



PLEASE TAKE NOTICE that there will be a City of Lodi Public Works & Utilities Committee meeting held on Tuesday, January 7, 2020 at 5:00 pm in the Council Room, City Hall, 130 South Main Street, Lodi, WI.

**Public Works & Utilities Committee Agenda - Amended**

1. Call to Order
2. Public Input

***Must state name and address. Must be limited to items not on the agenda. Limited to two minutes unless otherwise extended. Committee's role is to listen and not discuss the item. Personnel issues cannot be discussed nor individuals named. Committee is unable to take action at this meeting.***

3. Approve Minutes from December 3, 2019

Documents:

[12-3-19 Public Works Utilities Meeting Minutes.pdf](#)

4. Financials  
Financials

Documents:

[11 Nov 2019 Electric Balance Sheet.pdf](#)  
[11 Nov 2019 Electric Income Stmt.pdf](#)  
[11 Nov 2019 PW Proj Balance Sheet.pdf](#)  
[11 Nov 2019 PW Proj Income Stmt.pdf](#)  
[11 Nov 2019 Sewer Balance Sheet.pdf](#)  
[11 Nov 2019 Sewer Income Stmt.pdf](#)  
[11 Nov 2019 Solid Waste Balance Sheet.pdf](#)  
[11 Nov 2019 Solid Waste Income Stmt.pdf](#)  
[11 Nov 2019 Water Balance Sheet.pdf](#)  
[11 Nov 2019 Water Income Stmt.pdf](#)

5. Recommendation to Authorize Adaptive Management Progress Report (MSA)

Documents:

[MSA-Adaptive Mgmt Report.pdf](#)

6. Update: Process to Assign/Sign Out Water Meter
7. Update: Lodi Utilities Logo (Redesign)
8. Sewer Hookup at 115 Lodi St
9. Director of Operations Projects Report
10. Next Meeting Date and Agenda Items
11. Adjourn

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

\*To ensure a quorum, please inform the Chair if you are unable to attend\*

**Members: Alders Stevenson (Chair), Groves Lloyd, Hansen**

*Notice is hereby given that a majority of the City of Lodi Common Council may be present at a meeting of the Public Works & Utilities Committee to gather information about subjects over which they have decision making responsibility. This constitutes a meeting of the city council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553, 494 N.W.2d 408 (1993), and must be noticed as such; although the City of Lodi Common Council will not take any formal action at this meeting.*

**City of Lodi Public Works & Utilities Committee Meeting**  
**Minutes of December 3, 2019**

**1. Call to Order**

Chair Stevenson called the meeting to order at 5:01 PM.

Committee Members Present: Rich Stevenson, Eric Hansen, Ann Groves Lloyd

Staff Present: Kennan Buhr, Julie Ostrander, Chad Wolter and Sandy Bloechl

Others: Jim Ness and Suzanne Miller

**2. Public Input.** None

**3. Approve Minutes of November 5, 2019 Meeting**

MOTION (Groves Lloyd/Hansen) to approve the minutes of the November 5, 2019 meeting. Motion carried.

**4. Discussion of Creating Policy for Unauthorized Use of Water**

Buhr explained that the fees don't match to what our Ordinance states to what the police use for citations. Wolter checked with a community that they require a large deposit (\$500-\$1,000) and don't require a meter until the house is almost finished. Ostrander also explained that when we do the PSC report every year we are supposed to try and pinpoint water loss and the issue of builders using unmetered water is part of the issue. Ostrander said that we need to start having whoever picks up the meter need sign for it stating that they will install and not use unmetered water. Groves Lloyd recommends the staff come up with a process. Suggestions were made to increase the penalty to minimum of at least \$1,000 first offense second offense \$2,500 or \$5,000. Ostrander will check to see if the PSC has any limits. We have started keeping a log of who has been caught stealing water. Buhr has suggested looking at the citation list costs that the police follow. Wolter made everyone aware that we have had issues in the past with a landscaper stealing water out of a hydrant.

**5. Financials**

No questions regarding financials.

**6. Recommendation on Award of CIPP Rebid (sewer lining)**

MOTION (Stevenson/Hansen) Recommend Visu-Sewer Inc. contract to council for \$140,402.50. Motion carried.

Buhr explained that the water leaks have to be fixed before a lining can be installed.

**7. Recommendation on Proposal for Biosolids Management**

MOTION (Groves Lloyd/Hansen) Recommend to finance Proposal for Biosolids Management approval Badger State Waste. Motion carried.

**8. Discussion of Renewable Energy (River Falls Article)**

Groves Lloyd explained that River Falls is planning on trying to use renewable energy with their vehicles and suggest Lodi starts to do the same. Stevenson agrees that the city needs to be move forward as efficiently and affordably as possible. Ostrander will follow up with Anna with WPPI to do a cost analysis on renewable energy for city buildings/vehicles.

**9. Discussion of Retention Pond (Prairie Stone)**

The city engineer is in the process to correct the violations that the land owners did when they built houses. The developers did not contact the DNR when they altered the pond. The developers and MSA are working together to correct the issue.

**10. Review of 2020 Local Road Improvement Project Plan**

Buhr explained that things are up in the air because the city is trying to receive grant money. Stevenson explained this is a work in progress and changes are happening. Gay St needs to be completed before the State completes Hwy 113. Buhr explained that none of the water valves at the 4 corners work. Paperwork to apply for the grant money needs to be in this Friday.

**11. Director of Operations Projects Report**

If council passes lining they want to be in by December 21<sup>st</sup>.

**12. Next Meeting Date and Agenda Items**

The next regular meeting is January 7, 2020 at 5:00 p.m. at City Hall.

**13. Adjourn**

MOTION (Stevenson/Groves Lloyd) to adjourn at 6:08 p.m. Motion carried.

Minutes by Sandy Bloechl, Treasurer

DRAFT

**Lodi Utilities - Electric Department  
Balance Sheet  
For the Period Ending 11/30/2019**

	<b>Current Month</b>
<b>Assets</b>	
Cash & Investments	\$1,380,600
Customer Accounts Receivable	28,732
Other Receivables	255,280
Prepays & Unamortized Debt Disc/Prem	54,415
Work in Progress	147,793
Inventory	62,855
Pension Accounts	99,390
Land and Buildings	55,663
Station Equipment	1,484,312
Poles and Overhead Conductors	1,420,838
Underground Conduit and Conductors	1,613,251
Line Transformers	1,092,090
Vehicles & Heavy Equipment	402,659
Other Capital Assets	1,546,101
Less: Accumulated Depreciation	(4,012,713)
<b>Total Assets</b>	<b>5,631,265</b>
<b>Liabilities</b>	
Accounts Payable	8,812
Accruals and Deferred Credits	358,128
Bonds and Loans Payable	687,278
Interfund Loans Conversion & PILOT	71,283
<b>Total Liabilities</b>	<b>1,125,501</b>
<b>Equity</b>	
Capital Paid in by Municipality	648,051
Unappropriated Earned Surplus	565,547
Retained Earnings	2,805,144
YTD Net Income	487,022
<b>Total Equity</b>	<b>4,505,764</b>
<b>Total Liabilities and Equity</b>	<b>5,631,265</b>

**Lodi Utilities - Electric Department  
Income Statement  
For the Period Ending 11/30/2019**

<u>Account Description</u>	<u>November</u>	<u>2019 YTD</u>	<u>Total Budget</u>	<u>Remaining Budget</u>	<u>% of Budget</u>
<b>Revenues</b>					
Interest & Dividend Income	\$1,727	\$25,958	\$9,000	(\$16,958)	288%
Misc Nonoperating Income	3,607	5,266	0	(5,266)	0%
Miscellaneous Credits to Surpl	0	16,185	7,000	(9,185)	231%
Residential Sales	97,931	1,301,722	1,432,908	131,186	91%
Small Comm & Industrial Sales	74,895	917,229	1,198,326	281,097	77%
Large Comm & Industrial Sales	52,674	642,349	655,683	13,334	98%
Public Street & Highway Lighti	5,761	60,774	68,722	7,948	88%
Interdepartmental Sales	3,327	36,054	35,000	(1,054)	103%
Forfeited Discounts	18	4,845	4,000	(845)	121%
Miscellaneous Service Revenues	0	1,617	1,000	(617)	162%
Rent from Electric Property	35	16,909	16,000	(909)	106%
Other Electric Revenues	50	600	1,000	400	60%
<b>Total Revenue</b>	<b>240,025</b>	<b>3,029,509</b>	<b>3,428,639</b>	<b>399,130</b>	<b>88%</b>
<b>Expenses</b>					
Depreciation Expense	20,000	220,000	275,000	55,000	80%
Taxes	0	6,254	160,801	154,547	4%
Miscellaneous Amortization	0	0	(17,663)	(17,663)	0%
Other Income Deductions	0	641	650	9	99%
Interest on Long-Term Debt	0	18,060	19,323	1,263	93%
Power-Purchased Power	153,322	1,866,035	2,351,928	485,893	79%
Distrib-Supervision & Eng	1,762	19,554	22,897	3,343	85%
Distrib-Station Expense	356	7,364	8,578	1,214	86%
Distrib-Meter	238	6,090	13,394	7,304	45%
Distrib-Maint of Overhead Line	6,227	77,552	96,778	19,226	80%
Distrib-Maint of UG Lines	3,210	25,450	50,731	25,281	50%
Distrib-Maint of Line Transfor	79	3,577	6,523	2,946	55%
Distrib-Maint of St. Lighting/	356	9,555	9,157	(398)	104%
Distrib-Maint of Meters	0	819	3,500	2,681	23%
Cust Accts-Meter Reading	336	4,695	5,917	1,222	79%
Cust Accts-Records & Collectns	2,179	25,691	69,136	43,445	37%
Cust Accts-Uncollectible Accts	0	(4)	0	4	0%
Admin and General Salaries	3,245	38,236	1,600	(36,636)	2,390%
Office Supplies & Expenses	2,339	9,471	10,400	929	91%
Outside Services Employed	4,721	21,476	32,636	11,160	66%
Property Insurance	0	17,444	20,917	3,473	83%
Employee Pensions & Benefits	5,601	74,599	70,450	(4,149)	106%
Regulatory Commission Exp	(2,011)	19,476	4,000	(15,476)	487%
Miscellaneous General Expense	(3,098)	49,059	70,358	21,299	70%
Maintenance of General Plant	1,339	21,394	42,678	21,284	50%
<b>Total Expenses</b>	<b>200,200</b>	<b>2,542,488</b>	<b>3,329,689</b>	<b>787,201</b>	<b>76%</b>
<b>NET INCOME</b>	<b>39,825</b>	<b>487,022</b>	<b>98,950</b>	<b>(388,072)</b>	<b>492%</b>



**Lodi - PW Projects  
Balance Sheet  
For the Period Ending 11/30/2019**

**Assets**

Cash	\$306,775
Receivables:	
Accrued Receivables	
<b>Total Assets</b>	<b><u>306,775</u></b>

**Liabilities**

Advance from Other Funds	_____
<b>Deferred Inflows of Resources</b>	<b>_____</b>

**Fund Balances (Deficits)**

Restricted	
Assigned	
Unassigned	196,930
Net Change in Fund Balance	109,845
<b>Total Fund Balances (Deficits)</b>	<b><u>306,775</u></b>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balances (Deficits)</b>	<b><u>306,775</u></b>



Public Works Projects 28228  
Income Statement  
For the Eleven Months Ending 11/30/2019

<u>Account Description</u>	<u>November</u>	<u>2019 YTD</u>	<u>Total Budget</u>	<u>Remaining Budget</u>	<u>% of Budget</u>
<b>REVENUE</b>					
General Property Taxes		\$250,000.00	\$250,000.00		100%
Motor Vehicle Taxes Contingency	5,532.00	55,305.00	79,000.00	23,695.00	70%
<b>Total Revenue</b>	<b>5,532.00</b>	<b>305,305.00</b>	<b>329,000.00</b>	<b>23,695.00</b>	<b>93%</b>
<b>EXPENSE</b>					
Hwy & Street Maint & Construct Sauk St Multi use Path		61,472.30	81,260.00	19,787.70	76%
Hwy & Street Maint & Construct Mill Pave Crackfill Seal Coat		99,293.08	78,285.00	(21,008.08)	127%
Hwy & Street Maint & Construct Downtown Street Lights	34,694.39	34,694.39	19,100.00	(15,594.39)	182%
<b>Total Expense</b>	<b>34,694.39</b>	<b>195,459.77</b>	<b>178,645.00</b>	<b>(16,814.77)</b>	<b>109%</b>
<b>Net Income</b>	<b>(29,162.39)</b>	<b>109,845.23</b>	<b>150,355.00</b>	<b>40,509.77</b>	<b>73%</b>



**City of Lodi - Sewer Department  
Balance Sheet  
For the Period Ending 11/30/2019**

	<b>Current Month</b>
<b>Assets</b>	
Cash & Investments	\$1,651,563
Customer Accounts Receivable	16,230
CWIP Sewermain Ext Northside	337,180
Boiler Plant Connections	202,212
Engines Intakes/ Accessory Infiltration	1,606,226
Elec Pump Equip/Other Power Equip	1,782,668
Structures & Improvements	1,971,387
Reserves/ Treatments	387,122
Sludge Treatment & Disposal	841,409
Plant Site Piping/Flow Metering	535,596
General Equipment	364,239
Tools, Shop, Gar/Boiler	40,650
Vehicles & Heavy Equipment	205,312
Less: Accumulated Depreciation	(4,956,543)
Accruals & Deferred Debits	176,681
<b>Total Assets</b>	<b>5,161,932</b>
Accruals and Deferred Credits	123,719
Bonds and Loans Payable	514,413
<b>Total Liabilities</b>	<b>638,132</b>
Contributed Capital	386,843
Retained Earnings	3,915,272
YTD Net Income	221,684
<b>Total Equity</b>	<b>4,523,800</b>
<b>Total Liabilities and Equity</b>	<b>5,161,932</b>

**Lodi Utilities - Sewer Department  
Income Statement  
For the Period Ending 11/30/2019**

<u>Account Description</u>	<u>November</u>	<u>2019 YTD</u>	<u>Total Budget</u>	<u>Remaining Budget</u>	<u>% of Budget</u>
<b>REVENUE</b>					
Interest & Dividend Income	\$2,090.36	\$40,492.46	\$4,000.00	(\$36,492.46)	1,012%
Misc Nonoperating Income	42.00	546.00	0.00	(546.00)	0%
Residential Sales	52,249.27	596,613.78	654,406.00	57,792.22	91%
Multifamily Sales	3,522.80	36,464.81	38,990.00	2,525.19	94%
Small Comm & Industrial Sales	8,611.32	99,628.72	115,838.00	16,209.28	86%
Large Comm & Industrial Sales	1,676.88	17,922.96	18,538.00	615.04	97%
Other Sales to Public Authorit	4,133.76	40,713.16	39,342.00	(1,371.16)	103%
Interdepartmental Sales	146.32	4,068.24	2,163.00	(1,905.24)	188%
Forfeited Discounts	18.20	1,669.83	2,200.00	530.17	76%
Misc Service Revenues	133.79	17,690.32	15,000.00	(2,690.32)	118%
Amort of Construction Grant - Sewer Plant	0.00	0.00	26,441.00	26,441.00	0%
<b>Total Revenue</b>	<b><u>72,624.70</u></b>	<b><u>855,810.28</u></b>	<b><u>916,918.00</u></b>	<b><u>61,107.72</u></b>	<b><u>93%</u></b>
<b>EXPENSES</b>					
Depreciation Expense	20,000.00	220,000.00	230,000.00	10,000.00	96%
Long-Term Debt Interest Exp	0.00	17,892.08	17,810.00	(82.08)	100%
Sewer-Supervision & Labor	16,427.60	187,624.80	242,819.00	55,194.20	77%
Sewer-Power/Fuel for Pumping	4,565.10	45,449.57	65,000.00	19,550.43	70%
Sewer-Phosphorous Removal	0.00	17,652.35	24,000.00	6,347.65	74%
Sewer-Sludge Cond Chemical	0.00	4,864.14	15,000.00	10,135.86	32%
Sewer-Other Chemicals	1,124.38	5,347.57	5,500.00	152.43	97%
Sewer-Transportation Expense	217.13	1,890.75	12,500.00	10,609.25	15%
Sewer-Operating Rents	1,000.00	11,000.00	12,000.00	1,000.00	92%
Sewer-Maint Collection System	0.00	150.67	2,500.00	2,349.33	6%
Sewer-Collect Sys Pump Equip	0.00	116.79	5,500.00	5,383.21	2%
Sewer-Maint Treat & Disp Eqp	0.00	0.00	4,500.00	4,500.00	0%
Sewer-Maint General Plant	537.15	6,693.07	2,000.00	(4,693.07)	335%
Sewer-Billing, Collect & Acctg	1,856.21	21,774.04	43,466.00	21,691.96	50%
Sewer-Meter Reading	2,080.08	22,720.56	23,000.00	279.44	99%
Sewer-Admin & Gen Salaries	855.72	10,501.76	0.00	(10,501.76)	0%
Sewer-Office Supplies & Exp	1,569.38	9,792.53	10,800.00	1,007.47	91%
Sewer-Outside Services	2,772.13	13,715.90	42,900.00	29,184.10	32%
Sewer-Insurance	0.00	21,181.44	23,661.00	2,479.56	90%
Sewer-Reg Commission Exp	0.00	4,003.52	5,000.00	996.48	80%
Sewer-Misc General Exp	1,407.01	10,373.62	12,050.00	1,676.38	86%
Miscellaneous General Expense	280.01	1,381.08	0.00	(1,381.08)	0%
<b>Total Expenses</b>	<b><u>54,691.90</u></b>	<b><u>634,126.24</u></b>	<b><u>800,006.00</u></b>	<b><u>165,879.76</u></b>	<b><u>79%</u></b>
<b>NET INCOME</b>	<b>17,932.80</b>	<b>221,684.04</b>	<b>116,912.00</b>	<b>(104,772.04)</b>	<b>190%</b>



**Lodi - Solid Waste  
Balance Sheet  
For the Period Ending 11/30/2019**

**Assets**

Cash & Investments	\$50,784
Receivables:	
Due from County Trash/Recycling	1,229
<b>Total Assets</b>	<b><u>52,013</u></b>

**Liabilities**

Advance from Other Funds	_____
<b>Deferred Inflows of Resources</b>	_____

**Fund Balances (Deficits)**

Restricted	
Assigned	
Unassigned	16,975
Net Change in Fund Balance	35,037
<b>Total Fund Balances (Deficits)</b>	<b><u>52,013</u></b>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balances (Deficits)</b>	<b><u>52,013</u></b>



Lodi Solid Waste  
Solid Waste Income Statement  
For the Eleven Months Ending 11/30/2019

<u>Account Description</u>	<u>November</u>	<u>2019 YTD</u>	<u>Total Budget</u>	<u>Remaining Budget</u>	<u>% of Budget</u>
<b>REVENUE</b>					
General Property Taxes		\$168,962.00	\$167,727.00	(\$1,235.00)	101%
Garbage/Recycling Fees	36.75	686.00		(686.00)	0%
<b>Total Revenue</b>	<u>36.75</u>	<u>169,648.00</u>	<u>167,727.00</u>	<u>(1,921.00)</u>	<u>101%</u>
<b>EXPENSE</b>					
Garbage Collection Contractual Services and Operating Supplies	9,348.05	94,431.60	112,590.00	18,158.40	84%
Recycling Contractual Services	4,003.03	40,179.36	47,785.00	7,605.64	84%
<b>Total Expense</b>	<u>13,351.08</u>	<u>134,610.96</u>	<u>160,375.00</u>	<u>25,764.04</u>	<u>84%</u>
<b>Net Income</b>	<u>(13,314.33)</u>	<u>35,037.04</u>	<u>7,352.00</u>	<u>(27,685.04)</u>	<u>477%</u>

**Lodi Utilities - Water Department  
Balance Sheet  
For the Period Ending Saturday, November 30, 2019**

	<b>Current Month</b>
<b>Assets</b>	
Cash & Investments	\$871,442.20
Customer Accounts Receivable	11,382.42
Other Receivables	46,124.86
Inventory	32,492.96
Pension Accounts	61,490.00
Land and Buildings	1,151,333.56
Wells & Pumps	1,333,779.09
Transmission & Distribution Mains	4,138,068.47
Meters	411,319.81
Hydrants	389,523.56
Vehicles & Heavy Equipment	114,673.83
Other Capital Assets	1,950,271.91
Less: Accumulated Depreciation	(2,377,172.08)
<b>Total Assets</b>	<b>8,134,730.59</b>
<b>Liabilities</b>	
Accruals and Deferred Credits	257,863.76
Bonds Payable	2,209,736.00
Interfund Loan - PILOT	40,205.25
<b>Total Liabilities</b>	<b>2,507,805.01</b>
<b>Equity</b>	
Capital Paid in by Municipality	555,417.23
Unappropriated Earned Surplus	805,542.20
Retained Earnings	4,069,432.03
YTD Net Income	196,534.12
<b>Total Equity</b>	<b>5,626,925.58</b>
<b>Total Liabilities and Equity</b>	<b>8,134,730.59</b>

**Lodi Utilities - Water Department  
Income Statement  
For the Period Ending 11/30/2019**

<u>Account Description</u>	<u>November</u>	<u>2019 YTD</u>	<u>Total Budget</u>	<u>Remaining Budget</u>	<u>% of Budget</u>
<b>Revenues</b>					
Interest & Dividend Income	\$1,065	\$16,913	\$3,000	(\$13,913)	564%
Misc Nonoperating Income	21	12,497	8,000	(4,497)	156%
Metered Sales - Water	55,051	466,122	448,815	(17,307)	104%
Private Fire Protection Serv	1,115	12,250	13,380	1,130	92%
Public Fire Protection Service	21,745	219,761	230,879	11,118	95%
Other Sales Public Auth-Water	2,765	21,614	23,000	1,386	94%
Interdepartmental Sales-Water	204	2,530	2,800	270	90%
Forfeited Discounts-Water	12	858	1,000	142	86%
Other Water Revenues	891	9,893	10,000	107	99%
<b>Total Revenue</b>	<b>82,868</b>	<b>762,437</b>	<b>740,874</b>	<b>(21,563)</b>	<b>103%</b>
<b>Expenses</b>					
Depreciation Expense	17,118	193,590	156,000	(37,590)	124%
Taxes	(307)	(3,336)	132,821	136,157	(3%)
Miscellaneous Amortization	0	0	(4,520)	(4,520)	0%
Interest on Long-Term Debt	0	75,077	74,771	(306)	100%
Water Supply- Labor & Expenses	1,755	23,401	49,419	26,018	47%
Pumping-Fuel or Power Purch	3,057	31,868	32,000	132	100%
Pumping-Maint of Pumping Eqp	0	22,561	24,500	1,939	92%
Water Treat-Chemicals	0	3,845	4,000	155	96%
Water Trans/Distr-Superv & Eng	1,762	19,554	22,897	3,343	85%
Water Trans/Distr-Miscellaneous	904	2,704	2,500	(204)	108%
Water Trans/Distr-Maint of Res	0	1,924	500	(1,424)	385%
Water Trans/Distr-Maint of Mai	5,641	13,256	9,500	(3,756)	140%
Wtr Trans/Distr-Maint Service	446	9,517	35,444	25,927	27%
Water Trans/Distr-Maint Meter	1,723	14,290	20,599	6,309	69%
Wtr Trans/Distr-Maint Hydrants	944	13,436	31,796	18,360	42%
Wtr Trans/Distr-Maint Misc Pk	138	2,240	4,146	1,906	54%
Cust Accts-Meter Reading	40	456	582	126	78%
Cust Accts-Records & Collectns	1,090	12,845	34,534	21,689	37%
Cust Accts-Uncollectible Accts	0	0	10	10	0%
Admin and General Salaries	1,622	19,515	1,500	(18,015)	1,301%
Office Supplies & Expenses	1,777	7,436	9,100	1,664	82%
Outside Services Employed	3,242	20,621	18,752	(1,869)	110%
Property Insurance	0	6,410	8,093	1,683	79%
Employee Pensions & Benefits	3,680	40,646	29,893	(10,753)	136%
Regulatory Commission Exp	2,011	6,201	1,500	(4,701)	413%
Miscellaneous General Expense	1,477	17,176	25,705	8,529	67%
Maintenance of General Plant	658	10,671	13,392	2,721	80%
<b>Total Expenses</b>	<b>48,778</b>	<b>565,903</b>	<b>739,434</b>	<b>173,531</b>	<b>77%</b>
<b>NET INCOME</b>	<b>34,091</b>	<b>196,534</b>	<b>1,440</b>	<b>(195,094)</b>	<b>13,648%</b>



## Task Order

**To: City of Lodi**  
**Jim Ness**  
**130 South Main Street**  
**Lodi, WI 53555**

**Date of Issuance: December 18, 2019**

**MSA Project No.: 00080073**

This task order will acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project:

**Project Name:** Lodi Adaptive Management Progress Report #3

**The scope of the work authorized is:**

1. Drafting and submittal of an annual Adaptive Management Report, as required by the City's WPDES permit, to the Wisconsin Department of Natural Resources. The report will summarize current effluent data from the City's wastewater treatment facility, monitoring data collected from Spring Creek, and evaluate future effluent phosphorus limits based on the U.S. EPA approved Wisconsin River Basin TMDL.
2. Drafting and submittal of a WPDES permit modification letter to request removal of all Adaptive Management requirements from the City's WPES permit. This request is justified based on new information that has become available through the Wisconsin River Basin TMDL. Permit requirements requested for removal include but are not limited to: surface water sampling and reporting for total phosphorus in Spring Creek, Adaptive Management interim phosphorus limits (e.g., 0.6 mg/L 6-month avg.) for the wastewater treatment facility, and non-point source reduction targets (68 lbs of phosphorus per year) from the upstream Spring Creek watershed/action area.

**The schedule to perform the work is:** approximate start: December 20, 2019  
approximate completion: January 31, 2020

**The estimated fee for the work is:** \$5,500

This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and materials basis. A list of reimbursable expenses is included on the attached rate schedule.

**Approval:** MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files.

**ATTACHMENT A:  
RATE SCHEDULE**

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Architects.....	\$111 – \$170/hr.
Clerical .....	\$ 55 – \$110/hr.
CAD Technician.....	\$ 65 – \$125/hr.
Geographic Information Systems (GIS).....	\$ 94 – \$138/hr.
Housing Administration.....	\$ 68 – \$115/hr.
Hydrogeologists.....	\$114 – \$147/hr.
Planners .....	\$ 89 – \$160/hr.
Principals.....	\$180 – \$250/hr.
Professional Engineers.....	\$ 85 – \$153/hr.
Project Manager .....	\$ 85 – \$180/hr.
Professional Land Surveyors.....	\$ 79 – \$160/hr.
Staff Engineers.....	\$ 74 – \$144/hr.
Technicians .....	\$ 65 – \$125/hr.
Wastewater Treatment Plant Operator.....	\$ 72 – \$ 92/hr.

REIMBURSABLE EXPENSES

Copies/Prints .....	Rate based on volume
Fax .....	\$1.00/page
GPS Equipment.....	\$40/hour
Mailing/UPS.....	At cost
Mileage – Automobile (currently \$0.545/mile) .....	Rate set by Fed. Gov.
Mileage – MSA Truck .....	\$0.70/mile
Nuclear Density Testing .....	\$25.00/day + \$10/test
Organic Vapor Field Meter.....	\$100/day
PC/CADD Machine.....	Included in labor rates
Stakes/Lath/Rods .....	At cost
Total Station .....	Included in labor rates
Travel Expenses, Lodging, & Meals .....	At cost
Traffic Counting Equipment & Data Processing.....	At cost
Trimble Geodimeter.....	\$30/hour

\* Labor rates represent an average or range for a particular job classification. These rates are in effect until January 1, 2020.