

**Memorandum**

**date:** July 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 including
  - 1) Ahlstrom Munksjö
  - 2) Fox River Navigational System Authority
  - 3) Kaukauna Utility
- b. Prepare for and communicate with Visu Sewer Inc. ( Visu ).
- c. Prepare for, guide and participate in weekly **progress meetings**.



**Public Relations**

- d. Prepare for and communicate with the District and Leonard Finco. Review public news releases and ongoing communications.
- e. Prepare for and participate in the Phase 2 - Fox River public meeting ( June 28 )
- f. Review ongoing communications between the respective parties.

**2. Coordination**

- a. Prepare for and communicate with member communities and private parties
  - 1) Kaukauna Ahlstrom, Riverside Park and Fox River residents
  - 2) Little Chute Vanden Berg Lane and Sanitorium Road residents

**3. Contract Administration**

- a. Review and process Contractor Application for Payment 02.

**4. 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 and Quarles Brady representatives regarding the loan application and closing process.
  - b. Prepare, organize and submit loan closing support documents.
  - c. The **loan closed** June 26 and the District simultaneously received their first disbursements.
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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. Sanitorium and Lincoln ( rear lot lines abutting Heesakker Park staging area )
    - b. Riverside Park marine access launch and staging area
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**D. Site Observation**

- 1. Document preconstruction condition at work sites
    - a. Riverside Park and River Street
    - b. bypass wastewater sites
  - 2. Observe and document construction progress
    - a. phase 1 bypass ms5S, ms5N, ms9, mh1, mh9, Ahlstrom
    - b. CIPP mh 2 - 1
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E. **Documentation** ( n / a )

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F. **Next Steps**

1. phase 2 construction ( Fox River )
    - a. bypass wastewater 2nd half July
    - b. CIPP begin ~ Labor Day
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We welcome the opportunity to further discuss these items at your convenience.

enc: as noted

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**SUMMARY STATUS**  
 Interceptor System Rehabilitation  
 Heart of the Valley Metropolitan Sewerage District

**REVIEW**  
 06/30/24

**summary**  
 phase **1** **Ahlstrom (east)** through **June 30**

**description** ( by project Work items )

<b>public notices / coordination</b>	Ahlstrom Munksjö Fox River residents Kaukauna preparations for phase 2 (Fox River)	June 28 public meeting
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**general**

<b>access / staging</b>	no activity
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**bypass**

Ahlstrom (north)	100 %	
mh 1	100 %	
ms 5S	100 %	
ms 5N	100 %	
railroad directional drill	95 %	
preparations for Guard lock	complete	
electric service drops	complete	Kaukauna Utility
ms 5N		
ms 5S		
mh 9		

**interceptor**

Ahlstrom (north)	preparations for CIPP
mh 2 - 1	95%
preparations for mh2 - 4, ms9, ms5N	60%

**structures**