

**VILLAGE OF PARDEEVILLE
PUBLIC UTILITIES COMMISSION
MEETING AGENDA
Village Hall – 114 Lake Street, Pardeeville
Tuesday, April 12, 2022 at 4:30 p.m.**

- I. Call to Order
- II. Roll Call
- III. Verification of the Posting of Agenda
- IV. Agenda Approval
- V. Minutes Approval
- VI. Village Administrator/Director of Public Works Report
- VII. Comments from the floor
 - a. Comments from the commission

- VIII. NEW Business
 - 1. West Alley – Presentation on Electric Line Rebuild (*Jaime Sieren and Steve Hall with Power System Engineering*)
 - 2. No Fault Insurance Coverage (Sewer Mains/Water Mains)

- IX. Adjourn

Kayla Lindert, Clerk/Treasurer
Posted: 04/08/2022

.....
The Village Hall is accessible to the handicapped. If you require additional assistance, please contact the village office no later than 48 hours prior to the meeting date. Phone 608-429-3121. If members are present from other recognized Boards, Commissions or Committees which may constitute a quorum, the meeting is presumed to be for the above-stated agenda/purpose. An updated agenda may be posted 24 hours before meeting time.

**VILLAGE OF PARDEEVILLE
PUBLIC UTILITIES COMMISSION MINUTES
Village Hall – 114 Lake Street, Pardeeville
Monday, February 7, 2022 at 4:30 p.m.
DRAFT NOT APPROVED**

Call to Order: The meeting was called to order at 4:30 p.m.

Roll Call: Babcock, Knadle, Twombly, L. Possehl

Absent: Haynes, Bock, Buzzell

Also present were DPW/Administrator Erin Salmon, Clerk/Treasurer Jennifer Becker, Utility Clerk Robin Fischer and Village President Phil Possehl

Floor: Lauri Issacson, Tom Paque, Tim Noeldner, Jamie Sieren, Craig Crary

Verification of posting the Agenda: The agenda was properly posted at the Pardeeville Village Hall, Pardeeville Library and the Pardeeville Post Office.

Agenda Approval:

MOTION Possehl /Twombly to approve agenda with order of items changed as requested by Commission President Babcock. Motion carried unanimously.

Minutes Approval:

MOTION Twombly/Babcock to approve the previous meeting minutes as presented. Motion carried unanimously.

Communications and Reports

DPW Report – DPW/Administrator Salmon reviewed the written DPW report with the Commission. She informed the commission that complete power was lost to the lift station on 2/6/22. Repair was made regarding a fuse that kept blowing. Discussion was held about possible sale of the Bulldog Car Wash.

Comments from the Floor/Commission: None

OLD BUSINESS

Well #1 project update – DPW/Administrator Salmon stated Well #1 is much improved after the treatment and showed video footage of the well pipe inspection done with a camera. The pump was replaced as budgeted. After the well is brined, water samples will be collected. Water quality test results should be available sometime in March.

NEW BUSINESS:

WPPI Presentation –

Tom Paque, Tim Noeldner and Lauri Issacson from WPPI Energy presented information on their company and services. The main focus being what services they could provide to help us through the 2022 electric rate case.

Tom Paque gave us an overview of their company and services. He stated they do several rate case studies per year for the municipal utility members in their organization. Their proposal to offer their services to Pardeeville Utilities during the rate making process is unique as they have only done rate studies for their members. He explained the other services they provide their utility members such as power supply, programs/services, policy advocacy, business plans, etc.

Tim Noeldner stated he does rate study and rate design as well as special services. He explained that when a Wisconsin municipal utility needs a rate study for approval from PSC there are 3 steps – Step 1. Revenue Requirement (Total cost to provide electricity) Step 2. Cost to serve each customer class (residential vs commercial vs industrial, etc) and Step 3. Create the appropriate rate design per customer class. He stated that historically they only do rate studies for WPPI Energy members in which case the cost is rolled into their power costs. In this case, since we are not a member, they have determined what the cost would be using mainly labor hours. They presented their proposal to do all three steps. They also presented their proposal to do steps 2 & 3 due to DPW/Administrator Salmon indicating that Johnson Block would be doing step 1. He also stated that the PSC would bill directly to Pardeeville Utilities for their time therefore that cost is not included in WPPI's proposal. He stated the rate case would need to be filed by Aug 1, 2022. He also provided information on where their power supply comes from, the types of power supply they own and use of MISO.

Discussion was held.

MOTION L Possehl/Twombly to make recommendation to Village Board to approve the required rate study for the 2022 electric rate case with Johnson Block completing Step 1: Revenue Requirement (the total cost to provide electricity) and WWPI completing Step 2: the cost of service and Step 3: the rate design. Motion carried unanimously.

Adjourn at 6:04 p.m. by Babcock

Submitted by: Linda Possehl, Commissioner/Secretary, Public Utilities Commission

Approved:

ERIN M. SALMON, ADMIN/DPW Report (Jan 31 – Feb 11)

Village Board Meeting Date: February 15, 2022

Week of Jan. 31st:

- ***Send out RFP for the Dam Seawall Engineering services – deadline submittal, Feb. 18th [see attached](#)
- Send out Clerk/Treasurer Job Posting – deadline Feb. 11th
- Discuss the sewer/water costs for JD Kath proposed subdivision. Louie will provide an estimate to run sewer and water further east. Also introduce him to JD for costs associated within his development.
- GMC Truck having issues with the clutch. Start by assessing in house.
- Contact USDA – Goose Round-Up list
- Touch base with Municipal Well & Pump on their schedule for Well #1. They plan to install the permanent pump and treat the water in the well next week. Collect samples for testing as required by DNR. Take another video inside the casing.
- Coordinate with MSA and Stilson’s surveyor on lot proposal. Stilson working on drafting a proposal to purchase a lot off Vince St. (smaller lot that is new to the concept after a shift in the wetland delineation).
- Approach JD Kath on Lot 2 off Maple St. – inquire on his interest for the apartment building on the concept plan
- Contact Paul about writing an offer to purchase for a piece of land at 120 S. Main St. – future Lift Station location
- Annual cross connection reporting, Robin assist
- Continue to work on required documents for the annual PSC audit – new schedules from the PSC this year to learn.
- Request MSA to remove the tiny homes from the preliminary plat and concept.
- Talk with GEC and provide them all documents for Foote’s development. Need to get the building plans approved; inform them construction to begin on April 1.
- Contact Ehler’s on our borrowing needs. I informed Jon about the 3 borrowing figures from the meeting on 02/01 totaling \$3.9 million. Will also still include as planned the substation (\$250K) and Derrick Truck (\$308K). He will provide the updated financing plan for the 2/1 meeting for \$4.45 million
- Meeting with Cinta’s on uniform – dispute charges. Was agreed and credit will be coming.
- Discussion with Paul Johnson and Joe on unclaimed parcels
- Discussion on Vet’s Park with Parks Chair Haynes. VFW has remaining funds and would like to see a joint project regarding a bathroom and small upgrade to playground. Discuss porta-potty in the meantime. Add to agenda for 02/15
- Talk with Paul on the Condo Assoc agreement and revised D.A. with IKWE
- Robin completed the annual Cross Connection Inspection report for the DNR
- Assist Endowment Board (Jim Buckley) with the process for an interconnection agreement (solar panel installation)
- ***Write obligation letter for the Lenz Foundation – ask for a higher match. [See attached](#)
- Work on the assessment roll and “Intent to Special Assess” letter for the property owners.
- Jen assisted me with the sidewalk assessment roll mailing; plan to send out on Feb. 4th.
- ***Well #1 – Municipal Well & Pump install the permanent pump and chemical solution. Video the well. Very pleased with the final result! [See attached summary.](#)
- Meter installation project hard at work
- Contact homeowners in regards to diseased or dead trees/limbs near power lines
- Get estimates for tree removal – sidewalk project
- Discuss Electric System and Study with Jaime at PSE.

Week of Feb. 6th:

- Sunday, Feb. 6th – 8:45 PM, total power loss at the Lake St. lift station. Call LW Allen for tech support. Call in Wendt’s Septic for pumping of the Wet Well. Problem roll-in to Monday. LW Allen learn the source of the problem was a bad alternator that rotates between the pumps.

- Write LTE job offer for Office Assistant position
- John Flower stopped in and provided a Plat Map showing Maple Ave. vs. Maple St. Wondered if the Village should rename accordingly. *See attached.* However, I noticed there are several areas in the Village where street names have changed over the years. Examples: Lynch St. used to be named Cannery St., Chestnut St. used to be named South St., Chandler Park Dr. used to be called Park St.
- Continue with the work needed for the Audit – send to Johnson Block. They will be here on the 14th – 16th
- Have Jen train me on several tasks (payroll, ParMar, payments, etc.)
- Have Robin train me processing payments and more
- Discuss Utility extension to Kath proposed subdivision with LMS construction. Reach out to State to their paving requirements. Pass along to JD Kath
- President Possehl talk with Dave Warnke on Boys Clubs idea of new sports complex (his lands north of Warnke St.)
- Meet with Strand and Assoc. regarding the Dam RFP
- National Retailers deal with Car Wash fell through. Very long story which I can explain at the meeting. Different contract in place with a different business owner now – Meat Processor and Store.
- Learn how to do accounts payable (cut checks to the vendors)
- Work with Paul on the condo assoc. agreement. Final draft in packet.
- Lineman busy with tree trimming around lines and completing all meter change outs
- Talk with Ehlers on the concerns of the potential new loan amount. Closer to our borrowing capacity now.
- Meet with the School and MSA regarding storm water drainage and their project in 2018. How it impacts our 43-acre site and our drainage. Propose an agreement.
- Lineman coordinating with Foote's contractors on electric layout and specs for the project
- Crewman coordinate and work with Martelle on the needs for Well #1 and inhouse line work inside the Wellhouse to achieve getting the well back online ASAP.
- Vehicle maintenance in house being performed
- Talk with Matt Paske on Lot 2 off Maple St. and Vince St. extension. Apartments!!!!

REQUEST FOR PROPOSAL

PROFESSIONAL SERVICES

**Submit Grant, Design, Permit, Bid Out, and Oversee Construction Associated with
Impoundment Replacement for Main Dam Facility**

LOCATED IN VILLAGE OF PARDEEVILLE, WISCONSIN

PREPARED BY:



VILLAGE OF PARDEEVILLE

114 LAKE ST.

P.O BOX 217

PARDEEVILLE, WI 53954

Submission Deadline:

February 18, 2022 2:00 PM CST

**REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES FOR MAIN DAM
FACILITY**

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REQUEST FOR PROPOSAL FOR ENGINEERING SERVICES MAIN DAM ENGINEERING & REPAIR

SECTION I

Introduction

Village of Pardeeville, herein referred to as “Village”, is seeking an experienced and qualified firm or company, herein referred to as “Consultant”, to provide professional services to successfully provide Dam Engineering Services. More information on this request is indicated in the Scope of Work, Section II.

Background

The Village of Pardeeville maintains a multi-faceted dam system on the Fox River system forming Park Lake. The main dam facility is located south of Bayview Drive and north of a private easement (which is also north of River Street). It is accessible via easement from Bayview Drive, although the dam area is fenced and gated from this location. This dam is located on lands owned by Village of Pardeeville and maintained by the village.

The main dam is a 5-gate manual operable system, rehabilitated in 2011 with Municipal Dam Grant funding, from which a base flow is maintained to the Fox River outlet. The main dam partially controls lake level with its earthen berm, one gate in operation and the hydroelectric facility inlet when it is operation. A flumed flow-way & plunge pool forms the principal outlet (as originally constructed) and discharges to the Fox River, which continues toward Spring Lake.

An auxiliary spillway was constructed in 2011 as a part of a combined CDBG and FEMA grant funding, near the site of the existing powerhouse (hydro). Neither the auxiliary spillway nor the hydro facility is within the scope of this RFP.

The portion of the dam that is the subject of this RFP is the main dam earthen berm, which has been regularly inspected in previous years, with the latest inspection being done in 2021 by Roth Professional Solutions (RPS) and WDNR Staff. Inc. The inspection report is attached to this RFP along with pictures of the berm and main dam facility. The earthen berm seawall has deteriorated to a level that requires removal and replacement with an appropriate product/system while preferably retaining lake levels. The selected consultant will provide an approach to evaluating & identifying this replacement, including grant application, design, WDNR approval and construction inspection and contract administration.

The specific location of the respective dam to be inspected is as follows:



SECTION II

Instruction to Submitters of the Request for Qualifications

A. Examination of the Request for Proposal

It is the responsibility of the Consultant to carefully read the entire Request for Proposal, which contains provisions applicable to successful completion, and submission of an RFP. If any ambiguity, inconsistencies, or errors are discovered in the RFP, The Village Administrator/DPW must be notified in writing. Only interpretations or corrections of the RFP made in writing through addenda by the Village Administrator/DPW will be considered binding. The Village Administrator/DPW must receive all requests for interpretations or corrections no later than the date specified in the RFP timetable. The RFP consists of all documents identified in the Table of Contents.

B. Guidance for Respondents

Review the dam site to assess the general condition of structure, to determine general berm configuration and make specific recommendations for full replacement measures including transitions, staging and construction restoration. Consideration should also be given to any hazards and recommendations pertaining to the safety of the dam operation, earthen berm integrity and the general safety of the dam facility considering the Village's intent to minimally impact lake level

The 2021 Dam Inspection Report may be reviewed. The WDNR Concurrence letter is also available upon request. Documents are available at the Village office, 114 Lake St, Pardeeville,

Wisconsin 53954, and can be emailed by request by contacting Erin Salmon at 608.429.3121 and dpw@villageofpardeeville.net

Recommendations for repairs and approach shall be made with the mindset to maintain and improve the structural integrity of the earthen berm portion of the dam including longevity-based solutions. Rough cost estimates for all repairs being recommended shall be included in the inspection report of the dam.

C. RFP Timetable

The anticipated timetable for the RFP process including the selection of the top ranked firm is as follows:

- RFP available for distribution to potential Consultants January 28, 2022
- Deadline for receipt of questions February 11, 2022
- Deadline for submittal of RFP February 18, 2022
- Interviews and/or Consultant selected February 23, 2022
- Grant Application Deadline March 4, 2022
- Final Project Completion November 30, 2023

D. RFP Submissions

RFP submissions must be received in the form described below. Proposals shall be submitted in one container, which on its face bears the Consultant’s name. The proposal must be addressed to:

Village of Pardeeville
Erin Salmon, Director of Public Works
114 Lake St.
P.O. Box 217
Pardeeville, WI 53954

The following information must appear on the lower left-hand corner of the container:

Project: Request for Proposal for Professional Services for Dam Inspection and Repair

Deadline for Submission: February 18, 2022

All material must be submitted on 8 ½ x 11 paper, except for any drawings, charts, diagrams, or similar information. The return address shall be included on the outer envelope wrapper.

One unbound original and 2 copies of the Consultants qualification information must be submitted for review by the selection committee.

The submittal of qualification information will be considered by the Village as constituting a willingness by the Consultant to be considered to perform all the activities described in this RFP.

E. Modified Submissions of RFP

Modified qualifications can be submitted to replace all or any portion of previously submitted information. The Selection Committee will only consider the latest version as part of its deliberations.

F. RFP Postponement or Cancellation

The Village may, at its sole and absolute discretion, reject any and all, or parts of any and all submittals to the RPS's, re-advertise this RFP, postpone or cancel at any time this RFP process or waive any irregularities in the RFP as it deems to be in the best interest of the Village.

SECTION III

Scope of Services

The intent of the RFP is to review the qualifications and approach of the project leading to the eventual selection of the firm. The successful Consultant will need to demonstrate the skills necessary to work with all groups defined as potentially affected by the outcome of this project. The Village is looking to select a firm with demonstrated ability to work through the following tasks:

Scope of work and responsibilities of the consultant shall include the following:

- A. Apply for, acquire, and administer the Municipal Dam Grant Application.
- B. Preliminary (50%) & Final Design (95%) of the dam and embankment repairs through WDNR approval: Include technical specifications for repairs, dewatering guidance if required, erosion control, acquire all permits, temporary access provisions and restoration.
- C. Bidding Services: Upon authorization from the Village, prepare plans and specifications for bidding and publicizing the repair project, attend the at-site pre-bid meeting and assist the Village with any questions from contractors, tabulate bids for Village review, and prepare contract documents for the Village.
- D. Construction Observation Services: Upon contract award, site visits at regular intervals to check for contract compliance and conformance to the bid documents. Visits will include a kick-off meeting, visits during repair, and a completion visit to verify the project is complete.
- E. The completion of the entire project shall be no later than November 30, 2023 unless otherwise agreed in writing by the Village of Pardeeville.

SECTION IV

Request for Proposal Information

Consultants submitting a response to the Request for Proposal shall provide the following information:

- A. Name of firm, address, telephone numbers, and contact person. Also state your interest and understanding of this project.
- B. A statement indicating why you are qualified to successfully complete this project along with a brief history of the firm outlining experience in projects similar in nature to this project.
- C. Examples of specific knowledge and expertise related to this type of project including the inspection process, project management and methodology used to monitor the project budget and construction costs.
- D. References, including name, contact person, address and telephone numbers of other projects for which the firm and key personnel have provided similar professional services.
- E. A one-to-three page statement of your approach or detail of proposed services for this project.
- F. Costs, in a separate envelope, please submit one copy of your proposed cost to perform the inspection and engineering services. Also attach a detailed list of hourly cost should additional services be awarded.

SECTION V

- A. Acceptance-Rejection: Village of Pardeeville reserves the right to accept or reject and or all quotes and to waive technicalities in any quotation or part thereof deemed to be in the best interest of the Village. Upon acceptance, selected contractor will be required to enter into written contract defining terms and scope of services
- B. Non-Discrimination/Affirmative Action: Village of Pardeeville is committed to equal employment opportunity and is obligated not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or physical or mental handicap in regard to any position for which qualified. Further you are advised that as a contractor, subcontractor, vendor or lessee of Village of Pardeeville, you may be subject to Executive order 11246, as amended and Section 503 of the Rehabilitation Act, as amended. If covered, acceptance of the contract or purchase order shall constitute your agreement that you will not discriminate against any employee or applicant for national origin, age or physical or mental handicap in regard to any position for which qualified; and that you will comply with other specific requirements of these laws. In the event of noncompliance with the nondiscrimination clause, this purchase order or contract may be canceled, terminated, or suspended in whole or in part you may be ineligible for further contracts or purchase orders.
- C. Applicable Law: This contract shall be governed under the laws of the State of Wisconsin and is made at Village of Pardeeville, Wisconsin, and venue for any legal action to enforce the terms of the agreement shall be in Columbia County Circuit Court.

- D. Assignment: No right or duty in whole or in part by the contractor under this contract may be assigned or delegated without the written consent of Village of Pardeeville.
- E. Cancellation: Village of Pardeeville reserves the right to cancel this contract in whole or in part without penalty due to the non-appropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of this contract.
- F. Insurance Responsibility: The contractor to perform services for the Village of Pardeeville shall:
 - (A) Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engage in work:
 - (B) Maintain general liability and property damage against any and all claim(s) which might occur in the carrying out of the agreement/contract. Minimum coverage is \$500,000-combined single liability.
 - (C) When required, professional liability insurance; minimum coverage is \$1 million. Provide, upon request, an insurance certificate(s) indicating this coverage, countersigned by an insurer licensed to do business in the State of Wisconsin, covering the period of this agreement/contract.
- G. Invoicing: Purchase orders or invoices shall be individually invoiced in accordance with the Village's procedures for contracts agreements.

The Village, after receipt of a properly completed invoice or receipt and acceptance of the property or service whichever is later, will make payment within thirty (30) days as long as the properly completed invoice or receipt is received on or before the 1st of the month.

- H. Taxes: Village of Pardeeville is exempt from payment of all federal taxes and Wisconsin state and local taxes on its purchases except Wisconsin excise tax as described below:
 - 1. The Village of Pardeeville is exempt from payment of State of Wisconsin sales or user tax on this purchase. The Village of Pardeeville may be subject to other state taxes on its purchases dependent upon the law of the state where a product is purchased.
 - 2. Contractors performing construction activities are required to pay state user tax on the cost of materials.
- I. Certification of Independent Price Determination
 - 1. By signing this proposal, the respondent certifies, and in the case of a joint proposal, each party thereto as to its own organization, that in connection with this procurement:
 - a. The process in this proposal has been arrived at independently, without consultation, communication, agreement, for the purpose of restricting competition, as to any matter relation to such prices with any other respondent or with any competitor;
 - b. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the respondent at will not knowingly be disclosed by the respondent prior to opening in the case of an advertised procurement or prior to awarded in the case of a negotiated procurement, directly or indirectly to any other respondent or to any competitor; and
 - c. No attempt has been made or will be made by the respondent to include and other person or firm to submit or not to submit a proposal for the purpose of restriction competition.

Cost Sheet

2022 ENGINEERING SERVICES FOR INSPECTION AND REPAIR OF DAM

Municipal Dam Grant Preparation and Submittal	\$ _____
Preliminary Design through Plan Approval	\$ _____
Bidding Services	\$ _____
Construction Observation	\$ _____
TOTAL	\$ _____

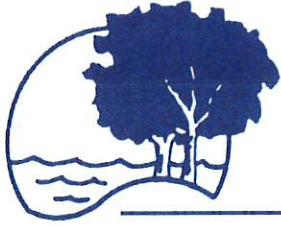
REFERENCES: Indicate 3 references where similar services were performed.

Project Name	
Year Performed	
Company Name	
Contact Person	
Phone #	
Other	

Project Name	
Year Performed	
Company Name	
Contact Person	
Phone #	
Other	

Project Name	
Year Performed	
Company Name	
Contact Person	
Phone #	
Other	

Authorized Signature	Name (Please Print)	Title
Firm	Street Address	City/State/Zip
Date	Phone Number	Email



Village of Pardeeville

114 Lake Street
Pardeeville, WI 53954

1-608/429-3121
FAX 1-608/429-3714

February 4, 2022

RE: Pardeeville's Future Senior Center

COPY

Dear Lenz Charitable Trust Advisory Board:

As you are aware, the Village of Pardeeville has been striving towards a goal of building a Senior Center within the Village. We have gone through a series of design concepts and locations. With many meetings and very long nights, we are pleased to announce that we have a concrete plan and are officially moving forward.

The Village is thankful that the Lenz Foundation has granted us an award of \$235,000. We are so proud of the future senior programming we have aligned for the Senior Center. We know it will be an asset for our senior residents now and in the future. We continue our commitment, as agreed upon with the Lenz Foundation, that the Senior programming has priority.

The pandemic has led to a substantial increase in the costs of construction materials. An unfortunate tragedy to our economy. However, the Village has been dedicated to see this project through, therefore, we have increased our level of commitment to \$492,000. We are respectfully requesting your consideration of increasing your contribution.

The Village will be taking on a significant loan for the new subdivision's infrastructure and gateway to the Senior Center. We have a deadline for submitting our final loan numbers of early March.

The Village appreciates your time and consideration on our request. Please feel free to contact me with any questions you may have.

Respectfully,

Erin M. Salmon, P.W.M.
Village Administrator/Director of Public Works
Village of Pardeeville/Pardeeville Utilities
608-429-3121



February 4, 2022

Pardeeville Public Utilities
Attn: Erin Salmon
PO Box 65
Pardeeville, WI 53954

RE: Well No. 1 Rehabilitation- Follow-up

Dear Erin,

As we discussed, the well rehabilitation has been completed. The results appear to be very good. The well is much cleaner than when we started the project. The weld and thread joints are very visible now, and the iron bacteria has been removed from the open bore hole and the casing. The transition to the 8-inch casing from the 10-inch upper casing is somewhat beat up, but it really looks like much of that was done when the well was drilled. The cable from the cable tool drilling rig probably cut through the casing during the original drilling of the well.

One of the ways we determine the efficient and health of a well is the specific capacity. Specific capacity is the gallons per minute (GPM) per foot of drawdown in the well. This is a sign of how efficiently the water can enter the well to be pumped out. Prior to the rehabilitation, the specific capacity was under a specific of 5 GPM. After the brushing process, the specific was up to 5.01 GPM. At the end of the acid stage of the rehabilitation the well was up to a specific capacity of 6.96 GPM, which is an approximate improvement of 30 percent. This much improvement in a sandstone well is very good. It looks like it might have reduced some after the chlorine, but we believe it is due to more pumping operations and change in static than an actual drop in specific capacity. The water quality will need to be determined after the permanent pump is installed.

The inspection of the pumping equipment was consistent with what we would have expected from a pump that has been in service for 13 years, especially with the amount of iron that is present in this well. The pump bowl assembly is actually much older, since it was rebuilt was rebuilt in 2008. The cast iron bowls were becoming soft, and the impellers were too thin to machine for a rebuild; therefore, the pump is being replaced. The column pipe was heavily pitted from corrosion, so the column pipe will also be replaced. The shaft sleeves and rubber bearings will be replaced as normal wear parts, and the galvanized cone strainer will be replaced with a stainless-steel strainer. This is all consistent with the original proposed materials. The intention is to assure the equipment would be in service for another 10-years of regular use, once the well is returned to service with the sequestering equipment.

Please review the following scopes and the associated costs for the project:

I. Labor (Original Scope)

1. Load and mobilize to job site.
2. Set up and remove the existing pumping equipment.
3. Inspect column components and bowl assembly.
4. Video log well prior to well work.
5. Bush well casing and open bore hole.
6. Bail fill and debris from the bottom of the well.
7. Inject 55 gallons WD-3100 bio-dispersant into well.
8. Swab well with brush for one (1) hour.
9. Inject 55 gallons glycolic acid into well.
10. Swab well for an additional four (4) hours.
11. Let mixture stan in well overnight.

- 12. Install test pump into well.
- 13. Pump off acid effluent and neutralize.
- 14. Mix batch of 25 gallons sodium hypochlorite, 25 gallons Clearitas 101, and 1000-gallons water.
- 15. Surge well with test pump and tank for 4 hours; add sodium hypochlorite is the ppm drops below 500 ppm.
- 16. Let mixture stand in well overnight.
- 17. Pump off chlorine effluent and neutralize the following day.
- 18. Remove test pump.
- 19. Video log well post rehabilitation.
- 20. Remove shaft sleeves, clean shafting, check/straighten shafting, and install new shaft sleeves.
- 21. Remove old rubber bearings and install new.
- 22. Return to site with refurbished equipment.
- 23. Install new/refurbished pumping equipment in well.
- 24. Run to waste and collect two (2) bacti samples a minimum of 8-hours apart.
- 25. Demobilize from job site.

.....**Lump Sum: \$ 26,310**

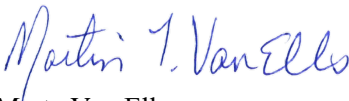
II. Materials (Per Original Proposal)

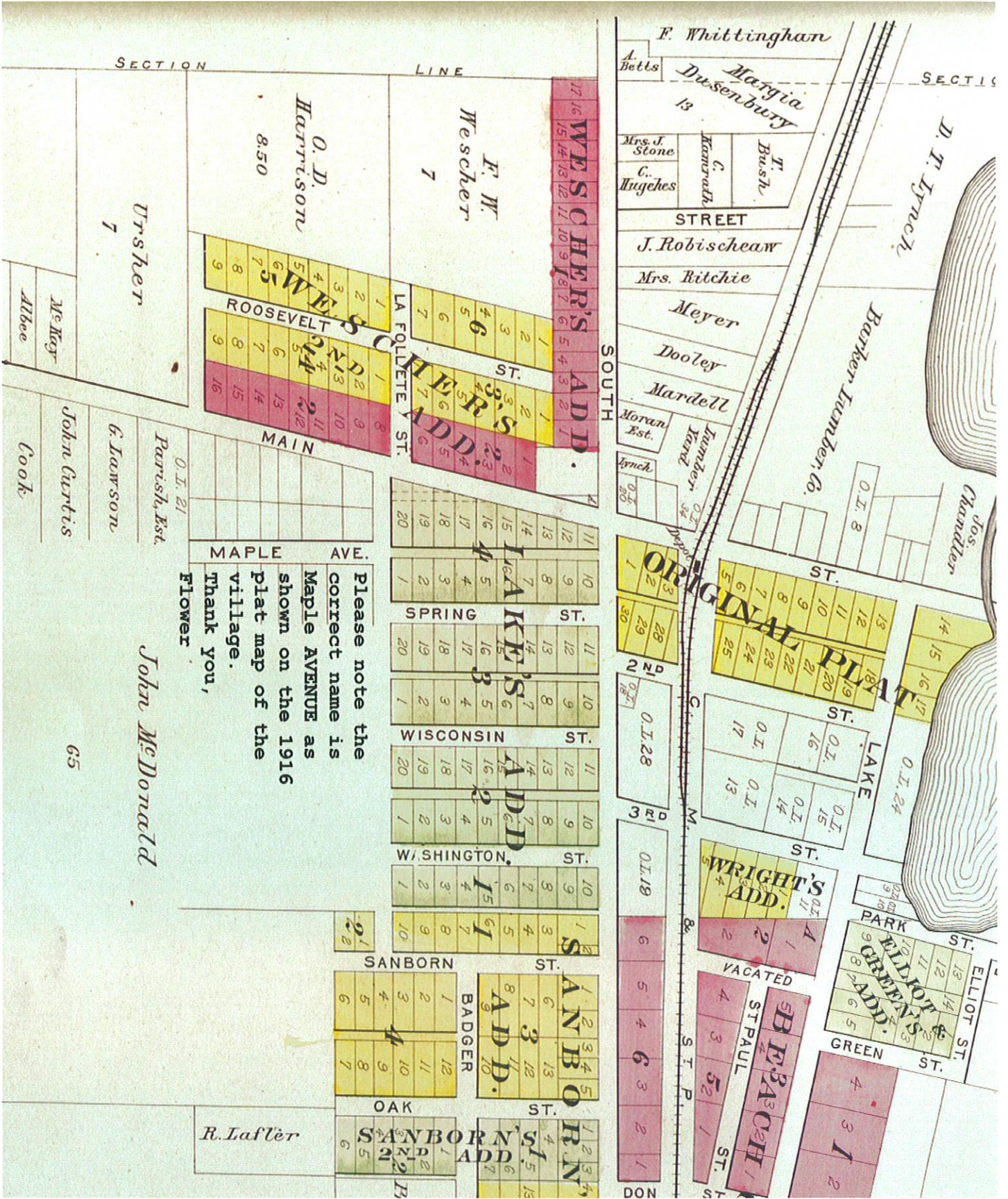
- 1. 6" x 9' 11 1/2" SCH 40 T&C column: Estimated 14 @ \$530/each.....**Estimated: \$ 7,420**
- 2. 6" x 4' 11 1/2" SCH 40 T&C column: Estimated 1 @ \$310/each.....**Estimated: \$ 310**
- 3. 6" x 5' SCH 40 head pipe: Estimated 1 @ \$250/each.....**Estimated: \$ 250**
- 4. 6" stainless steel cone strainer: Estimated 1 @ \$310/each.....**Estimated: \$ 310**
- 5. 1" x 1 3/16" x 7" 304 SS sleeves: 15 @ \$29/each.....**Total: \$ 435**
- 6. Dual airlines: 150 feet @ \$2.00/foot.....**Total: \$ 300**
- 7. Rubber bearings: 15 @ \$29/each.....**Total: \$ 435**
- 8. Rebuild stuffing box:.....**Lump Sum: \$ 300**
- 9. New Goulds 9RCLC 6-stage bowl assembly: Estimated 1 @ \$9,890/each.....**Estimated: \$ 9,890**

.....**Estimated Total Section II: \$ 19,650**

We trust you will find this correspondence to your understanding. Should you have any questions or concerns regarding this proposal, or if there is any other way we can be of assistance to your community, please contact our offices at your earliest convenience. We appreciate this opportunity to provide you with this proposal and look forward to the opportunity to provide the Pardeeville Public Utilities continued expert service on this project.

Sincerely,
MUNICIPAL WELL & PUMP


Marty Van Ells
Project Manager



Please note the correct name is **MAPLE AVENUE** as shown on the 1916 plat map of the village. Thank you, Flower

John McDonald

Trasher
7

O. D. Harrison
8.50

F. W. Mescher
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SWEET'S ADD.

LA FOLLETTE ST.

LAKES ADD.

ROOSEVELT ST.

SPRING ST.

WISCONSIN ST.

W. SHINGON ST.

SANBORN ADD.

SANBORN ST.

BADGER ADD.

BADGER ST.

OAK SANBORN'S ADD.

OAK ST.

SOUTH

F. Whittinghan

Margia Dusenbury

Mrs. J. Stone
C. Hughes

STREET

J. Robischeaw

Mrs. Ritchie

Meyer

Dooley

Mardell

Moran Est.

Lynch

ORIGINAL PLAT

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WRIGHT'S ADD.

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D. T. Lynch

Banker Lumber Co.

Jos. Chandler

ELLIOT GREEN'S ADD.

ELLIOT ST.

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GREEN ST.

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SECTION

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W. SHINGON ST.

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ERIN M. SALMON, ADMIN/DPW Report (Feb 14 – Feb. 25)

Village Board Meeting Date: March 1, 2022

Week of Feb. 14th:

- Auditors on site for the annual PSC audit – all staff involved has done a tremendous job preparing for this day.
- Lead Lineman (new position as of 01/14) has taken on this new position and has accelerated and impressed. Taken the new duties by the reigns. He'd been handed a full plate with project coordination on the new developments. Meeting with contractors, ordering materials and prepping. Brent has inquired on audit questions (untreated territory) and he has completed the task with care and accuracy.
- Work with the Insurance and under-writing on a claim filed at the Garage Facility. Incident with the wing on the plow truck hitting the siding.
- Work on the piles at the Yard Waste site – relocate to the 8 acre site (Foote planning on April 1 construction).
- Well #1:
 - Collect iron and manganese samples from Well 1. Compare to samples from June for Brad from MSA.
 - Electrician at Well 1 – work with crewman for the project.
 - Received both safe water samples for Well #1. MW&P complete for their portion of the Well Rehab project
 - Crewman work hard on the line spool rework project (injection quill, valve, meter, etc.)
 - Martelle scheduled for 02/28
 - Reach out to the DNR to plan for their inspection services. Once approval, well will be online.
- Ask Chris Hardy if the County would consider asking the Committee to consider HWY P for federal funding. Timeframe 2023 and beyond. Grant cycle application is in May. Would be a joint project with the Village too. W. Chestnut/HWY P from Main to the Village limits, West. [See email thread. Also on Agenda](#)
- Work with Ehlers on setting up a schedule for the Bond set sale, award and funds received week. We set the sale for 4/19, award for 5/17 and funds receive for 6/6 (will work well for the Foote project).
- Talk with Joe on our concept plans and advertisement. Had a discussion on the “best place” to advertise, he said a realtor is the best way. However, that comes with a fee. Talked about if we're ready for that too, financially. Are we ready to commit into vesting more road development at this time, etc. He will look in to more websites, Village will continue to post in the Website and in the newsletter.
- Contacted Blystone Towing on my way to the MEUW training class in the Dells. Inquire on their ability to load, haul and delivery 50,000 lb transformer. Provide details, pictures, waiting on estimate. Ensure they have proper equipment for this type of item being transported. They've never done it before, but they say they can. Jamie at PSC will gather other estimates too. [See email for scope of work and follow up email on 02/21](#)
- Attend my last session for the MEUW Leadership and Management Training Classes. [Graduate.](#)
 - The instructor from Baker Tilly ironically worked our the PCAC audit spreadsheet. I inquired with her on the stagnant issue of over-paid sales tax and how to resolve (\$25K) Brent and I have continued to inquire on the matter and how to proceed. The instructor put me in touch with the right source. [See attached email thread.](#) Brent and I end up finally getting in touch with the right person. Zoom meeting 02/24
- Coordinate with Stilson – change in his mini-storage proposal to 2-bedroom residential homes or even 1 bedroom. Plan Commission agenda, 02-22
- Get estimates for tree removal – sidewalk project, 2nd St./Chestnut St. parcel
- Discuss Electric System and Study with Jaime at PSE, planning for 2022 and 2023.
- Talk with Robb Roth on the Dam Project and what is needed for the Grant Application deadline on March 4th. Meet on 02/23 to review historical documents. Get resolution ready for the 03/01 Board meeting. Inform him I will officially award the project to him if no other RFP's come in by 02/18, 4:00 PM.
- Set-up a meeting time/date with interested parties from the community on the Feral Cat Population.
- Call Candidate for Clerk/Treasurer – offer employment package.
- Inform auditor of transition process. What was left incomplete, timeline of unanswered items, acceptability of answers, etc.
- Work on a building permit issue with Russ Pulver (Bulldog Storage Building Addition) and the requirements for a storm water drainage plan. Came to a solution and issue permit, contingent on drainage solution with Board approval 03/01.
- Utility and Billing Clerk has really gone above and beyond. Her & I will be carrying the load in the Village Office for a while. Planning together, coordinating, assisting, tremendous efforts and noticed.

- Friday PM – take call from SCADA. During Winter Squall, lightning strikes Pardeeville. SCADA alarms went off for elevated tower and well 1 & 2. Very odd since Well 1 is technically off-line still. Call in operator to assess situation. Communication Failure at Well 1 and a storm water lift station. Towers are fine, pump houses are fine. Deactivated the “dialer” and will assess on Monday. Send LW Allen an email on Friday night, giving them a heads up. I suspect the lightning caused the radio comm to go “haywire” and give us a false sense of problems.
- Inquire with Paul Johnson on Livestock Sales Facility within the Village Limit. Zoning Ordinance is unclear for AR. on Plan Commission agenda for 02/22. Further conversations on 02/24 shed light on CUP and M-1 zoning.
- Contact County Plumber for Porta Potty at Vet’s Park on Memorial Day Weekend and 4th of July weekend.
- Work on newsletter for February and minutes/packets over the weekend (02/19 & 02/20)

Week of Feb. 21st:

- LTE Brooke Peterson starts work this week
- Inquire with the Elementary School – coordinate truck day with Mary Kamrath. Reach out to Blystone, Fire, Sheriff and EMS
- Talk with candidate who is now no longer interested in the position. Plan B, take action.
- Talk with Brent on the audit and the unfinished items. Knowing the next potential candidate doesn’t have Caselle experience, timing on the unfinished items needed for the audit and completion. Reach out to Jen and inquire if she can come in for complete those entries for Brent.
- ***Discussion with Brent on the Electric Utility fund and how the PCAC refunds have affected the fund balance. Bring in Jon Cameron with Ehlers relating to the note for infrastructure and Senior Center. Both parties and I collaborate on the findings.
 - On 02/15 - We discussed and made a motion to proceed (not including the electric aspects as originally intended so that the Senior Center could be included). On 02/15, Jon suggested the electric utility explore funding through a revenue bond basis instead or possibly draw cash from cash on hand.
 - On 02/21 – Jon and I looked at a bond option and cash on hand option. Due to the projected cash on hand, we are going back to the original plan with including the substation and derrick truck in to the General Obligation Loan. However, Derrick Truck of \$81,810K and Substation of \$70,500K for this go around, totaling \$152,310K (not the original combined amount of \$559K). That is bare bones of what’s needed for 2022. The plan for 2023 is to see the health of the utility and revisit our options then. *Revised Financial Plan is on the agenda tonight. Would need to take into consideration the motion made on 02/15 meeting.*
- Meet with Rob Roth on the Dam Grant and document checklist
- Meeting with the residents on the Cat Colony in the Village and brainstorm. Phil, Steve and I meet with them.
- Talk with Nicole from IKWE. Her investor and equity raise going well. Jaybird with have information ready for the Board by March 15th. Plan on their attendance March 15th, not March 1 meeting.
- Jen trains me on deposits and more accounting duties the morning of 02/24
- Work on meeting agenda, packet.
- Linda Possehl offers to assist me with meeting minutes from 02/22/2022.
- Update Casselle reports and process payments to WRS/ETF/IRS, etc.
- Make vouchers, cut checks and run check register for the packet
- Assemble documents for the Packets
- LW Allen back on site – resolved all comm issues with Well 1 (relay) & LaFollette St. Storm Lift (fuses)
- Meet with Martelle for Monday’s project at Well 1, Coordinate with the DNR to inspect Well 1.
- Liquor License Application taken out for potential new owner of Caddy Shack
- Clerk/Treasurer candidate accept job offer, hope to start mid-March.
- LRIP announcement will be mid-March (Maple St. and portion of LaFollette St. is what I submitted us for).
- Neighborhood Grant announcements starting between now and next Wed. Fingers crossed!
- Plotter/Scanner delivery on 02/25

Erin Salmon

From: Hardy, Chris <Chris.Hardy@co.columbia.wi.us>
Sent: Wednesday, February 16, 2022 9:33 AM
To: Erin Salmon
Subject: RE: Federal Funding Opportunity

Follow Up Flag: Follow up
Flag Status: Flagged

Morning Erin,

We will need to come up with a unit cost estimate then figure out how those would be appropriated into percentages across the design cost. That could be the basis for the cost share for the Intergovernmental Agreement. I could then share that document with the Committee to open the discussion. Probably not make March for this but maybe we could target April? I think the 2nd round funding requests will be due in early May.

We wouldn't need a final IGA right now as long as we have a good draft with most of the basis understanding (just work out fine details).

Sincerely,

Chris Hardy

Chris Hardy, P.E.
Highway Commissioner

Our Goal: Good, Safe Roads!

Columbia County
Highway & Transportation Department
P.O. Box 875
338 Old Highway 16 Road
Wycena, WI 53969

(608) 429-2136

From: Erin Salmon <dpw@villageofpardeeville.net>
Sent: Tuesday, February 15, 2022 12:12 PM
To: Hardy, Chris <Chris.Hardy@co.columbia.wi.us>
Subject: RE: Federal Funding Opportunity

Hi Chris,

Ok, thanks for the clarity. In order for HWY P to be considered and discussed with the committee, will you need a letter from me or more formal, asking for the consideration?

Kind regards,

Erin M. Salmon, P.W.M.

Village Administrator/Director of Public Works
Village of Pardeeville, WI
114 Lake St.
P: 608-429-3121
F: 608-429-3714

From: Hardy, Chris <Chris.Hardy@co.columbia.wi.us>
Sent: Monday, February 14, 2022 4:10 PM
To: Erin Salmon <dpw@villageofpardeeville.net>
Subject: RE: Federal Funding Opportunity

Erin,

The April 3rd deadline is for projects that are basically “shovel ready” and could be bid in September of this year. There will be another round of project requests coming later in April or early May which will be design-construct projects for bidding in 2023 or beyond.

At this time, the County is looking at 3 large rural projects for the May cycle and 2023 or beyond. If you are interested in this section of CTH P, we will have to discuss with the committee.

Sincerely,

Chris Hardy

Chris Hardy, P.E.
Highway Commissioner

Our Goal: Good, Safe Roads!

Columbia County
Highway & Transportation Department
P.O. Box 875
338 Old Highway 16 Road
Wyocena, WI 53969

(608) 429-2136

From: Erin Salmon <dpw@villageofpardeeville.net>
Sent: Friday, February 11, 2022 3:29 PM
To: Hardy, Chris <Chris.Hardy@co.columbia.wi.us>
Subject: Federal Funding Opportunity

Hi Chris,

I was wondering if the County is planning to apply for the new Federal Funding grant. I see the deadline is April 3rd. Would you be interested going in on CTH P together? I know we've talked about this project in the past, possibly an LRIP 2 years from now....but wanted to see about this new lead?

I was thinking full recon, Main St. to the Village limits, west.

Do you know if this could be a possibility?

Kind regards,

Erin M. Salmon, P.W.M.

Village Administrator/Director of Public Works

Village of Pardeeville, WI

114 Lake St.

P: 608-429-3121

F: 608-429-3714

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Erin Salmon

From: Erin Salmon
Sent: Monday, February 21, 2022 12:49 PM
To: blystonetowing21@outlook.com
Subject: More pictures of the Reedsburg Transformer.
Attachments: Spare 4kV XFMR_IMG_5162.JPG; Spare 4kV XFMR_IMG_5163.JPG; Spare 4kV Reg 1_IMG_5164.JPG

Good afternoon,

Please see the attached pictures and set of scope of services.

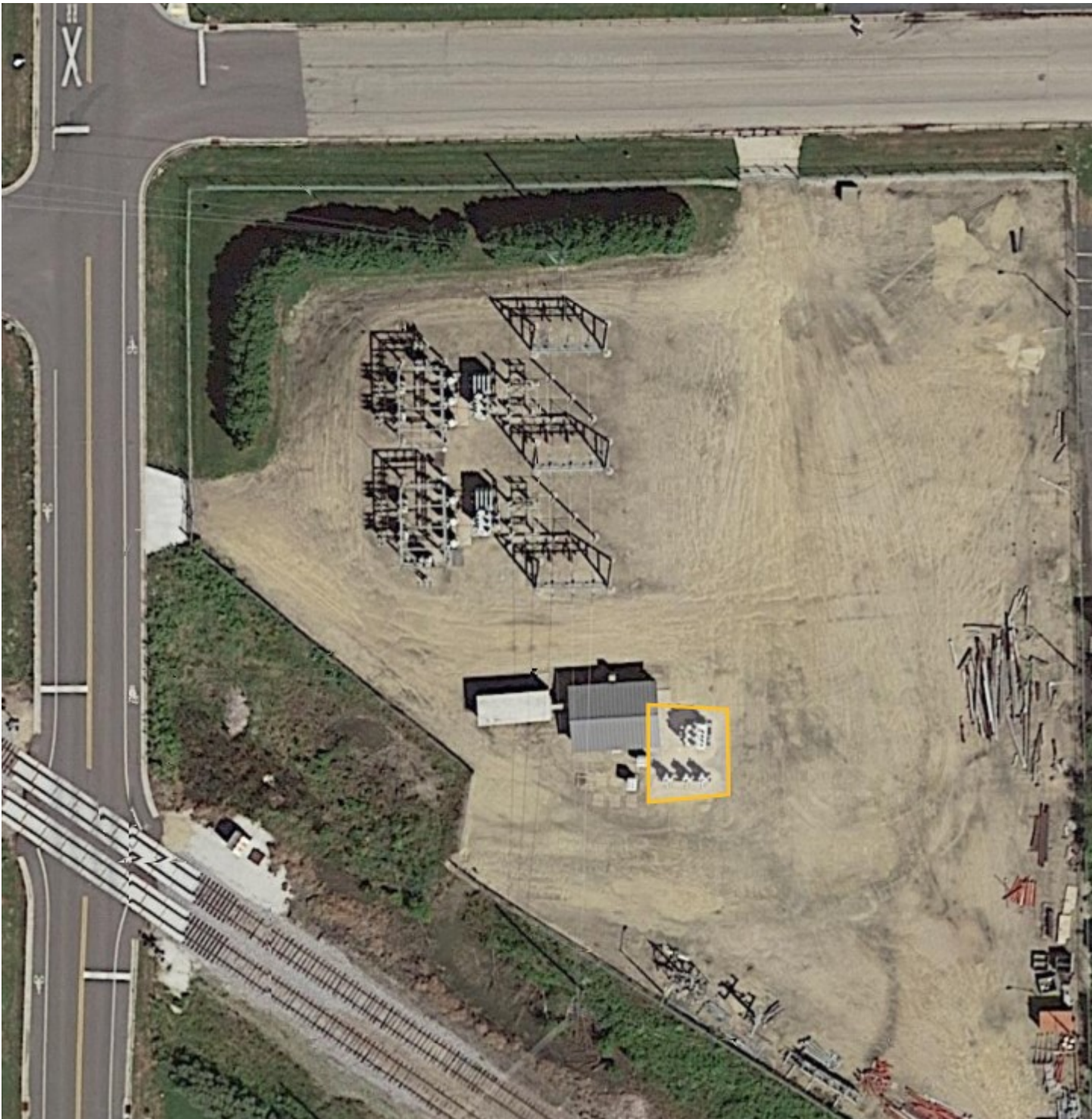
- a. Obtain permit for transporting equipment from Reedsburg WI to Pardeeville WI.
 - i. Timing can be an issue. Road restrictions can come into play when shipping large items so doing this with the roads frozen may be preferable.
- b. Crane services to load transformer and regulators at Reedsburg (including all rigging personnel, etc)
 - i. How far can the Blystone crane reach. Not an issue at Reedsburg because they can get close to the transformer, but unloading could be an issue at Pardeeville.
- c. Trucking services (low boy required due to height of transformer). Height is greater than 10 feet. Actual height to be verified. We'll see if we can get the outline drawing
 - i. Does the trucking firm have impact recorder capability? Not a major concern because this is a used unit. Just wondering if this is an option that is available.
- d. Crane services for unloading into storage area at Pardeeville. Caution – verify OSHA clearance requirements to the transmission service to the substation. This may require the line/substation to be de-energized for unloading.
- e. Provide permanent cribbing at Pardeeville for the transformer and regulator to sit in storage area
 - i. If we can figure out what to do with the old transformer we might not need the cribbing.
- f. Primary bushings will be removed from transformer by others. Testing will be by others.
- g. Transformer is anticipated to be shipped with radiators in place.
- h. Timing will need to be coordinated with Pardeeville, PSE and others
- i. Transformer weight is 50,000 lbs (see attached nameplate photo)
- j. Each regulator weighs 4,100 lbs. 3 in total. (See attached nameplate photo)

Kind regards,

Erin M. Salmon, P.W.M.

Village Administrator/Director of Public Works
Village of Pardeeville, WI
114 Lake St.
P: 608-429-3121
F: 608-429-3714

Transformer located here in Reedsburg – S Dewey Ave and Industrial St.





Erin Salmon

From: drhorkan@rucls.net
Sent: Thursday, February 24, 2022 8:58 AM
To: 'Sieren, Jamie'
Cc: 'Yatso, Jacob'; 'Hall, Steven'; Erin Salmon
Subject: RE: Reedsburg Transformer for Pardeeville
Attachments: Nameplate.pdf; 54694218053 Outline.pdf; 546942195540 Fan Control Schematic.pdf; Manual.pdf; GS Heavy Duty Test Report.pdf

Jamie,
I answered your questions below. Let me know what else you need or if you would like to do a site visit.

Dennis Horkan

Electric System Supervisor
Reedsburg Utility Commission
P.O. Box 230, 501 Utility Ct.
Reedsburg, WI 53959
Cell: 608.434.1123
www.reedsburgutility.com



Reedsburg Utility – local people working together to meet local needs

From: Sieren, Jamie <SierenJ@powersystem.org>
Sent: Wednesday, February 23, 2022 12:22 PM
To: drhorkan@rucls.net
Cc: Yatso, Jacob <yatsoj@powersystem.org>; Hall, Steven <HallS@powersystem.org>; Erin Salmon <dpw@villageofpardeeville.net>
Subject: Reedsburg Transformer for Pardeeville

Hi Dennis,

We are working to arrange shipment of the transformer and regulators, etc.

1. Can we take the timbers for the regulators and transformer with us when the transformer is picked up? *I would prefer to keep the timbers because we invested some time adding gravel to get them very solid and level and we may have to store another transformer in this location.*
2. We have AC Engineering on tap to remove the HV bushings and arresters for transport.
 - a. Did Reedsburg store the bushing tank covers in the control building? *We have a set of bushing tank covers and they look like they may work.*
 - b. We can stop out and go over this with you if that is easier. I was part of the IP Sub, Main Sub, Nishan Sub and Zobel sub work many years ago.
3. Would Reedsburg be able to help AC Engineering with lifting the bushings out of the transformer? We'll have to figure out how to temporarily store the bushings, but that is not a major issue. *Yes, RUC will provide four hours of labor and four equipment hours for lifting the bushings with our digger derrick anytime beyond that we would bill accordingly.*

Other items:

- A. In the office at Reedsburg there should also be a complete manual for the transformer and possibly some CAD drawings. [Attached is what I have found so far.](#)
 - a. It may be in the transformer cabinet or control building too which is fine. This will also have the factory test reports which will be useful when it comes to the metering installation. [Also attached is the factory test report.](#)
 - b. Just one more reason that a site visit may help.

Let me know if you have questions or comments.

Thanks,

Jamie Sieren



www.powersystem.org

1532 W. Broadway, Suite 103
Madison, WI 53713
608-268-3552 Office
608-438-1643 Cell

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Certificate of Achievement

THIS CERTIFICATE RECOGNIZES

Erin Salmon
Village of Pardeeville

FOR SUCCESSFULLY COMPLETING THE SIX-PART
MEUW MANAGEMENT TRAINING PROGRAM

PRESENTED ON THIS 16TH DAY OF FEBRUARY, 2022



TIM HEINRICH, EXECUTIVE DIRECTOR



MEUW

Municipal Electric
Utilities of Wisconsin

Erin Salmon

From: Delsman, Dana <Dana.Delsman@bakertilly.com>
Sent: Saturday, February 19, 2022 11:14 AM
To: Erin Salmon; Dobson, Jodi
Subject: RE: WI Sales Tax Questions

Hi Erin,

Why don't we set up a call to discuss the issues. I am available anytime Monday afternoon, Tuesday morning after 9 am, and Wednesday any time other than 1 – 2 pm. Let me know if any of those times work for you. If not I can send availability further out.

Thanks,

Dana A. Delsman, CPA
Senior Manager – State and Local Tax



Baker Tilly US, LLP
T: +1 (920) 739 3384
2201 E. Enterprise Ave, Suite 100, PO Box 2459, Appleton, WI 54912-2459
Dana.Delsman@bakertilly.com | bakertilly.com



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From: Erin Salmon <dpw@villageofpardeeville.net>
Sent: February 19, 2022 9:11 AM
To: Dobson, Jodi <Jodi.Dobson@bakertilly.com>; Delsman, Dana <Dana.Delsman@bakertilly.com>
Subject: FW: WI Sales Tax Questions

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Hi Jodi,

Thanks so much for the introduction with Dana. Dana, please see below from Brent Nelson with Johnson Block, he is our auditor with the Village. He recaps our situation nicely. I have been asking Mike Mandler, Mike Laesch (CIVIC) and Mike Ritsma (PSC) for guidance on the matter. But it has stayed stagnant for about 6 months. Any help or guidance on the matter would be very much appreciated.

Thank you,

Erin M. Salmon, P.W. M.

Village Administrator/Director of Public Works
Village of Pardeeville
608-429-3121

From: Brent Nelson <BNelson@johnsonblock.com>
Sent: Saturday, February 19, 2022 7:13 AM
To: Erin Salmon <dpw@villageofpardeeville.net>
Subject: RE: WI Sales Tax Questions

Good morning Erin,

Glad to hear this issue sounds like it is moving forward and that you made that connection at the conference. I'm just looking back at Mike Mandler's email to Jodi back on 7/21/21 that I was cc'd on. Mike was wondering if Baker Tilly's SALT (State and Local Tax) team could help answer. I don't see that the message made any headway though.

As of 12/31/21, I left it on the Village's books that there is a \$24,772.74 receivable from the State of WI. That is the total of sales tax refunds the Electric Utility made/continues to make to customers. This relates to periods of August 2018-February 2021. I'm not sure if the Village would be able to go all the way back or not. The core of the \$24,772.74 is from 2020 and early 2021 so I'm hoping you can at least go after that.

Like we discussed earlier this week, even if it costs the Village some money for consulting on these amended sales tax returns, it should be worth going after the refunds.

Dana sounds like a great person to help in this situation. I'd expect she'd be able to more easily sort through all those spreadsheets to identify the amount of taxable sales that were previously overstated in the sales tax filings.

Brent



Brent Nelson, CPA | Audit Partner
2500 Business Park Road
Mineral Point, WI 53565

office 608.987.2206 | direct 608.424.2658

e-mail bnelson@johnsonblock.com

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From: Erin Salmon [<mailto:dpw@villageofpardeeville.net>]
Sent: Friday, February 18, 2022 9:14 PM
To: Brent Nelson <BNelson@johnsonblock.com>
Subject: FW: WI Sales Tax Questions

Hi Brent,

I attended a conference for the MEUW on Wednesday. It was on Utility Financing. Ironically, the instructor worked on our PCAC audit! I inquired about our Sales Tax concern and she took my business card. I will reach out to Dana and see if she can provide us some guidance. I still have not heard a peep from the 3 Mike's I emailed.

TGIF!

Thank you,

Erin M. Salmon, P.W. M.

Village Administrator/Director of Public Works

Village of Pardeeville

608-429-3121

From: Dobson, Jodi <Jodi.Dobson@bakertilly.com>

Sent: Friday, February 18, 2022 12:28 PM

To: Erin Salmon <dpw@villageofpardeeville.net>; Delsman, Dana <Dana.Delsman@bakertilly.com>

Subject: WI Sales Tax Questions

Erin and Dana –

I wanted to take this opportunity to introduce the two of you.

Dana Delsman is Senior Manager in our State and Local Tax team who can answer questions specific to WI Sales Tax processes.

Erin Salmon is the Village Administrator & Director of Public Works for the Village of Pardeeville.

The Village's electric utility has some questions related to amending sales tax returns. Please let me know if there is anything else I can do to help!

Jodi Dobson, CPA
Partner



Baker Tilly US, LLP

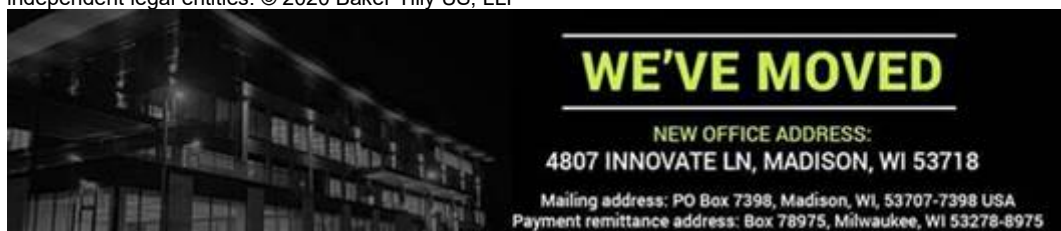
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jodi.dobson@bakertilly.com | bakertilly.com



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ERIN M. SALMON, P.W.M.

Village Administrator, Director of Public Works, Interim Clerk/Treasurer

Reporting Period of Feb 28 – March 11

Village Board Meeting Date: March 15, 2022

Week of Feb. 28th:

- Work on Liquor Licensing for a potential new buyer of Caddy Shack (Mark Lewis of Portage). Get him started on the paperwork needed for the process.
- Liquor Licensing paperwork for Dollar General employee
- Follow up with Insurance on the Garage claim
- Contact Civic systems for the Connect upgrade happening on March 30th. Set up training for Kayla and I.
- Martelle at Well 1. Install the chemical feed equipment.
- DNR on site for Well 1 Inspection
- Cancel former Clerk/Treasurer Health Insurance
- Print off Voter Absentee ballot and other info. Prep for that (Robin and I).
- Work with the Sheriff's office on ord. violation at 500 S. Main St., letter sent.
- Work with National Exchange Bank on being the Primary Administrator at the Bank, remove Jen— also inquire on setting up Direct Deposit for A/P transactions and Payroll for those interested.
- Contacted by the State and Elections Commission – I have been named the Interim Clerk for the Village and have been instructed to take courses immediately.
- PSC Electric Annual Audit has been filed. Work with Brent and WPPI on our next steps now.
- Follow up with Jaime on transportation costs to move Transformer and Regs – need final numbers now!!
- Meet with the DNR at Well #1 for the inspection. Impressed with the project and passed inspection. Ready to implement and put the well online.
- Send DNR Dam Grant resolution to Rob Roth (along with the revised Ehlers financial plan). Talk to him about advocating the project. Is it with Uriah Monday? Or who the right person is on the subject matter. Discussions with him on the matter. Work together and provide all deeds, record info. needed to apply for the grant.
- I introduced Joe to another interested developer for the Apartment Building Lot #2 off Maple St. They're also interested in Lot 1 and housing. Talk about our expectations for their first appearance to the Plan Commission and Board.
- Meet with Library Board members and their requests on the library parcel for improvement. On Board agenda for March 15th.
- Delegate all crewman to coordinate what needs to happen to get Yard Waste opened up by Spring. Order signs, coordinate for curb cut, apron pour, power poles/gate, camera install, etc.
- Johnson Block filled the application for the Conventional Rate Case, electric utility.
- Advertise for Deputy Clerk/Administrative Assistant in Pardeeville Shopper, website and Facebook. Write job description
- Power Outage at the WWTP on Monday at 4 AM. Call in Roy. Red beacon stayed on until Friday. Finally had to call in LW Allen. Issue was from the original panel (1982 era).....red beacon off on Friday around 1:00.
- Reach out to candidates from first round – interest in next position??
- Provide top 10 street names to the Plan Commission for the 2 concept plans. Provide results to MSA
- Run reports for Library
- Inquires with Quarrels and Brady – they had questions on our projects before bonding
- Electric Power Systems – I.R. Scanning, ask lineman to set up/coordinate the scanning to occur
- Rob submitted the Grant Application for the Village. Reviewed the docs one last time, expressing advocating for the Village. Rob's advised that nothing about financial need is found on the grant application. He indicated that with the DNR's Grant application process, they don't necessary consider what other projects we have going on. Instead, we brought other financial hardships to light on the Grant Application. [See attachment](#). Page 1 of 7 references Financial Considerations. Full Grant Application is 87 pages (if you would like to see it, let me know).
- Attend the County's meeting at the Wyocena Shop – LRIP program, County aid Federal Funding Opportunities
- I heard back from the DOA. We did not get the ARPA Neighborhood Grant. :(went to communities for homeless projects or low-income projects. Still hope for the LRIP grant. County said it's now going to be the 1st week in April.
- Hot line clamp went out on Lake St. – lineman take care of the outage

- Clerk training at home on Saturday - website classes to become certified as a Clerk.
- Work with Columbia County Emergency Management (respond to a resident concern with flooding. Round up crews for sandbag mission)
- Train with Jen on Sunday, March 6th - also work with NOAA and lineman on river gauge issues and lake levels.

Week of March 7th:

- Finalize Street Name selections for the Plan Commission. Will bring back for a formal motion at a future meeting in the near future.
- Lead Lineman – finalizing a rough estimate for West Alley, in prep of Library's request for March 15th meeting.
- Well #1 – brought back online today!!! Day 1 of blended phosphates!
- Continue working on the River Gauge – solar battery is causing issues
- Come back to work on 03/08 to finish payroll
- Talk with Deputy Jones about the Clayton Broesch investigation. He took pictures and followed up with Paul Johnson. Provided his opinion on the matter – does not meet expectation as set forth on original citation back in December.
- Talk with Joe – the Kath development can be worked in to the TIF district. We would have to amend the TIF district. Will need to coordinate with the Joint Board of Review. But first, once Kath is ready, bring forth to the Plan Commission and Board
- Robin assisting me with tracking down delinquent utility accounts that hit the tax roll, writing letters templates for me, and many more tasks among her own.
- Assist Mark Lewis with Liquor License Application for Caddy Shack. Get to the paper for Publishing. Plan to have on the next Agenda (March 29th meeting date?) Election is April 5th!
- Work with Grothman and also the Library on completing the documentation for West Alley survey work, documentation for the easements needed from property owners for West Alley, Library's documents not yet filed, etc.
- Work on all agendas, minutes, packets.
- Brooke help me with assigning addresses for Vince St. buildings (Foote's units). Also assist me with background checks, mailings and much more.
- Talk with USSI on the Derrick and cost of steel on the rise in the nation's industry. This has led to a mandatory surcharge from Versa-Lift. We will likely be seeing a slight increase due to this.
- Talk with Joe on the rise of material costs for our infrastructure projects. Inform Jon Cameron, have Joe get us revised costs prior to the bond sale.
- Work on accounts payable (invoices and check writing)
- Contact Capital Newspaper for the Liquor License Applicant at Caddy Shack
- Coordinate with the County – assist with CDL training for crewman before taking the CDL test
- Hold interviews for the Deputy Clerk/Administrative Assistant Position on Friday afternoon, 03/11.
- Still monitoring and adjusting the River Gauge battery issues, altering Dam Gates and Hydro-Dam. Make necessary adjustments for the balance act for our lake, while considering needs of those up/down stream.
- Prepping for sidewalk project, tree lists on-going, yard waste needs, etc.
- Day 4 of Well 1 being online. All is going well. Operators are making adjustments at all wells to balance chlorine raw and residual testing. Provide Capital Budget Tracking Expense to date, as requested previously. [See attached.](#)
- Inquire with Jamie from PSE. Let him know about the Village closing in on the Loan going out to sale on 04/19. Ask him if \$50K is enough, knowing transport of 3 regulators and transformer is around \$5,000. [See attached.](#)
- Heard back from Steve Foote – he's interested in building on the west side of Vince St. Likely 1 building and then some garage units. Let Joe know.
- Follow up with Dennis Stilson – let him know Mr. Foote is interested on the West side of Vince St. Inform Dennis that perhaps he can look at the lots never built in TIF 1, off Westcott St.
- Coordinate with LW Allen on E. LaFollette St. Lift Station. Issues with seal fails and fuses. Still not working. New plan is to test the electrical panel by running wires into a bucket of oil. Then add water. The circuit shouldn't alarm until the water mixes in the oil.
- Received Iron and Manganese test results back – post Well Rehab. Great results. [See attached.](#)
- Work over the weekend 03/12 and 03/13. Courses for Election Training. Bank statements, Kwik Trip Accounts, etc.

PARDEEVILLE DAM GRANT APPLICATION PROJECT DESCRIPTION & NARRATIVE

March 4, 2022

Included within this narrative are the following:

- A. Background**
- B. Description of Dam Facilities**
- C. Statement of Need**
- D. Perspective from 2008 Flooding**
- E. Summary of Alternatives**
- F. Opportunities**
- G. Financial Considerations & Timing of Capital Improvement Projects**

A. BACKGROUND

The Village of Pardeeville submits this Grant Application for the purpose of repairing its main dam embankment wall. The main dam provides impoundment for Park Lake, a 330-acre lake on the Fox River System. Park Lake provides riparian access to over 100 homes and businesses, recreational opportunities and a includes a hydro-electric facility managed by the Pardeeville Electric Utility.

There are few, if any, records available regarding the construction of this feature of the dam. It was likely an improvement intended to reduce the effects of headcut erosion and seepage upon the earthen berm. It was built as an 8" concrete wall with water-side abutments every 16', extending on the left U/S embankment. The berm was cleared with the backslope restored to a 3:1 slope in 1992, and presumably, the concrete embankment wall was functional and left in-place.

The existing condition of the embankment wall is in significant deterioration. There is some surface value in that is likely protects from continued headcut at the normal lake level of 807.2. This value is in jeopardy as the wall continues to shift into the lake. The order to repair/replace was given in the 02-17-2022 WDNR Dam Inspection Report, as a carry-over item from the 2019 concurrence.

B. DESCRIPTION OF DAM FACILITIES

The Village of Pardeeville maintains a multi-faceted dam system on the Fox River system forming Park Lake. The main dam facility is located south of Bayview Drive and north of a private easement (which is also north of River Street). It is accessible via easement from Bayview Drive, with the dam area being fenced and gated from this location. This dam is located on lands owned by Village of Pardeeville and maintained by the Village.

The main dam is a 5-gate manual operable system, rehabilitated in 2011 with Municipal Dam Grant funding, from which a base flow is maintained to the Fox River outlet. The main dam partially controls lake level with its earthen berm, one gate in operation and the hydroelectric facility inlet when it is operation. A flumed flow-way & plunge pool forms the principal outlet (as originally constructed) and discharges to the Fox River, which continues toward Spring Lake. An auxiliary spillway was constructed in 2011 as a part of a combined CDBG and FEMA grant funding, near the site of the existing powerhouse (hydro).

The overflow spillway at the Lakeside Liquor includes an ogee-crest weir and a culvert outflow channel to Spring Lake. Since this area was a topographically low point along the lake, additional berming near the Lakeside Liquor sidewalk was installed. The overflow spillway is built with the idea that the main dam would be fully functional and maintaining lake elevations with supplemental flow from this facility. This emphasizes the importance of preserving the integrity of the main dam and its principal components, such as the earthen berm and embankment wall.

Overall, the Dam is considered “compliant” in terms of NR 116.08(3)(a) as follows:

1. The dam is structurally adequate to meet the conditions in ss. [NR 333.05 \(2\) \(k\)](#) and [333.07 \(3\) \(b\)](#). *[YES, per 1988 Dam Stability Analysis and per 2011 Dam Improvements]*
2. The dam is hydraulically adequate to meet the standards in s. [NR 333.07 \(1\)](#). *[YES, per 2011 Dam Improvements]*
3. The dam has been certified by a professional engineer, registered in Wisconsin, to meet the requirements of subds. [1.](#) and [2.](#) *[YES, per Prior Established Documentation on File, and This Correspondence]*
4. Written assurance of the dam owner's ability to operate and maintain the dam in good condition is obtained from the dam owner. *[YES, Based on Regular Inspection History, Prior Dam Improvements, Funding and Continued Maintenance]*
5. An emergency action plan to minimize loss of human life has been developed for the area downstream of the dam based on the assumption that the dam fails during the regional flood. *[YES, 12-30-2022 EAP Update on File with the Department]*
6. The department reviews and approves the material submitted under subds. [1.](#) to [5.](#) *[YES, Records Available for Confirmation by the Department]*

C. STATEMENT OF NEED

This element of the main dam is of high importance. The concrete wall protects the earthen berm at its weakest area, the top section of the berm, where there is only 1-2 feet of earth and approximately 6-8' of width. The wall has been exposed to decades of freeze/thaw, ice impact, seepage, vertical loads from the 2011 construction project, and possible root growth from the early 1990's and prior. The structural height of the berm is listed at 16 feet, however in this section it is likely more significant due to downstream Fox River tailwater cut to the south which approaches 20'.

The existing concrete embankment wall is a vertical concrete wall with spaced water-side abutments. There appears to be one or more supplemental concrete pours to bolster the wall.



There also appears to be several interior counterwall supports that are visibly rotated. The footing make-up and condition is unknown. All vertical concrete appears to have shifted indicating a separation or break at the footing, and further indicating that either soil shifting and/or root material has made up the difference. Reinforcing steel is exposed in many joint locations. Water wave and ice action have also contributed to a resultant reaction upon the concrete, with soil and matter following the reaction towards the movement and following gravity, accelerated with frost action upon the above-water soil. The condition of the existing concrete is not repairable.

The presence of the wall points to a potential sand or sandy-like soil structure of the berm (less cohesive and more susceptible to erosion and seepage which was the likely reason for the installation for headcut protection). Headcut damage is typically from ice action or water/wave action eroding over time. If a wall segment falls in the lake, the earthen berm would be exposed, subjecting the earthen berm to headcut damage and potential failure. This particular area would need to be immediately monitored and given emergency repair consideration. The area can be temporarily coffer-dammed, repaired with riprap or some kind of concrete surface installation, but there would be edges and exposed areas subjecting the berm to water pressure and/or seepage, in addition to other areas of the wall likely losing connectivity and subject to immediate failure when the coffer dam is removed.

The wall has moved mostly from passive soil pressure but also likely from frost and other additive forces. The berm is likely lower in elevation – a likely resultant effect of the displacement. Based on reports/orders from 1986 the earthen berm had significant woody vegetation on the backslope and this was cleared in 1992. The repair also included a “wedge” of earthen backslope improvement to a 3:1 slope but it is believed the concrete wall was left as-is. It is believed that, in addition to the wall displacement, the overall berm is lesser in structural integrity even though the 3:1 backslope was installed, due to the likely presence of old root material. This could also explain the variation in berm elevation. For these factors the berm should not be subjected to open headcut exposure or allowed paths of potential seepage if the safety and security of the dam structure is to be preserved.

In its current condition, the wall sections are being held together by concrete rebar which, for a wall of this approximate height, would only be 2 or 3 rods in the horizontal direction along its face. The spaced waterside abutments appear to be holding their relative position. However the wall, and therefore its internal rebar, is deformed and subject to exposure. There is likely accelerated degradation on the reinforcing steel from exposure/corrosion but to what level is unknown for certain. Assuming #5 bars (5/8" dia) and corrosion for 10 years, there could be at least an 1/8" of difference in the steel dimension in this timeframe (a lot of other factors vary this condition). However, there could be many more years in deformation and exposure.

The embankment wall has served its purpose and requires repair or replacement. As noted in the WDNR Concurrence (2019 Item #5), repair of the North Dam embankment wall (seawall) is required by 10-31-2023. The condition of the wall is substantial deterioration but has appeared to be stable the last several years.





2019 View of Embankment Wall

D. PERSPECTIVE FROM EVENTS OF 2008 FLOODING

After the 2008 flooding events, the main dam facility was improved with new gates and slightly more open area, including full operability of the slide gates from a height well above flood elevations. The design operating capacity of the full dam facility including overflow spillway, which was also constructed at this time, is for the 1,000-year floodflow. The existing flume and outlet structure of the main dam were opted to remain, mainly due to the lack of tailwater capacity downstream and with limitations at the STH 22 bridge, although this bridge has been modestly expanded with the 2020 WisDOT project.

During the days following the initial flooding events, extended for weeks thereafter, the main dam was operating in full capacity (a reduced capacity that was available at that time). To control lake levels, a sandbag wall was positioned on the top of the embankment/berm and was functional for weeks while flood water exceeded the dam facility. The average height of that wall was 18", and the top of berm surface was water-logged. The sandbag wall effectively protected the berm from overflow. Overall lake elevation eventually subsided, but with catastrophic damages at the Lakeside Liquor, Hydro and STH 22 area where the brunt of the overflow occurred. Now that these areas have been elevated, in particular the area north of Lakeside Liquor, an emphasis is placed on securing the main dam berm should another high-level event occur.



E. SUMMARY OF ALTERNATIVES

Consideration is given to all feasible options, with each option evaluated in terms of likely performance and longevity in addition to other considerations. Key aspects of this project would be as follows:

- to continue to minimize, if not eliminate, headcut issues
- to minimize, if not eliminate, seepage through the embankment structure
- to not unintentionally create a seepage conduit in the course of construction
- create a long-term and viable structural system for the dam facility
- provide a maintenance-free structural amenity for the dam

The following alternatives were evaluated:

1. Do Nothing. The existing concrete wall would continue to deteriorate, likely rapidly, since there are many sections with exposed rebar and the original integrity is compromised. Sections of the concrete would likely be lost to ice rebound and be ineffective in its intended purpose. Although the berm could be heightened it could not be widened effectively, subjecting the structure to continued wave action and ice impacts. There would be an increased risk for seepage and, in high flow events, any overtopping would place the embankment at-risk. The structure would also be at-risk in low flow conditions where any counterbalancing of water is not present. The Village would continue to pour large riprap in at the wall face, but the riprap would not have any suitable bedding and formation and would likely be lost to movement and silt embedment. If seepage would form, it would be virtually impossible to mitigate without emergency construction.
2. Repair Existing Concrete Seawall. Not repairable due to significant deterioration and lack of salvage value. This option is not further evaluated.
3. Replace with Riprap Armorment. A properly designed riprap system could be a low-cost alternative and would eliminate headcut for a very long time. While it appears to be relatively effective on the north U/S embankment, past efforts have placed rip rap in this area, as recent as 2017, showing the riprap has been lost over time. However, a riprap armorment project would not address any existing or future seepage. It would be based on the idea that the berm is of adequate strength and resilience to potential seepage. Although riprap protection is widely used on lakeshore slopes, for an earthen berm in a dam with 15 feet of head above tailwater, it does not offer full security for the seepage issue, unless a supplemental cutoff wall is installed. For this reason, a riprap armorment project was not further evaluated.
4. Replace Concrete Wall. This option would involve coffer damming, dewatering, removal of existing concrete, preparation of base, foundation, forming, pouring, sealing & backfilling. Wall cracks would be potentially mitigated with a rear membrane or the wall could be potentially overdesigned to increase stability and decrease cracking/movement. Joints would include waterstops. The top of wall can be set at a level that would provide additional berm protection. The south terminus could be extended past the embankment groin with easement. The preliminary cost for this alternative is \$392,000 not including future replacement cost.
5. Replace with Turf Stone Armorment. This is an articulated concrete mat, similar to what is installed at the headrace area of the hydro inlet. The armorment is an articulated



concrete mat product that can be ordered either as a solid block or with openings that are typically backfilled and seeded. While this would protect the surface and water interface areas, consideration would be necessary regarding the elimination of seepage in this case, due to the installation being at the top section of the exposed embankment. This option would involve coffer damming, dewatering, removal of existing concrete, installation of metal piling including end treatments, backfilling. The berm can be heightened and slightly widened towards the lake, creating a lessened slope on the upstream bank. The likelihood of seepage would be minimized with additional berm widening and eliminated with an impermeable geotextile/liner. The confirmation of final design decisions would be largely dependent on a topographic survey and geotechnical investigation. Preliminary cost for this option is \$460,000, mostly due to the surface area required in this installation. This can be potentially value engineered but this alternative would need to rely on the existing dam facility for the equal life duration.

6. Replace With Sheet Piling. This option would involve coffer damming, dewatering, removal of existing concrete, installation of metal piling including end treatments, backfilling. A geotechnical investigation may be appropriate to verify pile conditions prior to depth selection. A review of the 1988 Dam Failure Analysis provided soil borings within the berm that do not indicate any significant issues with this installation, although likely the sheet piling would be installed out towards the water away from the top of berm. The solution would theoretically eliminate seepage through the embankment for life. The top of wall can be set at a level that would provide additional protection for high flows. The south terminus could be extended past the embankment groin with easement. Preliminary cost for this option is \$295,000 subject to fluctuating material cost. However, this option appears to be the best option for longevity, cost and lack of required maintenance.

F. Opportunities

The order to repair calls for a full evaluation of options for repair, but this also presents opportunities for improvement. Reasonable opportunities for improvement would be:

- elevate the berm
- widen top of berm
- extend elevated portion through the length of the berm
- possibly eliminate the possibility of seepage or future repairs
- address any nagging principal dam structure seepage issues

These potential dam improvements could be easily addressed in the course of construction, pending municipal grant funding and Village of Pardeeville financial obligation.



H. Financial Considerations with Respect to Timing of Capital Improvement Projects

The Village of Pardeeville has experienced a problematic timing issue with respect to its general municipal budget. A prior accounting error has been discovered in the municipal electric utility, requiring a refund to rate payers within the utility, the refund being made by the utility but as general expenses of the utility being covered by the Village's general fund while the utility recovers through adjusted rates. This issue was obviously not planned. The timing of the dam facility directive, coupled with this unplanned financial circumstance and its respective timing issues, puts additional burden on the Village that is not included in the application. All things in consideration, the Municipal Dam Grant solicitation presents a great opportunity for the Village to complete this project in the timeframe directed despite these circumstances.

Thank you for the opportunity to submit for this grant. Please do not hesitate to contact me with any questions.

Respectfully,

ROTH PROFESSIONAL SOLUTIONS



Robert J. Roth, PE

Licensed Civil Engineer, Municipal Engineer, Dam Engineer



Report Criteria:

Account: 602-57-9002-000 WELL UPGRADE - OUTLAY
 Periods: 01/22 to 03/22
 Amount type: Actual
 Display: Reference detail
 Order by: Date/Journal/Reference number

Date	Journ	Reference	Description	Debit Amount	Credit Amount	Balance
			01/01/2022 (00/22) Balance	.00	.00	.00
			01/31/2022 (01/22) Period Totals ***	.00	.00	.00
01/10/2022	AP	11.0001	USA BLUE BOOK	1,465.43	.00	1,465.43
01/31/2022	AP	149.0001	MUNICIPAL WELL & PUMP INC.	21,048.00	.00	22,513.43
			02/28/2022 (02/22) Period Totals ***	22,513.43	.00	22,513.43
02/08/2022	AP	25.0001	USA BLUE BOOK	424.05	.00	22,937.48
02/09/2022	AP	10.0001	PORTAGE LUMBER COMPANY INC.	25.04	.00	22,962.52
02/09/2022	AP	34.0001	CORE & MAIN	5,446.00	.00	28,408.52
02/14/2022	AP	58.0001	S.M. ELECTRIC	120.00	.00	28,528.52
02/15/2022	AP	13.0001	PORTAGE LUMBER COMPANY INC.	111.52	.00	28,640.04
02/16/2022	AP	11.0001	PORTAGE LUMBER COMPANY INC.	4.99	.00	28,645.03
02/24/2022	AP	120.0001	KOHLWEY'S INC	167.22	.00	28,812.25
02/25/2022	AP	129.0001	MUNICIPAL WELL & PUMP INC.	24,912.22	.00	53,724.47
03/01/2022	AP	175.0001	MARTELLE WATER TREATMENT	2,775.00	.00	56,499.47
			03/31/2022 (03/22) Period Totals ***	33,986.04	.00	56,499.47

 Erin Salmon

From: Sieren, Jamie <SierenJ@powersystem.org>
Sent: Monday, March 7, 2022 12:27 PM
To: Erin Salmon
Subject: RE: Pardeeville Southside Sub Costs for 2022

Hi Erin,
I'll get you something a little more complete. There is engineering, testing, a few other items too and that is just to get the equipment there.

If you actually want to be able to use it then there is more design work, ground grid evaluation, some materials, etc.

It would be good to install the regulators that are purchased right away since they will provide a little extra capacity versus the existing regulators. Those can be kept as spare for emergency considerations.

Just getting back in the office this week and am catching up on emails.

Thanks,
Jamie

From: Erin Salmon <dpw@villageofpardeeville.net>
Sent: Monday, March 7, 2022 11:22 AM
To: Sieren, Jamie <SierenJ@powersystem.org>
Subject: RE: Pardeeville Southside Sub Costs for 2022

CAUTION: External

Jaime,

Recapping with you;
Transformer and Regs = \$40,500
Transportation = \$5,000
Total = \$45,500

The Village is going to bond \$50,000 this year for the project.

Let me know if this will work. I explained to the Board I need SOME contingency in there. Not just \$45,500.

Also, is the study done so we can present to the Board/Utility commission future planning. West Alley line rebuild may come up on an agenda item soon. The Library wants us to bury a line that runs N/S on their parcel. I explained we first have to re-build West Alley though. Not sure where that technically falls in the priority list. I know Mike had been wanting that replaced for quite some time. 😊

Thanks much!

Erin M. Salmon, P.W.M.

Village Administrator, Director of Public Works & Interim Village Clerk/Treasurer
Village of Pardeeville/Pardeeville Public Utilities
114 Lake St.

Erin Salmon

From: Brad Stuczynski <BStuczynski@msa-ps.com>
Sent: Friday, March 11, 2022 10:06 AM
To: Erin Salmon
Cc: Brian Yahnke
Subject: RE: Pardeeville CT lab report/invoice

Iron and manganese post rehab are similar to levels after extended flushing, as well as 2008 levels when the well was pumped regularly. See table below.

Regular pumping of the well will help keep iron and manganese at lower levels as compared to having the well sit idle for extended periods of time.

Thanks,
Brad

Sample Date	Fe (mg/L)	Mn (mg/L)	Combined (mg/L)	Comments
11/2/1999	0.63	0.032	0.662	
8/18/2008	0.93	0.049	0.979	
1/1/2014				No more Well 1 pumping to system, emergency use only.
5/20/2020	1.49	0.073	1.563	
7/7/2021	1.66	0.064	1.724	Flushing started on 7/6. Sample taken after 6 hrs of pumping to waste.
7/14/2021	0.895	0.039	0.934	Sample taken after 48 hrs of pumping to waste.
7/21/2021	0.868	0.039	0.907	Sample taken after 87 hrs of pumping to waste.
10/28/2021	1.4	0.05	1.45	Sample taken after 1 hr of pumping
2/23/2022	0.921	0.058	0.979	Post Rehab, taken after 1 hr of pumping

From: Erin Salmon <dpw@villageofpardeeville.net>
Sent: Friday, March 11, 2022 9:30 AM
To: Brad Stuczynski <BStuczynski@msa-ps.com>
Cc: Brian Yahnke <byahnke59@gmail.com>
Subject: FW: Pardeeville CT lab report/invoice

Hi Brad,

Results are in! Please see attached!

Thanks much!

Erin M. Salmon, P.W.M.

Village Administrator, Director of Public Works & *Interim Village Clerk/Treasurer*
Village of Pardeeville/Pardeeville Public Utilities
114 Lake St.
Pardeeville, WI

ERIN M. SALMON, P.W.M.

Village Administrator & Director of Public Works

Reporting Period of March 14 – March 25

Village Board Meeting Date: March 29, 2022

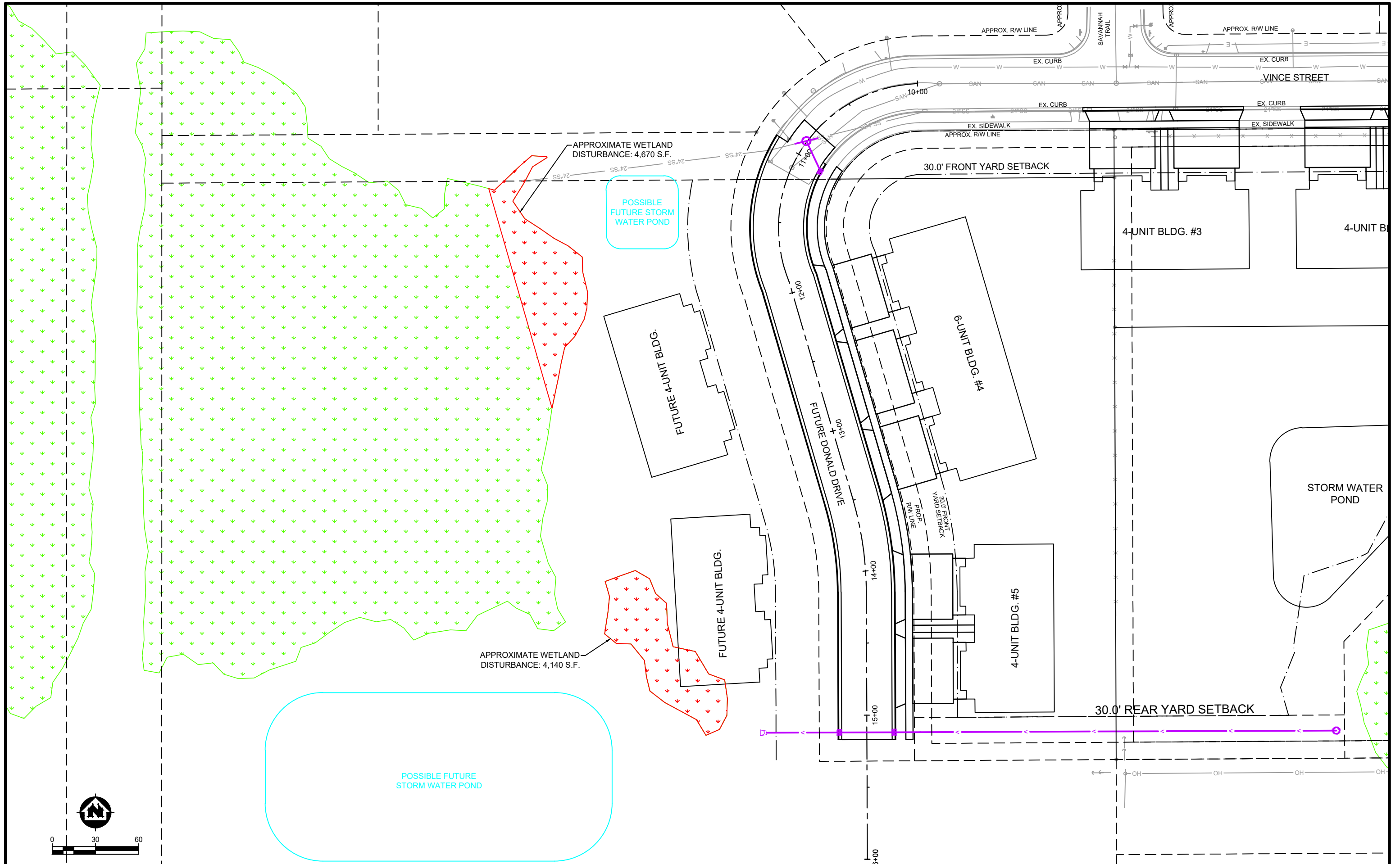
Week of March 14th:

- Exciter ring on the Hydro needs to be turned. Hydro is off line for now. Take to Sergants for turning. Terry Green worked on it too. Also learn dead fish (hundreds of them) had clogged up the trash rack. Gizzard Shad's. Since this incident, there had been another 50 of them. Mass die-off. Hence all of the Eagle's on the Lake!
- Zimmerman plumbing – tested our RPZ's (back flow preventers)
- Phone conference with MSA design team on Doug Hare Way Project - add sewer and water laterals for buildings on the West side of the road extension. *See attached.*
- Talk with Paul Johnson – now that the CSM is filed, how soon can we sell the land to Foote? He's ready to build!
- Add topsoil throughout the Village in areas needed from snowplow operations
- Green Bay Pipe on site for cleaning of the storm sewer on Warnke St. – root cutting also (source of the dams). *See image as a sample....*
- CSM filed for Foote's Property. Inform Paul Johnson!
- DOT project Completion Notice received. Request for refund on money due to us (lingering balance out there).
- Send revised D.A. to IKWE for signatures.
- Continue training for Elections – get authorization from Elections Commission to WisVote. Start processing Absentee Ballots.
- Lenz Foundation - received a Trust Grant Award for additional funds for the Senior Center!!! *See attached.*
 - This should help offset the costs in the rise for our construction costs, per Joe. Still waiting on the updated numbers from MSA
- Contact PSE on West Alley – electric estimate. Questions on floodplain and others. Work on setting up a meeting.
- Lineman make phone calls to contractors to get estimates for West Alley – need current numbers with rise in materials compared to pricing from the Lake St. project.
- USSI here for truck inspections. Aerial truck had 1 issue relating to casing of the wires – fixed right away at Sargents. Digger Truck grounded for multiple reasons. USSI continue to work on inspecting the Derrick truck. Mechanic inform us 4-6 weeks before it can be worked on at their shop in Little Chute. I made some calls and sent some pictures of the issues, tried to convince them to get us in ASAP, especially since we're buying new this year.
- Work on absentee ballots. Linda Possehl volunteer and give me a hand on Friday from 10-5! Thanks Linda!!
- Write offer to Jody Hardwick. She accepted on Monday, 03/21. Start on 04/11.
- Saturday worked on minutes and started vouchers. Continue election training and try and catch up on DPW duties.

Week of March 21st:

- Kayla Lindert's first day! Absentee ballot training.
- USSI came and picked up the Derrick truck today. It'll be back next week. Estimated repair costs around and service it!! I made some calls and pulled some strings to get it in right away!
- ***Jason from Park Lake Management stop in. Inquire on if he can dump his leaves and grass clippings at our yard waste site from residential lawns he works on throughout the Village. I'm not sure on this. If I start this, who else is allowed as a contractor. How much space will it take up, etc. He mentioned it saves his time to dump in the Village. *Discuss on 03/29.*
- Kayla work on training sessions while I continue to work on payroll and accounts payable.
- Talk with County on the application for the Federal Funding and the HWY P project. Intergovernmental Agreement Process.
- Easement drafting with Paul Johnson for acquiring land needed for the new Lift Station.
- Meet with PSE, lineman & Michael's Contracting on West Alley. Discuss project concepts, timeline with material delay, etc. Will take this to Public Utility Commission after the Spring Election. Tentative for April 12th.
- JD Kath – Plan are evolving for the parcel off Lake St. The campground concept is changing. Wants to pursue the subdivision again. Discuss with Joe and also have JD work towards providing a revised Site Plan and Tax Increment Exhibit for the Village Board and Plan Commission. This could potentially lead to a TIF Boundary Amendment.

- Baker wants an additional driveway for his parcel off HWY 44. Contact the DOT.
- Assist Jacob Gunderson with proper paperwork for the re-zone application and conditional use application
- Kayla and I attend an elections training class together at the County Building.
- Brian Yahnke retiring. Get ready for the transition of Torgerson moving up to Water/Sewer and filling his position ASAP for start date of May 1. Take to F&P on 03/29.
- Update the format for the Newsletter. Create April 2022. [See attached.](#)
- Train Kayla on Agendas, Packets, Posting and merging documents for Meetings, show her scripts for taking minutes.
- Crewman team up to assist me in coordinating for Yard Waste site opening day. Concrete needs, signs, etc.
- WWTP – meeting with Steve Sell from MSA, Roy, Aaron and I on the planning for the monitoring wells. All based on the evaluation of the groundwater monitoring system. Due at the end of June.
- Office Staff and all of the crewman have been doing a tremendous job in this incredibly business time!!!



PROJECT DATE:	NO.	DATE	REVISION	BY:
DRAWN BY:				
DESIGNED BY:				
CHECKED BY:				

PLOT DATE: 3/1/2022 1:23 PM, G:\02\02690\02690004\CADD\C3D\02690004 Design.dwg

MSA
 ENGINEERING | ARCHITECTURE | SURVEYING
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 201 Corporate Drive, Beaver Dam WI 53916
 (920) 887-4242 www.msa-ps.com
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PARDEEVILLE VENTURES
 PARDEEVILLE VENTURES LLC
 VILLAGE OF PARDEEVILLE, COLUMBIA COUNTY, WISCONSIN

FUTURE BUILDING & STORM WATER EXHIBIT



Edward C. Lenz and June M. Lenz Charitable Trust

March 18, 2022

Via email

Village of Pardeeville
Attn: Erin Salmon, Director of Public Works
114 Lake Street
Pardeeville, WI 53954

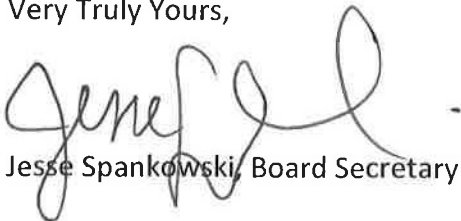
RE: Lenz Charitable Trust Grant Award

Dear Erin:

I write to inform you that the Lenz Charitable Trust Advisory Board has approved an increase of \$130,000 to the pledge grant award to the Village of Pardeeville for the Senior Center Project so that the overall pledge grant award amount is now \$365,000. This pledge continues to be contingent upon the Village Board approving construction of the Project and securing the remaining funds necessary to complete the Project during the existence of the Trust.

Thank you again, and please feel free to contact the Advisory Board if you have any questions.

Very Truly Yours,



Jesse Spankowski, Board Secretary

Pardeeville Newsletter - April 2022

Office Hours

7:30 a.m. to 4:00 p.m. Monday - Friday
Village: 608-429-3121 Utility: 608-429-3054

Please visit: www.villageofpardeeville.net for our ordinances, policies, meeting agendas/packets, etc.



Call Columbia County Sheriff's Office
608-741-4166 (Non-Emergencies and After-Hours Concerns)



NEW YARD WASTE SITE

The new yard waste site is located at 501 Gillette St. (north of the EMS building). Opening day in 2022 is depending on the weather. We are anticipating Wednesday, April 6th. Once the site is open, the hours of operation will be:

Monday-Friday, 7:30 AM-3:30 PM.

1st and 3rd Saturday of the month, 7:30 AM-3:30 M.

**NO CONTRACTORS ALLOWED
VILLAGE RESIDENTS ONLY**



ATV /UTV usage within the Village Limits

The ATV/UTV Ordinance for the Village is located in Chapter 32, Article 2, Division 2 of the Code of Ordinances, located on our website. The **definition** of an ATV/UTV can be found there, along with *rules and regulations* for their operations within the Village.

Brush Collection

Brush pick-up is scheduled for the following weeks:

June 13th Aug. 15th Oct. 10th

• Brush must be set out at the curb by Monday at 7 a.m. of the scheduled pick-up week.

Do not set out brush more than 5 days before the scheduled Monday.

• Small brush must be in an open container or CLEAR bag.

• Trim limbs per the Village Ordinance. Limbs larger than 4" in diameter or longer than 8' in length will not be picked up.

• Brush generated by tree removal contractors will not be picked up.

• Please call with questions; brush not properly stacked will be red tagged and your responsibility to dispose of.

How to Properly Pile Brush



Blowing or Mowing Grass Onto The Street

Per village code section 22-6(c) no person shall deposit any refuse, leaves or grass clippings in any gutter along any public street, road, alley or highway. Please protect our storm sewers and sweep up if you must blow into the street.



Building Permits & Zoning Applications

Residents are reminded that building permits and zoning applications are needed for projects such as:

- Fences
- Garage additions
- Accessory buildings and sheds (this includes any metal framed storage shed/canopy)
- Additions/remodel (new walls, basements etc.)
- Electrical (new service and re-wire)
- New or relocating of plumbing fixtures/lines
- Pools (in-ground and above ground)
- Decks
- Razing or demo of old buildings/structures, etc.
- Windows and doors (if not exact replacement)

When in doubt, call the Village office. When planning your construction project, please allow a two-week time frame for appropriate permits, estimates, diggers hotline locates, etc.



License Your Pet(s)

April 1st was the deadline to license your dogs and cats for the 2022 licensing year. Licenses are now late and therefore an altered dog will cost \$10.00 and unaltered \$15.00 Please contact the office with any questions. You can drop off payment with rabies certificate in the silver drop box and tags will be mailed back to you. If you need the rabies certificate returned, please let us know. The fine for an unlicensed pet is \$218.50.

Dogs/Cats must be leashed and not allowed to run free at any time!

- ❖ Please clean up after your pet if you let them do their duty in someone's yard, park or any public way.



Open Burning – Village Ord. 14-85

Burning trash/garbage is prohibited. Spring burning of dry leaves and other non-offensive dry yard debris is only allowed from April 1st through May 31st. Burning of damp yard waste and unattended burning is also prohibited and is subject to a citation/forfeiture for violations. Outdoor cooking and campfires are allowed per Village Ordinance 14-86. See the Village Code of Ordinances or call Village Hall if you have any questions.



Private Wells

All private wells and sand points must comply with DNR codes, Village Ordinance and are required to have a valid permit. Wells in basements are illegal and must be properly abandoned and be inspected by the Village; unless located in an approved walk-out basement. See state building code NR 812 Wis. Adm. Code. Contact the Village Office to obtain or renew your private well operation permit or to get information on a free permit to abandon your illegal basement well. Permits are required per NR 810.16 Wis. Adm. Code.



Village Board Meetings

Normal scheduled meetings are held on the 1st and 3rd Tuesday of the month at 6:30 p.m. There will not be a Board Meeting on April 5th (Spring Election)

Please be sure to check out the village website at www.villageofpardeeville.net for up-to-date information on happenings in the Village!

Village Projects - 2022

Sidewalk replacement and Edge Cutting program – this year the program is focusing on E. Chestnut St. (limits of the project are from Main St. to Sanborn St.)

Chip Seal will be applied on the following streets:

- ~Vince St. (Roosevelt St. to termini West)
- ~W. LaFollette St. (S. Main to Herwig Dr.)
- ~Alley Ct.

Village Development - 2022

There will be a new roadway built this summer!

Don Hare Way! It connects to Vince St. and extends to the south approximately 500', in the first phase of the project. For more information on the concept plan, please see the Village website.

Another project currently in the design phase is the extension of Sanborn St. to the south, along with other utility work servicing the new subdivision. This is the first phase of many phases. For more information on the concept plan, please see the Village website.

UTILITY CORNER

Utility bills are mailed on the last working day of the month and due the 20th, or by 8:00 am the following business day if 20th falls on a weekend. Failure to pay by the due date will result in a late fee being assessed and a past due notice being generated. **Payments received after the due date will not be reflected in the next bill that is mailed out.*

The Public Service Commission's moratorium on disconnection due to non-payment is officially lifted on April 15th and disconnections will resume Monday April 18th. If you have received a Past Due notification with your bill, please bring your account up to date by 8:00 am on that day to avoid potential disconnection.

Reminder: Please keep your contact information up to date with the utility office! There is always a need to send out important information and notices in a timely manner.



Hydrant Flushing 2022

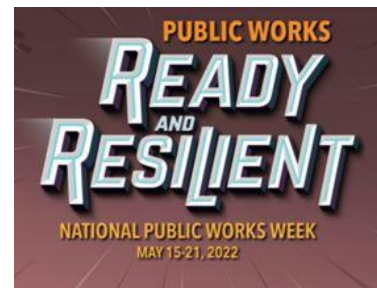
Pardeeville Utilities Water Department will be flushing water mains during the weeks of May 16th – 20th and from October 3rd – 7th. This flushing will be done during the day from 7:30 AM to 3:30 PM in order to maximize the results of our flushing program. Some discoloration of the water might be noticed. The Utility recommends that residents run water from the cold water tap and flush toilets until the discoloration disappears.

(The above dates were listed on the garbage/recycle calendar; if you are in need of one, please contact the Village Office.)

APRIL 18TH IS NATIONAL LINEMAN APPRECIATION DAY!

From the power plant, the grid crisscrossing the country, both above and underground and right up to the meters on our homes, these men and women build and maintain the system that keeps our nation running.

If the power is on, you likely have a lineman to thank!



Here at the Village, we are planning, building, managing, maintaining and operating our community to improve our quality of life! We care about you!

ERIN M. SALMON, P.W.M.

Village Administrator & Director of Public Works

Reporting Period of March 28 – April 15

Village Board Meeting Date: April 19, 2022

DRAFT until Board Meeting

Week of March 28th:

- Kayla and I run a test on the voting machine with some of the election workers
- Work with MSA and Ehlers on the Bond Note, revised totals. Provide to all in DPW report on 03/29 meeting. After meeting, inform Ehlers to proceed. Will have all documents on the 04/19 meeting.
- Send out letters to candidates to making the cut for the Clerk/Treasurer and Deputy Clerk/Admin. Assistant
- Meet with SafeStep for the sawcut stones. Revise assessment roll. Send out letters and notice of Public Hearing for the Board meeting on April 19th.
- PW Concrete Services Pout Approach for Yard Waste Site, wait 10 days before vehicles drive on it, including prep time for crew to drive in posts to make gate.
- Send out letters and 10-day notice for the 3 Public Hearings on April 12th for Plan Commission.
- Order special traffic signs for the intersection of Gillette St. and W. LaFollette St. (Cross traffic does not stop)
- Talk with the County on another 10 ton limit sign for HWP P at the Intersection of Gillette St., westbound semi's onto HWY P. County approve, order/install.
- Review Cost Estimate of W. Chestnut St. and send to the County for the Federal Funding opportunity. County Commissioner take it to the Committee for consideration in April for an Intergovernmental Agreement project. 2024 or later.
- ***Lead lineman working on an estimate for Everbrite. It's a primary service extension due to a new piece of equipment they have coming (Thermal-Forma" – it heats up a large piece of plastic). Their equipment is planning on coming. Lead Lineman learned they will need a 3 phase transformer (required 480Y/277, 1000KVA). We have only 1 in the inventory. We certainly don't want to give that up. (if we would need that in the event of a storm, etc.)
 - With the pandemic, the lead time is 1 year out on transformers like this. Cost for the Everbrite transformer is \$33K too, which is on the Utility's expense, per the PSC.
 - PSE (Jaime Sieren) is assisting us in trying to locate a used transformer for our inventory. We have to provide a transformer for Everbrite.
- Compare estimates for the WWTP Generator. Bids were close. Low bid is still above 2022 budget by \$15K. Take to Board on 04/19.
- Digger Derrick Truck 3D model is complete. Schedule meeting with USSI.
- Reach out to County Zoning regarding Clayton Broesch. They are working with Corporation Council and if the Village is also in favor of seeing items cleaned up, they will issue an Injunction against the property. Will follow up with me in 2 weeks or so.
- Chloride Reduction Plan for the WWTP is due for review by the DNR. Work on documents for that, assistance from operators on needed data.
- NEW SOFTWARE INSTALL TODAY!! WAA HOO!!! A little nervous, we will work our way through....formal training is set up for when Jody starts, week of April 11th. Until then.....we can navigate our way through.
- Kayla and I prep for election.....Kayla continue training.
- Send out letters and 10-day notice for the Public Hearing on April 19th for the Special Assessment relating to the Sidewalk Project.
- Provide documents to the bank for Kayla's authorization on the accounts.
- Post Municipal Services Crewperson position to the website, provide to Candice at the paper and to Indeed.
- Talk with Hometown Bank on the current Loan for the Fire Dept. Will have on the agenda for April 19. Also provide them minutes from 03/29, adding Kayla to the accounts.
- Final plan review of Construction Docs for DOUG Hare Way Extension. Able to eliminate an additional HYD.
- Work with Terry Kohn Excavating on the Bulldog Storage Stormwater design. Need to revise the stormwater basin they were planning to install on site. Ask for sumps and sump-holes in the bottom of the basins. Keep water onsite. A new step for Kohn and Pulver to have Village approval, but explained on why it's important for my review, part of the Ordinance, etc.

- Go through account changes to all ETF, WRS, ICI and more for access.
- Go Daddy – Website host needing upgrade. Only authorize 1 year. Apparently, Village was notified in late 2020 (to Bookkeeper) that our website needed to be re-built and an upgrade or else it will be shutdown. I noticed some of the pages started to disappear this week. When I asked Brooke to inquire, this is what we learned. I authorized the re-build and 1 year of subscription. In the meantime and over the next year, we will look in to other options.
- Talk with USSI and the Derrick truck order. Send us a 3-D model of the truck. Plan to review with lineman and USSI in the next week or so. Final design steps as the truck hit assembly line. Also discuss the understanding of increase due to inflation on materials. As noted in my DPW report.
- Talk with Kyle Little, Grindline Skateparks, Procurement Specialist and President of Portage Family Skate Park. He'd like to propose an idea here in Pardeeville for the Board. I told him the idea is grand. Timing is not the best, but worth coming to the Board soon. Provided him Park Chair Haynes, contact info. as a start.
- Show Kayla the start of payroll. We navigated on the new software. We have an appt. at 10 AM on Monday with Civic (intentionally set up, as we HAVE to do payroll on Monday, with the election on Tuesday)
- ***Sewer operators came in on Sunday to address a sewer back- up at 115 Herwig Ct. - sweater or section of carpet was stuck in the main downstream, retrieved from the MH near W. Chestnut St.
 - It's not our fault, so we're not liable.
 - Start a claims process, tell homeowner to do the same.
 - Learn from our Insurance provider about coverage for Sewer/Water Backup Endorsement (a backup or water main break) causing damage to a resident. A \$100,000 per incident policy, \$3,675 a year. Covers up to \$300,000 in claims per year. Can bill this out on utility bills, divide out by 12 bill cycles. Residents can have some sort of coverage at least.....Consideration?
 - NO FAULT SEWER QUOTE; take to the Commission on 04/12/2022

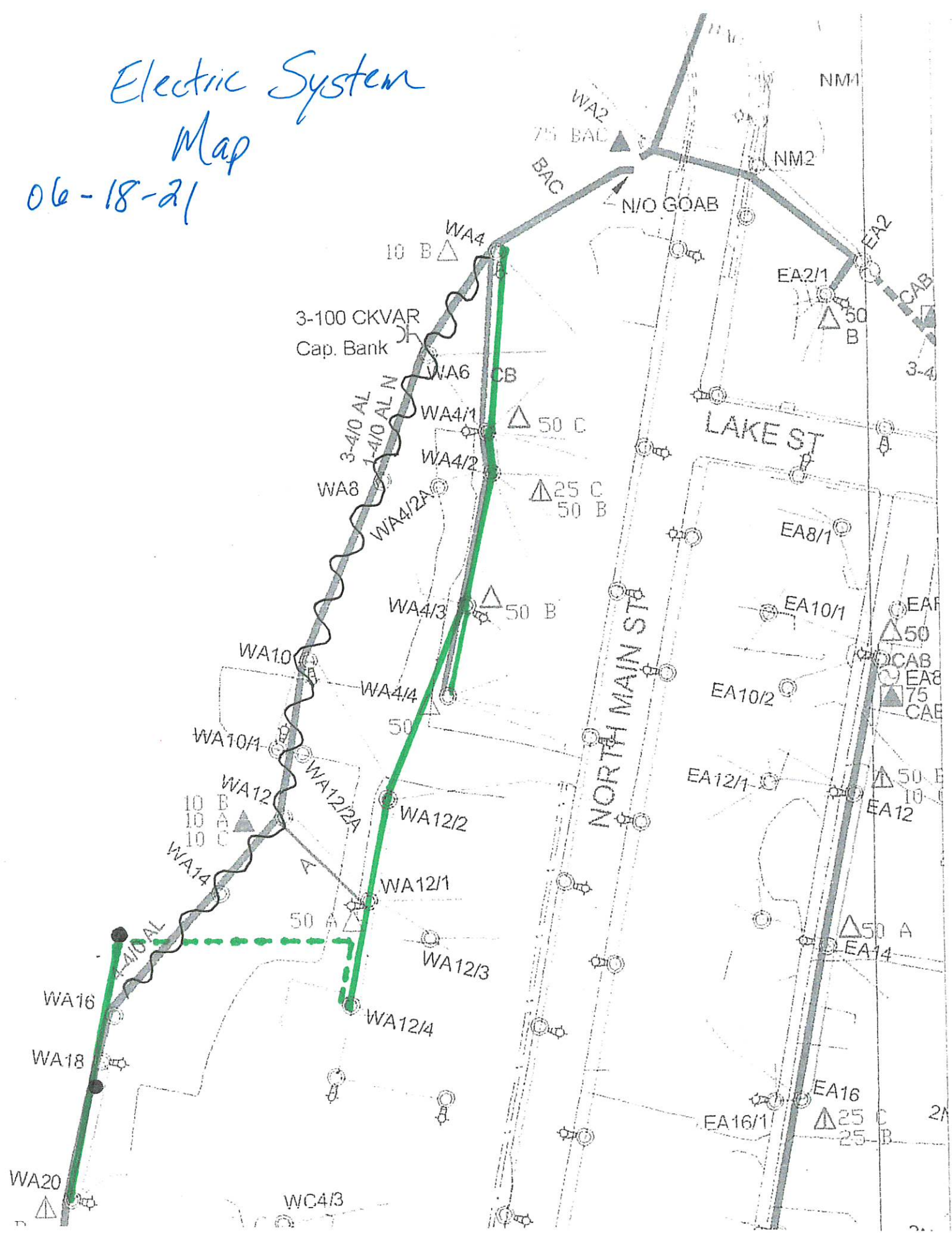
Note – as a follow up, have the sections of Sewer Main televised on 04/07/22 to ensure lines are ok. Homeowner insisting our lines are bad. I explained that our jetting records show no issues with the line. TV footage prove that the lines are fine.

Week of April 4th:

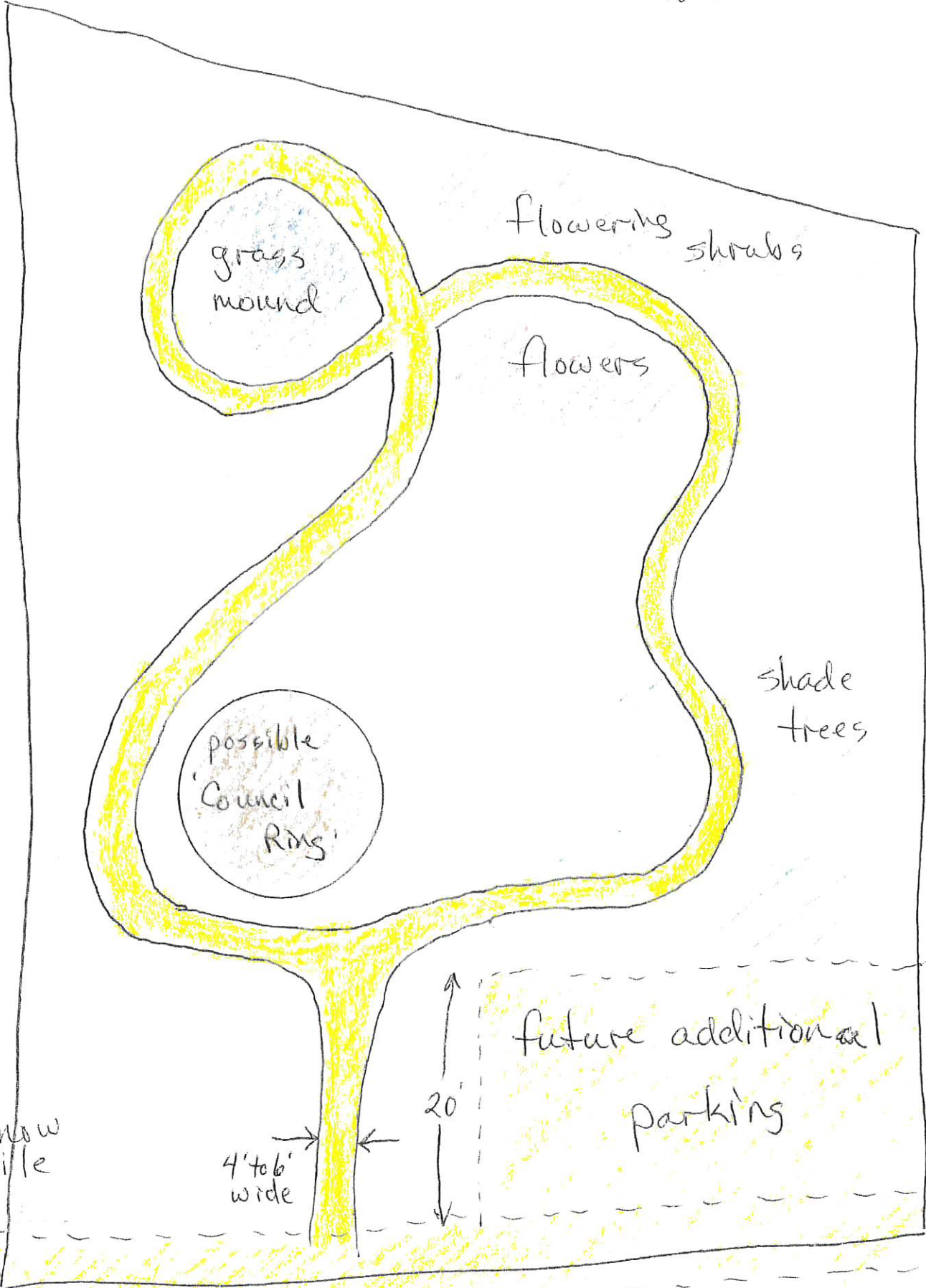
- Coordinate with PSE and Reedsburg. Setting up a day to perform the testing, removal of bushings, transportation, etc. of the transformer and 3 regulators in Reedsburg. April 26th is the day! Will need to coordinate with ATC for needed switching to take place!
- Lineman work with PSE for the planning on building the cribbing for the transformer and regs delivery.
- Start payroll on Monday, 04/04, Election tomorrow!
- Wage and Benefits Survey for the MUEW
- Contact ETF for inquiries relating to Supplemental Insurance after retirement and Continuing Village Insurance
- Work on Account Payable – train Kayla
- Packets for Plan Commission, Public Utility Commission and Public Protection – Train Kayla
- Write letters to various residents on dead, dying or diseased trees on their property
- Write letter to 107 Lintner Rd. – sight visibility issue due to parking of RV. Work with Deputy for opinion, pictures, etc.
- White GMC getting in to Portage Diesel this week - Clutch replacement is likely
- Property Maintenance Ordinance – new, take to Public Protection on 04/12/2022
- Check in with IKWE and ADCI – Updates on investor progress. Meter and transformer size for the building too. Lead time is approx.. 57 weeks for electric needs.
- New employee enrollment forms – Life Insurance, ICI
- Meet with Grothman – West Alley travel easement (establish it) and the electric line easement (establish it). Been a project in the works for 15 or so months. Trying to wrap it up.

Electric System Map

06-18-21



North →
Not to scale



grass mound

flowering shrubs

flowers

possible 'Council Ring'

shade trees

Snow pile

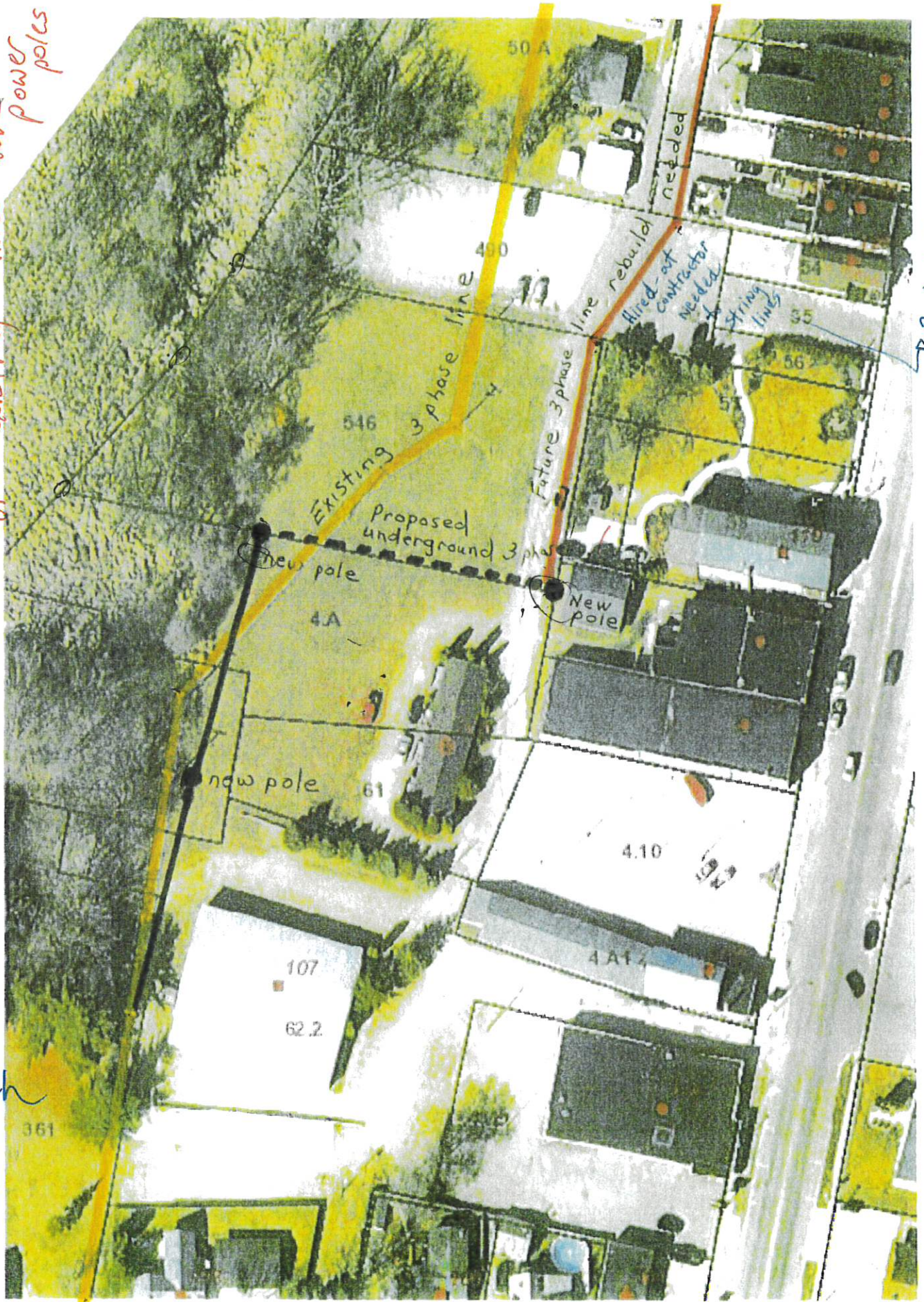
4' to 6' wide

20'

future additional parking

Leave 30' Buffer for proposed & also demo of existing lines and power poles

North



Budget for 2022?

Main St. →

Erin Salmon

From: Ryan Burns <ryanb@baerinsurance.com>
Sent: Wednesday, April 6, 2022 11:02 AM
To: Erin Salmon
Cc: Municipalities
Subject: LWMMI - No fault Sewer Quote
Attachments: No Fault Sewer Coverage Description.doc

Hello Erin,

Per our conversation you will see in the attachment a coverage description. Below would be the price based upon the population of 2100 you gave me.

Just FYI too even if we cause the backup while performing line maintenance as long as we are following accepted protocols and procedures there may be no wrong doing (legal liability) that would make the municipality responsible for the damage caused.

So we will always defend the village against any claim for legal liability for damage but the chances are slim without our No Fault extended coverage that the claimant will collect anything in a loss.

No Fault Sewer Coverage

Population: 2100 x1.75 (rate) = **\$3,675** (Annual Premium)

As I mentioned we can prorate this amount based on the effective date.

Please let me know if you have any additional questions.

Thank you,

Ryan Burns, CRIS

Commercial Account Executive
Baer Insurance Services, Inc.
608.830.5833
ryanb@baerinsurance.com
www.BaerInsurance.com



Ask me how you could save money on your Home and Auto policies by adding a qualified life policy!

This message and its contents are confidential.

Coverage Description- League “No Fault Sewer” Extended coverage

General Liability policies cover or at least defend you against any claim of “legal liability” due to a backup originating in your main lines. State Statutes define when you are responsible and you do have a duty to reasonably inspect and maintain your sewer and water lines. claims for loss or damage from back ups from your main lines into resident homes or businesses will be defended but depending on the circumstances you are unlikely to be liable for such damage unless your inspection or maintenance on your lines isn’t reasonable or you just fail to go out and address the line problem.

So what about those other instances where a disposable diaper, grease plug, or tree roots etc cause back ups originating from your main line where you have been doing inspections and weren’t performing any physical action on the line at the time? By statute neither you nor your insurance carrier are obligated for damage these blockages cause which often times leaves the affected property owner less than happy.

The League of Wisconsin Municipalities Insurance Company has developed a coverage endorsement “No Fault Sewer/Water Backup” to address such losses. The affected property owner is required to go to his or her insurance carrier as the primary source of coverage but the League “No Fault” coverage will cover the property owners “out of pocket” expenses not covered by their primary insurance (up to \$100,000 in a single claim limited to \$300,000 maximum for all claims in a policy year.) In effect you are buying coverage for your residents and in the process are relieved from having to explain why your main line back up into the property owners premises and the associated damage and clean up are not your responsibility.

Not every municipality purchases this protection but around 85%-90% of League participants do. Since the coverage cost can be budgeted to the sewer utility it can ultimately be a pass through in the water utility rates and coverage this way is far cheaper than property owners can buy on their own.