



## Office of the Town Clerk

Town of Brookfield | 645 N. Janacek Road, Brookfield, WI 53045

Office: 262-796-3788 | Clerk@TownofBrookfield.com

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### MEETING AGENDA

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Tuesday, June 18, 2024 7:00pm	Town Board Utility District No. 1 Sanitary District No. 4	Eric Gnant Room TOB Municipal Building 645 N. Janacek Rd., Brookfield, WI
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Item #    Topic

1. Call to Order & Roll Call: Chairman Keith Henderson, Supervisors Steve Kohlmann, Ryan Stanelle, John Charlier, and John Schatzman.
2. Meeting Notices. Publicly noticed on June 14, 2024.
3. Adoption of the Agenda.
4. Meeting Minutes: **June 4, 2024 Meeting of the TB, UD1, SD4.**
5. Citizen Comments. *Three minute limit.*

New Business, Including Topics from Departments, Committees and Commissions

6. Clerk: **Alcohol Licenses:**
  - Change of Agent requests for the remainder of the 2023-2024 licensing year.
  - Applications for the 2024-2025 licensing year.
7. Clerk: **Hearing and Possible Action regarding Alcohol License:**

Renewal of Prime Cigar Class B Intoxicating Liquor License for the 2024-25 license year, including request for AB-102 Alcohol Beverage License and Permit Transfer Application Acme Group, Inc. d/b/a/ Prime Cigar Co. – Transfer from: Suite 104 to Suite 148.
8. Sanitary: **2023 Compliance Maintenance Annual Report (CMAR).**
9. Sanitary: **Amendment No. 2 to the Agreement for Technical Services for the Poplar Creek Lining Project.**  
(Strand Associates with contractor Visu-Sewer, Inc.)
10. Treasury: **Review of Vouchers and Checks**
11. Communications & Announcements.
12. Adjourn.

Posted June 14, 2024. , Deanna Alexander, MPA, Town Clerk, Town of Brookfield

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meetings to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request such services contact the clerk's office at the above.



## Office of the Town Clerk

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### MEETING MINUTES

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Tuesday, June 4, 2024  
7:00pm

Town Board  
Utility District No. 1  
Sanitary District No. 4

Eric Gnant Room  
TOB Municipal Building  
645 N. Janacek Rd., Brookfield, WI

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#### Item #    Topic

1. The meeting was called to order at 7:02pm.
  - Present: Chairman Keith Henderson, Supervisors Steve Kohlmann, Ryan Stanelle, and John Schatzman. Absent: John Charlier. A quorum was met (4-1).
  - Staff present: Administrator Tom Hagie, Clerk Deanna Alexander, Attorney Michael Van Kleunen, Sanitary Superintendent Tony Skof, Police Chief Chris Perket, Assistant Fire Chief Tony D'Amico, and Planner Bryce Hembrook.
2. Meeting Notices. Publicly noticed on May 31, 2024.
3. Adoption of the Agenda.  
Motion by Stanelle to adopt the agenda; seconded by Kohlmann.  
Motion prevailed by a voice vote of 4-0.
4. Meeting Minutes: **May 21, 2024 Meeting of the TB, UD1, and SD4.**  
Motion by Stanelle to adopt the minutes as presented; seconded by Kohlmann.  
Motion prevailed by a voice vote of 4-0.
5. Citizen Comments: No members of the public requested to speak.

Old Business: None.

New Business, Including Departments, Boards, Committee / Commission Reports and Recommendations:

6. Administrator: **Fire Chief Contract & Appointment**
  - Closed Session Notice: The body may convene into closed session pursuant to Wis. Stat. § 19.85(1)(c) regarding the consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding: Fire Chief Contract & Appointment. *The board opted to remain in open session.*
  - Administrator Hagie provided a brief overview of the pending retirement of Fire Chief Andy Smerz and the diligent candidate search and selection process executed by the Town's Police & Fire Commission (PFC). He introduced John Paul Schilling as selected candidate.
  - Motion by Henderson to approve the proposed Employment Agreement with Mr. Schilling, effective June 4, 2024, and with a start date of June 10, 2024; seconded by Kohlmann.  
Motion prevailed by a voice vote of 4-0.
  - Clerk Alexander led an Oath of Office ceremony for the incoming Fire Chief. Chief Schilling then spoke of his 35 years of experience in the fire field, with 15 years as a Fire Chief, acknowledging his dedication to continued public service and he thanked the board and his family for their faith and support.

7. Sanitary: **Amendment No. 1 to the Agreement for Technical Services for the Poplar Creek Lining Project.**
- Superintendent Skof presented an overview of the requested amendment which amongst several changes, alters compensation from \$68,000 to \$98,700, and schedule from May 31, 2024 to August 30, 2024.
  - Motion by Kohlmann to adopt Amendment No. 1 to Task Order No. 23-02, Town of Brookfield, Wisconsin, Sanitary District No. 4 and Strand Associates, Inc. Pursuant to Agreement for Technical Services dated May 22, 2023 on the Poplar Creek Project; Second by Schatzman.  
Motion prevailed by a voice vote (4-0).
8. Plan Commission: **Recommendation for Final Approval for a new warehouse building for Master Spa Warehouse located at 21675 Doral Rd.**
- Planner Hembrook presented an overview of the Plan Commission’s review and decisions on the project.
  - Kohlmann noted a free-standing DMC sign in the site plan; Hembrook noted it will be stricken from the site plan because it was not approved.
  - Henderson asked about the yellow pipe bollards and why there is one noted in the pictures rather than two, as might be expected. The response was that it was designed as part of the support structure, so it may look different due to a differing intended use.
  - Schatzman asked if there is a current non-annexation agreement in place for the property; Hembrook responded that he was not aware of one.
  - Kohlmann commented that if a motion is made to accept the lighting pending future acceptance by the staff, the lighting plan should go to the ARC Chair prior to accepting. Hembrook confirmed that the town engineer would also review things. The applicant commented that the ARC Chairman was concerned about glare and he is working with the lighting provider to ensure downward facing lights.
  - Kelly Sperl of 3133 E Canvass Back Lane, Appleton, WI 54913, spoke as the engineer working on behalf of the applicant and aided in answering some of the above questions.
  - Motion by Schatzman to final approval subject to all recommendations by the plan commission, a new non-annexation agreement, a landscape bond acceptable to the town engineer, and approval by the Architectural Review Committee for the lighting issue that is outstanding, and removal of the DMC sign; seconded by Stanelle. Motion prevailed by a voice vote (4-0).
9. Clerk: **AB-102 Alcohol Beverage License and Permit Transfer Application**  
**Acme Group, Inc. d/b/a Prime Cigar Co.**  
Transfer from 18900 W Bluemound Road, Suite 104, to the same address, Suite 148.
- Brian Randall of Amundsen Davis, LLC was present on behalf of the applicant.
  - Attorney Van Kleunen presented that an application had been received for change of premises, to remain on the same parcel, but moving to another suite. He shared that members of the Town Board had advised a likelihood of not approving license renewal for the new licensing year, starting on July 1, 2024. He advised the Town Board that the transfer to the new suite, if approved, would be effective for less than a month, unless the Board decided to renew the license for July 1<sup>st</sup>.
  - Motion by Henderson to approve the transfer application; seconded by no one.  
No vote was taken, and the motion failed due to lack of a second.
  - Henderson asked for clarification confirming that an existing license holder is supposed to be entitled to up to one move per year once the fee is paid. Attorney Van Kleunen confirmed and stated that the law does

not contemplate a situation where the Town Board is not inclined to approve such a request; Schatzman submitted that the law using the word “entitled” is not the same as “mandated.”

- Henderson asked what to do if there is no motion. The Attorney advised that because the motion was not seconded, it could not be repeated by the same maker, and if no other member was willing to make a motion for approval, he advised laying the item over for further consideration at the next meeting.
- Schatzman moved to lay the item over until the next Town Board meeting; seconded by Kohlmann. Motion prevailed by a voice vote (3-1) (No: Henderson).

10. Administrator: **The Corners – TIF Update**

**Closed Session Notice:** The body may convene into closed session pursuant to Wis. Stat. § 19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, regarding: **The Corners – TIF Update**.

Motion by Kohlmann to enter closed session at 7:35pm; seconded by Stanelle.  
Motion prevailed by a roll call vote (4-0).

Those present for closed session include the Board members, Town Attorney, Town Administrator, Town Clerk, Thomas G. Kafkes of IM & The Corners, Alex Kang of the Mandel Group; Tom Gebhard of the Mandel Group; and Robert B Monnat of the Mandel Group, Inc. and Robert Gould of The Corners.

Motion by Kohlmann to return to open session at 9:44pm; seconded by Schatzman.  
Motion prevailed by a voice vote (4-0).

No action was taken as a result of the closed session.

11. Treasury: **Review of Vouchers and Checks**

Motion by Kohlmann to approve the vouchers and checks as presented; seconded by Schatzman.  
Motion prevailed by a voice vote (4-0).

12. Communications & Announcements.

- Hagie: Margaux (restaurant at The Corners) is now open.
- Hagie: The Bluemound Rd. construction has been bindered (first lift of asphalt).
- Hagie: Advised that there will be a significant repair upcoming to the Fire Department’s ladder truck.

13. Adjourn: Motion by Kohlmann to adjourn at 9:48pm; seconded by Schatzman.  
Motion prevailed by a voice vote (4-0).

Submitted June 14, 2024



Deanna Alexander, MPA  
Town Clerk, Town of Brookfield

# Compliance Maintenance Annual Report

Brookfield Sanitary District 4

Last Updated: Reporting For:  
5/15/2024 2023

## Financial Management

1. Provider of Financial Information Name: <input type="text" value="Tony Skof"/> Telephone: <input type="text" value="262-798-8629"/> (XXX) XXX-XXXX E-Mail Address (optional): <input type="text" value="tonysd4@gmail.com"/>		
2. Treatment Works Operating Revenues 2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ? ● Yes (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ No (40 points) If No, please explain: <input type="text"/> 2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input type="text" value="2023"/> ● 0-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/> ○ N/A (private facility) 2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system? ● Yes (0 points) ○ No (40 points)		<b>0</b>
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]		
3. Equipment Replacement Funds 3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input type="text" value="2023"/> ● 1-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/> ○ N/A If N/A, please explain: <input type="text"/>		
3.2 Equipment Replacement Fund Activity		
<b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>	\$ <input type="text" value="34,000.00"/>	
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+ \$ <input type="text" value="2,000.00"/>	
3.2.3 Adjusted January 1st Beginning Balance	\$ <input type="text" value="36,000.00"/>	
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+ \$ <input type="text" value="0.00"/>	

# Compliance Maintenance Annual Report

Brookfield Sanitary District 4

Last Updated: Reporting For:  
5/15/2024 **2023**

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below\*) -

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 36,000.00

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

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

3.3 What amount should be in your Replacement Fund?

\$ 36,000.00

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

## 4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Repair / Reline 36" sewer interceptor due to deterioration of concrete pipe.	\$351,000	2026
2	Sewer Lift Station controls and equipment upgrade	\$250,000	2026

## 5. Financial Management General Comments

Sewer user rate increase was approved for first quarter 2024.

## ENERGY EFFICIENCY AND USE

### 6. Collection System

#### 6.1 Energy Usage

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

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

Number of Municipally Owned Pump/Lift Stations:

# Compliance Maintenance Annual Report

Brookfield Sanitary District 4

Last Updated: Reporting For:  
5/15/2024 **2023**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	1,882	6
February	1,844	6
March	1,895	7
April	1,493	7
May	1,376	8
June	1,024	6
July	1,103	10
August	1,089	6
September	1,037	6
October	1,193	7
November	1,967	8
December	1,914	9
<b>Total</b>	<b>17,817</b>	<b>86</b>
<b>Average</b>	<b>1,485</b>	<b>7</b>

## 6.1.2 Comments:

Electricity totals include electricity consumed at a lift station and 5 sanitary flow meter locations. Natural Gas consumption totals are for the backup generator at a lift station.

## 6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

Lift station back up generator in secure building.  
Building contains pump controls, SCADA controls, generator, and heater.

## 6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

No

Yes

Year:

By Whom:

Describe and Comment:

# Compliance Maintenance Annual Report

Brookfield Sanitary District 4

Last Updated: Reporting For:  
5/15/2024 **2023**

<div data-bbox="133 205 1461 258" style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>6.4 Future Energy Related Equipment</p> <p>6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?</p> <div data-bbox="121 457 1461 510" style="border: 1px solid black; padding: 5px;">When replacing lift station pumps replace with high efficiency motors.</div>
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<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>



# Compliance Maintenance Annual Report

Brookfield Sanitary District 4

Last Updated: Reporting For:  
5/15/2024 2023

## Sanitary Sewer Collection Systems

### 1. Capacity, Management, Operation, and Maintenance (CMOM) Program

#### 1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

#### 1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

#### 1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Clean, inspect, and televise approximately 35% of the sewer collection system sewer mains, manholes, and lateral connections.  
Correct any deficiencies found during inspections including inflow and infiltration.

Did you accomplish them?

- Yes
- No

If No, explain:

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer Use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2022-03-15

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance

- Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories
- Up-to-date sewer system map

# Compliance Maintenance Annual Report

Brookfield Sanitary District 4

Last Updated: Reporting For:  
5/15/2024 **2023**

- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- A description of routine operation and maintenance activities (see question 2 below)
- Capacity assessment program
- Basement back assessment and correction
- Regular O&M training

Design and Performance Provisions [NR 210.23 (4) (e)]

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- Construction, Inspection, and Testing
- Others:

Collection system design review and construction observation services are completed by an outside engineering firm.

Overflow Emergency Response Plan [NR 210.23 (4) (f)]

Does your emergency response capability include:

- Responsible personnel communication procedures
- Response order, timing and clean-up
- Public notification protocols
- Training
- Emergency operation protocols and implementation procedures

Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]

Special Studies Last Year (check only those that apply):

- Infiltration/Inflow (I/I) Analysis
- Sewer System Evaluation Survey (SSES)
- Sewer Evaluation and Capacity Management Plan (SECAP)
- Lift Station Evaluation Report
- Others:

0

## 2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	35	% of system/year
Root removal	0	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	35	% of system/year
Manhole inspections	35	% of system/year
Lift station O&M	52	# per L.S./year
Manhole rehabilitation	1	% of manholes rehabbed
Mainline rehabilitation	1	% of sewer lines rehabbed
Private sewer inspections	35	% of system/year

# Compliance Maintenance Annual Report

Brookfield Sanitary District 4

Last Updated: Reporting For:  
5/15/2024 **2023**

Private sewer I/I removal  % of private services

River or water crossings  % of pipe crossings evaluated or maintained

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

Connections of private sewer laterals at sewermain are inspected during annual televising.  
Infiltration in 4 manholes repaired.  
Infiltration in sewermain connections repaired at 3 locations.

### 3. Performance Indicators

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

<input type="text" value="35.52"/>	Total actual amount of precipitation last year in inches
<input type="text" value="32.26"/>	Annual average precipitation (for your location)
<input type="text" value="48.26"/>	Miles of sanitary sewer
<input type="text" value="1"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="0"/>	Number of basement backup occurrences
<input type="text" value="0"/>	Number of complaints
<input type="text" value=".60"/>	Average daily flow in MGD (if available)
<input type="text"/>	Peak monthly flow in MGD (if available)
<input type="text"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.00"/>	Basement backups (number/sewer mile)
<input type="text" value="0.00"/>	Complaints (number/sewer mile)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

### 4. Overflows

#### LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED \*\*

Date	Location	Cause	Estimated Volume
None reported			

\*\* If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

### 5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

# Compliance Maintenance Annual Report

Brookfield Sanitary District 4

Last Updated: Reporting For:  
5/15/2024 **2023**

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

Yes

No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

Infiltration repaired in 4 manholes and in sewer mains.

As part of the 2024 interceptor relining project infiltration will be repaired in multiple locations.

5.4 What is being done to address infiltration/inflow in your collection system?

Continue to televise 25%-35% of the sewer collection system and repair any inflow/infiltration found during our maintenance and televising inspections. Inspect for illegal sump pump connections during water meter change out and cross connection inspections.

As part of the 2024 interceptor relining project infiltration will be repaired in multiple locations.

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

# Compliance Maintenance Annual Report

Brookfield Sanitary District 4

Last Updated: Reporting For:  
5/15/2024 **2023**

## Grading Summary

WPDES No: 0047341

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

### Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

# Compliance Maintenance Annual Report

Brookfield Sanitary District 4

Last Updated: Reporting For:  
5/15/2024 **2023**

## Resolution or Owner's Statement

Name of Governing  
Body or Owner:

Town of Brookfield - Sanitary District #4

Date of Resolution or  
Action Taken:

Resolution Number:

019

Date of Submittal:

### **ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):**

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

### **ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS**

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

**G.P.A. = 4.00**

Poplar Creek Interceptor Relining Change Orders

Change Order #1

54" Interceptor Leak Repair - Change Order

	Total	Town	City
Leak Repair Change Order Total:	\$ 21,757.50	73.18% \$ 15,922.14	26.82% \$ 5,835.36

Replacement of Inside Drop - Change Order

Mary Lynn Manhole inside drop replacement

	Total	Town	City
	\$ 7,428.30	73.18% \$ 5,436.03	26.82% \$ 1,992.27

Barker Rd Manhole Relining - Change Order

	Total	Town	City
Barker Rd Manhole Relining Total:	\$ 38,010.00	73.18% \$ 27,815.72	26.82% \$ 10,194.28

Install Sod on Larkspur Dr Backyard

	Total	Town	City
Mary Lynn Manhole inside drop replacement	\$ 4,000.00	73.18% \$ 2,927.20	26.82% \$ 1,072.80

Total Change Order #1:	\$ 71,195.80	73.18% \$ 52,101.09	26.82% \$ 19,094.71
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Change Order #2

72" Interceptor Leak Repair

	Total	Town	City
Repair exposed rebar	\$ 14,370.50	23.39% \$ 3,361.26	76.61% \$ 11,009.24
Grout Leaks	\$ 22,348.75	23.39% \$ 5,227.37	76.61% \$ 17,121.38

Manhole Leak Repair

	Total	Town	City
Leak Repair Change Order Total:	\$ 4,710.00	73.18% \$ 3,446.78	26.82% \$ 1,263.22

Total Change Order #2:	\$ 41,429.25	73.18% \$ 12,035.41	26.82% \$ 29,393.84
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Change Orders Total:	Total	Town	City
	\$ 112,625.05	\$ 64,136.50	\$ 48,488.55

Original Contract Amount:	\$ 2,632,500.00	\$ 1,917,750.25	\$ 714,749.75
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Current Contract Price Including Change Orders:	\$ 2,745,125.05	\$ 1,981,886.75	\$ 763,238.30
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June 11, 2024

**CHANGE ORDER NO. 2**

**PROJECT:** Poplar Creek Interceptor Lining  
**OWNER:** Town of Brookfield Sanitary District No. 4, Wisconsin  
**CONTRACT:** 2-2023  
**CONTRACTOR:** Visu-Sewer, Inc.

**Description of Change**

2a	Chemical grouting of leaks in the 72-inch interceptor.	ADD	\$22,348.75
2b	Chemical grouting of leaks in manhole SN 19-042.	ADD	\$4,710.00
2c	Epoxy patching of exposed rebar in the 72-inch interceptor.	ADD	\$14,370.50
<b>TOTAL VALUE OF THIS CHANGE ORDER:</b>		<b>ADD</b>	<b>\$41,429.25</b>

**Contract Price Adjustment**

Original Contract Price	\$2,632,500.00
Previous Change Order Adjustments	\$71,195.80
Adjustment in Contract Price this Change Order	\$41,429.25
Current Contract Price including this Change Order	\$2,745,125.05

**Contract Substantial Completion Date Adjustment**

Original Contract Substantial Completion Date	April 30, 2024
Contract Substantial Completion Date Adjustments due to previous Change Orders	61 Days
Contract Substantial Completion Date Adjustments due to this Change Order	0 Days
Current Substantial Contract Completion Dates including all Change Orders	June 30, 2024

**Contract Final Completion Date Adjustment**

Original Contract Final Completion Date	May 31, 2024
Contract Final Completion Date Adjustments due to previous Change Orders	76 Days
Contract Final Completion Date Adjustments due to this Change Order	0 Days
Current Final Contract Completion Dates including all Change Orders	August 15, 2024



Town of Brookfield Sanitary District No. 4-Visu-Sewer, Inc.  
Contract 2-2023, Change Order No. 2  
Page 2  
June 11, 2024

This document shall become a supplement to the Contract and all provisions will apply hereto.

**RECOMMENDED**

*Jake J. Collins* 6/11/2024  
ENGINEER-Strand Associates, Inc.® Date

**APPROVED**

*[Signature]* 6/11/2024  
CONTRACTOR-Visu-Sewer, Inc. Date

**APPROVED**

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OWNER-Town of Brookfield Sanitary District No. 4, Wisconsin Date