JOINT PUBLIC WORKS & FINANCE/ PERSONNEL AD HOC COMMITTEE MEETING
FOLLOWED BY PUBLIC WORKS COMMITTEE MEETING
Wednesday, April 10th, 2024 at 5:30 PM
Allouez Village Hall, 1900 Libal Street

1. CALL TO ORDER / ROLL CALL

2. MODIFY/ADOPT AGENDA

3. DISCUSSION RE: UTILITY RATE CASE (Finance and DPW)
   a. STORMWATER UTILITY
   b. SANITARY SEWER UTILITY

4. DISCUSSION RE: 2024 BONDING (Finance and DPW)

5. ADJOURNMENT

PUBLIC WORKS COMMITTEE MEETING

1. CALL TO ORDER/ ROLL CALL

2. MODIFY/ADOPT AGENDA

3. APPROVE MINUTES from the March 13th, 2024 meeting

4. ANNOUNCEMENTS

5. PUBLIC APPEARANCES

NEW BUSINESS:

6. ACTION RE: UTILITY RATE CASE (DPW)
   a. STORMWATER UTILITY
   b. SANITARY SEWER UTILITY

DISCUSSION/REPORT:

7. DISCUSSION RE: 2023 MS4 STORMWATER ANNUAL REPORT TO WDNR (DPW Gehin)

8. DISCUSSION RE: 2024 STREET AND UTILITY CONSTRUCTION PROJECT UPDATE (DPW Gehin)

9. ADJOURNMENT

NOTE: It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above noticed meeting to gather information; no action will be taken by any governmental body at the above noticed meeting other than the governmental body specifically referred to above in this notice.

2024 Allouez Storm Water Utility Rate Study

BACKGROUND

The Village of Allouez established a Storm Water Utility Ordinance in September 2003. The utility accounts for all storm water capital improvements, operations, maintenance, and any other costs of meeting federal and state storm water management mandates. Prior to the creation of the utility, storm water costs were accounted for in the general fund and supported by the property tax levy which resulted in tax-exempt properties benefiting from storm water management practices without sharing in the costs of providing these services.

ERUs

Storm water utility charges are calculated using the Equivalent Residential Unit (ERU) methodology. Under this method, a single ERU is based on the impervious surface area of a typical single-family home. (The impervious surface includes rooftops, patios, porches, driveways, and sidewalks.) For Allouez, the average square footage of one ERU is 3,663 square feet. All single-family residential parcels are charged one ERU per month. With some exceptions (including duplexes), the number of ERUs charged to non-single-family residential properties varies based on the impervious surface of the parcel. The number of ERUs charged is determined by dividing the parcel's impervious surface area in square feet by 3,663 square feet.

RATE INCREASE

The last storm water utility rate increase was implemented in 2015. Before another increase in the ERU rate, public works determined that all impervious surfaces of the Village be reviewed with the belief that additional revenues would be captured. These revenues were reflected in the 2021 and 2022 storm water utility budgets, but there was only a slight increase in actual ERUs charged. The lack of a recent increase in the ERU rate, coupled with the rising cost to operate and maintain the Village's storm water system, has resulted in a negative cash balance in the utility and need to increase the rate.

The 2024 storm water utility budget results in an ERU of $9.75 to support operating expenses and debt service *without* considering the negative cash balance of the utility. While various rate scenarios were considered, to offset the negative cash and mitigate the impact of increased storm water charges to the property owners, it is recommended that a portion of American Rescue Plan Act (ARPA) grant funds be used along with an increase in the ERU rate. At the March 25, 2024, meeting of the Finance/Personnel Ad Hoc Committee, the consensus was to recommend that $200,000 in ARPA funds be provided to the storm water utility as well as increasing the ERU from $7.50 to $10.50 with an additional increase in the ERU in couple of years.

Village of Allouez - Storm Water Utility

	Projected					
	2023	2024	2025	2026	2027	2028
OPERATING REVENUES						
User Charges	$ 672,226	$ 823,065	$ 934,290	$ 1,023,270	$ 1,023,270	$ 1,023,270
Storm Water Lateral Inspections	1,900	1,500	500	500	500	500
Storm Water Management Site Reviews	-	2,000	1,000	1,000	1,000	1,000
Erosion Control Reviews	450	1,000	500	500	500	500
Fee in Lieu of Treatment Charges	-	1,000	500	500	500	500
Total Operating Revenues	674,576	828,565	936,790	1,025,770	1,025,770	1,025,770
OPERATING EXPENSES						
Operation and Maintenance						
Engineering	72,516	80,082	82,484	84,959	87,508	90,133
Public Works Administration	40,747	42,871	44,157	45,482	46,846	48,252
Street Cleaning	77,214	92,945	95,733	98,605	101,564	104,610
Storm Sewer	188,411	201,595	207,643	213,872	220,288	226,897
Storm Lateral Locates/Inspections	13,833	8,525	8,781	9,044	9,315	9,595
Storm Water Treatment	20,903	15,000	15,450	15,914	16,391	16,883
Leaf Collection	8,562	4,680	4,820	4,965	5,114	5,267
LeBrun Road/Farm	1,800	-	-	-	-	-
Total Operation and Maintenance	423,986	445,698	459,069	472,841	487,026	501,637
Depreciation	239,688	243,000	250,290	257,799	265,533	273,499
Total Operating Expenses	663,674	688,698	709,359	730,640	752,559	775,136
OPERATING INCOME	10,902	139,867	227,431	295,130	273,211	250,634
CASH FLOW ADJUSTMENTS						
Depreciation	239,688	243,000	250,290	257,799	265,533	273,499
Debt Service	(422,694)	(419,381)	(358,827)	(366,756)	(364,007)	(322,035)
Total Cash Flow Adjustments	(183,006)	(176,381)	(108,537)	(108,957)	(98,474)	(48,536)
PROJECTED CASH FLOW	**(172,104)**	**(36,514)**	**118,894**	**186,173**	**174,737**	**202,098**
ESTIMATED CASH BALANCES						
Cash - Beginning of Year	$ (126,625)	**$ (300,838)**	$ (137,352)	$ (18,458)	$ 117,715	$ 242,452
Projected Cash Flow Activity	(172,104)	(36,514)	118,894	186,173	174,737	202,098
ARPA Proceeds to Offset Negative Cash Balance	-	200,000	-	-	-	-
Debt Service Allowance	-	-	-	(50,000)	(50,000)	(50,000)
Cash - End of Year	**$ (298,729)**	**$ (137,352)**	**$ (18,458)**	**$ 117,715**	**$ 242,452**	**$ 394,550**
Rate per ERU (based on 7,415 total ERUs)	**$ 7.50**	**$ 10.50**	**$ 10.50**	**$ 11.50**	**$ 11.50**	**$ 11.50**
Projected ERU User Charges		$ 823,065	$ 934,290	$ 1,023,270	$ 1,023,270	$ 1,023,270
Increase in rate per ERU		*$ 3.00*				
Increase in annual user fees per ERU		*$ 36.00*				
Projected 2024 increase - implement w/June usage billed July		*$ 21.00*				

STORM WATER COMPARISON
April 5, 2024

Municipality	ERU Rate	Annual ERU Rate	1 ERU = x SF of Impervious Surface	Total ERUs Billed	# of Municipal Owned/Constructed Ponds	Special Assessments for Pond Construction?	Municipal Street Sweeping Program?
Allouez - current	$7.50 billed monthly	$90.00	3,663 SF	7,447	7	No	Yes- Biweekly sweeping from April through October. 15 passes through village annually.
Allouez - proposed	$10.50 billed monthly	$126.00	3,663 SF	7,447	7	No	Yes- Biweekly sweeping from April through October. 15 passes through village annually.
Ashwaubenon	$12.50 billed quarterly	$50.00	3,316 SF	28,000	14	No	Yes- Daily sweeping from April through October. 7 passes through village annually.
Bellevue	$6.00 billed monthly	$72.00	3,221 SF	13,932.6	42*	No	Yes- Three seasons of sweeping.
De Pere	$122.00 billed annually	$122.00	3,861 SF	20,388	54	Only if built for new development (new subdivision)	Yes- Three seasons of sweeping. Goal of 10 passes through city annually.
Howard	$6.90 billed monthly	$82.80	3,301 SF	not available	not available	not available	not available
Ledgeview	$110.00 billed annually	$110.00	4,940 SF	4,987	70**	Yes- mostly developer cost	No- Sweeping completed 3x per year
Suamico	$40.00 billed annually	$40.00	5,137 SF	not available	35	No	No- Sweeping completed 1x per year by contracted service.

* The Village of Bellevue has constructed 8 regional ponds. There are a total of 42 ponds owned (developer built, then turned over) or maintained by Bellevue.
** The Village of Ledgeview has 70 total ponds, 16 are private that Ledgeview has agreements on.

2024 Allouez Sanitary Sewer Utility Rate Study

A. BACKGROUND AND PURPOSE

Background – The Village of Allouez Sewer Utility (Utility) furnishes sanitary sewer service to over 5,500 customers. It is responsible for the capital cost and the operation and maintenance cost and activities involving the sanitary sewer collection system and lift stations that transport wastewater from the Village collector system to the interceptor sewers owned and maintained by Northeast Wisconsin (NEW) Water – Green Bay Metropolitan Sewerage District. The wastewater is treated at NEW Water's regional wastewater treatment facility.

Purpose – The purpose of this study is to review and either confirm or recommend changes to the Village's sewer rates. This report and the accompanying schedules describe the Utility's 2024 revenue requirement and proposed sewer rates. Overall revenue from sewer rates needs to increase by $150,000 or 4.8 percent of revenue at present rates. The Village's sewer rates were last revised in 2022. The two drivers of the proposed rate increase are 1) decreased revenues from lower volume and 2) Operation and maintenance (O&M) expense increases, which are in turn driven by increases in costs from NEW Water.

B. KEY FINDINGS

Revenue Requirement and Projected Rates – This study proposes fixed and volume rate changes based on revenue and cash-flow needs projected in the 2024 Village budget process. The sewer cost of service study is newly designed to provide a simple model that can easily be updated. It maintains historical rate practices.

Costs of Treatment Have Changed – The overall 2024 O&M budget for sanitary sewer operations is just over $2.9 million. Most of this cost is for treatment at NEW Water, which is budgeted at almost $2.2 million in 2024. The remaining expense represents the cost of operating the Utility's sewer collection system.

Sewer Rate Structure – The Village has an established rate structure that is widely considered fair and equitable and that allocates appropriate costs to customers. No changes are being proposed to the rate structure format.

Impacts on Customer Bills – The proposed rate increase would raise fixed meter charges by approximately 4.2 percent for most customers and volume charges by approximately 5.4 percent. The proposed increase would affect customers in a uniform way. A comparison of individual customer impacts can be seen later in the study in Table 5.

C. RATE STUDY

The Village of Allouez (Village) has seen increased expenses since its last rate update in 2022, and its budget projects a significant cash flow shortfall, resulting in a forecast negative cash balance for

the sanitary sewer utility fund by the end of 2024. This study proposes a rate increase in 2024 to help it to achieve a sustainable financial position.

Table 1 below shows the budgeted income and cash flow for 2024. The utility is forecast to lose almost $100,000 in cash this year if there is no rate increase. The red amount shows the proposed revenue increase from rates. This increase would allow the utility to fully fund its activities and begin building a more adequate cash reserve.

The American Water Works Association (AWWA) provides guidance for utilities for cash balances. Although the AWWA does not offer a one-size-fits-all cash-reserve number for all utilities, it does list a full year's worth of operating expenses as a suitable general target.[1]

Ruekert & Mielke (R/M) recommends a more modest target for the Village of 10 percent or more of its annual operation and maintenance (O&M) expenses. Because the Village does not maintain its own wastewater treatment facility, the Village does not need as large of a cash balance as other utilities. However, the Village should increase the cash balance in its sanitary sewer utility fund for other needs, such as emergency main replacements, unexpected shortfalls in revenue, and any other unforeseen issues. The proposed increase would enable the Village to achieve this recommended target cash balance.

Table 1

Revenue Requirement

Income			**Cash**	
Revenue			Cash Balance as of Jan 1, 2024	$ 300,000
Sewerage Service Charges	$	3,100,000		
Other		1,000	Operating Income (Loss)	197,673
Subtotal		3,101,000	Depreciation	240,000
			Interest Income	15,000
Operations & Maintenance Expenses			Debt Service	(533,750)
NEW Water Fixed Charge		949,804	Transfer to Equipment Reserve	(15,000)
NEW Water Flow and Other Charges		1,222,853	**Cash Flow**	**(96,077)**
Depreciation		240,000		
Other O&M		490,670	Cash Balance as of Jan 1, 2025	$ 203,923
Subtotal		2,903,327		
			Increased Income/Cash from Rate Change	**$150,000**
Operating Income (Loss)		**197,673**		
			Projected Income (Loss)	**$269,841**
Other Revenue (Expenses)			**Projected Cash Flow**	**$ 53,923**
Amortization of Premium on Debt		21,312	**Projected Cash Balance as of Jan 1, 2025**	**$353,923**
Interest on Long-term Debt		(114,144)		
Interest Income		15,000		
Subtotal		(77,832)	**Cash Flow as % of Annual O&M**	**2%**
Income (Loss)	**$**	**119,841**	**Cash Balance as % of Annual O&M**	**12%**

[1] "Cash Reserve Policy Guidelines". American Water Works Association. 2018. https://www.awwa.org/Portals/0/AWWA/ETS/Resources/awwacashreservepolicynew.pdf. Accessed January 18, 2024.

The revenue target is the sum of the budgeted sewer service charges ($3.1 million) and the increased income from the rate change ($150,000), which is $3.25 million.

The following table allocates the $3.25 million between fixed and variable charges. Like the prior rate study, it includes an adjustment that moves a portion of the fixed costs to the volume charges. The prior study moved 25 percent from volume to fixed charges; this study proposes to move 35 percent. This adjustment is to avoid a large increase in fixed charges and to provide customers with more control over their bills, to the extent that they can lower their volume.

Table 2

Fixed and Variable Costs

Adjustment (Fixed Portion Moved to Variable) =			**35%**
Fixed	Unadjusted	Adjustment	Adjusted
NEW Water Charge	$ 949,804	$ (332,431)	$ 617,373
Debt Service	533,750	(186,813)	346,938
Subtotal Fixed	**1,483,554**	**(519,244)**	**964,310**
Variable	**1,766,446**	**519,244**	**2,285,690**
Total Cost	**$ 3,250,000**		**$3,250,000**

The following table shows how the fixed costs from Table 2 are allocated among customers based on meter sizes. This study uses the same meter-equivalency factors as the prior study except for the 6-inch equivalency. Meter-equivalency factors account for the fact that customers with larger meters impose more costs on the sanitary system than customers with smaller meters. The 6-inch equivalency was raised from 45 to 60 to reflect that this meter size has a significantly higher capacity than smaller meters. Since fixed charges are intended to recover system sizing costs, using an equivalency that more closely matches the meter capacity provides a more accurate basis for the fixed charge for a meter of this size. The other meter sizes already have equivalencies that have an appropriate relationship for their capacities relative to a three-quarter-inch meter, so they were not changed.

The number of meters at each meter size is multiplied by the appropriate meter equivalency factor, and then each product is added together to yield the total meter equivalencies, which is 6,455. The fixed costs are divided by the total number of meter equivalencies, which yields the annual fixed charge per meter equivalent. This charge is divided by 12 and is then multiplied by the appropriate meter equivalency factor to yield the bolded proposed monthly fixed charges below.

Table 3

Fixed Charges

Fixed Costs = $964,310

Meter Size	Meter Count	Meter Equivalency Factor	**Meter Equivalencies**
3/4"	5,376	1.0	**5,376.0**
1"	83	2.5	**207.5**
1 1/2"	54	5.0	**270.0**
2"	32	8.0	**256.0**
3"	13	15.0	**195.0**
4"	1	30.0	**30.0**
6"	2	60.0	**120.0**
Total	5,561		**6,455**

Annual Fixed Charge / Meter Equivalent = $ 149.41
Monthly Fixed Charge / Meter Equivalent = $ 12.50

Monthly Fixed Charges

Meter Size	**Proposed**	Current	Change
3/4"	**$ 12.50**	$ 12.00	$ 0.50
1"	**$ 31.25**	$ 30.00	$ 1.25
1 1/2"	**$ 62.50**	$ 60.00	$ 2.50
2"	**$ 100.00**	$ 96.00	$ 4.00
3"	**$ 187.50**	$ 180.00	$ 7.50
4"	**$ 375.00**	$ 360.00	$ 15.00
6"	**$ 750.00**	$ 540.00	$ 210.00
		% Change =	**4.2%**

Revenue from Proposed Meter Charges

Meter Size	Meter Count	Monthly	Annual
3/4"	5,376	$ 67,200	$ 806,400
1"	83	$ 2,594	$ 31,125
1 1/2"	54	$ 3,375	$ 40,500
2"	32	$ 3,200	$ 38,400
3"	13	$ 2,438	$ 29,250
4"	1	$ 375	$ 4,500
6"	2	$ 1,500	$ 18,000
Total	**5,561**	**$ 80,681**	**$ 968,175**

The table below shows the proposed volume charges based on the variable costs from Table 2 divided by the forecast metered water demand of 285 million gallons. The prior rate case used 300 million gallons. The amount was reduced due to Green Bay Correctional Institute's efforts to reduce its water use, efforts that have led to a significant decline in its consumption.

Table 4

Volume Charges

Variable Cost	$	2,285,690
Estimated Volume (gallons)		285,000,000
Rate per Thousand Gallons		
Proposed	**$**	**8.02**
Current	$	7.59
Change	$	0.43
Change		5.4%

The table below shows the impact the proposed charges would have on customers who have different meter sizes and consumption.

Table 5

Customer Bill Analysis

Customer Type	Meter Size	Demand (100s of Gallons)	Bill with Current Rates	Bill with Proposed Rates	Increase	
Residential Rates						
No Consumption	3/4"	-	$ 12.00	$ 12.50	$ 0.50	4%
Small Residential	3/4"	15	$ 23.39	$ 24.53	$ 1.15	5%
Average Residential	3/4"	30	$ 34.77	$ 36.56	$ 1.79	5%
Large Residential	3/4"	50	$ 49.95	$ 52.60	$ 2.65	5%
Large Residential	3/4"	80	$ 72.72	$ 76.66	$ 3.94	5%
Large Residential	3/4"	100	$ 87.90	$ 92.70	$ 4.80	5%
No Consumption	1"	-	$ 30.00	$ 31.25	$ 1.25	4%
Small Residential	1"	15	$ 41.39	$ 43.28	$ 1.90	5%
Average Residential	1"	30	$ 52.77	$ 55.31	$ 2.54	5%
Large Residential	1"	50	$ 67.95	$ 71.35	$ 3.40	5%
Large Residential	1"	80	$ 90.72	$ 95.41	$ 4.69	5%
Large Residential	1"	100	$ 105.90	$ 111.45	$ 5.55	5%

Table 5 (continued)

Customer Bill Analysis

Customer Type	Meter Size	Demand (100s of Gallons)	Bill with Current Rates	Bill with Proposed Rates	Increase	
Non-Residential Rates						
Multi-family	2"	400	$ 399.60	$ 420.80	$ 21.20	5%
Multi-family	2"	450	$ 437.55	$ 460.90	$ 23.35	5%
Multi-family	2"	450	$ 437.55	$ 460.90	$ 23.35	5%
Commercial	1 1/2"	125	$ 154.88	$ 162.75	$ 7.88	5%
Commercial	1 1/2"	175	$ 192.83	$ 202.85	$ 10.03	5%
Commercial	2"	250	$ 285.75	$ 300.50	$ 14.75	5%
Commercial	3"	300	$ 407.70	$ 428.10	$ 20.40	5%
Public Authority	2"	500	$ 475.50	$ 501.00	$ 25.50	5%
Public Authority	3"	500	$ 559.50	$ 588.50	$ 29.00	5%
Public Authority	6"	25,000	$ 19,515.00	$ 20,800.00	$ 1,285.00	7%

D. FIVE-YEAR FORECAST

The next two tables forecast the next 5 years. Each table shares several assumptions, including annual inflationary increases to expenses and annual increases to rates. They incorporate the Village's planned capital improvements and assume the Village bonds for these projects for a 20-year term at an interest rate of 4 percent.

The forecasts also assume that NEW Water will increase its rate by 7 percent each year; this crucial assumption is based on NEW Water's own assessment of how much its facilities upgrades will cost. This increase from NEW Water drives the recommended increases for the Village's rates to its customers.

Both tables set a cash-reserve target of 10 percent of annual O&M for the entire forecast period. The only difference between the two tables is how often the Village raises sewer rates. The first table assumes that the Village raises rates every year. This approach would allow the Village to keep pace with the increases in charges from NEW Water with more modest rate increases. The downside is that citizens, businesses, and institutions would see increases every year. See below.

Table 6A -- Increases Every Year

5 Year Forecast

	2024	2025	2026	2027	2028
Rate Increase	**5%**	**4%**	**4%**	**4%**	**5%**
Revenue	$ 3,251,000	$ 3,381,040	$ 3,516,282	$ 3,656,933	$ 3,839,780
NEW Water Fixed Charge	949,804	1,016,290	1,087,431	1,163,551	1,244,999
NEW Water Flow and Other Charges	1,222,853	1,308,453	1,400,044	1,498,048	1,602,911
Depreciation	240,000	247,200	254,616	262,254	270,122
Other O&M	490,670	505,390	520,552	536,168	552,253
Subtotal Expenses	2,903,327	3,077,333	3,262,643	3,460,021	3,670,286
Operating Income (Loss)	**347,673**	**303,707**	**253,639**	**196,912**	**169,494**
Cash Adjustments					
Depreciation	240,000	247,200	254,616	262,254	270,122
Interest Income	15,000	15,000	15,000	15,000	15,000
Debt Service	(533,750)	(510,572)	(431,916)	(497,584)	(487,474)
Transfer to Equipment Reserve	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
Cash Flow	**$ 53,923**	**$ 40,335**	**$ 76,339**	**$ (38,418)**	**$ (47,857)**
End-of-year Cash Balance	**$ 353,923**	**$ 394,258**	**$ 470,598**	**$ 432,180**	**$ 384,323**
Cash Reserve as % O&M	**12%**	**13%**	**14%**	**12%**	**10%**

NOTES:
Debt service includes existing debt and projected debt to pay for planned capital improvements

The next table shows what rate increases would be needed if the Village only raised rates every other year. While doing so would give customers a break from increases in the off years, it would require the Village to raise rates more steeply.

Table 6B -- Increases Every Second Year

5 Year Forecast

	2024	2025	2026	2027	2028
Rate Increase	**5%**	**0%**	**11%**	**0%**	**10%**
Revenue	$ 3,251,000	$ 3,251,000	$ 3,608,610	$ 3,608,610	$ 3,969,471
NEW Water Fixed Charge	949,804	1,016,290	1,087,431	1,163,551	1,244,999
NEW Water Flow and Other Charges	1,222,853	1,308,453	1,400,044	1,498,048	1,602,911
Depreciation	240,000	247,200	254,616	262,254	270,122
Other O&M	490,670	505,390	520,552	536,168	552,253
Subtotal Expenses	2,903,327	3,077,333	3,262,643	3,460,021	3,670,286
Operating Income (Loss)	**347,673**	**173,667**	**345,967**	**148,589**	**299,185**
Cash Adjustments					
Depreciation	240,000	247,200	254,616	262,254	270,122
Interest Income	15,000	15,000	15,000	15,000	15,000
Debt Service	(533,750)	(510,572)	(431,916)	(497,584)	(487,474)
Transfer to Equipment Reserve	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
Cash Flow	**$ 53,923**	**$ (89,705)**	**$ 168,668**	**$ (86,741)**	**$ 81,834**
End-of-year Cash Balance	**$ 353,923**	**$ 264,218**	**$ 432,886**	**$ 346,146**	**$ 427,980**
Cash Reserve as % O&M	**12%**	**9%**	**13%**	**10%**	**12%**

NOTES:
Debt service includes existing debt and projected debt to pay for planned capital improvements

Regardless of which route the Village chooses, the planned annual increases from NEW Water will require regular rate increases for the sanitary sewer utility to stay solvent.

Expenses and/or revenues may differ significantly from the forecast. The Village should revisit this forecast each year and adjust its planning as needed.

Village of Allouez
DRAFT 2024 Bonding

Project Description	Street/Sidewalk	Sanitary Sewer	Watermains	Storm Sewer	Parks	Total	Comments
	---	---	---	---	---		
AL-2024-02 Sanitary Sewer Lining Project							
Brenner Place	---	$ 39,339.00	---	---	---	$ 39,339	Based on 01/16/2024 Bid Opening
Libal Street	---	$ 64,890.50	---	---	---	$ 64,891	
Webster Avenue	---	$ 5,800	---	---	---	$ 5,800	
Contingency 5%	---	$ 5,501	---	---	---	$ 5,501	
Street Supplemental Items	---	$ 7,500	---	---	---	$ 7,500	Contract Base Bid Amount
AL-2024-03 Libal Street Utility Improvement Project							
Engineering Expenses							
Misc. Expenses	---	$ 250	$ 250	---	---	$ 500	Permit Fees and Printing
Construction Material Testing	---	$ 2,000	$ 2,000	---	---	$ 4,000	AET
Construction Services (Inspection and Staking)	---	$ 30,000	$ 30,000	---	---	$ 60,000	520 hrs*$96/hr=$49,920 + Const Staking $5,000
Record Survey and Drawing	---	---	---	---	---	$ -	To Be Completed in House
Construction Expenses							
Libal Street -- Simonet St. to Beaupre St.	---	$ 381,851	$ 175,949	---	---	$ 557,800	Based on 02/06/2024 Bid Opening
Contingency 5%	---	$ 19,093	$ 8,797	---	---	$ 27,890	
Street Supplemental Items	---	---	$ 10,600.00	---	---	$ 10,600	
Private Sanitary Lateral Replacement	---	$ 157,640	---	---	---	$ 157,640	
Reimbursement of Private Sanitary Lateral Replacement	---	$ (157,640)	---	---	---	$ (157,640)	
4517-06-71 Libal Street Improvement Project							
Participating Cost							Street 70% and Storm 30% of Overall Cost
Strand Associates - Utility Coordination	$ 2,800	---	---	$ 1,200	---	$ 4,000	Utility Coordination $4000
Construction Management (Graef)	$ 337,464	---	---	$ 144,627	---	$ 482,091	Per SMA - $482,091
Construction Cost	$ 2,743,234	---	---	$ 1,006,263	---	$ 3,749,497	Bid Const. Cost - $3,749,496.90
Contingency 5%	$ 137,162	---	---	$ 50,313	---	$ 187,475	5% Contingency
80% Federal Reimbursement Not to Exceed	$ (2,474,675)	---	---	$ (1,060,575)	---	$ (3,535,250)	Federal Funding is limited to $3,743,428
Non-Participating Cost							
Wayfinding Signage and Maintaining Mail Service	$ 10,517.00	---	---	---	---	$ 10,517.00	
Adjusting Water Valves	---	---	$ 3,441.00	---	---	$ 3,441	
Adjusting Manholes and Inlet Covers	---	$ 9,900.00	---	---	---	$ 9,900	Cost of Non-Participating Items =
Storm Lateral PVC 6-Inch	---	---	---	$ 171,430.00	---	$ 171,430	
Salvage Landscaping Brick	$ 2,738.00	---	---	---	---	$ 2,738	Total Estimated Project Cost =
Storm Lateral Assessment	---	---	---	$ (24,862)	---	$ (24,862)	401ft*$62/ft = $24,862
Removal of Blvd Trees	$ 6,195	---	---	---	---	$ 6,195	Removal of Blvd Trees
Planting of Blvd Trees	$ 6,000	---	---	---	---	$ 6,000	
AL-2025-01 Street and Utility Reconstruct Engineering							
St. Francis Dr., Park Dr., Cresent Dr., Regina St., and Greene Ave							Street 37%, Sanitary Sewer 19%, Watermain 27%, Storm Sewer 17%
Soils Investigation	$ 2,590.00	$ 1,330.00	$ 1,890.00	$ 1,190.00	---	$ 7,000	
Televising	---	$ 7,500.00	---	$ 2,500.00	---	$ 10,000	
Survey & Engineering	$ 59,200.00	$ 30,400.00	$ 43,200.00	$ 27,200.00	---	$ 160,000	$4,000,000*1.04(Engineering Fees)=$160,0000
Riverview Pond Project - Engineering							
Conceptual Layouts and Meetings	---	---	---	$ 15,000.00	---	$ 15,000	
Survey and Engineering	---	---	---	$ 60,000.00	---	$ 60,000	
DNR Permiting and Fee	---	---	---	$ 15,000.00	---	$ 15,000	
Vande Hei Rd Reservior Roof Replacement Replacement							
Engineering, Meetings, Plans and Specs	---	---	$ 47,500.00	---	---	$ 47,500.00	
DNR Permitting	---	---	$ 5,000.00	---	---	$ 5,000.00	
Construction Inspection	---	---	$ 15,000.00	---	---	$ 15,000	$ 67,500.00
Construction							
Reservoir Manway Repair	---	---	$ 30,000.00	---	---	$ 30,000	
Rectangular Reservoir Roof	---	---	$ 225,000.00	---	---	$ 225,000	
Round Reservoir Roof	---	---	$ 114,000.00	---	---	$ 114,000	
Overflow Modifications	---	---	$ 20,000.00	---	---	$ 20,000	
20% Contingency	---	---	$ 77,800.00	---	---	$ 77,800	$ 466,800
SCADA System Upgrade and Update							
PJKco Proposal	---	---	$ 53,625.00	---	---	$ 53,625	
Public Works Department Equipment Purchases							
2024 Peterbilt/Labrie Garbage Truck	$ 345,000.00	---	---	---	---	$ 345,000.00	$365,000 Purchase Price - $20,000 Est. Action Price
2024 Peterbilt/Labrie Garbage Truck	$ 345,000.00	---	---	---	---	$ 345,000.00	$365,000 Purchase Price - $20,000 Est. Action Price
2024 Volvo Frontend Loader	$ 185,000.00	---	---	---	---	$ 185,000.00	$226,000 Purchase Price - $42,000 Trade In
Trackless Sidewalk Tractor	$ 153,000.00	---	---	---	---	$ 153,000.00	$168,000 Purchase Price - $15,000 Est. Action Price
Parks Department Equipment Purchases							
Tractor	---	---	---	---	$ 105,000.00	$ 105,000.00	
16' Mower	---	---	---	---	$ 168,500.00	$ 168,500.00	
Parks Dept - Webster Park Parking Lot Addition							
Engineering, Plans and Specs	---	---	---	---	---	---	
Bid and Advertising	---	---	---	---	---	---	
Construction Cost	---	---	---	---	$ 250,000.00	$ 250,000	
15% Contingency	---	---	---	---	---	---	
	$ 1,861,224	$ 605,355	$ 864,052	$ 409,286	$ 523,500	$ 4,263,418	
LESS: 2023 BOND PROCEEDS TO BE APPLIED 2025	$ -	$ -	$ -	$ -	$ -	$ -	
	$ 1,861,224	$ 605,355	$ 864,052	$ 409,286	$ 523,500	$ 4,263,418	

PUBLIC WORK'S COMMITTEE MEETING Minutes
Wednesday, March 13th, 2024
5:30 P.M., Allouez Village Hall

Present: Beyler, Genrich, Lefebvre, Green
Also present: Gehin, Lange
Excused: Collison

CALL TO ORDER/ ROLL CALL
Genrich called the meeting to order at 5:30pm.

MODIFY/ADOPT AGENDA
Lefebvre/Beyler moved to adopt the agenda as presented. Motion carried.

APPROVE MINUTES from the February 14th, 2024 meeting
Beyler/Green moved to approve the February 14, 2024 minutes as presented. Motion carried.

ANNOUNCEMENTS
S. Gehin:
- Notice of Special Assessment Hearing on March 19th at 6:30 p.m.
- April 10th- Joint Personnel Finance and Public Works Committee Meeting to Review Utility Rate Cases

PUBLIC APPEARANCES
- None

COMMUNICATIONS AND PUBLIC OUTREACH AGREEMENT
B. Lange:
- Shared the proposal from Leonard and Finco to assist the village with the communication of the Libal Street construction project to those directly impacted and the general public. The proposal is for 6 months and a cost up to $37,500.

Green/Lefebvre moved to recommend to the Village Board the proposal from Leonard and Finco at a price not to exceed $37,500. Motion carried.

LIBAL STREET IMPROVEMENT PROJECT UPDATE

a. UTILITY INSPECTION AND STAKING SERVICES
S. Gehin:
- The Village of Allouez Public Works Department had requested proposals from three engineering consultants for assistance with the construction inspection (1 full time inspector) and staking of the proposed Libal St. Utility improvements.
- Work on this project began the week of March 4th and is anticipated to be completed middle to end of May.
- The scope of construction services consists of providing field construction observation, construction staking and assistance with the preparation of the record drawings.
- The estimated cost for the inspection and staking services was estimated at $55,000 and the Village Board has already approved this contract.

b. STREET AND UTILITY CONSTRUCTION PROJECT UPDATE

S. Gehin:

- Utility Improvement Project
    - Under Village contract, work began the week of March 4th and is anticipated to be completed middle to end of May.
    - The utility improvements include the replacement and lining of various segments of the existing sanitary sewer, replacement of existing water and sanitary sewer laterals from the main to the property line (STH 172 to Allouez Ave.), spot repair of sanitary sewer manholes, and relocation of existing fire hydrants.
- Street Improvement Project
    - Under State contract, work to begin middle of May and be completed early in October.
    - In general, the scope of work includes the reconstruction of Libal St. from STH 172 to Allouez Ave. and the resurfacing of Libal St. from Allouez Ave. to Kalb Ave. The roundabout at Allouez Ave. will be gapped and is not part of this project.

ATC REBUILD PROJECT

S. Gehin:

- ATC who owns, operates, and maintains the regional electric grid will be making improvements to their current poles and overhead electric lines.
- The overhead lines cross the East River near Hoffman Road and run through the back yards for those along Sunrise Ln., Fairview Ave. and Roselawn Blvd. to the Fox River Trail.
- The schedule for the work is as follows:
    - Survey, Engineering and Environmental Reporting – 2024
    - Construction – 2025
    - Restoration -2026
- ATC Representatives to provide a presentation to the Village Board on March 19th.

ADJOURNMENT

Beyler/Lefebvre moved to adjourn at 5:58p.m. Motion carried.

Minutes submitted by Brad Lange and Sean Gehin.

VILLAGE OF ALLOUEZ

Allouez Village Hall ◦ 1900 Libal Street ◦ Green Bay, Wisconsin 54301-2453
Phone No.: (920) 448-2800 ◦ Fax No.: (920) 448-2850

Department of Public Works

04/05/24

2023 ANNUAL STORMWATER REPORT

The Village owns, operates and maintains a municipal storm sewer system. Pursuant to DNR administrative rules, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the DNR on stormwater activities completed during the previous year. The submitted 2023 Annual Stormwater Report is attached for your review.

Those activities or permit condition include:

1. Public Education and Outreach Activities
2. Public Involvement and Participation
3. Illicit Discharge Detection
4. Construction Site Pollutant Control
5. Post-construction Stormwater Management
6. Pollution Prevention
7. Stormwater Quality Management
8. Storm Sewer System Mapping
9. Submittal of Annual Report

Some of the notable activities completed by the Village in 2023 include:

- All About Allouez booklet, Village webpage and partnership with the Northeast Wisconsin Stormwater Consortium (NEWSC) were utilized to inform and educate the general public on a number of stormwater related topics.
- Hired McMahon Associates to inspect a portion of the Village's storm sewer outfalls for illicit discharges (any substance discharged into our storm sewer other than clear water.) 17 storm outfalls were inspected in 2023.
- Village owns eight regional ponds helping Village meet DNR water quality and quantity requirements.
- Village ponds are inspected on a bi-monthly basis by Street Dept. staff April thru October.
- Village streets were swept 15 times (April thru Mid-November) in 2023 removing 160 tons of material.
- Fall clean-up (7 round trips)
- Village began the planning for the construction of the Riverview Pond of which numerous public meetings were held and a lot of good comments/feedback was received.
- 55-miles of roadway; due to abnormal winter weather, salt usage was limited to 260 tons. Equipment was properly calibrated.
- With help from a Consultant, the Village is working to update the Village's storm sewer mapping.

Sean J. Gehin, P.E.
Director of Public Works

Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted.**

Form 3400-224(R8/2021)

Reporting Information :

Will you be completing the Annual Report or other submittal type? ◉ **Annual Report** ○ **Other**

Project Name:	2023 Annual Report
County:	Brown
Municipality:	Allouez Village
Permit Number:	S050075
Facility Number:	31085
Reporting Year:	2023

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ○ **Yes** ◉ **No**

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for Municipal storm water permit eReporting [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
  - Public Education and Outreach Annual Report Summary
  - Public Involvement and Participation Annual Report Summary
  - Illicit Discharge Detection and Elimination Annual Report Summary
  - Construction Site Pollution Control Annual Report Summary
  - Post-Construction Storm Water Management Annual Report Summary
  - Pollution Prevention Annual Report Summary
    - Leaf and Yard Waste Management
    - Municipal Facility (BMP) Inspection Report
    - Municipal Property SWPPP
    - Municipally Property Inspection Report
    - Winter Road Maintenance
  - Storm Sewer Map Annual Report Attachment
  - Storm Water Quality Management Annual Report Attachment
  - TMDL Attachment
  - Storm Water Consortium/Group Report

- Municipal Cooperation Attachment
- Other Annual Report Attachment

- Attach the following permit compliance documents as appropriate using the attachments tab above

  - Storm Water Management Program
    - Public Education and Outreach Program
    - Public Involvement and Participation Program
    - Illicit Discharge Detection and Elimination Program
    - Construction Site Pollutant Control Program
    - Post-Construction Storm Water Management Program
    - Pollution Prevention Program
      - Municipal Storm Water Management Facility (BMP) Inventory
      - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
  - Total Maximum Daily Load documents *(*If applicable, see permit for due dates.)*
    - TMDL Mapping*
    - TMDL Modeling*
    - TMDL Implementation Plan*
    - Fecal Coliform Screening Parameter *
    - Fecal Coliform Inventory and Map *(S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022)*
    - Fecal Coliform Source Elimination Plan *(S050075-03 general permittees Appendix B - document due to the department by October 31,2023)*

- Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].
Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality	Allouez Village
Facility ID # or (FIN):	31085
Updated Information:	☑ Check to update mailing address information
Mailing Address:	1900 Libal Street
Mailing Address 2:	
City:	Green Bay
State:	WI
Zip Code:	54301 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☐ Select to ***create new*** primary contact

First Name:	Sean
Last Name:	Gehin

☐ Select to ***update*** current contact information

Title:	DPW
Mailing Address:	1900 Libal St
Mailing Address 2:	
City:	Green Bay
State:	WI
Zip Code:	54301-2453 xxxxx or xxxxx-xxxx
Phone Number:	920-448-2802 Ext: xxx-xxx-xxxx
Email:	sean.gehin@villageofallouezwi.gov

Additional Contacts Information (Optional)

☐ I&E Program
☐ IDDE Program
☐ IDDE Response Procedure Manual

Individual with responsibility for: (Check all that apply)	☐ Municipal-wide Water Quality Plan ☐ Ordinances ☐ Pollution Prevention Program ☐ Post-Construction Program ☐ Winter roadway maintenance

First Name:	
Last Name:	
Title:	
Mailing Address:	
Mailing Address 2:	
City:	
State:	
Zip Code:	xxxxx or xxxxx-xxxx
Phone Number:	Ext: xxx-xxx-xxxx
Email:	

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

☐ Select to ***create new*** Billing contact

First Name:	Brad
Last Name:	Lange

☐ Select to ***update*** current contact information

Title:	Village Administrator
Mailing Address:	1900 Libal St
Mailing Address 2:	
City:	Green Bay
State:	WI
Zip Code:	54301 xxxxx or xxxxx-xxxx
Phone Number:	920-448-2800 Ext: xxx-xxx-xxxx
Email:	brad@villageofallouez.com

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

◉ Yes ○ No

☑ Public Education and Outreach Northeast Wisconsin Stormwater Consortium

☑ Public Involvement and Participation Northeast Wisconsin Stormwater Consortium

☐ Illicit Discharge Detection and Elimination

☐ Construction Site Pollutant Control

☐ Post-Construction Storm Water Management

☐ Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

○ Yes ◉ No

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

a. Does MS4 conduct any educational efforts or events independently (not with a group) ◉ Yes ○ No

b. How many total educational events were held during the reporting year: 40+

c. Were any of the public education and outreach delivery mechanisms conducted during the reporting year active or interactive? ◉ Yes ○ No

d. Please select all storm water topics, target audiences, and delivery mechanisms used in the reporting year

Public Education and Outreach Delivery Mechanisms (Active and Passive)	
Active/Interactive Mechanisms	**Passive Mechanisms**
☑ Education activities (school presentations, summer camps)	☐ Passive print media (brochures at front desk, posters, etc.)
☐ Information booth at event	☑ Distribution of print media (mailings, newsletters, etc.) via mail or email.
☐ Targeted group training (contractors, consultants, etc.)	☐ Media offerings (radio and TV ads, press release, etc.)
☑ Government event (public hearing, council meeting)	☑ Social media posts
☐ Workshops	☐ Signage
☐ Tours	☑ Website
☐ Other:	☐ Other:

Topics Covered	Target Audience
☑ Illicit discharge detection and elimination	☑ General Public
☑ Household hazardous waste disposal/pet waste management/vehicle washing	☑ Public Employees
☑ Yard waste management/pesticide and fertilizer application	☑ Residents
☑ Stream and shoreline management	☑ Businesses
☑ Residential infiltration	☑ Contractors
☑ Construction sites and post-construction storm water management	☑ Developers
☑ Pollution prevention	☐ Industries
☑ Green infrastructure/low impact development	☑ Public Officials
☐ Other:	☐ Other:

e. Will additional information/summary of these education events be attached to the annual report?
○ Yes ◉ No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Joint effort with NEWSC on Public Education and Outreach Program. Village directly mails a magazine to Allouez residents and business owners on an annual basis. Stormwater announcements are emailed and posted on our webpage as well.

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Permit Activities. Select all of the following topics the Permittee did to engage public participation and involvement.

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☑ MS4 Annual Report ☑ Storm Water Management Program ☑ Storm Water related ordinance ☐ Other:	☑ General Public ☑ Public Employees ☑ Residents ☑ Businesses ☑ Contractors ☑ Developers ☐ Industries ☑ Public Officials ☐ Other	51-100	○ Yes ◉ No

b. Volunteer Activities. Select all of the following audiences targeted for volunteer involvement and participation related to storm water.

☐ NA (Individual Permittee)

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	☑ General Public ☐ Public Employees ☐ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials ☐ Other	11-50	◉ Yes ○ No

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The VB and PW Committee agendas frequently include stormwater related items. DPW host site plan review and preconstruction meetings tasked with the proper implementation and maintenance of construction erosion control and post-constr BMPs.

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

a.

How many total outfalls does the municipality have? 52

b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? 17

c. From the municipality's routine screening, how many were confirmed illicit discharges? 1

d. How many illicit discharge complaints did the municipality receive? 2

e. From the complaints received, how many were confirmed illicit discharges? 0

f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? 0

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

g. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.

- ☑ Verbal Warning 2
- ☑ Written Warning (including email) 0
- ☑ Notice of Violation 0
- ☑ Civil Penalty/ Citation 0

Additional Information:

h. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

McMahon completed the field screening of 10 major and 7 minor outfalls in the Village of Allouez in 2023. The 2023 Field Screening Report can be made available upon request.

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year? 1

b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year? 0

c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)? 20

d. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each

were used in the reporting year.

☑ Verbal Warning	3
☑ Written Warning (including email)	1
☑ Notice of Violation	0
☑ Civil Penalty/ Citation	0
☑ Stop Work Order	0
☑ Forfeiture of Deposit	0
☐ Other - Describe below	

e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*.

No permitted private construction sites with 1 acre or more of land disturbance in 2023. The Village Reconstructed 4 local streets in 2023. Construction erosion control measures were installed, maintained, and inspected.

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

a. How many new structural storm water management Best Management Practice (BMP) have received local approval ? 0

*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,

b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? ◉ Yes ○ No

c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? Inspections completed by private landowners should be included in the reported number. 2

d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? ○ Yes ◉ No

e. Does MS4 have maintenance authority on these privately owned BMPs?

f. How many municipally operated (private) storm water management BMPs were inspected in the reporting year? 8

g. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.

☑ Verbal Warning	2

☑ Written Warning (including email)	0
☑ Notice of Violation	0
☑ Civil Penalty/ Citation	0
☑ Forfeiture of Deposit	0
☑ Complete Maintenance	0
☑ Bill Responsible Party	0
☐ Other - Describe below	

e. Brief explanation on Post-Construction Storm Water Management reporting . *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page*.

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections ☐ Not Applicable

a. Enter the total number of municipally owned or operated (i.e., privately owned BMPs) structural storm water management best management practices. 8

b. How many new municipally owned storm water management best management practices were installed in the reporting year ? 0

c. How many municipally owned (public) storm water management best management practices were inspected in the reporting year? 8

d. What elements are looked at during inspections (250 character limit)?

The following pond elements were looked at: side slopes, inlet and outlet structures, erosion, and vegetation. The Village's wet basin inspection forms can be made available by request.

e. How many of these facilities required maintenance? 2

f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*.

The Village wet detention ponds are inspected and the outfall structures cleaned on a bi-monthly basis during the wet weather periods (March-June, September-November) and on a monthly basis as needed during the low rainfall periods.

Public Works Yards & Other Municipally Owned Properties that require a stormwater pollution prevention plan (SWPPP)* ☐ Not Applicable

g. How many municipal properties require a SWPPP? 3

h. How many inspections of municipal properties have been conducted in the reporting year? 12

i. Have amendments to the SWPPPs been made?
○ Yes ◉ No

j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Village staff frequently inspect and maintain municipal properties that include the Public Work's Garage, Farm (yard) and Park Properties.

* Any municipally owned property that has the potential to generate stormwater pollution should have a SWPPP. For example, if a municipal property stores compost piles, material storage, yard wastes, etc., outside and can contaminate stormwater runoff—a SWPPP is required.

Collection Services - *Street Sweeping Program* ☐ Not Applicable

l. Did the municipality conduct street sweeping during the reporting year?
◉ Yes ○ No

m. If known, how many tons of material was removed? 160

n. Does the municipality have a low hazard exemption for this material? ○ Yes ◉ No

o. If street sweeping is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?

◉ Yes - Explain frequency Village streets were swept 15 times in 2023.

○ No - Explain _____

○ Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* ☐ Not Applicable

p. Did the municipality conduct catch basin sump cleaning during the reporting year? ○ Yes ◉ No

q. How many catch basin sumps were cleaned in the reporting year? 0

r. If known, how many tons of material was collected? 0

s. Does the municipality have a low hazard exemption for this material? ○ Yes ◉ No

t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?

○ Yes- Explain frequency _____

◉ No - Explain Stormwater modeling does not include CB cleaning.

○ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

u. Does the municipality conduct curbside leaf collection? ◉ Yes ○ No

v. Does the municipality notify homeowners about pickup? ◉ Yes ○ No

w. Where are the residents directed to store the leaves for collection?

☑ Pile on terrace ☐ Pile in street ☐ Bags on terrace

☐ Other - Describe _____

x. What is the frequency of collection?

April, weekly October through November

y. Is collection followed by street sweeping? ◉ Yes ○ No

z. Brief explanation on Collection Services reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page*

In 2023 the Village made 7 round trips removing leaves from Village streets.

Winter Road Management ☐ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (*One mile of a two-way road equals two lane miles.*) 108

ab. Provide amount of de-icing products used by month last winter season?

Solids (tons) (ex. sand, or salt-sand)

Product	*Oct*	*Nov*	*Dec*	*Jan*	*Feb*	*Mar*
Salt	0	10	25	89	91	45

Liquids (gallons) (ex. brine)

	Oct	*Nov*	*Dec*	*Jan*	*Feb*	*Mar*
Brine	0	0	100	100	200	100

ac. Was salt applying machinery calibrated in the reporting year? ◉ Yes ○ No

ad. Have municipal personnel attended salt reduction strategy training in the reporting year? ○ Yes ◉ No

Training Date	*Training Name*	*# Attendance*

ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Internal (Staff) Education & Communication

af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element ? ◉ Yes ○ No

If yes, describe what training was provided (250 character limit):

One on one training of employees responsible for the inspection and maintenance of SWPPPs.

ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

In addition to the presentation of the annual report, the Village Board and Public Works Committee agendas frequently include stormwater related items.

Municipal Officials

Municipal officials are present at the Village Board and Public Works committee meetings.

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Public Works Department staff meetings frequently include stormwater related items.

ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

a. Did the municipality update their storm sewer map this year?

(●) Yes ( ) No

If yes, check the areas the map items that got updated or changed:

- [ ] Storm water treatment facilities
- [x] Storm pipes
- [ ] Vegetated swales
- [ ] Outfalls
- [ ] Other - Describe below

b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*.

With help from a Consultant, the Village worked to update Village Storm Sewer mapping in 2023.

Final Evaluation - Complete

Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	**Budget** Reporting Year	**Budget** Upcoming Year	**Source of Funds**
Element: Public Education and Outreach			
2000	2000	2000	Storm water utility
Element: Public Involvement and Participation			
1000	1000	1000	Storm water utility
Element: Illicit Discharge Detection and Elimination			
3000	3000	3000	Storm water utility
Element: Construction Site Pollutant Control			
5000	5000	2500	Storm water utility
Element: Post-Construction Storm Water Management			
550000	550000	1200000	Storm water utility
Element: Pollution Prevention			
160000	160000	160000	Storm water utility
Other (describe)			
			Select...

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters*.

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

○ Yes ◉ No ○ Unsure If Yes, explain below:

b : Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

○ Yes ◉ No ○ Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

○ Yes ◉ No ○ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

◉ Yes ○ No ○ Unsure

Storm Water Quality Management

a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? ○ Yes ◉ No

b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

Status of Total Maximum Daily Loads (TMDLs) Implementation

The permittee Allouez Village is subject to the following approved TMDLs: Lower Fox River Basin and Lower Green Bay

The permittee intends to comply with the following permit requirements to show progress towards meeting the TMDL:

[A.3.1] The Permittee is following the TMDL Compliance Plan, which received department concurrence prior to April 30, 2019.

The permittee is confirming that all planned efforts are on schedule.

◉ Agree ○ Disagree

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☐ Public Education and Outreach
- ☐ Public Involvement and Participation
- ☐ Illicit Discharge Detection and Elimination
- ☐ Construction Site Pollutant Control
- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation

Form 3400-224(R8/2021)

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - Help reduce file size and trouble shoot file uploads
*Required Item

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Storm Sewer System Map

File Attachment

StormSewerSystemMap.pdf

Attach - Other Supporting Documents

AR_IDDE

File Attachment

Allouez 2023 Field Screening Program Report_Cond.pdf

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Attach - Permit Compliance Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Form 3400-224(R8/2021)

Sign and Submit Your Application

Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click HERE.

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Allouez Village MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- ○ Authorized municipal contact using WAMS ID.
- ◉ Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- ○ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Delegation of Signature Authority File Attachment Delegation of Signature_Signed.pdf

Submission of this form constitutes notice by the authorized municipal contact that the person electronically signing the MS4 eReport is authorized to do so on behalf of the authorized municipal contact. Please download form 3400-220 and sign and attach it above.

Name: Mike Katzenberger

Title: Project Engineer

Authorized Signature.

☑ I accept the above terms and conditions.

Signed by : i:0#.f|wamsmembership|mkatzenberger on 2024-03-29T15:09:25

You have already signed and submitted this application to the DNR. Please contact the Wisconsin DNR for assistance.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.