

**MINUTES
PUBLIC WORK'S COMMITTEE MEETING
Wednesday, May 10, 2017
5:30 P.M., Allouez Village Hall**

Present: Jim Rafter, Jim Genrich, Rick King, Ray Kopish, Curt Beyler, Craig Berndt and Brad Lange

Meeting was called to order by Craig Berndt in the absence of a chairperson.

1. **MODIFY/ADOPT AGENDA**
Motion by Genrich/King to adopt the agenda as presented. All ayes
2. **ELECTION OF COMMITTEE CHAIRPERSON (DPW Berndt).**
Nominations were taken for chairperson: King/Kopish nominated Genrich as chairperson. Kopish/King moved to close nominations and upon a vote, Genrich was appointed chairperson.
3. **APPROVE MINUTES** from the April 12, 2017 meeting.
Rafter/King moved to approve the April 12, 2017 minutes. All ayes

OLD BUSINESS:

4. **DISCUSSION/ACTION: SIDEWALK SNOWPLOWING POLICY (DPW Berndt).**
Berndt reviewed the proposed changes to the sidewalk snowplowing policy that was presented at the previous committee meeting. After much discussion it was the consensus of the committee that Berndt bring back to the June meeting a suggested change in the wording of the policy.

NEW BUSINESS:

5. **DISCUSSION/ACTION: 2016 COMPLIANCE MAINTENANCE ANNUAL REPORT (CMAR) (DPW Berndt).**
Berndt provided the completed 2016 CMAR report to the committee and discussed the financial performance of the sanitary utility. Income was small in 2016 but will increase by about \$225,000 in 2017 due to debt retirement. Also, the last couple years the WDNR commented on the need to increase the amount of tv work on the sewer system, but the village response has been that we are replacing significant sanitary sewers so televising more sewers is not good use of funds since we cannot replace all the sewers that quickly. Further discussion was about the lift station replacement fund and retaining this fund in a segregated account (which it is) for future repair or replacement of the pumping stations when needed.

VILLAGE OF ALLOUEZ

Allouez Village Hall • 1900 Libal Street • Green Bay, Wisconsin 54301-2453
Phone No.: (920) 448-2800 • Fax No.: (920) 448-2853

Department of Public Works

COMPLIANCE MAINTENANCE ANNUAL REPORT (CMAR) 2016

Sanitary Sewer Utility

The 2016 CMAR report is attached. It is requested that the report be approved for submittal to the WDNR as required by the village WPDES permit.

There are no significant items of concern or for follow-up regarding the Allouez Sanitary Utility and the CMAR report—except for a comment on the financial information.

One of the CMAR certifications is the utility is to be financially able generate adequate revenue to support the operating costs. In this regard the sanitary utility is meeting the criteria but the income is low (less than \$25,000). However, for 2017 more than \$200,000 in debt payments are dropped from the operating cost because of bond retirement. Therefore, the financial situation will improve by the end of 2017.

For future consideration, the sanitary utility rate must be evaluated to determine the need for a future rate increase.

Compliance Maintenance Annual Report

Allouez Village

Last Updated: Reporting For:
5/2/2017 2016

Financial Management

1. Provider of Financial Information

Name:

Craig Berndt

Telephone:

(920) 448-2500

(XXX) XXX-XXXX

E-Mail Address
(optional):

craig@villageofallouez.com

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

- Yes (0 points)
- No (40 points)

If No, please explain:

Revenues are adequate to cover operation/maintenance/debt service, however, the revenue is not as high as we need long term. The 2017 revenue will increase significantly (about \$225K more) due to debt payoffs. For 2018 the sewer rate will need to be reviewed for a possible increase.

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?

Year:

2016

- 0-2 years ago (0 points)
- 3 or more years ago (20 points)
- N/A (private facility)

2.3 Did you have a special account (e.g., CWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

- Yes (0 points)
- No (40 points)

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year:

2015

- 1-2 years ago (0 points)
- 3 or more years ago (20 points)
- N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR

\$ 293,388.38

3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)

+ \$ 571.91

3.2.3 Adjusted January 1st Beginning Balance

\$ 293,960.29

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<p>3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)</p> <p>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year</p> <p>All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.</p> <p>3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.</p>	<p>+</p> <p>-</p>	<p>\$ 15,000.00</p> <p>\$ 0.00</p> <p>\$ 308,960.29</p>																												
<p>No expenses charged to this account in 2016. This fund is for future replacement of the two wastewater pumping stations in the future when this is required.</p>																														
<p>3.3 What amount should be in your Replacement Fund?</p> <p>Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.</p> <p>3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If No, please explain.</p>	<p>\$ 290,376.00</p>	<p>0</p>																												
<p>4. Future Planning</p> <p>4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?</p> <p><input checked="" type="radio"/> Yes - If Yes, please provide major project information, if not already listed below.</p> <p><input type="radio"/> No</p>																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Project #</th> <th style="width: 60%;">Project Description</th> <th style="width: 15%;">Estimated Cost</th> <th style="width: 15%;">Approximate Construction Year</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sanitary Relay-Bryan/St Joseph/Longview/DuCharme/Jourdain/Detrie</td> <td>750000</td> <td>2017</td> </tr> <tr> <td>2</td> <td>Sanitary Relay-Oakwood/Kalb/Longview</td> <td>750000</td> <td>2019</td> </tr> <tr> <td>3</td> <td>Sanitary Relay-Riverside Drive</td> <td>250000</td> <td>2020</td> </tr> <tr> <td>4</td> <td>Sanitary Relay-Beaumont/Oakwood/St Mary's Blvd</td> <td>750000</td> <td>2021</td> </tr> <tr> <td>5</td> <td>Sanitary Relay-E.Greene Ave/Brevort/Vista/Stambaugh Rd</td> <td>750000</td> <td>2023</td> </tr> <tr> <td>6</td> <td>Sanitary Relay-Karl/Briar Lane</td> <td>350000</td> <td>2025</td> </tr> </tbody> </table>			Project #	Project Description	Estimated Cost	Approximate Construction Year	1	Sanitary Relay-Bryan/St Joseph/Longview/DuCharme/Jourdain/Detrie	750000	2017	2	Sanitary Relay-Oakwood/Kalb/Longview	750000	2019	3	Sanitary Relay-Riverside Drive	250000	2020	4	Sanitary Relay-Beaumont/Oakwood/St Mary's Blvd	750000	2021	5	Sanitary Relay-E.Greene Ave/Brevort/Vista/Stambaugh Rd	750000	2023	6	Sanitary Relay-Karl/Briar Lane	350000	2025
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<p>5. Financial Management General Comments</p> <p>Allouez intends to gradually increase its revenue for the sanitary sewer utility to improve the income and fund balance. We expect a GBMSD rate reduction when the new treatment plant goes into service thus stabilizing the charges to the GBMSD customers. This should help in improving the Allouez utility financial situation.</p>																														
<p>ENERGY EFFICIENCY AND USE</p>																														
<p>6. Collection System</p> <p>6.1 Energy Usage</p> <p>6.1.1 Enter the monthly energy usage from the different energy sources:</p>																														

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COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	4,277	5
February	4,028	4
March	4,877	4
April	5,738	6
May	3,682	0
June	3,014	3
July	2,673	4
August	2,384	4
September	2,857	4
October	1,952	4
November	2,923	4
December	2,596	4
Total	41,001	46
Average	3,417	4

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

No

Yes

Year:

By Whom:

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2016

Describe and Comment:

Resulted in installing variable speed drives on the pumps.

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

None.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

1. Continue sanitary sewer replacement. Designed 2017 reconstruction project.
2. Replace high priority sewers. Planning for Andalusia Ct replacement for 2017.
3. Annual televising/leak sealing. No work on this objective in 2016.
4. Annual sewer cleaning program. Completed 40% of sewer system.
5. Improve sewer lateral ordinance. To do in 2017.
6. New tv camera. Evaluated camera options for 2018 purchase.
7. Develop more extensive sewer tv program. To do in 2017.
8. Implement cross-connection inspection program. To do in 2017/2018.
9. Evaluate sewer bottlenecks. One segment along East River to be done in 2017/2018.

Did you accomplish them?

- Yes
- No

If No, explain:

Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Village ordinance 350

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 9/1/2015

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary

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Enforcement procedures for sewer use non-compliance

Operation and Maintenance [NR 210.23 (4) (d)]
Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories
- Up-to-date sewer system map
- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- A description of routine operation and maintenance activities (see question 2 below)
- Capacity assessment program
- Basement back assessment and correction
- Regular O&M training

Design and Performance Provisions [NR 210.23 (4) (e)]
What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- Construction, Inspection, and Testing
- Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]
Does your emergency response capability include:

- Responsible personnel communication procedures
- Response order, timing and clean-up
- Public notification protocols
- Training
- Emergency operation protocols and implementation procedures

Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]

Special Studies Last Year (check only those that apply):

- Infiltration/Inflow (I/I) Analysis
- Sewer System Evaluation Survey (SSES)
- Sewer Evaluation and Capacity Management Plan (SECAP)
- Lift Station Evaluation Report
- Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	40	% of system/year
Root removal	2.5	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	10	% of system/year
Manhole inspections	40	% of system/year
Lift station O&M	50	# per L.S./year
Manhole		

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Mainline rehabilitation	<input type="text" value="1"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="2.5"/>	% of system/year
Private sewer I/I removal	<input type="text" value="2.5"/>	% of private services
River or water crossings	<input type="text" value="0"/>	% of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

The 2017 Street and Utility Reconstruction project will complete significant manhole/sewer/lateral replacements. Allouez opts for more sewer replacement and less tv/pipeline and manhole leak sealing because of the poor condition of the sewers.

A reconstruction project with sewer relay is planned for 2019/2020/2021/2023/2025.

The sewer system tv/leak sealing program also alternates years opposite the reconstruction projects. This is intended to repair sewers throughout the village by area.

There are no river or water crossings.

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="35.63"/>	Total actual amount of precipitation last year in inches
<input type="text" value="29.19"/>	Annual average precipitation (for your location)
<input type="text" value="61.35"/>	Miles of sanitary sewer
<input type="text" value="2"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="0"/>	Number of basement backup occurrences
<input type="text" value="0"/>	Number of complaints
<input type="text" value="2.03"/>	Average daily flow in MGD (if available)
<input type="text" value="3.50"/>	Peak monthly flow in MGD (if available)
<input type="text" value=""/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.00"/>	Basement backups (number/sewer mile)
<input type="text" value="0.00"/>	Complaints (number/sewer mile)
<input type="text" value="1.7"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

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2016

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **			
Date	Location	Cause	Estimated Volume (MG)
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

Yes

No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

Yes

No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

Essentially no change since 2015. There is Clearwater intrusion into the sewer system which has remained constant. Sewer lateral replacements are important for this as well as new sewer mains.

5.4 What is being done to address infiltration/inflow in your collection system?

Allouez continues its sewer area televising and leak sealing program. An area of the system is repaired alternate years.

New sanitary sewer is installed alternate years to replace old sanitary sewers that are in poor condition.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			4	16
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

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2016

Resolution or Owner's Statement

Name of Governing
Body or Owner:

Village of Allouez

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

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

Financial Management: Grade = A

Collection Systems: Grade = A

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

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

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

G.P.A. = 4.00

RESOLUTION 2017-23

VILLAGE OF ALLOUEZ

BE IT RESOLVED by the VILLAGE BOARD of the VILLAGE OF ALLOUEZ, County of Brown, State of Wisconsin, that the ALLOUEZ VILLAGE BOARD has reviewed and approved the “**Compliance Maintenance Report**” which is specifically referred to as “**CMAR**” relative to the village’s sanitary sewer collection system.

PASSED AND ADOPTED by the Village Board on the 16th day May, 2017.

James F. Rafter, President

ATTEST:

Debra M. Baenen, Clerk-Treasurer

VILLAGE OF ALLOUEZ

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Department of Public Works

SAFE ROUTES TO SCHOOL PROJECT EASEMENT

A temporary easement is required for the Safe Routes to School (SRTS) project for the driveway at the Allouez Fire Station due to the need to modify the driveway apron grade to meet design requirements. The easement will be about 7 ft wide, and due to the WisDOT project requirements must be a signed easement that is recorded at the county Register of Deeds office.

The temporary easement will expire at the end of the project. The easement will be provided by the board meeting date if at all possible. Otherwise, it is requested that the village board authorize the village president to sign the temporary easement when prepared.

There is no cost to the village for the easement.

C. Berndt, May 11, 2017

