Memorandum

date: November 02, 2026

to: **Heart of the Valley Metropolitan Sewerage District**
John Sundelius, Commission President
Commissioners
Brian Helminger, 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. Upcoming Next Steps

A. Administration

1. Communication

a. Prepare for and communicate with the District, and member communities and private parties including
   1) Kaukauna
   2) Little Chute

b. Prepare for and communicate with Visu Sewer Inc. (Visu).
c. Prepare for and participate in District Commission monthly meeting.

2. Public Relations (n / a)

3. **Coordination**
   a. Prepare for and communicate with member communities and private parties regarding project closure and site restoration. where work will occur in third (3rd) and fourth (4th) quarters.
      1) Combined Locks
      2) FRNSA
      3) Kaukauna
      4) Kimberly
      5) Little Chute

4. **Contract Administration**
   a. Organize and tabulate final construction quantities
   b. Prepare for and communicate with Visu related to completing remaining Work and contract closure as coordinated with the Commission.
   c. Punchlists
      a. prepare for and communicate with Visu and subcontractors

5. **Submittals** (n / a)

B. **Public Finance**

1. Clean Water Fund (CWF)
   a. prepare project documentation for loan closure

C. **Staking and Reference Markers** (n / a)

D. **Site Observation**

1. Observe and document construction conditions at work sites
   a. phases 1 - 5
   b. Fox River Navigational System Authority
   c. Heesakker, Doyle and Island Parks, Sanitorium Road, and Vandenberg Lane
   d. Riverside Park, library guard lock
   e. bypass wastewater sites including Island Park, Heesakker Park and Thilmany staging areas

2. Observe and document construction progress
   a. phase 5
      1) structures
         a) bypass wastewater
         a) internal rehabilitation removals / demolition, surface preparations and epoxy mh42, 43, 44, 45, 46, 47, 48, 49
            1) sample and test epoxy, MIC liquid and concrete surfaces for MIC activity

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2) observe and review quality control tests including leveling material (compressive strength) and epoxy (adhesion)

b) communicate with Visu and GLTS.

b. phase 6
1) prepare working drawings for the respective sites
2) prepare capital improvement plan (CIP), opinion of costs (estimate). review with related trade Contractors
3) communicate with related parties including but not limited to agencies, FRNSA, Little Chute and trade Contractors

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E. **Documentation**

1. document observed construction conditions on **record drawing** markups (asbuilts)
2. document summary tables for abbreviated **CMOM** sub-chapter
3. organize **construction records** including but not limited to:
   a. submittals
   b. quality control
   c. final payment quantities
   d. site observation photographs
   e. site observation reports

F. **Upcoming Next Steps - Focus**

1. phase 5 construction (Combined Locks / Darboy Sanitary District)
   a. rehabilitate structures (remainder) - rail corridor
      1) prepare surfaces, remove existing coating
      2) remove the bypass equipment — week 11/02 (4th week "rental", 1 month)
      3) epoxy coating (lowermost chambers, inverts) — week 11/16
2. final payment quantities and construction closeout
3. construction documentation
4. punchlist closure

We welcome the opportunity to further discuss these items at your convenience.

enc: as noted

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