Our intention is to have in-person meetings going forward. Meetings will be held 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 technology for the hybrid style meeting may not be reliable.

City of Stevens Point
Board of Water and Sewerage Commissioners
November 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. Water Supply and Distribution Reports - *Eric Southworth*
5. Scope of services with Bartingale Mechanical for the procurement and installation of a new building management system for the utility garage at 1925 Cypress St.- *Joel Lemke*
6. Implementation of a lateral repair program and related rate adjustment - *Joel Lemke*
7. Sewage Treatment Operations Report - *Chris Lefebvre*
8. Construction and Maintenance Report - *Shane Kohnen*
9. Approval of a change order to the Forest Creek contract for the installation of conduit and fiber - *Joel Lemke*
10. Adjustment of Stormwater Utility assistance for street tree efforts - *Joel Lemke*
11. Recognition of Steward of Safe Water Award - *Joel Lemke*
12. Directors Report - *Joel Lemke*

13. Adjournment.

The next Water and Sewerage Commission meeting will be Monday, December 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
October 14, 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: Carl Rasmussen, Anna Haines, Ray Schmidt

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

EXCUSED ABSENCE: Paul Adamski, Mae Nachman

2. Approval of Minutes

Motion made by Anna Haines, seconded by Ray Schmidt to approve the September 9, 2024, meeting minutes of the Board of Water & Sewerage Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Joel stated the Commission will see a large payment in regards to a Fiber project to extend conduit and fiber in the City.

Motion made by Ray Schmidt, seconded by Anna Haines to approve the department claims for the month of September 2024 as audited and read.

Ayes all. Nays none. Motion carried.

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

Eric stated Well 12 drilling started today. They will be onsite for approximately two weeks.

5. Sewage Treatment Operations Report - *Chris Lefebvre*

Chris stated that all D.N.R. required permit limits were met for the month of September. They are working on outside equipment getting ready for winter.

6. Construction and Maintenance Report - *Shane Kohnen*

Shane stated all the utilities have been installed on Bliss Avenue and Mason Street and the contractors will just be finishing up some paving. All utilities have also been installed on Badger Avenue project in the Business Park. On Forest Creek there are just a few services to complete yet. The Northside project will not be completed this year.

Crews are installing storm mains on W Scott St. They are replacing laterals outside of the Walker Street project. Crews are continuing to televise, cut, jet and flush lines.

Industrial Park project has also been completed by our crews.

7. Discussion of lateral line replacement - *Joel Lemke*

Joel explained that every year we have several customers who find their sanitary lateral has collapsed/broken and needs to be replaced. When it is in the right-of-way, they own it, and it is their cost to replace it. This unexpected cost to the homeowner is approximately $4,000 to $10,000. We do not offer payment plans or have grants for this.

We are looking for solutions to help homeowners with these unexpected costs. One possible solution is to start collecting a small fee, approximately $2/month from sewer customers, to cover all sewer lateral line replacements in the public right-of-way. We could hold the money in-house and/or use it as part of a program where a third party administers this program and other customer-focused programs.

Joel also explained that when we do our annual projects, the utility pays for new laterals because they are in our way to construct new mains. So, essentially, someone could replace their broken sanitary lateral at their own cost and if that road is part of the annual project, say in the future, we would be replacing those laterals anyway, so it is a complicated issue.

They are looking into the different potential options and will report back to the Commission in the coming months.

8. Notice of employee seeking elected office - *Joel Lemke*

Joel stated there has been no conflict with this and recommends the Commission approve it. This will also go to the Personnel Committee tonight.

Motion made by Anna Haines, seconded by Ray Schmidt to approve of an employee seeking elected office.

Ayes all. Nays none. Motion carried.

9. Directors Report - *Joel Lemke*

Nothing to report.

10. Adjournment.

Motion made by Anna Haines to adjourn the meeting.

Ayes all. Nays none. Motion carried.

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

WATER DEPARTMENT

FINANCES:

Bank balance as of October 1, 2024	$	4,855,952.16
Bank deposits recorded in October 2024	$	1,002,587.58
	$	5,858,539.74

CHECKS ISSUED OCTOBER 2024:

59466	Central States H & W Fund	Health Insurance Premiums	39,557.18
59467	CORE & MAIN LP	Sensus Omni Retro Fit Kit, Shipping	9,700.17
59469	EBI	Office chairs for Joel's & Jen's Office	2,267.63
59470	Employee Resource Center	September EAP Fees	48.45
59472	Ferguson Waterworks #1476	Angle valve, supplies	2,792.50
59473	Jamar Company	HVAC controls info quote	1,200.00
59474	John Fabick Tractor Co	CAT Skid Steer	276.73
59475	Eric Meyers	Refund Check 037863-000, 327 Sixth Ave	218.27
59477	Public Serv Commission Of Wi	PSC Assessment	6,734.90
59479	Springbrook Holding Company LLC	Civic Pay Transaction Fee	1,480.00
59481	USA Blue Book	Chemicals	541.30
59482	Michael Vassar	Jean Allowance	140.25
59483	Vestis	Rugs & laundry service	46.82
59485	WI Rural Water Assoc	Membership Renewal	615.00
59487	Baker Tilly Virchow Krause LLP	Professional Services through Sept 30th	826.24
59489	U.S. Postal Service	Annual PO Box 243 Rental	364.00
59492	Mae Nachman	Salary	62.35
59493	Community Foundation of Central WI	Employee Contribution	10.00
59494	United Way Of Portage County	United Way	47.00
59495	AnSer	After hours answering service	165.00
59496	Aspirus Medical Group, Inc.	Wellness Program	146.50
59498	Avineon, Inc.	GIS Support	3,355.00
59501	City Of Stevens Point	Retirement, fuel, insurance & IT, September concrete/asphalt work	51,782.65
59507	First Supply LLC -Plover	Inventory	64,614.10
59509	INFOSEND INC	Statement & notice printing	3,255.27
59511	Darlene Mayek	Refund Check 004652-000, 816 W River Drive	44.94
59512	Metron-Farnier LLC	Meters, Shipping	6,373.68
59513	Petty Cash	Postage, mileage & anniversary gift	597.08
59514	Jason Prinsen	Refund Check 012015-000, 2225 Clark St.	19.70
59516	Strand Associates Inc	Professional Services Michigan Ave-Sept 1-Sept 30 2024, Professional Services 2024 Street Improvements	16,831.71
59517	USA Blue Book	Ear plugs, lab supplies	598.87
59518	Waste Mangmt of WI-MN	Dumpster Service	423.34
59519	Wisconsin State Laboratory of Hygiene	Fluoride Testing	29.00
59520	Wimme Sand & Gravel, Inc.	Yard material	688.06
59522	City Of Stevens Point	Retirement, IT, Insurance, Fuel & Phone	32,425.58
59523	Cummins Sales & Service	Generator repairs	2,905.61
59526	Idexx Laboratories Inc	Lab supplies	1,632.43
59531	Mastercard	Battery, tools & sealant, office & garage supplies	1,580.77
59536	Community Foundation of Central WI	Employee Contribution	10.00
59537	United Way Of Portage County	United Way	47.00
59539	Dakota Electric Services Inc	Water tower mixer repair	437.02
59540	Ferguson Waterworks #1476	Inventory	1,948.00
59541	First Supply LLC -Plover	Inventory	635.76
59543	Springbrook Holding Company LLC	ESS Professional Services	120.00
59544	Star Business Machines	Qtrly copier maintenance charges	258.89
59545	Teamsters Union Local 662	November union dues	797.00
59546	Mastercard	PPE, Amazon Web Service, Tools, bottled water for resident, office & garage supplies, conference & board meeting expenses, install locks on conference room doors for election time	2,557.90
59547	Vestis	Rugs	46.82
59548	Ferguson Waterworks #1476	Inventory	6,436.00
59549	Werner Electric Supply	Job materials	30.32

59551	Central States H & W Fund	Health Insurance Premiums	48,149.50	
59552	City Of Stevens Point	2022 Revenue Bond	89,990.64	
59553	First Supply LLC -Plover	Inventory	141.20	
59554	Heartland Business Systems, LLC	October Monthly Bill	209.23	
	Bank Fees	Bank Fees	1,355.85	
	WPS	Utility Charges	12,523.38	
	Payroll	Payroll	31,067.43	
	IRS & DOR PR Tax	Payroll Taxes	44,048.85	
	Verizon Cell & iPad Charges	Phone & iPad Charges	641.46	
	DOR Garnishment	Garnishment	9.35	
	HRA Admin Fees	Renewal & Admin Fees	30.00	
	TOTAL EXPENSES LISTED		$ 495,889.68	$ 495,889.68
	BALANCE ON HAND OCTOBER 31, 2024			
		Balance on Hand		$ 5,362,650.06
		Plus uncleared checks		$ 52,081.87
		Less checks previously written clearing this month		$ (84,917.48)
		Ending Cash Balance matching Bank Statements		$ 5,329,814.45
		Less Restricted Funds		$ 1,151,070.93
		Cash on Hand		$ 6,480,885.38

REPORT TO THE NOVEMBER 12, 2024

MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

SEWAGE DEPARTMENT

FINANCES:

Bank Balance as of October 1, 2024	$	7,329,816.97
Bank Deposits recorded in October 2024	$	898,412.53
	$	8,228,229.50

CHECKS ISSUED IN OCTOBER 2024:

59466	Central States H & W Fund	Health Insurance Premiums	10,470.00
59468	Donohue & Associates, Inc.	Engineering Services Lift Station Replacement	9,990.00
59470	Employee Resource Center	September EAP Fees	25.65
59471	Envirotech Equipment	Sewer cutting tool	3,600.00
59475	Eric Meyers	Refund Check 037863-000, 327 Sixth Ave	311.01
59476	NCL of Wisconsin Inc	Lab supplies	839.92
59478	Roto-Rooter Sewer & Drain	Clear blockage at 208 First St.	825.00
59483	Vestis	Rugs & laundry service	215.43
59484	WI Central	Sanitary pipeline rent	300.00
59486	Aquachem of America Inc.	Aquachem	17,940.00
59487	Baker Tilly Virchow Krause LLP	Professional Services through Sept 30th	610.22
59488	Brenntag Great Lakes LLC	Ferric chloride	16,287.17
59490	Xylem Water Solutions USA Inc	Drainage pump repair	5,122.74
59496	Aspirus Medical Group, Inc.	Wellness Program	146.50
59497	Atlas Copco Compressors LLC	Oil filters	1,145.58
59498	Avineon, Inc.	GIS Support	3,355.00
59499	Badger Laboratories, Inc.	Nitrate Testing	52.00
59501	City Of Stevens Point	Retirement, fuel, insurance & IT, September concrete/asphalt work	27,361.33
59503	County Materials Corp	Sewer manhole repairs - Clayton & Fifth	1,573.75
59504	CV Technology	Freight charges	14.72
59505	Michael Federwitz	Jean Allowance - Mike F.	113.91
59508	Harter's Fox Valley Disposal	Dumpster service	675.44
59510	MacQueen Equipment	Televising supplies	115.03
59511	Darlene Mayek	Refund Check 004652-000, 816 W River Drive	46.52
59514	Jason Prinsen	Refund Check 012015-000, 2225 Clark St.	30.54
59515	PuroClean	Clean up due to hitting sewer lateral 208 First St.	4,959.35
59516	Strand Associates Inc	Professional Services Michigan Ave-Sept 1-Sept 30 2024, Professional Services 2024 Street Improvements - Sept 2024	335.01
59519	Wisconsin State Laboratory of Hygiene	Lab certification	1,347.00
59520	Wimme Sand & Gravel, Inc.	Yard material	688.06
59521	Mark Zalewski	Jean allowance	141.29
59522	City Of Stevens Point	Retirement, IT, Insurance, Fuel & Phone	13,816.39
59524	Fastenal Company	Supplies	64.95
59525	Hawkins Inc	Chemicals	600.25
59528	NCL of Wisconsin Inc	Lab supplies	339.43
59529	Pace Analytical Services Inc	3rd Quarter Mercury Samples	530.00
59530	PBBS Equipment Corp	Oil boiler temp readouts	3,308.20
59532	Solenis LLC	Praestol	20,060.40
59533	Spee Dee Delivery Service Inc.	Delivery Fee	12.27
59538	AT&T	Phone Charges	44.98
59542	NCL of Wisconsin Inc	Lab supplies	784.92
59546	Mastercard	Tools, Amazon Web Service, Garage Door Opener	681.54
59547	Vestis	Rugs & laundry service	215.43
59550	Mastercard	Silicone rubber pump tubing, teflon tape, ball valve & supplies, office supplies & conference expenses	3,898.11
59551	Central States H & W Fund	Health Insurance Premiums	3,224.48
59552	City Of Stevens Point	2022 Revenue Bond	22,450.00
59554	Heartland Business Systems, LLC	October Monthly Bill	209.23
59555	Sentry Equipment Corp	Primary Sludge Pump Check Valve	8,565.05
	Loan Payment	Loan Payment	
	HRA	HRA Admin Fee	30.00
	Verizon Charges	Verizon Charges	554.69
	WPS Utility Charges	Gas & Electric	23,517.46
	Sewer Payroll	Payroll	59,457.19
	Payroll Taxes	Payroll Taxes	4,074.87

TOTAL OF EXPENSES LISTED	$ 275,078.01	$ 275,078.01
BALANCE ON HAND OCTOBER 31, 2024		$ 7,953,151.49
Balance on Hand		$ 7,953,151.49
Plus uncleared checks		$ 17,363.33
Less checks previously written clearing this month		$ (34,804.05)
Ending Cash Balance matching Bank Statements		$ 7,935,710.77
Less Restricted Balance		$ (5,648,350.07)
TOTAL		$ 2,287,360.70

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

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

STORM WATER DEPARTMENT

FINANCES:

Bank balance as of October 1, 2024	$	2,308,295.16
Bank deposits recorded in October 2024	$	299,500.78
	$	2,607,795.94

CHECKS ISSUED OCTOBER 2024:

59466	Central States H & W Fund	Health Insurance Premiums	9,704.82		
59470	Employee Resource Center	September EAP Fees	14.25		
59475	Eric Meyers	Refund Check 037863-000, 327 Sixth Ave	70.74		
59487	Baker Tilly Virchow Krause LLP	Professional Services through Sept 30th	609.23		
59491	Malise Beduhn	Salary	149.05		
59496	Aspirus Medical Group, Inc.	Wellness Program	146.50		
59498	Avineon, Inc.	GIS Support	3,355.00		
59500	Batteries Plus LLC	Batteries for pipe laser	18.24		
59501	City Of Stevens Point	Retirement, insurance, fuel & IT, September concrete/asphalt work	75,829.23		
59502	Cooper Oil Company Inc	Diesel Nozzle	169.00		
59506	Feltz Lumber Co Inc	Supplies	53.75		
59511	Darlene Mayek	Refund Check 004652-000, 816 W River Drive	19.91		
59513	Petty Cash	Mileage	159.40		
59514	Jason Prinsen	Refund Check 012015-000, 2225 Clark St.	6.40		
59516	Strand Associates Inc	Professional Services Michigan Ave-Sept 1-Sept 30 2024, Professional Services 2024 Street Improvements-Sept 2024	335.00		
59520	Wimme Sand & Gravel, Inc.	Yard material	688.05		
59522	City Of Stevens Point	Retirement, IT, Insurance, Fuel & Phone	9,535.72		
59527	Johnson Nursery Inc	Trees	13,655.00		
59534	WI DNR - Environmental Fees	2024 MS4 Permit	4,000.00		
59535	Malise Beduhn	Salary	89.44		
59546	Mastercard	Amazon Web Service	448.98		
59551	Central States H & W Fund	Health Insurance Premiums	9,704.82		
59552	City Of Stevens Point	2022 Revenue Bond	71,618.75		
59554	Heartland Business Systems, LLC	October Monthly Bill	209.23		
	Bank Fees	Bank Fees	1,355.85		
	Verizon	iPad & cell phone charges	497.93		
	Payroll	Payroll	31,700.10		
	IRS	Payroll Taxes	2,289.97		
	WPS	Monthly Utility Charges	18.61		
	TOTAL OF EXPENSES LISTED		$ 236,452.97	$	236,452.97
	BALANCE ON HAND OCTOBER 31, 2024			$	2,371,342.97

Balance on Hand	$	2,371,342.97
Plus checks written after the end of this month		
Plus uncleared checks	$	10,512.08
Less checks previously written clearing this month	$	(12,168.74)
Ending Cash Balance matching Bank Statements	$	2,369,686.31

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

FIBER (COMMUNITY AREA NETWORK)

FINANCES:

Bank balance as of October 1, 2024		$ 494,933.03
Bank deposits recorded in October 2024		$ 22,175.24
		$ 517,108.27

CHECKS ISSUED OCTOBER 2024:

TOTAL OF EXPENSES LISTED	$ -	$ -
BALANCE ON HAND OCTOBER 31, 2024		$ 517,108.27

Balance on Hand	$ 517,108.27
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	$ 517,108.27

STEVENS POINT, WISCONSIN
WATERWORKS REPORT

FOR OCTOBER 2024

CURRENT YEAR VS. PREVIOUS YEAR

	2023	2024	INCREASE	DECREASE	RECORD HIGH	DATE	
Total pumpage, gallons	177,717,000	189,354,000	11,637,000		227,590,000	Oct-00	
Daily pumping average, in gallons	5,732,810	6,102,000	369,190				
Peak pumpage, gallons, (date)	7,409,000 (2ND)	7,590,000 (25TH)	181,000		10,032,000	10/24/1999	
Low pumpage, gallons, (date)	3,993,000 (10TH)	4,230,000 (28TH)	237,000		1,585,000 *3,176,000*	10/14/71 *10/17/1998*	◄*Record low since 1995 when the utility started providing water to Stora Enso.*
Power bill	$20,558.57	$17,183.48		$3,375.09	$20,558.57	Oct-23	
K.W.H's used	188,505	214,094	25,589				
Gallons pumped per K.W.H.	943	884		59			

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STEVENS POINT, WISCONSIN
WATERWORKS REPORT

FOR SEPTEMBER 2024

CURRENT YEAR VS. PREVIOUS YEAR

	2023	2024	INCREASE	DECREASE	RECORD HIGH	DATE	
Total pumpage, gallons	239,167,000	219,374,000		19,793,000	279,073,000	Sep-03	
Daily pumping average, in gallons	7,972,200	7,312,470		659,730			
Peak pumpage, gallons, (date)	10,316,000 (1ST)	10,022,000 (12TH)		294,000	12,325,000	9/11/2003	
Low pumpage, gallons, (date)	5,925,000 (30TH)	4,364,000 (1ST)		1,561,000	1,585,000 *3,184,000*	09/06/70 *9/24/1996*	◄*Record low since 1995 when the utility started providing water to Stora Enso.*
Power bill	$29,351.54	$25,097.35		$4,254.19	$29,351.54	Sep-23	
K.W.H's used	273,466	231,304		42,162			
Gallons pumped per K.W.H.	875	948	73				

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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	232,529	280,293	261,545	214,800	199,876	199,645	240,487	202,817	185,672	187,544
AUGUST	241,404	275,018	251,597	206,429	231,447	210,777	225,280	179,208	167,623	208,123
SEPTEMBER	219,734	239,167	227,586	181,626	174,925	169,779	181,556	157,626	151,238	175,833
OCTOBER	189,354	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	**2,101,290**	**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	98,263	98,201	89,341	89,195	86,944	88,225	88,869	88,996
AUGUST	98,269	98,201	89,417	88,490	88,902	88,811	88,978	88,973
SEPTEMBER	78,157	88,166	86,525	86,109	86,044	85,974	86,010	86,157
OCTOBER	85,933	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	**881,265**	**1,065,256**	**1,047,564.00**	**1,039,302**	**1,037,725**	**1,036,469**	**1,031,630**	**988,048**

BARTINGALE MECHANICAL

24-B-0298

(715) 835-3169
3213 Louis Ave, Suite G • PO Box 1027 • Eau Claire, WI 54702-1027 Fax (715) 835-0538

Proposal

To: Stevens Point Utilities: 1925 Cypress Street
Re: HVAC Control Cutover & New Head End REV #1
Attn: Shane Kohnen
Date: October 16, 2024

As requested, we propose to provide labor and materials to cutover the HVAC system controls at the Cypress Street facility. The existing Siemens controller will be demo'd and panels will be retrofitted with custom programmed Distech Controller to meet the needs of the facility. In place of the Desigo graphics package, we will install a Niagara Supervisor on an owner supplied computer, working with your IT to network the Cypress building to the City server.

The Niagara Supervisor will allow for future expansion and integration. Distech Controls programming tools require no license and will be installed on the server. You will truly own the system and have access to changing programming at any time.

Niagara4 Supervisor 5-year SMA--**$5,170.00**

- Niagara Supervisor with 0 Niagara Network Connections
- 25 Device Integration Pack
- 5-year Software Maintenance Agreement
    - Allows for software updates and patches (labor for future updates not included)
- Graphics, Alarms, Trends, Schedules for Cypress Street Systems

Distech Controls Building Controller---**$24,820.00**

- Distech ECY-S1000 Modular Building Controller
    - BACnet MSTP Routing to integrate the existing Mitsubishi VRF System
- Reuse existing field devices and wiring
- Controller terminating, programming, networking
- Panel As-built Drawings
- Owner Training on new Graphics and Systems Operations

Clarifications:

- All work will be performed Monday through Friday, during normal business hours. Excluding Union recognized Holidays.
- Owner to provide remote access to this system for timely adjustments to programming without a trip.
- We exclude any repairs to existing equipment not covered by this proposal.
- We exclude overtime.
- We exclude any work not covered by this proposal.
- We exclude any permits, bonds, fees, etc.
- Customer is Tax Exempt

Wisconsin HVAC Contractor Registration No.: 255636

We Propose Hereby To Furnish Material and Labor – Complete In Accordance With These Specification, for the sum of: Twenty Eight Thousand Eight Hundred Forty Five Dollars----------------------------**$29,990.00**

(Pricing Valid for 30 Days)

All Material Is Guaranteed To Be As Specified. All Work To Be Completed In A Workmanlike Manner According To Standard Practices. Any Alterations Or Deviation From Above Specifications Involving Extra Cost Will Be Executed Only Upon Written Orders, And Will Become An Extra Charge Over And Above The Estimate. All Agreements Contingent Upon Strikes, Accidents Or Delays Beyond Our Control. Owner To Carry Fire, Tornado, And Other Necessary Insurance. Our Workers Are Fully Covered By Workmen's Compensation Insurance.

Authorized Signature Tom Madison
Tom Madison

Acceptance Of Proposal – The Prices, Specification And Conditions Are Satisfactory And Are Hereby Accepted. You Are Authorized To Do The Work As Specified. Payment Will Be Made As Outlined Above.

Date______________________________ Signature______________________________

City of Stevens Point
Department of
Public Utilities &
Transportation

Joel C Lemke
Director
Phone: 715-345-5266
jlemke@stevenspoint.com

November 17, 2024

Commissioners and Council Members,

At the last Commission meeting, there was a discussion about the potential of establishing a small fee for sewer customers that would then cover the cost of repair/reconstruction of sewer laterals within the city right-of-way and/or easement areas. Staff has put some thought and research into this effort and is proposing some ordinance amendment language to accomplish this goal for the benefit of our ratepayers. Below are some details of the charge followed by proposed ordinance language that will be incorporated in to chapter 13 if approved.

Some details and info about the lateral line replacement fee:

- This fee applies to all customers in the "residential" rate classification. This includes single family households as well as duplexes.
- The fee covers the cost of replacing/repairing the sewer lateral in the road right-of-way for the customers who pay the fee. This cost is traditionally the responsibility of the homeowner because they own the lateral all the way to the sewer main.
- This repair work is normally completed by the utility, that isn't planned to change. The implementation of this fee covers the unexpected costs that get billed to homeowners. This cost can be up to $10,000 in some cases.
- This fee prevents the homeowner from paying for a new lateral just a couple of years before the utilities get replaced at the expense of the Utility Department.

Because of our aggressive approach to infrastructure replacement and maintenance, the fee for residents in Stevens Point will be very minimal and tolerable, below $2.00/month. This is a fraction of what is experienced in programs that provide similar service in other communities.

Proposed ordinance language to be added to Chapter 13 of the Revised Municipal Code of Ordinances:

13.XX LATERAL LINE REPLACEMENT & UTILITY AFFORDABILITY FEE

A lateral line replacement and utility affordability fee will be charged to all customers in the Residential customer class. This fee will be collected and segregated for the purpose of funding a program which covers expenses related to the repair and/or replacement of sewer laterals within the public right-of-way or in utility easements. Excess funds will be directed to other utility affordability programs for the benefit of utility customers in the Residential customer class.

Fee: $1.89/month per Residential class customer
$5.67/quarter per Residential class customer

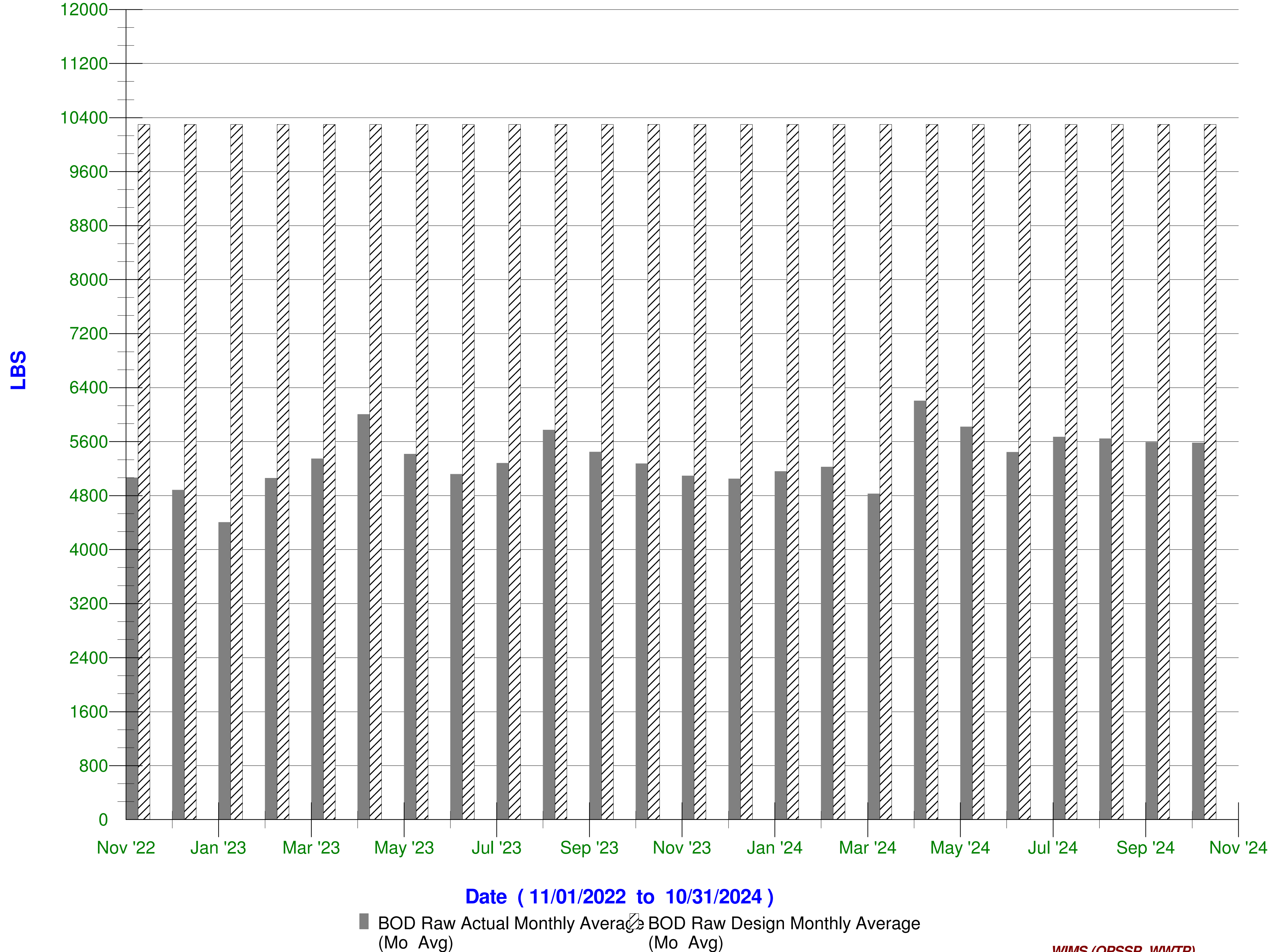
Joel Lemke, Director

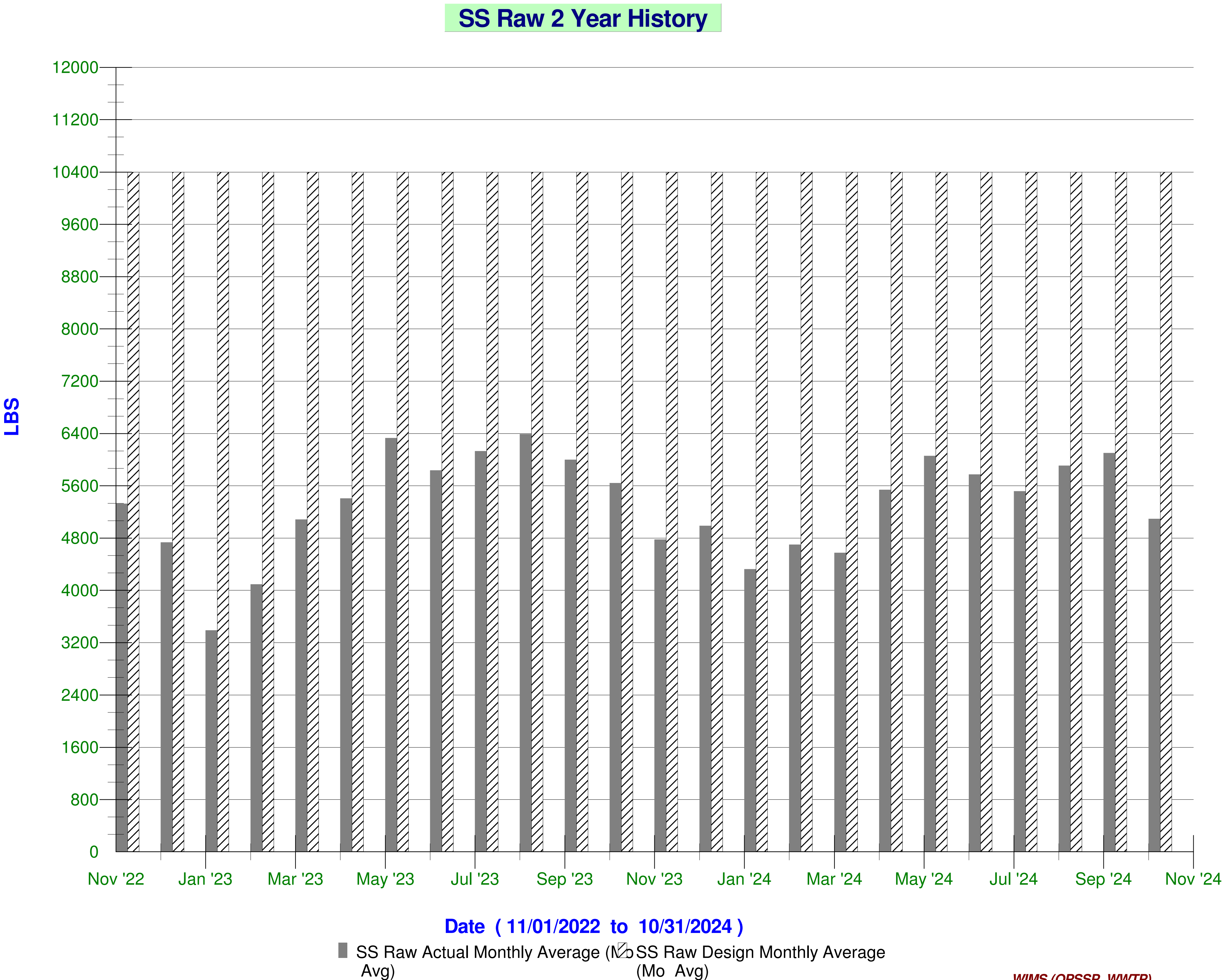
Final Effluent Discharge Data

October 2024

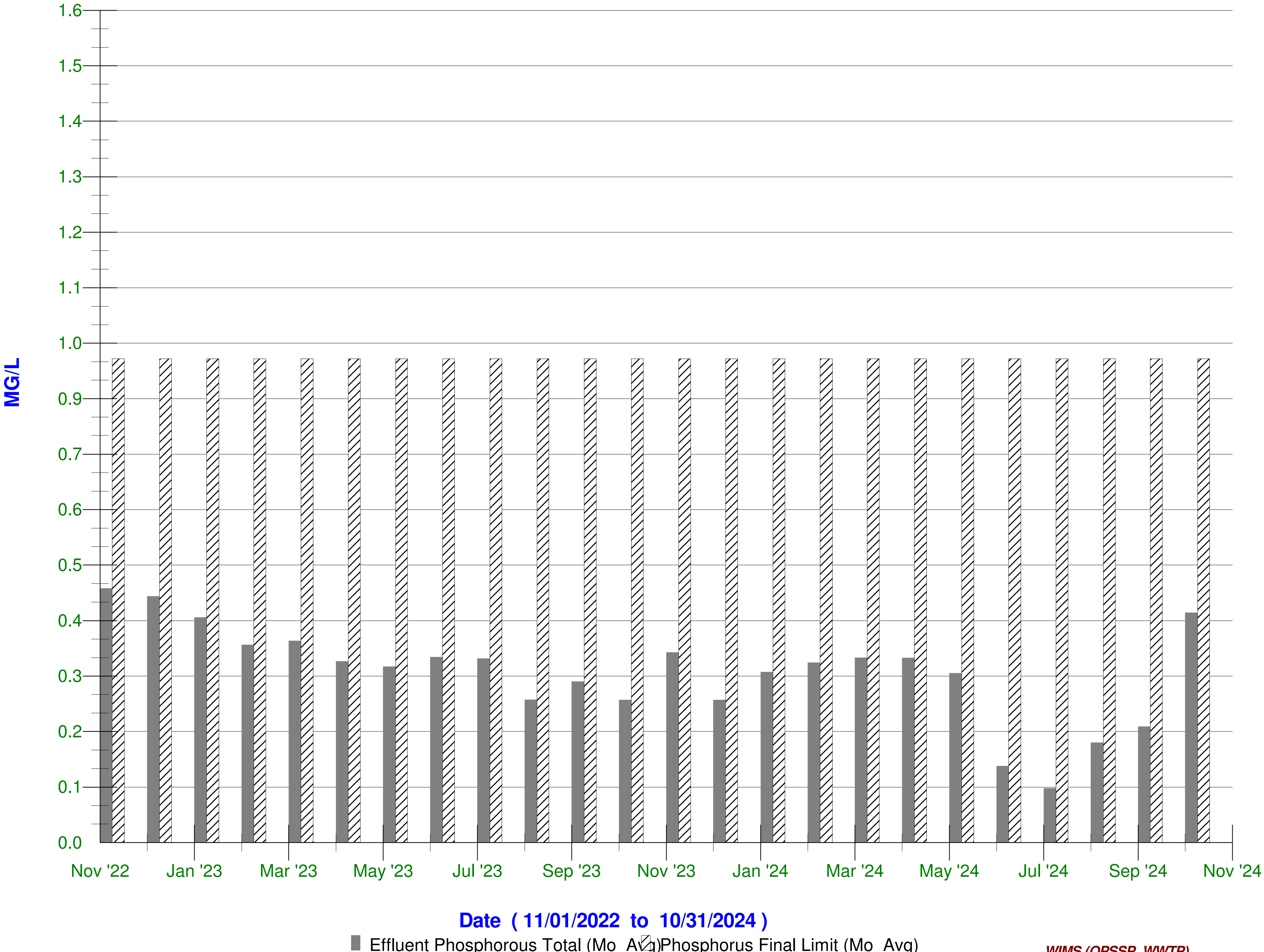
		Sewage Flow		BOD					S.S.					Phosphorus				Fecal	Effluent
		Raw	Final	Raw	Final		Raw	Final				Raw	Final			Raw	Final	Coliform	Ammonia
Date	Precip INCHES	MGD	MGD	MG/L	CBOD MG/L	% Reduct.	Pounds BOD/Day	Pounds CBOD/Day	Raw (ppm)	Final (ppm)	% Reduct.	Pounds SS/Day	Pounds SS/Day	Raw (ppm)	Final (ppm)	Pounds P/Day	Pounds P/Day	Final #/100 ml	mg/L
10/01/2024	0.00	2.375	2.375	282	4.76	98	5,586	94	280	3.74	99	5,546.10	74						
10/02/2024	0.00	2.291	2.291	319	4.87	98	6,095	93	344	3.92	99	6,572.79	75	6.380	0.300	122	6		34
10/03/2024	0.00	2.325	2.325	473	6.39	99	9,172	124	352	3.10	99	6,825.46	60						
10/04/2024	0.00	2.348	2.348	275	2.92	99	5,385	57	256	1.79	99	5,013.07	35						
10/05/2024	0.00	2.233	2.233	233	3.74	98	4,339	70	204	2.79	99	3,799.14	52	6.040	0.290	112	5		44
10/06/2024	0.00	2.092	2.092	264	2.99	99	4,606	52	296	1.98	99	5,164.39	35	6.200	0.280	108	5		37
10/07/2024	0.00	2.164	2.164	339	2.64	99	6,118	48	96	3.17	97	1,732.58	57						
10/08/2024	0.00	2.268	2.268	377	3.51	99	7,131	66	376	2.35	99	7,112.09	44	5.990	0.430	113	8		31
10/09/2024	0.00	2.237	2.237	353	4.69	99	6,586	87	300	4.12	99	5,596.97	77						
10/10/2024	0.00	2.321	2.321	313	4.54	99	6,059	88	248	3.73	98	4,800.57	72						
10/11/2024	0.00	2.261	2.261	272	4.26	98	5,129	80	212	3.80	98	3,997.63	72						
10/12/2024	0.00	2.215	2.215	257	2.86	99	4,748	53	244	2.97	99	4,507.44	55	5.320	0.410	98	8		34
10/13/2024	0.00	2.005	2.005	273	3.73	99	4,565	62	324	3.00	99	5,417.83	50	5.530	0.370	92	6		36
10/14/2024	0.23	2.108	2.108	283	5.31	98	4,975	93	252	4.45	98	4,430.34	78						
10/15/2024	0.15	2.247	2.247	278	6.24	98	5,210	117	260	4.59	98	4,872.39	86	6.470	0.480	121	9		44
10/16/2024	0.00	2.193	2.193	308	6.27	98	5,633	115	268	5.01	98	4,901.62	92	5.890	0.510	108	9		49
10/17/2024	0.00	2.181	2.181	371	7.30	98	6,748	133	308	6.60	98	5,602.38	120						
10/18/2024	0.00	2.201	2.201	279	13.40	95	5,121	246	328	5.00	98	6,020.88	92						
10/19/2024	0.00	2.165	2.165	256	5.79	98	4,622	105	272	3.40	99	4,911.26	61	5.630	0.440	102	8		48
10/20/2024	0.00	1.977	1.977	248	5.59	98	4,089	92	276	4.04	99	4,550.74	67						
10/21/2024	0.00	2.081	2.081	323	7.54	98	5,606	131	264	5.59	98	4,581.86	97						
10/22/2024	0.00	2.174	2.174	368	15.29	96	6,672	277	296	5.38	98	5,366.82	98						
10/23/2024	0.00	2.170	2.170	326	14.22	96	5,900	257	244	13.60	94	4,415.86	246						
10/24/2024	0.00	2.173	2.173	296	12.36	96	5,364	224	288	28.40	90	5,219.37	515						
10/25/2024	0.23	2.139	2.139	386	6.10	98	6,886	109	344	6.70	98	6,136.71	120		0.740		13		43
10/26/2024	0.00	2.064	2.064	223	6.84	97	3,839	118	332	4.30	99	5,714.97	74		0.470		8		45
10/27/2024	0.00	1.889	1.889	264	6.28	98	4,159	99	172	4.72	97	2,709.73	74		0.580		9		44
10/28/2024	0.00	1.962	1.962	359	7.27	98	5,874	119	380	5.35	99	6,217.97	88						
10/29/2024	0.00	2.139	2.139	402	5.59	99	7,171	100	392	2.79	99	6,992.99	50						
10/30/2024	0.00	2.149	2.149	272	4.36	98	4,879	78	284	3.20	99	5,090.04	57						
10/31/2024	1.21	2.260	2.260	253	3.71	99	4,764	70	220	2.79	99	4,146.65	53						
Total	1.82	67.407	67.407	9,525	191	3,037	173,033	3,457	8,712	156.37	3,042	157,968.64	2,824	53.450	5.300	977.238	94.609		488.250
Average	0.06	2.174	2.174	307	6	98	5,582	112	281	5.04	98	5,095.76	91	5.939	0.442	108.444	7.833		40.750
Maximum	1.21	2.38	2.38	473.00	15.29	99.22	9,171.71	277.23	392.00	28.40	99.38	7,112.09	514.69	6.47	0.74	121.90	13.20		48.60
Minimum	0.00	1.89	1.89	223.00	2.64	95.20	3,838.67	47.65	96.00	1.79	90.14	1,732.58	34.55	5.32	0.28	92.47	4.89		31.40

BOD Raw 2 Year History




SS Raw 2 Year History
LBS
12000
11200
10400
9600
8800
8000
7200
6400
5600
4800
4000
3200
2400
1600
800
0
Nov '22
Jan '23
Mar '23
May '23
Jul '23
Sep '23
Nov '23
Jan '24
Mar '24
May '24
Jul '24
Sep '24
Nov '24
Date (11/01/2022 to 10/31/2024)
SS Raw Actual Monthly Average (Mo Avg)
SS Raw Design Monthly Average (Mo Avg)

Phosphorus mg/l 2 Year History



Sewage Plant Monthly Average

	Temperature		Precip.	Sewage Flow		Phosphorus				BOD					Suspended Solids						Per Day	Gas
	Max	**Min**		**Influent**	**Effluent**	**Raw Influent**		Final Effluent		Raw Influent		Final CBOD Eff.		Reductio	Raw Influent		Final Effluent		Reduction	Power	LBS BOD	Production
Month	**°F**	**°F**	**INCHES**	**MGD**	**MGD**	**MG/L**	**LBS**	MG/L	LBS	MG/L	LBS	MG/L	LBS	%	MG/L	LBS	MG/L	LBS	%	kW	Removed	Per Day CUFT
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	232	5,438	3.88	105.94	98	245	5,735	4.28	116.86	98	8,073	5,332	
Jul 2024	80	60	4.20	2.602	2.642	4.276	92	0.104	2	262	5,683	5.65	124.41	98	255	5,544	3.95	86.97	98	5,880	5,559	
Aug 2024	79	59	5.27	2.424	2.775	4.653	93	0.192	4	276	5,588	4.48	103.72	98	293	5,929	4.09	94.60	98	7,985	5,485	
Sep 2024	78	52	2.90	2.341	2.838	5.408	105	0.223	5	285	5,562	4.61	109.08	98	312	6,082	3.87	91.65	99	7,753	5,453	
Oct 2024	66	40	1.82	2.174	2.174	5.939	109	0.442	8	307	5,572	6.17	111.94	98	281	5,096	5.04	91.47	98	7,290	5,460	
Minimum	26	17	0.18	1.966	2.079	3.773	86	0.104	2	232	4,820	2.73	52.90	98	239	4,310	3.25	62.86	98	5,394	4,755	
Maximum	80	60	8.71	2.883	3.297	5.939	110	0.442	9	316	6,228	6.17	124.41	99	312	6,082	5.43	124.80	99	8,172	6,141	
Total	702	467	38.20	28.073	31.498	60.727	1,151	3.457	73	3,376	65,198	49.46	,076.55	1,182	3,257	63,268	51.74	1,134.58	1,180	85,885	64,122	
Average	59	39	3.18	2.339	2.625	5.061	96	0.288	6	281	5,433	4.12	89.71	99	271	5,272	4.31	94.55	98	7,157	5,344	

CHANGE ORDER NO. 1

CHANGE ORDER DATE OF ISSUANCE: October 7, 2024	COMMENCEMENT OF CONTRACT TIME: April 29, 2024
OWNER: City of Stevens Point	PROJECT: 2024 Forest Creek Subdivision Project 24-11
CONTRACTOR: A-1 Excavating, LLC	DIRECTOR OF PUBLIC WORKS: Scott Beduhn

YOU ARE DIRECTED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENTS:

DESCRIPTION AND REASON FOR CHANGE ORDER:

This change order is to address the furnishing and installation of the following approximate quantities at listed unit prices: seven (7) BHF (24"x36"x36") @ $1,990.00/EA; seven (7) BM-2 (5'x1/2") @ $50.00/EA; seven (7) BM-55 (Locate Posts) @ $170.00/EA; 1,165 feet of BM60 (1x1.25") @ $17.00/FT; 575 feet of BM60 (2x1.25")@ $19.00/FT; 5,137 feet of BM60 (3x1.25") @ $23.00/FT; 484 feet of BM60 (1x2") @ $18.00/FT; 8,622 feet of BFO-I @ $1.50/FT; four (4) WBHF (Re-Enter Handhole) @ $400.00/EA; one (1) Enter Building @ $2,300.00/EA; two (2) W Pipe (Expose Existing Pipe) @ $400.00/EA. Field quantities to be measured upon acceptance with final payment in accordance with said field measurements as an increase/decrease in pertinent quantities.

Turf area restoration to be completed by A-1 Excavating, LLC. Hardscape restoration will be completed by the City of Stevens Point crews. Removal of hardscape areas are to be completed by A-1 Excavating, LLC, as removal limits will be dependent on field conditions.

CONTRACT CHANGES ARE AS FOLLOWS:

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: $ 2,831,856.00	Original Contract Times: *(days or dates)* Substantial Completion: November 15, 2024 Ready for Final Payment: November 15, 2024
Net increase (decrease) from previous Change Orders: $ 0.00	Net increase (decrease) from previous Change Orders: Substantial Completion: No Change Ready for Final Payment: No Change
Net increase of this Change Order: $ ~~196,696.00~~ 190,696.00 JNB 10-10-24	Net increase (decrease) of this Change Order: *(days)* Substantial Completion: Revised Below Ready for Final Payment: Revised Below
Revised Contract Price: $ ~~3,028,552.00~~ 3,022,552.00 JNB 10-10-24	Revised Contract Times: *(days or dates)* Substantial Completion: November 30, 2024 Ready for Final Payment: November 30, 2024

CONTRACTOR agrees that this Change Order includes any and all costs associated with or resulting from the change ordered herein, including all impacts, delays, and accelerated costs. Other than the dollar amount and time allowance listed above, there shall be no other dollar or time compensation as a result of this Change Order.

THIS DOCUMENT SHALL BECOME AN AMENDMENT TO THE CONTRACT AND ALL STIPULATIONS AND COVENANTS OF THE CONTRACT SHALL APPLY HERETO.

APPROVED:	ACCEPTED:
By: [signature] OWNER *(signature)*	By: [signature] CONTRACTOR *(signature)*
Date: 10/15/24	Date: 8-OCT-24

City of Stevens Point
Department of
Public Utilities &
Transportation

Joel C Lemke
Director
Phone: 715-345-5266
jlemke@stevenspoint.com

November 17, 2024

Commissioners,

For many years the Stormwater Utility has subsidized the Forestry Department with efforts related to street tree planting because of the documented benefits that such programs have to stormwater management.

This subsidy started at $20,000 in 2013. That dollar amount was increased to $25,000 in 2016. Since inception, there has been a total of $285,000 put toward the street tree program by the Stormwater Utility.

Because of the success of this program, and to further support those efforts, we are requesting that the subsidy be increased to $30,000 annually, beginning in 2025.

Thank you for your consideration.

Joel Lemke
Director

City of Stevens Point
Department of
Public Utilities &
Transportation

Joel C Lemke
Director
Phone: 715-345-5266
jlemke@stevenspoint.com

November 17, 2024

Commissioners and Council Members,

At the annual meeting of the Wisconsin Section of the American Water Works Association in September of this year, our Utility Commission President, Paul Adamski was honored with the Steward of Safe Water Award.

This award is given to a commission, committee, or board member responsible for the oversight of a water utility and has been in that role for more than 10 years.

Paul has been a Commissioner for the Stevens Point Public Utilities for over 30 years, serving as President of the Commission since June of 2001. Paul has been a critical part of the utilities development, growth, and success over the years by holding steadfast to solid principles of public policy. He puts faith and trust in staff to bring forth operational change that is aligned with accomplishing their goals and carrying out the efficient delivery of essential services. In the years of his involvement the Department has grown from a sewer and water utility operation to overseeing six enterprises. Five of those enterprises are overseen by commissions he serves on. His commitment to the community with his role in the Commission as well as other volunteer positions has been truly remarkable. The Department of Public Utilities and Transportation is grateful for Paul's service, support, and leadership.

Congratulations Paul!

Joel Lemke
Director