



## Memorandum

**date:** April 02, 2024

**to:** **Heart of the Valley Metropolitan Sewerage District**  
Dave Casper, Commission President  
Commissioners  
Brian Helminger, District Director (file copy)  
Dustin Jerabek, Director of Operations and Maintenance

**cc:** (none)

**from:** **Strategic Municipal Services, Inc.**  
Scott M. Schramm, PE, PLS  
David Schlichting, PE

**re:** **ACTIVITY SUMMARY - STEP 4 - CONSTRUCTION**  
**Interceptor System Rehabilitation**  
Heart of the Valley Metropolitan Sewerage District  
Outagamie County, Wisconsin

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### Summary

- A. Administration
- B. Public Finance
- C. Staking and Reference Markers
- D. Site Observation
- E. Documentation
- F. Next Steps

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#### A. Administration

##### 1. Communication

- a. Prepare for and communicate with the District, member communities and private parties.
- b. Prepare for and communicate meet with Visu Sewer Inc. ( Visu ).

##### 2. Public Relations

- a. Review ongoing communications between the respective parties.
- b. Prepare and distribute final copies drafts of the Memoranda of Understanding ( MoU ) with the Member Communities ( five - 5 ) and private parties ( four - 4 ) for execution. Communicate with the respective parties.

##### 3. Coordination

- a. Prepare for and communicate with Kaukauna Utilities regarding the temporary electric service drops for the bypass equipment.



- b. Prepare for and communicate with member communities and private parties where work will begin in second ( 2<sup>nd</sup> ) quarter.

**4. Contract Administration**

- a. Prepare for and participate in a preconstruction conference ( 4 sessions ) ( March 27 )

**5. Submittals**

- a. review and process Contractor submittals.
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**B. Public Finance**

**1. Clean Water Fund ( CWF )**

- a. Prepare for and communicate with wisDNR CWF, Ehlers Associates and Quarles Brady staff regarding the loan application and closing process.
  - b. Prepare, organize and submit loan closing support documents.
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**C. Staking and Reference Markers**

- 1. Review surveys of record for the Work sites.
  - 2. Observe and mark survey monuments at the Work sites.
    - a. Vandenberg Lane right of way
    - b. Sanitorium ( rear lot lines abutting Heesakker Park staging area )
    - c. District manhole 16 property
    - d. Kaukauna Street right of way ( ms 10 )
    - e. Ahlstrom bypass staging site and Ahlstrom and ms5S bypass routes
    - f. Riverside Park staging area
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**D. Site Observation**

- 1. Observe proofroll of River Street ( Riverside Park ) as McMullen delivered backhoe equipment.
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**E. Documentation ( n / a )**

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**F. Next Steps**

- 1. phase 1 construction ( Ahlstrom -east ) begins ( ~ April )
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We welcome the opportunity to further discuss these items at your convenience.

enc: as noted

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