



SUAMICO VILLAGE BOARD MEETING – **AGENDA**
Municipal Services Center, 12781 Velp Avenue, Suamico WI
MONDAY, March 16, 2020 @ 6 PM

VILLAGE BOARD MEMBERS

President: Laura Nelson

Trustees: Steve Andrews, Michelle Eckert, Dan Roddan, Mike Schneider, Sky VanRossum, Jason Ward

*In accordance with WI State Statutes, this meeting agenda was posted at the Municipal Services Center,
Fire Stations 1 & 2, the Village of Suamico Web Site and the Suamico Post Office.*

1) CALL MEETING TO ORDER

2) APPROVE AGENDA

(Note: Approval of the agenda does not prohibit items being taken out of order via motion)

3) PLEDGE OF ALLEGIANCE

4) PUBLIC APPEARANCES

Any resident wishing to speak regarding any agenda item or to address the board for any matter not on the agenda should come forward at this time.

5) CONSENT AGENDA

- a) Previous Minutes of the Village Board: March 2, 2020
- b) Licenses as recommended by Officers Kowalkowski, Pisani and Raska:
 - i) Operator approvals: Crystal Lee Schmiel
 - ii) Operator denials:
 - iii) Picnic Licenses:
- c) Recreation Report
- d) Treasurer's Report
- e) Animal Control Report for December, 2019
- f) Fire Department Report

6) ADMINISTRATIVE ITEMS

- a) Wetland Mitigation Bank Update – Evergreen Consultants
- b) Ordinance 2020-07 An Ordinance Creating 3.09 Debt Management (second reading)
- c) Fire Station Project Updates
- d) Riverside Drive Reconstruction Update
- e) Personnel Handbook Revision - Emergency Closures

7) PLANNING/ZONING ITEMS

- a) Request by Howard-Suamico School District for site plan review for an addition to Bayport High School. Parcel SU-737. Zoned Public Lands & Institutions. Located at the north end of Rockwell Ln 1/8 mile north of Lineville Rd.

8) UTILITY & PUBLIC WORKS ITEMS

- a) 2019 MS4 Annual Report

9) DISCUSSION ON FUTURE AGENDA ITEM(S)

10) CLOSED SESSION

- a) 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.
- i) Discuss Negotiations of Potential Sale of Village Owned Property (SU-850)

11) RETURN TO OPEN SESSION

12) POSSIBLE ACTION ON CLOSED SESSION ITEMS

13) MEETING ADJOURNMENT



Alex Kaker, Village Administrator

Any person wishing to attend who, because of a disability, requires special accommodations should contact the Suamico Village office at (920) 434-2212 with as much advanced notice as possible so that accommodations can be made.



SUAMICO VILLAGE BOARD MEETING – MINUTES
Municipal Services Center, 12781 Velp Avenue, Suamico WI
MONDAY, March 2, 2020 @ 6 PM

VILLAGE BOARD MEMBERS

President: Laura Nelson

Trustees: Steve Andrews, Michelle Eckert, Dan Roddan, Mike Schneider, Sky VanRossum, Jason Ward

In accordance with WI State Statutes, this meeting agenda was posted at the Municipal Services Center, Fire Stations 1 & 2, the Village of Suamico Web Site and the Suamico Post Office.

1) CALL MEETING TO ORDER

The meeting was called to order by President Nelson at 6:00 PM.

Board members present: President Nelson, Trustee Eckert, Trustee Schneider, Trustee Ward and Trustee VanRossum. Trustee Andrews excused.

Staff present: Alex Kaker, Administrator; Andy Smits, Director of PW; Steve Dunks, Zoning Administrator/BI; Jessica Legois, Director of Administrative Services; Leah Hackmaster, Recreation Director; Joe Bertler, Fire Chief and Melissa Hongisto, Deputy Clerk.

2) APPROVE AGENDA

(Note: Approval of the agenda does not prohibit items being taken out of order via motion)

Motion by Schneider to approve the agenda as presented, second by Ward, motion carried 6-0.

3) PLEDGE OF ALLEGIANCE

4) PUBLIC APPEARANCES

Any resident wishing to speak regarding any agenda item or to address the board for any matter not on the agenda should come forward at this time.

Patricia Jelen, 1308 Norfield Rd; Concerned about the cost of the fire station. Also wanted to let the Board know she is running for School Board.

Ben Schenkelberg, 3309 Spur Ln; Concerned about the flooding that is likely to happen this spring. Believes you are spending far too much on the fire station. Will be running as a write in candidate.

Richard Marto, 2544 Longtail Beach Ln; When will the Capital Sewer Debt go away?

5) CONSENT AGENDA

- a) Previous Minutes of the Village Board: February 17, 2020
- b) Licenses as recommended by Officers Kowalkowski, Pisani and Raska:
 - i) Operator approvals: Emily V Dennis, Marie Ann Ford
 - ii) Operator denials:
 - iii) Picnic Licenses:

Motion by Roddan to approve the consent agenda as presented, second by Eckert, motion carried 6-0.

6) ADMINISTRATIVE ITEMS

a) NEW Water Presentation

Representatives were here to talk to the village. Discussion was held about things that are really bad for the sewer system, i.e. potato peels down the garbage disposal, flushable wipes down the toilet, etc.

b) Water and Sewer Utilities Budgets

- i) Resolution 20005, a Resolution Adopting the 2020 Water and Sewer Utilities Budgets of the Village of Suamico, Wisconsin
- ii) Resolution 20006, A Resolution Setting Fees for Village Services, Permits, & Property Use for 2020

Staff Report:

The proposed 2020-2024 sewer and water utility budgets were given to board members to review as recommended for adoption by the Public Works & Utilities Committee with one modification:

- The Committee voted to remove the Sanitary Sewer Backup Coverage/Insurance Policy for \$4,471 from the budget.

Water Utility –

- PSC Rate Case final decision issued December 11, 2019
 - Residential rates from \$3.13 to \$3.67/1000 gallons
 - Fire Protection charge from \$279,857 to \$303,083
 - Complete a Facility Needs Study (\$15,000)
 - Rewrite Impact Fee Ordinance (\$3,500)
 - Pursue a full rate case again in 2022 (\$31,500)
 - Return funds to and revise our impact fee fund statement
 - Report regularly on progress on each requirement
- Potential borrowing for repainting of water tower and treatment of well #2
- Refinance of 2007 Water Revenue Bond
- Leak detection efforts

Sewer Utility –

- Inflationary rate increase (2%) from \$8.73 to \$8.90/1000 gallons
- Increase in expenses of 11% primarily due to NEW Water increase of 26% to \$872,420
- Industrial customers largely bear the NEW Water cost increase
- Sewer Debt Service Fee reviewed and reduced 32% from \$65.20/quarter to \$44.34/quarter
 - Equivalent % reduction for other meter sizes
 - Reduction allows us maintain fund balance equal to annual debt service payments
 - Fee should be reviewed again in 2024 when all debts are paid
- Transfer of operating cash to Replacement sinking fund over three years

- Ramping up I&I

Capital –

- Well #2 treatment
- Water tower repainting
- AMI project – year 3 of 10
- Lift Station pump replacements

Motion by VanRossum to approve Resolutions 20005, a Resolution adopting the 2020 Water and Sewer Utility budgets as presented, the 2021-2024 budgets as a guide, second by Ward, motion carried 6-0.

Motion by VanRossum to approve Resolution 20006, a Resolution setting Fees for Village Services, Permits & Property Use for 2020 as presented, second by Ward, motion carried 6-0.

- c) Ordinance 2020-04 An Ordinance Amending Chapter 4, Public Safety (second reading)

Staff Report:

Chapter 4 of the Suamico Municipal Code was adopted on January 21st, 2008.

On July 1st, 2011 the Department of Safety and Professional Services (DSPS) was formed as part of Scott Walker's first biennial budget. It combined the Safety and Buildings Division with the state Department of Regulation and Licensing. Department of Commerce Codes (i.e. Chapter 10, Chapter 14) references from our Municipal Code need to be changed to current SPS Chapters.

Chapter 4.24 - Flammable and Combustible Liquid Storage formerly known as (Commerce Chapter 10) is now under the control of the Agriculture, Trade and Consumer Protection. This was under SPS Chapter 310 in 2011, however, renumbered Chapter ATPC 93 under Wisconsin Act 20 in 2013.

This requires two readings since some of the code is being stricken from Chapter 4.

The code was reviewed by State of Wisconsin Fire Prevention Coordinator Robert Kiser.

Motion by Roddan to approve Ordinance 2020-04 Amending Chapter 4, Subchapter II – Fire Prevention, as attached, second by Schneider,

Roll Call Vote:

VanRossum	Aye
Schneider	Aye
Roddan	Aye
Nelson	Aye
Ward	Aye
Eckert	Aye

Motion carried 6-0.

- d) Ordinance 2020-07 An Ordinance Creating 3.09 Debt Management (first reading)

Staff Report:

The language in chapter 3.09 has been added to create a debt management policy for the Village.

This is a first reading, no motion required at this time.

- e) Meeting Calendar Review for 2020

Staff Report:

Included is a 2020 Calendar with meetings highlighted. The meetings in question would be the Monday, April 6 and Monday, November 2, 2020. Both meetings fall just before major elections. We would usually have the board room all set up for Tuesday's election prior to 4:30 pm that day. We are anticipating heavy turnout for both dates.

Also, September 7th is Labor Day and we are obviously closed. In the past we have went with one meeting in September with the understanding if another one is needed we will add it.

Motion by to VanRossum to approve the calendar as presented, second by Schneider, motion carried 6-0.

- f) 2020 Board of Review Schedule

Staff Report:

By state statute the Village must call a Board of Review meeting to order within 45 days of April 4th. However, due to the ongoing market analysis work being completed by Fair Market Assessments we anticipate the Open Book will need to take place sometime in July. Staff is am recommending the Village Board set Monday, May 18, 2020 at 5:45pm as a Board of Review meeting with the understanding that it will be immediately moved to adjourn after the open book dates are announced.

Motion by VanRossum to schedule a Board of Review for Monday, May 18, 2020 at 5:45 pm, second by Schneider, motion carried 6-0.

7) DISCUSSION ON FUTURE AGENDA ITEM(S)

8) MEETING ADJOURNMENT

Motion by Schneider to adjourn at 7:32 p.m., second by Ward, motion carried 6-0.

Respectfully submitted,

Melissa Hongisto, Deputy Clerk

Memo

To: Bonnie Swan, Village Clerk

From: Marc Pisani

Date: 3/11/2020

Re: Operator's License Applications

I have reviewed all available paperwork and completed a background check on the applications for an operator's licenses. Files accessed include Wisconsin Crime Information Bureau (CIB), Wisconsin Circuit Court Access (CCAP), and local files.

I respectfully recommend that the Village Board approve these applications:

Crystal Lee Schmiel

If you have any further questions, please contact me.

Sincerely,

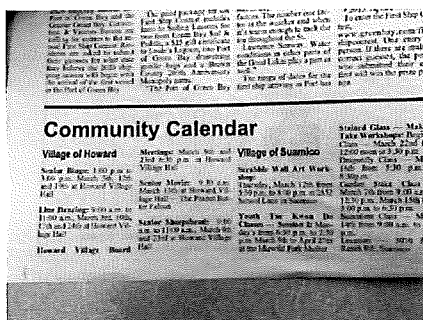
Marc Pisani, DEO I

TO: VILLAGE BOARD
FROM: LEAH HACKMASTER, RECREATION DIRECTOR
DEPARTMENT: PARKS AND RECREATION - REPORT
DATE: 03/16/20

Rec Department updates:

1. Brought forward Bids for Idlewild Park Playground to Committee. Will be moving forward with Lee Recreation as our vendor. Playground will not exceed \$30,000, out of the Stadium District Fund.
2. Contacted UWGB Fishing Club to provide a week long youth fishing camp.
3. Created a Donations Packet for Calavera Park Development. Allows potential donors to see what they get, if they give. Excited to share those options with greater Green Bay.
4. Brewers Bus trip - Up in the air if we will still be hosting that trip, MLB currently cancelled.
5. Found a Yoga in the Parks sponsor, Servpro of Green Bay will be our sponsor again!
6. Tae Kwon Do Class, Footcare Service, Monday Arts & Crafts, Monday and Wednesday Cards, Valentines Day Senior Dinner & Dance, No School - Movie Day, Stained Glass Class, Stained Glass "Make & Take", Dance Class & Recital, Scrabble Word Art Workshop, are this month.
7. 1 Reservation at IDW in March.
8. Finished 2020 Spring Activities Guide.
9. Settling up all sailing auction items.
10. Participating in Casino Night for Howard Suamico Business Professionals Association as a table sponsor.
11. Sponsoring EggstravaganZoo. Will have a table there promoting our upcoming programs, shelters, and event opportunities.
12. Updated bathroom advertisements to upcoming March and April Programs, and trail head sign at Calavera.
13. Solidified 2 week long YEL Camps over summer. We are doing a Rockery Camp, and Robotics Camp at Calavera Shelter.
14. Working on a potential corn hole tournament in April.
15. Continuing to study for my CPRP exam. I anticipate taking the exam in April.

HSBPA Community Bulletin Advertisement



HSBPA Casino Night Flyer



Updated Parks and Rec Ads



Instagram: 491

Facebook Likes: 620

Facebook Followers: 674

Twitter: 198

Check Date	Check #	Payee	Amount	Invoice Number	Invoice GL Account	Description	V/M
02/06/2020	26343	AUTOZONE	26.01	4331974506	100-53-53311-353-000	Blue Shop Towel, Diesel Kleen	
02/06/2020	26344	BAYCOM INC	2,285.00	SRVCE25649	100-52-52200-341-000	Minitor VI Pager, express maintenance plan	
02/06/2020	26344	BAYCOM INC	1,116.80	EQUIPINV024755	100-52-52200-341-000	Multi-Unit Impress, Charger wall mount kit-F	
02/06/2020	26344	BAYCOM INC	1,251.00	EQUIPINV024754	100-52-52200-341-000	Batt Impress-Fire Dept	
02/06/2020	26345	BROWN COUNTY TREASURER	400.00	JANUARY 2020	100-51-45110-000-000	Court Fines for Jan 2020	
02/06/2020	26346	BUMPER TO BUMPER - AUTOW	75.92	629-662867	100-53-53311-353-000	Oil & Oil Filters	
02/06/2020	26346	BUMPER TO BUMPER - AUTOW	12.42	06290662870	100-53-53311-353-000	Credit on Oil Filter	
02/06/2020	26346	BUMPER TO BUMPER - AUTOW	73.56	06290662630	100-52-52200-242-000	Oil & fuel filter, rags in a box	
02/06/2020	26346	BUMPER TO BUMPER - AUTOW	49.66	06290662483	100-52-52200-242-000	Aerovantage, Non-Chlor Bk Cln	
02/06/2020	26347	CAMPBELL, CURT & AMY JO	146.85	REST02/04/20	100-51-45110-000-000	Citation #0G80RB0051 Petty Theft	
02/06/2020	26348	CLIFTONLARSONALLEN LLP	2,249.10	2361860	100-51-51510-212-000	Interim billing for financial audit for year end	
02/06/2020	26348	CLIFTONLARSONALLEN LLP	396.90	2361860	401-51-56601-212-000	Interim billing for financial audit for year end	
02/06/2020	26348	CLIFTONLARSONALLEN LLP	396.90	2361860	402-51-56701-212-000	Interim billing for financial audit for year end	
02/06/2020	26348	CLIFTONLARSONALLEN LLP	396.90	2361860	404-51-56701-212-000	Interim billing for financial audit for year end	
02/06/2020	26348	CLIFTONLARSONALLEN LLP	396.90	2361860	610-53-53620-212-000	Interim billing for financial audit for year end	
02/06/2020	26348	CLIFTONLARSONALLEN LLP	396.90	2361860	610-53-53635-212-000	Interim billing for financial audit for year end	
02/06/2020	26348	CLIFTONLARSONALLEN LLP	992.25	2361860	620-62-09230-212-000	Interim billing for financial audit for year end	
02/06/2020	26348	CLIFTONLARSONALLEN LLP	992.25	2361860	630-63-08520-212-000	Interim billing for financial audit for year end	
02/06/2020	26348	CLIFTONLARSONALLEN LLP	396.90	2361860	625-53-53441-212-000	Interim billing for financial audit for year end	
02/06/2020	26349	COMPASS MINERALS AMERICA	17,377.56	577944	100-53-53311-354-000	Bulk Salt	
02/06/2020	26350	DAANEN & JANSSEN INC	1,230.41	186277	100-55-55230-351-000	Rip Rap-Heavy & Medium	
02/06/2020	26351	DAVIS & KUELTHAU SC	84.00	443177	100-51-51300-211-000	#05320.97457 General Labor 3	
02/06/2020	26352	FELMER, ANDREA	150.00	SECDEP2020-FEL	100-00-23160-000-000	Security Deposit Refund-Idlewild-Feb 1, 20	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	32.00	DEC/JAN2020COU	100-51-51200-310-000	Garment Bag for Judge	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	15.56	JAN2020COURT	100-51-51200-330-000	Food for Court Clerk Meeting	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	2.34	JAN2020COURT	100-51-51200-311-000	Postage for Court Package	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	25.00	JAN2020FD	100-52-52200-320-000	Membership to WIAAI	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	95.00	JAN2020FD	100-52-52200-320-000	Chief Officer Renewal Fee-WI State Fire Ch	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	100.00	JAN2020FD	100-52-52200-320-000	Membership Dues to IAAI	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	8.25	JAN2020FD	100-52-52200-245-000	Microsoft Online Monthly Charge	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	157.69	JAN2020FD	100-52-52200-136-000	Brass Nameplates-Fire Dept	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	95.00	JAN2020FD	100-52-52200-331-000	Active Threat Conference-Bertler	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	48.96	JAN2020FD	100-52-52200-310-000	Picture Frames-Fire Dept	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	65.00	JAN2020FD	100-52-52200-310-000	Badger Wholesale Popcom-Fire Dept	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	20.69	JAN2020AS	620-62-09010-340-000	Name Badges	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	71.40	JAN2020AS	100-51-51430-310-000	Amazon Prime Annual Membership Fee	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	23.80	JAN2020AS	620-62-09210-310-000	Amazon Prime Annual Membership Fee	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	23.80	JAN2020AS	630-63-08510-310-000	Amazon Prime Annual Membership Fee	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	8.98	JAN2020BS	100-51-51430-310-000	Business Card Organizer	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	3.00	JAN2020BS	620-62-09210-310-000	Business Card Organizer	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	3.00	JAN2020BS	630-63-08510-310-000	Business Card Organizer	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	174.94	JAN2020BS	100-51-51100-340-000	Food for Fire Chief Recruitment, interviews,	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	167.75	JAN2020BS	620-62-06410-341-000	Lead Tests	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	195.00	JAN2020BS	100-51-51420-320-000	Membership Dues to WMCA-Bonnie,Lisa,M	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	14.02	JAN2020BS	620-62-06530-353-000	Shoe Cover Booties	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	20.98	JAN2020BS	100-51-51430-310-000	Refill erasers, Desktop Staplers	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	6.99	JAN2020BS	620-62-09210-310-000	Refill erasers, Desktop Staplers	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	6.99	JAN2020BS	630-63-08510-310-000	Refill erasers, Desktop Staplers	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	18.86	JAN2020BS	100-51-51430-310-000	Invisible Tape, Office Scissors, Tape Dispen	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	6.28	JAN2020BS	620-62-09210-310-000	Invisible Tape, Office Scissors, Tape Dispen	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	6.28	JAN2020BS	630-63-08510-310-000	Invisible Tape, Office Scissors, Tape Dispen	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	25.00	JAN2020BS	100-51-51430-310-000	Municipal Licensing & Regulation of Alcohol	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	12.58	JAN2020BS	100-51-51430-310-000	Post-it Notes	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	4.19	JAN2020BS	620-62-09210-310-000	Post-it Notes	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	4.19	JAN2020BS	630-63-08510-310-000	Post-it Notes	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	399.96	JAN2020BS	100-52-52200-310-000	4 Chairs-Fire Dept	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	75.00	JAN2020CC	100-51-51520-320-000	WGFOA Membership Dues-Mary,Jessica,C	

Check Date	Check #	Payee	Amount	Invoice Number	Invoice GL Account	Description	V/M
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	74.00	JAN2020CC	100-51-51520-320-000	Engineering News-Record Subscription-3 y	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	69.00	JAN2020CC	100-51-51430-244-000	Screen Connect Concurrent Session Licens	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	34.50	JAN2020CC	620-62-09210-213-000	Screen Connect Concurrent Session Licens	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	34.50	JAN2020CC	630-63-08510-213-000	Screen Connect Concurrent Session Licens	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	27.96	JAN2020PD	100-52-52100-245-000	Gun Cleaning Patches	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	81.86	JAN2020PD	100-52-52100-341-000	Framing Boards,4x8 OSB-3-White Stripes,	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	11.99	JAN2020PD	100-52-52100-245-000	Handgun Cleaning Kit	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	302.68	JAN2020PD	100-52-52100-245-000	Shoe shine kit, gun cleaning set w/ brushes,	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	12.06	JAN2020PD	100-52-52100-340-000	USB Cable, Alcohol Prep Pads	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	41.55	JAN2020PD	100-52-52100-245-000	Garage door-opener remotes	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	111.06	JAN2020LH	100-55-55330-341-000	Gifts & supplies for 2nd annual senior cribb	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	150.00	JAN2020LH	100-55-55300-320-000	WPRA Membership Renewal-Leah	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	36.48	JAN2020LH	100-55-55330-341-000	Gifts & supplies for 2nd annual senior cribb	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	122.99	JAN2020LH	100-55-55300-341-000	Table runner for promoting Suamico Parks	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	20.00	JAN2020LH	100-55-55300-320-000	Constant contact Mass email subscription	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	15.52	JAN2020AK	100-51-51410-320-000	Adobe Annual subscription	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	2.39	JAN2020AK	620-62-09210-320-000	Adobe Annual subscription	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	2.39	JAN2020AK	630-63-08510-320-000	Adobe Annual subscription	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	1.19	JAN2020AK	401-51-56601-320-000	Adobe Annual subscription	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	1.19	JAN2020AK	402-51-56701-320-000	Adobe Annual subscription	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	1.20	JAN2020AK	404-51-56701-320-000	Adobe Annual subscription	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	15.81	JAN2020AK	100-51-51430-310-000	Large Wall Calendar	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	94.81	JAN2020AK	100-51-51950-901-000	Fire Chief Recruitment "Meet & Greet"-food	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	96.85	JAN2020AK	100-51-51410-331-000	ICMA Registration for a Class	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	14.90	JAN2020AK	620-62-09210-331-000	ICMA Registration for a Class	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	14.90	JAN2020AK	630-63-08510-331-000	ICMA Registration for a Class	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	7.45	JAN2020AK	401-51-56601-331-000	ICMA Registration for a Class	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	7.45	JAN2020AK	402-51-56701-331-000	ICMA Registration for a Class	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	7.45	JAN2020AK	404-51-56701-331-000	ICMA Registration for a Class	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	1,159.41	JAN2020SD	100-52-52400-340-000	Building Permit Seals	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	863.50	DEC/JAN2020SD	100-51-51440-311-000	Stamps for Elections	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	38.50	DEC/JAN2020SD	100-51-51430-311-000	Stamps for office	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	120.80	JAN2020DPW	100-53-53311-353-000	Lamp Assembly & Core Deposit	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	80.00	JAN2020DPW	100-53-53311-353-000	Core Deposit Credit	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	29.01	JAN2020DPW	620-62-06410-341-000	Water Lead Test Kits	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	431.78	JAN2020DPW	100-53-53311-245-000	Safelite Auto Glass Repair	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	431.78	JAN2020DPW	100-53-53311-245-000	Safelite Auto Glass Repair	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	417.97	JAN2020DPW	100-53-53311-245-000	Safelite Auto Glass Repair	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	247.47	JAN2020DPW	100-51-51645-350-000	4 door Filing Cabinet, pencils,desk organize	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	12.90	JAN2020DPW	100-51-51645-350-000	Credit on Sales Tax	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	125.10	JAN2020DPW	630-63-08310-353-000	Pegboard,peg hooks,latch box,manhole sup	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	159.88	JAN2020DPW	100-53-53311-353-000	Tape,Straps,Quality Boards, cell core PVC	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	349.96	JAN2020DPW	100-51-51645-350-000	Air Mover & Infrared Heater	
02/06/2020	26353	FIRST NATIONAL BANK OMAHA	19.68	JAN2020DPW	100-53-53311-353-000	Sheeting	
02/06/2020	26354	GANDRUD	152.20	628865	100-52-52100-242-000	Police Vehicle Maintenance-Squad #4	
02/06/2020	26355	GREATER GREEN BAY CHAMB	1,429.00	182581	100-56-56700-320-000	2020 Dues-Municipal Partnership Investme	
02/06/2020	26356	GREEN BAY METROPOLITAN	83,431.17	115620	630-63-08270-299-000	Dec 2019 Sewer Service	
02/06/2020	26357	HACKMASTER, LEAH	221.54	JAN2020MIL	100-55-55300-330-000	Mileage for January 2020	
02/06/2020	26358	HOWARD, VILLAGE OF	376.56	10650	100-54-54150-293-000	CART Invoice-Transport Animals & Humane	
02/06/2020	26359	JP GRAPHICS INC	685.00	1057366011	100-51-51440-340-000	Election Envelopes	
02/06/2020	26360	KWIK TRIP EXTENDED NETWO	1,483.71	NP57698110	100-52-52100-342-000	January 2020 Police Fuel	
02/06/2020	26360	KWIK TRIP EXTENDED NETWO	49.34	NP57698110	100-52-52100-242-000	January 2020 Police Vehicle Maint	
02/06/2020	26360	KWIK TRIP EXTENDED NETWO	339.15	NP57698110	100-52-52200-342-000	January 2020 Fire Fuel	
02/06/2020	26360	KWIK TRIP EXTENDED NETWO	2,516.49	NP57698110	100-53-53311-342-000	January 2020 DPW Fuel	
02/06/2020	26360	KWIK TRIP EXTENDED NETWO	52.55	NP57698110	100-53-53100-342-000	January 2020 DPW Admin Fuel	
02/06/2020	26360	KWIK TRIP EXTENDED NETWO	31.04	NP57698110	100-53-53311-342-000	January 2020 Engineer	
02/06/2020	26360	KWIK TRIP EXTENDED NETWO	77.83	NP57698110	630-63-08280-342-000	January 2020 Utility Sewer	

Check Date	Check #	Payee	Amount	Invoice Number	Invoice GL Account	Description	V/M
02/06/2020	26360	KWIK TRIP EXTENDED NETWO	77.83	NP57698110	620-62-09330-342-000	January 2020 Utility Water	
02/06/2020	26360	KWIK TRIP EXTENDED NETWO	21.89	NP57698110	100-52-52400-342-000	January 2020 Bldg Inspection	
02/06/2020	26361	MIDWEST METER INC.	60.00	0118524-IN	620-62-06530-353-000	Thin rubber gaskets	
02/06/2020	26361	MIDWEST METER INC.	500.00	0118524-IN	620-62-06530-353-000	Bronze Flange Couplings	
02/06/2020	26361	MIDWEST METER INC.	3,356.60	0118524-IN	620-00-03463-000-000	1 1/2" E-Series Ultrasonic Meter Bases,Top	
02/06/2020	26362	NORTHEAST WI TECHNICAL C	25.00	CS33975	100-52-52200-331-000	Technical Assistance Project-Fire Scene-Gr	
02/06/2020	26363	OLSON TRAILER & BODY LLC	164.70	103572C	100-53-53311-353-000	Oil level sender-Truck #17	
02/06/2020	26363	OLSON TRAILER & BODY LLC	36.14	103596C	100-53-53311-353-000	HD Solenoid	
02/06/2020	26364	PACKER CITY INTERNATIONAL	368.88	R101035392:01	100-53-53311-245-000	Repair Plow Truck-2017 International	
02/06/2020	26365	PROFESSIONAL SERVICE INDU	1,850.00	00683779	402-51-56701-214-000	Riverside Drive Reconstruction	
02/06/2020	26365	PROFESSIONAL SERVICE INDU	4,975.00	00683798	225-51-57220-820-000	Fire Station Prep Work	
02/06/2020	26366	RENT-A-FLASH OF WISCONSIN	34.83	69743	100-53-53311-355-000	Nylon Washer 3/8" x 7/8"	
02/06/2020	26367	RIESTERER & SCHNELL INC	13.81	1698391	100-53-53311-353-000	Bearing	
02/06/2020	26367	RIESTERER & SCHNELL INC	13.81	1695570	100-53-53311-353-000	Bearing	
02/06/2020	26368	SCHAEFER, PAUL J	13.40	OP-BB496698-6	100-51-45110-000-000	Overpayment for #BB496698-6 Citation	
02/06/2020	26369	U.S. BANK EQUIPMENT FINANC	68.75	405784836	100-51-51430-245-000	Ricoh Copier Lease Monthly Pmt	
02/06/2020	26369	U.S. BANK EQUIPMENT FINANC	55.03	405784836	100-52-52200-245-000	Ricoh Copier Lease Monthly Pmt	
02/06/2020	26369	U.S. BANK EQUIPMENT FINANC	28.11	405784836	620-62-09210-245-000	Ricoh Copier Lease Monthly Pmt	
02/06/2020	26369	U.S. BANK EQUIPMENT FINANC	28.11	405784836	630-63-08510-245-000	Ricoh Copier Lease Monthly Pmt	
02/06/2020	26369	U.S. BANK EQUIPMENT FINANC	44.00	405433921	100-52-52100-340-000	Ricoh Copier Lease Monthly Pmt-Police De	
02/06/2020	26370	USA BLUEBOOK	41.22	121330	620-62-06530-353-000	Lead Meter Seals	
02/06/2020	26370	USA BLUEBOOK	85.08	121330	620-62-06510-353-000	Flag Wire Staff Blue	
02/06/2020	26370	USA BLUEBOOK	481.92	121330	620-62-06020-293-000	Chlorine Colorimeter	
02/06/2020	26371	WI DEPT OF ADMINISTRATION	1,245.76	JANUARY 2020	100-51-45110-000-000	January 2020 court fines	
02/06/2020	26372	WISCONSIN HUMANE SOCIETY	88.50	1642	100-54-54150-293-000	Animal Impound Services-December 2019	
02/06/2020	26373	WISCONSIN PUBLIC SERVICE	54.57	DEC2019HWYB/DE	100-53-53420-225-000	Lights on County Highway B & W Deerfield	
02/06/2020	26373	WISCONSIN PUBLIC SERVICE	2,088.48	JAN2020LIFTS1	630-63-08210-221-000	Liftstations - January 2020	
02/06/2020	26373	WISCONSIN PUBLIC SERVICE	962.60	JAN2020LIFTS1	620-62-06220-221-000	Pumphouses January 2020	
02/06/2020	26373	WISCONSIN PUBLIC SERVICE	311.13	JAN2020LIFTS1	100-53-53420-225-000	Roundabout,1801A Riverside,B & Deerfield-	
02/06/2020	26373	WISCONSIN PUBLIC SERVICE	25.55	JAN2020LIFTS1	100-51-51620-221-000	1314 Norfield Road-January 2020	
02/06/2020	26373	WISCONSIN PUBLIC SERVICE	25.55	JAN2020LIFTS1	100-51-51631-221-000	1314 Norfield Road-January 2020	
02/06/2020	26373	WISCONSIN PUBLIC SERVICE	103.87	JAN2020LIFTS1	630-63-08510-221-000	3070 Mink Ranch Rd-Gas	
02/06/2020	26373	WISCONSIN PUBLIC SERVICE	2,865.12	JAN2020SL	100-53-53420-225-000	Streetlighting & Harbor January 2020	
02/11/2020	26374	GANDRUD	31,220.50	2020 DODGE	400-57-57210-810-000	2020 Dodge Police Charger ID#283766	
02/13/2020	26375	ANGST, JORDAN	150.00	SECDEP2020-ANG	100-00-23160-000-000	Security Deposit Refund-Idlewild-Feb 8, 20	
02/13/2020	26376	ARAMARK	15.42	1678275812	100-55-55210-293-000	Mats & Mops-Idlewild Park	
02/13/2020	26376	ARAMARK	15.42	1678275812	100-55-55220-293-000	Mats & Mops-Calavera Park	
02/13/2020	26376	ARAMARK	24.49	1678275812	100-51-51645-243-000	Mats & Mops-MSC Building	
02/13/2020	26377	ASHWAUBENON PRESS/MULTI	29.38	00057236-01-20	100-56-56300-321-000	Board of Appeals, Public Hearing Notices	
02/13/2020	26377	ASHWAUBENON PRESS/MULTI	14.54	00057236-01-20	100-51-51100-321-000	Ordinance 2020-1	
02/13/2020	26378	BADGER METER INC	448.29	80047143	620-62-09010-245-000	Beacon Mobile Hosting Units Fee-1642@.0	
02/13/2020	26378	BADGER METER INC	450.00	80047143	620-62-09010-340-000	Mobile License Renewal-1 year	
02/13/2020	26378	BADGER METER INC	450.00	80047143	630-63-08420-353-000	Mobile License Renewal-1 year	
02/13/2020	26379	BEAR GRAPHICS INC	342.13	0839740	100-51-51440-340-000	Election Tally Slips & Voter Number Pads	
02/13/2020	26380	BENEFIT ADVANTAGE	385.72	PR021420	100-00-21591-000-000	FSA - MED, Pay Date 2/14/2020	
02/13/2020	26380	BENEFIT ADVANTAGE	366.28	PR021420	100-00-21592-000-000	FSA - DEP, Pay Date 2/14/2020	
02/13/2020	26381	BROWN COUNTY PORT & RES	13,064.46	42935	610-53-53620-291-000	# 761 Jan 2020 Transfer charges	
02/13/2020	26381	BROWN COUNTY PORT & RES	2,356.25	42935	610-53-53635-291-000	# 761 Jan 2020 MRF sales	
02/13/2020	26381	BROWN COUNTY PORT & RES	16.64	42935	610-53-53620-293-000	# 761 Jan 2020 sharps	
02/13/2020	26382	BROWN COUNTY REGISTER O	2.50	40344396	100-51-51100-321-000	Laredo Fee	
02/13/2020	26383	BROWN COUNTY TREASURER	964.94	2020-00000021	100-51-51430-311-000	Postage for 2019 tax bills	
02/13/2020	26383	BROWN COUNTY TREASURER	416.68	2020-00000021	620-62-09030-311-000	Postage for 2019 tax bills	
02/13/2020	26383	BROWN COUNTY TREASURER	416.68	2020-00000021	630-63-08400-311-000	Postage for 2019 tax bills	
02/13/2020	26383	BROWN COUNTY TREASURER	87.72	2020-00000021	401-51-56601-311-000	Postage for 2019 tax bills	
02/13/2020	26383	BROWN COUNTY TREASURER	87.72	2020-00000021	402-51-56701-311-000	Postage for 2019 tax bills	
02/13/2020	26383	BROWN COUNTY TREASURER	87.72	2020-00000021	404-51-56701-311-000	Postage for 2019 tax bills	
02/13/2020	26383	BROWN COUNTY TREASURER	21.93	2020-00000021	610-53-53620-311-000	Postage for 2019 tax bills	

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02/13/2020	26383	BROWN COUNTY TREASURER	21.93	2020-00000021	610-53-53635-311-000	Postage for 2019 tax bills	
02/13/2020	26383	BROWN COUNTY TREASURER	87.72	2020-00000021	625-53-53441-311-000	Postage for 2019 tax bills	
02/13/2020	26384	CELLCOM GREEN BAY	18.54	845857	100-53-53100-223-000	GPS-Engineering line-Feb 2020	
02/13/2020	26384	CELLCOM GREEN BAY	383.18	829145	100-52-52100-223-000	Feb 2020 cell/jetpack service-Police	
02/13/2020	26384	CELLCOM GREEN BAY	10.47	829145	620-62-09210-223-000	Feb 2020 cell/jetpack service-Tahoe	
02/13/2020	26384	CELLCOM GREEN BAY	10.47	829145	630-63-08510-223-000	Feb 2020 cell/jetpack service-Tahoe	
02/13/2020	26384	CELLCOM GREEN BAY	13.95	829145	100-53-53100-223-000	Feb 2020 cell/jetpack service-Tahoe	
02/13/2020	26384	CELLCOM GREEN BAY	308.58	828759	100-52-52200-223-000	Fire-Feb 2020 Cell Phone Chgs.	
02/13/2020	26385	COUNTRY INN & SUITES	99.00	HOMANN1/9/20	100-51-51950-901-000	Fire Chief Interviews-Hotel Stay	
02/13/2020	26386	COUNTY RESCUE SERVICES	5,833.33	0000042-IN	100-52-52300-296-000	Rescue Services Feb 2020	
02/13/2020	26387	CUMMINS SALES & SERVICE	323.46	F4-31923	630-63-08320-245-000	Repair Transfer Switch-Lift Station #13	
02/13/2020	26388	eSERVICES LLC	120.00	JAN2020COMM	100-52-52400-293-000	Commercial Inspections-Jan 2020	
02/13/2020	26389	FAITH TECHNOLOGIES INC	1,035.00	709880	100-51-51950-901-000	December IT support	
02/13/2020	26389	FAITH TECHNOLOGIES INC	667.00	709880	100-51-51430-213-000	December IT support	
02/13/2020	26389	FAITH TECHNOLOGIES INC	416.87	709880	620-62-09030-212-000	December IT support	
02/13/2020	26389	FAITH TECHNOLOGIES INC	416.88	709880	630-63-08270-244-000	December IT support	
02/13/2020	26389	FAITH TECHNOLOGIES INC	166.75	709880	615-53-53110-293-000	December IT support	
02/13/2020	26390	FASTENAL COMPANY	128.63	WIGR2149683	100-53-53311-353-000	Drill Set & HCS	
02/13/2020	26391	FERGUSON WATERWORKS #14	102.04	0293961	620-62-06510-353-000	24 vlv box ext 60	
02/13/2020	26391	FERGUSON WATERWORKS #14	980.00	0294100	620-62-06530-245-000	Meter Testing Fees-33 - 3/4"units & 4-1 1/2"	
02/13/2020	26392	GRAYBAR	163.59	9314365233	100-52-52200-353-000	Hubbell Wiring Devices	
02/13/2020	26393	HOWARD SUAMICO BUSINESS	150.00	2020SPONSORSHI	100-55-55348-341-000	Casino Night-HSBPA-Gaming Table Sponso	
02/13/2020	26394	KIMPS ACE HARDWARE	47.28	370062	630-63-08320-353-000	Padlocks	
02/13/2020	26394	KIMPS ACE HARDWARE	2.53	369777	100-53-53311-353-000	Bolt Eye w/ nuts	
02/13/2020	26395	LAWSON PRODUCTS	156.25	9307348099	100-53-53311-353-000	DPW Supplies-Oring Adp,50 Ft Coil,Swivel	
02/13/2020	26395	LAWSON PRODUCTS	19.44	9500217523	100-53-53311-353-000	Credit on Flat Washers	
02/13/2020	26396	MONROE TRUCK EQUIPMENT I	497.30	820373	100-53-53311-245-000	Motor, Hyd, White	
02/13/2020	26396	MONROE TRUCK EQUIPMENT I	18.14	820872	100-53-53311-353-000	Pivot Tube	
02/13/2020	26397	NESS, ANGELA NICOLE	717.50	WINTER1,2020-PY	100-55-55330-341-000	Stained Glass Winter-1 2020 Class Instruct	
02/13/2020	26398	SHI INTERNATIONAL CORP	1,474.70	B11270683	100-51-51430-244-000	Support and Subscription for VMware vCent	
02/13/2020	26398	SHI INTERNATIONAL CORP	737.35	B11270683	620-62-09210-213-000	Support and Subscription for VMware vCent	
02/13/2020	26398	SHI INTERNATIONAL CORP	737.35	B11270683	630-63-08510-213-000	Support and Subscription for VMware vCent	
02/13/2020	26399	STORDEUR SANITATION INC	220.50	188214	630-63-08320-245-000	Pump Lift Station #17	
02/13/2020	26400	TDS	191.58	FEBRUARY 2020	100-51-51430-223-000	Feb 2020 Phone Service-General Office	
02/13/2020	26400	TDS	51.78	FEBRUARY 2020	620-62-09210-223-000	Feb 2020 Phone Service-water	
02/13/2020	26400	TDS	51.78	FEBRUARY 2020	630-63-08510-223-000	Feb 2020 Phone Service-sewer	
02/13/2020	26400	TDS	36.24	FEBRUARY 2020	100-51-51200-223-000	Feb 2020 Phone Service-court	
02/13/2020	26400	TDS	10.36	FEBRUARY 2020	100-51-51530-223-000	Feb 2020 Phone Service-assessor	
02/13/2020	26400	TDS	10.36	FEBRUARY 2020	100-52-52400-223-000	Feb 2020 Phone Service-building inspector	
02/13/2020	26400	TDS	36.24	FEBRUARY 2020	100-53-53100-223-000	Feb 2020 Phone Service-DPW admin	
02/13/2020	26400	TDS	25.89	FEBRUARY 2020	100-55-55300-223-000	Feb 2020 Phone Service-Recreation	
02/13/2020	26400	TDS	20.71	FEBRUARY 2020	630-63-08320-223-000	Feb 2020 Phone Service-scada sewer	
02/13/2020	26400	TDS	46.60	FEBRUARY 2020	100-52-52200-223-000	Feb 2020 Phone Service-fire dept	
02/13/2020	26400	TDS	36.24	FEBRUARY 2020	100-52-52100-223-000	Feb 2020 Phone Service-Police	
02/13/2020	26401	TEAMSTERS LOCAL #662	653.00	FEB2020DUES	100-00-21550-000-000	Feb 2020 Union Dues	
02/13/2020	26402	TIME WARNER CABLE	38.30	704929801020420	100-51-51430-223-000	February 2020 Scada & Elevator	
02/13/2020	26402	TIME WARNER CABLE	44.68	704929801020420	620-62-09210-223-000	February 2020 Scada & Elevator	
02/13/2020	26402	TIME WARNER CABLE	44.68	704929801020420	630-63-08510-223-000	February 2020 Scada & Elevator	
02/13/2020	26403	TRUCK EQUIPMENT INC	148.97	885083-00	100-52-52200-242-000	Luber-finer oil filters	
02/13/2020	26404	UNIFORM SHOPPE OF GREEN	15.00	296203	100-52-52200-136-000	Shirt Alterations-Fire Dept	
02/13/2020	26404	UNIFORM SHOPPE OF GREEN	47.95	295868	100-52-52200-136-000	Navy Trousers	
02/13/2020	26405	VERIZON WIRELESS	21.33	9847428610	100-53-53100-223-000	Cellphone-2/02-3/01/20-Engineer-Credit	
02/13/2020	26405	VERIZON WIRELESS	39.91	9847428610	620-62-06220-223-000	Cellphone-2/02-20-3/01/20-Water Ops	
02/13/2020	26405	VERIZON WIRELESS	39.90	9847428610	630-63-08270-223-000	Cellphone-2/02-20-3/01/20-Sewer Ops	
02/13/2020	26406	VICTORY SIGN LLC	400.00	549941	100-52-52100-242-000	Installed Lettering on Police Car #S1	
02/13/2020	26407	WEX BANK	589.52	63776430	100-52-52100-342-000	Police Dept Fuel-Jan 2020	
02/13/2020	26407	WEX BANK	35.00	63776430	100-52-52100-242-000	Police Dept Vehicle Maint-Jan 2020	

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02/13/2020	26407	WEX BANK	2,893.91	63776430	100-53-53311-342-000	DPW Fuel-Jan 2020	
02/13/2020	26407	WEX BANK	177.44	63776430	630-63-08280-342-000	Sewer Fuel-Jan 2020	
02/13/2020	26407	WEX BANK	93.56	63776430	620-62-09330-342-000	Water Fuel-Jan 2020	
02/13/2020	26407	WEX BANK	31.00	63776430	100-52-52400-342-000	Building Inspector Fuel- Jan 2020	
02/13/2020	26408	WEYERS EQUIPMENT INC	511.57	01-136366	100-53-53311-245-000	Repair Exmark Lazer Mower	
02/13/2020	26409	WI SCTF	56.92	PR021420	100-00-24240-000-000	Case Id#4183267, Order Id#0518FA000449	
02/13/2020	26410	WINTER WOOD PRODUCTS	228.00	798576	615-53-53110-341-000	4' Lath (8 Bundles) & 12" Hub (2 Bundles)	
02/13/2020	26411	WISCONSIN DOCUMENT IMAGI	22.64	94715	100-52-52200-245-000	Copy Charges 1/7/20-2/6/20-All copiers	
02/13/2020	26411	WISCONSIN DOCUMENT IMAGI	21.93	94715	100-52-52100-245-000	Copy Charges 1/7/20-2/6/20-All copiers	
02/13/2020	26411	WISCONSIN DOCUMENT IMAGI	244.60	94715	100-51-51430-245-000	Copy Charges 1/7/20-2/6/20-All copiers	
02/13/2020	26411	WISCONSIN DOCUMENT IMAGI	157.00	94715	620-62-09210-245-000	Copy Charges 1/7/20-2/6/20-All copiers	
02/13/2020	26411	WISCONSIN DOCUMENT IMAGI	157.00	94715	630-63-08340-245-000	Copy Charges 1/7/20-2/6/20-All copiers	
02/13/2020	26412	WISCONSIN PUBLIC SERVICE	533.48	DEC2019FIRESTAT	100-51-51620-221-000	Fire Station-December 2019	
02/13/2020	26412	WISCONSIN PUBLIC SERVICE	157.11	JANUARY 2020	100-51-51631-221-000	Muni. Wash Bay & Storage-Jan 2020	
02/13/2020	26412	WISCONSIN PUBLIC SERVICE	1,133.89	JANUARY 2020	100-51-51620-221-000	Fire Dept. - January 2020	
02/13/2020	26412	WISCONSIN PUBLIC SERVICE	1,024.11	JANUARY 2020	100-51-51645-221-000	DPW Mun. Bldg - January 2020	
02/13/2020	26412	WISCONSIN PUBLIC SERVICE	257.82	JANUARY 2020	100-55-55210-221-000	Idlewild Park- January 2020	
02/13/2020	26412	WISCONSIN PUBLIC SERVICE	120.46	JANUARY 2020	100-53-53420-225-000	Streetlighting & Harbor January 2020	
02/13/2020	26412	WISCONSIN PUBLIC SERVICE	515.75	JANUARY 2020	100-55-55220-221-000	Calavera Park- January 2020	
02/13/2020	26412	WISCONSIN PUBLIC SERVICE	518.00	JANUARY 2020	620-62-09350-221-000	Village Hall-Water- January 2020	
02/13/2020	26412	WISCONSIN PUBLIC SERVICE	518.00	JANUARY 2020	630-63-08510-221-000	Village Hall-Sewer- January 2020	
02/13/2020	26412	WISCONSIN PUBLIC SERVICE	341.37	JANUARY 2020	100-51-51645-221-000	Municipal Building- January 2020	
02/13/2020	26412	WISCONSIN PUBLIC SERVICE	31.42	JANUARY 2020	100-51-51631-221-000	Wash Bay & Garage-January 2020	
02/13/2020	26412	WISCONSIN PUBLIC SERVICE	88.35	JANUARY 2020	100-52-52600-221-000	Sirens-January 2020	
02/13/2020	26412	WISCONSIN PUBLIC SERVICE	2,157.94	JAN2020LIFTS2	630-63-08210-221-000	Liftstations - January 2020	
02/13/2020	26412	WISCONSIN PUBLIC SERVICE	1,384.89	JAN2020LIFTS2	620-62-06220-221-000	Pumphouses January 2020	
02/13/2020	26412	WISCONSIN PUBLIC SERVICE	127.79	JAN2020LIFTS2	620-62-06500-221-000	Water Tower	
02/13/2020	26412	WISCONSIN PUBLIC SERVICE	283.56	JAN2020LIFTS2	630-63-08510-221-000	3070 Mink Ranch Rd-Electric	
02/13/2020	26412	WISCONSIN PUBLIC SERVICE	18.98	FEB2020YWLTS	100-53-53420-225-000	Yard Waste Site Lights	
02/13/2020	26412	WISCONSIN PUBLIC SERVICE	107.14	JAN2020VELP	100-51-51650-221-000	12787 Velp Ave House-January 2020	
02/13/2020	26413	WISCONSIN SUPREME COURT	700.00	05-0038-2020	100-51-51200-320-000	Continuing education for Judge Rathburn-2	
02/20/2020	26414	AUTOZONE	17.52	4331980573	100-53-53311-353-000	Windshield Wash	
02/20/2020	26415	BADGER LABORATORIES & EN	56.00	20-002282	620-62-06020-293-000	Coliform Bacteria Tests-2	
02/20/2020	26416	BELLIN HEALTH	67.50	13237072	100-52-52200-295-000	Fire Dept Tests & 1/2 Annual Admin Fee	
02/20/2020	26416	BELLIN HEALTH	177.50	13237072	100-53-53311-295-000	DPW Drug Screening & New Employee & 1	
02/20/2020	26417	BENEFIT ADVANTAGE	27.61	418706	100-51-51540-191-000	February 2020 participant fees	
02/20/2020	26417	BENEFIT ADVANTAGE	10.63	418706	620-62-09260-320-000	February 2020 participant fees	
02/20/2020	26417	BENEFIT ADVANTAGE	10.63	418706	630-63-08540-320-000	February 2020 participant fees	
02/20/2020	26417	BENEFIT ADVANTAGE	2.13	418706	615-53-53110-191-000	February 2020 participant fees	
02/20/2020	26418	BROWN COUNTY TREASURER	35,429.78	2020-0021	801-00-24310-000-000	POWTS and Delq Ag Fees-Treasurer Feb S	
02/20/2020	26419	COMPASS MINERALS AMERICA	14,456.29	588636	100-53-53311-354-000	Bulk Salt	
02/20/2020	26420	ENERGENECS INC	250.00	0039672-IN	620-62-06250-243-000	Well #3-Added Generator run and fail signal	
02/20/2020	26421	EZ GLIDE GARAGE DOORS	497.15	0165668-IN	100-51-51645-243-000	Repair Maintenance Bay Door	
02/20/2020	26422	FAITH TECHNOLOGIES INC	1,368.50	710556	100-51-51430-213-000	January IT support	
02/20/2020	26422	FAITH TECHNOLOGIES INC	684.25	710556	620-62-09030-212-000	January IT support	
02/20/2020	26422	FAITH TECHNOLOGIES INC	684.25	710556	630-63-08270-244-000	January IT support	
02/20/2020	26423	FIRE-RESCUE SUPPLY LLC	1,950.00	8522	100-52-52200-245-000	National Foam Universal Green -10	
02/20/2020	26423	FIRE-RESCUE SUPPLY LLC	1,950.00	8522	100-52-52200-245-000	National Foam Universal Green -10	
02/20/2020	26423	FIRE-RESCUE SUPPLY LLC	1,950.00	8522	100-52-52200-341-000	National Foam Universal Green -10	
02/20/2020	26424	GANDRUD	41.95	631006	100-52-52100-242-000	Police Vehicle Maintenance-Squad #4	
02/20/2020	26425	HARTER'S FOX VALLEY DISPO	24,113.83	0000278275	610-53-53620-291-000	Recycling & Garbage Services-Jan 2020	
02/20/2020	26425	HARTER'S FOX VALLEY DISPO	14,449.16	0000278275	610-53-53635-291-000	Recycling & Garbage Services-Jan 2020	
02/20/2020	26425	HARTER'S FOX VALLEY DISPO	48.78	0000278275	100-51-51620-243-000	Recycling & Garbage Services-Jan 2020	
02/20/2020	26425	HARTER'S FOX VALLEY DISPO	100.70	0000278275	100-55-55220-293-000	Recycling & Garbage Services-Jan 2020	
02/20/2020	26425	HARTER'S FOX VALLEY DISPO	100.70	0000278275	100-55-55210-293-000	Recycling & Garbage Services-Jan 2020	
02/20/2020	26426	HAWKINS INC	1,857.81	4659496	620-62-06310-340-000	Water Treatment Chemicals	
02/20/2020	26427	L&K APPAREL INC.	1,800.00	20000014	100-53-53311-355-000	DPW Safety T-Shirts & Hooded Sweatshirts	

Check Date	Check #	Payee	Amount	Invoice Number	Invoice GL Account	Description	V/M
02/20/2020	26427	L&K APPAREL INC.	66.00	20000025	100-53-53311-355-000	Credit on hooded sweatshirt	
02/20/2020	26428	LINCOLN NATIONAL LIFE INS C	551.00	MARCH 2020	100-51-51930-135-000	Life Premiums-3/1/2020-3/31/2020	
02/20/2020	26428	LINCOLN NATIONAL LIFE INS C	143.47	MARCH 2020	620-62-09260-135-000	Life Premiums-3/1/2020-3/31/2020	
02/20/2020	26428	LINCOLN NATIONAL LIFE INS C	138.32	MARCH 2020	630-63-08540-135-000	Life Premiums-3/1/2020-3/31/2020	
02/20/2020	26428	LINCOLN NATIONAL LIFE INS C	17.39	MARCH 2020	615-53-53110-135-000	Life Premiums-3/1/2020-3/31/2020	
02/20/2020	26429	MAILFINANCE INC	170.90	N8143247	100-51-51430-245-000	Postage Machine Lease Payment	
02/20/2020	26429	MAILFINANCE INC	128.18	N8143247	620-62-09030-311-000	Postage Machine Lease Payment	
02/20/2020	26429	MAILFINANCE INC	128.18	N8143247	630-63-08400-311-000	Postage Machine Lease Payment	
02/20/2020	26430	MIDWEST METER INC.	75.24	0119082-IN	620-62-06530-353-000	Bronze Meter Couplings	
02/20/2020	26430	MIDWEST METER INC.	782.51	0119082-IN	620-00-03462-000-000	2- M-70 1" meter bases, tops & cellular end	
02/20/2020	26430	MIDWEST METER INC.	5,876.25	0118922-IN	620-00-03461-000-000	30 - M-25 tops w/ cellular endpoints	
02/20/2020	26431	MILLER-BRADFORD & RISBER	154.44	P09577	100-53-53311-353-000	Bulbs	
02/20/2020	26432	OLSON TRAILER & BODY LLC	45.98	103734C	100-53-53311-353-000	Plow Markers	
02/20/2020	26433	PEPSI-COLA of GREEN BAY	153.60	92009659	100-51-46121-000-000	Reimburse Village/Soda Machine	
02/20/2020	26434	POMPS TIRE SERVICE INC	918.12	1010079912	100-53-53311-245-000	Road Service-DPW & Tire	
02/20/2020	26435	S I METALS & SUPPLY	195.00	143343	620-62-06520-353-000	Dom Round Tubing & HR Flat	
02/20/2020	26436	SAN-A-CARE	40.92	509231	100-51-51620-351-000	Paper Towel,toilet paper,gloves,endust,garb	
02/20/2020	26436	SAN-A-CARE	81.89	509231	620-62-06020-340-000	Paper Towel,toilet paper,gloves,endust,garb	
02/20/2020	26436	SAN-A-CARE	81.89	509231	630-63-08270-340-000	Paper Towel,toilet paper,gloves,endust,garb	
02/20/2020	26436	SAN-A-CARE	204.72	509231	100-55-55220-350-000	Paper Towel,toilet paper,gloves,endust,garb	
02/20/2020	26436	SAN-A-CARE	204.72	509231	100-55-55210-350-000	Paper Towel,toilet paper,gloves,endust,garb	
02/20/2020	26436	SAN-A-CARE	204.72	509231	100-51-51645-350-000	Paper Towel,toilet paper,gloves,endust,garb	
02/20/2020	26437	SHERWIN WILLIAMS CO	114.35	9109-7	100-51-51620-351-000	Paint-5 gallons	
02/20/2020	26438	SHI INTERNATIONAL CORP	37.74	B11295826	615-53-53110-341-000	Wireless Keyboard & Mouse-Engineering	
02/20/2020	26438	SHI INTERNATIONAL CORP	945.54	B11275145	100-52-52200-341-000	OptiPlex 5070-Fire Dept	
02/20/2020	26439	TIME WARNER CABLE	138.08	701129402020920	100-52-52200-223-000	Fire Dept #2-Phone, TV & Internet	
02/20/2020	26440	UNLIMITED ENTERPRIZES LLC	1,278.75	5794	100-51-51645-243-000	Install Lights above garage doors	
02/20/2020	26441	WENDEL	20,430.23	352507	400-57-57220-820-000	Suamico Public Safety Building	
02/20/2020	26441	WENDEL	135.49	352507	400-57-57220-820-000	Suamico Public Safety Building	
02/27/2020	26442	AFLAC	381.14	499129	100-00-21532-000-000	Aflac Ins. Premiums Feb 2020	
02/27/2020	26443	ARAMARK	15.42	1678285610	100-55-55210-293-000	Mats & Mops-Idlewild Park	
02/27/2020	26443	ARAMARK	15.42	1678285610	100-55-55220-293-000	Mats & Mops-Calavera Park	
02/27/2020	26443	ARAMARK	24.49	1678285610	100-51-51645-243-000	Mats & Mops-MSC Building	
02/27/2020	26444	AYRES ASSOCIATES INC.	435.28	184973	401-51-56602-820-517	E Deerfield lift station & Force	
02/27/2020	26444	AYRES ASSOCIATES INC.	1,337.00	184973	400-57-57333-820-000	2019 Salt Storage Shed	
02/27/2020	26445	BEAUMIA, ERIC P	577.37	REIMB-FIRE-2/17-2	100-52-52200-330-000	Reimburse for Hotel & Food-Fire Instructor	
02/27/2020	26446	BENEFIT ADVANTAGE	385.72	PR022820	100-00-21591-000-000	FSA - MED, Pay Date 2/28/2020	
02/27/2020	26446	BENEFIT ADVANTAGE	366.28	PR022820	100-00-21592-000-000	FSA - DEP, Pay Date 2/28/2020	
02/27/2020	26447	CENTRAL STATES H & W FUND	46,328.49	FEBRUARY 2020	100-00-21531-000-000	Feb 2020, H&W Acct #7676100-0100	
02/27/2020	26448	CONRAD, ROBERT R	100.00	2/24/20-EOCMNGT	100-52-52200-331-000	Preparation and delivery of presentation on	
02/27/2020	26449	DIGGERS HOTLINE INC	63.66	200159701	620-62-06520-294-000	January 2020 Locates, Member #59701	
02/27/2020	26449	DIGGERS HOTLINE INC	63.66	200159701	630-63-08310-294-000	January 2020 Locates, Member #59701	
02/27/2020	26450	FLEETPRIDE TRUCK & TRAILER	1,610.18	45457005	100-52-52200-242-000	Repair Fire Truck	
02/27/2020	26450	FLEETPRIDE TRUCK & TRAILER	68.99	45661766	100-52-52200-242-000	Fire Truck-Annual Vehicle Inspection	
02/27/2020	26451	HACKMASTER, LEAH	108.10	FEB2020MIL	100-55-55300-330-000	Mileage for February 2020	
02/27/2020	26452	ROXANNE KNIGHT PHOTOGRA	100.00	000000002342	100-52-52200-341-000	Photography Headshots-Fire Dept	
02/27/2020	26453	SHI INTERNATIONAL CORP	186.47	B11310437	615-53-53110-341-000	Dell LED Monitor	
02/27/2020	26454	TRUCK EQUIPMENT INC	1,378.33	885648-00	100-53-53311-245-000	Repair Plow Truck-Pre Wet Tank, Lights	
02/27/2020	26455	WI MUNICIPAL JUDGES ASSOC	100.00	2020 DUES	100-51-51200-320-000	Judge Membership 2020 Dues	
Grand Totals:			418,472.70				

APPROVED ON: _____

VB PRESIDENT: _____

VILLAGE CLERK: _____

VILLAGE OF SUAMICO - CASH REPORT

February-20

TREASURER'S REPORT

DATE	ITEMS	CREDIT	DEBIT	BALANCE
2/1/2020	BALANCE			\$ 18,941,190.26
	Court Receipts (gross)	\$ 11,169.14		
	General & Utility Receipts	\$ 116,060.49		
	Jan Delq Specials paid	\$ 530.40		
	Tax Collections	\$ 3,696,872.18		
	ACH Charter Franchise Fees	\$ 18,207.98		
	Room Tax	\$ 377.77		
	Interest Earned	\$ 26,263.88		
	TOTAL RECEIPTS	\$ 3,869,481.84		
	February tax settlement	\$ 4,425,053.70		
	A/P Checks written	\$ 418,472.70		
	457B payment ACH	\$ 3,582.28		
	WRS payment ACH	\$ 21,294.97		
	Direct Deposit P/R	\$ 119,859.37		
	941 Taxes	\$ 25,841.11		
	WT-6 tax payments	\$ 8,306.07		
	NSF ACH & Check - utility	\$ 636.16		
	Bank Fees	\$ 143.16		
	TOTAL DISBURSEMENTS	\$ 5,023,189.52		
2/28/2020	BALANCE			\$ 17,787,482.58
2/28/2020	WI GOVERNMENT INVESTMENT POOL			
805178	Sub Account #1	\$ 400,789.88	General Acct	
	TOTAL INVESTMENT POOL	\$ 400,789.88		
2/28/2020	FORTIFI BANK			All Collateralized
	Treasury Checking (6190)	\$ 850,000.00		
	ERR Account (9208)	\$ 1,897,050.66		
	Tax Collection (9229)	\$ 10,500,684.99		
	W&S Investments (9222)	\$ 1,794,175.81		
	Stadium Tax Refund (3982)	\$ 494,751.19		
	Bridge Fund (9897)	\$ 185,891.23		
	Debt Stabilization Fund (0004)	\$ 679,105.24		
	TOTAL FORTIFI BANK	\$ 16,401,659.12		
2/28/2020	BMO HARRIS BANK			All Collateralized
	Prime Money Market (10867)	\$ 947,367.58		
	TOTAL BMO HARRIS BANK	\$ 947,367.58		
2/28/2020	CEMETERY ACCOUNTS			
	Marine CRU Savings (5561)	\$ 7,602.79		
	Capital Credit Union-CD (15 mo)	\$ 55,650.56		
	Capital Credit Union-CD (12 mo)	\$ 40,015.19		
	Capital Credit Union-Savings	\$ 5.00		
	TOTAL CEMETERY ACCOUNTS	\$ 103,273.54		
2/28/2020	OUTSTANDING CHECKS/ACH	65,607.54		
2/28/2020	BALANCE			\$ 17,787,482.58
	DIFFERENCE			\$ -
	LGIP 805178 SUB #1 VILLAGE	\$ 513.69	RATE 1.620%	
	Fortifi Bank (Multiple Accts)	\$ 24,171.99	1.750%	
	BMO Harris Bank #10867	\$ 1,178.53	1.560%	
	Marine CRU Savings	\$ 0.60	0.100%	
	Capital Credit Union CD (15 mo)	\$ 399.07	2.901%	
	Capital Credit Union CD (12 mo)	\$ -	2.401%	
	TOTAL INTEREST	\$ 26,263.88		
	PREPARED BY Cheryl Huben		DATE 3/9/20	
	REVIEWED BY J. Legas		DATE 3/9/20	



MAR - 6 2020

Village of Suamico
12781 Velp Ave.
Green Bay, WI 54313

DATE 03/11/2020
APPROVED [Signature] #169
AMOUNT 438.21
ACCOUNT 100-54-54150-293

Date	03/04/2020
Amount Due:	\$438.21
Project Name:	Animal Control January 2020
INVOICE #:	10826

No. of Units	Description	Unit Price	Total Chg
3.00	Calls - Citizen Animal Response Team	\$17.00	\$51.00
43.00	Mileage - Citizen Animal Response Team	\$0.575	\$24.73
3.00	Calls - Animal Control/Humane Officer	\$38.00	\$114.00
13.00	Additional Hours - Animal Control/Humane Officer	\$15.00	\$195.00
0.00	Wkd/Hldy Additional Hours - Animal Control/Humane	\$10.00	\$0.00
93.00	Mileage - Animal Control/Humane Officer	\$0.575	\$53.48
Payment due upon receipt. Finance Charge of 1% per month, which is an Annual Percentage Rate of 12%, charged on all accounts after 30 days.		Total Due	\$438.21

Please cut along line and remit bottom portion of bill with payment.

For Internal Use Only	Village of Suamico	Invoice #	10826
	G 100 13800	\$438.21	
	E 100 54100 390		\$438.21

Remit to: Village of Howard, PO Box 12207, Green Bay, WI 54307-2207



Village of Suamico-CART (Citizen Animal Response Team)-Invoice

Time Sheet Summary-January 2020

Total Animal Calls/mileage-3 calls (\$51.00)/43 miles*

Date	Location	Item	stipend	Miles
1/12/2020	2300 Lineville	stray cat-transport-handoff WHSGB-BR 20-1689	\$17.00	19
1/12/2020	2300 Lineville-handoff	same	\$17.00	0
1/13/2020	2875 Flowering Peach	stray dog-transport WHSGBBR 20-1792	\$17.00	24
		totals	\$51.00	43

Signature Animal Control/ Humane Officer *Maria Hill*

Signature Director of Public Safety *Ed*

*Billing: \$17.00 per call (includes \$11.00 stipend & \$6.00 equipment fee), plus mileage

WHS-GB-Wis Humane Society -Green Bay

GBARC-Green Bay Animal Referral Center

RTO- return to owner, UTL-unable to locate, WS-Wildlife Sanctuary



Suamico-ACHO (Animal Control/Humane Officer)-Invoice

Time Sheet Summary-January 2020

Total calls- 3x\$38.00/ additional hours 13 x\$15.00 /0 wknd-hldy-plus \$10/ 93 miles

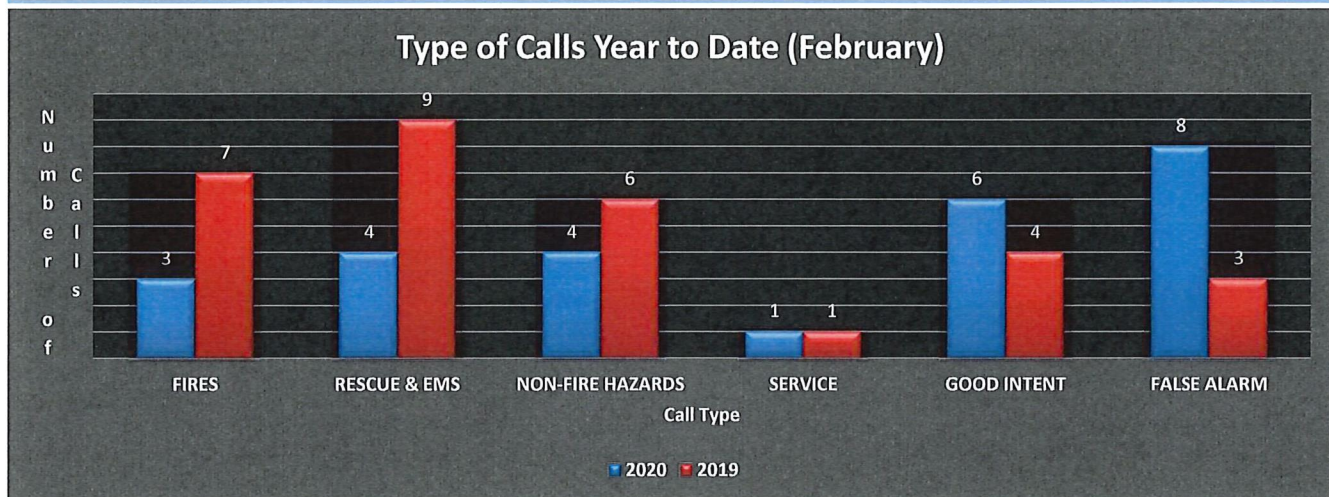
	day-muni	location	Item-animal-incident #	calls	HO-day	HO nght/hldy	HO miles
Jan-20	6-S	office	CC-lost cat, Village board mtg		1.25		
Jan-20	7-S	office	AC-MOU, CC-inj wildlife, donation inquiry		0.75		
Jan-20	8S	office	cc-lic info		0.25		
Jan-20	12S	out of office	none		0		
Jan-20	13S	office	dog bite follow-up, CC-loose dog-UTL		0.75		
Jan-20	14S	office	dog bite follow-up		0.25		
Jan-20	15S	office	follow-up dog-dog attack		1		
Jan-20	16S	office, 12076 Velp Ave	20-2276-stray cat -transport WHSGB, folu dog bite	1	0.25		24
Jan-20	17S	office	compliance folu-dog bite-quarantine, dog license		0.5		
Jan-20	18S	out of office	CC-inj deer-monitor, welfare check dog, stray dog-ongoing		0.75		
Jan-20	19S	out of office	CC-inj deer -ongoing issue-BCS		0.5		
Jan-20	20S	office	dog owner ltrs-NL-running at large, CC-inj deer-BCS advised-dispatch		1.75		
Jan-20	21S	office	folu dog owner- loose dog		0.25		
Jan-20	22S	office, Wisteria Circle	stray dog-UTL		0.5		6
Jan-20	23S	office	stray reports-RTO list		2		
Jan-20	28S	office	cc-folu dog-dog bite		0.25		
Jan-20	29S	office	stray dog-police request for assist-owner found		0.25		
Jan-20	30S	office, 2245 Pinecrest Rd, Trenton Ln	BC20-4222-stray kitten-WHSGB, BC20-4270-stray dog-GBARC, Ltrs-bite, loose	2	1.75		63
Jan-20	31S	office	none		0		
totals				3	13		93

Signature Animal Control/ Humane Officer

Signature Director of Public Safety

February - Monthly Fire Department Report

RESPONSE			
Monthly	February 2020	February 2019	Change
	13	14	-7%
Year to Date	2/29/2020	2/28/2019	Change
	26	30	-13%



PUBLIC EDUCATION/PUBLIC RELATIONS		
Public Education	Date	Topic
	2/3/2020	Demonstrate RDC on NBC26
Public Relations	Date	Topic
	2/21/2020	Ride to School
	2/25/2020	Noodles Fundraiser Event

FIRE INSPECTIONS			
Monthly Inspections	Number	Year to Date Inspections	Number
	3		21
Year to Date Re-Inspections	Number		
	29		

TRAINING			
YTD Training Man Hours	2/29/2020	2/28/2019	Change
	493	407	21%

ADDITIONAL REMARKS	



TO: VILLAGE BOARD
FROM: JESSICA LEGOIS
SUBJECT: DEBT MANAGEMENT POLICY
DATE: 3/16/2020

DISCUSSION

You will find attached a chapter 3 (Finance & Taxation) municipal code addition. The language in chapter 3.09 has been added to create a debt management policy for the Village.

The debt management policy is based on the Government Finance Officers Association (GFOA) best practices. It is important for the Village to have a policy in place prior to issuance of the Fire Station debt. This is the second reading.

RECOMMENDED ACTION

Motion to approve Ordinance 2020-07 Creating 3.09 Debt Management, as attached.

leb

Ordinance 2020-07

An Ordinance Creating
3.09 Debt Management

The Village Board of The Village of Suamico, Wisconsin, Does Ordain as Follows:

Ordinance Section 1:

Chapter 3.09 Debt Management is created to read as attached:

Ordinance Section 2: All ordinances or parts of ordinances inconsistent with or contravening the provisions of this ordinance are hereby repealed.

Ordinance Section 3: This ordinance shall be in full force and effect following passage and publication.

Adopted this 16th day of March, 2020.

Laura Nelson, Village President

Attest:

Bonnie Swan, Village Clerk

Eckert _____

Nelson _____

Andrews _____

Schneider _____

VanRossum _____

Ward _____

Roddan _____

Date Posted: _____

3.09 DEBT MANAGEMENT

(1) Introduction and Purpose.

The capital financing and debt policy provides comprehensive guidance for future decisions regarding financing of capital projects including the appropriate use of debt. The Village's legacy of financial stability is built upon a conservative approach to spending as well as a long-term commitment to full and timely repayment of debt. For a debt management policy to be an effective tool, the provisions of the policy must be compatible with the Village's goals pertaining to the capital improvement program, the 5-year budget plan, and the operating needs of the Village. Multi-year forecasts of debt service are to be included in all budget plans.

(2) GUIDING PRINCIPLES

The following policies and principles are intended to govern the issuance of all Village debt.

- (a) Debt financing should be considered for capital improvement programs as approved in the 5-year capital improvement program budget, after all non-debt sources of funds (e.g. cash, grants, loans, etc.) have been considered.
- (b) The Village has historically paid for a large portion of its capital budget on a cash basis through the use of various sinking funds. It expects to continue this practice and use cash to pay for capital expenditures that it expects to recur on an annual basis (such as Road Reconstruction and Equipment Replacement) or when reserves are available that are not expected to be needed for other purposes in the foreseeable future.
- (c) The Village should consult the Municipal Financial Advisor, if applicable, to determine the most appropriate source of financing (grants, low-interest state-sponsored loans, private market loans, capital markets, etc.).
- (d) Debt financing should not be used for proprietary fund activities without a designated revenue source for retiring principal and interest. The Village should identify a specific source of revenue for the repayment of each debt issuance and calculate the expected impact on rates and user fees prior to the issuance of the debt.
- (e) Generally, revenue debt should be utilized to finance utility related projects to minimize impact on statutory debt limits, except in cases where it is determined that utilizing less expensive General Obligation debt will not have a materially adverse impact on overall debt limits.

- (f) Prior to debt issuance considerations, “pay-as-you-go” financing should be considered for all major projects, including capital improvements projects, to keep debt at a manageable level.
- (g) Debt should be structured so that the principal will be retired over the useful life of the project financed. The Village shall not issue debt for a period longer than the period during which it intends to use the capital improvement being financed.
- (h) Village management shall periodically work with the Municipal Financial Advisor to determine whether an economical advantage exists for refinancing the outstanding debt given changes in the interest rate and bond market and to review its overall debt profile to monitor debt levels relative to statutory and policy limits.
- (i) The Village will maintain good communications with bond rating agencies about its financial condition with an intent to retain a favorable bond rating.
- (j) The Village should continue to avoid assuming “development risk” and implement specific guarantees from developers (letters of credit, personal guarantees, right to assess, etc.).
- (k) The Village will work with the Municipal Financial Advisor to diligently monitor its compliance with bond covenants, ensure its adherence to federal arbitrage regulations, and file annual continuing disclosure reports as required by the U.S. Securities and Exchange Commission.



TO: Village Board
FROM: Alex Kaker, Village Administrator
SUBJECT: Fire Station Update
DATE: March 12, 2020

Informational Only

The Fire Station Review Committee has met with Five Bugles and Zeise Construction on several occasions over the last month. We met most recently on Tuesday, March 10th for a 95% Owners Review meeting where we went through each room and confirmed plumbing, electrical, and HVAC locations.

Signage – Exterior signage is costly and has been tentatively pulled from the budget. Mirroring the Town of Greenville's strategy, I recommend we get the building up and if we have available funds from our contingency line item, we use those remaining contingency funds to help pay for exterior signage.

Furniture, Fixtures, Equipment (FFE) – Now that we have a better understanding of the space within the fire station we have been able to narrow down what exactly we need in terms of FFE. A copy of our most recent FFE list is attached. I welcome feedback from the Village Board at this time. No decision(s) need to be made yet, but this is an opportunity to familiarize yourself with the FFE. It is common to hire a consultant for the furniture who can put together the bid packages and help us solicit multiple proposals to get us the best price. We can explore that option if the building is approved in April.

Costs – Since our last meeting costs have fluctuated up and down across most categories as we continue to solidify estimates. The current all-in total has increased by approximately \$2,000 since our last Village Board meeting, but the construction cost estimate has not been adjusted yet (you will get that Monday, March 23rd). An updated all-in cost estimate is included in your packet.

Upcoming Schedule (Tentative)

Monday, March 23rd 6:00pm: Special Meeting regarding Fire Station #1 construction

- Five Bugles will present exterior color options
- Zeise Construction will provide a final cost estimate
- Staff will request authorization from the Village Board to proceed with advertising bids for the fire station

Tuesday, March 24: Advertise Bids

Tuesday, March 31: Pre-Bid Meeting

Tuesday, April 14: Bids Due

Monday, April 20: Village Board meeting to take action on bids

bc

FFE LIST							
EQUIPMENT LOCATION	EQUIPMENT #	IN PROJECT	QUANTITY	EXISTING	NEW	COST	NOTES
APPARATUS							
HOSE HOIST	BEHC 0132	X				\$0.00	
PPE GEAR LOCKERS			26	X		\$2,000.00	GEAR GRID; READY RACK 21x21 24 Existing at Station 1 (Review) (26@ \$350)/MOVING FROM #1
VEHICLE EXHAUST					X	\$65,000.00	
HOSE CART	HC-96-3T		1		X	\$2,000.00	
MONITOR			1	X		\$0.00	Use existing #1 per Faith
EQUIPMENT DECON							
GEAR WASHER / EXTRACTOR	MILNOR: MWR 16X5; CONTINENTAL: EH030				X	\$5,000.00	
GEAR DRYER	UNI MAC: Belson Company 2019 quote for \$7800				X	\$0.00	***ALREADY IN 2021 CAPITAL BUDGET
RESIDENTIAL WASHER (BIO-HAZARD)	Maytag MHW5630HC				X	\$1,000.00	Applied for grant per Chief
SCBA WASHER / EXTRACTOR	SOLO RESCUE DECON WASHER (Rough In Only)				X		Save for future expense item
RESIDENTIAL LAUNDRY							
RESIDENTIAL WASHER	Maytag MHW5630HC				X	\$1,000.00	Applied for grant per Chief
RESIDENTIAL DRYER	Maytag MED8630HC				X	\$1,400.00	reduction from Maytag??
SCBA							
SCBA COMPRESSOR				X		\$500.00	Bring over from #1 per Chief
SCBA FILL STATION				X		\$0.00	Bring over from #1 per Chief
Classroom							
SOUND SYSTEM/Classroom AV					X	\$20,000.00	See other spreadsheet
LIVING QUARTERS KITCHEN							
REFRIGERATOR / FREEZER	KRFF305ESS				X	\$2,200.00	Applied for KitchenAid Grant
RANGE	KFGD500ESS				X	\$2,200.00	Applied for KitchenAid Grant
RANGE HOOD		X				\$0.00	part of construction price
DISHWASHER	KitchenAid KDFE104HPS				X	\$900.00	
MICROWAVE					X	\$400.00	One
DAY ROOM							
TV					X	\$600.00	60" per Chief
CHAIRS					X	\$3,000.00	Working on doncations per Chief (6)
Decon.							
ICE MACHINE	Manitowoc UDF0310A-161B or the UYF0310A-161B				X	\$0.00	donated per Jerry - about \$2,600 value
WORK / MAINTENANCE							
TOOL BOX					X	\$2,000.00	
SAFETY CABINETS				X		\$0.00	
HOSE WASHER					X	\$500.00	
PRESSURE WASHER					X	\$2,000.00	
GRINDER					X	\$200.00	want not a need
SYSTEMS / NETWORK							
RADIO ALERTING SYSTEM/PA					X	\$35,000.00	Faith working on quotes, also to include paging/intercoms
ACCESS SECURITY					X	\$35,000.00	
NETWORK EQUIPMENT					X	\$18,100.00	See other spreadsheet
COMPUTER/ PHONES / IT					X	\$18,900.00	Some new Some Existing...See other spreadsheet
COPIER, SCANNER & FAX				X		\$0.00	Use existing
FURNITURE / MISC.							
CLASSROOM / OFFICE/ DORM FURNITURE					X	\$75,000.00	\$75k as placeholder per Five Bugles.
EXERCISE EQUIPMENT					X	\$0.00	Working on grant per Chief
VACUUM					X	\$600.00	Two @ \$300
FLOOR SCRUBBER					X	\$3,000.00	
Conference Room Fridge	YALE UBV24C01AG				X	\$1,900.00	
CAMERA SYSTEM					X	\$21,000.00	See other spreadsheet
TOTAL FFE:						\$320,400.00	

Suamico Fire Station - Technology Cost Detail/Breakdown

Item	Qty	Cost Ea	Total	Notes
Network Equipment				
Network Switch	2	\$ 2,750.00	\$ 5,500.00	Aruba 2930F Series Switches
GBIC's	2	\$ 400.00	\$ 800.00	
UPS	1	\$ 4,000.00	\$ 4,000.00	
Access Points	9	\$ 700.00	\$ 6,300.00	Aruba IAP-515
Install Cost	1	\$ 1,500.00	\$ 1,500.00	
Phone System Upgrades	1		\$ -	May be moved to Paging line.
			\$ -	
	Section Total		\$ 18,100.00	

Computers/Phones/IT				
Computers	4	\$ 1,400.00	\$ 5,600.00	
32" Displays for CAD & IamResponding	6	\$ 200.00	\$ 1,200.00	
Small Multi-Function Printer	1	\$ 300.00	\$ 300.00	
Desk Phone	8	\$ 400.00	\$ 3,200.00	
Conference Phone	2	\$ 1,200.00	\$ 2,400.00	
Basic Wall Phones	7	\$ 350.00	\$ 2,450.00	
EOC Phones	4	\$ 300.00	\$ 1,200.00	Use 4 Existing
Display Adapters for Remote Displays	2	\$ 500.00	\$ 1,000.00	
APX Radio/Station , w/Misc Work	1	\$ 1,000.00	\$ 1,000.00	
Pager Input/Base Unit	2	\$ 250.00	\$ 500.00	
			\$ -	
			\$ -	
	Section Total		\$ 18,850.00	

Camera System (Milestone)				
Video Server	1	\$ 6,000.00	\$ 6,000.00	
Outdoor 360 Corner Cameras	4	\$ 1,900.00	\$ 7,600.00	
Interior Standard Camera	5	\$ 400.00	\$ 2,000.00	
Garage 180 Cameras	2	\$ 900.00	\$ 1,800.00	
Milestone Licenses	14	\$ 130.00	\$ 1,820.00	
Tower Camera - Multi Sensor 5MP	1	\$ 750.00	\$ 750.00	
Garage Bullet Cam	2	\$ 500.00	\$ 1,000.00	
			\$ -	
			\$ -	
	Section Total		\$ 20,970.00	

Fire Station "All-In" Cost Analysis

updated 3/11/2020

EXPENSES	Cost	Notes
Costruction Cost (2.14.20 estimate)	\$ 5,540,000.00	If finished second floor, glass doors, concrete aprons
Space Needs Study	\$ 11,500.00	
Reproduction	\$ 2,000.00	
Five Bugles (A&E)	\$ 344,848.16	\$288,500 + .06% amount over \$5,000,000
Zeise Construction (CM)	\$ 399,136.00	\$408,336 - .02% amount less than \$6,000,000
Site Prep Costs	\$ 105,000.00	
Power/Gas Company	\$ 15,000.00	
Fiber Optics to Site	\$ 65,000.00	
Data/AC/Low Voltage Cabling	\$ 60,000.00	
Signage (interior signage)	\$ 3,000.00	
Furniture, Fixtures, Equipment (FFE)	\$ 320,400.00	
Contingency	\$ 325,000.00	Typically 5% of construction cost once final costs are known
Builders Risk Insurance	\$ 3,105.00	
Total Expenses	\$ 7,193,989.16	
FUNDING		
Committed Funding Not Using Bond	Amount	Source
Site Prep	\$ 105,000.00	Stadium District Fund
A&E	\$ 288,500.00	Debt Stabilization
Construction Costs	\$ 300,000.00	2020 General Fund Levy
Construction Costs	\$ 40,526.00	Debt Stabilization
Donation	\$ 6,560.00	CoVantage Credit Union
Donation	\$ 1,600.00	Noodles & Company Fundraiser 2.25.20
Total Commted Funding Not Using Bond	\$ 742,186.00	
Remaining funding needed from GO Bond	\$ 6,451,803.16	



TO: Village Board
FROM: Alex Kaker, Village Administrator
SUBJECT: Riverside Drive Reconstruction Update
DATE: March 11, 2020

Background

In December 2019, the Village submitted a grant application to the WisDOT for a Multimodal Local Supplement (MLS) program to enhance the safety of pedestrians along Riverside Drive in Historic Downtown Suamico. \$75 million was available through the state for multimodal transportation projects. Over 1600 applications were submitted requesting a total of over \$1.4 *billion*.

We were unsuccessful with our grant application, however Brown County did receive \$1,000,000 for the Lineville expansion project, which should be completed by the end of 2025.

Moving forward the Village Board needs to decide if we should continue to pursue enhancing the safety of Riverside Drive using TID dollars by adding sidewalks, lighting, curb, and gutter. The latest cost estimate we received from Ayres totals at \$661,527, which includes \$109,054 in contingency. If we moved forward with this project, TID #2 is expected to close in 2026 with a positive balance of over \$1.5 million. No new Village projects are anticipated between now and the close of TID. The expenditure period also closes on TID #2 in August of 2021. This means no new projects can be initiated after that date within the TID using TID funds.

A copy of the estimate and concept drawing is included in your packets. When I approached businesses last fall they were in support of the concept.

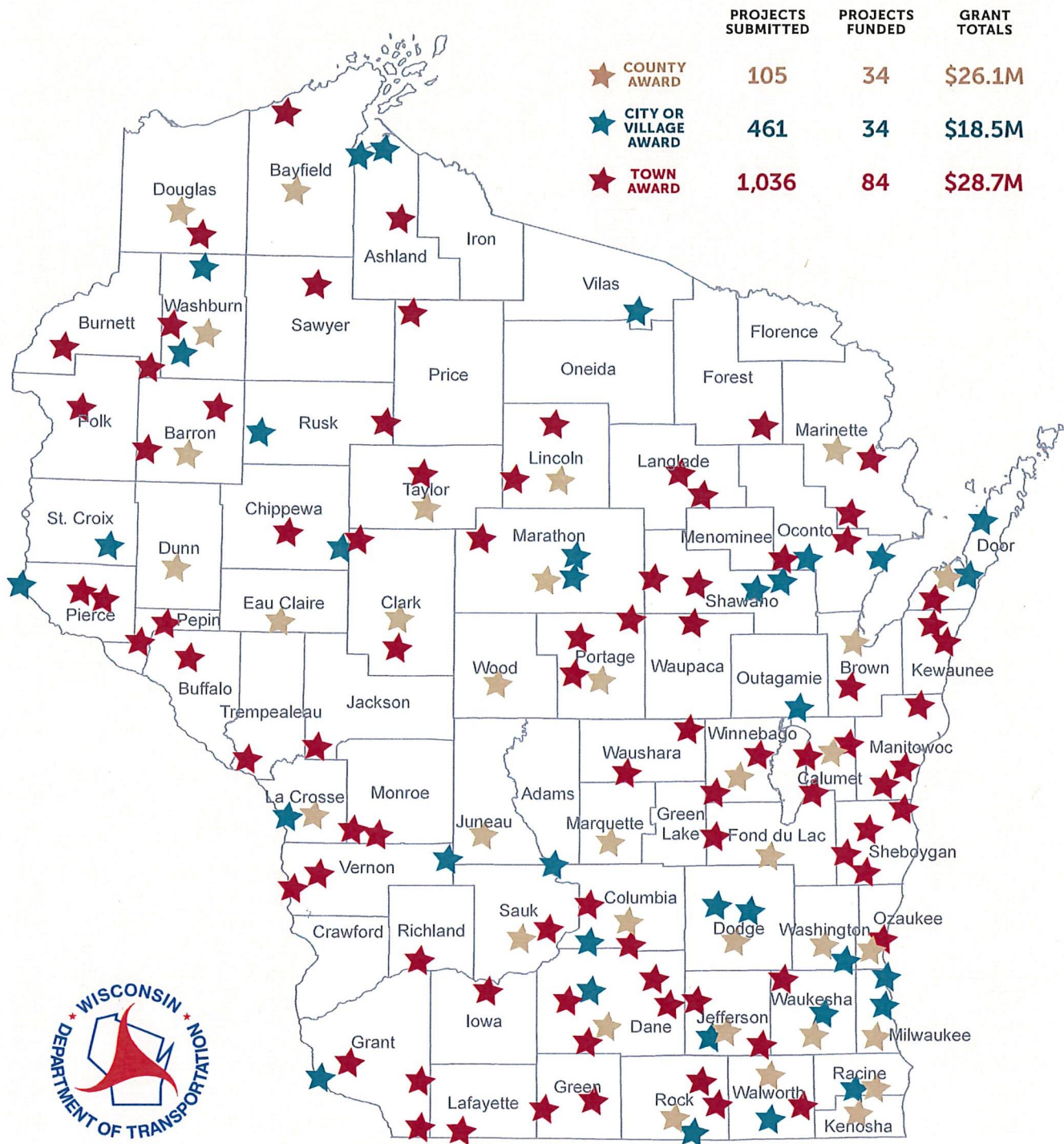
If we pursue this project I anticipate we would take the remainder of 2020 to flesh out the details of the plan with the stakeholders. I would then bring the final plan before the Village Board to request authorization to bid the project by December. Construction would then take place in the spring/summer of 2021.

Potential Motion

To direct staff to coordinate with business and property owners along Riverside Drive in Historic Downtown Suamico to develop a final Riverside Drive reconstruction plan.

bd

Multimodal Local Supplement (MLS) grant awards





TO: Village Board
FROM: Alex Kaker, Village Administrator
SUBJECT: Personnel Handbook Revision – Emergency Closures
DATE: March 12, 2020

Background

I have drafted a revised section of the Personnel Handbook dedicated to “Emergency Closures” that would replace Chapter 6(4)(d). The policy provides guidance for Village Hall closures during regular business hours due to severe weather, power outages, or other conditions seriously endangering the health and safety of employees and/or the general public.

Our current Personnel Handbook is brief and not all-encompassing in the event Village Hall needs to be closed during regular business hours. The current policy under Chapter 6 states;

d) Weather Policy

The village will not close because of snow or other weather related emergencies since it is one of the principal functions of local government to provide services during these times. All employees are expected to report to work. Any employee who cannot report to work, arrives late to work or must leave work due to safety concerns for self, family or property may take available accrued time-off or if no accrued time is available, request unpaid time-off from their supervisor. Sick leave is not available for this time.

The draft policy gives the Village Administrator discretion on who “essential staff” will be based on the situation and can only close Village Hall during regular business hours with approval from the Village Board President.

While I do not intend on utilizing this policy frequently (hopefully never), it is important to have a plan in place should we ever have to close Village Hall during regular business hours and our employees to have the peace of mind that they will not lose pay due to circumstances outside of their control.

Included in your packet is a copy of Chapter 6 of the Personnel Handbook where the current policy is addressed and the new draft policy.

Potential Motion

To replace Chapter 6(4)(d) of the Personnel Handbook with the draft Emergency Closures as *proposed/amended*.

be

Village of Suamico Policy Manual
Benefits

- vi. Military Leave – Employees will be granted an unpaid leave of absence for military leave in accordance with the Uniformed Services Employment and Reemployment Act (USERRA). Employees should provide reasonable advanced notice of military leave to their supervisor. All other rights and benefits will be administered in accordance with USERRA for employees on a qualified military leave.

Every full-time employee who is a member of a National Guard or Reserve Unit shall receive the equivalent of full pay while on active duty. Any military pay received shall be credited against the amount of Village pay the employee would receive unless he is using prior approved vacation or personal time while on military duty. For purposes of this section, paid military leave shall be limited to a maximum of two (2) weeks of active duty/year.

- b) Americans with Disability Act (ADA) – See attached document

- c) Light Duty

The Village may assign an employee to light duty when an employee has returned to work with a temporary physical limitation following a work-related or off-duty injury or illness. Work-related incidents will have a priority in placement for light-duty assignments. Light-duty shall be defined as any assignment in which the employee is not required to meet all physical demands of his/her job or perform all essential functions which are normally a part of his/her job.

The assignment of light-duty will be made at the sole discretion of the Department Head subject to available work, the operational needs of the Village and any applicable State and Federal regulations. All light-duty assignments are temporary. No employee will be permanently assigned to a light-duty position.

- d) Weather Policy

The village will not close because of snow or other weather related emergencies since it is one of the principal functions of local government to provide services during these times. All employees are expected to report to work. Any employee who cannot report to work, arrives late to work or must leave work due to safety concerns for self, family or property may take available accrued time-off or if no accrued time is available, request unpaid time-off from their supervisor. Sick leave is not available for this time.

- e) Acting Appointment or Promotions

In the prolonged absence or transition of a supervisor, the Village Board may assign a person within the Village's employ to fulfill the duties of the missing appointed official. At their discretion, the Village Board may temporarily adjust the pay for the acting appointee or provide other financial remuneration as approved.

- f) Performance Appraisals

The wages and salaries of all employees shall be evaluated and reviewed on a regular and annual basis by their Department Heads, in conjunction and concert with the Village Administrator. Wages of the employees are recommended by the Village Administrator and those recommendations are subject to review by the Village Board, in conjunction with the adoption of the annual fiscal budget. Performance of all employees will be reviewed annually utilizing the Employee Evaluation

DRAFT POLICY – Emergency Closures

Chapter 6(4)(d)

1. Purpose.

To provide a plan for employees in the event of an emergency closure of Village Hall due to inclement weather or other emergency situations. As a general practice, the Village of Suamico makes every effort to maintain its regular schedule of operations. The Village of Suamico will close all or parts of operations only in cases of extreme emergency caused by impassible roads, restricted visibility, violent weather, energy loss, or other conditions seriously endangering the health and safety of employees and/or the general public.

2. Reporting to Work

2.1 When Village Hall is open during regular business hours, each employee accepts the responsibility for reporting to work at the regularly scheduled time, regardless of prevailing weather conditions.

2.2 Employees not reporting to work will not be paid, however, such employees may use vacation or compensatory time to minimize or avoid a loss of wages as a result of the absence.

3. Responsibility to Close

In the event the Village of Suamico is forced to close or delay the opening, the decision will be made by the Village Administrator with approval of the Village President.

4. Official Announcements

When the Village Administrator with approval from the Village President determines that it is necessary to close or delay the opening of various operations, the announcement will be communicated to department heads via email and by phone who are, in turn, responsible for notifying their employees. The Village Administrator and/or his/her designee will post any closure announcements on the front door of the Municipal Services Center, if possible, and on the Village's website and social media platforms.

5. Village Closures

5.1 In the event of a closure that warrants closing down all non-essential operations during the course of regular business hours, the closure will be treated as a paid holiday.

5.2 Employees who are considered essential and who are required to report to work during a closure will be paid as if they are working on a holiday.

6. Essential Personnel

For the purposes of this policy, essential personnel include all FT employees of the Fire Department and the Public Works Department. The Village Administrator is authorized to designate additional employees as essential based on the circumstances of the emergency situation.

7. Employees Who Desire to Leave Early

Employees who desire to leave early when operations have not been shut down may do so with the approval of the department head. Employees will only be paid for the time actually worked, but they may use vacation time or compensatory time to minimize or avoid loss of wages as a result of the absence.



DATE: March 16, 2020
TO: Village Board
FROM: Steve Dunks
SUBJECT: Bay Port addition

General Information

Location: North end of Rockwell Rd 1/8 mile north of Lineville Rd

Requested Action: Site plan approval for an addition to Bay Port High School

Applicant: Howard-Suamico School District

Parcel Number: SU-737

Size: 84+ acres

Existing Zoning & Land Use: PL&I, High School and Admin Building

Surrounding Zoning & Land Use: RS; Single family homes

Background

HSSD is planning a small addition to Bay Port High School. The addition will be on the southeast corner of the building. A small portion of the building does cross the property line onto the portion of the complex that is within the Village of Howard. The recent code change does allow for this. All appears to be good with the plan.

Planning & Zoning Commission Motion

Motion by Commissioner Vanrossum to recommend approval of the site plan for the proposed addition to Bay Port High School as submitted, second by Commissioner Hauslader. Motion carried 6-0

Suggested Motion

To approve the site plan for the proposed addition to Bay Port High School as submitted

7a



Point of Beginning

REVISIONS

Strength and Conditioning Center for
Bay Port High School
Howard - Suamico School District
2710 Lineville Road
Green Bay, Wisconsin 54313

SIGNATURE / SEAL

KEYPLAN

DRAWN BY
RDE
CHECKED BY
JUL
ISSUED FOR
DESIGN DEVELOPMENT
DOCUMENTS
ISSUE DATE
MARCH 16, 2020
SHEET NAME
LAYOUT
PLAN

AT&R PROJECT NO.
20003

REVISION NO.

SHEET NUMBER

EX_1

GENERAL NOTES:

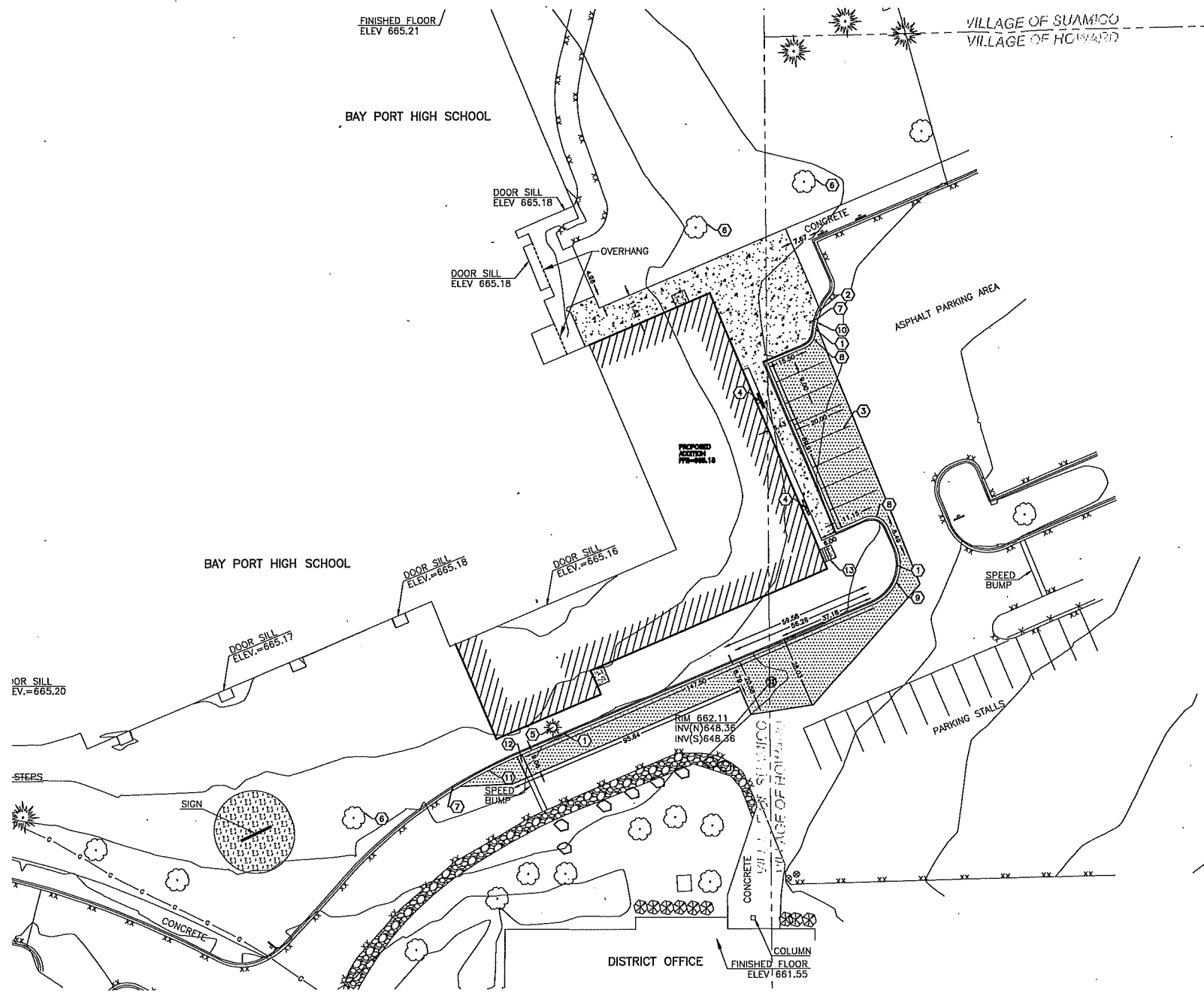
1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
2. GRADE, LINE, AND LEVEL TO BE REVIEWED IN THE FIELD BY THE CONSTRUCTION MANAGER.
3. ALL REQUIRED EROSION CONTROL MEASURES ARE TO BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH LOCAL MUNICIPAL AND DEPARTMENT OF NATURAL RESOURCES REGULATIONS.
4. SEE SHEET C400 FOR ALL REQUIRED EROSION CONTROL ELEMENTS.
5. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR AND INCLUDED IN THE BASE BID CONTRACT.
6. VERIFY THE LOCATION OF ALL EXISTING UTILITIES PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
7. BIDDERS SHALL VISIT THE SITE AND REVIEW EXISTING CONDITIONS PRIOR TO THE BID DATE.
8. PRIOR TO STARTING WORK, VERIFY WITH THE LOCAL AUTHORITIES THAT ALL REQUIRED PERMITS HAVE BEEN ACQUIRED.
9. COORDINATE CONSTRUCTION IN THE RIGHT OF WAY WITH THE LOCAL AUTHORITIES.
10. PROVIDE PROPER BARRICADES, SIGNS, AND TRAFFIC CONTROL TO MAINTAIN THRU TRAFFIC ALONG ADJACENT STREETS IN ACCORDANCE WITH LOCAL MUNICIPAL REQUIREMENTS.
11. SIDEWALK JOINTS TO BE AS INDICATED OR AS APPROVED BY THE CONSTRUCTION MANAGER.
12. ALL CONCRETE SAWCUTS SHALL BE AT AN EXISTING JOINT.
13. ALL NEW CONCRETE PAVEMENT AND CURB ON ADJACENT STREET SHALL BE TIED IN ACCORDANCE WITH KEYNOTE 7.
14. ALL GENERAL LANDSCAPE AREAS SHALL BE SEEDED/FERTILIZED/ CRIMP HAY MULCHED IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS.

KEYNOTES:

1. 18" CONCRETE CURB & GUTTER (REJECT)
2. HAND-UP RAMP
3. PARKING LOT STRIPING
4. SALVAGED TRAVELING TEACHER SIGN W/ NEW 4X4 POST
5. SALVAGED LIGHT POLE W/ NEW BASE
6. EXISTING TREE TO REMAIN
7. DOWEL CURBING TO EXISTING WITH 2-#5 AT 18", EMBEDDED 6" TYP.
8. 7' RADIUS TYP.
9. 17' RADIUS TYP.
10. 23' RADIUS TYP.
11. 200' RADIUS TYP.
12. REPLACE SPEED BUMP
13. CONCRETE STAIRS

PAVEMENT HATCH PATTERNS:

- PROPOSED ASPHALTIC CONCRETE PAVEMENT W/ BASE COURSE
- PROPOSED CONCRETE PAVEMENT
- PROPOSED CONCRETE STOOP (SEE STRUCTURAL PLANS)



BENCH MARK:

ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.

BENCHMARK #1
BURY BOLT ON HYDRANT, LOCATED 44' EAST OF DOOR #38 ON EAST SIDE OF HIGH SCHOOL.
ELEVATION = 665.25

UTILITY DISCLAIMER:

THE LOCATIONS, SIZES, AND TYPES OF UNDERGROUND PUBLIC AND PRIVATE UTILITIES OR SUBSTRUCTURES SHOWN HEREON WERE OBTAINED FROM VISUAL INSPECTION, FIELD MEASUREMENTS, AND/OR AS-BUILT PLANS. SANITARY SEWER AND STORM SEWER PIPE SIZES, INVERTS, DIRECTION, AND LOCATIONS BETWEEN MANHOLES ARE SUPPLEMENTED BY AS-BUILT PLANS AND/OR ESTIMATED BASED ON FIELD OBSERVATIONS. PRIOR TO CONSTRUCTION IN THE VICINITY OF ANY UTILITIES SHOWN HEREON, IT IS RECOMMENDED THAT THE LOCATIONS, DEPTHS, AND SIZES BE FIELD VERIFIED. THE LOCATIONS SHOWN HEREON ARE ONLY APPROXIMATE, WITH POSSIBILITY THAT ADDITIONAL UTILITY LINES NOT DISCOVERED, OR MARKED, DURING THE SEARCH OF RECORDS AND THE FIELD SURVEY MAY EXIST. ANY CONTRACTOR USING THE INFORMATION SHOWN HEREON IS HEREBY FOREWARNED THAT ANY EXCAVATION UPON THIS SITE MAY RESULT IN THE DISCOVERY OF ADDITIONAL UNDERGROUND UTILITIES NOT SHOWN HEREON. IN GENERAL, UNDERGROUND UTILITY LOCATIONS ARE SHOWN FROM UTILITY MARKINGS, BY OTHERS, AND/OR AS-BUILT PLANS, PROVIDED BY OTHERS. POINT OF BEGINNING MAKES NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE EXISTING UTILITIES SHOWN HEREON AND BELIEVES THAT THE INFORMATION CONTAINED HEREON IS RELIABLE AND GENERALLY ACCURATE FOR THE PURPOSE INTENDED.



TO: VILLAGE BOARD
FROM: ANDY SMITS
SUBJECT: 2019 MS4 ANNUAL REPORT
DATE: 3/16/2020

DISCUSSION

The village is required to comply with its Municipal Separate Storm Sewer System (MS4) permit # WI-S050075-2. The permit requires the approval of an annual report. Village Board must take public comments, review and approve an annual report. The 2019 report must be submitted to the DNR by March 31, 2020. The report details past activities and actions to determine compliance with permit conditions and requirements over the past year. The village currently meets all MS4 permit requirements.

Yearly storm water activities include:

- Implementation of Public Outreach, Education and Involvement activities:
 - ❖ Maintain the storm water web page on the Village website.
 - ❖ Educational mailings, newsletter articles, a storm water permitting guide.
 - ❖ Staff training and public information postings on storm water issues.
 - ❖ Village sponsored inlet painting activities.
- Enforcement of erosion control ordinances.
- Enforcement of illicit discharge ordinances and screening of all major storm water outfalls for illicit discharges. Eliminate all detected illicit discharges.
- Enforcement and management of storm water from new and redevelopment post construction sites.
- Municipal pollution prevention planning:
 - ❖ Routine inspection of municipal and private BMP's.
 - ❖ Street sweeping management plan.
 - ❖ Deicing management plan.
 - ❖ Reduce storm water contamination of municipal source water protection areas.
 - ❖ Fertilizer management plan.
 - ❖ Leaf and Grass Clipping management plan.
 - ❖ Municipal storm water pollution prevention plans for Public Works.

ga

- Maintenance of the Village's Developed Urban Area Storm Water Quality Management Plan and TMDL implementation plan.
 - ❖ Current pollutant removal rates in the Village are estimated at:
 - 63.2% Total Suspended Solids removal.
 - 55.3% Total Phosphorous removal.

As the current MS4 General Permit is expiring this year, a new MS4 General Permit is under review by DNR and will be adopted this spring. The draft form includes updated requirements for many items in the MS4 program including but not limited to Public Outreach and Education, Public Involvement, Municipal Pollution Prevention Planning, Construction Permit inspection, Storm Water facility maintenance, and TMDL implementation.

Upon initial review it appears the changes to the permit will have little impact on the Village's current plan and progress. The TMDP implementation will occur over many four-year permit terms with increasing removal requirements with each term. The Village is currently ahead of the draft curve of requirements but will need to continue budgeting storm water treatment facilities where possible to stay on track. No major changes to the program are anticipated in the next four to eight years.

FISCAL IMPACT

None.

RECOMMENDED ACTION

Village staff recommends that the Village Board:

- 1) Receive comments from the public regarding the village's permit requirements, planning, actions, and annual report.
- 2) Approve the annual report.

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.

Reporting Information

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

Project Name: Village of Suamico Annual MS4 eReporting

County: Brown

Municipality: Suamico, Village

Permit Number: S050075

Facility Number: 31096

Reporting Year: 2019

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

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 (*S050075-03 general permittees shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.*)
 - 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 (*S050075-03 general permittees 2.6.1 - inventory due to the department by March 31, 2021.*)
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan (*S050075-03 general permittees 2.6.2 – document due to the department by March 31, 2021.*)
- Sign and Submit form

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 Suamico, Village
Facility ID # or (FIN): 31096
Updated Information: ☐ Check to update mailing address information
Mailing Address: 12781 Velp Avenue
Mailing Address 2:
City: Suamico
State: Wisconsin
Zip Code: 54313 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: Andy
Last Name: Smits
☐ Select to **update** current contact information
Title: Director of Public Works
Mailing Address: 12781 Velp Ave
Mailing Address 2:
City: Suamico
State: WI
Zip Code: 54313 xxxxx or xxxxx-xxxx
Phone Number: 920-434-8410 **Ext:** xxx-xxx-xxxx
Email: andys@suamico.org

Additional Contacts Information (Optional)

- ☐ I&E Program
☐ IDDE Program

Individual with responsibility for:
(Check all that apply)

- ☐ 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: _____

1. Does the municipality rely on another entity to satisfy some of the permit requirements? If yes, enter entity name (government, consultant, group/organization).

☐ Yes ☒ No

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 (08/19)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Mechanism that best describes how the topic message was conveyed to your population. Use the **Add Activity** to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events).

Topic: Detection and elimination of illicit discharges			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Government event (public hearing, council meeting, etc.)</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Direct one-on-one communication</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Passive print media (brochures at front desk, posters, etc.)</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

☒ Contractors ☒ General Public ☒ Public Employees ☒ Residential ☒ School Groups
☒ Business ☒ Developers ☒ Industries ☐ Other:

Topic: Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Passive print media (brochures at front desk, posters, etc.)</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Educational activities (School presentations, summer camps, etc)</u>	<u>10 - 19</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Government event (public hearing, council meeting, etc.)</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Direct one-on-one communication</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

☒ Contractors ☒ General Public ☒ Public Employees ☒ Residential ☒ School Groups
☒ Business ☒ Developers ☒ Industries ☐ Other:

Topic: Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Passive print media (brochures at front desk, posters, etc.)	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No
Website	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No
Direct one-on-one communication	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- ☒ Contractors
 ☒ General Public
 ☒ Public Employees
 ☒ Residential
 ☒ School Groups
☒ Business
 ☒ Developers
 ☒ Industries
 ☐ Other:
-

Topic: Management of stream banks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Website	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No
Direct one-on-one communication	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- ☒ Contractors
 ☒ General Public
 ☒ Public Employees
 ☒ Residential
 ☐ School Groups
☐ Business
 ☐ Developers
 ☐ Industries
 ☐ Other:
-

Topic: Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Passive print media (brochures at front desk, posters, etc.)	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No
Website	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- ☒ Contractors
 ☒ General Public
 ☒ Public Employees
 ☒ Residential
 ☒ School Groups
☒ Business
 ☒ Developers
 ☒ Industries
 ☐ Other:
-

Topic: Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Direct one-on-one communication</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- ☒ Contractors
 ☐ General Public
 ☒ Public Employees
 ☐ Residential
 ☐ School Groups
☐ Business
 ☒ Developers
 ☐ Industries
 ☐ Other:

Topic: Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Active distribution of print media (mailings, newsletters, etc)</u>	<u>20 - 49</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- ☒ Contractors
 ☐ General Public
 ☐ Public Employees
 ☐ Residential
 ☐ School Groups
☐ Business
 ☒ Developers
 ☒ Industries
 ☐ Other:

Topic: Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Direct one-on-one communication</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- ☒ Contractors
 ☐ General Public
 ☐ Public Employees
 ☐ Residential
 ☐ School Groups
☐ Business
 ☒ Developers
 ☐ Industries
 ☐ Other:

Topic: Other (describe):			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Select...</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- ☐ Contractors
 ☐ General Public
 ☐ Public Employees
 ☐ Residential
 ☐ School Groups
☐ Business
 ☐ Developers
 ☐ Industries
 ☐ Other:

b. Brief Public Education and Outreach program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments

page.

-Information flyer at municipal service center front desk

-Sent 6 local concrete suppliers letters about correct concrete washout procedures

-Business letters

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 (08/19)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the mechanism that best describes how the topic message was conveyed to your population. Use the Add Activity to add multiple mechanisms. For Quantity, choose the range for number Mechanisms chosen (i.e., number of workshops, events).

Topic: Storm Water Management Plan and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Government Event (Public Hearing, Council Meeting, etc)</u>	<u>10 - 19</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

☒ Contractors ☒ General Public ☒ Public Employees ☒ Residential ☒ School Groups
☐ Business ☒ Developers ☒ Industries ☐ Other:

Topic: Storm water related ordinance and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Government Event (Public Hearing, Council Meeting, etc)</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

☒ Contractors ☒ General Public ☒ Public Employees ☒ Residential ☐ School Groups
☒ Business ☒ Developers ☒ Industries ☐ Other:

Topic: MS4 Annual Report			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Government Event (Public Hearing, Council Meeting, etc)	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- ☒ Contractors
 ☒ General Public
 ☒ Public Employees
 ☒ Residential
 ☒ School Groups
☒ Business
 ☒ Developers
 ☒ Industries
 ☐ Other:

Topic: Volunteer Opportunities			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Storm drain stenciling	1 - 9	10 - 19	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- ☐ Contractors
 ☒ General Public
 ☐ Public Employees
 ☒ Residential
 ☒ School Groups
☐ Business
 ☐ Developers
 ☐ Industries
 ☐ Other:

Topic: Other (describe) :			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Select...	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic .

- ☐ Contractors
 ☐ General Public
 ☐ Public Employees
 ☐ Residential
 ☐ School Groups
☐ Business
 ☐ Developers
 ☐ Industries
 ☐ Other:

b. Brief Public Involvement and Participation program information for inclusion in the Annual Report.

If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

-Did a storm water presentation and inlet stenciling with the local 4H Suamico beavertails/ Boy Scout troop

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

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- | | | |
|--|----|---------------------------------|
| a. How many total outfalls does the municipality have? | 98 | <input type="checkbox"/> Unsure |
| b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? | 20 | <input type="checkbox"/> Unsure |
| c. From the municipality's routine screening, how many were confirmed illicit discharges? | 0 | <input type="checkbox"/> Unsure |
| d. How many illicit discharge complaints did the municipality receive? | 0 | <input type="checkbox"/> Unsure |
| e. From the complaint received, how many were confirmed illicit discharges? | 0 | <input type="checkbox"/> Unsure |
| f. How many of the identified illicit discharges did the municipality eliminate in the reporting year? | 0 | <input type="checkbox"/> 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 0

☐ Written Warning (including email)

☐ Notice of Violation

☐ Civil Penalty/ Citation

Additional Information:

- h. Brief Illicit Discharge Detection and Elimination program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

No illicit discharge complaints or finding for the year 2019.

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 (08/19)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- | | | |
|--|--|---------------------------------|
| a. How many total construction sites were active at any point in the reporting year? | 62 | <input type="checkbox"/> Unsure |
| b. How many construction sites did the municipality issue permits for in the reporting year? | 62 | <input type="checkbox"/> Unsure |
| c. Do the above numbers include sites <1 acre? | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure | |
| d. How many erosion control inspections did the municipality | | <input type="checkbox"/> Unsure |

complete in the reporting year?

263

- e. 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

12

☒ Written Warning (including email)

16

☒ Notice of Violation

1

☒ Civil Penalty/ Citation

0

☒ Stop Work Order

1

☒ Forfeiture of Deposit

0

☐ Other - Describe below

- f. Brief Construction Site Pollutant Control program information for inclusion in the Annual Report . If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Chapter 10.99 of our municipal code states enforcement actions for non compliance.

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 (08/19)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many sites with new structural storm water management facilities* have received local approval ? 4 ☐ 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, catch basin sumps, etc.

- b. How many privately owned storm water management facilities were inspected in the reporting year ? 19 ☐ Unsure
Inspections completed by private land owners should be included in the reported number.

- c. 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

0

0

0

0

0

d. Brief Post-Construction Storm Water Management program information for inclusion in the Annual Report . If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Chapter 10.99 of our municipal code states enforcement actions for non compliance.

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 (08/19)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Facility Inspections (ponds, biofilters, etc.) ☐ Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water management facilities? 41 ☐ Unsure
- b. How many new municipally owned storm water management facilities were installed in the reporting year? 0 ☐ Unsure
- c. How many municipally owned storm water management facilities were inspected in the reporting year? 41 ☐ Unsure
- d. What elements are looked at during inspections (250 character limit)?
Erosion, trash, water level, sediment acc., pollution, trees, emergency spillway, etc..
- e. How many of these facilities required maintenance? 23 ☐ Unsure

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

- f. How many inspections of municipal properties have been conducted in the reporting year? 13 ☐ Unsure
- g. Have amendments to the SWPPPs been made? ☐ Yes ☒ No ☐ Unsure

h. If yes, describe what changes have been made (200 character limit):

Collection Services - *Street Sweeping / Cleaning Program* ☐ Not Applicable

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

☒ Yes ☐ No ☐ Unsure

j. If known, how many tons of material was removed?

12 ☐ Unsure

k. Does the municipality have a low hazard exemption for this material?

☐ Yes ☒ No

l. 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

☐ No - Explain _____

☒ Not Applicable

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

m. Did the municipality conduct catch basin sump cleaning during the reporting year?

☒ Yes ☐ No ☐ Unsure

n. How many catch basin sumps were cleaned in the reporting year?

☒ Unsure

o. If known, how many tons of material was collected?

☒ Unsure

p. Does the municipality have a low hazard exemption for this material?

☐ Yes ☒ No

q. 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

☐ No - Explain _____

☒ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

r. Does the municipality conduct curbside leaf collection?

☐ Yes ☒ No ☐ Unsure

s. Does the municipality notify homeowners about pickup?

☐ Yes ☒ No ☐ Unsure

t. Where are the residents directed to store the leaves for collection?

☐ Pile on terrace ☐ Pile in street ☐ Bags on terrace ☐ Unsure

☒ Other - Describe They are directed to our yard waste site

u. What is the frequency of collection?

N/A

v. Is collection followed by street sweeping/cleaning?

☐ Yes ☒ No ☐ Unsure

Winter Road Management ☐ Not Applicable

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

w. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? ☐ Unsure

x. 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
<u>Salt</u>	1	70	141	206	108	0
<u>Sand</u>	0	51	0	3	0	0
<u>Salt/sand mix</u>	0	22	44	0	0	0

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Brine</u>	6	390	786	1146	600	0

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

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

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

When:

How many attended:

Internal (Staff) Education & Communication

aa. Has training or education been held for municipal or other personnel involved in implementing each of the pollution prevention program elements? ☒ Yes ☐ No ☐ Unsure

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

Spill prevention and clean up. Erosion control BMP's.

When: Morning Meetings

How many attended: 9

ab. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs and its requirements.

Elected Officials

Officials are updated annually by a presentation of our annual report at a board meeting. They are also involved in the budgeting process.

Municipal Officials

Administration officials are kept abreast of our storm water program by updated at weekly staff meetings.

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

DPW, Sewer and water staff personnel are trained at min. annually to look for storm water pollution and correct placement of BMP's.

- ac. Brief Pollution Prevention program information for inclusion in the Annual Report . If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

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 (08/19)

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 Storm Sewer System Map information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Missing Information

Do not close your work until you SAVE.

Form 3400-224 (08/19)

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

7275	10000	10000	<u>Storm water utility</u>
------	-------	-------	----------------------------

Element: Public Involvement and Participation

7275	10000	10000	<u>Storm water utility</u>
------	-------	-------	----------------------------

Element: Illicit Discharge Detection and Elimination

7735	10000	10000	<u>Storm water utility</u>
------	-------	-------	----------------------------

Element: Construction Site Pollutant Control

7225	10000	10000	<u>Storm water utility</u>
------	-------	-------	----------------------------

Element: Post-Construction Storm Water Management

12175	25000	25000	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Element: Pollution Prevention

6375	10000	10000	<u>Storm water utility</u>
------	-------	-------	----------------------------

Element: Storm Water Quality Management

39090	25000	25000	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Element: Storm Sewer System Map

0	0	0	<u>Storm water utility</u>
---	---	---	----------------------------

Other (describe)

Select...

Please provide a justification for a "0" entered in the Fiscal Analysis

Village has limited storm sewer and all is mapped.

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:

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

Total Maximum Daily Loads (TMDLs)

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

Select one option below. The permittee intends to comply with the following permit requirement to show progress towards meeting the (Appendix A) TMDL:

☒ Request department concurrence that they are currently meeting the TMDL pollutant reductions in all applicable reachsheds (A.2).

☐ Demonstrate that they will meet the TMDL pollutant reductions in all applicable reachsheds by October 31, 2023 (A.4).

☐ Follow the TMDL Compliance Plan which received Department concurrence prior to April 30, 2019 (A.3.1).

☐ Participate in an approved Adaptive Management Project (A.3.2).

☐ Submit a TMDL Implementation Plan describing planned progress over current permit term by October 31, 2021 (A.5). Do you intend to select A.5.2 or A.5.3 to meet this permit requirement?

☐ A.5.2 – Additional 20% Total Suspended Solids (TSS), 10% Total Phosphorus (TP) reduction from current ch. NR 151, Wis. Adm. Code, standards

☐ A.5.3 – Optimize measures

Additional Information

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.

--

Missing Information

Do not close your work until you SAVE.

Form 3400-224 (08/19)

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**.

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.

Attach - Other Supporting Documents

AR Other

 File Attachment

[2019wagesMisc.pdf](#)

(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

Draft and Share PDF Report with Municipality's Governing Body.

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 approved by the governing body, you will have to come back to the MS4 eReporting system to submit the report to the DNR.

[Draft and Share PDF Report with Municipality's Governing Body](#)

Sign and Submit Your Application

Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Suamico, Village MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- ☐ Authorized municipal contact using WAMS ID.
- ☐ Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- ☐ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Name:

Title:

Authorized Signature.

- ☐ I accept the above
terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.



MUNICIPAL COURT MONTHLY FINANCIAL REPORT

County Name Brown County		County Code Number 05		Report for Month/Year February, 2020	
Municipal Name Suamico Joint Municipal Court		Municipal Code Number 178		Telephone Number 920-544-8711	
I. MUNICIPAL COURT OFFICIAL	Total Amount Collected	Share to be retained by Municipality	Share to be sent to County	Share to be sent to State	
1. Forfeitures for Municipal Ordinance Violations (Except for Municipal Ordinances in Conformity with Ch 348, Stats.)	\$ 4,319.20	\$ 4,319.20			
Adjustment (if applicable)	\$.00	\$.00			
2. Municipal Court Costs (Chapter 814, Subchapter II, s. 814.65, Stats.)	\$ 1,732.20	\$ 1,507.20		\$ 225.00	
Adjustment (if applicable)	\$.00	\$.00		\$.00	
3. Penalty Surcharges (s. 757.05, Stats.)	\$ 968.17			\$ 968.17	
Adjustment (if applicable)	\$.00			\$.00	
4. County Jail Surcharges (s. 302.46(1)(a), Stats.)	\$ 472.41		\$ 472.41		
Adjustment (if applicable)	\$.00		\$.00		
5. Driver Improvement Surcharges (s. 346.655, Stats.)	\$ 1,758.26		\$ 893.46	\$ 864.80	
Adjustment (if applicable)	\$.00		\$.00	\$.00	
6. Crime Lab and Drug Enforcement Surcharges (s. 165.755(4), Stats.)	\$ 611.00			\$ 611.00	
Adjustment (if applicable)	\$.00			\$.00	
7. Domestic Abuse Surcharges (s. 973.055(2)(b), Stats.)	\$.00			\$.00	
Adjustment (if applicable)	\$.00			\$.00	
8. Truck Weight Restrictions (Municipal Ordinances in Conformity with Ch. 348, Stats., s. 66.12(3)(c))	\$.00	\$.00		\$.00	
Adjustment (if applicable)	\$.00	\$.00		\$.00	
9. Ignition Interlock Device Surcharge (s. 343.301(5), Stats.)	\$ 102.00		\$ 102.00		
Adjustment (if applicable)	\$.00		\$.00		
10. GPS Tracking Surcharge (for violations of ordinances conforming to s. 813.12 or s. 813.125, Stats.)	\$.00			\$.00	
Adjustment (if applicable)	\$.00			\$.00	
11. Safe Ride Program (s. 85.55, Stats.)	\$ 200.00			\$ 200.00	
Adjustment (if applicable)	\$.00			\$.00	
12. Totals	\$ 10,163.24	\$ 5,826.40	\$ 1,467.87	Pay This Amount \$ 2,868.97	

Continue onto the next page.



MUNICIPAL COURT MONTHLY FINANCIAL REPORT

II. CERTIFICATION OF MUNICIPAL COURT OFFICIAL

I hereby certify that this report reflects all actions requiring forfeitures, court costs and surcharges collected during the month designated.

Name: Leanne Tomaschefskey Signature: Leanne Tomaschefskey Date: 3/2/2020

III. TREASURER'S CERTIFICATION

I hereby certify that the above amount due the state has been received. After so certifying, a copy of this report will be returned to the signer of this report as a receipt, and the stated amount will be remitted to the Department of Administration with this report.

Deputy Treasurer: Mary Schweg Date: 3-2-2020

In the event the Department of Administration has questions about this report and payment, who should we contact?

Name:	Telephone #	Email Address
<u>Leanne Tomaschefskey</u>	<u>920-434-2212</u>	<u>leannet@suamico.org</u>