

MEETING	DATE	TIME	LOCATION
Joint Sanitary District	Tuesday, June 18, 2019	6:30 p.m.	Grand Chute Town Hall 1900 Grand Chute Blvd Board Room

A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA/ORDER OF THE DAY

D. PUBLIC INPUT

Members of the public are welcome to address the Commission and Town Board. **Individuals are allowed to speak only about agenda items and must fill out a “Request to Speak” form and submit to the Town Clerk prior to the start of the meeting in order to speak during the Public Input segment of the meeting.** This segment is placed early in the agenda so that the public may make their comments prior to any discussion or action by the Commission or Town Board. Individual comments are limited to no more than three minutes each. The Public Input section is limited to a total of 15 minutes. The Commission/Town Board may suspend this rule if deemed necessary. Once the public input segment ends there will be no additional discussion from the audience.

E. CONSENT AGENDA

(Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Supervisor and addressed immediately following the motion to approve the other items on the Consent Agenda.)

1. Approve Regular Joint Meeting minutes – June 4, 2019
2. Accept Monthly Report – May
3. Accept and file Compliance Maintenance Annual Report (CMAR) for 2018

F. FINANCIAL REPORTS

1. Approval of Voucher List – June 18, 2019
2. Accept Budget Statement – May

G. NEW BUSINESS

1. Approve the proposal from McMahon Associates, Inc. for a stormwater alternatives analysis to improve flooding conditions at the Grand Market Drive and Casaloma Drive street low points at a cost not to exceed \$30,000.

H. ADJOURNMENT

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**Public Notice:** Agendas are posted in the following locations: Town Hall bulletin boards & Town website [www.grandchute.net](http://www.grandchute.net) 2015 Wisconsin Act 79 allows the publication of certain legal notices on an Internet site maintained by a municipality. This law allows these types of legal notices to be posted in one physical location in the jurisdiction (instead of three) if also placed on an Internet site maintained by the local government.

**Special Accommodations:** Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Clerk’s Office at (920-832-5644) with at least 24-hour notice.

**Notice of Possible Quorum:** A quorum of the Town Board, Plan Commission, Board of Review, Licensing Committee, Parks Commission, Community Development Authority, Joint Review Board, Zoning Board of Appeals and/or Police and Fire Commission may be present at this meeting for the purpose of gathering information and possible discussion on items listed on this agenda. However, unless otherwise noted in this agenda, no official action by the Town Board, Plan Commission, Board of Review, Licensing Committee, Parks Commission, Joint Review Board, Zoning Board of Appeals and/or Police and Fire Commission will be taken at this meeting.

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JOINT REGULAR MEETING – SANITARY DISTRICT NO. 1, NO. 2, NO. 3 & EAST SIDE UTILITY DISTRICT – 1900 W. GRAND CHUTE BLVD., GRAND CHUTE, WI – JUNE 4, 2019

CALL TO ORDER/ROLL CALL

Meeting called to order at 6:31 p.m. by Dave Schowalter, presiding officer.

PRESENT: Dave Schowalter, Jeff Nooyen, Bruce Sherman, Travis Thyssen, and Angie Cain, Town Clerk

EXCUSED: Eric Davidson

STAFF: Jim March, Town Administrator; Bob Buckingham, Community Development Director; Greg Peterson, Police Chief; Tim Bantes, Fire Chief; Julie Wahlen, Finance Director; Brent Braun, IT Director; Mary Baxter, Human Resources; Karen Heyrman, Deputy Director of Public Works; Mike Patza, Town Planner; several firefighters; Mick Magalski, McMahan Associates; Atty. Rossmeissl, Herrling Clark Law Offices

OTHERS: 1 signed attendance

PLEDGE OF ALLEGIANCE

President Schowalter led the Pledge of Allegiance.

APPROVAL OF AGENDA/ORDER OF THE DAY

**Motion (Nooyen/Thyssen) to approve the agenda as printed. Motion carried.**

PUBLIC INPUT – There was no public input.

CONSENT AGENDA

Approve Regular Joint Meeting minutes – May 21, 2019

**Motion (Sherman/Nooyen) to approve the consent agenda. Motion carried.**

FINANCIAL REPORTS

Approval of Voucher Lists – June 4, 2019

San 1, 2, 3 & East Side – \$36,840.50 ACH – \$684,873.74

Accept Budget Statement – April 2019

**Motion (Thyssen/Sherman) to approve the voucher list and budget statement. Motion carried.**

RESOLUTIONS

Final Resolution SD3-08-2019 for N. McCarthy Road (W. Wisconsin Avenue (STH 96) to W. Capitol Drive) as located in the Town of Grand Chute authorizing the commencement of work or improvements and special assessments for storm sewer installation and levying special assessments against abutting property owners or on an area wide basis to specially benefiting property owners under Chapter 60 and 66.0703(1)(b), et al Police Powers, Wis. Stats., 2017-18 as amended.

**Motion (Nooyen/Sherman) to approve SD3-08-2019. Motion carried.**

ADJOURNMENT

**Motion (Nooyen/Sherman) to adjourn. Motion carried.**

Meeting adjourned 6:33 p.m.

JOINT REGULAR MEETING – SANITARY DISTRICT NO. 1, NO. 2, NO. 3 & EAST SIDE UTILITY DISTRICT – 1900 W. GRAND CHUTE BLVD., GRAND CHUTE, WI – JUNE 4, 2019

These minutes were taken at a regular meeting held on June 4, 2019 and entered in this record book, June 5, 2019 by:

*Angie Cain*

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Angie Cain, Town Clerk  
Joint Sanitary District No. 1, No. 2, No. 3 & East Side Utility District  
**Initial Draft**



# Sanitary District No. 1 & 2 Monthly Report May 2019

UTILITY LOCATES .....	1,066
(April Total 473)	
(May Total 593)	
SERVICE CONNECTION PERMITS	
WATER .....	8
SEWER .....	8
STORM .....	15
FT. OF VACTORING .....	28,035
QUARTERLY BILLS (Cycle 2) .....	5,265



**AGENDA REQUEST**  
**6/18/2019**

TOPIC: 2018 Compliance Maintenance Annual Report

<input type="checkbox"/> New Business <input type="checkbox"/> Unfinished Business <input checked="" type="checkbox"/> Reports <input type="checkbox"/> Closed Session <input type="checkbox"/> Ordinance/Resolution	Meeting: Sanitary District 2
Department Reporting: Public Works	Submitted By: Katie Schwartz, P.E., Director PW

**ISSUE:** Shall Sanitary District No. 2 approve and file the 2018 Compliance Maintenance Annual Report.

**BACKGROUND/ANALYSIS:** The Wisconsin Department of Natural Resources requires that this report be completed on an annual basis. The report reviews and summarizes the financial, operational and maintenance activities relating to the sanitary sewer system in the Town of Grand Chute. For both Financial Management and Sanitary Sewer Collection Systems the Town received 'A' section grades.

**RECOMMENDATION:** Staff recommends that the attached report be approved and filed with the Wisconsin Department of Natural Resources.

**FISCAL IMPACT:**    N/A

**ATTACHMENTS:**  
Attachment No. 1 - 2018 Compliance Maintenance Annual Report

# Compliance Maintenance Annual Report

Grand Chute Sanitary District 2

Last Updated: Reporting For:  
6/13/2019 2018

## Financial Management

<p>1. Provider of Financial Information Name: <input style="width: 150px;" type="text" value="Julie Wahlen"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="920-832-1632"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="julie.wahlen@grandchute.net"/></p>																
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&amp;M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain: <input style="width: 780px; height: 20px;" type="text"/></p> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input style="width: 150px;" type="text" value="2017"/></p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CWF required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0															
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>																
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input style="width: 150px;" type="text" value="2017"/></p> <p>● 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain: <input style="width: 780px; height: 20px;" type="text"/></p>																
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>3.2.1 Ending Balance Reported on Last Year's CMAR</b></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; text-align: right;"><input style="width: 150px;" type="text" value="325,764.42"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="325,764.42"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> <tr> <td></td> <td style="text-align: right;">+</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> </table>	<b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>	\$	<input style="width: 150px;" type="text" value="325,764.42"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="325,764.42"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>		+	<input style="width: 150px;" type="text" value="0.00"/>	
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	+	<input style="width: 150px;" type="text" value="0.00"/>														

# Compliance Maintenance Annual Report

Grand Chute Sanitary District 2

Last Updated: Reporting For:  
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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below\*) - \$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year \$ 325,764.42

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund? \$ 325,764.42 0

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.

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)?

Yes

No

If No, please explain.

## 4. Future Planning

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?

Yes - If Yes, please provide major project information, if not already listed below.

No

Project #	Project Description	Estimated Cost	Approximate Construction Year
None reported			

## 5. Financial Management General Comments

### ENERGY EFFICIENCY AND USE

## 6. Collection System

### 6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

#### **COLLECTION SYSTEM PUMPAGE: Total Power Consumed**

Number of Municipally Owned Pump/Lift Stations:

# Compliance Maintenance Annual Report

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	17,941	70
February	17,602	55
March	17,278	51
April	18,213	68
May	19,385	45
June	14,058	17
July	10,800	5
August	10,797	21
September	10,677	6
October	11,819	1
November	12,557	17
December	16,497	36
<b>Total</b>	<b>177,624</b>	<b>392</b>
<b>Average</b>	<b>14,802</b>	<b>33</b>

### 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:

Describe and Comment:

# Compliance Maintenance Annual Report

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## 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?

n/a

<b>Total Points Generated</b>	<b>0</b>
<b>Score (100 - Total Points Generated)</b>	<b>100</b>
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Grand Chute Sanitary District 2

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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:

Manage I & I, improve and maintain system reliability. Maintain cleaning and inspection programs

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?

Sewer Use Ordinance Chapter 440

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2011-12-20

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
- Fat, oil and grease control
- 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

# Compliance Maintenance Annual Report

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- 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	<input style="width: 50px; text-align: right;" type="text" value="25"/>	% of system/year
Root removal	<input style="width: 50px; text-align: right;" type="text" value="0"/>	% of system/year
Flow monitoring	<input style="width: 50px; text-align: right;" type="text" value="0"/>	% of system/year
Smoke testing	<input style="width: 50px; text-align: right;" type="text" value="0"/>	% of system/year
Sewer line televising	<input style="width: 50px; text-align: right;" type="text" value="20"/>	% of system/year
Manhole inspections	<input style="width: 50px; text-align: right;" type="text" value="20"/>	% of system/year
Lift station O&M	<input style="width: 50px; text-align: right;" type="text" value="100"/>	# per L.S./year
Manhole rehabilitation	<input style="width: 50px; text-align: right;" type="text" value="0"/>	% of manholes rehabbed
Mainline rehabilitation	<input style="width: 50px; text-align: right;" type="text" value="0"/>	% of sewer lines rehabbed
Private sewer inspections	<input style="width: 50px; text-align: right;" type="text" value="0"/>	% of system/year

# Compliance Maintenance Annual Report

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Private sewer I/I removal  % of private services

River or water crossings  % of pipe crossings evaluated or maintained

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

### 3. Performance Indicators

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

42.56	Total actual amount of precipitation last year in inches
30.69	Annual average precipitation (for your location)
126.10	Miles of sanitary sewer
0	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
0	Number of complaints
2.7598	Average daily flow in MGD (if available)
3.5477	Peak monthly flow in MGD (if available)
11.7124	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

NaN	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.00	Basement backups (number/sewer mile)
0.00	Complaints (number/sewer mile)
1.3	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
4.2	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

### 4. Overflows

#### 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

# Compliance Maintenance Annual Report

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<ul style="list-style-type: none"><li>• No</li></ul> <p>If Yes, please describe:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:
<div style="border: 1px solid black; padding: 2px;">No Change</div>
5.4 What is being done to address infiltration/inflow in your collection system?
<div style="border: 1px solid black; padding: 2px;">We televise and address problems when we find them</div>

<b>Total Points Generated</b>	<b>0</b>
<b>Score (100 - Total Points Generated)</b>	<b>100</b>
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Grand Chute Sanitary District 2

Last Updated: Reporting For:

6/13/2019

2018

## Grading Summary

WPDES No: 0047341

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

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)

# Compliance Maintenance Annual Report

Grand Chute Sanitary District 2

Last Updated: Reporting For:  
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## Resolution or Owner's Statement

Name of Governing  
Body or Owner:

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**

Check Number	Check Issue Date	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
Total 94172:						3,000.00
94174	06/18/2019	WONDRA CONSTRUCTION, IN	2019-02-1	PAY REQ 1 ELSNER RD URBANIZATION	62-00-10700	88,061.82
Total 94174:						88,061.82
Grand Totals:						134,277.00

Dave Schowalter, President: \_\_\_\_\_

Jeff Nooyen, Commissioner: \_\_\_\_\_

Travis Thyssen, Commissioner: \_\_\_\_\_

Bruce Sherman, Commissioner: \_\_\_\_\_

Eric Davidson, Commissioner: \_\_\_\_\_

Angie Cain, Secretary: \_\_\_\_\_

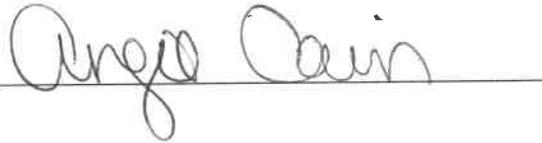
Julie M. Wahlen, Treasurer: \_\_\_\_\_

Check Number	Check Issue Date	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
94130	06/11/2019	US POSTMASTER	061119-CCR	2019 CCR REPORT POSTAGE	61-01-90300-311	2,038.84
Total 94130:						2,038.84
94144	06/18/2019	GRAND CHUTE UTILITIES	060419-WLS	UTILITIES WILLIAMS ST LIFT STATION	62-02-82100-220	6.74
Total 94144:						6.74
94147	06/18/2019	HOLTGER BROS INC	190566	FIBER REPAIRS - MISTY LANE WATER TOWER	61-01-92300-290	232.15
94147	06/18/2019	HOLTGER BROS INC	190566	FIBER REPAIRS - MISTY LANE WATER TOWER	62-02-85100-290	232.15
94147	06/18/2019	HOLTGER BROS INC	190566	FIBER REPAIRS - MISTY LANE WATER TOWER	63-03-82000-290	232.15
Total 94147:						696.45
94148	06/18/2019	LAKE SHORE CLEANERS INC	37867	PRAIRIE SEEDING/TREE INSTALLATION-GILLET ST	63-00-10700	750.99
Total 94148:						750.99
94152	06/18/2019	MCMAHON	0914262	DESIGN/PERMIT SVCS APPLE CREEK RD BOX CUL	63-00-10700	78.76
94152	06/18/2019	MCMAHON	0914268	DESIGN CASALOMA BRIDGE REPLACEMENT	63-00-10700	5,697.26
94152	06/18/2019	MCMAHON	0914277	ADMIN&STAKING-ELSNER ROAD	61-00-10700	42.40
94152	06/18/2019	MCMAHON	0914314	2018 ECOLOGICAL SERVICES	63-03-82000-210	636.00
94152	06/18/2019	MCMAHON	0914330	CONST/ONSITE REP MISTY POND	63-00-10700	9,059.22
94152	06/18/2019	MCMAHON	0914332	PREPARE UNPS&SW PLANNING GRANT APPLICAT	63-03-82000-210	1,706.40
94152	06/18/2019	MCMAHON	0914333	MCCARTHY RD PENNING'S POND SIZING/BUY IN	63-00-10700	5,905.21
Total 94152:						23,125.25
94156	06/18/2019	OUTAGAMIE COUNTY TREAS	7898	LANDFILL FEES FOR HIGHWAY SWEEPINGS	63-03-82000-290	1,311.76
Total 94156:						1,311.76
94157	06/18/2019	PRECISION SEALCOATING IN	01197	STREET SWEEPING 5/13/19-5/17/19	63-03-82000-290	6,961.50
Total 94157:						6,961.50
94160	06/18/2019	ROBERT J IMMEL EXC. INC	17604	REPAIR HYDRANT/TEE VALVE 4600 W COLLEGE	61-01-67700-390	5,282.00
Total 94160:						5,282.00
94162	06/18/2019	SUBURBAN WILDLIFE SOLUTI	4014	WOODCHUCK REMOVAL PENNING'S POND	63-03-82000-360	1,275.00
Total 94162:						1,275.00
94165	06/18/2019	US POSTMASTER	060519-CYCL	UTILITY BILL POSTAGE-WATER	61-01-90300-311	676.66
94165	06/18/2019	US POSTMASTER	060519-CYCL	UTILITY BILL POSTAGE-SEWER	62-02-85100-311	676.66
94165	06/18/2019	US POSTMASTER	060519-CYCL	UTILITY BILL POSTAGE-STORM	63-03-82000-311	338.33
Total 94165:						1,691.65
94171	06/18/2019	WISCONSIN CENTRAL LIMITE	9500199798	PIPELINE SANITARY SEWER RENTAL 7/1/18-6/30/1	62-02-83100-390	75.00
Total 94171:						75.00
94172	06/18/2019	WISCONSIN DNR	445169560-20	2019 ENVIRONMENTAL FEES	63-03-82000-290	3,000.00

Check Issue Date	Payee	Invoice Number	Description	Invoice GL Acct	Check Amount
<b>61</b>					
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-CDW GOVT #RXN0428Microsoft True-Up for Licensing	61-01-92300-290	179.04
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-VZWRLSS*MY VZ VB PMonthly Water Tower Bill	61-01-92100-221	12.55
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-ESUPPLYBOX.COMDesktop Printer	61-00-39110	157.33
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-CDW GOVT #SDJ3741Microsoft Annual Enterprise Agreement	61-01-92300-290	4,021.56
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-AMZN MKTP US*MZ46S44R1Halogen bulb for Public Works	61-01-92100-310	5.99
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-APWA WI SPRING CONFAPWA WI 2019 SPRING CONFERENCE	61-01-93000-330	87.50
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-COMplete OFFICE OF WISCONFILE FOLDERS	61-01-92100-310	9.82
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-BAYCOM INCBayCom Assistance	61-01-92300-290	48.25
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-GAN*WI NEWSPAPERS-CCCAid for Bid	61-00-10700	268.78
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-CLEAN WATER TESTING LLCWATER TESTING SERVICES	61-01-67300-390	144.00
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-CINTAS 443UNIFORMS SAN 1 DEPARTMENT	61-01-66500-291	25.89
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-CLEAN WATER TESTING LLCWATER TESTING SERVICES	61-01-67300-390	256.00
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-CINTAS 443UNIFORMS SAN 1 DEPARTMENT	61-01-66500-291	25.89
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-CINTAS 443UNIFORMS SAN 1 DEPARTMENT	61-01-66500-291	25.89
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-CINTAS 443UNIFORMS SAN 1 DEPARTMENT	61-01-66500-291	24.74
Total 190531500:					5,293.23
06/03/2019	NICOLET NATIONAL BANK	060319	2016 DEBT INTEREST	61-01-43000-620	9,073.75
Total 190603001:					9,073.75
Total 61:					14,366.98
<b>62</b>					
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-CDW GOVT #RXN0428Microsoft True-Up for Licensing	62-02-85100-290	179.04
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-VZWRLSS*MY VZ VB PMonthly Water Tower Bill	62-02-85100-221	12.55
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-ESUPPLYBOX.COMDesktop Printer	62-00-39110	157.33
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-CDW GOVT #SDJ3741Microsoft Annual Enterprise Agreement	62-02-85100-290	4,021.56
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-THE HOME DEPOT 4903PARTS FOR LIFT STATION REPAIRS	62-02-83200-390	88.22
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-CRANE ENGINEERING SALESPARTS FOR TOWN HALL LIFT STATI	62-02-83200-390	18.70
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-GOOD HOUSE KEEPING SHOPDEHUMIDIFIERS FOR LIFT STATION	62-02-83200-390	390.00
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-BALL AUTO PARTS 0002020NON-DETER 30 QT	62-02-83200-390	38.64
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-APWA WI SPRING CONFAPWA WI 2019 SPRING CONFERENCE	62-02-85100-330	87.50
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-THE HOME DEPOT #4903PAINT/ENAMEL/6 STEEL "T" POSTS	62-02-83402-390	125.40
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-THE HOME DEPOT #4903PAINT/ENAMEL/6 STEEL "T" POSTS	62-02-83402-390	50.76
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-COMplete OFFICE OF WISCONFILE FOLDERS	62-02-85100-310	9.82
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-BAYCOM INCBayCom Assistance	62-02-85100-290	48.25
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-CINTAS 443UNIFORMS SAN 2 DEPARTMENT	62-02-82700-291	25.90
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-CINTAS 443UNIFORMS SAN 2 DEPARTMENT	62-02-82700-291	25.90
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-CINTAS 443UNIFORMS SAN 2 DEPARTMENT	62-02-82700-291	25.90
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-VANS FIRE & SAFETY INCFIRE EXTINGUISHER SERVICE	62-02-82700-340	44.30
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-CINTAS 443UNIFORMS SAN 2 DEPARTMENT	62-02-82700-291	24.75
Total 190531500:					5,374.52
Total 62:					5,374.52
<b>63</b>					
05/31/2019	NICOLET NATIONAL BANK	053119	2018A DEBT PAYMENT INTEREST	63-03-43000-620	534,766.66
Total 190531002:					534,766.66
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-CDW GOVT #RXN0428Microsoft True-Up for Licensing	63-03-82000-290	179.04
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-ESUPPLYBOX.COMDesktop Printer	63-00-37200	157.33
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-CDW GOVT #SDJ3741Microsoft Annual Enterprise Agreement	63-03-82000-290	4,021.56

Check Issue Date	Payee	Invoice Number	Description	Invoice GL Acct	Check Amount
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-APWA WI SPRING CONFAPWA WI 2019 SPRING CONFERENCE	63-03-82000-330	87.50
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-COMplete OFFICE OF WISCONFILE FOLDERS	63-03-82000-310	9.82
05/31/2019	US BANK CREDIT CARD	usbankMAR19	CC-BAYCOM INCBayCom Assistance	63-03-82000-290	48.25
Total 190531500:					4,503.50
06/05/2019	PSN	195230	JUNE BILLING	63-03-82000-290	49.95
Total 190605002:					49.95
Total 63:					539,320.11
Grand Totals:					559,061.61

Angie Cain, Secretary:



Date: 6/12/19

**TOWN OF GRAND CHUTE  
SANITARY DISTRICT #1  
2019 BUDGET STATEMENT  
MAY 2019**

	<b>2019 BUDGET</b>	<b>CURRENT MONTH</b>	<b>2019 YTD</b>	<b>% BUDGET</b>	<b>REMAINING BUDGET</b>
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**EXPENSES**

PERSONNEL	598,360	55,298	200,677	34%	397,683
OPERATIONS AND MAINTENANCE	5,697,577	734,412	994,538	17%	4,703,039
Subtotal-Operating Expense	6,295,937	789,710	1,195,216	19%	5,100,721

DEBT SERVICE	310,000	-	40,000	13%	270,000
CAPITAL IMPROVEMENTS	1,371,405	26,484	77,476	6%	1,293,929
Subtotal-Capital Expenses	1,681,405	26,484	117,476	7%	1,563,929

<b>TOTAL EXPENSE</b>	<b>7,977,342</b>	<b>816,194</b>	<b>1,312,692</b>	<b>16%</b>	<b>6,664,650</b>
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**REVENUES**

Operating Revenues	6,548,891	759,013	2,021,920	31%	4,526,971
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Capital Revenues	85,625	206	1,681	2%	83,944
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<b>TOTAL REVENUES</b>	<b>6,634,516</b>	<b>759,219</b>	<b>2,023,601</b>	<b>31%</b>	<b>4,610,915</b>
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Operating Net Income	252,954		826,704		
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**TOWN OF GRAND CHUTE  
SANITARY DISTRICT #2  
2019 BUDGET STATEMENT  
MAY 2019**

	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
<b>EXPENSES</b>					
PERSONNEL	422,170	45,825	154,108	37%	268,062
OPERATIONS AND MAINTENANCE	2,682,120	187,473	673,802	25%	2,008,318
Subtotal-Operating Expense	3,104,290	233,298	827,910	27%	2,276,380
DEBT SERVICE	50,000	-	-	0%	50,000
CAPITAL IMPROVEMENTS	440,405	1,196	15,813	4%	424,592
Subtotal-Capital Expenses	490,405	1,196	15,813	3%	474,592
<b>TOTAL EXPENSE</b>	<b>3,594,695</b>	<b>234,493</b>	<b>843,723</b>	<b>23%</b>	<b>2,750,972</b>
<b>REVENUES</b>					
Operating Revenues	3,358,900	481,125	1,110,247	33%	2,248,653
Capital Revenues	84,625	149	587	1%	84,038
<b>TOTAL REVENUES</b>	<b>3,443,525</b>	<b>481,274</b>	<b>1,110,835</b>	<b>32%</b>	<b>2,332,690</b>
Operating Net Income	254,610		282,337		

**TOWN OF GRAND CHUTE  
SANITARY DISTRICT #3  
2019 BUDGET STATEMENT  
MAY 2019**

	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
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**EXPENSES**

PERSONNEL	326,490	33,311	111,130	34%	215,360
OPERATIONS AND MAINTENANCE	1,036,793	100,001	158,887	15%	877,906
Subtotal-Operating Expense	1,363,283	133,312	270,017	20%	1,093,266

DEBT SERVICE	600,000	-	95,000	16%	505,000
CAPITAL IMPROVEMENTS	3,964,155	30,302	311,800	8%	3,652,355
Subtotal-Capital Expenses	4,564,155	30,302	406,800	9%	4,157,355

<b>TOTAL EXPENSE</b>	<b>5,927,438</b>	<b>163,614</b>	<b>676,817</b>	<b>11%</b>	<b>5,250,621</b>
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**REVENUES**

Operating Revenues	3,117,600	517,217	1,075,681	35%	2,041,919
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Capital Revenues	193,735	46	297	0%	193,438
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<b>TOTAL REVENUES</b>	<b>3,311,335</b>	<b>517,263</b>	<b>1,075,977</b>	<b>32%</b>	<b>2,235,358</b>
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Operating Net Income	1,754,317		805,663		
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TOWN OF GRAND CHUTE  
EAST SIDE UTILITY DISTRICT  
2019 BUDGET STATEMENT  
MAY 2019

	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
<b>EXPENSES</b>					
PERSONNEL	9,700	-	-	0%	9,700
OPERATIONS AND MAINTENANCE	29,870	89	1,279	4%	28,591
Subtotal-Operating Expense	39,570	89	1,279	3%	38,291
CAPITAL IMPROVEMENTS	-	-	-	0%	-
Subtotal-Capital Expenses	-	-	-	0%	0
<b>TOTAL EXPENSE</b>	<b>39,570</b>	<b>89</b>	<b>1,279</b>	<b>3%</b>	<b>38,291</b>
<b>REVENUES</b>					
Operating Revenues	44,066	1,196	24,795	56%	19,271
<b>TOTAL REVENUES</b>	<b>44,066</b>	<b>1,196</b>	<b>24,795</b>	<b>56%</b>	<b>19,271</b>
Operating Net Income	4,496	1,107	23,516		



**AGENDA REQUEST**  
**6/18/2019**

TOPIC: Shall the Sanitary Commission approve the proposal from McMahon Associates, Inc. for a stormwater alternatives analysis to improve flooding conditions at the Grand Market Drive and Casaloma Drive street low points a cost not to exceed \$30,000.

<input checked="" type="checkbox"/> New Business <input type="checkbox"/> Unfinished Business <input type="checkbox"/> Reports <input type="checkbox"/> Closed Session <input type="checkbox"/> Ordinance/Resolution	Meeting: Sanitary District 3
Department Reporting: Public Works	Submitted By: Katie Schwartz, P.E., Director P.W.

**ISSUE:** The Town of Grand Chute has experienced flooding along Grand Market Drive (just west of Casaloma Drive) and Casaloma Drive (between College Avenue and Grand Market). Over the years, this commercial corridor has developed without the benefit of a comprehensive stormwater analysis.

**BACKGROUND/ANALYSIS:** The purpose of this proposal is to conduct a stormwater analysis and evaluate alternatives which improve flooding at the Grand Market Drive and Casaloma Drive street low points. The Town's performance goal is to keep the 10-year design rainfall event below the street's pavement surface and provide for no more than 8-inches of ponding depth at the street's crown during the 100-yr design rainfall event. In addition, the goal is to not worsen flooding in adjoining drainage systems. McMahon will evaluate three stormwater alternatives to meet Town goals and will develop a stormwater report that summarizes the alternatives evaluation and will assist with selecting an alternative for future implementation.

**RECOMMENDATION:** Staff recommendation is to approve the proposal from McMahon Associates, Inc. for a stormwater alternatives analysis to improve flooding conditions at the Grand Market Drive and Casaloma Drive street low points at a cost not to exceed \$30,000.

**FISCAL IMPACT:**    BUDGET  
The 2018 budget for SAN 3 included \$35,000 for this study in professional services (63-03-82000-210).

**ATTACHMENTS:**  
Attachment No. 1 - Agreement for Professional Services for Grand Market stormwater analysis  
Attachment No. 2 - Study location map  
Attachment No. 3 - Photos from previous flooding event(s)

Town of Grand Chute  
1900 W. Grand Chute Blvd.  
Grand Chute, WI 54913-9613

Date: May 28, 2019

McM. No. To Be Determined

**PROJECT DESCRIPTION:**

The Town of Grand Chute has experienced flooding along Grande Market Drive (just west of Casaloma Drive) and Casaloma Drive (between College Avenue and Grande Market Drive). These two street low points are drained via storm sewer, which ultimately flows north along Casaloma Drive. About 1,100 feet west of Casaloma Drive, a separate Grande Market Drive storm sewer conveys low flows south toward College Avenue. About 400 feet east of Casaloma Drive, a separate Grande Market Drive storm sewer conveys flows east toward Mall Drive. The Outagamie County Highway Department plans to reconstruct College Avenue (CTH CA) in the next few years. The waterway along College Avenue, just west of Casaloma Drive, appears to contribute to or influence flooding at the two street low points along Grande Market Drive and Casaloma Drive. Over the years, this commercial corridor has developed without the benefit of a comprehensive stormwater analysis.

The purpose of this proposal is to conduct a stormwater analysis and evaluate alternatives which improve flooding at the Grande Market Dive and Casaloma Drive street low points. The Town's performance goal is to keep the 10-year design rainfall event below the street's pavement surface and provide for no more than 8-inches of ponding depth at the street's crown during the 100-year design rainfall event. In addition, the goal is to not worsen flooding in adjoining drainage systems.

**SCOPE OF SERVICES:**

McMAHON Associates, Inc. agrees to provide the following Scope Of Services for this project:

- McMAHON will attend kick-off meeting. The purpose of the meeting is to discuss the scope of work, goals, concerns, available information, and potential stormwater components. During the meeting:
  - McMAHON will identify the desired information to be provided by the Town to assist with the analysis, including a copy of available street plans, detention pond plans, etc.
  - McMAHON will review state and local regulations.
  - McMAHON will identify potential components to be included in the alternatives analysis. Obtain input regarding desirability and social acceptance of potential components.
- McMAHON will perform a topographic and location survey for critical storm sewer system components that do not have attribute data within the Town's GIS system or available record drawings.
- McMAHON will use the XP-SWMM computer model and the Natural Resource Conservation Service (NRCS) TR-55 hydrologic methodology to perform the stormwater analysis, including runoff draining in and out of the Grande Market Drive and Casaloma Drive drainage system. XP-SWMM will be used to combine, split and route each runoff hydrograph through the stormwater conveyance system. The stormwater conveyance system is comprised of a network of interconnected storm sewers, culverts, ditches, flood control facilities, and overland flow paths. Combined, the individual components convey surface runoff through the stormwater conveyance system. The overall system performance depends on each component.
- McMAHON will delineate the current watershed and drainage areas in order to evaluate significant components of the current drainage system. The system components to be evaluated will depend on available information. McMAHON will evaluate the current drainage system's performance for the 1, 2, 10,

and 100-year, 24-hour design storms. The purpose of the hydrologic and hydraulic analysis is to establish a current baseline for evaluating peak discharges and water surface / ponding elevations within the stormwater system. McMAHON will review available topographic maps, plans and reports.

In tabular format, McMAHON will summarize peak discharges and water surface / ponding elevations at several points of interest within the project area, including street low points and study area outfalls.

- McMAHON will evaluate three stormwater alternatives to meet Town goals. The XP-SWMM computer model will be used to evaluate performance of the potential components and alternatives, such as stormwater detention facilities, storm sewer system modifications, and overland flow modifications. Alternatives will be evaluated for the 1, 2, 10, and 100-year, 24-hour design storms. Permitting concerns will be considered.

In tabular format, McMAHON will summarize peak discharges and water surface / ponding elevations at several points of interest within the project area, including street low points and study area outfalls.

- Although not a primary goal, the stormwater analysis will consider the regional water quality benefits of proposed detention facility components evaluated as part of the alternatives. McMAHON will evaluate the TSS and TP reduction benefits of each alternative. McMAHON will use the WinSLAMM computer model and WDNR Technical Standards to estimate the TSS and TP reduction benefits of urban practices such as wet detention ponds, underground systems, or other agreeable practices.
- McMAHON will prepare a stormwater report that summarizes the alternatives evaluation. The report will summarize the project goals, regulations, engineering methodology, assumptions, components / alternatives, hydrologic and hydraulic results, water quality results, opinions of probable cost for each alternative, construction sequencing considerations, recommendations and special project considerations.

The report will include tabular summaries that summarize drainage areas, land uses, soils, water quality, hydrologic parameters, and hydraulic performance results, including peak discharges and water surface / ponding elevations at points of interest for the 1, 2, 10, and 100-year, 24-hour design storms. The report will include figures that summarize drainage areas, land uses, soils, and proposed components for each alternative.

- McMAHON will meet with the Town to review the alternatives. During the meeting, McMAHON will facilitate a discussion to assist with selecting an alternative for implementation.
- McMAHON will attend meetings and coordinate as needed with Town staff. McMAHON will also attend Town Stormwater Utility meeting, as needed. McMAHON assumed a total of three (3) meetings for the stormwater alternatives analysis, which includes the kick-off meeting.

Items Not Included in the Scope of Services:

- Archaeological, historical, endangered/threatened species, geotechnical, groundwater, wetland, and environmental investigations.
- Boundary surveys, plats, Certified Survey Maps, easements, deeds, and rezoning.
- Construction plans, design, permitting, specifications, bidding and construction services.

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**SPECIAL TERMS:** (Refer Also To General Terms & Conditions - Attached)

The Scope Of Services and fee is based upon the understanding that the Town will provide the following:

- A single contact person.
  - Access to private property for site investigations, if needed.
  - Sanitary, water main, and storm sewer maps in ACAD or GIS compatible format.
  - Copies of available plans for streets and utilities, including relevant stormwater reports.
-

**COMPENSATION:** (Does Not Include Permit Or Approval Fees)

McMAHON Associates, Inc. agrees to provide the Scope Of Services described above for the following time and expense compensation:

Rates Per Attached Fee Schedule

**Stormwater Alternatives Analysis - \$30,000**

**COMPLETION SCHEDULE:**

McMAHON Associates, Inc. agrees to complete the analysis by September 27, 2019 or as mutually agreed.

**ACCEPTANCE:**

The General Terms & Conditions And The Scope Of Services (Defined In The Above Agreement) Are Accepted, and McMAHON Associates, Inc. Is Hereby Authorized To Proceed With The Services.

*The Agreement Fee Is Firm For Acceptance Within Sixty (60) Days From Date Of This Agreement.*

**OWNER:** Town of Grand Chute

By: \_\_\_\_\_

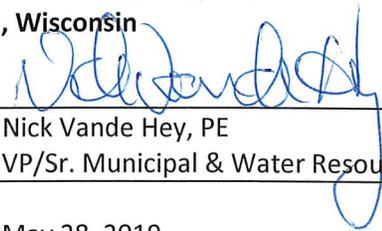
(Authorized Signature)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**McMAHON ASSOCIATES, INC.**

**Neenah, Wisconsin**

By: 

Nick Vande Hey, PE

Title: VP/Sr. Municipal & Water Resource Eng.

Date: May 28, 2019

*Please Return One Copy For Our Records*

Street Address: 1445 McMAHON DRIVE - NEENAH, WI 54956

Mailing Address: P.O. Box 1025 - NEENAH, WI 54957-1025

PH 920-751-4200 ▪ FX 920-751-4284 ▪ WWW.MCMGRP.COM



# McMAHON ASSOCIATES, INC.

## GENERAL TERMS & CONDITIONS

1. McMAHON ASSOCIATES, INC. (hereinafter referred to as 'McMAHON') will bill the Owner monthly with net payment due in 30-days. Past due balances shall be subject to a service charge at a rate of 1.0% per month. In addition, McMAHON may, after giving 48-hours notice, suspend service under any Agreement until the Owner has paid in full all amounts due for services rendered and expenses incurred. These expenses include service charges on past due invoices, collection agency fees and attorney fees incurred by McMAHON to collect all monies due McMAHON. McMAHON and Owner hereby acknowledge that McMAHON has and may exercise lien rights on subject property.
2. The stated fees and Scope Of Services constitute our best estimate of the fees and tasks required to perform the services as defined. This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. McMAHON will promptly inform the Owner in writing of such situations so changes in this Agreement can be negotiated, as required.
3. The stipulated fee is firm for acceptance by the Owner for 60-days from date of Agreement publication.
4. Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Owner's failure to provide specified facilities or information, or for delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require re-negotiation of this Agreement.
5. Reimbursable expenses incurred by McMAHON in the interest of the project including, but not limited to, equipment rental will be billed to the Owner at cost plus 10% and sub-consultants at cost plus 12%. When McMAHON, subsequent to execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed fee for professional services only after the Owner has been notified and agrees to these costs.
6. McMAHON will maintain insurance coverage in the following amounts:
 

Worker's Compensation .....	Statutory
General Liability	
Bodily Injury - Per Incident / Annual Aggregate .....	\$1,000,000 / \$2,000,000
Automobile Liability	
Bodily Injury .....	\$1,000,000
Property Damage .....	\$1,000,000
Professional Liability Coverage .....	\$2,000,000

If the Owner requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Owner. McMAHON's liability to Owner for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract is limited to ten (10) times McMAHON's fee not to exceed to \$500,000.

7. The Owner agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Owner's purpose. All unresolved claims, disputes and other matters in question between the Owner and McMAHON shall be submitted to mediation, if an agreement cannot be reached by Owner and McMAHON.
8. Termination of this Agreement by the Owner or McMAHON shall be effective upon 7-days written notice to the other party. The written notice shall include the reasons and details for termination; payment is due as stated in paragraph 1. If the Owner defaults in any of the Agreements entered into between McMAHON and the Owner, or if the Owner fails to carry out any of the duties contained in these terms and conditions, McMAHON may, upon 7-days written notice, suspend its services without further obligation or liability to the Owner unless, within such 7-day period, the Owner remedies such violation to the reasonable satisfaction of McMAHON.
9. Re-use of any documents or AutoCAD representations pertaining to this project by the Owner for extensions of this project or on any other project shall be at the Owner's risk and the Owner agrees to defend, indemnify and hold harmless McMAHON from all claims, damages and expenses, including attorneys' fees arising out of such re-use of the documents or AutoCAD representations by the Owner or by others acting through the Owner.
10. Purchase Orders - In the event the Owner issues a purchase order or other instrument related to the Engineer's services, it is understood and agreed that such document is for Owner's internal accounting purposes only and shall in no way modify, add to or delete any of the terms and conditions of this Agreement. If the Owner does issue a purchase order, or other similar instrument, it is understood and agreed that the Engineer shall indicate the purchase order number on the invoice(s) sent to the Owner.
11. McMAHON will provide all services in accordance with generally accepted professional practices. McMAHON will not provide or offer to provide services inconsistent with or contrary to such practices nor make any other warranty or guarantee, expressed or implied, nor to have any Agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, McMAHON will not accept those terms and conditions offered by the Owner in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.
12. McMAHON intends to serve as the Owner's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Owner as a professional. Any opinions of probable project costs, approvals and other decisions made by McMAHON for the Owner are rendered on the basis of experience and qualifications, and represent our professional judgment. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against either the Architect or McMAHON.
13. This Agreement shall not be construed as giving McMAHON the responsibility or authority to direct or supervise construction means, methods, techniques, sequence or procedures of construction selected by Contractors or Subcontractors, or the safety precautions and programs incident to the work of the Contractors or Subcontractors.
14. The Owner shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use by the Owner. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Owner. McMAHON shall have no responsibility for such issues or resulting damages.



# FEE SCHEDULE | 2019

McMAHON ASSOCIATES, INC.

Issued: 01/02/2019 | Rv 04/11/2019

LABOR CLASSIFICATION	HOURLY RATE
Principal	\$167.00 - \$215.00
Senior Project Manager	\$167.00
Project Manager	\$138.00 - \$154.00
Senior Engineer	\$146.00 - \$154.00
Engineer	\$80.00 - \$136.00
Senior Engineering Technician	\$106.00 - \$116.00
Engineering Technician	\$75.00 - \$97.00
Senior Architect	\$157.00
Architect	\$110.00 - \$132.00
Senior Land Surveyor	\$107.00 - \$138.00
Land Surveyor	\$98.00
Land Surveyor Technician	\$77.00 - \$87.00
Surveyor Apprentice	\$55.00
Erosion Control Technician	\$75.00
Senior Hydrogeologist	\$167.00
Senior Ecologist	\$159.00
Environmental Scientist	\$80.00 - \$88.00
Senior G.I.S. Analyst	\$131.00
G.I.S. Analyst	\$84.00
Wetland Delineator	\$90.00
Senior Designer	\$114.00
Designer	\$74.00 - \$98.00
On-Site Project Representative	\$66.00
Plan Review	\$116.00
Certified Grant Specialist	\$117.00
Graphic Designer	\$87.00
Senior Administrative Assistant	\$84.00
Administrative Assistant	\$67.00
Intern	\$54.00
Professional Witness Services	\$305.00

This Fee Schedule is subject to revisions due to labor rate adjustments and interim staff or corporate changes.

**NEENAH, WISCONSIN  
CORPORATE HEADQUARTERS**

Street Address:  
1445 McMAHON DRIVE  
NEENAH, WI 54956

Mailing Address:  
P.O. BOX 1025  
NEENAH, WI 54957-1025

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM  
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD  
MACHESNEY PARK, IL 61115  
Ph 815.636.9590 | Fax 815.636.9591  
Email: MCMAHON@MCMGRP.NET  
Web: WWW.MCMGRP.COM

952 SOUTH STATE ROAD 2  
VALPARAISO, IN 46385  
Ph 219.462.7743 | Fax 219.464.8248  
Email: MCM@MCMGRP-IN.COM  
Web: WWW.MCMGRP.COM



# REIMBURSABLE EXPENSES SCHEDULE | 2019

McMAHON ASSOCIATES, INC. Issued: 01/02/2019 | Rv 04/01/20 | Rv 04/11/2019

W:\WP\Administrative\McM--All Offices\2019-McM (Reimbursable Expenses Schedule) - Rv 2019-04-011.docx

Services subcontracted will be billed to the Owner at invoice cost plus 12%.

Use of special equipment, such as computers, television and sewer cleaning devices, soil density testers, flow meters, samplers, dippers, etc., will be charged to the project per the standard Equipment Rate Schedule, which is available upon request.

## NEENAH, WISCONSIN CORPORATE HEADQUARTERS

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Web: WWW.MCMGRP.COM

DESCRIPTION	RATE
<b>REIMBURSABLE EXPENSES:</b>	
Commercial Travel	1.1 of Cost
Delivery & Shipping	1.1 of Cost
Meals & Lodging	1.1 of Cost
Review & Submittal Fees	1.1 of Cost
Outside Consultants	1.12 of Cost
Photographs & Models	1.1 of Cost
Misc. Reimbursable Expenses & Project Supplies	1.1 of Cost
Terrestrial Laser Scanner	\$500.00/Day
<b>REIMBURSABLE UNITS:</b>	
Large Format Paper Copies:	
Black & White:	
▪ Up To 24" x 30"	\$0.60/Sheet
▪ 24" x 36"	\$0.70/Sheet
▪ 30" x 42"	\$1.00/Sheet
▪ 36" x 48"	\$1.35/Sheet
Color:	
▪ Color - 17" x 22"	\$5.00/sheet
▪ Color - 22" x 34"	\$10.00/sheet
▪ Color - 24" x 36"	\$10.00/Sheet
▪ Color - 36" x 48"	\$20.00/Sheet
Photocopy Charges - Black & White	\$0.07/Image
Photocopy Charges - Color / 8½" x 11"	\$0.45/Image
Photocopy Charges - Color / 8½" x 14" and 11" x 17"	\$0.75/Image
Mileage	\$.65/Mile
Mileage - Truck/Van	\$0.85/Mile
All-Terrain Vehicle	\$60.00/Day
Global Positioning System (GPS)	\$21.00/Hour
Global Positioning System (GPS) Mobilization	\$100/Each
Hand-Held Global Positioning System (GPS)	\$15.00/Hour
Robotic Total Station	\$20.00/Hour
Survey Hubs	\$0.40/Each
Survey Lath	\$0.65/Each
Survey Paint	\$4.50/Can
Survey Ribbon	\$2.00/Roll
Survey Rebars - 1¼"	\$10.00/Each
Survey Rebars - ¾"	\$3.00/Each
Survey Rebars - 5/8"	\$2.50/Each
Survey Iron Pipe - 1"	\$2.75/Each
Survey Plastic or Fiberglass Fence Post - 1"	\$2.75/Each
Survey Steel Fence Post - 1"	\$4.25/Each
Control Spikes	\$1.00/Each



**Storm System Features**

-  Yard Drain
-  Catch Basin
-  Manhole
-  Outfall
-  Storm Sewer

**Other Mapped Features**

-  Index Contour
-  Intermediate Contour
-  Parcel Line

Source: Outagamie County, 2014-18.

Disclaimer: The property lines, right-of-way lines, and other property information on this drawing were developed or obtained as part of the County Geographic Information System or through the County property tax mapping function. McMAHON ASSOCIATES, INC. does not guarantee this information to be correct, current, or complete. The property and right-of-way information are only intended for use as a general reference and are not intended or suitable for site-specific uses. Any use to the contrary of the above stated uses is the responsibility of the user and such use is at the user's own risk.



**McMAHON**  
ENGINEERS ARCHITECTS  
McMAHON ASSOCIATES, INC.

**FIGURE 1**  
**STORM SYSTEM FEATURES**  
TOWN OF GRAND CHUTE  
OUTAGAMIE COUNTY, WISCONSIN

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**From:** [Trevor W. Prusinski](#)  
**To:** [Katie A. Schwartz](#); [Randy N. Coenen](#)  
**Subject:** Casaloma @ Grand Market flooding  
**Date:** Wednesday, May 8, 2019 1:00:29 PM

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Trevor Prusinski  
Grand Chute Parks & Recreation  
Office: 920-832-1581  
Cell: 920-636-8987