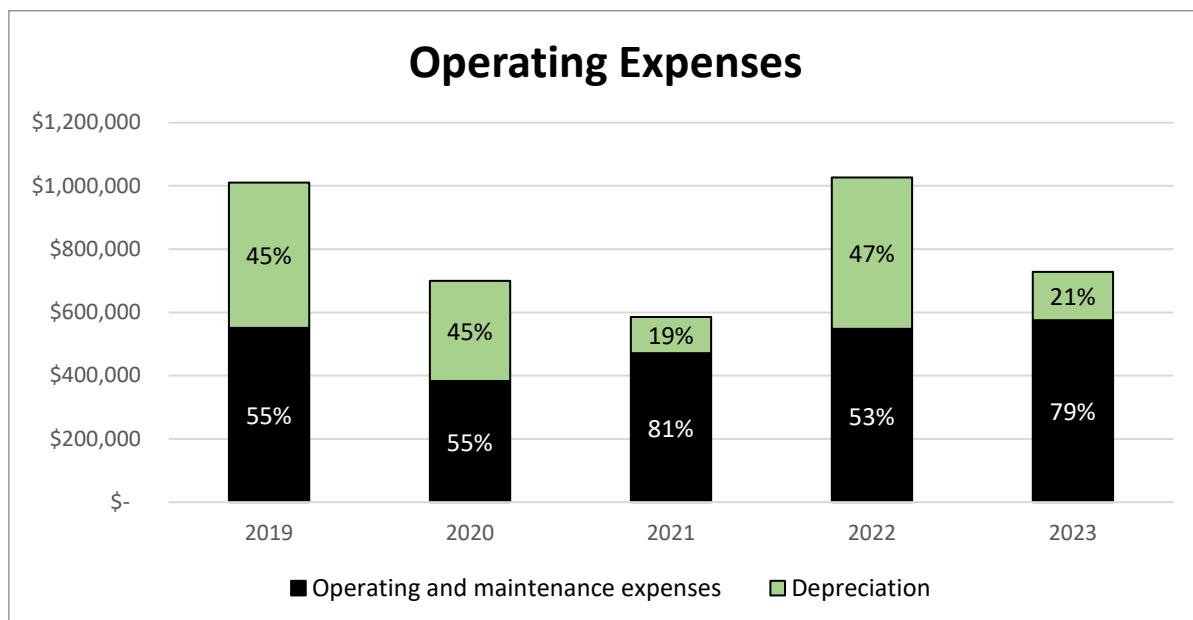
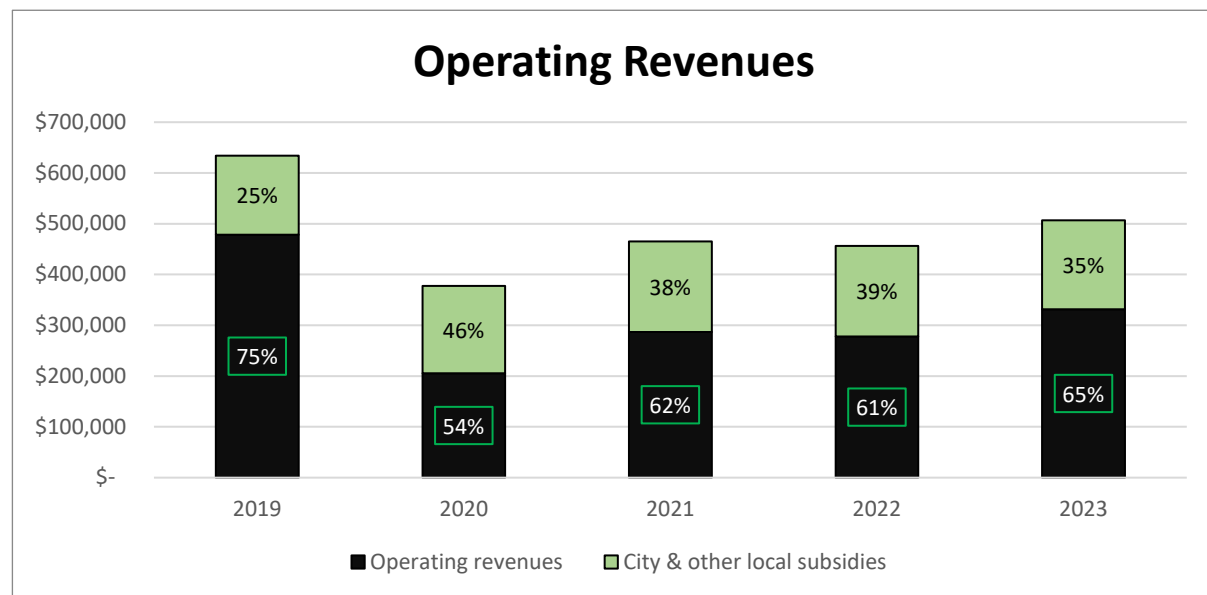
	2019	2020	2021	2022	2023
Actual	2.11	4.97	2.24	1.12	1.51
Required	1.10	1.10	1.10	1.10	1.10

Investment in Capital



City of Stevens Point - Airport

Audit Results - December 31, 2023



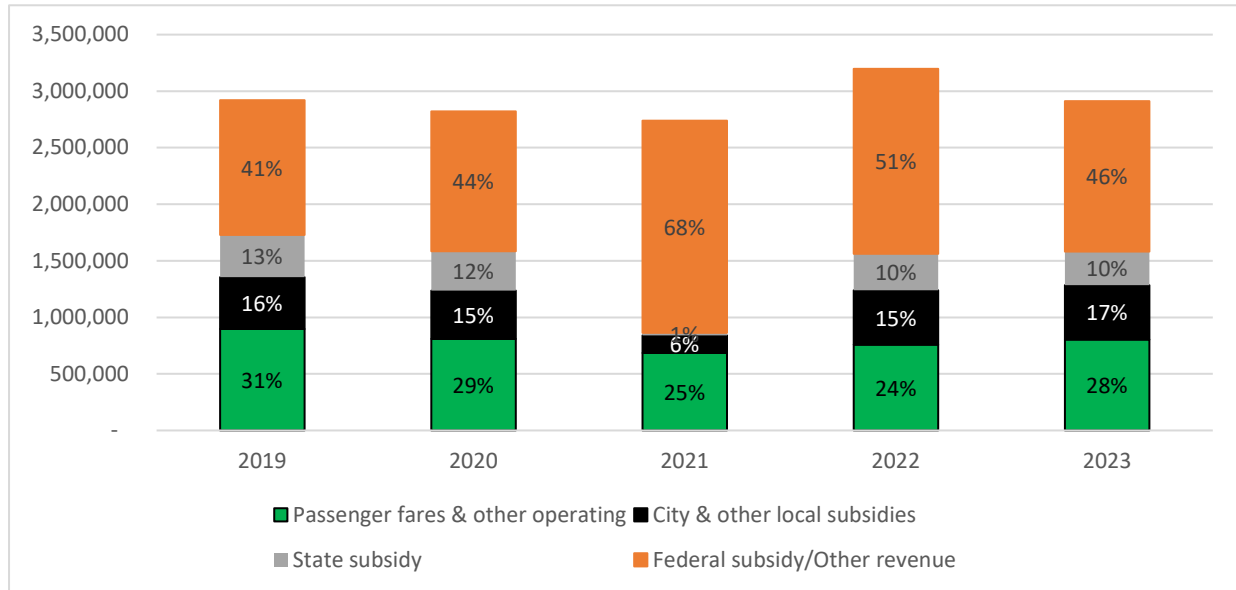
Unrestricted Reserves

		2019	2020	2021	2022	2023
Year end balance	\$	385,452	\$ 371,382	\$ 364,093	\$ 269,575	\$ 177,413
Months on hand		8.40	11.62	9.26	5.90	3.70

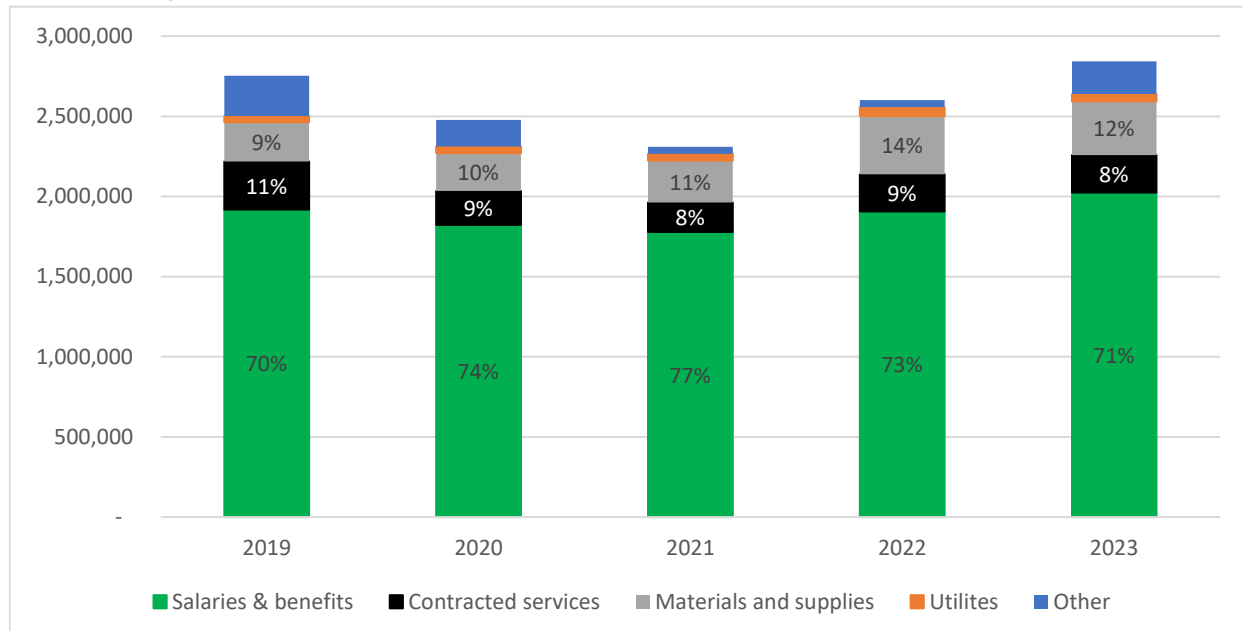
City of Stevens Point - Transit

Audit Results - December 31, 2023

Operating Revenues



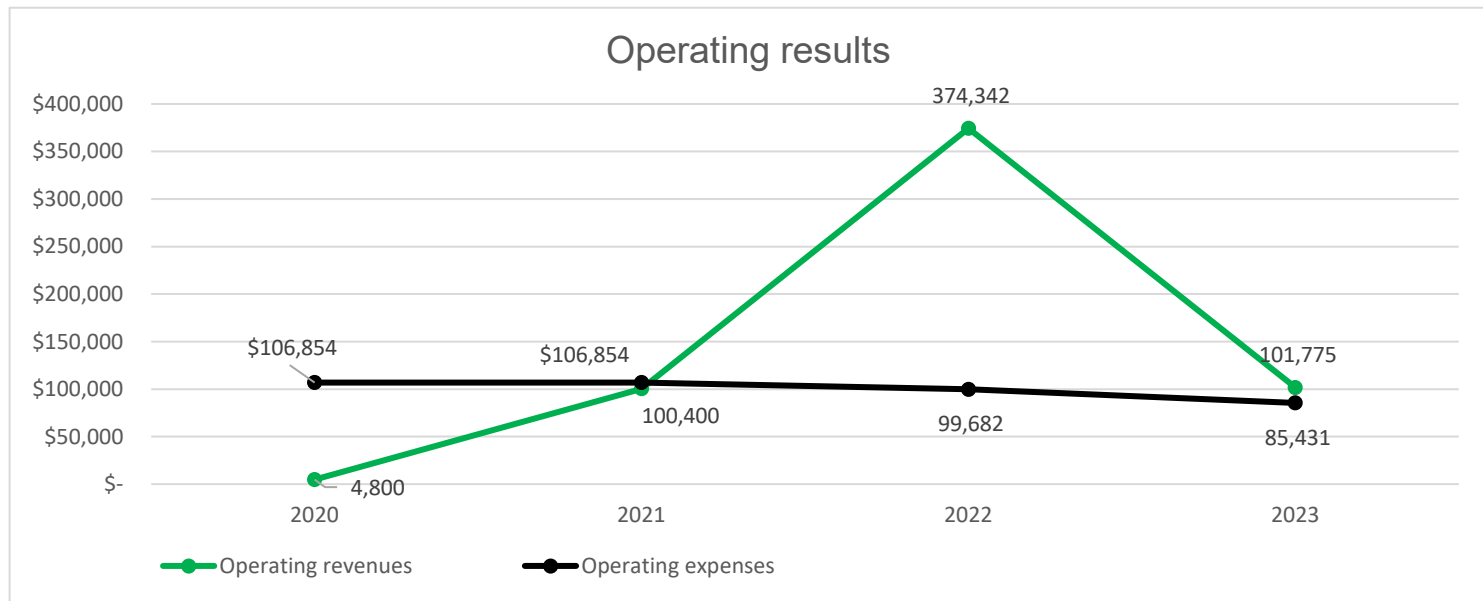
Operating Expenses



	Revenues	Expenses	Excess/ (Deficiency)
Current Year	\$ 2,912,174	\$ 2,842,603	\$ 69,571
Prior Year	\$ 3,198,327	\$ 2,600,605	\$ 597,722

Stevens Point Utilites - Fiber

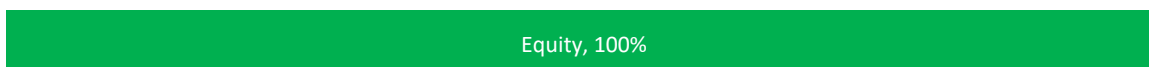
Audit Results - December 31, 2023



Unrestricted Reserves

	<u>2020</u>		<u>2021</u>		<u>2022</u>		<u>2023</u>	
Year end balance	\$	70,230	\$	269,008	\$	381,519	\$	444,242
Months on hand		175.58		32.15		12.23		52.38

Investment in Capital





July 25, 2024

City of Stevens Point Water
and Sewage Treatment Department
Attn: Eric Southworth
PO Box 243
Stevens Point, WI 54481

RE: Well No. 11 -#1 Raw Pump Inspection & Repairs

Dear Eric,

As you are aware, the pump has been removed for inspection. The column pipe is deeply pitted. We are recommending replacement of the column pipe, but the tail pipe can be reused. The shaft sleeves and rubber bearings are typical replacement parts. The shafting is stainless steel, but it is deeply pitted with what appears to be electrolysis. We recommend replacing the shafting.

The bowl assembly is in good enough condition to be rebuilt with new wear rings and bronze bushings. The stuffing box will also be rebuilt with a new bushing and packing. We are also providing a price for servicing the 75 HP motor.

Some of the vibration that was being experienced with this pump was definitely coming from the motor, but the shafting may have also been causing some of the vibration. We check the shaft straightness, and it was certainly outside of specifications, but we really cannot check the irregularity of the ends where the electrolysis occurred. That damage likely increased the vibration even more.

Please review the following scopes and the associated costs for the project:

I: Pull/Inspect/Re-install

1. Load and mobilize to job site. Remove exist pump from well. Return to shop. Perform inspections of the pump column components and the bowl assembly (already completed):.....**Lump Sum: \$ 8,740**
2. Prep equipment for installation. Load and return to job site with refurbished and new equipment. Re-install pumping equipment. Run to waste and collect one bacti sample per DNR Code:.....**Lump Sum: \$ 9,740**

Total Section I: \$ 18,480

II: Pump Materials & Repairs

1. 10" x 9' 11 1/4" T&C column pipe: 7 @ \$1,056/each.....**Total: \$ 7,392**
2. 10" x 4' 11 1/4" T&C column pipe: 1 @ \$790/each.....**Total: \$ 790**
3. 10" x 5" TBE head pipe: 1 @ \$520/each.....**Total: \$ 520**
4. 1 1/4" x 10' 416SS line shaft: 7 @ \$359/each.....**Total: \$ 2,513**
5. 1 1/4" x 5' 416SS line shaft: 2 @ \$225/each.....**Total: \$ 450**
6. 1 1/4" x 1 3/8" x 7" SS shaft sleeves: 8 @ \$70/each.....**Total: \$ 560**
7. 1 3/8" x 3" rubber bearing inserts: 8 @ \$90/each.....**Total: \$ 720**
8. Rebuild stuffing box:.....**Lump Sum: \$ 350**

9. Rebuild pump bowls: Includes machining of new wear rings, machining of impellers, remove and replace bronze bowl bushings, and re-assemble bowls:.....**Lump Sum: \$ 3,200**
10. GE 75HP, 1800 RPM Motor PM: Includes: Disassemble/Inspect; Clean; Dip/Bake; Replace Bearings; Assemble; Test.....**Lump Sum: \$ 4,130**

Total Section II: \$ 20,625

Project Total (Sections I & II): \$ 39,105

We trust you will find this correspondence to your understanding. Should you have any questions or concerns concerning this proposal, or if there is any other way we can be of assistance to your community, please contact our offices at your earliest convenience. We appreciate the opportunity to provide this proposal and look forward to the opportunity to provide continued expert service to the City of Stevens Point.

Sincerely,
MUNICIPAL WELL & PUMP



Marty Van Ellis
Project Manager

Wastewater Discharge Monitoring Long Report

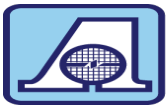
For DNR Use Only

Facility Name: STEVENS POINT WASTEWATER TREATMENT FACILITY
 Contact Address: 301 Bliss Ave
 Stevens Point, WI 54481
 Facility Contact: Chris Lefebvre, Superintendent
 Phone Number: 715-572-7313
 Reporting Period: 07/01/2024 - 07/31/2024
 Form Due Date: 08/21/2024
 Permit Number: 0029572

Date Received:
 DOC: 549981
 FIN: 6289
 FID: 750008160
 Region: West Central Region
 Permit Drafter: Victoria E Ziegler
 Reviewer: Nicholas E Lindstrom
 Office: Eau Claire

	Sample Point	701	701	701	701	001
	Description	PRIOR TO PISTA GRIT	PRIOR TO PISTA GRIT	PRIOR TO PISTA GRIT	PRIOR TO PISTA GRIT	PRIOR TO WISCONSIN RIVER
	Parameter	211	66	649	457	211
	Description	Flow Rate	BOD5, Total	CBOD5	Suspended Solids, Total	Flow Rate
	Units	MGD	mg/L	mg/L	mg/L	MGD
	Sample Type	CONTINUOUS	24 HR FLOW PROP	24 HR FLOW PROP	24 HR FLOW PROP	CONTINUOUS
	Frequency	CONTINUOUS	3/WEEK	5/WEEK	5/WEEK	CONTINUOUS
Sample Results	Day 1	2.422	263	274	404	2.422
	2	2.590	189	213	220	2.590
	3	2.920	344	276	284	2.920
	4	2.972	158	139	176	2.972
	5	2.584	180	179	236	2.584
	6	2.737	269	194	188	2.737
	7	2.654	218	214	172	2.654
	8	2.645	302	290	352	2.645
	9	2.501	246	261	280	2.501
	10	2.689	281	281	164	2.689
	11	2.684	276	246	228	2.684
	12	2.684	223	201	248	2.684
	13	2.684	176	169	196	2.684
	14	2.684	187	284	196	2.684
	15	2.684	266	209	208	2.684
	16	2.924	281	239	228	2.924
	17	2.819	242	269	272	2.819
	18	2.681	251	236	236	2.681
	19	2.611	380	337	272	2.611
	20	2.574	309	207	180	2.574
	21	2.400	202	173	268	2.400
	22	2.428	368	335	360	2.428
	23	2.543	260	243	280	2.543
	24	2.621	303	274	340	2.621
	25	2.505	291	265	284	2.505
	26	2.428	302	254	332	2.428
	27	2.391	191	174	216	2.391
	28	2.232	281	235	336	2.232
	29	2.285	309	298	276	2.285
	30	2.407	317	323	212	2.407
	31	2.410	255	275	276	2.410

	Sample Point	001	001	001	001	001
	Description	PRIOR TO WISCONSIN RIVER	PRIOR TO WISCONSIN RIVER	PRIOR TO WISCONSIN RIVER	PRIOR TO WISCONSIN RIVER	PRIOR TO WISCONSIN RIVER
	Parameter	649	457	377	204	388
	Description	CBOD5	Suspended Solids, Total	pH Field	Fecal Coliform	Phosphorus, Total
	Units	mg/L	mg/L	su	#/100ml	mg/L
	Sample Type	24 HR FLOW PROP	24 HR FLOW PROP	GRAB	GRAB	24 HR FLOW PROP
	Frequency	5/WEEK	5/WEEK	DAILY	WEEKLY	3/WEEK
Sample Results	Day 1	3.82	3.3	6.61		
	2	2.80	3.71	6.63		
	3	2.59	2.6	6.64		
	4	2.73	2.4	6.62	7	
	5	2.57	2.6	6.63		<0.06
	6	2.74	2.4	6.73		<0.06
	7	2.98	<2	6.66		<0.06
	8	3.50	2.72	6.73		0.06
	9	3.43	2.72	6.79		
	10	9.88	2.98	6.74		
	11	11.37	7.92	6.73	34	0.14
	12	2.87	2.10	6.75		
	13	2.66	2.39	6.81		<0.06
	14	<2	<2	6.67		
	15	2.46	3.37	6.60		<0.06
	16	4.72	7.45	6.63		
	17	3.12	3.73	6.58		
	18	3.20	3.92	6.73	61	0.12
	19	3.86	4.51	6.76		
	20	6.02	2.57	6.81		
	21	5.23	3.8	6.81		0.19
	22	4.47	5.20	6.85		
	23	6.49	5.6	6.81		0.19
	24	3.85	4.8	6.77		
	25	4.64	4.64	6.82	132	0.14
	26	4.95	4.05	6.77		
	27	4.74	5.05	6.80		0.11
	28	4.63	3.8	6.88		
	29	6.11	4.8	6.82		
	30	25.8	6.5	6.72		
	31	24.78	7.14	6.90		



Name	Customer	Proposal#	Due/Bid Date
Stevens Point, WI - Water & Wastewater SCADA Computers Upgrade 2024	Stevens Point, WI - WTP	20243039	7/31/2024, 12:00 PM

Scope

The City of Stevens Point, WI has their water and wastewater on one common SCADA Application. The server and computers are no longer supported by Microsoft. They would like to upgrade their SCADA Server and computers to the latest version. With upgrading the SCADA hardware, we'll have to update the license for the SCADA software.

SCADA Server SER1

- Dell PowerEdge T350
 - Tower
 - Microsoft Server 2022 Standard -16 Core
 - 5-Pack Windows Server 2022 RDS / RDP CALs
 - 5-Pack Windows Server 2022/2019 User CALs
 - Intel Xeon E-2388G 3.2 GHz
 - C22 RAID 1 for S150 Embedded SATA
 - iDRAC9 Express
 - (2) 960GB SSD Mix Use 6Gbps 2.5" Hot-plug
 - (4) 32 GB RAM
 - USB Keyboard and Mouse
 - R-Drive Backup Software
 - 27" Monitor
 - 3 Year Warranty
 - 8 TB External Hard Drive Backup
- Tower UPS
- Provide, setup and install server
- Software
 - Wonderware
 - (1) Intouch, 100K with I/O License (Upgrade Existing)
 - TopView
 - Replace the Win911
 - Grandstream
 - Hach Wims
 - 12 Months Subscription

SCADA Computer PC1

- Hardware
 - Dell Desktop computer
 - Small form factor computer
 - Windows 11 Pro
 - Solid State Dard Drive
 - Monitor
 - UPS
 - Backup Hard Drive 1 TB
- Software
 - Office Home and Business
 - Backup Software
 - (1) Intouch, 100K with I/O License (Upgrade Existing)

SCADA Computer PC2

- Hardware
 - Dell Desktop computer
 - Small form factor computer
 - Windows 11 Pro
 - Solid State Dard Drive
 - Monitor
 - UPS
 - Backup Hard Drive 1 TB
- Software
 - Office Home and Business
 - Backup Software
 - (1) Intouch, 100K with I/O License (Upgrade Existing)

SCADA Computer PC3

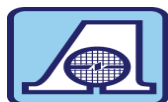
- Hardware
 - Dell Desktop computer
 - Small form factor computer
 - Windows 11 Pro
 - Solid State Dard Drive
 - Monitor
 - UPS
 - Backup Hard Drive 1 TB
- Software
 - Office Home and Business
 - Backup Software
 - (1) Intouch, 100K with I/O License (Upgrade Existing)

SCADA Computer PC4

- Hardware
 - Dell Desktop computer
 - Small form factor computer
 - Windows 11 Pro
 - Solid State Dard Drive
 - Monitor
 - UPS
 - Backup Hard Drive 1 TB
- Software
 - Office Home and Business
 - Backup Software
 - (1) Intouch, 100K with I/O License (Upgrade Existing)
- Clarifications
 - Axis Camera Software is by others or transferred by others.

SCADA Computer TS1

- Hardware
 - Dell OptiPlexThin Client
 - Dell ThinOS
 - 8GB Memory
 - Monitor
 - UPS
 - Backup Hard Drive 1 TB
- Software
 - (1) Intouch, 100K without I/O License (Upgrade Existing)



SCADA Computer TS2

- Hardware
 - Dell OptiPlexThin Client
 - Dell ThinOS
 - 8GB Memory
 - Monitor
 - UPS
 - Backup Hard Drive 1 TB
- Software
 - (1) Intouch, 100K without I/O License (Upgrade Existing)

SCADA Computer TS3

- Hardware
 - Dell OptiPlexThin Client
 - Dell ThinOS
 - 8GB Memory
 - Monitor
 - UPS
 - Backup Hard Drive 1 TB
- Software
 - (1) Intouch, 100K without I/O License (Upgrade Existing)

No Wonderware Modifications

- No Changes to the Wonderware App
- No Changes to the Wonderware graphics

Altronex Control Systems Professional Services

- Engineering and Design
- Programming
- Testing
- Commissioning
- 1 Year Warranty

Items specifically not included in this proposal

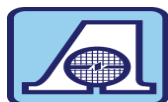
- Sales or use tax
- Liquidated Damages of any kind
- Performance, payment, or equipment bond of any kind
- Permits or Bonding

Proposal Amount \$ 184,404.00 USD
Freight Terms: FOB Origin, Freight Prepaid

Respectfully submitted by,



Kurt Atwood
Business Development Manager
katwood@lwallen.com
(608) 210-1455



Acceptance of Proposal (Purchase Order or Signature) – The preceding prices, specifications and attached terms and conditions of sale are satisfactory and hereby accepted. You are authorized to proceed.

Signature

Name Print/Type

Official Position

Date



Standard Terms and Conditions

Controlling Provisions: The terms and conditions and supplemental exhibits contained herein (the "Terms and Conditions") shall supersede any provisions, terms, and conditions contained on any purchase order or other written form any direct buyer ("Buyer") may use or provide (whether received by S.J. Electro Systems, Inc. or any of its subsidiaries or affiliates (collectively, "SJE") prior or subsequent to the date hereof), and the rights of the parties shall be governed exclusively by the Terms and Conditions as described herein. SJE sells certain services, products, replacement parts and related software (collectively, the "Goods"). The purchase of the Goods is governed by the Terms and Conditions. Any communication by Buyer to SJE to purchase Goods will be treated by SJE as a request to purchase the Goods. The response, however communicated, will be understood by all parties as an agreement by SJE to sell to Buyer the requested Goods pursuant to the Terms and Conditions. **SJE specifically opposes any terms or conditions that are in addition to or different from the Terms and Conditions, unless specifically agreed to in each instance in writing by SJE.**

Quotations, Acceptance, and Agreements: Any quotation is a good faith estimate. To the extent that SJE has been provided by or on behalf of Buyer any specifications, description of operating conditions or other data and Information In connection with the selection or design of the Goods, and the actual operating conditions or other circumstances differ from those provided by Buyer and relied upon by SJE, any warranties or other provisions contained herein which are affected by such conditions shall be null and void.

Acceptance of a quotation, whether by a separate purchase order or by other means, shall constitute an acknowledgement and approval of the quotation as written and an acceptance of the Terms and Conditions. Written quotations which have not been finalized by a binding purchase order shall expire on the date specified in the quotation or, in the absence of such specification, thirty (30) calendar days from the date issued. SJE may revise or withdraw a quotation at any time prior to the finalization of a binding purchase order.

Per company policy, a separate written agreement signed by both parties or a purchase order accepted and acknowledged by SJE is required to form any legally binding agreement.

Intellectual Property: All devices, patents, designs (including drawings, plans and specifications), software existing or to be developed, estimates, prices, notes, memos, summaries, electronic data and other documents or information prepared or disclosed by SJE shall remain the sole intellectual property of SJE. Following acceptance and final payment, SJE shall grant to Buyer a non-transferable, non-exclusive license for use and sale of the Goods.

Credit Approval: The credit terms granted on each order are subject to SJE's continuing approval of Buyer's credit. SJE may withdraw the extension of credit and require modified payment terms if, in SJE's sole judgment, Buyer's credit or financial standing is impaired such that SJE in good faith deems payment insecure.

Prices and Taxes: All prices are FOB shipping point, unless otherwise stated or referenced in attached exhibits. All prices are subject to any commercially reasonable additions that may be necessary to cover any duties, taxes or charges. All prices are in U.S. Dollars. Prices may be subject to change without notice.

Shipping Policy: Shipping and handling charges cover the transportation of the Goods from SJE's warehouse to Buyer, unless otherwise specified. Standard shipping rates are assessed upon placement of order. SJE uses many methods of shipment including UPS shipping services but reserves the right to substitute carriers without notice. UPS next-day air, UPS second-day air, UPS three-day ground, UPS Express and UPS Expedited are services available to Buyer for expediting orders. Expedited orders will be shipped based on the method Buyer selects. These services may not be available for shipment into all countries.

While SJE will use all reasonable commercial efforts to maintain the delivery date(s) acknowledged or quoted by SJE, all shipping dates are approximate and not guaranteed. SJE reserves the right to make partial shipments. SJE, at its option, shall not be bound to tender delivery of any Goods for which Buyer has not provided shipping instructions and other required information. If the shipment of the Goods is postponed or delayed by Buyer for any reason, Buyer agrees to reimburse SJE for any and all storage costs and other additional expenses resulting therefrom. The actual shipping weights may vary.

Title, Risk of Loss, Inspection of Equipment: Title and risk of loss to the Goods shall pass to Buyer upon delivery of the Goods to the respective delivery carrier. Buyer shall immediately inspect the Goods upon receipt and any damage must be noted on the delivery carrier's bill of lading at time of receipt. SJE is not liable for any damages caused by shipping. SJE is not liable for any shortages or nonconformance unless notified by Buyer within two (2) business days of Buyer's receipt of the Goods.

Operations/Maintenance Manuals: Installation, maintenance and operation manuals will be furnished to Buyer in the number of copies specified at the time of quotation or order. Additional copies subject to charges as outlined in attached exhibits.

Installation and Use: Buyer will be solely responsible for the proper application, installation and service of the Goods. Installation instructions are supplied by SJE and must be followed.

Export/Import: Buyer agrees that all applicable import and export control laws, regulations, orders and requirements, including, but not limited to, those of the United States and the European Union, and the jurisdictions in which SJE and Buyer are established or from which Goods may be supplied, will apply to their receipt and use. In no event shall Buyer use, transfer, release, import, or export Goods in violation of such applicable laws, regulations, orders or requirements.

Payment: Buyer shall pay SJE the full purchase price as set forth in the respective order between SJE and Buyer. Unless otherwise agreed to in writing between SJE and Buyer, freight, storage, insurance, taxes, duties, and any governmental charges relating to the Goods shall be paid by Buyer. If SJE is required to pay any such charges, Buyer shall immediately reimburse SJE upon notice from SJE of same. All payments are due within approved credit terms. Buyer may be charged the lower of 1.5% interest per month or the maximum legal rate on all amounts not received by the due date described therein.

Security Interest: SJE shall retain a security interest in the Goods until the full purchase price has been paid. Buyer's failure to pay any amounts due, including interest, shall give SJE the right to possession and removal of the Goods after providing ten (10) days written notice to Buyer. SJE's taking of such possession shall be without prejudice to any other remedies SJE may have.

Changes, Cancellations, Returns: Buyer may request changes or additions to the Goods consistent with SJE's specifications and criteria. In the event such changes or additions are accepted by SJE, SJE shall have the absolute right to revise the prices and dates of delivery, and to add charges for work and materials rendered unnecessary by such changes or additions. All changes, cancellations, or returns must have SJE prior written approval and subject to restocking fees and service charges. Authorized returns must be packaged and shipped prepaid to SJE.

Return Policy: SJE will only accept Goods returned within one (1) year from the date of manufacture, un-used, and current production models. Returned Material Authorization ("RMA") numbers must be assigned to any Goods Buyer wishes to return for credit. To obtain an RMA, Buyer must contact SJE's Service Center at 218-847-1317 or toll free at 888-342-5753. Buyer is responsible for payment of return shipping fees unless such returned Goods result from an SJE order processing error. Upon return, SJE shall reimburse Buyer for the return freight resulting from the return of Goods due to such SJE order processing error. In the event of any return in compliance with this paragraph, SJE will provide Buyer credit for the returned Goods and work to reship correct Goods to Buyer. SJE reserves the right to refuse acceptance of returned Goods after inspection. SJE will not accept returns for Goods that are custom-built for Buyer as such items cannot be resold by SJE; however, custom-built Goods remain subject to applicable warranty provisions in each case.

Notwithstanding the foregoing (and so long as the return is not due to an order processing error of SJE), a restocking fee shall be charged to Buyer for returned Goods as outlined in the attached Exhibits.

Force Majeure: SJE shall not be liable or responsible to Buyer, nor be deemed to have defaulted under or breached any agreement with Buyer, for any failure or delay in fulfilling or performing any term of any agreement with Buyer, when and to the extent such failure or delay is caused by or results (directly or indirectly) from acts beyond SJE's reasonable control, including, without limitation: (a) acts of God; (b) flood, fire, earthquake or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (d) government order or law; (e) actions, embargoes or blockades in effect on or after the date of any subject agreement between SJE and Buyer; (f) action by any governmental authority; (g) national or regional emergency; (h) strikes, labor stoppages or slowdowns or other industrial services; or (i) any other cause beyond the reasonable control of SJE.

Indemnification and Default: In addition to all other amounts due hereunder, Buyer shall reimburse SJE in full for all collection costs or charges, including reasonable attorney fees, which SJE may incur in the collection of any past due amounts from Buyer, including applicable interest on overdue accounts. If Buyer is in default under this or any other agreement with SJE, SJE may defer performance hereunder until such default is resolved. SJE shall have no obligation to provide factory startup assistance or factory training (when requested) until all invoices (including retentions) for equipment have been paid in full. Furthermore, SJE shall have no liability to Buyer to the extent Buyer damages, or any damages are suffered by, or claims are made against Buyer as a result of Buyer's negligence, willful misconduct, misrepresentation of any Goods, or failure to utilize the Goods properly.

Warranty and Liability: During the warranty period, Buyer's exclusive remedy will be either repair or replacement, at the sole discretion of SJE and subject to the Terms and Conditions of any component which proves to be defective due to defective materials or workmanship of SJE.

SJE DISCLAIMS ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE, AND SJE SHALL NOT, IN ANY MATTER, BE LIABLE FOR ANY SPECIAL, INDIRECT, PUNITIVE, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING LIQUIDATED DAMAGES, OR PENALTIES THAT RESULT FROM A BREACH OF CONTRACT, BREACH OF WARRANTY (EXPRESS OR IMPLIED), STRICT LIABILITY, PRODUCT LIABILITY OR OTHERWISE. IN NO EVENT SHALL SJE'S LIABILITY TO BUYER OR ANY OTHER PARTY EXCEED THE LESSER OF (i) THE COST OF REMEDIATING ANY DEFECT OR DEFICIENCY IN THE PERFORMANCE OF SJE HEREUNDER OR (ii) THE PURCHASE PRICE OF THE GOODS IN RESPECT OF WHICH THE CLAIM IS MADE.

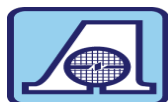
ANY ELECTRICAL WIRING AND SERVICING OF THE GOODS MUST BE PERFORMED BY A LICENSED ELECTRICIAN. WARRANTY CLAIMS FOR GOODS WHICH WERE AT ANY TIME WIRED OR SERVICED BY ANYONE OTHER THAN A LICENSED ELECTRICIAN SHALL NOT BE HONORED IN WHOLE OR PART BY SJE.

Furthermore, this warranty shall not apply to: (a) damage due to any weather-related or other conditions beyond the control of SJE; (b) defects or malfunctions resulting from the Goods not installed, operated, or maintained in accordance with instructions provided, applicable local codes, ordinances, or accepted trade practices; (c) failures resulting from abuse, misuse, accident, or negligence; or (d) Goods repaired and/or modified without prior written authorization from SJE.

Some states do not allow limitations on implied warranty duration, as such, this limitation may not apply to Buyer. Some states do not allow the exclusion or limitation of incidental or consequential damages, as such, these limitations or exclusions may not apply to Buyer. The above-described warranty gives Buyer specific legal rights, and Buyer may also have other rights which vary from state to state.

TO OBTAIN WARRANTY SERVICE: Buyer shall assume all responsibility and expense for removal, reinstallation, and freight associated with any warranty service. Any Goods to be repaired or replaced under this warranty must be returned to SJE, or such place as designated by SJE. Buyer can contact SJE Service Center at 218-847-1317 or toll free at 888-342-5753 for an RMA on any Goods being submitted for a warranty claim.

Applicable Law and Forum: Any disputes between Buyer and SJE shall be venued in Becker County District Court in the State of Minnesota. Buyer agrees to submit to such jurisdiction and agrees that the dispute shall be governed by and construed in accordance with the laws of the State of Minnesota without giving effect to any choice or conflict of law provision or rule.



July 30, 2024

Joel Lemke
Director of Public Utilities and Transportation
City of Stevens Point
300 Bliss Avenue
Stevens Point, WI 54481

jlemke@stevenspoint.com

RE: Architectural/Engineering Services Fee Proposal:
City of Stevens Point – Water Utility Office Addition and Remodel

Dear Joel,

Somerville, Inc. is pleased to provide this proposal for Architectural / Engineering services for the project listed above.

Based on our prior conversations and our recent meeting on July 23, 2024, our understanding of the project scope is as follows:

Project Scope:

Architectural design and engineering for an addition and remodel at the existing water utility office at 300 Bliss Avenue in Stevens Point.

Preliminary Needs:

- Expand current building to accommodate a staff of (17) (currently accommodates (12)) with additional offices/workstation areas
- Provide additional conference room, restrooms, and wellness room
- Provide for future growth capacity

A complete project/space program will be established during the initial conceptual design phase.

The project budget and schedule are unknown at this time and will be established during the initial design phase.

Services:

- **Phase 1 – Conceptual Design:**
 - Space programming
 - Site visit by A/E team
 - (2) meetings with Owner
 - Conceptual / preliminary site layout
 - Conceptual floor plans to establish building size and adjacencies
 - Conceptual level Opinion of Probable Cost (OPC)
- **Phase 2 – Schematic Design through Construction**
- **Schematic Design through Construction Documents Phases:**
 - Design meetings with Owner
 - Design/engineering and drafting services for architectural, structural, interior design, fire protection, plumbing, mechanical and electrical disciplines
 - Somerville will contract with a site / civil engineering consultant; services will be billed as a reimbursable expense
 - Preparation of construction documents (including specifications) for bidding, approval purposes, and construction
 - State and local plan review/approval submittals
- **Bidding Phase:**
 - Bid Documents including drawings and full specifications/project manual.
 - Provide responses to bidder questions
 - Preparation of addenda
- **Construction Administration (CA) Phase:**
 - Conduct pre-construction meeting at the project site
 - Provide responses to contractor RFI's
 - Review shop drawings
 - Review contractor payment applications
 - Conduct bi-weekly meetings and site observations – estimate of twenty (10) site visits
 - Final punchlist walkthrough by the Architect and Engineers – one (1) walkthrough
 - Project closeout

The following services will be provided by the Owner or Others:

- Detailed cost estimating
- Site survey of existing conditions
- Soil borings and geotechnical report
- Exterior and interior signage / graphics / branding
 - *Environmental graphics can be designed by Somerville as an additional service*
- Furniture selection & procurement
- A/V, IT and security systems

Professional Design Fees:

Somerville, Inc. will provide the services listed above based on the delineated scope, plus standard reimbursables listed below for:

Phase 1: Hourly Not-to-Exceed Fee: **\$8,600**
Phase 2: Percentage Based Fee: *Based on construction costs and sliding fee noted in the table below. Phase 1 fee will be credited to Phase 2 if project advances into Phase 2.*

Note: Phase 2 design service fees will be based on a percentage of the cost of construction established during Phase 1 and will be adjusted through the subsequent design, bidding and construction phases as a final construction cost is determined.

Construction Costs	Design Fee
\$750,000 – \$1,000,000	8.00%-7.50%
\$1,000,000 – \$3000,000	7.50%-7.00%
\$3,000,000 – \$5,000,000	7.00%-6.5%

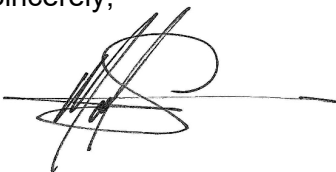
Any additional services above and beyond the basic services listed in the above scope will be invoiced on an hourly basis in accordance with the attached Accounting Procedure for Architecture and Engineering Services.

Standard reimbursable expenses such as printing, postage, travel/meals, specialized testing/consultants and document submittal/approval fees are additional to the fee above and will be submitted with a nominal 10% mark-up. We will not charge for mileage to and from the project site. If services beyond those identified are desired, we would be happy to provide them on an hourly basis at our normal hourly rates.

Upon your approval of the above project scope and fee, we will prepare and send an AIA Contract for execution for design services.

Thank you for this opportunity. We look forward to partnering with you on this exciting project. Please feel free to contact me if you have any questions.

Sincerely,



Matt Schachtner, NCARB, AIA

President I Principal Project Architect