

## **MEETING NOTICE:**

### **PUBLIC WORKS COMMITTEE FOR VILLAGE OF WINNECONNE**

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If you prefer to join the meeting from your computer, tablet or smartphone, you may do so by navigating to <https://www.gotomeet.me/Winneconne/public-works>. You may also participate by phone by dialing [+1 \(872\) 240-3311](tel:+18722403311) and entering access code 923-919-781.

#### **Agenda For:**

**Tuesday, December 08, 2020 @ 10:00 a.m. at Municipal Building, Annex Room, to consider:**

Public Participation

Communications

Approve Minutes from November 10, 2020 Public Works Committee meeting

Operations Progress:

Field Supervisor Report –Brian Peterson/DPW

MCO Report – Chris Ferguson/DPW

DPW Report – Kirk Ruetten

#### **Old Business**

Village Projects and Priority

- Update
- Recommendation

Well and Water Quality

- Update
- Discussion
- Recommendation

Storm Water Utility Creation

- Discussion
- Recommendation

Transportation Utility Creation

- Discussion
- Recommendation

Preliminary Design for 2021 Street and Utility Project

- Discussion
- Recommendation

#### **New Business**

#### **Set next meeting date and adjourn**

Kirk Ruetten  
Public Works Director

Pursuant to WI State Statute 985.02(1)(b); notice is hereby given that Village Board Members may also be present at this meeting for informational purposes.

# MEETING MINUTES:

## PUBLIC WORKS COMMITTEE FOR VILLAGE OF WINNECONNE

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### Minutes For:

**Tuesday, November 10, 2020 @ 10:00 a.m. at Municipal Building, Annex Room, to consider;**

Meeting called to order at 10:08 am by Trustee Steve Foster with Trustee's John Broderick and Jim Kies present.

Also attending were Administrator David Porter, Chris Ferguson MCO, Brian Peterson Field Supervisor, DPW Ruetten, Brad Werner, and Anthony Kappell with McMahon. Public is on the sign-up sheet attached.

Public Participation – *None*

Communications – *None*

Approve Minutes from October 13, 2020 Public Works Meeting.

**Motion by Broderick Seconded by Kies to approve the October 13, 2020 minutes as presented.** Carried by voice vote 3/0.

Operations Progress:

Field Supervisor Report – Brian Peterson/DPW: *Report Attached*

MCO Report – Chris Ferguson /DPW: *Report Attached*

DPW Report – Kirk Ruetten: *Report Attached*

### **Old Business**

Village Projects and Priority – DPW Reviewed

- Bridge Project – *WisDOT and the contractor have replaced a breaker on the lighting issue, the WisDOT has also hired Alliant energy to record and abnormalities in the current running through the electrical box. They have identified a short somewhere within the electrical system. The DOT has given the contractor six months to correct.*
  - Main Street Project – *See Bridge Project for Update.*
  - N. 6<sup>th</sup> St. Reconstruction Project – *A majority of the project is completed however, there is some punch list items that remain. McMahon and the Village are trying to close this project out.*
  - LWP Seawall Project – *Contractor will begin this project at the end of the week with a seawall completion date of the week before Christmas. The remaining sidewalk concrete will be next year after the excavation has settled.*
  - PDK Environmental Project - *WEDC Environmental Grant re-imbursement has been received. DPW did submit an EPA Grant for \$86,000 to finish the Phase II assessment. No work has taken place since there is no funds to continue the project. Awaiting grant award.*
  - WWTP Roof Replacement Project – *This project is currently out for bid with a bid opening date of November 18, 2020. The project has funding in 2020 and the work is to start as soon as possible.*
- Recommendation – *None at this time*

Well and Water Quality – Tony, Brad, and DPW reviewed

- Update – *The Village has received all the water quality results from the pilot study, those have been turned over to Harn and we are waiting the final report.*
  - Group looked at the preliminary of probable costs (PPC) this has been revised from the original PPC since the RO pilot saw that the green sand filters prior to the RO was not needed.

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## MEETING MINUTES:

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- Tony walked through a break down of costs and explained the PPC and that the engineering is actually part of the total costs not in addition.
- Total estimated construction cost of \$3.46 million, the cost of contingency is \$910 K, and engineering \$546 K for the entire build for a total estimate cost of \$5.1 million.
- The breakdown is to show each segment that is involved with the entire build.
- Brad walked through the construction segment of the Well upgrade which includes the new transmission line between Well# 1 and Well# 2. These costs were figured into the total build estimate.
- Brad explained to the Committee how the estimate engineering costs are done for each project and how the estimates are closer to actual costs the closer the project comes to actually being a project.
- DPW added that Tony and the DPW did get the application out for the Safe Drinking Water Loan Program. The Village scored the same as we did last year in which we scored in the top 20 project that could of or would have been funded.
- Discussion – DPW will get the actual Well Upgrade project presentation to each Committee member so they can better understand the overall project since this has started prior to all being on the Board.
- Recommendation – None at this time

Storm Water Utility Creation – DPW and Brad reviewed and asked Committee members for direction for how to proceed.

- Discussion – DPW and Brad the Committee how they wanted to move forward with the public education piece of the Utility.
  - DPW suggested that the next Board presentation should be the month following the Transportation Utility or in January.
  - Brad shared the importance of how the continued education will allow the Utility to be a viable solution to the issue the Village is in.
  - Foster asked, have we done any education of the largest customers?
    - DPW the school was the first meeting then the Committee asked to slow down so there was no other done.
  - Besides Public meetings, static displays would be available in the Gallery at the Hall.
  - Discussion – on how the information is going to be out to public.
- Recommendation – *Board presentation in January then follow it up with large customer education.*

Transportation Utility Creation – Administrator reviewed that the Board presentation was moved to December

- Discussion – Administrator reviewed some options that the Board will have to make in the future
- Recommendation – *None at this time*

Options of bidding additional Utility Projects for FY20 – DPW and Brad reviewed the actual project and the Alternate Bids.

- Discussion – DPW presented the line items and costs for the project with 2020 actual costs of N. 6<sup>th</sup> St. against the October 13<sup>th</sup> bid opening numbers.
  - The unit pricing was taken from the Spring project costs. This was the bases if the estimate so you can see the actual realized savings from the bidding from the most recent bid
  - There was a base bid and two alternate bids the actual realized savings would be from the full project with both alternates. This equated to about 18 percent savings from this springs project.
  - Also, the DPW and Brad presented the PPC for concrete paving of the sections between N. 6<sup>th</sup> and N. 5<sup>th</sup> Street of Prospect and Division.
  - Committee asked and feels that these streets will be torn up not only this year but 2023 when these streets are scheduled to be done. There is a benefit for doing theses project

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## MEETING MINUTES:

### PUBLIC WORKS COMMITTEE FOR VILLAGE OF WINNECONNE

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next year to completion not only due to the cost savings, but the property owners will not have to endure construction for multiple years.

- The Utility project will mostly be in the shoulder area or ROW not through the street but, there will be some damage to these streets. The asphalt and restoration could be a savings on the Utility project if the street is actually paved.
- Discussion on how the projects would be funded. The Utility project is funded through the Utilities and would not have to be noticed since there will not be assessed through the property owner. The street could be an alternate bid on next years project and we still have time to notice the property owners.
- Recommendation – *The savings is significant to move forward and award the Utility project and to incorporate the paving as an alternate bid to the 2021 project.*

#### New Business

Preliminary Design for 2021 Street and Utility Project – DPW and Brad reviewed

- Discussion – between Committee members and staff concerning the design and staff gave suggestions.
  - DPW and Brad commented on the proposed 33-foot width of N. 6<sup>th</sup> is slightly less than the existing street now. There is no impact to trees.
  - DPW and Brad suggested moving the proposed 27-foot Elm Street, six feet to the south due to homes being at the ROW and this doesn't leave enough room for the driveway. This shift will impact several trees on the South side but, it will allow larger driveways for the property owners to the North.
    - We would recommend Parking on the North side of the street or were the most parking is available. There would be parking only on one side of the street due to the width.
    - Jack Wirch commented on if the Committee looked at making Elm street a one-way street and narrow the street. Claiming that all residents agree with him.
    - DPW will talk to Police and the Fire Department to see if this is feasible.
  - Committee Chairman had to address the public as to their input and understanding.
  - Discussion on Village Standard Policies and why they are or how they have become to be and these standards are for the future of Winneconne.
  - DPW and Brad reviewed the street on N. 5<sup>th</sup> and how the it would transition to Birch and follow through to 2022 project.
  - Brad offered to stake the street and have the Committee members walk the street. They all agreed.
- Recommendation – *None at this time*

No Parking on S. 5<sup>th</sup> St. – DPW reviewed request from Village President

- Discussion – Theses signs were installed on when the street was reconstructed as a 25 foot back to back street. Since the project a property owner removed the signs. As part of the sign replacement project, the poles and signs are being replaced.
  - *The property owner believes that the signs should be on the opposite side of the street since that is where the mailboxes are.*
  - *DPW explained that they are on the side they are, since it is a narrow street and there is a blind corner on it.*
  - *Discussion on painting the curb near the mailboxes verses enforcement of people parking in front of them.*
- Recommendation - *Motion by Kies seconded by Broderick to have the signs stay where they are currently at. Carried by voice vote 3/0.*

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PUBLIC WORKS COMMITTEE FOR VILLAGE OF WINNECONNE**

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**Set next meeting date and adjourn**

*Motion made by Broderick, second by Kies to adjourn at 12:04 pm until Tuesday December 08, 2020 at 10:00am; 3-0 approve.*

Kirk Ruetten  
Public Works Director

DRAFT

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# December 2020 Public Works Operations Report

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## Operations:

1. 131 Public Works and Zoning permits to date (listing attached);
2. 59 Service Requests to date (listing attached);
3. 156 Building Permits to date (listing attached);
4. Public Works;
  - a. Street Sweeping of Village Streets
  - b. Prep'ed snow equipment for season and went through plow routes
  - c. PD vehicle repairs and PM's
  - d. Trimmed trees overhanging the streets throughout the Village
  - e. Changed out banners and hung enhancers for season
  - f. Water main brake and repair on S. 1<sup>st</sup> Ave and Meadow Ln
5. Grounds/Facilities;
  - a. Marked and dug one cremation
  - b. Cleaning of all grounds in all Parks
  - c. Organizing and cleaning of Village Facilities
6. Water Utility (MCO):
  - a. 391 Diggers Hotline Locates to Date (Available at Meeting)
  - b. The failed diaphragm valve was replaced at Well# 2 and back in operation.
  - c. The backwash valve at Well #1 failed. A new valve base was ordered through Dorner and installed by Lee's Welding and Fabrication on 12/01/2020.
  - d. The deep-well pump at Well #1 has failing bearings. They will be replaced this month.
  - e. A water main break occurred at S. 1st Avenue and Meadow Lane on 11/25/2020. The repair was completed through a group effort by the Village, MCO, and Immel Excavation.
  - f. A brine pit low level alarm was experienced at Well #1. No issues were located.
  - g. Monthly bacteriological samples continue to come back safe.
7. Wastewater Treatment Plant (MCO):
  - a. The Landings lift station pump #2 continues to trip out on over temperature alarms. It is believed to be an electrical issue in the control panel or pump motor. Troubleshooting is still underway.
  - b. The sewer main on Steam Boat was flushed to the Landings lift station.
  - c. The polymer make-up unit needs a new motor according to Sabel Mechanical.
  - d. Maintenance was completed on the clarifiers for the compact plants. The drive was greased on CP1, and the rake arm assembly was adjusted on CP2.
  - e. Sewer back-up complaint occurred on 11/27/2020. The sewer main was verified to be flowing. The problem was in the private sewer lateral according to the homeowner and plumber
  - f. Private sewer lateral capped at the old Wentzel Ford building.

All work during this period was a combined effort of the entire Public Works Staff.

## DPW Report:

- Working with OMNNI Associates and Wis DOT, on Bridge and Main St. Project,
- Working on WDNr and Sigma on PDK environmental project/Grant Submittal
- Working with engineers for several Village projects to include Well/Water Quality upgrades, N. 6<sup>th</sup> Street, Utility Project, and Facility Long Term Planning
- Acquiring prices and quotes for FY 2021 projects and equipment

Permit #	Date Submitted	Dept.	Type of Permit	Name of Property Owner	Name of Applicant (if different from Owner)	Address of Property	Fee Amount Paid	Action	Entered on Web
2020-001	1/2/2020	Event	Event	Anita Behm	Graduation Party 06/27/2020	MP Large Shelter	0		
2020-002	1/2/2020	Event	Event	Ed Kromm	Reunion 07/26/2020	MP Large Shelter	0		
2020-003	1/3/2020	Admin	Zoning	Dennis Biggar		813 N 9th St.	0		
2020-004	1/3/2020	PW	ROW (etc.)	Dennis Biggar		813 N 9th St.			
2020-005	1/3/2020	Event	Event	Katie Coppersmith	wedding 06/12/2020	barn/gazebo	0		
2020-006	1/8/2020	PW	ROW	Binders/Dapper Dog	AT&T	105 W Main St.	bill \$25		
2020-007	1/9/2020	Event	Event	Dawn Tesch	Graduation Party 07/25/2020	MP Large Shelter	0		
2020-008	1/13/2020	Event	Event	Randall Kasuboski	Family Reunion 07/11/2020	MP Small Shelter MP Large Shelter and LWP Barn	0		
2020-009	1/16/2020	Event	Event	Kelly Reyer	Fox-Wolf Watershed 05/02/2020		0		
2020-010	1/21/2020	Event	Event	Andy Woods	Walleye Tourn. 05/09/2020	Waterfront Park	0		
2020-011	1/23/2020	Admin	Cond Use (fill)	Dennis Biggar		333 S 1st St	250		
2020-012	1/24/2020	Event	Event	Denny Fox	Aim Weekend Walleye Series 04/26/2020	Waterfront Park	0		
2020-013	1/27/2020	Event	Event	Summer Marx	reunion - 08/01/2020	LWP Small Shelter Grant, Prospect, 9th and 7th Sts.	0	bill \$25	
2020-014	1/29/2020	PW	ROW		Corey Clinch - Alliant			bill \$25	
2020-015	1/30/2020	PW	ROW		Aaron Masters - Alliant	205 Enterprise Road		bill \$25	
2020-016	2/3/2020	Event	Event		Graduation Party 06-20-2020	LWP Large Shelter	0		
2020-017	2/4/2020	PW	ROW		Aaron Masters - Alliant	813 N 9th St.		bill \$25	
2020-018	2/6/2020	Admin	Fence	Diane Slife	Wolf River Rendezvous & Encampment July 2-6-2020	112 N 7th St	30		
2020-019	2/10/2020	Event	Event	Mary Lou Schroeder		Marble Park	0		
2020-020	2/10/2020	PW	ROW		J Etting @TAK	903 E Main St.	25		
2020-021	2/11/2020	Event	Event	Michelle Loehr	Sawicki Reunion 06/28/2020	LWP Small Shelter	0		
2020-022	2/18/2020	Event	Event	Nichol Koontz	Best Buy Picnic 6/28/2020	MP Small Shelter	0		
2020-023	2/24/2020	Event	Event	Lisa Sharratt	graduation party 06/06/2020	MP Large Shelter	0		
2020-024	2/25/2020	Event	Event	Ashley Potratz	wedding recp. 05/16/2020	LWP Barn	0		
2020-025	2/27/2020	PW	ROW		Aaron Masters - Alliant	S 1st St.		bill \$25	
2020-026	3/6/2020	Event	Event	Carree Von Oss	Graduation Party 07/11/2020	LWP Barn	0		
2020-027	3/6/2020	PW	ROW	Kwik Trip		905 E Main St.	25		
2020-028	3/6/2020	Admin	Cond Use	Kwik Trip		905 E Main St.	250		
2020-029	3/9/2020	PW	ROW		Jeff Otting - TAK	946 E Main St.	25		



2020-030	3/9/2020	PW	ROW			Jeff Oetting - TAK	30 S 1st St	25	
2020-031	3/10/2020	Event	Event	Sue Gutche		family reunion 07/25/2020	LWP Sm Shelter	0	
2020-032	3/13/2020	PW	ROW	Dave Stubbs		Klein Ford Dealership	946 E Main St.	25	bill
2020-033	3/30/2020	PW	ROW			Phone's for AT&T	123 N 13th AVE	25	
2020-034	3/31/2020	PW	Stormsewer				946 E Main St.	440	
2020-035	4/1/2020	PW	ROW	Dr McGinnis		business owner	11 N 6th Ave	25	#5903
2020-036	4/1/2020	PW	ROW	Bonnie Jenss		homeowner	14 s 3rd Ave	25	cash
2020-037	4/3/2020	Admin	Alteration of Grade	Jeremy Thull		homeowner	205 N 7th St	50	cash
2020-038	4/6/2020	Admin	Alteration of Grade			KWIK Trip	905 E Main St.		
2020-039	4/13/2020	Admin	Fence	William Rose		homeowner	24 N 3rd St	30	
2020-040	4/13/2020	Admin	Fence	Zimmermans		homeowner	1108 Poppy Lane	30	
2020-041	4/14/2020	PW	ROW	Kascade		Konow	20 Taylor St	cancelled	
2020-042	4/15/2020	Admin	Fence	Richards		homeowner	1143 Poppy Ln	30	
2020-043	4/17/2020	Admin	Fence	Jysen Kapal		homeowner	126 N 5th St.	30	
2020-044	4/20/2020	PW	ROW	Dennis Biggar		homeowner for new build	333 S 1st ST	25	
2020-045	4/20/2020	Admin	Zoning Shed	Thomas Schmude		homeowner	432 S 2nd Ave	0	
2020-046	4/20/2020	Admin	Zoning new home	Dunbar		homeowner	155 Washington St.	0	
2020-047	4/20/2020	Admin	Zoning patio	Bayley Weber		homeowner	102 N 6th Ave.	0	
2020-048	4/20/2020	PW	ROW	VOW		Chuck Bartlett - AT&T	N 6th St and Prospect St.	NC	
2020-049	4/22/2020	Admin	ROW	David Witt		homeowner	202 E Main St.	30	
2020-50	4/23/2020	PW	ROW	Clint Wesenberg		Dunbars	155 Washington St.		
2020-051	4/27/2020	Admin	Fence	Matt Mathison		homeowner	227 S 2nd St	30	
2020-052	4/29/2020	Event	Event	Brian Nagler		St. Paul's Church Picnic 06/07/2020	MP Large Shelter	0	
2020-053	4/29/2020	Admin	Fence	Berlin Bolle		homeowner	1120 Barbary Lane	30	
2020-054	5/6/2020	PW	ROW			Chad Mongin - West Shore	250 Twin Harbor Dr.		bill \$25
2020-055	5/7/2020	PW	ROW	Mark Teleman		homeowner	916 Maple St	25	
2020-056	5/8/2020	PW	ROW	Bayley Weber		homeowner	102 N 6th Ave.	25	
2020-057	5/11/2020	PW	ROW			Tom Harycki/H&H Utility	250 Twin Harbor Dr.		bill \$25
2020-058	5/12/2020	PW	ROW	Mary Lou Schroeder		Winneconne Historical Society	619 W Main St.		
2020-059	5/13/2020	PW	ROW	Craig and Pat Samolinski		homeowner	255 Twin Harbor	25	



2020-060		5/13/2020	Admin	Zoning deck	Charlie Loy	homeowner	100 S 1st Ave.	0	
2020-061		5/15/2020	PW	ROW/Driveway		Jack Johnson - Showcase Concrete	535 Old Orchard Rd	25	
2020-062		5/15/2020	PW	ROW/Driveway		Jack Johnson - Showcase Concrete	203 N 1st St	25	
2020-063		5/15/2020	PW	ROW/Driveway	Kristin and Nick Steede	homeowners	739 N 7th St	25	
2020-064		5/15/2020	Admin	Zoning/Floodplai	Craig Samolinski	homeowners	255 Twin Harbor	0	
2020-065		5/15/2020	Admin	Cond. Use	Craig Samolinski	homeowner	255 Twin Harbor	250	
2020-066		5/15/2020	PW	ROW/Driveway	Mike and Gwen Biddle		802 Twin Harbor Dr.		
2020-067		5/18/2020	Admin	Sign	Julie - TLC Sign Inc.	Family Dollar	926 E Main St.	364.91	
2020-068		5/22/2020	PW	ROW	Chris and Amanda O'Neal	homeowners	202 S 4th St	25	
2020-069		5/27/2020	PW	ROW/lateral	Emily and Charles Wolf	homeowners	741 Spruce St.	25	
2020-070		5/27/2020	Admin	Fence	Gregory Steffes	homeowner	1131 Poppy Lane	30	
2020-071		5/28/2020	PW	ROW		Aaron Masters - Alliant	155 Grant St	25	
2020-072		5/28/2020	Event	Event	Doug Nelson	FLW Bass Tournament 06/13/2020	Waterfront Park	0	
2020-073		5/28/2020	Event	Event	Doug Nelson	Winneconne Bass Tournament 08/01/2020	Waterfront Park	0	
2020-074		6/2/2020	Event	Event	Josh Keeney	Waupaca Bass Tourn. 06/05/2020	Waterfront Park	0	
2020-075		6/2/2020	Event	Event	Alexa Donicht	Grad Party 08/8/2020	LWP Lg Shelter	0	
2020-076		6/3/2020	PW	ROW	John Lampe	homeowner	102 N 5th St	25	
2020-077		6/4/2020	Event	Event	Robert Hatch	Picnic 06/14/2020	LWP Small Shelter		
2020-078		6/12/2020	Admin	Zoning	Matt Crotteau	homeowner	1143 Aster Lane	0	
2020-079		6/12/2020	Admin	Fence	Steve and Deb Bower	homeowners	815 N 7th St	30	
2020-080		6/17/2020	Admin	Zoning	Tim Whitfort	Winneconne Schools	100 Wolf Run	0	
2020-081		6/17/2020	Event	Event	Douglas Nelson	Bass Tourn. 08/01/2020	Waterfront Park	0	
2020-082		6/17/2020	PW	ROW/driveway	Gary Biesinger	homeowner	275 Sunset Dr.	25	
2020-083		6/17/2020	Admin	Variance	Chad Longworth	renting from James Longworth	804 N 7th St	250	
2020-084		6/19/2020	Admin	Zoning	Dave Porter	homeowner	216 N 12th Ave	0	
2020-085		6/22/2020	Event	Event	Jeff Wicinsky	Car Show 08/01/2020	Marble Park	0	
2020-086		6/23/2020	Admin	Sign	John Broderick	Main Street Storage	925 E Main St.	50	
2020-087		6/23/2020	PW	ROW Pad	Colton Marx	homeowner	116 Grant St	25	
2020-088		6/25/2020	Event	Event	Robert Hatch	church picnic 07/12/2020	LWP Small Shelter	0	
2020-089		6/26/2020	Event	Event	Julie Remme	bd party 08/22/2020	MP Small Shelter	0	

2020-090	6/29/2020	Event	Event	Ann Hartenbach			MP Small Shelter		0	
2020-091	7/1/2020	Event	Event	Pam Havry	memorial 07/25/2020		LWP Lg Shelter		0	
2020-092	7/13/2020	PW	ROW	Nicholas Wicinsky	homeowner 525 Meadow Lane		525 Meadow Lane		25 cc	
2020-093	7/28/2020	Event	Event	Susan Gutche	Family Reunion		LWP Large Shelter		0	
2020-094	7/30/2020	PW	ROW	Jason Harmon	Homeowner		140 N 3rd Ave		25 ck#2295	
2020-095	8/4/2020	Event	Event	Tyler Fink	MP Large Shelter (Graduation party)		1124 Barbary Lane		85	
2020-096	8/10/2020	PW	ROW	Northwest Cable & Const	School		Wolf Run	Paid	ck#048551	
2020-097	8/11/2020	Admin	Fence	Mark Tiseling	homeowner		511 E Main St		30 cash	
2020-098	8/17/2020	Admin	Cond Use	BMK Real Estate	Brenda Kubasta		911 E Main St		250 ck #2644	
2020-099	8/7/2020	Admin	Fence	Mary Wisniewski	owner		250 Twin Harbor Dri	pd	2020-099	
2020-100	8/19/2020	Event	Event	Michelle Lierman	Barn/Gazebo - Wedding 7/30 - 8/1 2021		1107 Mistletoe Lane	pd	ck#4333	
2020-101	24-Aug-20	PW	ROW	Northwest Cable & Const			Grant St CATV	pd	ck #48618	
2020-102	8/25/2020	PW	ROW	Alliant Energy	Joseph Ducat		S 2nd St			
2020-103	8/31/2020	PW	ROW	Mike Albright	Homeowner		533 Division		25 cash	
2020-104	9/1/2020	Event	Event	Doug Nelson FLW Outdoors	Waterfront Park - Fishing Tournament		S 1st Street	paid	cash	
2020-105	9/3/2020	PW	ROW	Nichole Donaber	Homeowner		225 N 9th Ave	paid	ck#2045	
2020-106	9/4/2020	PW	ROW	Andy Beiser	owner		144 W Main St	paid		
2020-107	9/11/2020	PW	ROW	Mark Henry	owner		170 Twin Harbor	paid		
2020-108	9/21/2020	PW	ROW	Studio 136	Arc Contracting, Trevor Kison		136 W Main St	paid	CC	
2020-109	9/21/2020	PW	Mailbox	Pam Rebman	owner		140 Twin Harbor Dr	paid	ck #6337	
2020-110	10/1/2020	Admin	Fence	Krista Brooks	owner		319 S 3rd St	paid	CC	
2020-111	9/30/2020	Event	Event	Kyle Kannenberg	MP softball tournament 10/2 & 10/3		545 Lasley Shore Rd	paid	ck #1066	
2020-112	10/21/2020	PW	Street ROW	Jack Wirch			100 W Main St	waived		
2020-113	9/3/2020	Admin	Zoning	Tina Hopka			627 Birch St.		0	
2020-114	10/26/2020	Admin	Fence	Sam Wiechman			604 Birch St	?		
2020-115	11/5/2020	PW	ROW	Aaron Masters- Alliant Energy			525 Parkway	bill them		
2020-116	10/2/2020	Event	Event	Dennis Fox	AIM weekend Walleye Series 04/25/2021		Waterfront Park	paid with last year's payment		
2020-117	11/12/2020	Admin	Fence	Kayla Tolari			129 N 6th AVE		30	
2020-118	8/3/2020	Admin	Zoning	Eric Laudloff			717 Pine St		0	
2020-119	9/26/2019	Event	Event	Derek Schaffer/Jodi Thorpe	WYDC Tournaments 06/11-13 and 06/18-2/2021		Marble Park		0	
2020-120	7/27/2020	Event	Event	Steve Christianson	Family Reunion 07/31/2021		MP Small Shelter		0	
2020-121	6/23/2020	Event	Event	Margaret Gertz	Family Reunion 06/26/2021		LWP Small Shelter		0	
2020-122	11/13/2020	Event	Event	Dana Woods, Jordan Dunham	Sovereign State Days 07/21-25/2021		Waterfront and MP		0	
2020-123	11/17/2020	Admin	Cond. Use	Robert Peters			807 N 7th ST		250	
2020-124	11/17/2020	PW	Fill	Robert Peters			807 N 7th ST		50	
2020-125	7/14/2020	Admin	Zoning	Matt Crotteau			1143 Aster Lane		0	
2020-126	8/1/2020	Admin	Fencing	Samantha O'Connell			1116 Poppy Lane		30	
2020-127	8/5/2020	Admin	Zoning	Joseph Lefebvre			126 N 3rd St		0	
2020-128	11/24/2020	PW	ROW	Chris and Amanda O'Neal			202 S 4th St		25	
2020-129	12/1/2020	Admin	Fence	Kristina and Ben Williams			1132 Poppy Lane		30	
2020-130	12/1/2020	Event	Event	Stephanie Bongert	set up a Christmas banner		Waterfront Park		0	
2020-131	12/1/2020	Event	Event	Danielle Hay	wedding 08-14-2021		Gazebo		0	



2020 Village Service Requests									
Request #	Date	Submitted	Property Address	Type of Work	Dept.	Service Request	Action Taken	Completed	Follow Up
2020-582	1/7/2020		804 Willow St.	neighbors leaves	PW	summer home owners not keeping up their yards	police told them it was not a violation to not rake leaves	1/9/2020	
2020-583	1/18/2020	Jim Paulsen	508 Old Orchard	mailbox	PW	neighbor witnessed plow damage mailbox	same as below	2/11/2020	
2020-584	1/31/2020	Jim Paulsen	508 Old Orchard	mailbox	PW	second time reporting this incident	no evidence of plow hitting it, Kirk called and LM	2/11/2020	
2020-585	2/3/2020	Jaci	30 S 1st St	election	Grounds	set up and take down Feb. 17th and 19th	completed	2/19/2020	
2020-586	2/3/2020	Jaci	30 S 1st St	election	Grounds	set up and take down April 3rd and 8th	done	4/9/2020	
2020-587	2/3/2020	Jaci	30 S 1st St	election	Grounds	set up and take down Aug. 7th and 12th	done	8/13/2020	
2020-588	2/3/2020	Jaci	30 S 1st St	election	Grounds	set up and take down Oc. 30th and Nov. 4th	done	11/5/2020	
2020-589	2/7/2020	John Macho	town of Winneconne			wants lanes and speed limits changed on Hwy 45 and 116	mls called him and referred him to county sheriff explained to him plow did not hit mail	2/7/2020	
2020-590	2/19/2020	Leo Kinney	608 Old Orchard Road	mailbox	PW	mailbox damaged are we going to replace	box, snow did	2/25/2020	
2020-591	2/19/2020	Marlene Yost	816 Elm St	snow	PW	can you remove snow from her back yard	told her Village does not move snow on private property, contacted her snow plow driver and asked him to contact her	2/19/2020	
2020-592	3/9/2020	Wendy S	825 Spruce St.	ditch	PW	ditch isn't draining again	pulled snow and ice out of ditch	3/9/2020	
2020-593	3/9/2020		330 Birch St.	chip	PW	pine trees on terrace need chipping	resident took care of it	3/12/2020	
2020-594	3/9/2020	Jaimie Schmitt	1128 Poppy Lane	drainage	PW	sent pic of poor drainage in back yard			
2020-595	4/1/2020		Piers	virus	Admin	need to close piers to stop spread of virus			
2020-596	4/15/2020	John Tilema	130 Twin Harbor Dr.	fix yard	PW	tore up yard during plowing would like fixed now	fixed ruts and planted grass	4/21/2020	
2020-597	4/20/2020	Krista Brookes	319 S 3rd St.	tree	PW	what does she need to do to remove a tree			
2020-598	4/22/2020	Jaci	30 S 1st St	storage	Grounds	move boxes of totes in Annex room to storage there is increased semi truck traffic on S 4th St needed to and from the Industrial Park			
2020-599	5/1/2020	resident	100 S 4th St	semis	Police		sent to police dept.	5/2/2020	
2020-600	5/6/2020	Floyd Wouters	411 S 2nd St	compost del	PW	pd \$50 for one load compost	done	5/7/2020	
2020-601	5/6/2020	John Bakingier	545 S 2nd St.	compost del	PW	pd \$100 for 2 loads of compost	done	5/6/2020	
2020-602	5/8/2020	Laura Hulbert	110 N 2nd St	chipping	PW	chip branches on terrace after May 10th	done took 20 minutes	5/15/2020	
2020-603	5/11/2020	Linda Geffers	117 N 6th Ave	chipping	PW	chip branches on terrace	done took 10 minutes	5/15/2020	
2020-604	5/22/2020	Steve Krings	235 S 5th St.	remove trees	PW	2 trees in ROW need to be removed	trees not dying per Kirk	5/28/2020	
2020-605	5/22/2020	Amanda and Kelly	31 S 2nd St	pegboard	Grounds	put pegboard up in children's section	Done 40 min	6/30/2020	
2020-606	5/26/2020	Shella Bays	105 N 4th Ave	chipping	PW	chip branches on terrace	done 20 min	6/3/2020	
2020-607	5/27/2020	Don DeWitt	210 N 10th Ave	chipping	PW	chip branches on terrace	done 15 min	6/3/2020	
2020-608	6/2/2020	Jim Luce	302 Birch St.	Chipping	PW	chip branches on terrace	done 10 min	6/3/2020	
2020-609	6/2/2020	Linda Luce	435 Birch St	chipping	PW	chip branches on terrace	no brush	6/3/2020	
2020-610	6/5/2020	Mark Kisilewski	1131 Aster Lane	compost del	PW	2 loads compost in driveway by bucket, please call first	done	6/12/2020	



2020 Village Service Requests									
Request #	Date	Submitted	Property Address	Type of Work	Dpt.	Service Request	Action Taken	Completed	Follow Up
2020-	5/15/2020	John Ziebell	35 North 3rd Street	Remove trees	PW	Remove terrace tree	mail prices for tree removal Wait prices for tree removal/his	7/28/2020	
2020-	5/15/2020	Lincoln Foster	25 South 2nd Avenue	remove trees	PW	Remove terrace tree and repair sidewalk	responsibility to repair sidewalk	7/28/2020	



	Date	Property Owner	Contractor	Address	Job Type	Inspector Fees	Job Cost	Permit Fee
				2020				
2020-01	1/15/20	Joseph Lefebvre	Ryf Heating & A/C Inc	126 N 3rd St	HVAC	\$44.00	10,000.00	\$44.00
2020-02	1/15/20	Larry Deservi	Ryf Heating & A/C Inc	633 Birch	HVAC	\$44.00	3,700.00	\$44.00
2020-03	1/15/20	Thomas Schmude	Ryf Heating & A/C Inc	432 S 2nd Ave	HVAC	\$44.00	7,000.00	\$44.00
2020-04	1/24/20	Dennis Biggar	Dennis Biggar	813 N 9th St	NSFD	\$661.40	75,000.00	\$2,813.91
2020-04p	1/24/20	Dennis Biggar	Pete Kasuboski	813 N 9th St	Plumbing	\$98.00	Included	\$98.00
2020-04e	1/24/20	Dennis Biggar		813 N 9th St	Electrical	\$77.00	Included	\$77.00
2020-04h	1/24/20	Dennis Biggar	Ryf Heating & A/C Inc	813 N 9th St	HVAC	\$71.50	Included	\$71.50
2020-05	1/31/20	Jason Franks	Basement Repair Specialists	214 N 9th Ave	Foundation Repairs	\$44.00	9,467.00	\$44.00
2020-06	2/7/20	Cody Sullivan	Owner	220 N 7th Ave	Roofing	\$44.00	3,900.00	\$44.00
2020-07	2/12/20	Schmidt Bros Custom Homes	Schmidt Bros Custom Homes	160 Twin Harbor Dr.	Remodel	\$108.40	134,000.00	\$108.40
2020-07p	2/12/20	Schmidt Bros Custom Homes	Sbs Plumbing	160 Twin Harbor Dr.	Plumbing	\$75.50	Included	\$75.50
2020-07e	2/12/20	Schmidt Bros Custom Homes	Team Services, Inc.	160 Twin Harbor Dr.	electrical	\$66.50	Included	\$66.50
2020-07h	2/12/20	Schmidt Bros Custom Homes	Kramer Heating & Cooling	160 Twin Harbor Dr.	HVAC	\$44.00	Included	\$44.00
2020-08	2/25/20	Robert Helmer	Martens Heating & Cooling	433 Jefferson	HVAC	\$44.00	2,163.00	\$44.00
2020-09	2/25/20	Denise Belfeuil	Tundraland Home Improvements	18 S 5th St	Bathtub & Surround	\$48.50	6,403.00	\$48.50
2020-10	2/25/20	Winneconne Fire Dept	Ryf Heating & A/C Inc	550 W Main St	HVAC	\$44.00	4,290.00	\$44.00
2020-11	3/9/20	Gary Biesinger	Owner	275 Sunset	Remodel	\$698.00	200,000.00	\$698.00
2020-11p	3/9/20	Gary Biesinger	J. Rasmussen Plumbing	275 Sunset	Plumbing	\$98.00	Included	\$98.00
2020-11e	3/9/20	Gary Biesinger	Beez Electric	275 Sunset	Electrical	\$113.50	Included	\$113.50
2020-11h	3/9/20	Gary Biesinger	MCM Air, Inc.	275 Sunset	HVAC	\$44.00	Included	\$44.00
2020-12	3/9/20	Jan Hillman	Bath Fitter	410 W Main St	Tub	\$48.50	5,300.00	\$48.50
2020-13	3/9/20	Jerry Wozniak	TC Ahrens Construction	710 Willow St	Siding/soffit	\$44.00	4,000.00	\$44.00
2020-14	3/13/20	Keller Inc.	Keller Inc.	946 E Main	Commercial Remodel	\$4,179.00	1,280,000.00	\$4,179.00
2020-14p	3/13/20	Keller Inc.	Baumgart Plumbing	946 E main	Plumbing	\$170.00	Included	\$170.00
2020-14e	3/13/20	Keller Inc.	Beez Electric	946 E Main	Electrical	\$280.80	Included	\$280.80
2020-14h	3/13/20	Keller Inc.	Bouchers Heating & Cooling, Inc.	946 E Main	HVAC	\$319.00	Included	\$319.00
2020-15	3/13/20	Kathy Adamec	Ryf Heating & A/C Inc	212 N 7th St	HVAC	\$71.50	11,000.00	\$71.50
2020-16	3/27/20	David Lautenschlager	Martens Heating & Cooling	731 Pine St	HVAC	\$44.00	2,666.00	\$44.00
2020-17	3/27/20	Sheila Bays	Vernon Bomtrager	105 N 4th Ave	Windows	\$44.00	3,061.00	\$44.00
2020-18	4/6/20	John Buser	Luecks Home Improvement	306 S 1st Ave	Siding	\$44.00	8,555.00	\$44.00
2020-19	4/6/20	Betty Opperman	Area Waterproofing	133 S 2nd Ave	Fdn Repairs	\$44.00	8,850.00	\$44.00
2020-20	4/6/20	Jamie Anderson	Jackson Melchert Enterprises	218 N 11th Ave	Egress Window	\$44.00	3,400.00	\$44.00
2020-21	4/13/20	Jeff Sharratt	Raddant Electric	212 N 10th Ave	Generator	\$44.00	7,500.00	\$44.00
2020-22	4/13/20	Terry Leichtfuss	Owner	127 S 2nd St	Roofing	\$44.00	1,500.00	\$44.00
2020-23	4/15/20	James Landolt	Owner	226 N 4th St	Remodel	\$134.60	15,000.00	\$134.60
2020-23p	4/15/20	James Landolt	McHugh Plumbing	226 N 4th St	Plumbing	\$57.50	Included	\$57.50
2020-23e	4/15/20	James Landolt	Aaron Rebman Electric	226 N 4th St	Electrical	\$69.00	Included	\$69.00
2020-24	4/20/20	Dennis Biggar	A Square Builders	333 S 1st St	NSFD	\$1,309.00	390,000.00	\$1,634.50
2020-24p	4/20/20	Dennis Biggar	Quandt Plumbing	333 S 1st St	Plumbing	\$129.50	Included	\$129.50
2020-24e	4/20/20	Dennis Biggar	Diersen Electric	333 S 1st St	Electrical	\$154.00	Included	\$154.00
2020-24h	4/20/20	Dennis Biggar	Ryf Heating & A/C Inc	333 S 1st St	HVAC	\$99.00	Included	\$99.00
2020-25	4/20/20	Charlie Loy	A-Square Builders	100 S 1st Ave	Deck	\$97.80	6,500.00	\$97.80
2020-26	4/20/20	Blair Reitzner	Brad Reitzner	275 N 6th Ave	Windows/doors/roof	\$88.00	5,900.00	\$132.00
2020-27	4/20/20	Sandy Hoerke	Winchester Hilltop LLC	634 Riverview Dr.	Roofing	\$44.00	2,500.00	\$44.00
2020-28	4/22/20	Chet Wesenberg	Chet Wesenberg	155 Washington	NSFD	\$1,072.60	349,000.00	\$3,245.60
2020-28p	4/22/20	Chet Wesenberg	SBS Plumbing	155 Washington	Plumbing	\$138.50	Included	\$138.50
2020-28e	4/22/20	Chet Wesenberg	Boe Electric	155 Washington	Electrical	\$85.25	Included	\$85.25
2020-28h	4/22/20	Chet Wesenberg	Service 1st Htg & AC	155 Washington	HVAC	\$71.50	Included	\$71.50
2020-29	4/22/20	Winneconne Historical Society	Kuba Design Builders	611 W Main St	Bridgewater House Replic	\$0.00	8,000.00	\$0.00
2020-29e	4/22/20	Winneconne Historical Society	Specialty Electric & Data	611 W Main St	Electrical	\$0.00	Included	\$0.00
2020-30	4/22/20	Randy Bunker	Owner	815 N 9th St	Doors	\$44.00	600.00	\$44.00
2020-31	4/24/20	Dillman	JP Electric	411 E Main St	Elec Svc	\$44.00	1,600.00	\$44.00
2020-32	4/24/20	Thomas Schmude	Owner	432 S 2nd Ave	Shed	\$44.00	800.00	\$44.00
2020-33	5/6/20	Peter Renstrom	NEW Heights Roofing, Inc.	215 S 3rd St	Roofing	\$44.00	12,000.00	\$88.00
2020-34	5/15/20	Lori Mueller	VKB Homes	155 Twin Harbor	Remodel	\$386.00	50,000.00	\$386.00



	Date	Property Owner	Contractor	Address	Job Type	Inspector Fees	Job Cost	Permit Fee
2020-83	9/4/20	Tina Hopka	Country Builders	627 Birch St	Shed	\$80.00	4,700.00	\$80.00
2020-84	9/11/20	Brenda Kubasta	Classic Homes by kuba	911 E Main St	Remodel	\$60.00	6,000.00	\$60.00
2020-84p	9/11/20	Brenda Kubasta	J. Cox Plumbing	911 E Main St	Plumbing	\$74.00	5,000.00	\$74.00
2020-84e	9/11/20	Brenda Kubasta	Solar Electric	911 E Main St	Electrical	\$54.80	1,400.00	\$54.80
2020-85	9/11/20	Jay Olson	Owner	546 Adams	Windows	\$44.00	2,000.00	\$44.00
2020-86	9/11/20	LaVerne Olson	Eric Leksander	183 Captains Ct Apt B	Bath remodel	\$73.00	6,565.00	\$73.00
2020-86p	9/11/20	Laverne Olson	Eric Leksander	183 Captains Ct Apt B	Plumbing	\$62.00	Included	\$62.00
2020-87	9/11/20	Andy Beiser	Soot Stoppers	144 W Main St	Tuck Point Building	\$72.50	12,500.00	\$97.50
2020-88	9/18/20	Bob Iuedtke	Schmidt Bros Custom Homes	160 Twin Harbor Dr.	Addition	\$139.20	124,700.00	\$139.20
2020-88e	9/18/20	Bob Iuedtke	Team Services, Inc.	160 Twin Harbor Dr.	Electric	\$52.25	Included	\$52.25
2020-88h	9/18/20	Bob Iuedtke	Kramer Heating & Cooling	160 Twin Harbor Dr.	HVAC	\$71.50	Included	\$71.50
2020-89	9/18/20	Steve Hook	Advanced Wiring	336 Prospect	Electrical Svc	\$44.00	1,500.00	\$44.00
2020-90	9/18/20	Stephanie Bongert	ARC Contracting	136 W Main	Roofing	\$60.00	15,050.00	\$60.00
2020-91	9/18/20	Doug Sasse	RBG Builders	620 Meadow Ln	Roofing	\$44.00	5,750.00	\$44.00
2020-92	9/25/20	Eben Johnson	Herzigs Home Improvement	811, 813, 815 Elm	Roofing & Doors	\$144.00	5,000.00	\$144.00
2020-93	9/25/20	Mueller Funeral Home	Pulvermacher Enterprises	904 E Main St	Cooler	\$116.00	20,000.00	\$116.00
2020-94	9/25/20	Nick Wojtowski	Area Waterproofing	222 N 10th Ave	Foundation Repairs	\$44.00	16,882.00	\$44.00
2020-95	10/12/20	Winneconne Masonic Lodge	Owner	100 W Main St	Bathrooms	\$44.00	7,000.00	\$44.00
2020-95p	10/12/20	Winneconne Masonic Lodge	Derek Schaffer	100 W Main St	Plumbing	\$46.00	Included	\$46.00
2020-95e	10/12/20	Winneconne Masonic Lodge	Owner	100 W Main St	Electrical	\$44.00	Included	\$44.00
2020-96	10/12/20	Randy Schuett	CR Fochs Electrical Contractors	99 Steamboat Ct	Generator	\$71.50	2,200.00	\$71.50
2020-97	10/12/20	Winneconne School District	Hipke Electric	100 Wolf Run	Press Box Electrical	\$60.50	1,000.00	\$60.50
2020-98	10/23/20	Christine Gauger	ARC Contracting	212 N 11th Ave	Roof Repairs	\$44.00	1,247.00	\$44.00
2020-99	10/23/20	Peggy Johnson	Ryf Heating & Cooling	535 Old Orchard Dr	HVAC	\$44.00	4,000.00	\$44.00
2020-100	10/23/20	David Lautenschlager	Advocap	731 Pine St	Attic Insulation	\$44.00	1,512.00	\$44.00
2020-101	10/30/20	Mathew Blakesley	Portside Builders	23 S 4th Ave	Kitchen Remodel	\$117.40	25,000.00	\$117.40
2020-101p	10/30/20	Mathew Blakesley	Hansen Plumbing	23 S 4th Ave	Plumbing	\$57.50	Included	\$57.50
2020-101e	10/30/20	Mathew Blakesley	SEC, Inc	23 S 4th Ave	Electrical	\$78.00	Included	\$78.00
2020-101h	10/30/20	Mathew Blakesley	MCM Air	23 S 4th Ave	HVAC	\$44.00	Included	\$44.00
2020-102	10/30/20	Sheila Bays	Tundraland	105 N 4th Ave	Deck	\$50.40	6,673.00	\$50.40
2020-103	10/30/20	Kimberly Brzozowski	Owner	334 Grant St	Windows	\$44.00	500.00	\$44.00
2020-104	10/30/20	David Lautenschlager	Watters Plumbing, Inc.	731 Pine St	Water Heater	\$48.50	2,000.00	\$48.50
2020-105	10/30/20	Kerri Santos	Feldco Factory Direct LLC	223 N 9th Ave	Windows	\$44.00	8,230.00	\$44.00
2020-106	11/6/20	John Rogers	Utschig Builders	908 E Main	Commercial Remodel	\$116.00	41,000.00	\$116.00
2020-106p	11/6/20	John Rogers	Jims Plumbing	908 E Main	Plumbing	\$57.60	Included	\$57.60
2020-106e	11/6/20	John Rogers	SEC, Inc	908 E Main	Electrical	\$117.30	Included	\$117.30
2020-106h	11/6/20	John Rogers	Central Temperature	908 E Main	HVAC	\$71.50	Included	\$71.50
2020-107	11/6/20	Alexandra Ryf	Feldco Factory Direct LLC	530 Meadow Ln	Windows	\$50.00	2,589.00	\$50.00
2020-108	11/6/20	Michael Youmans	Owner	408 N 7th St	Shed	\$82.40	2,000.00	\$82.40
2020-109	11/13/20	Craig Samolinski	Ken Buchinger Const	525 Parkway Dr.	Remodel	\$75.00	200,000.00	\$75.00
2020-109p	11/13/20	Craig Samolinski	SBS Plumbing	525 Parkway Dr.	Plumbing	\$57.50	Included	\$57.50
2020-109e	11/13/20	Craig Samolinski	Diersen Electric	525 Parkway Dr.	Electrical	\$154.00	Included	\$154.00
2020-110	11/13/20	Sheila Bays	L. Miller	105 N 4th Ave	Roofing	\$44.00	7,000.00	\$44.00
2020-111	11/13/20	Kwik Trip, Inc.	W & D Navis, Inc	905 E Main	Raze buildings	\$80.00	37,000.00	\$80.00

## Stormwater Utilities in Wisconsin

### Overview

1. Overview of stormwater utilities in Wisconsin
2. How to create a storm water utility
3. Regulation of stormwater utilities
4. PSC complaint process

### Stormwater Utility (definition)

A financial tool that creates an enterprise fund within a local government for addressing nonpoint source pollution and stormwater management.

### Statistics of WI Stormwater Utilities

Single Family Residence (1 ERU) pays:

Min = \$10 per year

Max = \$155 per year

Median = \$60 per year

### Why create a stormwater utility?

- Generates a dedicated funding source that does not compete with schools or public safety.
- Requires tax exempt properties to pay for stormwater services.
- Prevents inequities that may exist in stormwater funding through property taxes resulting in residential customers subsidizing large commercial, industrial, and institutional customers which generate large amounts of runoff.
- Creates a focus on stormwater management for a community.
- Generates funds needed to meet EPA and State mandated MS4 stormwater permitting or TMDL requirements (sampling, modeling, BMPs) without exceeding levy limits.

### WPDES MS4 Program

1990	Phase I	Population > 100,000
1999	Phase II	High population density Discharge to sensitive waters High growth area Urbanized area Significant contributor of pollutants

- WDNR identifies 200+ municipalities in Wisconsin that require MS4 stormwater permits under NR 216, Wis. Adm. Code.
- 77% of Wisconsin's stormwater utilities have an MS4 permit.
- Upper Fox River and Wolf River TMDL (Total Maximum Daily Loading) was just approved by EPA. This will be included in permits for WWTP's and urban stormwater discharges to these waters of the State

### Steps to create a stormwater utility

1. Educate elected officials and the public about stormwater utility benefits and costs.
2. Establish steering committee - Winneconne Public Works Committee
3. Develop a stormwater management plan.
  - Street urbanization and storm sewer maintenance

- Maintenance of drainage ways, channels, etc.
  - Best Management Practices such as detention ponds.
  - Stormwater collection system improvements.
4. Develop the annual utility budget (Admin costs, O&M expense, and capital costs).
  5. Develop a rate structure. Typically use impervious areas as methods to calculate usage.
  6. Compute the average impervious area for single family residences. This becomes the definition of one equivalent runoff unit (ERU).  
Example – 1 ERU Average Impervious Area = 3,000 sq. ft.
  7. Residential properties are assigned 1 ERU.
  8. Non-residential properties are assigned ERUs in proportion to their total impervious area.  
Example: an industrial customer with 80,000 SF of impervious area =  $80,000 / 3,000 \text{ SF} = 26.7 \text{ ERUs}$ .

Charge Classification	ERU Rate Structure
Single-Family Residential	1 ERU
Non-Single-Family Residential	1 ERU per 3,000 SF of Impervious Area
Vacant Parcel	.25 ERU

9. Add up total number of ERUs in the community.

Charge Classification	# of Parcels or SF	Number ERUs
Single-Family Residential	1,100 Parcels	1,100
Non-Single-Family Residential	3,800,000 SF	1,267
Vacant	40	10
		2,377

10. Divide the total annual budget by the total number of ERUs to compute the fee per ERU.  
 $\$350,000 \text{ budget} / 2,377 \text{ ERUs} = \$147 \text{ per ERU}$
11. Develop an appeal policy.
12. Review the need for a credit policy.
13. Adopt a stormwater utility ordinance.
14. Meet with the ten largest customers to review their stormwater fee impact prior to initial billing.
  - Winneconne School District
  - ENJG LTD, 946 E. Main Street
  - Mackinac Land Company, 910 E. Main Street
  - Klein Properties, 905 E. Main Street
  - JLAR Holdings, 925 E. Main Street
  - John Rodgers, 908 E. Main Street
  - Winneconne Christ Fellowship, 313 N. 9th Street
  - Mercy Medical Center, 916 E. Main Street
  - ZRH, 917 E. Main Street
  - BMK Real Estate Holdings, 911 E. Main Street
15. Compute the stormwater fee and bill each customer. Stormwater charges will typically be billed on the water bill for developed properties and the tax bill for undeveloped properties.

#### Regulatory Agencies

- DNR
- Wis. Admin Code NR216

Regulates MS4 stormwater discharge permits for municipalities and industry (WPDES /Clean Water Act).

- **PSC**

Wis. Statute 66.0821

Secondary complaint jurisdiction of rates, rules, and practices of stormwater utilities.

- PSC regulates stormwater utilities by complaint only.
- The standard of review is not whether the rates, rules, and practices are the best, most reasonable, or ones that the PSC would require if they regulated the utility, but rather if they are reasonable and not unjustly discriminatory.
- PSC reviews an average of 3 stormwater complaints each year. Typically only 1 of these becomes a formal complaint.

#### Winneconne Stormwater Utility Formation Schedule

- Stormwater Utility General Overview Presentation to the Village Board: May 2020
- Determination of Non-Residential Hard Surface: January 2020 - June 2020
- Establishment of the total number of ERU's: June 2020
- Development of the Stormwater Utility Annual Budget: January 2020 - June 2020
- Meet with Largest Customers: May - June 2020
- Formal Presentation to the Village Board and the Public to Educate the community about the Stormwater Utility: July 2020
- Finalize Utility Formation: August - October 2020
  - ▾ Finalize ERU Rate
  - ▾ Adopt Ordinances
  - ▾ Establish Billing Implementation Plan



## DRAFT FOR REVIEW INFORMATION PACKET

VILLAGE OF WINNECONNE | Winnebago County, Wisconsin

SEPTEMBER 2020

THIS PACKET CONTAINS IMPORTANT INFORMATION RELATING TO RECURRING CHARGES FOR STORMWATER MANAGEMENT SERVICES THAT WILL BE ASSESSED ON YOUR QUARTERLY WATER BILL.

THIS PACKET IS BEING SENT TO ALL PROPERTY OWNERS IN THE VILLAGE OF WINNECONNE. IF YOU ARE NOT THE OWNER OF THIS PROPERTY, OR FEEL THIS INFORMATION HAS REACHED YOU IN ERROR, PLEASE FORWARD IT TO THE APPROPRIATE PARTY OR CONTACT OUR OFFICE SO WE CAN MAIL A NEW PACKET.

The following Questions and Answers provide an overview of the Village of Winneconne Stormwater Utility and explain the charges to be billed your property. We hope this will answer most of the questions you may have.

### GENERAL DATA

WHAT IS A STORMWATER UTILITY? The Stormwater Utility is a municipal utility district that operates in the same fashion as a sanitary sewer or water utility. Charges collected by the Stormwater Utility are used for the administration, planning, construction and maintenance of the Village's existing and future stormwater management system. These systems include all natural and manmade stormwater conveyance facilities operated and maintained by the Village, including retention/detention ponds, ditches, storm sewers, channels, and waterways. This also includes Village maintenance operations such as street sweeping, the compost site, and leaf collection which enhance the quality of stormwater runoff.

The Stormwater Utility was created by Ordinance on \_\_\_\_\_ by the Winneconne Village Board. A complete copy of the Ordinance can be obtained at Village Hall and the Village website. All properties within the Village are subject to the fees charged by the Utility.

WHY WAS THE STORMWATER UTILITY CREATED? Wisconsin Department of Natural Resources (DNR) Regulation (NR 216 'Phase II') requires local governments in urban areas to reduce the volume of sediments and pollutants being discharged to lakes, rivers and streams. This requirement is mandated through the issuance of a Municipal Stormwater Discharge Permit by the Wisconsin DNR. Currently the Village is not required to be permitted, however, regulations of pollutant loadings to Wolf River system are beginning to be formulated and regulated by the Wisconsin DNR. These regulations will result in increased costs for compliance by the Village of Winneconne. Existing stormwater management costs incurred such as storm sewers, ditches, channels, street sweeping, yard waste collection, and leaf collection are all included in the Stormwater Utility budget. The Stormwater Utility is a mechanism to raise the revenue needed to plan for and comply with the requirements of these impending regulations as well as fund the existing storm management tasks currently funded through general property taxes. As opposed to property taxes, the Stormwater Utility bases its charges on the amount of hard surface (impervious) area located on a property. Hard surfaces generate increased stormwater runoff. The more hard surface a property has, the more

stormwater runoff it generates. Currently large stormwater runoff generators such as schools, churches, and other non-taxable entities pay nothing towards stormwater management. The Village's decision to utilize a Stormwater Utility was based upon the fact that this system more equitably distributes costs than property taxes. It creates a user-based allocation of costs for non-residential property. Single-family residential properties all receive the same charge.

**WHO IS RESPONSIBLE FOR PAYING THE UTILITY CHARGES?** By Ordinance, the owner of the property is ultimately responsible for paying these charges. Since the charges will appear on the water bill it will be sent to whomever receiving the water bill. If the property does not receive a water bill, a separate bill will be issued to the owner's address of record and billed annually on the property tax bill.

In the case of multi-family or multi-tenant commercial buildings where there is only a single water meter, a single bill will be sent, and the owner of the building shall be responsible for the costs.

### **RESIDENTIAL (Single Family and Duplex Residents)**

**HOW IS MY CHARGE CALCULATED?** Utility charges are based on 'Equivalent Runoff Units' or 'ERU's'. Each single-family residential property is considered one ERU for the Stormwater Utility. Each ERU is equal to a \$128.00 annual charge (\$32.00 quarterly).

### **NON-RESIDENTIAL**

**HOW IS MY CHARGE CALCULATED?** Utility charges are based on 'Equivalent Runoff Units' or 'ERU's'. An ERU is equal to 2,800 square feet of impervious area. Impervious area is defined as *'horizontal surface that has been compacted or covered with a layer of material so it is highly resistant to infiltration by rain water. Such areas may include, but are not limited to, roofs, patios, porches, driveways, sidewalks, pavement, gravel, athletic courts, etc. 'areas that have been paved, covered or compacted to inhibit the natural infiltration of water into the soil or cause water to runoff the area in greater quantities or at an increased rate of flow from the present under natural conditions as undeveloped property. Such areas may include, but are not limited to, roof, roof extension patios, porches, driveways, sidewalks, pavement, gravel, athletic courts and compacted surfaces. Excluded from this definition are undisturbed land, lawn and fields'.*

The ERU base unit of 2,800 square feet is equal to an estimated average impervious area located on a single-family property. The hard surface area was determined based on a review of single-family lot hard surfaces in the community. The fee associated with one ERU is \$32.00/quarterly.

'Non-residential', is defined as *'any developed lot or parcel not exclusively residential as defined herein, but not limited to transient rentals (such as hotels and motels), mobile home parks, commercial, industrial, institutional, governmental property and parking lots.'* The ERU total for non-residential properties is site specific, based upon actual impervious area located on the property measured in square feet.

The typical non-residential ERU's are calculated as follows:

► Total Impervious Area ÷ 2,800 S.F. = Number of ERU's

Each ERU is equal to a \$128.00 annual charge (\$32.00 quarterly). For example, a non-residential property assessed with 10 ERU's would pay \$1,280.00/year (\$320.00 quarterly).



Condominium developments are considered a combination of single-family and non-residential. ERU's are calculated as follows:

- ▶ 1 ERU per dwelling unit in the development.
- ▶ Common areas of the development are calculated based on the non-residential formula. Billing of the common area is either assigned to the Condominium Association or proportionately assigned to the dwelling units and added to their 1 ERU charge.

HOW WAS THE IMPERVIOUS AREA FOR NON-RESIDENTIAL PROPERTY CALCULATED? Impervious was calculated based upon measurements of the hard surface from 2015 Winnebago County digital air photographs of the Village of Winneconne, from site plans if developed after the date of the aerial flight, or from field measurements on the site.

WHAT IS MY ESTIMATED BILL AND WHEN WILL I BEGIN PAYING? An estimate of the ERU's and annual cost for your property was calculated and is available at Village Hall. The Winneconne Stormwater Utility goes into effect starting on January 1, 2021. If you receive a water bill, the quarterly stormwater utility service charge will be included. If you currently do not receive a water bill but will have a stormwater utility bill a separate notification will be sent outlining the method of billing to be utilized.

WHAT IF I HAVE QUESTIONS? Questions regarding the Winneconne Stormwater Utility may be directed by mail, telephone, or email to:

Village of Winneconne  
30 S 1<sup>st</sup> Street  
Winneconne, WI 54986

Ph. 920.582.4381

Email: [REDACTED]

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## CHAPTER \_\_

### STORMWATER UTILITY

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#### **SEC. 9-5-1 ESTABLISHMENT**

The Village of Winneconne finds that the management of stormwater and other surface water discharge within and beyond the Wolf River (The “Village’s Waterways”) is a matter that affects the health, safety and welfare of the Village, its citizens and businesses, and others in the surrounding area. Failure to effectively manage stormwater affects the wastewater utility operations of the village by, among other things, increasing the likelihood of infiltration and inflow in the sanitary sewer or providing a more restrictive phosphorus effluent limit for the wastewater treatment plant’s discharge into the Wolf River. In addition, surface water runoff may create erosion of lands, threaten businesses and residences with water damage, and create sedimentation and other environmental damage in the Village’s Waterways. Those elements of the system that provide for the collection of and dispose of stormwater, reduction of sediment and nutrients in the Village’s Waterways, and regulation of groundwater are of benefit and provide services to all properties within the Village of Winneconne, including property not presently served by the storm elements of the system. The cost of operating and maintaining the Village’s stormwater management system and financing necessary repairs, replacements, improvements and extensions thereof should, to the extent practicable, be allocated in relationship to the benefits enjoyed and services received therefrom.

There is hereby established a Village of Winneconne Stormwater Utility. The operation of the Stormwater Utility shall be under the supervision of the Village Board. The Village Director of Public works shall be in charge of the Stormwater Utility.

#### **SEC. 9-5-2 AUTHORITY**

The Village, through the Stormwater Utility, may acquire, construct, lease, own, operate, maintain, extend, expand, replace, clean, dredge, repair, conduct, manage and finance such real estate and facilities as are deemed by the Village to be proper and reasonably necessary for a system of storm and surface water management. These facilities may include, without limitation by enumeration, surface and underground drainage facilities, sewers, water courses, drainage channels, retaining walls and ponds, best management practices, and such other facilities as will support a stormwater management system.

#### **SEC. 9-5-3 DEFINITIONS**

For the purpose of this Chapter, the following definitions shall apply: Words used in the singular shall include the plural, and the plural, the singular; words used in the present tense shall include the future tense; the word “shall” is mandatory and not discretionary; the word “may” is permissive. Terms not

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specifically defined herein shall have the meaning defined in NR 216.002, Wisconsin Administrative Code, and as the same may be amended from time to time, if defined therein; or if not therein defined, shall be construed to have the meaning given by common and ordinary use, as defined in the latest edition of Webster's Dictionary.

- (a) **Director.** The term "Director" means the Director of Public Works, or his/her designee.
- (b) **Developed Property.** The term "developed property" means the real property that has been altered from its natural state by the addition of any improvements that may include a building, structure, impervious surface, and change in grade or landscaping.
- (c) **Equivalent Runoff Unit (ERU).** The term "ERU" means the statistical average horizontal impervious area of "single-family homes" within the Village of Winneconne on the date of adoption of this Ordinance. The horizontal impervious area includes, but it not limited to all areas covered by structures, roof extensions, patios, porches, driveways and sidewalks.
- (d) **Impervious Area or Impervious Surface.** The term "impervious area or impervious surface" means areas that have been paved, covered or compacted to inhibit the natural infiltration of water into the soil or cause water to run off the area in greater quantities or at an increased rate of flow from the present under natural conditions as undeveloped property. Such areas may include, but are not limited to, roofs, roof extension, patios, porches, driveways, sidewalks, pavement, gravel, athletic courts and compacted surfaces. Excluded from this definition are undisturbed land, lawn and fields.
- (e) **Duplex Unit.** The term "duplex unit" means any residential space identified for habitation by members of the same household attached to only one other residential space or as classified by the Village Building or Zoning Codes.
- (f) **Dwelling Unit.** The term "dwelling unit" means any residential space identified for habitation by members of the same household or as classified by the Village Building and Zoning Codes. A dwelling unit includes, but is not limited to, single-family homes, manufactured homes, duplexes, multi-family apartments, residential condominiums and townhouse living units.
- (g) **Residential Property.** The term "residential property" means any lot or parcel developed exclusively for residential purposes including, but not limited to, single-family homes, manufactured homes, duplexes, multi-family apartments, residential condominiums and townhouse living units.
- (h) **Non-Residential Property.** The term "non-residential property" means any developed lot or parcel not exclusively residential as defined herein, but not limited to transient rentals (such as hotels and motels), mobile home park, commercial, industrial, institutional, governmental property and parking lots.
- (i) **Runoff.** The term "runoff" means the surface water, including rain and snow melt, which is inhibited by impervious surfaces from naturally infiltrating into soil.

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- (j) **Stormwater Facilities.** The term “stormwater facilities” means all constructed facilities or natural features used for collecting, storing and conducting stormwater to, through and from drainage areas to the point of final outlet. Stormwater facilities collectively constitute a stormwater system.
- (k) **Undeveloped Property.** The term “undeveloped property” means that which has not been altered from its natural state by the addition of any improvements, such as a building, structure, impervious surface, change of grade or landscaping. Agriculture cropland is classified as undeveloped property. For new construction, a property shall be considered developed pursuant to this Ordinance at the time of water meter installation or upon review of the actual impervious area by January 1<sup>st</sup>.

### SEC. 9-5-4 RATE CHARGES

- (a) By this Ordinance, the Village Board is establishing the rate charge upon each lot and parcel within the Village of Winneconne for services and facilities provided by the Stormwater Utility. The actual charges to be imposed, the establishment of formulas for calculations of the charges, the establishment of specific customer classifications and any future changes in those rates, formulas, rate charges and customer classifications, may be made by resolution of the Village Board. All rates established pursuant to this Ordinance will be fair and reasonable in accordance with the decision and judgement of the Village Board. The current rates will be on file with the Village of Winneconne.
- (b) **Rates charges shall be used to share the costs of the Stormwater Utility.** These rate charges may include:
  - (1) Base Charge (BC). The Base Charge may be imposed on all property in the Village. The Base Charge will be designed to reflect the fact that all properties benefit from the stormwater management activities of the Village and that all property contribute in some way to the stormwater discharge that must be managed by the Village. The BC will be designed to collect the administrative costs of the stormwater utility and the portion of the capital costs not covered by special assessment. The BC may be based upon the size of a parcel of property.
  - (2) Minimum Charge (MC). This charge shall apply to all developed property in the Village of Winneconne. The minimum charge shall be 1 ERU.
  - (3) Equivalent Runoff Utility Charge (ERU). This charge shall be imposed on all property that has any developed impervious area. The ERU will be designed on the basis of a typical residential unit of property. Other units of property will be charged multiples of the ERU, based upon the impervious area contributing to surface water runoff.
  - (4) Special Charge (SC). This charge may be imposed on property that is in an area specially benefited by a particular stormwater management facility. The SC will be developed to reflect the benefits/services in a particular area that may not be appropriate to spread to property throughout the Village. The SC will be calculated on an ERU basis.
- (c) The Village Board may make such other and customer classifications as will be likely to provide reasonable and fair distribution of the costs of the Stormwater Utility. In so doing, the Board may provide credits against certain charges set forth above for facilities installed and maintained by

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the property owner for the purpose of lessening the stormwater flow or pollutant load from the given property.

- (d) The Winneconne Water Utility is hereby appointed as the collection agency for the Village of Winneconne Stormwater Utility. Bills shall be prepared quarterly by the Village or its agent and sent to the owner of each property served. The Village shall allocate among the properties served the actual cost of billing and collecting.
- (e) The bills for Stormwater Utility charges shall be mailed to the designated utility bill recipient, but this mailing shall not relieve the owner of the property from liability for rental property in the event payment is not made as required in this Chapter. The owner of any property served which is occupied by tenants shall have the right to examine collection records of the Village for the purpose of determining whether such rates and charges have been paid for such tenants, provided that such examination shall be made at the office at which the records are kept and during the hours that such office is open for business.
- (f) Stormwater Utility charges shall not be payable in installments. If Stormwater Utility charges remain unpaid after a period of twenty (20) days from the date of the monthly utility bill, such bill shall become delinquent and shall incur late payment charges. Late payment charges shall be applied consistent with Winneconne Water Utility policy. Unpaid charges shall be assessed the same as the water utility bills.

### SEC. 9-5-5 CUSTOMER CLASSIFICATION

- (a) For purpose of imposing the stormwater charges, all lots and parcels within the Village are classified into the following five (5) customer classes:
  - (1) Residential – Single-Family
  - (2) Residential – Duplex
  - (3) Residential – Multi-Family
  - (4) Residential - Condominium
  - (5) Non-Residential
  - (6) Undeveloped
- (b) The Director shall prepare a list of lots and parcels with the Village of Winneconne, and assign a classification of residential, non-residential or undeveloped to each lot or parcel.
- (c) The average square footage of impervious area of the ERU is established to be equivalent to 2,800 square feet.
- (d) The charges imposed for single-family residential properties shall be the rate for one (1) ERU.
- (e) The charges imposed for duplex residential properties shall be the rate one (1) ERU per each individual dwelling unit existing on the property (ERU rate multiplied by the number of dwelling units). Duplex created as an upper/lower conversion of a single-family residence shall be charged as a total of 1 ERU for the property.

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- (f) The charges imposed for multi-family apartment condominium and townhouse residential properties shall be the same as non-residential properties, except residential condominium plats with a maximum of two dwelling units shall be the same as duplex residential properties.
- (g) The charges imposed for a condominium property containing more than two (2) dwelling units shall be 1 ERU per dwelling unit plus the non-residential calculation of ERU's for impervious surface of the common area of the condominium development. Billing of the common area ERU's shall be to either the Condominium Association or prorated evenly amount the dwelling units.
- (h) The charges imposed for non-residential properties shall be the rate for one (1) ERU, multiplied by the numerical factor obtained by dividing the total impervious area of a non-residential property by the same square footage of one (1) ERU. The numerical factor shall be rounded down to the nearest one-tenth (0.1), i.e.:

$$\frac{\text{ERU rate multiplied by impervious area (square feet)}}{\text{divided by 2,800 square feet}}$$

- (i) Charges imposed for undeveloped properties shall be at a rate of 0.2 ERU/acre.

The Director shall be responsible for determining the impervious area, based upon the best available information, including, but not limited to, data supplied by the Building Inspector, aerial photography, the property owner, tenant or developer. The Director may require additional information, as necessary, to make the determination. The billing amount shall be updated by the Director on any additions to the impervious area. Upon property owner's written notification and request, the Director shall review impervious area for possible reductions.

### SEC. 9-5-6 NEW CONSTRUCTION

The owner shall also be liable for stormwater charges, under this Ordinance, for the improvement from the date of water meter installation or upon review of the actual impervious area by January 1<sup>st</sup>.

### SECT. 9-5-7 METHOD OF APPEAL

- (a) The Stormwater Utility charge may be appealed, as follows:
  - (1) A written appeal shall be filed with the Public Works Committee prior to the utility charge due date; or
  - (2) Within thirty (30) days of payment, a written challenge to the stormwater charge must be filed with the Director on behalf of the customer, specifying all bases for the challenge, any supporting documentation, and the amount of the stormwater charge the customer asserts is appropriate. Failure to file a challenge within thirty (30) days of payment waives all right to later challenge the charge.

A property owner not satisfied with the Director's decision can appeal to the Public Works Committee for their review and action within thirty (30) days from the date of Director's written decision. Both the property owner and Director may supply additional written information to the Committee. The Committee may affirm, reverse or modify the Director's decision. The Committee's written decision shall be provided to the Director and property owner. The



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Committee's determination is final. Within thirty (30) days of the date of the Committee's written decision, the property owner may appeal the decision to circuit court through a certiorari action.

- (b) Any refunds are going forward into the future and not the past.

### **SEC. 9-5-8 SPECIAL ASSESSMENT AUTHORITY**

In addition to any other method for collection of the charges established pursuant to this Ordinance for Stormwater Utility costs, the Village Board finds that these charges may be levied on property as a special charge pursuant to Wis. Stat. § 66.0627. The charges established hereunder reasonably reflect the benefits conferred on property and may be assessed as special charges. The mailing of the bill for such charges to the owner will serve as notice to the owner that failure to pay the charges when due may result in them being charged pursuant to the authority of Wis. Stat. § 66.0627. In addition, the Village may provide notice each October of any unpaid charges to the Stormwater Utility, which charges, if not paid by November 15<sup>th</sup>, may be placed on the tax roll under Wis. Stat. § 66.0627.

### **SEC. 9-5-9 BUDGET EXCESS REVENUES**

The Stormwater Utility finances shall be accounted for in a separate Stormwater Management Fund by the Village. The Utility shall prepare an annual budget, which is to include all operation and maintenance costs, administrative costs, debt service and other costs related to the operation of the Stormwater Utility. The budget is subject to approval by the Village Board. The costs shall be spread over the rate classifications as determined by the Board. Any excess of revenues over expenditures in a year will be retained by the Stormwater Management Fund for subsequent years' needs.