

BOARD OF PUBLIC WORKS

City of Kaukauna
Council Chambers
Municipal Services Building
144 W. Second Street, Kaukauna



Monday, March 20, 2023 at 6:00 PM

AGENDA

In-Person

1. Correspondence.
2. Discussion Topics.
 - [a.](#) Recommendation for Award of Project 1-23: 2023 Concrete Street Paving.
 - [b.](#) Recommendation for Award of Project 4-23: 2023 Concrete Street Patch Program.
 - [c.](#) Bayorgeon Diamond #2 KAC Concession Roof Repair and Cooler Reconstruction.
 - [d.](#) 2022 Municipal Separate Storm Sewer System (MS4) Annual Report to DNR.
 - [e.](#) DNR Urban Forestry Grant Award.
3. Adjourn.

NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Board of Public Works meeting scheduled for Monday, March 20, 2023 at 6:00 P.M. to gather information about a subject over which they have decision making responsibility.

IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.



City of Kaukauna
Board of Public Works
JJB/engr dept

March 20th, 2023

Agenda Item # 2A
1-23 Concrete Street Paving Project

Background

The Engineering Department has reviewed and analyzed the bids from Vinton Construction Company and Zignego Company Inc, received on March 15th, 2023, at 4:00PM for the 1-23 Concrete Street Paving Project. The Engineering Department received two bids this year and also created an engineer's estimate prior to bid opening.

Review

The Engineering Department has compared the two received bids against the engineers estimate. The bids themselves are within \$237,593.71 of each other which is a good indication that they are competitive. The higher bid (Vinton) is under the Budget Estimate by \$179,804.41 which is another indication that the received bids are reasonable and competitive. Attached is a comparison file showing the pricing differences between the received bids.

Recommended Action

Award Project 1-23 Concrete Street Paving to Zignego Company, Waukesha, WI for a total bid price of \$3,647,601.88.

SCHEDULE OF PRICES

PROJECT 1-23 CONCRETE STREET PAVING

UNIT A - NEW CONSTRUCTION STREETS

White Dove Lane, White Birch Lane, Boxer Street, Greyhound Street, Setter Drive

ITEM	DESCRIPTION	QUANTITY	UNITS	ZIGNEGO COMPANY		VINTON CONSTRUCTION		ENGINEER	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
A1	6" plain concrete pavement; Furnish and install 13520 square yards, more or less, all complete for:	13520	SY	\$43.15	\$583,386.00	\$39.23	\$530,389.60	\$33.44	\$452,108.80
A2	Fine grading for concrete pavement; Furnish 13520 square yards, more or less, all complete for:	13520	SY	\$1.60	\$21,632.00	\$2.00	\$27,040.00	\$2.70	\$36,504.00
A3	Full depth saw cutting; Furnish 100 lineal feet, more or less, all complete for:	100	LF	\$2.25	\$225.00	\$3.00	\$300.00	\$5.40	\$540.00
A4	Connect to Existing Pavement; Furnish and install, 4 each, more or less, all complete for:	4	EA	\$1,000.00	\$4,000.00	\$590.00	\$2,000.00	\$322.00	\$1,288.00
A5	Pavement GAP; Furnish and install, 1 each, more or less, all complete for:	1	EA	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$780.00	\$780.00
A6	4" concrete sidewalk; Furnish and install, 28800 square feet, more or less, all complete for:	28800	SF	\$8.05	\$231,840.00	\$7.55	\$217,440.00	\$5.00	\$144,000.00
A7	6" concrete sidewalk & driveway apron; Furnish and install, 19920 square feet, more or less, all complete for:	19920	SF	\$9.60	\$191,232.00	\$8.15	\$162,348.00	\$5.75	\$114,540.00
A8	6" concrete curb ramp; Furnish and install, 460 square feet, more or less, all complete for:	460	SF	\$11.35	\$5,221.00	\$9.10	\$4,186.00	\$6.25	\$2,875.00
A9	Detectable warning fields; Furnish and install, 8 each, more or less, all complete for:	8	EA	\$450.00	\$3,600.00	\$350.00	\$2,800.00	\$310.00	\$2,480.00
A10	Removal of Miscellaneous Concrete Street; Furnish and install, 10 SY, more or less, all complete for:	10	SY	\$101.85	\$1,018.50	\$20.00	\$200.00	\$22.00	\$220.00
A11	Removal of Concrete Street; Furnish and install, 50 SY, more or less, all complete for:	50	SY	\$50.95	\$2,547.50	\$15.00	\$750.00	\$46.40	\$2,320.00
A12	1 1/4" Base Coarse Material; Furnish and install, 500 tons, more or less, all complete for:	500	TON	\$20.00	\$10,000.00	\$0.01	\$5.00	\$10.80	\$5,400.00
A13	Unclassified fill; Furnish and install, one lump sum all complete for:	1	LS	\$15,950.00	\$15,950.00	\$54,080.00	\$54,080.00	\$11,000.00	\$11,000.00
A14	Manhole Adjustments; Furnish 25 each, more or less, of manhole adjustments, all complete for:	25	EA	\$750.00	\$18,750.00	\$200.00	\$5,000.00	\$390.00	\$9,750.00
A15	Inlet adjustments; Furnish, 24 each, more or less, all complete for:	24	EA	\$800.00	\$19,200.00	\$200.00	\$4,800.00	\$360.00	\$8,640.00
A16	Sanitary manhole Crexex Classic Internal Chimney Seals; Furnish and install, 11 each, more or less, all complete for:	11	EA	\$610.00	\$6,710.00	\$594.00	\$6,424.00	\$595.00	\$6,545.00
A17	Sanitary manhole Crexex LSS Internal Chimney Seals w/middle bands; Furnish and install, 1 each, more or less, of, all complete for:	1	EA	\$800.00	\$800.00	\$686.00	\$686.00	\$645.00	\$645.00
A18	Type D-HR Inlet Protection; Furnish and install, 24 each, more or less, all complete for:	24	EA	\$115.00	\$2,760.00	\$98.60	\$2,366.40	\$118.50	\$2,844.00
A19	Turf Restoration; Furnish and install, 4100 square yards, more or less, all complete for:	4100	SY	\$6.30	\$25,830.00	\$7.84	\$32,144.00	\$9.20	\$37,720.00
A20	Furnish construction staking, one lump sum, all complete for:	1	LS	\$5,445.95	\$5,445.95	\$5,445.95	\$5,445.95	\$8,000.00	\$8,000.00
A21	Furnish mobilization of all necessary equipment, one lump sum, all complete for:	1	LS	\$22,700.00	\$22,700.00	\$30,000.00	\$30,000.00	\$27,000.00	\$27,000.00
A22	Furnish traffic control, one lump sum, all complete for:	1	LS	\$18,315.00	\$18,315.00	\$3,500.00	\$3,500.00	\$4,000.00	\$4,000.00
UNIT TOTAL					\$1,192,164.95	UNIT TOTAL	\$1,092,904.95	UNIT TOTAL	\$879,199.80

UNIT B - RECONSTRUCTION

CANAL STREET, OAK STREET, SCHULTIES STREET, DIXON STREET, SEVENTH STREET, QUINNEY AVENUE, METOXEN AVENUE

ITEM	DESCRIPTION	QUANTITY	UNITS	ZIGNEGO COMPANY		VINTON CONSTRUCTION		ENGINEERS ESTIMATE	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
B1	6" Plain concrete pavement; Furnish and install 16,770 square yards, more or less, all complete for:	16770	SY	\$43.15	\$723,625.50	\$39.23	\$657,987.10	\$33.44	\$550,788.80
B2	Fire grading for concrete pavement; Furnish 16,770 square yards, more or less, all complete for:	16770	SY	\$1.60	\$26,832.00	\$2.00	\$33,540.00	\$2.70	\$45,279.00
B3	Full depth saw cutting; Furnish 104 lineal feet, more or less, all complete for:	104	LF	\$2.25	\$234.00	\$3.00	\$312.00	\$5.40	\$561.60
B4	Pavement G&P; Furnish and install, 2 each, more or less, all complete for:	2	EA	\$1,000.00	\$2,000.00	\$1,000.00	\$2,000.00	\$780.00	\$1,560.00
B5	HMA 2" Surface Course - 4L/T 58-34S; Furnish and install, 45 SY, more or less, all complete for:	45	SY	\$94.50	\$4,252.50	\$94.50	\$4,252.50	\$13.00	\$585.00
B6	HMA 2.25" Surface Course - 3L/T 58-34S; Furnish and install, 24 SY, more or less, all complete for:	24	SY	\$99.25	\$2,382.00	\$99.25	\$2,382.00	\$13.00	\$312.00
B7	HMA 1.75" Surface Course - 4L/T 58-34S; Furnish and install, 24 SY, more or less, all complete for:	24	SY	\$41.50	\$996.00	\$41.50	\$996.00	\$12.00	\$288.00
B8	4" concrete sidewalk; Furnish and install, 3940 square feet, more or less, all complete for:	3940	SF	\$7.35	\$28,959.00	\$7.05	\$27,777.00	\$5.40	\$21,276.00
B9	Remove & Replace 4" concrete sidewalk; Furnish and install, 11000 square feet, more or less, all complete for:	11000	SF	\$8.90	\$97,900.00	\$7.90	\$86,900.00	\$6.40	\$70,400.00
B10	6" concrete sidewalk and driveway apron; Furnish and install, 310 square feet, more or less, all complete for:	310	SF	\$8.40	\$2,604.00	\$7.80	\$2,418.00	\$5.75	\$1,782.50
B11	Remove & Replace 6" concrete sidewalk and driveway apron; Furnish and install, 15,300 square feet, more or less, all complete for:	15300	SF	\$9.55	\$146,115.00	\$8.65	\$132,345.00	\$6.75	\$103,275.00
B12	Remove & Replace 6" concrete curb ramp; Furnish and install, 2,780 square feet, more or less, all complete for:	2780	SF	\$10.25	\$28,495.00	\$9.15	\$25,437.00	\$7.00	\$19,460.00
B13	30" Concrete Curb and Gutter; furnish and install, 30 lineal feet, more or less, all complete for:	30	LF	\$75.00	\$2,250.00	\$45.00	\$1,350.00	\$30.00	\$900.00
B14	Detectable warning fields; Furnish and install, 29 each, more or less, all complete for:	29	EA	\$450.00	\$13,050.00	\$350.00	\$10,150.00	\$310.00	\$8,990.00
B15	4" Epoxy Parking Line Paint, White; Furnish and install, 470 lineal feet, more or less, all complete for:	470	LF	\$7.00	\$3,290.00	\$7.00	\$3,290.00	\$22.00	\$10,340.00
B16	Connect to Existing Pavement; Furnish and install, 4 each, more or less, all complete for:	4	EA	\$1,000.00	\$4,000.00	\$750.00	\$3,000.00	\$322.00	\$1,288.00
B17	Unclassified Excavation (9650 CY); Furnish, one lump sum, all complete for:	1	LS	\$156,790.00	\$156,790.00	\$204,900.00	\$204,900.00	\$240,000.00	\$240,000.00
B18	Unclassified fill; Furnish and install, one lump sum all complete for:	1	LS	\$21,635.00	\$21,635.00	\$67,100.00	\$67,100.00	\$12,000.00	\$12,000.00
B19	Excavation Below Subgrade (5" Breaker Run); Furnish and install 100 CY, more or less, all complete for:	100	CY	\$41.95	\$4,195.00	\$60.00	\$6,000.00	\$48.00	\$4,800.00
B20	Rock Excavation; furnish, 2 CY, more or less, all complete for:	2	CY	\$22.80	\$45.60	\$200.00	\$400.00	\$465.00	\$930.00
B21	Geotextile fabric, Type SAS; Furnish and install, 17,600 square yards, more or less, all complete for:	17600	SY	\$1.85	\$32,560.00	\$1.95	\$34,320.00	\$3.00	\$52,800.00
B22	6" of 1 1/4" Base Coarse Material over 6" of 3" Breaker Course; Furnish and install 17,600 SY, more or less, all complete for:	17600	SY	\$9.15	\$161,040.00	\$8.25	\$145,200.00	\$12.00	\$211,200.00
B23	Manhole Adjustments; Furnish, 21 each, more or less, all complete for:	21	EA	\$750.00	\$15,750.00	\$200.00	\$4,200.00	\$390.00	\$8,190.00
B24	Inlet Adjustments; Furnish, 2 each, more or less, all complete for:	2	EA	\$800.00	\$1,600.00	\$200.00	\$400.00	\$360.00	\$720.00
B25	Sanitary manhole Cretek Classic Internal Chimney Seals; Furnish and install, 20 each, more or less, all complete for:	20	EA	\$610.00	\$12,200.00	\$584.00	\$11,680.00	\$595.00	\$11,900.00
B26	Sanitary manhole Cretek LSS Internal Chimney Seals w/middle bands; Furnish and install, 1 each, more or less, of, all complete for:	1	EA	\$800.00	\$800.00	\$686.00	\$686.00	\$645.00	\$645.00

ITEM	DESCRIPTION	QUANTITY	UNITS	ZIGNEGO COMPANY		VINTON CONSTRUCTION		ENGINEERS ESTIMATE	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
B27	Type D-HR Inlet Protection; Furnish and install, 37 each, more or less, all complete for:	37	EA	\$115.00	\$4,255.00	\$98.60	\$3,648.20	\$118.50	\$4,384.50
B28	4" PVC storm sewer laterals; Furnish and install, 1400 lineal feet, more or less, all complete for:	1400	LF	\$45.00	\$63,000.00	\$115.00	\$161,000.00	\$55.00	\$77,000.00
B29	6" Perforated PVC storm sewer; Furnish and install, 119 lineal feet, more or less, all complete for:	119	LF	\$46.00	\$6,474.00	\$62.00	\$7,378.00	\$65.00	\$7,735.00
B30	8" Perforated PVC storm sewer; Furnish and install, 318 lineal feet, more or less, all complete for:	318	LF	\$48.00	\$15,264.00	\$94.00	\$29,892.00	\$120.00	\$38,160.00
B31	10" Perforated PVC storm sewer; Furnish and install, 62 lineal feet, more or less, all complete for:	62	LF	\$52.00	\$3,224.00	\$90.00	\$6,580.00	\$133.00	\$8,246.00
B32	12" Perforated PVC storm sewer; Furnish and install, 1970 lineal feet, more or less, all complete for:	1970	LF	\$63.00	\$124,110.00	\$110.00	\$216,700.00	\$112.00	\$220,640.00
B33	12" RCP storm sewer, Type , Furnish and install 290 lineal feet, more or less, all complete for:	290	LF	\$57.00	\$16,530.00	\$104.00	\$30,160.00	\$112.00	\$32,480.00
B34	15" Perforated PVC storm sewer; Furnish and install, 600 lineal feet, more or less, all complete for:	450	LF	\$85.00	\$38,250.00	\$165.00	\$74,250.00	\$141.00	\$63,450.00
B35	18" Perforated PVC storm sewer; Furnish and install, 150 lineal feet, more or less, all complete for:	150	LF	\$105.00	\$15,750.00	\$193.00	\$28,950.00	\$150.00	\$22,500.00
B36	30" RCP storm sewer; Furnish and install, 568 lineal feet, more or less, all complete for:	568	LF	\$190.00	\$107,920.00	\$239.00	\$135,752.00	\$180.00	\$102,240.00
B37	36" RCP storm sewer; Furnish and install, 6 lineal feet, more or less, all complete for:	6	LF	\$250.00	\$1,500.00	\$582.00	\$3,492.00	\$210.00	\$1,260.00
B38	Abandon 12" Storm Sewer ;Furnish and install 410 lineal feet, more or less, all complete for:	410	LF	\$25.00	\$10,250.00	\$15.60	\$6,396.00	\$20.00	\$8,200.00
B39	Remove Catch Basin Structures;Furnish and install 6 each, more or less, all complete for:	6	EA	\$500.00	\$3,000.00	\$411.00	\$2,466.00	\$350.00	\$3,300.00
B40	48" diameter storm sewer manhole; Furnish and install, 23 vertical feet, more or less, all complete for:	23	VF	\$675.00	\$15,525.00	\$917.00	\$21,091.00	\$575.00	\$13,225.00
B41	60" diameter storm sewer manhole; Furnish and install, 48 vertical feet, more or less, all complete for:	48	VF	\$850.00	\$40,800.00	\$660.00	\$31,680.00	\$650.00	\$31,200.00
B42	2'x3' catch basin inlet with poured bottom; Furnish and install, 85 vertical feet, more or less, all complete for:	85	VF	\$615.00	\$52,275.00	\$885.00	\$75,225.00	\$650.00	\$55,250.00
B43	Remove & Replace 2'x3' catch basin inlet with poured bottom; Furnish and install, 48 vertical feet, more or less, all complete for:	48	VF	\$650.00	\$31,200.00	\$989.00	\$47,472.00	\$725.00	\$34,800.00
B44	Connected to Existing Storm Sewer; Furnish and install, 3 each, more or less, all complete for:	3	EA	\$500.00	\$1,500.00	\$894.00	\$2,682.00	\$500.00	\$1,500.00
B45	Sewer Main Televising; Furnish 3820 linear feet, more or less, all complete for:	3820	LF	\$1.31	\$5,004.20	\$1.50	\$5,730.00	\$3.00	\$11,460.00
B46	Turf Restoration; Furnish and install, 7,400 square yards, more or less, all complete for:	7400	SY	\$4.25	\$31,450.00	\$7.12	\$52,688.00	\$9.20	\$68,080.00
B47	Perform Clearing and Grubbing; one lump sum, all complete for	1	LS	\$38,000.00	\$38,000.00	\$40,000.00	\$40,000.00	\$4,000.00	\$4,000.00
B48	Furnish construction staking, one lump sum, all complete for:	1	LS	\$11,974.77	\$11,974.77	\$11,974.77	\$11,974.77	\$12,000.00	\$12,000.00
B49	Furnish mobilization of all necessary equipment, one lump sum, all complete for:	1	LS	\$4,345.00	\$4,345.00	\$30,000.00	\$30,000.00	\$27,000.00	\$27,000.00
B50	Furnish traffic control, one lump sum, all complete for:	1	LS	\$25,850.00	\$25,850.00	\$5,500.00	\$5,500.00	\$4,000.00	\$4,000.00
UNIT TOTAL					\$2,160,051.57	UNIT TOTAL	\$2,498,629.57	UNIT TOTAL	\$2,242,381.40

UNIT C - URBANIZATION STREETS									
Lodebauer Road									
ITEM	DESCRIPTION	QUANTITY	UNITS	ZIGNEGO COMPANY		VINTON CONSTRUCTION		ENGINEERS ESTIMATE	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
C-1	8" Doweled concrete pavement, Furnish and install 2,248 square yards, more or less, all complete for:	2248	SY	\$51.54	\$115,861.92	\$49.87	\$112,107.76	\$49.50	\$111,276.00
C2	Fine grading for concrete pavement, Furnish 2,248 square yards, more or less, all complete for:	2248	SY	\$1.60	\$3,596.80	\$3.00	\$6,744.00	\$2.70	\$6,069.60
C3	HMA 2.25" Surface Course - 3LT 58-34S, Furnish and install, 672 SY, more or less, all complete for:	672	SY	\$14.50	\$9,744.00	\$14.50	\$9,744.00	\$13.00	\$8,736.00
C4	HMA 1.75" Surface Course - 4LT 58-34S, Furnish and install, 672 SY, more or less, all complete for:	672	SY	\$12.75	\$8,568.00	\$12.75	\$8,568.00	\$12.00	\$8,064.00
C5	Fine grading for asphalt pavement, Furnish 672 square yards, more or less, all complete for:	672	SY	\$5.50	\$3,696.00	\$5.50	\$3,696.00	\$3.70	\$1,814.40
C6	Full depth saw cutting, Furnish 55 lineal feet, more or less, all complete for:	55	LF	\$2.25	\$123.75	\$3.00	\$165.00	\$5.40	\$297.00
C7	Pavement GAP, Furnish and install, 2 each, more or less, all complete for:	1	EA	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$780.00	\$780.00
C8	4" concrete sidewalk, Furnish and install, 2,995 square feet, more or less, all complete for:	2995	SF	\$9.35	\$28,003.25	\$6.75	\$20,216.25	\$5.00	\$14,975.00
C9	6" concrete curb ramp, Furnish and install, 230 square feet, more or less, all complete for:	230	SF	\$10.80	\$2,484.00	\$8.30	\$1,909.00	\$5.75	\$1,322.50
C10	Connect to Existing Pavement, Furnish and install, 1 each, more or less, all complete for:	1	EA	\$1,000.00	\$1,000.00	\$750.00	\$750.00	\$322.00	\$322.00
C11	Removal of Miscellaneous Concrete Street, 10 SY, more or less, all complete for:	10	SY	\$50.95	\$509.50	\$20.00	\$200.00	\$22.00	\$220.00
C12	4" Epoxy Center Line Paint, Yellow, Furnish and install, 1,500 lineal feet, more or less, all complete for:	1500	LF	\$2.10	\$3,150.00	\$2.10	\$3,150.00	\$22.00	\$33,000.00
C13	4" Epoxy Road Edge Line Paint, White, Furnish and install, 950 lineal feet, more or less, all complete for:	950	LF	\$2.10	\$1,995.00	\$2.10	\$1,995.00	\$22.00	\$20,900.00
C14	Unclassified Excavation (1410 CY), Furnish, one lump sum, all complete for:	1	LS	\$30,133.25	\$30,133.25	\$22,000.00	\$22,000.00	\$33,800.00	\$33,800.00
C15	Unclassified fill, Furnish and install, one lump sum all complete for:	1	LS	\$0.01	\$0.01	\$5,000.00	\$5,000.00	\$12,000.00	\$12,000.00
C16	Excavation Below Subgrade (5" Breaker Run), Furnish and install 470 CY, more or less, all complete for:	470	CY	\$12.65	\$5,945.50	\$46.00	\$21,620.00	\$48.00	\$22,560.00
C17	Geotextile fabric, Type SAS, Furnish and install, 3090 square yards, more or less, all complete for:	3090	SY	\$1.70	\$5,253.00	\$1.95	\$6,025.50	\$3.00	\$9,270.00
C18	6" of 1 1/4" Base Coarse Material over 6" of 3" Breaker Course, Furnish and install 3090 SY, more or less, all complete for:	3090	SY	\$9.25	\$28,582.50	\$8.50	\$26,265.00	\$12.00	\$37,080.00
C19	4" of 1-1/4" Base Course, Extra for Asphalt Pavement, Furnish and install, 375 Square Yards, more or less, all complete for:	375	SY	\$3.10	\$1,162.50	\$6.25	\$2,343.75	\$6.75	\$2,531.25
C20	Furnish and install Medium Riprap, 20 CY, more or less, all complete for:	20	CY	\$51.90	\$1,038.00	\$84.25	\$1,685.00	\$75.00	\$1,500.00
C21	Manhole Adjustments, Furnish, 2 each, more or less, all complete for:	2	EA	\$750.00	\$1,500.00	\$200.00	\$400.00	\$390.00	\$780.00
C22	Inlet Adjustments, Furnish, 1 each, more or less, all complete for:	1	EA	\$800.00	\$800.00	\$200.00	\$200.00	\$360.00	\$360.00
C23	Erosion control measures, Furnish and install, 6 each, more or less, all complete for:	6	EA	\$115.00	\$690.00	\$98.60	\$591.60	\$120.00	\$720.00
C24	Culvert Pipe Check, Furnish and install, 2 each, more or less, all complete for:	2	EA	\$50.00	\$100.00	\$32.10	\$64.20	\$60.00	\$120.00
C25	Slit Fence, Furnish and install, 620 LF, more or less, all complete for:	620	LF	\$3.00	\$1,860.00	\$2.20	\$1,364.00	\$3.25	\$1,995.00
C26	12" PVC storm sewer, Furnish and install, 45 lineal feet, more or less, all complete for:	45	LF	\$64.00	\$2,880.00	\$99.00	\$4,455.00	\$112.00	\$5,040.00
C27	12" RCP storm sewer, Furnish and install, 45 lineal feet, more or less, all complete for:	45	LF	\$57.00	\$2,565.00	\$100.00	\$4,500.00	\$112.00	\$5,040.00

ITEM	DESCRIPTION	QUANTITY	UNITS	ZIGNEGO COMPANY		VINTON CONSTRUCTION		ENGINEERS ESTIMATE	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
C28	Sewer Main Televising; Furnish, 90 LF, more or less, all complete for	90	LF	\$2,774	\$246,660	\$4,000	\$360,000	\$3,000	\$270,000
C29	2'x3' catch basin inlet; Furnish and install; 7 vertical feet more or less, all complete for:	7	VF	\$615.00	\$4,305.00	\$782.00	\$5,474.00	\$650.00	\$4,550.00
C30	Connect to Existing Storm Sewer; Furnish and install; 1 each, more or less, all complete for:	2	EA	\$500.00	\$1,000.00	\$875.00	\$1,750.00	\$500.00	\$1,000.00
C31	Turf Restoration with WisDOT seed mix 40; Furnish and install; 721 square yards, more or less, all complete for:	721	SY	\$8.30	\$5,984.30	\$8.23	\$5,933.83	\$9.20	\$6,633.20
C32	Turf Restoration with No Mow seed mix : Furnish and install; 721 square yards, more or less, all complete for:	50	SY	\$4.45	\$222.50	\$8.62	\$431.00	\$12.00	\$600.00
C33	Furnish construction staking, one lump sum, all complete for:	1	LS	\$1,809.98	\$1,809.98	\$1,809.98	\$1,809.98	\$12,000.00	\$12,000.00
C34	Furnish mobilization of all necessary equipment, one lump sum, all complete for:	1	LS	\$11,045.00	\$11,045.00	\$7,000.00	\$7,000.00	\$27,000.00	\$27,000.00
C35	Furnish traffic control, one lump sum, all complete for:	1	LS	\$7,250.00	\$7,250.00	\$1,500.00	\$1,500.00	\$4,000.00	\$4,000.00
C36	1ft wide, 3/4" CABG Shouldering; Furnish 640 LF, more or less, all complete for:	640	LF	\$2.00	\$1,280.00	\$4.13	\$2,643.20	\$3.00	\$1,920.00
UNIT TOTAL					\$295,385.36	UNIT TOTAL	\$293,661.07	UNIT TOTAL	\$397,945.95
PROJECT TOTAL					\$3,647,601.88	PROJECT TOTAL	\$3,885,195.59	PROJECT TOTAL	\$3,519,527.15

BPW AGENDA ITEM 2b

PROJECT 4-23

2023 STREET PATCH PROGRAM

BID TABULATION

CITY OF KAUKAUNA

ENGINEERING DEPARTMENT

3-16-2023 JH/Eng Dept.

			AL DIX CONCRETE KAUKAUNA, WI		SOMMERS CONST SHIOCTON, WI	
ITEM NUMBER & DESCRIPTION	BID	QUANTITY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1. FURNISH MOBILIZATION	LUMP	SUM	\$15,000.00	\$15,000.00	\$19,900.00	\$19,900.00
2. SAW CUTTING	LUMP	SUM	\$8,300.00	\$8,300.00	\$9,500.00	\$9,500.00
3. R&R 9" DOWELED PAVEMENT	400.00	S.Y.	\$110.00	\$44,000.00	\$89.00	\$35,600.00
4. R&R 6" PAVEMENT	600.00	S.Y.	\$95.00	\$57,000.00	\$83.00	\$49,800.00
5. R&R 3" ASPHALT PAVEMENT	30.00	S.Y.	\$80.00	\$2,400.00	\$190.00	\$5,700.00
6. R&R 4" CONCRETE SIDEWALK	500.00	S.F.	\$10.50	\$5,250.00	\$9.50	\$4,750.00
7. R&R 6" CONCRETE SIDEWALK	1350.00	S.F.	\$11.50	\$15,525.00	\$9.95	\$13,432.50
8. F&I 30" CURB AND GUTTER	150.00	L.F.	\$75.00	\$11,250.00	\$82.00	\$12,300.00
9. F&I MANHOLE ADJUSTMENTS	15.00	EACH	\$700.00	\$10,500.00	\$750.00	\$11,250.00
10. F&I CURB RAMP WARNING FIELDS	4.00	EACH	\$400.00	\$1,600.00	\$500.00	\$2,000.00
11. F&I TURF RESTORATION	LUMP	SUM	\$8,000.00	\$8,000.00	\$9,500.00	\$9,500.00
12. F&I EROSION CONTROL	LUMP	SUM	\$1,000.00	\$1,000.00	\$6,500.00	\$6,500.00
13. F&I TRAFFIC CONTROL	LUMP	SUM	\$15,000.00	\$15,000.00	\$24,500.00	\$24,500.00
TOTAL				\$194,825.00		\$204,732.50

Recommended Action:

Award Project #4-23, 2023 Street Patch Program to Al Dix Concrete for \$194,825.00

March 20, 2023

Agenda Item # 2c

Bayorgeon Diamond #2 KAC Concession Roof Repair and Cooler Reconstruction

Background

Kaukauna Athletic Club (KAC) was getting ready for the upcoming season by inspecting areas of the diamond #2 concession building and noticed a bulge in the ceiling of the cooler. During inspection KAC found water behind the cooler ceiling panels.

3G Construction was contacted by KAC to remove the ceiling to investigate the water issue. Significant mold and rot were discovered in the roof system of the cooler area. KAC contacted the Street Department with the concern of a leaky roof. Street Department assisted with the cleanup by providing a dumpster and hauling away material at no cost to KAC. 3G Construction treated mold with a bleach solution.

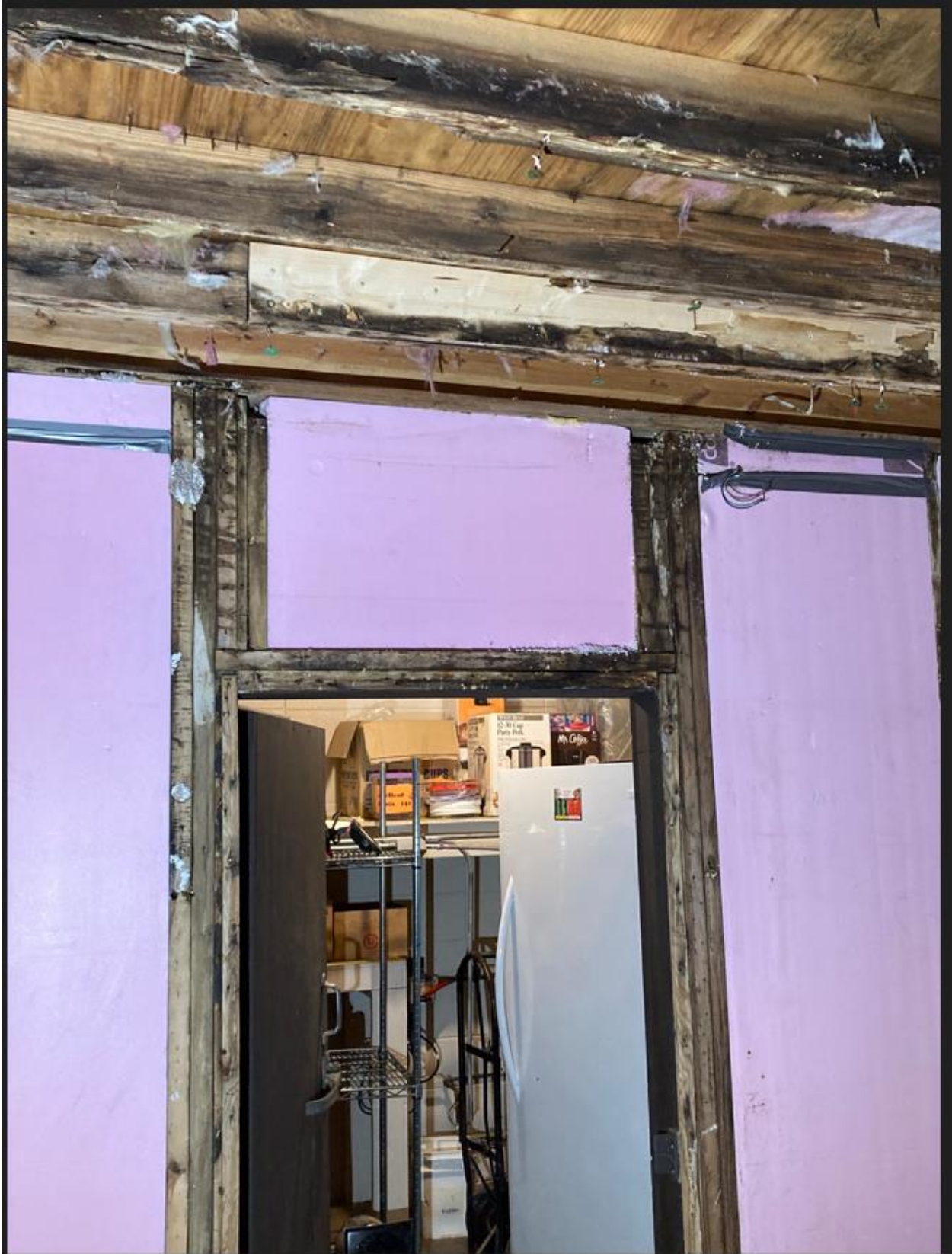
Street Department staff were unable to find a leak in the roof and believe there may have been a condensation problem because of inadequate vapor barrier and roof venting.

Discussion

KAC is requesting that the city reconstruct the roof system of the cooler section of the concession building, so KAC can rebuild the cooler and be prepared for the upcoming softball and baseball season. Current estimated total cost of roof repair and cooler reconstruction is \$10,000

Possible Actions

- 1) Authorize the City Staff to consult with professionals to determine needed repairs to roof system and proposed plan.
- 2) Authorize City Staff to make repairs or contribute financially to the roof system repairs, cost of materials and labor donated not to exceed \$5,000.
- 3) Authorize KAC to make repairs to the roof system at KAC expense with the stipulation that KAC plan is approved, permitted, and inspected by the City, volunteer form is filled out, and certificate of insurance is on file with the City.
- 4) Authorize KAC to construct/install a new cooler at KAC expense with the stipulation that KAC plan is approved, permitted, and inspected by the City, volunteer form is filled out, and certificate of insurance is on file with the City.









City of Kaukauna**Board of Public Works March 20, 2023**

jn/engr dept

Agenda Item #2d**2022 Municipal Separate Storm Sewer System (MS4) Annual Report to DNR****Background**

As a Permitted Municipality under Wisconsin NR 216, an annual report of activities and updates to the City's storm water management is submitted to Wisconsin DNR. Prior to the March 31 submission, the City Engineering Department distributes the report to the BOPW and Common Council and provides public access to the report via the City website. The reason for distribution is an effort to provide awareness to the activities the City is completing in order to maintain compliance with State and Federal regulations as well as gather comments on the report itself.

In addition to the DNR reporting form, a summary of activities and accomplishments is attached, citing each General Permit section requirements. Please review the report and summary and contact John Neumeier with any questions or concerns.

Recommended Action

Motion to receive and place on file the 2022 Municipal Separate Storm Sewer System (MS4) Annual Report and direct the Engineering Department to submit the same to Wisconsin DNR.

City of Kaukauna MS4 Program 2022 Summary – Supplement to MS4 Annual Report

Public Education and Outreach MS4 GP Section 2.1

The City continued to implement the Public Education and Outreach outlined in Chapter 3 of the City's Stormwater Management Plan. This section of the City Stormwater Management Plan (SWMP) is being recreated as part of the NR216 Municipal Permit updates. The program includes, but not limited to, storm water topics in the quarterly newsletter to residents, maintaining and updating the City Stormwater Management webpage, displaying educational flyers as at City Hall and Department of Public Works, passively distributing flyers at various City Hall displays, giving presentations to general public and elected officials, and participating in NEWSC with panels, trainings, and regular meetings. Public Education action items for 2022 include:

Stormwater Management webpage posts:

- Quarterly newsletter:
 - o Yard Waste/Spring Clean-Up/Keep waste out of runoff/disposal site
 - o Keep our Streets and Waterways Clean and Safe – Grass Clippings
 - o Leaf Pick-up/Fall Clean Up – Leave Grass Clippings on the Lawn
- City MS4 Annual Report / Program Summary
- NEWSC Annual Report

Stormwater Management social media posts:

- Streambank restoration projects- December
- Clogged Storm Drains / Leaf Tea – November
- Trash Free Waters – Don't Floss and Toss – October
- Fall Clean-up Weeks – October
- Fish Don't Swim in Chlorine- Pool Discharge/IDDE – September
- First Annual Focus on the Fox – September
- Konkapot Trail Highlight with Streambank Restoration Sign – August
- Landscape with Lakes in Mind- Residential Infiltration – August
- Plastic Pollution (Cigarette Butts at 1000 Islands) – July
- Car Washing BMP's – July
- Grass Swales – June
- Grass Clippings – May
- Spring Clean Up - May
- Drug Take Back Day – April
- 1000 Islands Summer Programs – April
- Electronics Recycling – April
- Household Hazardous Waste – April
- Disposal Site – April
- Spring Newsletter – April
- Responsible Pet Owner – Pet Waste – March
- Carpet Cleaning – IDDE – February
- Salt Awareness Week – January

Passive Flyers and Hand-Outs

- Renew Our Waters/Every Choice Counts
- Good Dog/Good Owner
- Stormwater Pollution Door Hangers (Grass Clippings)

Targeted Audiences in Addition to General Public

- Pet Owners – Good Dog/Owner Poster at Kaukauna Dog Park
- Stormwater Pollution Door Hangers
- Concrete Contractors

1000 Islands Programs

- Eagle Days 1/22/2022 – 150 participants
- River Nature Hikes – 43 events – 1,758 total participants
- Crayfish & Critter Hunts - 30 events – 1,574 total participants
- Fox River Ecology – 4 events – 158 total participants
- Focus on the Fox 9/24/2022 – 250 participants.

NEWSC Presentations

- Booth at Focus on the Fox Event
- River View Middle School – 304 participants

Public Involvement and Participation MS4 GP Section 2.2

The City continued to implement the Public Involvement program outlined in Chapter 4 of the City's Stormwater Management Plan. This section is being recreated as part of the NR216 Municipal Permit updates. The program includes, but is not limited to, considering information submitted by the public relating to stormwater topics, promoting river clean ups, rain barrel workshops, and other training and volunteer activities in the area, giving presentations to general public and elected officials, promoting educational opportunities at 1000 Islands Environmental Center, and participating and promoting NEWSC panels, trainings, and regular meetings. Public Involvement action items for 2022 include:

Presentations/Discussions at Public Meetings

- MS4 Annual Report
- Stream Bank Erosion & Stream Restoration Projects – Grignon Park Stream Restoration UNPS Grant, Project Authorization/Award
- NEWSC Presentation at River View Middle School

Volunteer Opportunities Promoted/Supported

- Fox Wolf Watershed River Clean-Up Sites – 82 Participants at Kaukauna Sites
- Focus on the Fox – 250 participants.
- Chloride Monitoring – Konkapot Creek - 3/16/22 – 1 sampling

Trainings/Classes Promoted:

- 1000 Islands Environmental Center Program Guides
- NEWSC Winter Maintenance Workshop

Illicit Discharge Detection and Elimination MS4 GP Section 2.3

The City's IDDE program includes outfall field screenings, cross connection inspections, documenting resident complaints and follow-up actions. Minor updates were made to this section of the City SWMP. The City and KU have been specifically checking for water softener discharge to sump pits during routine inspections for clear water connections to sanitary sewer. Residents are required to re-route the water softener discharge to sanitary sewer. IDDE action items for 2022 include:

- Inspected 50 municipal major/priority outfalls. Submitted 14 samples to be lab tested.
- 1 suspected illicit discharge could not be traced to a source. Outfall will be re-sampled in 2023.
- Issued 2 IDDE door hangers to address common issues including grass clippings. (additional tags were issued but not properly documented)
- Received and responded to 2 illicit discharge complaints.
- Updated the City MS4 map with new BMPs, outfall changes and new storm sewers installed
- Taylor Conger and Jason Holmes attended NEWSC IDDE - Outfall Inspection Webinar
- John Neumeier helped plan and develop content for NEWSC IDDE - Outfall Inspection Webinar through NEWSC Municipal Committee

Construction Site Pollution Control MS4 GP Section 2.4

The City Construction Site Pollution Control program includes review of permit applications and erosion control plans, conducting municipal site inspections, and enforcing the erosion control ordinance. The program also includes an educational component including educating permit applicants, designers, contractors, inspectors, and ordinance violators about City and DNR design and site management standards. Construction Site Pollution Control action items for 2022 include:

- Reviewed and issued 10 private permits (1 did not start construction in 2022)
- Discussed ordinances and environmental design considerations with 8 site designers.
- Inspected 11 construction sites including two 2021 permitted sites still under construction. 42 total inspections.
- Issued 4 verbal warning, 1 written warning, to correct violations of erosion control ordinances. Also stopped work on a site due to concerns with overall site management.
- Continued policy of reviewing/permitting City construction sites based on the same criteria as private construction sites.
- Taylor Conger attended and completed NASECA Erosion Control & Stormwater Permit Compliance Training and Exam.

Post-Construction Storm Water Management MS4 GP Section 2.5

The City Post-Construction Site Pollution Control program includes review of permit applications, plans, maintenance agreements, tracking long-term maintenance of stormwater management facilities, and educating permit applicants, designers, contractors, inspectors, and facility owners. Minor updates were made to this section of the City SWMP. Post-Construction Site Pollution Control action items for 2022 include:

- Reviewed and issued permits for 4 construction sites with structural storm water BMPs
- Discussed ordinances and environmental design considerations with 6 site designers
- Visited/Inspected 1 private stormwater best management practices, include ponds and new bio-filters for which the City has a maintenance agreement
- Consulted with private home and business owners on management of existing stormwater bmp
- Contracted with McMahon Associates to provide a web portal, mailings, and tracking of Private BMPs in the City. This will help develop better tracking of private maintenance.

Pollution Prevention MS4 GP Section 2.6

The City Pollution Prevention program includes conducting routine inspections and maintenance of municipally owned structural BMPs, street sweeping, catch basin cleaning, apply road salt and deicers only as necessary to maintain public safety, properly manage leaves and grass clippings, conduct pollution prevention planning for municipal garage and storage areas (Storm Water Pollution Prevention Plan or SWPPP), and educate municipal employees about pollution prevention. Pollution prevention action items for 2022 include:

- Inspected 52 municipally operated/maintained BMPs
- Inspected 2 privately operated/maintained BMP
- Compiled a bmp maintenance list for DPW – Prioritized based on severity. Need to evaluate hiring out maintenance, adding additional staff, or implementing different strategies, to better maintain stormwater facilities.
- Grignon streambank restoration project 2022/23 along unnamed tributary to Fox River - **TMDL Action Item / Grant Item**
- Conducted inspections at Department of Public Works and 1 inspection of the compost site.
- Street Sweeper removed approximately 428 tons of material from streets and parking lots. Need to evaluate additional sweeper operation to maintain TMDL schedule compliance.
- Conducted leaf collection throughout the City, followed by street sweeping; 6 weeks, approximately 5,775 cubic yards of leaves collected.
- Collected leaves, yard waste, and branches at new waste disposal site.
- Conducted Spring Clean-up, Fall Clean-Up, and yard waste drop-off events
- Conducted two free curbside tire collection – April and October
- Provided snow and ice control on approximately 175 lane-miles
- Managed de-icer usage with calibration, pre-wetting, pre-treating with brine, and proper timing of salt applications.
- Posted best management practices information at DPW shop
- Contracted with McMahon Associates for management/monitoring of multiple ponds, fish spawning, wetland, prairie, and stream mitigation sites.

- Contracted for nuisance wildlife management at 6 City ponds (72 muskrats trapped)
- Kyle Rich, James Hungerford, Logan Van Hoof, Matt Wallace, and Jake Van Gompel went to the Brine summit on May 18th, 2022.
- John Neumeier attended the Fox-Wolf Watershed Conference and maintained regular involvement on the NEWSOC Municipal Committee.
- City and Kaukauna Utilities held an Electronics Recycling Event – 4/23/22, collecting 34,414 pounds of recyclable material.
- City Police Department has a drug take-back drop box and held two Drug Take-Back Days on 4/30/22 and 10/29/22. 618 lbs of prescription and non-prescription drugs were collected.

Stormwater Quality and MS4 Map Updates GP Section 2.7-2.8

An updated 2022 City MS4 Map is submitted with the annual report and is available online. Changes include the following:

Storm Sewer:

- **Additions/Updates:**
Bluestem Meadows 3

Outfalls:

- **Additions:**
Outfall from Bluestem Meadows 3

Best Management Practices:

- Bluestem Meadows 3 Pond

Overall Program Observations and Considerations

- Additional regular training for staff will be achieved with implementation of quarterly meetings.
- Evaluating GIS based inspection software for better documentation.
- Evaluating the need to add staff for stormwater compliance.
- Working with Outagamie County and WisDOT on agreements for stormwater management.

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

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

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Form 3400-224(R8/2021)

Reporting Information :

Will you be completing the Annual Report or other submittal type? ☒ Annual Report ☐ Other

Project Name: 2022 Annual Report

County: Outagamie

Municipality: Kaukauna, City

Permit Number: S050075

Facility Number: 31105

Reporting Year: 2022

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ☐ Yes ☒ No

Under s. 283.53(3)(a), a general MS4 permittee is required to reapply for permit coverage at least 180 days prior to the expiration date of the permit .

In order to acknowledge that you are reapplying for permit coverage, please check the following box: ☐

Required Attachments and Supplemental Information

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

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary

- Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary
 - Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment
 - TMDL Attachment
 - Storm Water Consortium/Group Report
 - Municipal Cooperation Attachment
 - Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
- Storm Water Management Program
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
 - Total Maximum Daily Load documents (**If applicable, see permit for due dates.*)
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
 - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31,2023*)
- Sign and Submit form

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Municipal Contact Information- Complete

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

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information**Name of Municipality** Kaukauna, City**Facility ID # or (FIN):** 31105**Updated Information:** ☐ Check to update mailing address information**Mailing Address:** PO Box 890**Mailing Address 2:****City:** Kaukauna, City**State:** WI**Zip Code:** 54130 xxxxx or xxxxx-xxxx**Primary Municipal Contact Person (Authorized Representative for MS4 Permit)**

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

☐ Select to **create new** primary contact**First Name:** John**Last Name:** Neumeier☐ Select to **update** current contact information**Title:** Dir. Public Works**Mailing Address:** 144 W Second Street**Mailing Address 2:****City:** Kaukauna**State:** WI**Zip Code:** 54130 xxxxx or xxxxx-xxxx**Phone Number:** 920-766-6305 Ext: 4 xxx-xxx-xxxx**Email:** neumeier@kaukauna-wi.org**Additional Contacts Information (Optional)**

**Individual with responsibility for:
(Check all that apply)**

- ☐ I&E Program
- ☐ IDDE Program
- ☐ IDDE Response Procedure Manual
- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☐ Pollution Prevention Program
- ☐ Post-Construction Program
- ☐ Winter roadway maintenance

First Name:

Last Name:

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code:

xxxxx or xxxxx-xxxx

Phone Number:

Ext:

xxx-xxx-xxxx

Email:

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

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

First Name:

John

Last Name:

Neumeier

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

Title:

Dir. Public Works

Mailing Address:

144 W Second Street

Mailing Address 2:

City:

Kaukauna

State:

WI

Zip Code:

54130

xxxxx or xxxxx-xxxx

Phone Number:

920-766-6305

Ext:

4

xxx-xxx-xxxx

Email:

neumeier@kaukauna-wi.org

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

☒ Yes ☐ No

☒ Public Education and Outreach NEWSC

☒ Public Involvement and Participation NEWSC

- ☐ Illicit Discharge Detection and Elimination

Item 2.d.
- ☐ Construction Site Pollutant Control
- ☒ Post-Construction Storm Water Management

McMahon Associates for Private BMP notifications
- ☐ Pollution Prevention

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

☐ Yes ☒ No

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (R8/2021)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

- a. Does MS4 conduct any educational efforts or events independently (not with a group) ☒ Yes
☐ No
- b. How many total educational events were held during the reporting year:
- c. The permit requires that both passive and interactive mechanisms are utilized. How many interactive mechanisms were used during the reporting year?

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

- d. Will additional information/summary of education events be attached to the annual report? ☒ Yes
☐ No

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

See Attached - 2022 MS4 Program Summary

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

- a. Permit Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how the permit

activities were conveyed to your population. Use the Add Event to add additional entries.

Item 2.d.

Event Start Date	3/14/2022		
Project/Event Name	Department of Public Works Committee Meeting		
Delivery Mechanism	Government Event (Public Hearing, Council Meeting, etc)		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: 	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

Event Start Date	1/1/2022		
Project/Event Name	River View Middle School Presentation		
Delivery Mechanism	Presentation of Storm Water Information		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input checked="" type="checkbox"/> Other: School Presentation from NEWSC	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input checked="" type="checkbox"/> Other	101 +	<input checked="" type="radio"/> Yes <input type="radio"/> No

b. Volunteer Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how volunteer activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	5/7/2022 <input type="checkbox"/> NA (Individual Permittee).		
Project/Event Name	2022 Fox-Wolf Watershed Cleanup		
Delivery Mechanism	Clean up event		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors	51-100	<input checked="" type="radio"/> Yes <input type="radio"/> No

- ☐ Developers
- ☐ Industries
- ☒ Public Officials
- ☐ Other

Event Start Date	9/24/2022 <input type="checkbox"/> NA (Individual Permittee).
Project/Event Name	Focus on the Fox River Cleanup (NEWSC Booth also)
Delivery Mechanism	Clean up event

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	101 +	<input checked="" type="radio"/> Yes <input type="radio"/> No

Event Start Date	3/16/2022 <input type="checkbox"/> NA (Individual Permittee).
Project/Event Name	Salt Watch Chloride Monitoring
Delivery Mechanism	Stream monitoring

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input checked="" type="checkbox"/> Other	1 - 10	<input checked="" type="radio"/> Yes <input type="radio"/> No

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

See Attached - 2022 MS4 Program Summary

Missing Information

Do not close your work until you **SAVE**.**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 3 : Complete**3. Illicit Discharge Detection and Elimination**

- a. How many total outfalls does the municipality have? ☐ Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? ☐ Unsure
- c. From the municipality's routine screening, how many were confirmed illicit discharges? ☐ Unsure
- d. How many illicit discharge complaints did the municipality receive? ☐ Unsure
- e. From the complaints received, how many were confirmed illicit discharges? ☐ Unsure
- f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? ☐ Unsure

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

- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

- ☒ Verbal Warning
- ☒ Written Warning (including email)
- ☐ Notice of Violation
- ☐ Civil Penalty/ Citation

Additional Information: _____

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

See attached - 2022 MS4 Program Summary

Missing InformationDo not close your work until you **SAVE**.**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4 : Complete**4. Construction Site Pollutant Control**

- a. How many total construction sites with one acre or more ☐ Unsure

of land disturbing construction activity were active at any point in the reporting year?

- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year? ☐ Unsure
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)? ☐ Unsure

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

☐ No Authority

☒ Verbal Warning

☒ Written Warning (including email)

☒ Notice of Violation

☒ Civil Penalty/ Citation

☒ Stop Work Order

☒ Forfeiture of Deposit

☐ Other - Describe below

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

See Attached - 2022 MS4 Program Summary

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Has Missing Items

5. Post-Construction Storm Water Management

- a. How many sites with new structural storm water management Best Management Practice (BMP) have received local approval ? ☐ Unsure

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

- b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? ☒ Yes ☐ No ☐ Unsure

- c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? ☐ Unsure
Inspections completed by private landowners should be included in the reported number.
- d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? ☒ Yes ☐ No ☐ Unsure
- e. If yes, does MS4 have maintenance authority on these privately owned BMPs? ☐ Unsure
- f. How many municipally owned storm water management BMPs were inspected in the reporting year? ☐ Unsure
- g. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure
- ☐ No Authority
- ☒ Verbal Warning
- ☒ Written Warning (including email)
- ☒ Notice of Violation
- ☐ Civil Penalty/ Citation
- ☐ Forfeiture of Deposit
- ☒ Complete Maintenance
- ☒ Bill Responsible Party
- ☐ Other - Describe below
- e. Brief explanation on Post-Construction Storm Water Management reporting . *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

See attached - 2022 MS4 Program Summary

Missing Information

Invalid Number (XXX,XXX),

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections ☐ Not Applicable

- a. Enter the total number of municipally owned or operated ☐ Unsure

structural storm water management best management practices.

- b. How many new municipally owned storm water management best management practices were installed in the reporting year ? ☐ Unsure
- c. How many municipally owned storm water management best management practices were inspected in the reporting year? ☐ Unsure
- d. What elements are looked at during inspections (250 character limit)?

INFLOW

FOREBAY

VEGETATED SHELF & MAIN TREATMENT AREA

EMBANKMENT

OUTLET DEVICE

MISCELLANEOUS (Debris, trash, overall function, vegetation, wildlife damage)

- e. How many of these facilities required maintenance? ☐ Unsure
- f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Annual inspections noted. Additional visual/overview inspections occur at mowing and pre-and-post storm events at regional facilities; number not documented in 2022.

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) ☐ Not Applicable

- g. How many municipal properties require a SWPPP? ☐ Unsure
- h. How many inspections of municipal properties have been conducted in the reporting year? ☐ Unsure
- i. Have amendments to the SWPPPs been made?
☐ Yes ☒ No ☐ Unsure
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

NA

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

See Attached - 2022 MS4 Program Summary

Collection Services - Street Sweeping / Cleaning Program ☐ Not Applicable

- l. Did the municipality conduct street sweeping/cleaning during the reporting year?

☒ Yes ☐ No ☐ Unsure

- m. If known, how many tons of material was removed? ☐ Unsure
- n. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- o. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
- ☒ Yes - Explain frequency Based on land-use, traffic, and bmps See TMDL Plan
- ☐ No - Explain _____
- ☐ Not Applicable

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

- p. Did the municipality conduct catch basin sump cleaning during the reporting year? ☒ Yes ☐ No ☐ Unsure
- q. How many catch basin sumps were cleaned in the reporting year? ☐ Unsure
- r. If known, how many tons of material was collected? ☐ Unsure
- s. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
- ☐ Yes- Explain frequency _____
- ☐ No - Explain _____
- ☒ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

- u. Does the municipality conduct curbside leaf collection? ☒ Yes ☐ No ☐ Unsure
- v. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No ☐ Unsure
- w. Where are the residents directed to store the leaves for collection?
- ☒ Pile on terrace ☐ Pile in street ☒ Bags on terrace ☐ Unsure
- ☐ Other - Describe _____
- x. What is the frequency of collection?
- Weekly - Mid-Oct to Mid-Nov - 6 weeks
- y. Is collection followed by street sweeping/cleaning? ☒ Yes ☐ No ☐ Unsure
- z. Brief explanation on Collection Services reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

See Attached - 2022 MS4 Program Summary

Winter Road Management ☐ Not Applicable

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

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

Item 2.d.

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

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

Product	Oct	Nov	Dec	Jan	Feb	Mar
Salt	0	40	410	200	280	140

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
Brine	0	0	4100	3000	4000	2000
Pre-wetting compound	0	0	0	0	0	0

- ac. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No ☐ Unsure

- ad. Have municipal personnel attended salt reduction strategy training in the reporting year? ☒ Yes ☐ No ☐ Unsure

Training Date	Training Name	# Attendance
5/18/2022	Brine Summit	5

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

See Attached - 2022 MS4 Program Summary

Internal (Staff) Education & Communication

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

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

Timeclock flyers, discussion/morning meetings with managers. NESECA and NEWSC Trainings

When:

How many attended:

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

Elected Officials

MS4 Annual Report and Multiple Agenda Items discussed throughout the year.

Municipal Officials

Stormwater discussion items on various agendas. Internal communications.

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

As-needed conversations, emails, phone calls, on operations and maintenance.

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

2023 Quarterly Meetings are scheduled for more regular discussions/trainings for staff.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

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

☒ Yes ☐ No ☐ Unsure

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

☒ Storm water treatment facilities

☐ Storm pipes

☐ Vegetated swales

☒ Outfalls

☐ Other - Describe below

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

See Attached - 2022 MS4 Program Summary

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Final Evaluation - Complete**Fiscal Analysis**

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

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
---	--------------------------	----------------------------	-----------------

Element: Public Education and Outreach

2022	600	600	<u>Storm water utility</u>
------	-----	-----	----------------------------

Element: Public Involvement and Participation

2022	600	600	<u>Storm water utility</u>
------	-----	-----	----------------------------

Element: Illicit Discharge Detection and Elimination

2022	600	600	<u>Storm water utility</u>
------	-----	-----	----------------------------

Element: Construction Site Pollutant Control

2022	3500	3500	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Post-Construction Storm Water Management

2022	0	85224	<u>Grants</u>
2022	3500	125000	<u>Storm water utility</u>

Element: Pollution Prevention

2022	700000	1600000	<u>Storm water utility</u>
2022	73500	0	<u>Grants</u>

Other (describe)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Select...</u>
----------------------	----------------------	----------------------	------------------

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

\$0 listed in years where no grant money was received/budgeted.

Water Quality

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

☒ Yes ☐ No ☐ Unsure If Yes, explain below:

Addition of Bluestem 3 pond and streambank stabilization project on unnamed

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

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

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

☐ Yes ☒ No ☐ Unsure

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

☒ Yes ☐ No ☐ Unsure

Storm Water Quality Management

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

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

Total suspended solids (TSS) 37%

Total phosphorus (TP) 23%

Status of Total Maximum Daily Loads (TMDLs) Implementation

The permittee Kaukauna, City is subject to the following approved TMDLs: Lower Fox River Basin and Lower Green Bay

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

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

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

☒ Agree ☐ Disagree

[A.6.3] Final Documentation.

The permittee is confirming that all planned efforts are on schedule to submit the final documentation materials [updates to mapping, modeling, tabular summary, and Implementation Plan] under section A.6.3 by October 31, 2023.

☒ Agree ☐ Disagree

Additional Information

Item 2.d.

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

See Attached - 2022 MS4 Program Summary

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Requests for Assistance on Understanding Permit Programs

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

Please select all that apply:

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

Do not close your work until you **SAVE**.

Form 3400-224(R8/2021)

Required Attachments and Supplemental Information

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

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

***Required Item**

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

Storm Sewer System Map

 File Attachment

[2022MS4Map.pdf](#)

Attach - Other Supporting Documents

AR Other

 File Attachment

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

Attach - Permit Compliance Documents

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

Missing Information

You must attach a file for the select attachment type.,

Draft and Share PDF Report with the permittee's governing body or delegated representatives.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

[Draft and Share PDF Report](#)

Do not close your work until you **SAVE**.

Form 3400-224(R8/2021)

Complete and Submit Your Application

You have not completed all areas of the application. Please return to the application and complete all missing items.

Contact Information: [Complete](#)

Minimum Control Measures Section 1: [Complete](#)

Minimum Control Measures Section 2: [Complete](#)

Minimum Control Measures Section 3: [Complete](#)

Minimum Control Measures Section 4: [Complete](#)

Minimum Control Measures Section 5: [Has Missing Items](#)

Minimum Control Measures Section 6: [Complete](#)

Minimum Control Measures Section 7: [Complete](#)

Attachments: [Has Missing Items](#)

Final Evaluation: [Complete](#)

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
 101 S. Webster Street
 Box 7921
 Madison WI 53707-7921

Tony Evers, Governor
Adam N. Payne, Secretary
 Telephone 608-267-7556
 Toll Free 1-888-936-7463
 TTY Access via relay - 711



March 6, 2023

► REQUIRES IMMEDIATE ACTION ◀

Urban Forestry
Grant# 23UF1574
Grant Amount: \$25,000.00

Mr. John Neumeier
 Director Of Public Works
 City Of Kaukauna
 144 W 2nd Street
 Kaukauna, WI 54130

Dear Mr. Neumeier:

Congratulations! On behalf of the Governor, we are pleased to forward to you a grant agreement for financial assistance for the following project: **ASH TREE REMOVAL & REFORESTATION**

Please review and print the agreement. Return the original signed and dated by the **Authorized Representative**, within **10 business days of this letter's date**, to:

Mail hard copies:

Wisconsin Department of Natural Resources
 Urban Forestry Grants
 518 W. Somo Ave
 Tomahawk, WI 54487

Scan and Email:

Scan the signed agreement and attach to an email addressed to
DNRUrbanForestryGrants@wisconsin.gov

Contacts:

Nicolle Spafford, Program Specialist
 715-896-7099

Keep a copy for your file.

Funds will be encumbered when the signed agreement is returned. Please read the items checked below. They apply to your project and grant award.

☒ **Grant Award Time Period: March 6, 2023 through December 31, 2024.** All project activities must occur within this time period to be eligible. Do not incur costs prior to the Grant Award Start Date, regardless of the date on which this grant agreement is signed.

☒ **Changes to the approved project scope, time period, and/or budget** may not be made without prior approval from the Department.

☒ **An interim report of the project's activities will be due within 6 months of the Grant Award Start Date. A final report of the project's activities will be due within 90 days of grant expiration. Send the report to your Regional Urban Forestry Coordinator, Tracy Salisbury, DNR – 2984 Shawano Avenue, Green Bay, WI 54313-6727.**~

☒ Please check your local procedures to insure you comply with all applicable state laws regarding competitive bidding and awarding. If you have any questions regarding bidding and/or awarding procedures, contact your organization's or agency's attorney for advice. The [Procurement Guide for Local Governments Receiving Grants \(State or Federal\) from the Wisconsin Department of Natural Resources](#) explains the department's general bidding and contracting standards for grant projects.

Please note that any construction work or work performed by a consultant or other service provider totaling \$25,000 or more requires a written contract. The contract should specify the financial terms, contract duration and services to be rendered. The regional urban forestry coordinator should review the contract prior to signing. A copy of the contract should be submitted with or before the final report.

Instructions and forms for the financial administration of the project are located in the *2023 Recordkeeping & Reimbursement Guide* and available at: dnr.wi.gov keyword: UF Grant. Submit the final reimbursement information as soon as possible, or no later than **March 31, 2025**. If you charge equipment usage to the grant, refer to the "DOT 2023 Classified Equipment Rates" (will be available in January) to establish the eligible rate or estimated life of the equipment.

Actual fringe benefits, not to exceed the rate established annually by the Department of Administration (DOA), are eligible as part of the sponsor's labor costs. For 2023 grant projects, the DOA maximum fringe benefit rate is 47.66 percent. Fringe benefits may include employee insurance, retirement plans, Social Security contributions, Worker Compensation Insurance, etc.

If you are considering the use of a consultant, please review this online reference: "[Guidelines for Working with Consultants on Urban Forestry Grant Projects](#)". These guidelines may assist you in your work with consultants.

There may be other enclosures depending on the conditions listed in this grant agreement. **Read the special conditions carefully.** If you have questions about the grant agreement, contact Nicolle Spafford, Urban Forestry Grants Specialist. For questions about the details of your project, contact your Urban Forestry Coordinator.

The Department of Natural Resources is pleased to participate with you in this urban forestry project.

Sincerely,



Carmen Hardin
Bureau Director of Applied Forestry

Enclosure(s)

C: Tracy Salisbury – DNR Urban Forestry Coordinator, Green Bay

GRANT CONDITIONS

NOTICE: Collection of this information is authorized under s. 26.145, Wis. Stats., and chapter NR 47, subchapters I and VIII, Wis. Admin. Code. Personally identifiable information will be used for managing grants and is not intended to be used for other purposes.

Sponsor	Project Number
City of Kaukauna	23UF1574
Project Title	

ASH TREE REMOVAL & REFORESTATION

Period Covered by This Agreement	Name of Program
March 6, 2023 through December 31, 2024	Urban Forestry Grant Program
Project Scope and Description of Project	

The City Of Kaukauna shall participate in the Urban Forestry Grant Program by providing the following items as described in the project application.

Project Description: This project is to continue the removal of hazardous and damaged ash trees in parks and public spaces due to emerald ash borer beetle. We will also use funds to replant a variety of species in city park and open spaces. The majority of the work will be completed by City of Kaukauna staff; including evaluating ash trees for EAB damage, cutting down damaged trees/limbs, hauling of large debris, chipping of brush, and replanting of new varied species to help rebuild the canopy. Work that may need to be completed by contractors includes stump grinding. Purchased materials will include the new trees and replacement saws and chains.

Scope Details:

Tree Maint, Planting
Tree Maint, Removal

Project Cost:	The following documents are hereby incorporated into and made part of this agreement:
Total Cost	1. Chapter NR 47, Subchapters I and V, Wisconsin Administrative Code
Fund Support	2. Urban Forestry Grant Application and attachments dated October 3, 2022
State Aid Amount	
Sponsor Share	

A. GENERAL CONDITIONS

1. **PERFORMANCE.** The State of Wisconsin Department of Natural Resources (hereafter DEPARTMENT) and the City Of Kaukauna (hereafter PROJECT SPONSOR) mutually agree to perform this agreement in accordance with the Urban Forestry Grant Program and with the project proposal, application, terms, promises, conditions, plans, specifications, estimates, procedures, maps, and assurances attached hereto and made a part hereof.
2. **INDEPENDENT CONTRACTOR.** The PROJECT SPONSOR is an independent contractor for all purposes, not an employee or agent of the DEPARTMENT.
3. **ENTIRE GRANT AGREEMENT.** This agreement, together with any referenced parts and attachments, shall constitute the entire agreement and previous communications or agreements pertaining to the subject matter of this agreement are hereby superseded.
4. **GRANT AGREEMENT AMENDMENTS.** Any cost adjustments must be made by a written amendment to this agreement, signed by both parties, prior to the expenditure of funds or the termination date of the agreement. Adjustments for time of performance or scope of work may be granted to the PROJECT SPONSOR by the DEPARTMENT in writing without the requirements of PROJECT SPONSOR's signature.
5. **SUSPENSION OF OBLIGATIONS.** Failure by the PROJECT SPONSOR to comply with the terms of this agreement shall not cause the suspension of all obligations of the DEPARTMENT hereunder if, in the judgment of the Secretary of the DEPARTMENT, such failure was due to no fault of the PROJECT SPONSOR. In such cases, any amount required to settle at minimum costs any irrevocable obligations properly incurred shall be eligible for assistance under this agreement, at the DEPARTMENT's discretion.
6. **AFFIRMATIVE ACTION PLAN.** If this agreement is for an amount of at least twenty-five thousand dollars (\$25,000), the PROJECT SPONSOR agrees to submit a written affirmative action plan to the DEPARTMENT within 15 business days after the Agreement commences if an acceptable plan is not already on file with the State of Wisconsin. (PROJECT SPONSORS with an annual work force of fewer than twenty-five (25) employees are exempted from this requirement.) Failure to comply with the conditions of this clause may result in the termination of this agreement by the DEPARTMENT or withholding of payment.
7. **The PROJECT SPONSOR agrees:**
 - a. **OFFER ACCEPTANCE.** To notify the DEPARTMENT, in writing, of acceptance of this offer by delivering to the Urban Forestry Grant Coordinator one original agreement duly signed by the authorized representative. Once signed, the agreement is binding.
 - b. **DECLINING OFFER.** To notify the DEPARTMENT, in writing, of its decision to decline this offer of financial assistance at any time prior to the start of the project and before expending any funds. After the project has been started or funds expended, this agreement may be terminated, modified, or amended only by mutual agreement of both parties in writing.
 - c. **EXECUTION OF AGREEMENT.** To execute the project described in the grant agreement in accordance with this agreement in consideration of the promises made by the DEPARTMENT herein.
 - d. **APPLICABLE LAW.** To comply with all applicable Wisconsin Statutes and Wisconsin Administrative Codes in fulfilling the terms of this agreement.
 - e. **BIDDING.** To comply with all applicable local and state contract and bidding requirements. The PROJECT SPONSOR should consult its legal counsel with questions concerning contracts and bidding. The PROJECT SPONSOR may obtain the following document from the DEPARTMENT by calling the grant manager associated with this grant agreement: *Procurement Guide for Local Governments Receiving DNR Grants*.
 - f. **ACCOUNTING AND FISCAL RECORDS; RECORDS RETENTION; ACCESS.** To comply with the Urban Forestry grant program procedures, a copy of which is attached hereto and made a part hereof.

Accounting and fiscal records shall be maintained to reflect the receipt and expenditure of all funds used for this project. If an advance is provided, all grant funds shall be credited promptly upon receipt in a separate account. These funds shall be expended only for project costs. Accounts, documents, and records related to this project shall be retained by the PROJECT SPONSOR for a period of three (3) years following the end of this agreement. The PROJECT SPONSOR agrees to allow the DEPARTMENT access to these records upon request.

- g. **INDEMNIFICATION.** To save, hold harmless, defend, and indemnify the State of Wisconsin, the DEPARTMENT and all its officers, employees and agents, against any and all liability, claims and costs of whatever kind and nature, for injury to or death of any person or persons, and for loss or damage to any property (state or other) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation or performance of work in connection with this agreement or omissions of PROJECT SPONSOR's employees, agents or representatives.
- h. **REPAYMENT; TERMINATION.** To reimburse the DEPARTMENT any and all funds the DEPARTMENT deems appropriate in the event the PROJECT SPONSOR fails to comply with the conditions of this agreement or project proposal as described, or fails to provide public benefits as indicated in the project application, proposal description, or this agreement. In addition, should the PROJECT SPONSOR fail to comply with the conditions of this agreement, fail to progress due to non-appropriation of funds, or fail to progress with or complete the project to the satisfaction of the DEPARTMENT, all obligations of the DEPARTMENT under this agreement may be terminated, including further project cost payment. Upon notification of grant termination, any grant advance or payment not substantiated by documentation shall be immediately returned to the DEPARTMENT by the PROJECT SPONSOR.
- i. **NON-DISCRIMINATION.** In connection with the performance of work under this Agreement, not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the PROJECT SPONSOR further agrees to take affirmative action to ensure equal employment opportunities. The PROJECT SPONSOR agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the DEPARTMENT setting forth the provisions of this nondiscrimination clause. Failure to comply with the conditions of this clause may result in the termination of this Agreement or withholding of payment.

8. The DEPARTMENT agrees:

- a. **GRANT ENCUMBRANCE AND PAYMENT.** In consideration of the covenants and agreements made by the PROJECT SPONSOR herein, to obligate for the PROJECT SPONSOR the amount listed as the State Aid Amount on the first page of this agreement and to tender to the PROJECT SPONSOR that portion of the obligation which is required to pay the DEPARTMENT's share of the costs based upon the state providing 50 percent of the eligible project costs not to exceed a maximum of \$25,000.00.
- b. **INDEPENDENT CONTRACTOR.** That the PROJECT SPONSOR shall have sole control of the method, hours worked, and time and manner of any performance under this agreement other than as specifically provided herein. The DEPARTMENT reserves the right only to inspect the job site or premises for the sole purpose of ensuring that the performance is progressing or has been completed in compliance with the agreement. The DEPARTMENT takes no responsibility of supervision or direction of the performance of the agreement to be performed by the PROJECT SPONSOR or the PROJECT SPONSOR's employees or agents. The DEPARTMENT further agrees that it will exercise no control over the selection and dismissal of the PROJECT SPONSOR's employees or agents.
- c. **ACCESS TO RECORDS.** To retain its right to examine all accounts, documents, and records of the PROJECT SPONSOR as they relate to this agreement.
- d. **TERMINATION.** To reserve its right to terminate this agreement for failure by the PROJECT SPONSOR to comply with any provision of this agreement.

B. SPECIAL CONDITIONS

1. The PROJECT SPONSOR agrees to sign and return the grant agreement **within 10 business days** of receipt of this agreement.
2. The PROJECT SPONSOR agrees that it will charge only the actual fringe benefits eligible, not to exceed the rate established annually by the Department of Administration (DOA), as part of the sponsor's labor costs. For 2023 grant projects, the DOA maximum fringe benefit rate is 47.66 percent. Fringe benefits may include employee insurance, retirement plans, Social Security contributions, Worker Compensation Insurance, etc.
3. The PROJECT SPONSOR agrees to use the "DOT 2023 Classified Equipment Rates" to establish the eligible rate or estimated life of the equipment for any equipment usage charged to the grant.
4. The PROJECT SPONSOR agrees to provide to the DEPARTMENT for review **within 6 months of project commencement**, an interim report to contain details of progress, findings, problems and other information regarding the status of the project.
5. The PROJECT SPONSOR agrees to provide to the DEPARTMENT for review **within 90 days of grant expiration** a final project summary to include:
 - a. Documentation of all project activities during the grant period
 - b. Documentation and justification of all project modifications
 - c. Documentation of all public information and educational activities which were conducted
 - d. Conclusions and results
 - e. An appendix that includes all references and supporting documents for the final report. (A summary of any/all applicable state and federal laws and regulations shall also be made part of the appendix.)
6. No funds from other state or federal sources may be used to match this grant except that community development block grants may be used to match urban forestry grants only when it can be demonstrated to the DEPARTMENT's satisfaction that there is a local commitment to, and involvement in, the project.
7. Please note that any construction work or work performed by a consultant or other service provider totaling \$25,000 or more requires a written contract. The contract should specify the financial terms, contract duration and services to be rendered. The Urban Forestry Coordinator should review the contract prior to signing. A copy of the contract should be submitted with the reimbursement materials for the grant.
8. Prior to any combination of pruning, removal and/or treatment, the PROJECT SPONSOR agrees to provide to the DEPARTMENT, for review and approval, a plan that includes specifications and either site map(s) or a list of the trees to be pruned, removed and/or treated.
9. All tree care operations shall meet standards established in all parts of the most current editions of ANSI A300 American National Standard for Tree Care Operations - Tree, Shrub and Other Woody Plant Maintenance - Standard Practices and ANSI Z133.1 American National Standard for Tree Care Operations - Pruning, Trimming, Repairing, Injections, Maintaining and Removing Trees and Cutting Brush - Safety Requirements.
10. Prior to tree ordering, the PROJECT SPONSOR agrees to provide to the DEPARTMENT, for review and approval, a planting plan, to include planting specifications, site map(s), and species list.
11. Planting methods and overall care and maintenance shall conform to the most current version of Developing Tree Purchase and Planting Specifications for Bid published by the Wisconsin Department of Natural Resources Forestry Program. Any deviations from these specifications must have prior approval by the DNR urban forestry coordinator. Planting component may be inspected and approved by the DNR urban forestry staff to the above specifications.
12. Nursery stock shall meet standards established in the most current edition of ANSI Z60.1 American Standard for Nursery Stock.

13. Nursery stock must be obtained from a dealer or grower licensed by the Wisconsin Department of Agriculture, Trade, and Consumer Protection (WDATCP) in accordance with Wisconsin Statutes 94.10, or from a dealer or grower licensed or certified by the state where the nursery is located.
14. The PROJECT SPONSOR shall provide maintenance on trees for a minimum of three years following planting.
15. The PROJECT SPONSOR's Planting Plan is not to involve overrepresented genera including, but not limited to, maples. Overrepresented genera are those that comprise 10 percent or more of the PROJECT SPONSOR's community urban tree canopy, based on the PROJECT SPONSOR's tree inventory data or data available from the DEPARTMENT. Any exceptions must be pre-approved by DNR urban forestry staff.

City Of Kaukauna
Urban Forestry Grant Number: 23UF1574
Grant Award: \$25,000.00

The person signing for the Sponsor represents both personally and as an agent of his or her principal that he or she is authorized to execute this agreement and bind his or her principal, either by a duly adopted resolution or otherwise.

FOR THE SPONSOR

By _____
 (Signature)

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER
 (Title)

MARCH 6, 2023
 (Date Signed)

STATE OF WISCONSIN
 DEPARTMENT OF NATURAL RESOURCES
 FOR THE SECRETARY

By _____
 Carmen Hardin, Director
 Bureau Director of Applied Forestry

March 6, 2023
 (Date Signed)

