

City of Kiel Wastewater Utility

**Sanitary Sewer Capacity Management
Operation Maintenance (CMOM) program**

Table of Contents

1.0	Introduction	pg 5
2.0	Goals.....	pg 6
	2.1 Goals Set	
3.0	Origination.....	pg 7
	3.1 Governing Body	
	3.2 Organization Chart	
	3.3 Job Descriptions	
	3.4 Training	
4.0	Legal Authority.....	pg 10
5.0	Operations and Maintenance.....	pg 11
	5.1 Manholes	
	5.2 Sanitary Sewer	
	5.3 Lift Stations	
	5.4 Fat, Oil, and Grease	
	5.5 Clearwater	
6.0	System Standards.....	pg 12
	6.1 Plumbing Code	
	6.2 Sewer Construction Code	
	6.3 Local Requirements	
7.0	Emergency Response.....	pg 13
	7.1 Emergency Notification	
	7.2 Emergency Procedures	
	7.3 Emergency Equipment	
	7.4 Emergency Communications	
	7.5 Emergency Mutual Aid	
8.0	Capacity Assurance.....	pg 14
	8.1 Mapping	
	8.2 Capacity Lift Stations	
	8.3 Sewer Areas of Concern	

9.0 Audit of CMOM.....pg 15

Appendix

2.1 Goal Set, 10 year plan

3.1 Governing Body-Chapter 1 General Government, Chapter 2
Governing Body

3.3 Job Descriptions-Wastewater Utility

4.0 Legal Authority-Chapter 13 Municipal Utilities

5.1 Manholes

5.2 Sanitary Sewer

5.3 Lift Stations

5.4 Fat, Oils, Grease (FOG)/Sand Traps

5.5 Clearwater

6.3 Local Requirements Construction

7.4 Emergency Communications Sanitary Sewer Overflow

1.0 Introduction

Sanitary sewer collection systems have a finite capacity to carry wastewater based on the size of the system components. The size of the components is based upon an analysis of the contributory flows into the system plus a factor for growth. The analysis considers residential, commercial and industrial sources of flow plus a designed leakage rate for the system components. With time, the design basis for the system may change resulting in flows in excess of the designed flow. Changes can include population increases beyond the growth factor used in the design basis, integrity deterioration resulting in a leak rate greater than the design basis, and inappropriate storm water connections. These factors can lead to overflows of the system as the increased flows exceed the ability of the collection system or lift stations to convey the wastewater.

Likewise failing to maintain the collection system can result in overflows irrespective of any flow increases. Materials such as grease, rags, roots and other foreign objects can create blockages within the system. Regular maintenance and cleaning regimens can eliminate these occurrences particularly grease and root development.

Overflows, regardless of the cause, release untreated sewage to surface waters, at times leading to substantial negative impacts on the receiving body. The majority of impaired waters as recorded by States in their 303d lists, are impaired due to nutrients, sediment, pathogens, metals and organic enrichment. Sewage overflows contribute to these impairments and can have acute impacts such as fish kills and beach closures.

2.0 Goals

The City of Kiel has developed this Capacity, Management, Operation and Maintenance Program (CMOM) to put in place the ideals, concepts and procedures to be used to prevent sewer overflows to the extent possible and practicable. The goals of the plan are

- Prevent overflows from the sanitary sewer to the extent possible and practicable.
- Manage the assets of the Kiel Wastewater Utility inclusive of personnel and equipment to affect a regular maintenance program and to be able to respond to emergency overflows of the system.
- Through the use of analytical and engineering methods, develop a system to assess and prioritize maintenance, rehabilitation and replacement activities for the portions of the collection system under operational control of the Kiel Wastewater Utility.
- Through effective management, develop and enforce appropriate ordinances that will help to better manage the performance of the collection system.

2.1 Goals Set

- The Kiel Wastewater Utility goals follow the utilities 10 year plan. This plan is revised annually to take in account the CMOM self audit and other utility coordination found in Appendix 2.1
- Clean 25% and known trouble areas yearly.

3.0 Organization

3.1 Governing Body

The governing body of the City of Kiel can be found in municipal codes for the City of Kiel: Chapter 1 General Government and Chapter 2 Governing Body. Governing body municipal codes Chapter 1 General Government and Chapter 2 Governing Body are included as Appendix 3.1. These codes can be accessed at Kiel City Hall, 621 6th Street, Kiel WI 5342 or at <http://ci.kiel.wi.us/>

3.2 ORGANIZATION CHART

Mayor

Administrator

Wastewater Superintendent
(Implementing & Reporting)
(Scheduling & Operations)

Department of Public Works Director
(Emergency Contact & Engineering)

Plant Operators
(Lift Stations & Sewer Maintenance)

Streets Crew
(Sewer Maintenance)

3.3 JOB DISCRIPTIONS

Job descriptions lay out the foundation for the requirements and responsibilities of each person within the organizational structure. Descriptions are reviewed every two years and updated as necessary to reflect new or changing requirements. Employees are expected to comply with the elements of the job descriptions including any requirements for professional licenses and continuing education. Failure to meet the basic elements of an employee's assigned job description may be reason for termination, demotion or other disciplinary action deemed appropriate. Job descriptions are included as Appendix 3.3.

3.4 TRAINING

Each employee is required to obtain a minimum of 8 hours of professional/trades development training per year upon approval by an immediate supervisor. Training may be in the form of formal off-site or on-site training, on-the-job training, college/vocational course work or other appropriate venue. The training must be directly relevant to the employee's duties as described in his/her job description. If an employee is required to obtain continuing education units (CEUs) for his/her license, the employee is required to determine if the license granting agency/board will provide CEUs before the employee begins the course.

Required Training

Each employee is required to attend training as set up under the City of Kiel Safety Program.

Other potential course topical areas include:

- Routine line maintenance including rodding, cabling, chemical and jet cleaning
- Traffic control
- Environmental/safety regulations
- Pump theory, operation including speed control, and maintenance
- Laboratory procedures, equipment calibration, sample collection and handling
- Electrical and instrumentation
- Public relations
- Sewer overflow response and reporting
- Collection system evaluation including smoke testing and closed circuit TV
- Pipe repair
- Collection system rehabilitation including pipe bursting, cured in place, slip lining, and trenching/shoring
- Heavy equipment operation
- Wastewater System Operations and Maintenance

The operating budget will contain a line item sufficient to provide a mix of on and off site training such that each employee can obtain a minimum of 8 hours of professional/trades development training per year inclusive of continuing education needed for license requirements. The line item funding will be inclusive of course cost, travel, lodging and meals and incidental expenses consistent with typical costs for the location. College and vocational tuition cost reimbursements will be consistent with the City Of Kiel policy for such reimbursements.

4.0 LEGAL AUTHORITY

The City of Kiel Wastewater Utility legal authority can be found in Chapter 13 Municipal Utilities of the municipal codes for the City of Kiel. Chapter 13 Municipal Utilities of the municipal codes are included as Appendix 4.0. These codes can be accessed at Kiel City Hall, 621 6th Street, Kiel WI 5342 or at <http://ci.kiel.wi.us/>

5.0 OPERATION AND MAINTENANCE

5.1 MANHOLES

Manholes are used as access points to provide maintenance to sanitary sewer. Manholes are maintained through inspections and physical cleaning of the bench of each manhole. The schedule for inspections of manholes is determined by the number of manholes in the system. Each manhole shall be scheduled for inspection every 10 years. Cleaning of manholes is based on the cleaning program for sanitary sewer.

Manhole inspection shall follow the manhole inspection form in the City of Kiel Wastewater Utility Manhole Inspection data base. The inspection of manholes are done electronically by the use of a pocket pc and synchronized with the Kiel Wastewater Utility control room computer. Hard copy of electronic form parameters is provided in Appendix 5.1.

5.2 SANITARY SEWER

Sanitary sewers are used to carry wastewater to the treatment facilities. Sanitary sewers are maintained through inspections performed by closed circuit television and water jet cleaning. A visual inspection program is set for every 10 years. A jetting schedule is set to rotate through the whole system every 3 years. Problem areas will be scheduled more frequently. Sanitary inspection form is provided in Appendix 5.2.

5.3 LIFT STATIONS

Lift Stations are used to pump wastewater to the point that gravity can take over. Lift Stations are inspected on a weekly basis. The criteria that is used for inspection is provided in Appendix 5.3.

5.4 FATS, OIL and GREASE (FOG) / SAND TRAPS

FOG /Sand can buildup and cause blockages and overflows in the sanitary sewer collection system. Controlling the sources of FOG/ Sand by permitting discharges and inspections of FOG/Sand traps and interceptors is provided in Appendix 5.4.

5.5 CLEARWATER

Clear water can be a major contributor to Inflow/Infiltration flow. Inspection of 10 percent (10%) of properties is performed annually as part of the Cross Connection Control Program of the Kiel Water Works. Appendix 5.5.

6.0 System Standards

6.1 Plumbing Code

The City of Kiel follows the Department of Safety and Professional Services SPS 382 Wisconsin Administration Code- Design, Construction, Installation, Supervision, Maintenance and Inspection of Plumbing. Local Requirements found in Chapter 13 Municipal Utilities may be more stringent than state code and supersede SPS 382.

6.2 Sewer Construction Code

6.3 Local Requirements

Chapter 13 Municipal Utilities of the municipal codes for the City of Kiel highlights utility requirements specific to the City of Kiel CMOM program. Construction requirements and letters for private lateral replacement can be found in Appendix 6.3. FOG requirements can be found in Appendix 5.4

7.0 EMERGENCY RESPONSE

7.1 Emergency Notification

Emergency notifications are coordinated by the General Manager of Utilities.

7.2 Emergency Procedures

Suspected sanitary sewer emergencies are directed to the Department of Public Works (DPW) for the City of Kiel. Inspection is covered by the DPW workers and appropriate action is determined. If the emergency consists of a problem with the sanitary lift stations or if contact is made with the City of Kiel Wastewater Utility, then the wastewater employees inspect and take appropriate action.

7.3 Emergency Equipment

Emergency equipment is kept at the wastewater utility placed for ease of access. Listing of equipment can be found in CMMS program for the wastewater utility.

7.4 Emergency Communications

Action plan for Sanitary Sewer Overflow is covered in Appendix 7.4.

7.5 Emergency Mutual Aid

No formal mutual aid agreements are in place. Co-operation among neighboring communities with resource sharing if available.

8.0 Capacity Assurance

8.1 MAPPING

Mapping can be found on the Kiel Wastewater Utility control room computer. The maps are maintained by Technical Assistance Company located at 807 Forest Ave, Sheboygan Falls Wisconsin.

Mapping is being updated through the 2010 sanitary system evaluation survey (SSES) under the direction of McMahon Engineering, Neenah Wisconsin.

8.2 Capacity Lift Stations

Lift Stations Design Info

	Year In	Type	Manufacture	HP	Size (")	GPM	TDH
Hwy 67	1962	Can	Weil	5	4	150	15
Hwy 57	1994	Integrated	Barnes	7	4	200	47
	2001		EBARA	5	4	200	47
River Terrace	1985	Integrated	Barnes	3.7	4	100	32
8th Street	2008	Integrated	Flygt	7.5	4	180	42
Rockville	1988	Integrated	Barnes	15	4	550	61
Main Pump Station	1997	Dry Pit	KSB Dry Pit Submersible	33	6	1110	62

8.3 Sewer Areas of Concern

The City of Kiel Wastewater Utility through the operation and maintenance of the sanitary sewer system highlights and tracks areas of concern in the sanitary system.

Area of concern tracked for the following:

- Flat Sewers
- Surcharging
- Bottlenecks
- Sanitary Sewer Overflows (SSO)
- Grease Build-up
- Heavy Root
- Inflow/Infiltration
- Manhole Defects
- Capacity Restricted Defects

Sewer map highlighting areas of concern can be found in annual audit report.

9.0 Audit of CMOM

The City of Kiel annual audit is compiled in the first quarter after the year ending and this information is used to set the next year operations and maintenance schedule. It can final audit report is available on file at the Kiel Wastewater Utility.

Appendix 2.1

2015 Kiel Wastewater Utility Ten Year Plan

Year	Plant	Sewer	Individual Budget Estimate	Total Budget Estimate
2015	Hydraulic Pipe Improvements Primary to Aeration	Sewer 600 Block of Paine and St Paul Street	\$84,000	\$163,301
		Manhole rehab 10 structures	\$12,731	
			\$66,570	
2016	Primary Clarifier Rebuild	Sewer 9th Street	\$101,114	\$635,702
		Sewer 800 Block Washington Street	\$38,500	
		Sewer 400 & 500 Blocks North Street	\$38,500	
		Manhole rehab 10 structures	\$13,113	
			\$444,475	
2017	Concrete Rehab on Structures Main Lift Pump Capacity	Sewer 500 Block River Terrace	\$58,000	\$534,506
		Sewer 200-500 Blocks of 6th Street	\$110,000	
		Manhole rehab 10 structures	\$13,506	
			\$110,000	
			\$243,000	
2018	Final Clarifiers Rebuild	Sewer 700-1100 Blocks of 6th Street	\$500,000	\$1,502,911
		Manhole rehab 10 structures	\$13,911	
			\$989,000	
2019	Plant Improvements SCADA/Misc	Sewer 400 & 500 Blocks of Calumet	\$110,000	\$895,329
		Sewer 300 Block of North Street	\$35,000	
		Manhole rehab 10 structures	\$14,329	
			\$736,000	
2020	Tertiary Filter Improvements	Sewer 500 Block North Street	\$58,141	\$1,705,800
		Sewer Kretsch Court	\$25,000	
		Manhole rehab 10 structures	\$14,758	

			\$1,803,699
2021		Sewer 300 & 400 Blocks Paine Street Manhole rehab 10 structures	\$182,005 \$15,201
	Sludge process upgrade		\$5,400,000
			\$5,597,206
2022		Sewer 100 - 300 block of Paine Street Manhole rehab 10 structures	\$242,674 \$15,657
	Anaerobic Digester Improvements		\$2,353,000
			\$2,611,331
2023		Sewer Water Street Lining Manhole rehab 10 structures	\$505,570 \$16,127
	Phosphorus Removal Improvements		\$384,000
			\$905,697
2024		Manhole Rehab	\$16,525
	Hydraulic Pipe Improvements Aeration to Final Clarifier		\$85,500
			\$102,025

Actual Cost

Appendix 3.1

CHAPTER 1

GENERAL GOVERNMENT

GENERAL PROVISIONS AS TO OFFICIALS

		Page
1.01	Form of Government	2
1.02	Elected Officials	2
1.03	Appointed Officials	2
1.04	Oaths and Bonds	2
1.05	Removals	2
1.06	Vacancies	2
1.07	Salaries	3
1.08	Wisconsin Retirement System	3
1.09	Receipt of Gifts and Gratuities	3

OFFICIALS

1.10	Assessor	3
1.11	Building Inspector	4
1.12	Municipal Judge and Municipal Court	4
1.13	City Administrator	6

BOARDS AND COMMISSIONS

1.20	Board of Review	9
1.21	Park Board	9
1.22	Plan Commission	9
1.23	Indian Hill Board	10
1.24	Housing Authority	10
1.25	Library Board	10
1.26	Board of Appeals	10
1.27	Cable Communications Committee	11
1.28	Economic Development Committee	11

ELECTIONS

1.29	Polls	11
1.30	Aldermanic Districts	11

GENERAL PROVISIONS AS TO OFFICIALS

1.01 FORM OF GOVERNMENT. The City of Kiel, Wisconsin, shall operate under the Mayor-Council form of government under Chapter 62, Wis. Stats.

1.02 ELECTED OFFICIALS. (1) CITY COUNCIL. [#371 8/13/91] The City Council shall consist of a mayor and six alderpersons, one alderperson to be elected from each of the aldermanic districts herein set forth. See also Section 1.31.

(2) MUNICIPAL JUDGE. The Municipal Judge shall be elected in even numbered years for a term of 2 years.

1.03 APPOINTED OFFICIALS. The following City officials shall be appointed annually by the Mayor, subject to confirmation of the City Council:

- Administrator [#344 9/8/87]
- Assessor
- Attorney
- Building Inspector
- Chief of Police
- Director of Public Works
- Emergency Government Director
- Fire Chief
- Librarian
- Medical Director of the Ambulance Service
- Superintendent of Sewer Utility
- Treasurer

1.04 OATHS AND BONDS. Elected and appointed officials shall take and file the official oath within 10 days after notice of their election or appointment as provided in Section 62.09(4)(a), Wis. Stats., and shall execute and file the official bond as required by State Statutes and this Municipal Code.

1.05 REMOVALS. (1) ELECTED OFFICIALS. Elected officials may be removed by the City Council as provided in Section 17.12(1)(a) or as provided by Section 17.16, Wis. Stats.

(2) APPOINTED OFFICIALS. Appointed officials may be removed as provided in Section 17.12(1)(c) and Section 17.16, Wis. Stats.

1.06 VACANCIES. (1) HOW OCCURRING. Vacancies in elective and appointive positions are caused as provided in Sections 17.03 and 17.035, Wis. Stats.

(2) HOW FILLED. Vacancies in elective and appointive offices shall be

filled as provided in Section 17.23, Wis. Stats.

1.07 SALARIES. The salaries of all elected and appointed officials, including members of boards and commissions, shall be as determined by the City Council from time to time, provided the salary of the Mayor and members of the Council shall not be increased during their terms of office. (See Section 66.0505, Wis. Stats.)

1.08 WISCONSIN RETIREMENT SYSTEM. The City elects to include all eligible personnel under the Wisconsin Retirement System.

1.09 RECEIPT OF GIFTS AND GRATUITIES. (1) RESTRICTED. No City employee or official shall receive or offer to receive, either directly or indirectly, any gift, gratuity or other thing of value which he is not authorized to receive from any person who:

(a) Has or is seeking to obtain contractual or other business or financial relationships with the City or City Council, or

(b) Conducts operations or activities which are regulated by the City or City Council, or

(c) Has interests which may be substantially affected by the City or City Council.

(2) PENALTY. The receipt of any gift, gratuity or other thing of value as denoted above is contrary to the public policy of the City and is punishable as provided in Section 946.12, Wis. Stats. Such conduct shall also be punishable under Section 25.04 of this Municipal Code.

OFFICIALS

1.10 ASSESSOR. (1) DUTIES. The Assessor shall perform all of the duties established by the Wisconsin Department of Revenue for the position of Assessor. The Assessor shall obtain State certification before entering upon his duties as City Assessor. The Assessor shall be appointed annually by the Mayor, subject to confirmation of the City Council.

(2) CONFIDENTIALITY. Whenever the Assessor in the performance of his duties requests or obtains income and expense information pursuant to Section 70.47(7)(af), Wis. Stats., or any successor statute thereto, such income and expense information as is provided to the Assessor shall be held by him on a confidential basis, with the exception that the information may be revealed to and used by persons in the discharge of duties imposed by law; in the discharge of duties imposed by office (including, but not limited to, use by the Assessor in performing official duties of his office and use by the Board of

Review in performance of its official duties); or pursuant to the order of a court. Income and expense information provided to the Assessor under Section 70.47(7)(af), Wis. Stats., is not subject to the right of inspection and copying under Section 19.35(1), Wis. Stats., unless a court determines that it is inaccurate.

(3) SEVERABILITY. If any section or portion of paragraph (2) above is declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in said decision, and shall not affect the validity of any other provisions, sections or portions thereof.

1.11 BUILDING INSPECTOR. (1) GENERAL DUTIES. The Building Inspector shall:

(a) See that all construction within the City conforms with City ordinances and generally with the requirements of the State Building Code, insofar as the same applies to such construction.

(b) Inspect all construction periodically as it progresses and, if any violation is indicated, make any and all necessary complaints so that such violation may be penalized and any such construction in violation of the same can be stopped, if the same is not correct.

(c) Sign such certificates or permits as may be required of him in such duties.

(2) OTHER DUTIES. The Building Inspector shall perform such other and further duties in connection with such office as shall be delegated to him from time to time by the City Council.

1.12 MUNICIPAL JUDGE AND MUNICIPAL COURT. (1) MUNICIPAL JUDGE. (a) Office Created. Pursuant to Section 755.01, Wis. Stats., there is created the office of Municipal Judge for the City.

(b) Election; Term. The Municipal Judge shall be elected at large at the spring election in even numbered years for a term of 2 years, or until a successor is elected and qualifies, commencing on May 1 next succeeding his election. Midterm vacancies in the office of Municipal Judge shall be filled by special election to be held not less than 55 nor more than 70 days after the order of the Council therefor.

(c) Salary. The Municipal Judge shall receive a salary which shall be in lieu of fees and costs. No salary shall be paid to the Judge for any time during his term for which he has not executed and filed his official bond and oath as required by par. (d) of this subsection.

(d) Bond; Oath. The Municipal Judge shall execute and file, with the Clerks of Court for Manitowoc and Calumet Counties, the oath prescribed by Section 757.02, Wis. Stats., and a bond in the penal sum of \$2,000. The Municipal Judge shall not be qualified to act until a certified copy of the bond is filed with the Administrator and a certified copy of the oath is filed with the office of Director of State Courts as required by Section 755.03, Wis. Stats.

(e) Jurisdiction. The Municipal Judge shall have jurisdiction as provided by law and Section 755.045, Wis. Stats., and exclusive jurisdiction of violations of City ordinances, resolutions and bylaws.

(2) MUNICIPAL COURT. (a) Court Established. The Municipal Court for the City is established pursuant to Chapter 755, Wis. Stats.

(b) Hours. The Municipal Court for the City shall be open as determined by order of the Municipal Judge.

(c) Location. The Municipal Judge shall keep his office and hold court in the City Hall.

(d) Procedure. The procedure in Municipal Court for the City shall be as provided by this section and State law including, without limitation because of enumeration, Section 23.66 to 23.99, 345.20 to 345.53, and Chapters 755, 778 and 800, Wis. Stats.

(e) Collection and Return of Forfeitures. The Municipal Judge shall collect all forfeitures, penalty assessments, fees and taxable costs in any action or proceeding before him and shall pay over such moneys to the City Treasurer within 7 days of collection. At such time the Municipal Judge shall also report to the City Treasurer the title, nature of offense and total amount of judgments imposed in actions and proceedings in which such moneys were collected.

(f) Contempt of Court. The Municipal Judge, after affording an opportunity to the person accused to be heard in defense, may punish for contempt of Municipal Court persons guilty of either of the following acts and no other:

1. Disorderly, contemptuous and insolent behavior toward the Judge while engaged in any judicial proceeding or other conduct which tends to interrupt the proceedings or to impair the respect due the Judge's authority.

2. Resistance of or disobedience to any lawful order or process made or issued by the Judge.

(g) Penalty for Contempt of Court. The Municipal Judge may, upon finding any person guilty of contempt, order such person to forfeit not more than \$50 plus penalty assessment under Section 757.05, Wis. Stats. Upon

nonpayment of the forfeiture and penalty, the person found guilty of contempt may be sentenced to the County Jail for not to exceed 7 days.

(3) **STIPULATIONS AND DEPOSITS IN MUNICIPAL COURT.** (a) Deposit Schedule to Be Established. The Municipal Judge shall establish and submit to the City Council for approval in accordance with Section 800.03(3), Wis. Stats., a schedule of deposits for violations of City ordinances, resolutions and bylaws, except traffic regulations which are governed by Section 345.26, Wis. Stats., and boating violations governed by Section 23.67, Wis. Stats. When approved by the Council, such deposit schedule shall be posted in the office of the Municipal Court Clerk and the City Police Department.

(b) Stipulation and Deposit in Lieu of Court Appearance. Persons cited for violations of City ordinances, resolutions or bylaws, for which a deposit has been established under this subsection, shall be permitted to make a stipulation of no contest and a deposit in lieu of court appearance as provided in Sections 800.03, 800.04 and 800.09, Wis. Stats.

(c) Traffic and Boating Deposits. The deposit schedule established by the Wisconsin Judicial Conference and the procedures set forth in Chapters 23 and 345, Wis. Stats., shall apply to stipulations and deposits for violations of traffic regulations enacted in accordance with Section 30.77, Wis. Stats.

(d) When Not Permitted. Stipulations and deposits shall not be permitted in cases of contempt under sub. (2)(f).

1.13 CITY ADMINISTRATOR. [344 9/8/87] (1) **APPOINTMENT AND TERM.** See Section 1.03 of this chapter.

(2) **COMPENSATION.** The position of City Administrator shall be a full-time position. Compensation therefor shall be set by the City Council.

(3) **DUTIES.** [#349] The City Administrator shall

(a) Be ex officio City Clerk and act as an administrative assistant to the City Council and carry out such projects as the Mayor or the City Council may designate from time to time.

(b) Be responsible for the administrative direction of all employees of the City to coordinate the administrative activities of City departments.

(c) Be responsible for the employment, training, direction and supervision of all clerical and custodial personnel assigned to the municipal government, and for making recommendations to the City Council on appointments and promotions of key personnel.

GENERAL GOVERNMENT

(d) Effectuate all actions of the City Council which require administrative action.

(e) Prepare, in cooperation with department heads, the annual City budget for submission to the Budget Committee.

(f) Review and report to the Mayor and the City Council any variations in the operation of the City budget.

(g) Make such reports as the City Council may, from time to time, require as to the current fiscal status of the City and the current fiscal status of budgeted items under the City budget.

(h) Be Economic Development Coordinator.

(i) Inquire into and settle any dispute concerning activities of any department or office in connection with interdepartmental relations or with persons having business with the City.

(j) Supervise the complete accounting systems of all City departments and insure that such systems employ the most modern methods possible within financial limitations.

(k) Direct the collection of all City, school, county and State taxes.

(l) Supervise the purchases of all supplies and equipment for the City.

(m) Maintain a current personnel file for all departments.

(n) Submit to the City Council, from time to time, recommendations or suggestions for improving the health, safety and welfare of the City.

(o) File with the City Council such reports at such times as the City Council may require concerning the activities of his office.

(p) Administer the operation and maintenance of all City-owned property.

(q) Represent the City in intergovernmental matters and affairs.

(r) In coordination with the Mayor, prepare the agenda for all meetings of the City Council together with such supporting data as may be required.

(s) Attend all regular meetings of the City Council assisting the Mayor as required in the performance of his duties, keep detailed minutes of all such meetings, and assure that proper records of all Council meetings are maintained.

(t) Keep informed concerning current State and federal legislation affecting the City and submit recommendations to the Council.

(u) Keep informed concerning the availability of State and federal funds for local programs and apply for funds under the direction of the Council.

(v) Keep informed concerning current developments in the field of municipal administration and submit recommendations or suggestions to improve the municipal government.

(w) Establish procedures to facilitate communications between citizens and the municipal government to assure that complaints, grievances, recommendations and other matters receive prompt attention by a responsible official, and to assure that all such matters are expeditiously resolved.

(x) Serve as Press Officer for the City.

(y) Ensure that all City Ordinances are efficiently and equally enforced.

(z) Serve as City risk manager and insurance officer.

(aa) Together with the appropriate Council Committee perform a job evaluation of each department head and together with each department head perform job evaluations of each of their employees.

(ab) Carry out functions of City Assessor, if appointed by the Mayor to perform the duties of City Assessor, including arranging for the assessment of residential and business properties within the City, and for inspection thereof, and including authority to name an assistant as may be determined to be necessary in his discretion; the position of City Administrator shall not, however, automatically involve the performing of the duties of City Assessor, but carrying out of said functions shall depend upon appointment by the Mayor, subject to approval by the City Council.

(ac) To carry out general electric utility supervisory functions involving accountability for results in terms of costs and personal.

(4) EVALUATION. The City Council shall from time to time evaluate the duties, responsibilities, and performance of the Administrator.

BOARDS AND COMMISSIONS

1.20 BOARD OF REVIEW. The Board of Review shall consist of the Mayor, the Administrator and 3 alderpersons appointed annually by the Mayor, subject to confirmation by the City Council. If the Mayor appoints the City Administrator as Assessor, then the Mayor shall appoint a second clerk to the Board of Review to serve in place of the Administrator on said body. That

second clerk shall be properly certified by the Wisconsin Department of Revenue.

1.21 PARK BOARD. The Park Board shall consist of 5 residents appointed by the Mayor, subject to confirmation by the City Council, for 5-year terms, which shall be staggered so that one appointment is made annually.

1.22 PLAN COMMISSION. (1) **COMPOSITION.** The Plan Commission shall consist of the Mayor, one alderperson elected by a 2/3 vote of the City Council annually, one member of the Park Board appointed by the Mayor, subject to confirmation by the City Council, for a 3-year term and 4 residents appointed by the Mayor, subject to confirmation by the City Council, for 3-year staggered terms so that no more than 2 resident members shall be appointed in one year.

(2) **FUNCTIONS.** The Commission shall have all powers and duties specified in the Wisconsin Statutes.

(3) **MATTERS REFERRED TO THE CITY PLAN COMMISSION.** The City Council, or other public body or officer of the City having final authority thereon, shall refer to the City Plan Commission for its consideration and report the matters listed below before final action is taken. Unless such report is made within 30 days or such longer period as may be stipulated by the City Council, the Council or other public body or officer may take final action without it.

(a) The location and architectural design of any public building.

(b) The location of any statue or other memorial.

(c) The location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for, or leases of land for, any street, alley or other public way, park, playground, airport, area for parking vehicles or other memorial or public grounds, the location, extension, abandonment or authorization for any public utility whether publicly or privately owned.

(d) All plats of land in the City or within the territory over which the City is given platting jurisdiction by Chapter 236, Wis. Stats., the location, character and extent or acquisition, leasing or sale of lands for public or semi-public housing, slum clearance, relief of congestion or vacation camps for children.

(e) The amendment or repeal of any ordinance adopted pursuant to this section.

(4) **SPECIAL MATTERS REFERRED TO THE CITY PLAN COMMISSION.** The

City Council may refer to the Commission the construction or carrying out of any public work not expressly within the province of other boards or Commissions of the City, and may delegate to the Commission all powers which the Council deems necessary to complete such work in all details.

(5) **EMPLOYMENT OF EXPERTS.** The City Plan Commission may employ experts and a staff and pay for their services and such other expenses as may be necessary and proper, not exceeding in all the appropriation that may be made for the Commission by the City Council or placed at its disposal through gift or grant and subject to any ordinance or resolution enacted by the Council.

1.23 INDIAN HILL BOARD. The Indian Hill Board shall consist of 5 persons, 3 of whom shall be appointed by the Mayor subject to confirmation by the City Council. One of the persons appointed by the Mayor shall be an alderperson and the Mayor's appointments shall be made annually.

1.24 HOUSING AUTHORITY. The Housing Authority shall consist of 5 persons, each appointed for a 5-year term, with one person appointed each year by the Mayor, subject to confirmation by the City Council.

1.25 LIBRARY BOARD. The Library Board shall consist of 7 persons, each serving for a 3-year term, with the Mayor to name 2 persons to the Library Board the first year, 2 persons the second year and 3 persons the third year. Appointment of members of the Library Board shall be made by the Mayor subject to confirmation by the City Council.

1.26 BOARD OF APPEALS. The Board of Appeals shall consist of 5 persons, each serving a 3-year term, with appointments to be made by the Mayor of 2 persons the first year, 2 persons the second year and one person the third year. The appointments by the Mayor are subject to confirmation by the City Council.

1.27 CABLE COMMUNICATIONS COMMITTEE. The Cable Communication Committee shall consist of 5 persons, with 2 representing governmental users and 3 chosen at large to be representative of the community. Appointment of members shall be by the Mayor annually, subject to confirmation by the City Council.

1.28 ECONOMIC DEVELOPMENT COMMITTEE. The Economic Development Committee shall consist of 6 persons appointed annually by the Mayor subject to confirmation by the City Council.

ELECTIONS

1.29 POLLS. (1) HOURS. The polls shall be open for voting on election days from 8 a.m. to 8 p.m.

(2) CENTRAL POLLING PLACE. (a) Community Center. The place of holding elections within the City for all special, primary and general elections shall be the Community Center.

(b) Election Tabulation. The City shall use a system of electronic tabulation approved by the State Elections Board.

(c) Election Officials. One set of election officials as provided in Section 7.30, Wis. Stats., shall perform all of the duties at the centrally located polling place for all of the Aldermanic districts and wards within the City.

1.30 ALDERMANIC DISTRICTS. [#371 8/13/91, #399 10/10/95] (1) ELECTION OF ALDERPERSONS. Alderpersons from the First (1), Third (3), and Fifth (5) Aldermanic Districts shall be elected in the odd numbered years. Alderpersons from the Second (2), Fourth (4), and Sixth (6) Aldermanic Districts shall be elected in the even numbered years.

(2) DISTRICTS DESCRIBED. The wards and aldermanic districts of the City are hereby created, numbered and described as follows:

(a) Ward 1 and Aldermanic District 1. Commencing at the STH 67 Sheboygan River Bridge, thence south along the centerline of STH 67 to the corner of Mueller Road and STH 67, thence easterly along Mueller Road and STH 57 to the corner of Cemetery Road and STH 57, thence north to Mueller Road and Cemetery Road, thence easterly on Mueller Road approximately 450', thence northerly approximately 350', thence easterly approximately 1000', thence northerly approximately 2250', thence westerly approximately 1325' to Cemetery Road, thence northerly along the centerline of Cemetery Road to the corner of Rockville Road and Cemetery Road, thence westerly along the centerline of Rockville Road and Park Avenue to the corner of Third Street and Park Avenue, thence south along Third Street to the corner of Third Street and Chicago Street, thence southeasterly along the centerline of Chicago Street to the corner of Chicago Street and Fremont Street, thence northeasterly to the corner of Chicago Street and STH 67, thence south to the Sheboygan River Bridge, the point of beginning.

(b) Ward 2 and Aldermanic District 2. Commencing at the STH 67 Sheboygan River Bridge, thence north along the centerline of STH 67 to the corner of STH 67 and Fremont Street, thence southwestwardly along the centerline of Fremont Street to the corner of Fremont and Chicago Streets, thence northwestwardly along Chicago Street to the centerline of Third and Chicago Streets, thence southerly along the centerline of Third Street to the Sheboygan River, then southwestwardly along the meandering line of the Sheboygan River to

the City limits, thence easterly along the City limits and Mueller Road to the corner of Mueller Road and STH 67, thence northerly along the centerline of STH 67 to the STH 67 Sheboygan River Bridge, the point of beginning.

(c) Ward 3 and Aldermanic District 3. Everything north of a line commencing at the corner of Eighth Street and Calumet Avenue, thence southeast along the centerline of Calumet Avenue to the centerline of Sixth Street, thence south along the centerline of Sixth Street to the corner of Sixth and Chicago Streets, thence east along the centerline of Chicago Street to the corner of Chicago and Third Streets, thence north along the centerline of Third Street to the corner of Third Street and Park Avenue, thence east along the centerline of Park Avenue and Rockville Road to the City limits.

(d) Ward 4 and Aldermanic District 4. Commencing at the corner of Chicago and Third Streets, thence south along the centerline of Third Street to the south bank of the Sheboygan River, thence southwesterly along the meandering line of the Sheboygan River to the railroad tracks, thence northwesterly along the center of the railroad right-of-way to the centerline of Fremont Street, thence east on Fremont Street along the centerline to the corner of Fremont and Sixth Streets, thence north along the centerline of Sixth Street to the corner of Sixth and Chicago Streets, thence east along the centerline of Chicago Street to Third Street to the point of beginning.

(e) Ward 5 and Aldermanic District 5. Commencing at the corner of Eighth Street and Calumet Avenue, thence southeasterly along the centerline of Calumet Avenue to the centerline of Sixth Street, thence south along the centerline of Sixth Street to the corner of Sixth and Fremont Streets, thence west along the centerline of Fremont Street to the corner of Seventh and Fremont Streets, thence north along the centerline of Seventh Street to the corner of Milwaukee and Seventh Streets, thence west along the centerline of Milwaukee Street to Eighth Street, thence north along the centerline of Eighth Street to the corner of Eighth Street and Calumet Avenue, the point of beginning.

(f) Ward 6, 7 and 8 and Aldermanic District 6. All of the territory contained within Wards 6,7, and 8 of the City's ward plan. Described as commencing at the corner of Eighth and Milwaukee Streets, thence east along the centerline of Milwaukee Street to the corner of Milwaukee and Seventh Streets, thence south along the centerline of Seventh Street to the corner of Seventh and Fremont Streets, thence west to the center of the railroad right-of-way, thence southeasterly along the center of the railroad right-of-way to the south bank of the Sheboygan River, thence south along the meandering line of the Sheboygan River to the City limits, thence west along the City limits to the Manitowoc-Calumet County line, thence north along the Manitowoc-Calumet County line to the point of beginning, and all property located in Calumet County which is part of the City, being portions of Sections 24 and 25, shall be

part of Aldermanic District 6.

(3) SUPERVISORY DISTRICTS. (a) Manitowoc County Supervisory District. Wards 1 - 6 in the City of Kiel will constitute Manitowoc County Supervisory District No. 23.

(b) Calumet County Supervisory District. Ward 7 in the City of Kiel will constitute part of Calumet County Supervisory District No. 17.

CHAPTER 2

THE GOVERNING BODY

		Page
2.01	City Council Committees	2
2.02	City Council Rules of Procedure	2

2.01 CITY COUNCIL COMMITTEES. (1) ENUMERATED. The following shall comprise the standing committees of the Council:

- (a) Police, Fire and Public Health.
- (b) Streets and Sidewalks.
- (c) Recreation, Accounts, Claims and Relief
- (d) Electric, Ordinances and Elections.
- (e) Salary and Budget.
- (f) Water, Assessments, Equalization and Industry.
- (g) Wastewater, Sewers, City Property, Parks and Celebrations.

(2) APPOINTMENTS. Appointments to the committees shall be made annually by the Mayor and approved by the Council at the organizational meeting of the City Council. The Mayor shall designate the chairman of each committee.

2.02 CITY COUNCIL RULES OF PROCEDURE. (1) PUBLIC NOTICE. Public notice of every meeting of the City Council and every committee, commission, board or subunit thereof shall be given as required under Subchapter V of Chapter 19, Wis. Stats., the Open Meeting Law.

(2) REGULAR MEETINGS. [#1/12/93] The regular meetings of the City Council shall be held on the 2nd and 4th Tuesday of each month at 6:00 p.m.

(3) SPECIAL MEETING. Special meetings of the City Council may be called by the Mayor or any 3 alderpersons during the Mayor's absence from the City.

(4) CALLING MEETING TO ORDER. The Mayor shall take the chair at the time appointed for the Council to meet and shall immediately call the members to order, and may, at the instance of any member of the Council, order the attendance of any absentee. In the absence of the Mayor, the Administrator, or in his absence any alderperson, may call the Council to order and then the Council shall appoint a Mayor pro tem to preside at such meeting.

(5) ORDER OF BUSINESS. At all regular meetings of the Council the order of business may be as follows:

- (a) Roll call.
- (b) Reading minutes of last meeting.

- (c) Petitions, memorials and communications.
- (d) Reports of standing and special committees.
- (e) Reports of City officers.
- (f) Presentation of ordinances.
- (g) Miscellaneous business.
- (h) Bills, claims and accounts.
- (i) Any other matter that may lawfully come before the Council.

(6) QUESTIONS OF PROCEDURE. The Mayor or presiding officer shall decide all questions of order, but any alderperson may appeal from his ruling to the Council.

(7) ADDRESSING THE CHAIR. An alderperson about to speak to a question or make a motion shall address the Mayor or presiding officer, who shall recognize such person by name. If the Mayor desires to speak to a pending motion, he may name an alderperson to assume the chairmanship of the meeting temporarily and then be recognized by the presiding officer for purposes of speaking to the pending motion. Speakers shall speak to the issues raised by the question under consideration and shall conduct themselves in a professional and appropriate manner. The Mayor may determine the length that any speaker may speak or the number of times he may speak on any question. The same rules shall be observed in the Committee of the Whole.

(8) MOTIONS. When a motion has been made and the question called before the Council, no motion shall be received except for a motion to adjourn, to lay on the table, to refer to a committee or to amend, which several questions shall have precedence in the order in which they are offered. A motion to adjourn shall always be in order, unless the Council shall be engaged in voting, and it shall be determined without debate.

(9) AYES AND NOES. The ayes and noes shall be taken and recorded on any question before the Council upon the call of any member.

(10) PURCHASES. The Administrator will have the authority to authorize the purchase of any item or service that is required for the routine maintenance and operation of any City department. Any item that is not considered part of the routine operation or maintenance of a department over \$1,000 in value must be authorized by the City Council.

Purchases over \$100 in value must be completed with a purchase requisition signed by the department head and Administrator. The purchase requisition shall include a minimum of two quotes if practicable for the item. Following approval of the purchase requisition, the Administrator will prepare a purchase order.

All purchases on behalf of the City shall be reviewed by a Council member prior to the approval of the monthly bills at the regular Council meeting the second Tuesday of each month.

(11) SPECIAL COMMITTEES. All special committees shall be appointed by the Mayor or presiding officer, unless otherwise directed by the Council.

(12) APPOINTMENT OF OFFICERS. The appointment of all officers by the Council shall be by roll call vote.

(13) RECONSIDERATION. Any person who voted in the majority on any question, or any person who voted in the negative when the Council was equally divided, may move a reconsideration of such vote at the same or next succeeding meeting of the Council. A motion to reconsider having been put and lost shall not again be in order.

(14) SUSPENSION OF RULES. No standing rule shall be rescinded, changed or suspended except by a vote of at least 2/3 of the members present.

Appendix 3.3

CITY OF KIEL

GENERAL MANAGER UTILITIES AND ENGINEERING

Class specifications are only intended to present descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

The General Manager, oversees the day-to-day operations of the Utilities Department (Electric, Water and Wastewater Divisions) and Engineering.

DISTINGUISHING CHARACTERISTICS:

The **General Manager** is responsible for the overall operations of the utilities and engineering for the City of Kiel. The incumbents are expected to perform the full scope of assigned duties. This classification is distinguished from the departmental leadmen in that the former provides high-level administrative support.

ESSENTIAL FUNCTIONS: (include but not limited to the following)

- Works to implement programs and projects aimed at achieving departmental mission and long-term objectives. Assists in the overall planning, organization and management of all aspects of utility operations, including general administration, budgeting, planning, and policy development.
- Compiles information and projections to aid in the preparation of annual budget requests. Monitors established budget and utilizes authorized budgetary and purchasing procedures.
- Oversees the preparation of plans and specifications, engineering studies, cost estimates, and material procurement.
- May provide engineering and technical services to support the construction, installation, repair, and maintenance of utility systems.
- Provides oversight for contracted utility projects, services, and purchases. Regularly inspects work sites to ensure progress and compliance with City standards of quality and contract terms and conditions.
- Maintains cooperative relations and coordinates department activities with peer agencies and other departments. Attends meetings, conducts research, compiles information, completes special projects and various reports, and makes presentations.
- Works with department leadmen to ensure coordinated work assignments and project planning related to the operation, maintenance and construction of electric, water, wastewater and city systems.
- Implements safety awareness programming in accordance with departmental policy and City, State and federal guidelines. Instructs employees on safety standards, precautionary procedures and departmental policies and procedures.
- Participates as a team member in the labor negotiation process. Administers established labor contracts, participates in the grievance process, and engages in other labor relations activities as appropriate.
- Keeps abreast of developments in the field, new administrative techniques, legislative issues and other current events through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
- Acts as department spokesperson and liaison, establishing and maintaining effective relationships with citizens, other employees, and other interests. Responds to public inquiries, investigates complaints, and initiates appropriate action.
- Works with the administrator to establish and implement well-defined emergency and contingency plans and procedures. Responds to utility emergencies as necessary.
- Performs related duties as assigned.

WORKING CONDITIONS:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee in this position is frequently required to talk or hear and use hands to finger, handle. In the course of inspecting utility projects, the employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move items of light weight. Specific vision abilities required by this job include good vision and the ability to see color.

While performing the duties of this job, the employee works in a business office setting but is also regularly required to work in the field to inspect and direct engineering projects. While on project sites, the employee is occasionally exposed to fumes or airborne particles, outside weather conditions and moving mechanical parts and/or machinery. The noise level in the work environment is usually quiet, but may become loud on project sites.

QUALIFICATIONS: (The following are minimum qualifications necessary for entry into the classification)

Education and /or Experience:

A Bachelor's degree in engineering or related field is preferred. Relevant experience may be substituted for education. Considerable management experience required.

License/Certificate:

Possession of a State of Wisconsin Grade four (4) Wastewater Certification in all applicable subclasses related to the Kiel Wastewater Utility and Wisconsin Water Works Certification in Groundwater and Distribution.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample necessary to perform essential duties of the position)

Knowledge of:

- Considerable knowledge of the safety practices and general methods, materials and equipment used in utility design, construction, repair and maintenance.
- Considerable knowledge of the professional public management techniques involved in budgeting, labor relations, public relations, contract negotiations and contract administration, and general project management.
- Knowledge of the federal, State and local regulations governing utilities construction, operations, management and reporting requirements.

Ability to:

- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with elected and appointed Officials, employees, project contractors, representatives of other governmental units, professional contacts, other City administrators, and the public.
- Ability to critically assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Ability to travel to other locations.

Skill to:

- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.

CITY OF KIEL

CHIEF OPERATOR, WASTEWATER TREATMENT PLANT

Class specifications are only intended to present descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under direction from the General Manager leads, oversees, reviews, and performs the Wastewater Utility Chief Operator duties including operations, controls and maintenance work within the Wastewater Utility; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required. In the absence of the General Manager acts as “operator-in-charge”.

DISTINGUISHING CHARACTERISTICS:

The **Wastewater Utility Chief Operator** is the lead level class responsible for a wide variety of utility operations and maintenance. The incumbents are expected to perform the full scope of assigned duties. This classification is distinguished from the Wastewater Utility Operator in that the former occasionally assists in the training of lower positions. May exercise functional and technical supervision over other positions.

ESSENTIAL FUNCTIONS: (include but not limited to the following)

- Leads, oversees, reviews the work of other positions and operates, inspects, cleans, repairs, replaces and maintains mechanical, electrical, electronic, and related equipment. Performs general grounds preventive maintenance and repair. Operates vehicles and other equipment.
- Conducts on-site inspections of utility operations, insuring that operational problems are identified and corrected; insures that utility operates within standards established by Federal, State and local laws, ordinances and regulations; provides training for less experienced personnel.
- Performs laboratory testing and analysis; monitors the operation of equipment for proper monitoring of the utility; adheres to quality assurance programs for laboratory analysis and instrumentation.
- May assist in training of lower level personnel.
- Prepares and updates reports including records and logs.

WORKING CONDITIONS:

Position requires sitting, standing and walking on a variety surfaces, reaching, twisting, turning kneeling, bending, grasping, climbing and making repetitive hand movement in the performance of daily duties. The need to lift and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this position works in all conditions including wet, hot and cold. The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders and work in confined spaces.

QUALIFICATIONS: (The following are minimum qualifications necessary for entry into the classification)

Education and /or Experience:

Any combination of education and experience that has provided the knowledge, skill and abilities necessary for a **Wastewater Utility Chief Operator**. A minimum of 4 years experience in operation and maintenance of a wastewater treatment facility or the performance of related work, and a high school diploma or GED with appropriate coursework in laboratory testing and analysis.

License/Certificate:

Possession of, or the ability to obtain a valid Wisconsin driver's license with Commercial Driver License endorsement (CDL). Possession of a State of Wisconsin Grade four (4) Wastewater Certification in all applicable subclasses related to the Kiel Wastewater Utility.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample necessary to perform essential duties of the position)

Knowledge of:

Principles and practices of wastewater treatment plant operations; repair, maintenance and adjustment procedures for wastewater treatment plant equipment; basic principles and methods of laboratory testing methods and procedures; Federal, State and local laws governing wastewater and industrial waste monitoring and control; characteristics and problems involved with wastewater and industrial waste analysis; laboratory safety standards and programs; general maintenance and repair mechanical, electrical and electronic occupational hazards and standard safety practices; methods and techniques for basic report preparation and writing; methods and techniques for record keeping; basic principles of supervision; methods and techniques of training personnel.

Ability to:

Lead and train lesser positions; plan organize and carry out maintenance and operations of a wastewater plant; wastewater testing and sample collection; maintain accurate records and prepare reports; perform utility operation and maintenance assignments; establishes and maintain cooperative working relationship.

Skill to:

Safely and effectively operate the tools and equipment used in wastewater utility maintenance and laboratory.

CITY OF KIEL

LABORATORY TECHNICIAN, WASTEWATER TREATMENT PLANT

Class specifications are only intended to present descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under direction from the Wastewater Utility Superintendent or his representative oversees, plans, organizes and conducts a variety of water pollution laboratory tests and analyses necessary for the wastewater utility treatment plant to remain in compliance with state and federal regulations; operates and inspects the laboratory and maintains a quality level which is within the WDNR and EPA guidelines; performs other related duties as required. In the absence of the Wastewater Utility Maintenance Operator performs operational and maintenance duties.

DISTINGUISHING CHARACTERISTICS:

The **Wastewater Utility Laboratory Technician** is responsible for a wide variety of preventative maintenance and wastewater analytical testing. Inspects industrial and commercial business sample locations for compliance with utility pretreatment and wastewater discharge requirements. Incumbents in this class must work independently in the performance of assigned duties. May exercise functional and technical supervision over assigned positions.

ESSENTIAL FUNCTIONS: (include but not limited to the following)

- Performs or knowledge of routine laboratory analyses, including biochemical oxygen demand, total solids, volatile solids, total and ortho phosphorus, ammonia, process control (MLSS/MLVSS, SVI, MCRT, F/M); microbiological testing, bioassay, chlorination/dechlorination, chloride.
- Assists in the design/development of new methods and techniques of analysis; establishes internal guidelines for laboratory testing.
- Calibrates, operates and maintains wastewater laboratory equipment related to subject matter including field wastewater monitoring equipment.
- Complete lab reports and prepares data for submittal to regulatory agencies; prepare manual and computerized written, oral, tabular and graphic reports and summarizing requirements and regulations.
- Determining sample locations and methods; collecting representative samples of water, wastewater and stormwater; using appropriate containers and preservation methods; performing field or laboratory tests on samples collected; observing and recording field conditions, meter readings, field test results, and other data relevant to sampling conditions and completing documentation.
- Inspect a variety of pretreatment sample locations for the establishment of compliance with federal, state and local regulations.
- Maintains laboratory Quality Assurance Program, in accordance with laboratory certification program.
- Recommends changes to wastewater process for improved discharge quality based on laboratory results.
- May assist in training of lower level personnel.
- Recognizing and correcting unsafe conditions. Understanding safety regulations; implementing and recommending proper safety protocols.

WORKING CONDITIONS:

Position requires sitting, standing and walking on a variety surfaces, reaching, twisting, turning kneeling, bending, grasping, climbing and making repetitive hand movement in the performance of daily duties. The need to lift and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this position works in all conditions including wet, hot and cold. The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders and work in confined spaces.

QUALIFICATIONS: (The following are minimum qualifications necessary for entry into the classification)

Education and /or Experience:

Any combination of education and experience that has provided the knowledge, skill and abilities necessary for a **Wastewater Laboratory Technician**. A minimum of 2 years experience in operation and maintenance of a wastewater treatment facility or the performance of related work, and a high school diploma or GED with appropriate coursework in laboratory testing and analysis.

License/Certificate:

Possession of, or the ability to obtain a valid Wisconsin driver's license. Possession of, or the ability to obtain a State of Wisconsin Grade four (4) Wastewater Certification subclass Laboratory related to the Kiel Wastewater Utility.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample necessary to perform essential duties of the position)

Knowledge of:

- Understanding of physical, chemical and microbiological properties of wastewater.
- General understanding of wastewater processes; chemistry of wastewater and chemistry encountered in industrial processes.
- Principles and practices of qualitative and quantitative chemistry, biology and bacteriology.
- Knowledge of federal, state and local code and regulations.
- Common monitoring technology including sampling and flow measuring methods, equipment, apparatus and their uses.
- Safety methods, procedures, practices and precautions related to conducting field and laboratory sample collection.
- Arithmetic including fractions, decimals, proportions, percentages and logarithmic notation.
- Basic mechanical, hydraulic and environmental engineering principles and concepts.
- Computer skills in word processing, spreadsheets and databases.

Ability to:

- Recommend or devise corrective action for analytical or instrumentation procedures (i.e., troubleshoot)
- Conduct more advanced wastewater mathematics
- Prepare clear, concise technical reports.
- Train and supervise others in the laboratory.
- Read, interpret, apply and explain complex procedures, rules, regulations and law relating to water and wastewater.
- Interpret physical, chemical, microbiological and bacteriological tests on water and wastewater.
- Read and understand technical information relating to wastewater processes, including engineering drawings and schematics.
- Use Microsoft Office software and other related computer programs.

Skill to:

- Perform standard quantitative laboratory analysis.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.
- Prepare clear, concise and accurate reports, memorandums and correspondence.
- Safely and effectively operate the tools and equipment in wastewater utility.

CITY OF KIEL

OPERATOR, WASTEWATER TREATMENT PLANT

Class specifications are only intended to present descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under direction from the Wastewater Utility Chief Operator or his representative performs the Wastewater Utility Operator duties including operations, controls and maintenance work within the Wastewater Utility; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Wastewater Utility Operator** is the level class responsible for a wide variety of utility operations and maintenance. The incumbents are expected to perform the full scope of assigned duties.

ESSENTIAL FUNCTIONS: (include but not limited to the following)

- Operates, inspects, cleans, repairs, replaces and maintains mechanical, electrical, electronic, and related equipment. Performs general grounds preventive maintenance and repair. Operates vehicles and other equipment.
- Performs laboratory testing and analysis; monitors the operation of equipment for proper monitoring of the utility.
- Maintains records and logs.

WORKING CONDITIONS:

Position requires sitting, standing and walking on a variety surfaces, reaching, twisting, turning kneeling, bending, grasping, climbing and making repetitive hand movement in the performance of daily duties. The need to lift and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this position works in all conditions including wet, hot and cold. The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders and work in confined spaces.

QUALIFICATIONS: (The following are minimum qualifications necessary for entry into the classification)

Education and /or Experience:

Any combination of education and experience that has provided the knowledge, skill and abilities necessary for a **Wastewater Utility Operator** and a high school diploma or GED.

License/Certificate:

Possession of, or the ability to obtain a valid Wisconsin driver's license with Commercial Driver License endorsement (CDL). Possession of a State of Wisconsin Grade one (1) Wastewater Certification in applicable subclasses related to the Kiel Wastewater Utility within one (1) year of hire.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample necessary to perform essential duties of the position)

Knowledge of:

Principles and practices of wastewater treatment plant operations; repair, maintenance and adjustment procedures for wastewater treatment plant equipment; basic principles and methods of laboratory testing methods and procedures; Federal, State and local laws governing wastewater and industrial waste monitoring and control; characteristics and problems involved with wastewater and industrial waste analysis; laboratory safety standards and programs; general maintenance and repair mechanical, electrical and electronic occupational hazards and standard safety practices; methods and techniques for basic report preparation and writing; methods and techniques for record keeping.

Ability to:

Carry out maintenance and operations of a wastewater plant; wastewater testing and sample collection; maintain accurate records; perform utility operation and maintenance assignments; establishes and maintain cooperative working relationship.

Skill to:

Safely and effectively operate the tools and equipment used in wastewater utility maintenance and laboratory.

Appendix 4.0

CHAPTER 13**MUNICIPAL UTILITIES****GENERAL**

		Page
13.01	Utilities Established and combined	2
13.02	Rules and Regulations	2
13.03	Utilities to be Placed Underground	2
13.04	Cross Connection Control and Backflow Prevention	3
13.05	Compulsory Connection to Sewer and Water	6
13.06	Collection of Utility Charges	6
13.07	Corner Lot Assessments	7
13.08	Private Wells by Permit Only	8
13.09	Well Abandonment	9

SEWER USE AND SEWER SERVICE CHARGES

13.10	Right of Entry, Safety and Identification	11
13.11	Definitions	11
13.12	Use of the Public Sewers	15
13.13	Control of Industrial Wastes Directed to Public Sewers	18
13.14	Amount of Sewer Service Charges	23
13.15	Basis for Sewer Service Charges	26
13.16	Billing Practice	27
13.17	Sewer Construction and Connections	28
13.18	Appeals	30
13.19	Validity	30
13.20	Audit, Notification and Records	31
13.21	Violations and Penalties	31
13.25	Penalty	32
13.26	Sump Pumps	32
13.27	System Reconstruction	32
13.28	System Requirements	33
13.29	Backwater Valves	34

GENERAL**13.01 UTILITIES ESTABLISHED AND COMBINED.**

(1) Establishment. The City of Kiel has established municipal electric, sewer and water departments. These departments together are designated City of Kiel Utilities which shall be managed and operated by the City through a Director of Public Works as to water, a Administrator as to electric and a Superintendent of Sewer Utility as to the sewer system and wastewater treatment facilities.

(2) OVERSIGHT. The general control and supervision of each of the utilities established by the City shall be by the Common Council, which shall exercise said control through the enactment & amendment of appropriate ordinances and through oversight by such standing committees of the City as the Mayor and Common Council may determine under Sec. 2.01 of this Municipal Code.

(3) CONSTRUCTION AND DEFINITIONS. This ordinance shall be liberally construed to affect its purposes. As used herein, the terms "management and control" or "management and operation" shall be construed broadly and shall include, without limitation by enumeration, all authority related to the utility properties of the City, and all authority related to purchasing, acquiring, leasing, constructing, adding to, improving, conducting, controlling, operating or managing the City's public utilities except as specifically withheld by statute.

(4) UTILITIES COMBINED. The waterworks system and the sanitary sewer and wastewater system of the City shall be combined and operated as a single public utility, except for financial reporting, and said utility shall be subject to all of the provisions of Section 66.0819, Wis. Stats. and any modifications or renumbering of said statute or regulation.

13.02 RULES AND REGULATIONS. The rules and regulations for the operation of the combined water and sewer utility shall be those adopted by the City Council and approved and on file with the State Public Service Commission.

13.03 UTILITIES TO BE PLACED UNDERGROUND. All facilities and wires for the supply and distribution of electrical energy, telephone, telegraph and cable television service to be constructed in the City on all undeveloped property for residential purposes shall be placed underground. For the purposes of this section, appurtenances and associated equipment such as, but not limited to, surface mounted transformers, pedestal mounted terminal boxes and meter cabinets, and concealed ducts in an underground system may be placed above the ground. This section shall not apply to utility lines which do not provide service to the area being developed.

13.04 CROSS CONNECTION CONTROL AND BACKFLOW PREVENTION.**(1) Cross connection prohibited:**

No person shall establish, or permit to be established, or maintain, or permit to be maintained, any cross connection. No interconnection shall be established whereby potable water from a private, or auxiliary or emergency water supply, other than the public water supply of the utility, unless such private, auxiliary or emergency water supply and the method of connection and use of such supply have been approved by the utility and the Wisconsin Department of Natural Resources.

(2) Responsibility:

The (utility) shall be responsible for the protection of the public potable water distribution system from contamination or pollution due to backflow of contaminants or pollutants. The utility shall charge fees according to the utility's Cross Connection Control Manual for maintaining a Comprehensive Cross Connection Control Protection Plan.

(3) Owner Responsibility:

The property owner shall be responsible for the protection of the customer's potable water system. The responsibilities include the elimination of, or protection from, all cross connections on their premises. The owner shall, at their own expense, install, maintain and test any and all backflow preventers on their premises in compliance with the Department of Commerce Comm. 82.21 requirements and the utility's Cross Connection Control Manual and any modifications or renumbering of said statute or regulation.

The property owner shall have corrected any malfunction revealed by periodic testing of any backflow preventer on their premises. The property owner shall inform the utility of any proposed or modified cross connections and also any existing cross connections that are not protected by an approved backflow prevention means. The property owner shall not install a by-pass around any backflow preventer unless there is a backflow preventer of the same type in the by-pass. Property owners who cannot shut down operation for testing of the backflow prevention assembly must supply additional assemblies necessary to allow testing and maintenance to take place. In the event the property owner installs potable water using fixtures, equipment or appurtenances upstream of the backflow preventer, such must have its own approved backflow prevention means.

The property owner is required to follow the protection practices described in the American Water Works Association publication AWWA M-14 titled "Recommended Backflow Prevention and Cross Connection Control", United States Environmental Protection Agency publication titled "Cross Connection Control Manual", Wisconsin Department of Commerce Plumbing Code, Comm.

82-84, and any modifications or renumbering of said statutes or regulations, and the utility's "Cross Connection Control Manual", unless the utility requires or authorizes other means of protecting the potable water systems. These requirements or authorizations will be at the **discretion of the utility**.

(4) Inspections:

It shall be the duty of the utility to cause surveys to be made of all properties serviced by the utility where cross connections with the public water system is deemed possible. Residential properties serviced by the utility shall be surveyed on a 10-year interval. The utility may, but is not required to, perform the cross connection survey of the customer's property. If, in the opinion of the utility, the utility is not able to perform the survey, the property owner must, at their own expense, have the water system piping surveyed for cross connections by a person who has been properly trained in accordance with the American Society of Sanitary Engineers (ASSE) Standard number 5120 as a Cross Connection Control Surveyor and any modifications or renumbering of said statute or regulation.

All non-residential properties serviced by the utility shall be surveyed on an interval not exceeding two years. The utility may, but is not required to, perform the cross connection control survey of the customer's property. If, in the opinion of the utility, the utility is not able to perform the survey, the property owner must, at their own expense, have the water piping system surveyed for cross connections by a person who has been properly trained in accordance with the American Society of Sanitary Engineers (ASSE) Standard number 5120 as a Cross Connection Control Surveyor and any modifications or renumbering of said statute or regulation. The frequency of required surveys and re-surveys, based upon the potential health hazards, may be shortened by the utility.

(5) Right of Entry:

Upon presentation of credentials, representatives of the utility shall have the right to request entry at any reasonable time to examine property served by a connection to the public potable water system of the utility for cross connections. If entry is refused, such representatives shall obtain a special inspection warrant under s.66.122, Wisconsin Statutes and any modifications or renumbering of said statute or regulation. The utility shall charge the property owner a fee of \$10 per day for refusal to allow entry to examine any property. Upon request, the owner, lessee or occupant of any property served shall furnish to the inspection agency any pertinent information regarding the piping system on such property.

(6) Authority to Discontinue Service:

The utility is hereby authorized and directed to discontinue water service to any property wherein any connection in violation of this section exists and to take

such other precautionary measures deemed necessary to eliminate any damage or contamination of the potable water system. Water service shall be discontinued if the means of backflow prevention required by the utility is not installed, tested, maintained and/or repaired in compliance with this ordinance, the Department of Commerce Plumbing Code Comm. 82-84 and any modifications or renumbering of said statute or regulation and the utility's Cross Connection Control Manual, or if it is found that the means of backflow prevention required by this ordinance has been removed or bypassed. Water service shall be discontinued only after reasonable notice and opportunity for hearing under Chapter 68, Wisconsin Statutes and any modifications or renumbering of said statute or regulation, except as provided in subsection 9 of this section.

(7) Reconnection of Service:

Water service to any property disconnected under provisions of this ordinance shall not be restored until the cross connection(s) has been eliminated or backflow prevention means, approved by the utility, has been installed in compliance with the provisions of this section.

(8) Emergency Discontinuance of Service:

If it is determined by the utility that a cross connection or an emergency endangers public health safety or welfare and requires immediate action, service may be immediately discontinued. The owner, lessee or occupant shall have an opportunity for hearing under Chapter 68, Wisconsin Statutes and any modifications or renumbering of said statute or regulation, with ten (10) days of such emergency discontinuance. Such hearing shall be before the Kiel Water Utility Council and shall conform to all existing due process requirements.

(9) Additional Protection:

In the case of premises having (a) cross connections that cannot be permanently corrected or controlled, or (b) intricate plumbing and piping arrangements or where entry to all portions of the premises is not readily accessible for surveying purposes, making it impractical or impossible to ascertain whether or not dangerous cross connections exist, the public water supply system shall be protected in the service line.

In the case of any premises where there is any material dangerous to health that is handled in such a manner that, in the opinion of the utility, could create an actual or potential hazard to the public water supply system, an approved air gap separation or an approved reduced pressure principle backflow assembly shall protect the public water supply system. Examples of premises where these conditions will exist include premises with auxiliary water supplies either interconnected or not interconnected with the public water supply system, premises where inspection is restricted, hospitals, mortuaries, clinics, laboratories, piers, docks and other waterfront facilities, sewage treatment

plants, sewage lift stations, food and beverage, processing plants, chemical plants using a water process, metal processing plants or nuclear reactors, car washing facilities, and premises with reclaimed water systems.

In the case of any presence of toxic substances, the utility may require an approved air gap or reduced pressure principle backflow assembly at the service connection to protect the public water supply system. This requirement will be at the discretion of the utility.

(10) Public Water Supplies:

This section does not supersede the State of Wisconsin Department of Natural Resources Administrative Code NR811 and any modifications or renumbering of said statute or regulation, but is supplementary to it.

(11) Plumbing Code:

The Kiel Water Utility Council adopts by reference the Wisconsin Uniform Plumbing Code being Chapter Comm. 82-84, Wisconsin Administrative Code and any modifications or renumbering of said statute or regulation. This section does not supersede the Wisconsin Uniform Plumbing Code.

13.05 COMPULSORY CONNECTION TO SEWER AND WATER. (1) NOTICE TO CONNECT. Whenever sewer and water becomes available to any building used for human habitation, the Director of Public Works shall notify in writing the owner, agent or occupant thereof to connect all facilities thereto required by the City. If such person to whom the notice has been given shall fail to comply for more than 10 days after the notice, the City shall cause the necessary connection to be made and the expense thereof shall be assessed as a special tax against the property pursuant to Section 281.45, Wis. Stats. and any modifications or renumbering of said statute or regulation.

(2) ABATEMENT OF PRIVIES AND CESSPOOLS. After connection to a water main and public sewer, no privy, privy vault or cesspool shall be constructed or maintained upon such lot or parcel and shall be abated upon 10 days written notice for such abatement by the City. If not so abated, the City shall cause the same to be done and the cost thereof assessed as a special tax against the property.

(3) TIME EXTENSION. The City Council may extend the time for connection hereunder or may grant other temporary relief where strict enforcement would work an unnecessary hardship without corresponding public or private benefit.

13.06 COLLECTION OF UTILITY CHARGES. (1) Delinquent charges for electric service and water service delivered by the Municipal Utilities to commercial, industrial or residential customers and not paid for shall be

collected as provided for in Section 66.0809(1), Wis. Stats. and any modifications or renumbering of said statute or regulation, which is incorporated herein by reference. Utilization of the procedures set forth in Section 66.0809(1), Wis. Stats. and any modifications or renumbering of said statute or regulation, for collection of delinquent charges for electric and water utility service shall not, however, preclude collection of such charges by any other means allowed by law.

(2) Under Section 66.0809, Wis. Stats. and any modifications or renumbering of said statute or regulation, the Municipal Utilities shall provide notice on October 15 of each year to owners or occupants of all lots or parcels of real estate to which utility service has been furnished prior to October 1 for which there is payment owing and in arrears at the time of giving that notice. The list of arrearages shall be furnished to the City Treasurer, who shall give notice of arrearage in writing, stating the amount of the arrearage, including any penalty assessed pursuant to the rules of the Kiel Municipal Utilities, and shall state also that unless the same is paid by November 1, thereafter a penalty of 10% of the amount of the arrears will be added and that unless such arrears, with any added penalty, are paid by November 15, the amount owed will be levied as a tax against the lot or parcel of real estate to which the utility service was furnished and for which payment is delinquent. On November 16 the Municipal Utilities shall certify and file with the City Administrator a list of all lots or parcels of real estate, giving the legal description thereof, to the owners and occupants of which notice of arrears in payment were given and where arrears still remain unpaid, and stating the amount of such arrears together with the added penalty thereon. Each such delinquent amount, including the penalty, shall thereon become a lien upon the lot or parcel of real estate to which the utility service was furnished and for which payment is delinquent, and the City Administrator shall insert said delinquency as a tax against such lot or parcel of real estate. If the arrearage is for utility service furnished and metered by the Municipal Utilities directly to a mobile home unit in a licensed mobile home park, the notice shall be given to the owner of the mobile home unit and the delinquent amount shall become a lien on the mobile home unit rather than a lien on the parcel of real estate on which the mobile home unit is located.

13.07 Construction of Water Mains

(1) CORNER LOT ASSESSMENTS.

(a) The cost of the water main, installation, including inspection, supervision and engineering fees shall be borne by the property owner on the lot side for which water service is provided. The cost of replacement of water mains in the street shall be borne by the City; however the cost of installation of laterals from the water main to each abutting property shall be paid for by the abutting property owner. Abutting property owners shall pay for initial

installation of the main, but thereafter replacement of mains shall be paid for by the City, and not charged to abutting property owners. This shall be true for both sewer mains and water mains.

(b) The cost of the sewer main, installation, including inspection, supervision and engineering fees shall be borne by the property owner on the lot side for which sewer service is provided.

(c) Where sewer mains larger than 10" and water mains larger than 8" are necessary to adequately serve the property, the additional cost of adequately sized mains shall be borne by the City.

(d) The initial water service lateral will be installed from the main through the curb stop and box and the initial sewer service lateral will be installed from the main to the property line by the utility. The owner of the property being serviced shall bear the cost of the lateral from the building being served by the lateral to the property line.

(2) Water Main Reconstruction

(a) Where the City replaces or has replaced any lead lateral water service within the street or City right-of-way, the abutting property owner receiving water service shall replace any private water service not meeting State Plumbing Code, or other applicable rules and regulations of the City and State.

(b) The property owner shall have 18 months from the date of notification from the City of Kiel to conform to State Plumbing Code, or other applicable rules and regulations of the City and State. Failure of the property owner to replace private nonconforming lateral following the 18 month period shall result in a fee of \$50.00 per month thereafter until replaced.

13.08 PRIVATE WELLS BY PERMIT ONLY. (1) GENERAL. Effective December 31, 1987, only those private wells for which the City has granted a well operation permit shall be permitted to exist. All other private wells located on premises served by the City's public water system shall be filled and sealed according to the procedures set forth in Chapter NR 112, Wis. Adm. Code and any modifications or renumbering of said statute or regulation. In addition, the pump and piping for each such well shall be removed and the well checked for obstructions prior to being sealed. Any obstruction or well liner must be removed. All cost of required work and materials shall be paid by the owner of the property upon which the well is located.

(2) REPORTS AND INSPECTIONS. A well abandonment report must be submitted by the well owner to the Department of Natural Resources on forms provided by that agency, such forms being available at the office of the Administrator. The report shall be submitted immediately upon completion of the filling and sealing of the well. The well filling and sealing must be observed by the Public Works Director of the City or his authorized agent.

13.09 WELL ABANDONMENT. [#370 4/9/91] (1) PURPOSE. To prevent contamination of groundwater and to protect public health, safety and welfare by assuring that unused, unsafe or noncomplying wells or wells which may serve as conduits for contamination or wells which may be illegally cross-connected to the municipal water system, are properly abandoned.

(2) APPLICABILITY. This ordinance applies to all wells located on premises within the Kiel city limits.

(3) DEFINITIONS. (a) "Municipal water system" means any system for the provision to the public of piped water for human consumption when such system has at least 15 service connections or regularly serves at least 25 year-round residents and is owned or operated by city, village, county, town sanitary district, utility district or public institution, or a privately owned water utility serving any of the above.

(b) "Noncomplying" means a well or pump installation which does not comply with the provisions of Chapter NR 112, Wis. Adm. Code and any modifications or renumbering of said statute or regulation, in effect at the time the well was constructed, a contamination source was installed, the pump was installed or work was done on either the well or pump installation.

(c) "Pump installation" means the pump and related equipment used for withdrawing water from a well including the discharge piping, the underground connections pitless adapters, pressure tanks, pits, sampling faucets and well seals or caps.

(d) "Unsafe" means a well or pump installation which produces water which is bacteriologically contaminated or contaminated with substances which exceed the standards of chapters NR 109 or 140, Wis. Adm. Code and any modifications or renumbering of said statutes or regulations, or for which a Health Advisory has been issued by the Department of Natural Resources.

(e) "Unused" means a well or pump installation which is not in use or does not have functional pumping system.

(f) "Well" means an excavation or opening into the ground made by digging, boring, drilling, driving, or other methods for the purpose of obtaining groundwater for consumption or other use.

(g) "Well Abandonment" means the filling and sealing of a well according to the provisions of Chapter NR 112, Wis. Adm. Code and any modifications or renumbering of said statute or regulation.

(4) **ABANDONMENT REQUIRED.** All wells located on premises served by the municipal water system shall be abandoned in accordance with the terms of this ordinance and Chapter NR 112, Wis. Adm. Code and any modifications or renumbering of said statute or regulation, no later than 1 year from the date of connection to the municipal water system, unless a well operation permit has been obtained by the well owner from the City of Kiel.

(5) **WELL OPERATION PERMIT.** The City of Kiel may grant a permit to a private well owner to operate a well for a period not to exceed 5 years providing the conditions of this section are met. An owner may request a well operation permit by submitting information verifying that conditions of this section are met. The City, or its agent, may conduct inspections or have water quality tests conducted at the applicant's expense to obtain or verify information necessary for consideration of a permit application or renewal. Permit applications and renewals shall be made on forms provided by the Director of Public Works.

The following conditions must be met for issuance or renewal of a well operation permit.

(a) The well and pump installation meet or are upgraded to meet the requirements of Chapter NR 112, Wis. Adm. Code and any modifications or renumbering of said statute or regulation.

(b) The well construction and pump installation have a history of producing bacteriologically safe water as evidenced by at least 2 samplings taken a minimum of 2 weeks apart. No exception to this condition may be made for unsafe wells, unless the Department of Natural Resources approves, in writing, the continued use of the well.

(c) There are no cross-connections between the well and pump installation and the municipal water system.

(d) The proposed use of the well and pump installation can be justified as being necessary in addition to water provided by the municipal water system.

(6) **ABANDONMENT PROCEDURE.** (a) All wells abandoned under the jurisdiction of this ordinance or rule shall be abandoned according to the procedures and methods of Chapter NR 112, Wis. Adm. Code and any modifications or renumbering of said statute or regulation. All debris, pump, piping, unsealed lines and any other obstruction which may interfere with sealing operations shall be removed prior to abandonment.

(b) The owner of the well, or the owner's agent, shall notify the Director of Public Works at least 48 hours prior to commencement of any well abandonment activities. The abandonment of the well shall be observed by a

licensed well driller or plumber.

(c) An abandonment report form, supplied by the Department of Natural Resources, shall be submitted by the well owner to the Director of Public Works and the Department of Natural Resources within 10 days of the completion of the well abandonment.

(7) PENALTIES. Any well owner who violates any provision of this ordinance shall upon conviction be punished by a forfeiture established in Section 25.04 of the City Code. Each 24-hour period during which a violation exists shall constitute a separate offense.

SEWER USE AND SEWER SERVICE CHARGES

13.10 RIGHT OF ENTRY, SAFETY AND IDENTIFICATION. (1) RIGHT OF ENTRY. The Approving Authority or other duly authorized employee of the City bearing proper credentials and identification shall be permitted to enter all properties for the purpose of inspection, observation or testing, all in accordance with the provisions of this chapter. If entry is refused, the Approving Authority shall obtain a special inspection warrant under Section 66.0119, Wis. Stats. and any modifications or renumbering of said statute or regulation.

(2) SAFETY. While performing the necessary work on private premises, the duly authorized City employees shall observe all safety rules applicable to the premises established by the person.

(3) IDENTIFICATION: RIGHT TO ENTER EASEMENTS. The Approving Authority or their duly authorized employee of the City bearing proper credentials and identification shall be permitted to enter all private properties through which the City holds an easement for the purpose of, but not limited to, inspection, observation, measurement, sampling, repair and maintenance of any portion of the sewage works lying within the easement, all subject to the terms, if any, of such easement.

13.105 SEWER UTILITY. Sections 13.11-13.25 specifically apply to the sewer utility to include the sewer system and wastewater treatment facilities within the City of Kiel Municipal Utilities.

13.11 DEFINITIONS. (1) APPROVING AUTHORITY. The wastewater treatment plant superintendent or his authorized representatives.

(2) BOD (DENOTING BIOCHEMICAL OXYGEN DEMAND). The quantity of oxygen utilized in the biochemical oxidation of organic matter in five (5) days at 20 degrees Celsius, expressed as milligrams per liter (mg/l). Quantitative

determination of BOD shall be made in accordance with procedures set forth in "Standard Methods".

(3) BUILDING DRAIN. That part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer.

(4) BUILDING SEWER. A sanitary sewer which begins immediately outside of the foundation wall of any building or structure being served and ends at its connection to the public sewer.

(5) CATEGORY A. Those sanitary sewer users who discharge normal domestic strength wastewater with concentrations of BOD no greater than 300 mg/l, suspended solids no greater than 300 mg/l, phosphorus no greater than 10 mg/l and nitrogen no greater than 40 mg/l.

(6) CATEGORY B. Those sanitary sewer users who discharge wastewater with pollutant concentrations in excess of 300 mg/l for BOD, 300 mg/l for suspended solids, 10 mg/l for phosphorus, and 40 mg/l for nitrogen. Users whose wastewater exceeds the concentration for any one of these parameters shall be in Category B.

(7) CATEGORY C. Discharges of hauled wastewater.

(8) CITY. The City of Kiel.

(9) COMBINED SEWER. A sewer intended to receive both wastewater and storm or surface water.

(10) CMOM. Capacity, Maintenance, Operation and Maintenance of sanitary sewer.

(11) COMPATIBLE POLLUTANTS. BOD, suspended solids, phosphorus, nitrogen, pH, or fecal coliform bacteria, plus additional pollutants identified in the City's WPDES permit for its wastewater treatment facility; provided that such facility is designed to treat such additional pollutants and, in fact, does remove such pollutants to a substantial degree.

(12) EASEMENT. An acquired legal right for the specified use of land owned by others.

(13) FLOATABLE OIL. Oil, fat or grease in a physical state such that it will separate by gravity from wastewater by treatment in an approved pretreatment facility. Wastewater shall be considered free of floatable oil if it is properly

pretreated and the wastewater does not interfere with the collection system.

(14) GROUND GARBAGE. The residue from the preparation, cooking, dispensing, handling, storage and sale of food products and produce that has been shredded to such a degree that all particles will be carried freely in suspension under the flow conditions normally prevailing in public sewers with no particle greater than 1/2" in any dimension.

(15) HAULED WASTEWATER. Wastewater from residential holding tanks, residential septic tanks, industrial and commercial holding tanks.

(16) INCOMPATIBLE POLLUTANTS. Wastewater with pollutants that will adversely affect the wastewater collection and treatment facilities or disrupt the quality of wastewater treatment if discharged to the wastewater treatment facility.

(17) INDUSTRIAL WASTE. Any solid, liquid or gaseous substance discharged or escaping from any industrial, manufacturing or commercial establishment. Such term includes any wastewater which is not sanitary sewage.

(18) MUNICIPALITY. The City of Kiel.

(19) NATURAL OUTLET. Any outlet, including storm sewers and combined sewer overflows, into a watercourse, pond, ditch, lake or other body of surface water or groundwater.

(20) NORMAL DOMESTIC STRENGTH WASTEWATER. Wastewater with concentrations of BOD no greater than 300 mg/l, suspended solids no greater than 300 mg/l, phosphorus no greater than 10 mg/l and nitrogen no greater than 40 mg/l.

(21) OPERATION AND MAINTENANCE COSTS. Includes all costs associated with the operation and maintenance of the wastewater collection and treatment facilities, including administration and replacement costs, all as determined from time to time by the City.

(22) PERSON. Any and all persons, including any individual, firm, partnership, company, municipal or private corporation, association, society, institution, enterprise, governmental agency or other entity.

(23) pH. The logarithm the reciprocal of the hydrogen-ion concentration. The concentration is the weight of hydrogen ions in grams per liter of solution. Neutral water, for example, has a pH value of 7 and a hydrogen-ion concentration of 10^{-7} .

(24) PHOSPHORUS. Phosphorus shall mean total phosphorus, which is all

of the chemical element phosphorus present in a sample, regardless of form, expressed as milligrams per liter (mg/l) of P phosphorus. Quantitative determination of phosphorus shall be made in accordance with procedures set forth in "Standard Methods".

(25) PRIVATE COLLECTION SEWER SYSTEM. Any private collection sewer system consisting of main sewer laterals discharging into a public sewer.

(26) PUBLIC SEWER. Any publicly owned sewer, storm drain, and sanitary sewer or combined sewer.

(27) REPLACEMENT COSTS. Expenditures for obtaining and installing equipment, accessories or appurtenances which are necessary during the useful life of the wastewater treatment facility to maintain the capacity and performance for which such facilities were designed and constructed. Operation and maintenance costs include replacement costs.

(28) SANITARY SEWAGE. A combination of liquid and water-carried wastes discharged from toilets and sanitary plumbing facilities.

(29) SANITARY SEWER. A sewer that carries sewage or wastewater.

(30) SEWAGE. The spent water of a person or community. The preferred term is "wastewater".

(31) SEWER. A pipe or conduit that carries wastewater or drainage water.

(32) SEWER SERVICE CHARGE. A charge levied on users of the wastewater collection and treatment facilities for payment of operation and maintenance expenses, depreciation, return-on-investment and other expenses or obligations of such facilities.

(33) SHALL is mandatory; MAY is permissible.

(34) SLUG. Any discharge of water or wastewater which in concentration of any given constituent or in quantity of flow exceeds, for any period of duration longer than 15 minutes, more than 5 times the average 24-hour concentration or flow.

(35) STANDARD METHODS. The examination and analytical procedures set forth in the most recent edition of "Standard Methods for the Examination of Water and Wastewater" published jointly by the American Public Health Association, the American Water Works Association and the Water Environment

Federation.

(36) STORM SEWER OR DRAIN. A drain or sewer for conveying water, groundwater, subsurface water or unpolluted water from any source.

(37) SUSPENDED SOLIDS. Suspended solids shall mean solids that either float on the surface of, or are in suspension in, water sewage or industrial waste and which are removable by laboratory filtering as prescribed in "Standard Methods" and referred to as non-filterable residue expressed as milligrams per liter (mg/l). Quantitative determination of suspended solids shall be made in accordance with procedures set forth in "Standard Methods".

(38) UNPOLLUTED WATER. Water that would not cause violation of receiving water quality standards and would not be benefited by discharge to the sanitary sewers and wastewater treatment facilities.

(39) WASTEWATER. The spent water of a community or person. From the standpoint of source, it may be a combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants and institutions, together with any groundwater, surface water and stormwater that may be present.

(40) WASTEWATER COLLECTION FACILITIES (OR WASTEWATER COLLECTION SYSTEM). The structures and equipment required to collect and carry wastewater.

(41) WASTEWATER TREATMENT FACILITY. An arrangement of devices and structures for treatment of wastewater and biosolids. Also referred to as wastewater treatment plant.

(42) WISCONSIN POLLUTANT DISCHARGE ELIMINATION SYSTEM (WPDES) PERMIT. A document issued by the Wisconsin State Department of Natural Resources which establishes effluent limitations and monitoring requirements for the municipal wastewater treatment facility. WPDES Permit No. WI-0020141 and modifications thereof pertain to the municipal wastewater treatment facility.

13.12 USE OF THE PUBLIC SEWERS. (1) SANITARY SEWERS. No person shall discharge or cause to be discharged any unpolluted waters such as storm water, groundwater, roof runoff, subsurface drainage or cooling water to any sanitary sewer.

(2) STORM SEWERS. Storm water and all other unpolluted water shall be discharged to such sewers as are specifically designated as combined sewers or storm sewers, or to a natural outlet approved by the Approving Authority and other regulatory agencies. Unpolluted industrial cooling water or process waters

may be discharged, on approval of the Approving Authority and other regulatory agencies, to a storm sewer, combined sewer or natural outlet.

(3) PROHIBITIONS AND LIMITATIONS. Except as hereinafter provided, no person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewer:

(a) Any gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas.

(b) Any waters or wastes containing toxic or poisonous solids, liquids or gases in sufficient quantity, either singly or by interaction with other wastes, that could injure or interfere with any waste treatment or biosolids disposal process, constitute a hazard to humans or animals or create a public nuisance in the receiving waters of the wastewater treatment facility.

(c) Any waters or wastes having a pH lower than 5.0 or in excess of 9.0, or having any corrosive property capable of causing damage or hazard to structures, equipment and personnel of the wastewater collection and treatment facilities.

(d) Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in public sewers or other interference with the proper operation of the wastewater collection and treatment facilities, such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch manure, hair and fleshings, entrails, and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.

(e) The following described substances, materials, waters or waste shall be limited in discharges to sanitary sewer systems to concentrations or quantities which will not harm either the sanitary sewers, wastewater treatment process or equipment; will not have an adverse effect on the receiving stream; or will not otherwise endanger lives, limbs, or public property or constitute a nuisance. The Approving Authority may set limitations more stringent than those established below if more stringent limitations are necessary to meet the above objectives. The Approving Authority will give consideration to the quantity of subject waste in relation to flows and velocities in the sewers, materials of construction of the sanitary sewers, the wastewater treatment facility and other pertinent factors. Wastes or wastewaters discharged to the sanitary sewers shall not exceed the following limitations:

1. Wastewater having a temperature higher than 150 degrees Fahrenheit (65 degrees Celsius).

2. Wastewater containing more than 25 mg/l of petroleum oil, nonbiodegradable cutting oils or products of mineral oil origin.

3. Any water or waste containing fats, grease and wax, whether emulsified or not, in excess of 100mg/l or containing substances which may solidify or become viscous at temperatures between 32 and 150 degrees Fahrenheit (0-65 degrees Centigrade).

4. Solids or viscous substances in quantities or of such size capable of causing obstruction to flow in public sewers or other interference with the proper operation of the wastewater collection and treatment facilities, such as, but not limited to; ash, cinders, sand, mud, etc...

5. Any unground garbage. Garbage grinders may be connected to sanitary sewers from homes, hotels, institutions, restaurants, hospitals, catering establishments or similar places where garbage originates from the preparation of food in kitchens for the purpose of consumption on the premises or when served by caterers.

6. Any waters or wastes containing iron, chromium, copper, zinc, cadmium and other toxic and nonconventional pollutants to such degree that the concentration exceeds levels specified by federal, state and local authorities.

7. Any waters or wastes containing odor-producing substances exceeding limits which may be established by the Approving Authority or limits established by any federal or state statute, rule or regulation.

8. Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the Approving Authority in compliance with applicable state or federal regulations.

9. Any waters or wastes containing substances which are not amenable to treatment or reduction by the wastewater treatment processes employed, or are amenable to treatment only to such degree that the wastewater treatment facility effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.

10. Any water or wastes which, by interaction with other water or wastes in the sanitary sewer system, release obnoxious gases, form suspended solids which interfere with the collection system or create a condition deleterious to structures and treatment processes.

11. Materials which exert or cause:

a. Unusual BOD, chemical oxygen demand or chlorine requirements in such quantities as to constitute a significant load on the wastewater treatment facility.

b. Unusual volume of flow or concentration of wastes constitutes "slugs" as defined herein.

c. Unusual concentrations of inert suspended solids (such as, but not limited to, fuller's earth, lime slurries and lime residues) or of dissolved solids (such as, but not limited to, sodium sulfate).

d. Excessive discoloration (such as, but not limited to, dye wastes and vegetable tanning solutions).

11. Incompatible pollutants in excess of the allowed limits as determined by City, State and federal laws and regulations in reference to pretreatment standards developed by the Environmental Protection Agency, and as contained in 40 CFR 403, as amended from time to time.

(4) WPDES PERMIT. No person shall cause or permit a discharge into the sanitary sewers that would cause a violation of the City's WPDES permit and any modifications thereof.

(5) SPECIAL ARRANGEMENTS. No statement contained in this chapter shall be construed as prohibiting any special agreement between the Approving Authority and any person whereby a waste of unusual strength or character may be admitted to the wastewater collection and treatment facilities, either before or after pretreatment, provided that there is no impairment of the functioning of the wastewater collection and treatment facilities by reason of the admission of such wastes, and no extra costs are incurred by the City without recompense by the person; and further provided that all rates and provisions set forth in this chapter are recognized and adhered to.

(6) NEW CONNECTIONS. New connections to the City's sanitary sewer system will be allowed only if there is available capacity in all of the downstream wastewater collection and treatment facilities.

(7) SUMP PUMP REQUIREMENT. Where during construction of a residential, commercial or industrial building, there is evidence of a high water table, or where the grade of the building is not sufficient to cause water to disperse promptly from said property, the building inspector shall in his discretion determine whether a sump pump shall be required in said building as a condition of the granting of a permit for construction of said building.

13.13 CONTROL OF INDUSTRIAL WASTES DIRECTED TO PUBLIC

SEWERS. (1) **SUBMISSION OF BASIC DATA.** The Approving Authority may require each person who discharges or seeks to discharge industrial wastes to a public sewer to prepare and file with the Approving Authority, at such times as it determines, a report that shall include pertinent data relating to the quantity and characteristics of the wastes discharged to the wastewater collection and treatment facilities. In the case of a new connection, the Approving Authority may require that this report be prepared prior to making the connection to the public sewers.

(2) **INDUSTRIAL DISCHARGES.** If any waters or wastes are discharged or are proposed to be discharged to the public sewers, which waters or wastes contain substances or possess the characteristics enumerated in Section 13.12, and which in the judgment of the Approving Authority have a deleterious effect upon the wastewater collection and treatment facilities processes, equipment or receiving waters, or which cause the City to violate its WPDES permit, or which otherwise create a hazard to life, health or constitute a public nuisance, the Approving Authority may:

(a) Refuse to accept wastewater from the industry upon giving reasonable notice to the industry.

(b) Require pretreatment to an acceptable condition for discharge to the public sewers.

(c) Require control over the quantities and rates of discharge.

(d) Require payment to cover the added cost of handling and treating the wastes not covered by existing taxes or sewer charges under the provisions of this chapter.

(3) **CONTROL MANHOLES.** (a) Each person discharging industrial wastes into a public sewer shall, at the discretion of the Approving Authority, construct and maintain one or more control manholes or access points to facilitate observation, measurements and sampling of wastes, including sanitary sewage.

(b) Control manholes or access facilities shall be located and built in a manner acceptable to the Approving Authority. If measuring or sampling devices are to be permanently installed, they shall be of a type acceptable to the Approving Authority.

(c) Control manholes, access facilities and related equipment shall be installed by the person discharging the waste, at the person's expense, and shall be maintained by the person so as to be in safe condition, accessible and in proper operating condition at all times. Plans for installation of the control manholes or access facilities and related equipment shall be approved by the

Approving Authority prior to the beginning of construction.

(4) MEASUREMENT OF FLOW. The volume of flow used for computing sewer service charges shall be the metered water consumption of the person as shown in the records of meter readings maintained by the Water Department or Utility except as noted in sub. (5).

(5) METERING OF WASTE. Devices for measuring the volume of waste discharged may be required by the Approving Authority if this volume cannot otherwise be determined from the metered water consumption records. Metering devices for determining the volume of waste shall be installed, owned and maintained by the person discharging the wastewater. Following approval and installation, such meters may not be removed without the consent of the Approving Authority. All flow meters shall be calibrated on an annual basis by a certified testing facility, and a copy of the results of said calibration forwarded to the Approving Authority.

(6) WASTE SAMPLING. (a) Industrial wastes discharged into the public sewers shall be subject to periodic inspection and a determination of character and concentration of such wastes. The determination shall be made as often as may be deemed necessary by the Approving Authority. Costs for all testing shall be borne by the discharger of said industrial wastes.

(b) Samples shall be collected in such a manner as to be representative of the composition of the wastes. The sampling may be accomplished either manually or by the use of mechanical equipment acceptable to the Approving Authority.

(c) Installation, operation and maintenance of the sampling facilities shall be the responsibility of the person discharging the waste and shall be subject to the approval of the Approving Authority. Access to sampling locations shall be granted to the Approving Authority or its duly authorized representative at all times. Every care shall be exercised in the collection of samples to ensure their preservation in a state comparable to that at the time the sample was taken.

(7) PRETREATMENT. Persons discharging industrial wastes into any public sewer may be required to pretreat such wastes, if the Approving Authority determines pretreatment is necessary to protect the wastewater collection and treatment facilities or prevent the discharge of incompatible pollutants. If it is determined that pretreatment is necessary, such person shall provide at his expense such pretreatment or processing facilities as may be determined necessary to render wastes acceptable for admission to the sanitary sewers.

(8) FAT, OIL, GREASE (FOG) AND SAND INTERCEPTORS. Trap/interceptors shall be referred to as traps from this point on, shall be required and installed

at all food service, industrial and commercial facilities for the proper handling of liquid wastes containing grease, oil, flammable wastes, sand and other harmful ingredients.

(a) Individual exemptions from this requirement may be granted upon review by the Approving Authority.

(b) Private living quarters and dwelling units are exempt.

(c) All FOG and Sand traps shall be constructed in accordance with the Wisconsin Administration Code and shall be located as to be readily and easily accessible for easy cleaning and inspection. Exterior FOG and Sand traps must be constructed in such a manner as to protect trap from storm water runoff. A description of the FOG and Sand trap system, the manufacturer, dimensions and location thereof shall be submitted to the Approving Authority at the time of permit application.

(9) FOG AND SAND TRAP PERMIT. Will be issued by the Approving Authority to comply with the City of Kiel Wastewater Utility CMOM program.

(a) Permit shall contain the following. Facility name and owner, date of permit issuance, permit number, trap size and manufacturer, location, required frequency of maintenance.

(b) All Permitted facilities must comply with Best Management Practices (BPMs) found in the City of Kiel CMOM Program for preventing introduction of FOG and Sand into the Sanitary Sewer and Storm Water Systems.

(c) All FOG and Sand traps shall be maintained by the owner at his or her expense in continuing, efficient operation at all times. Disposal of trap contents shall be done in accordance with Department of Natural Resources standards.

(d) Maintenance reports detailing all maintenance performed during the previous year shall be submitted to the Approving Authority annually, by January 31st. Forms are provided by the Approving Authority upon request. Any user delinquent in filing a maintenance report shall be notified of the delinquency and the penalty for failure to report. Any user who has not submitted the required annual maintenance report by March 1 shall be assessed a fee of \$50.00 per day, with each day constituting a separate fee. The fee shall be assessed from March 1 until the maintenance report has been received by the Approving Authority. The fee shall be placed on the account of the service address relating to the permit.

(e) All permitted FOG and Sand trap are to be inspected biennial by the Approving Authority. If a failed inspection occurs, a Notice of Violation will be

issued in five (5) working days. The permit holder has thirty (30) days to correct the failure. If the Notice of Violation is not corrected in thirty (30) days, then Failure of Compliance will be issued. If Failure of Compliance is not corrected in ninety (90) days, a fee of \$250.00 per day will be assessed, with each day constituting a separate fee. The fee shall be assessed until the Failure of Compliance has been corrected followed by an inspection from the Approving

Authority. The fee shall be placed on the account of the service address relating to the permit.

(f) Blockages downstream of a FOG and/or Sand Permitted Facilities shall be investigated. If investigation determines that an upstream FOG or Sand Permitted Facility caused interference or blockage in the sanitary system, then that FOG or Sand Permitted Facility shall reimburse the Kiel Wastewater Utility for all labor, equipment, supplies and disposal costs incurred in correcting interference or blockage.

(g) No permitted facility shall push FOGS material down lateral at time of cleaning to public sewer main without prior approval from the Approving Authority.

(10) HAULED WASTEWATER. (a) All sewer users having wastes hauled into the wastewater collection facilities for treatment need to be in conformance with the "Manual on Hauled-Waste Acceptance" published by the Water Environment Federation (WEF), as well as the "Hauled-Waste Manual" published jointly by the Wisconsin Department of Natural Resources (WDNR) and the Environmental Protection Agency (EPA).

(b) Hauled wastewater accepted by the wastewater collection facilities shall be sampled by the Approving Authority on an annual basis. Rate shall be calculated per Category C based on the average of six (6) most recent samples taken. Each sample shall be charged per 13.14 (10) of the City Code.

(c) Annual permit fee for hauled wastewater discharger shall be \$50.00; such permit fee shall be reviewed and, if necessary, adjusted annually.

(d) INSURANCE. Any person or party disposing of hauled wastewater shall agree to carry public liability insurance in an amount not less than \$1,000,000.00 to protect any and all persons or property from injury and damage caused in any way or manner by an act or the failure to act by any of his employees. The person shall furnish a certificate certifying such insurance will be in full force and effect. Any person disposing of such waste shall agree to indemnify and hold harmless the city from any and all liability and claims for

damages arising out of or resulting from work and labor performed.

(11) ANALYSES. (a) All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in this chapter shall be determined in accordance with the latest edition of "Standard Methods" and with the Federal Regulations 40 CFR 136 and any modifications or renumbering of said statute or regulation, "Guidelines Establishing Test Procedures for Analysis of Pollutants," as amended from time to time. Sampling methods, location, time, duration and frequencies are to be determined on an individual basis subject to approval by the Approving Authority.

(b) Determination of the character and concentration of the industrial wastes shall be made by the person discharging them, or the person's agent, as designated and required by the Approving Authority. The Approving Authority may also make its own analyses on the wastes, and these determinations shall be binding as a basis for sewer service charges.

(c) In the event of disagreement between the City and Land O' Lakes concerning the concentration of critical parameters established in an agreement between the City and Land O' Lakes, the parties will by mutual agreement engage a qualified independent laboratory to perform necessary analyses of discharge, metering and sampling results, and the analyses shall be binding upon both parties. The costs of such analyses shall be split equally between the City and Land O' Lakes.

(12) SUBMISSION OF INFORMATION. Plans, specifications and any other pertinent information relating to proposed flow equalization, pretreatment or grease and sand interceptor facilities shall be submitted for review and approval of the Approving Authority prior to the start of their construction if the effluent from such facilities is to be discharged into the public sewers. No construction of such facilities shall commence until approval has been granted.

13.14 AMOUNT OF SEWER SERVICE CHARGES.

(1) CATEGORY A SEWER SERVICE CHARGE. The sewer service charge for Category A sewer users is as follows:

Volume	\$2.03/100 cu. ft
Fixed Charge	Depends on water meter size [see Sub. (5)]

(2) CATEGORY B SEWER SERVICE CHARGE. When the sewage from any contributor does not exceed the strength limitations of 300 mg/1 for B.O.D., 300 mg/1 for suspended solids, 10 mg/1 for phosphorus and 40 mg/1 for nitrogen, the sewer bill shall be calculated at the Category A charge. Where the wastes of any contributor exceed the above strength, a periodic sampling shall

be taken and the sewage analyzed to determine the strength of such waste, which will be billed at the following rates:

Monthly Fixed Charge	Depends on water meter size [see sub. (5)]
Volume Charge:	
Volume	\$2.03/100 cu.ft.
BOD greater than 300 mg/l	\$.20/lb.
Suspended solids greater than 300 mg/l	\$.31/lb.
Phosphorus greater than 10 mg/l	\$2.40/lb.

(3) CATEGORY B, SEWER SERVICE CHARGE. The sewer service charge for Category B shall be computed in accordance with the formula presented below:

$$T = FM + (V \times Cv) + (B \times Cb) + (S \times Cs) + (P \times Cp) + (N \times Cn) + (L \times Cl) + (A \times Ca) + (R \times Cr)$$

Where:

T = Total sewer service charge

FM = Fixed monthly charge

B = Concentration of BOD in mg/l in the wastewater minus 300 mg/l

S = Concentration of suspended solids in mg/l in the wastewater minus 300 mg/l

P = Concentration of phosphorus in mg/l in the wastewater minus 10 mg/l

N = Concentration of nitrogen in mg/l in the wastewater minus 40 mg/l

V = Wastewater volume in gal.

A = Gallons of acid added to achieve pH 9.0 or less

R = Number of report weeks

L = Number laboratory test

Cv = Volume charge per 1000 gal.

Cb = Surcharge per pound of BOD

Cs = Surcharge per pound of suspended solids

Cp = Surcharge per pound of phosphorus

Cn = Surcharge per pound of nitrogen

Ca = Surcharge per gallon of acid added

Cr = Surcharge report fee

Cl = Laboratory test fee

(4) CATEGORY C. SEWER SERVICE CHARGE. The sewer service charge for Category C shall be computed in accordance with the formula presented below:

$$T = (Cb \times BOD) + (Cs \times SS) + (Cp \times P)$$

Where:

T = Total Sewer Service Charge

Cb = Surcharge per pound of BOD

Cs = Surcharge per pound of suspended solids

Cp = Surcharge per pound of phosphorus

BOD = mg/l x 8.34 x MGD

SS = mg/l x 8.34 x MGD

P = mg/l x 8.34 x MGD

MGD = million gallons per day

(5) FIXED MONTHLY CHARGES Fixed monthly charges shall be based on the size of a customer's water meter. Water meter sizes and corresponding charges are as follows:

Water Meter Size <u>Inches</u>	Fixed <u>Monthly Charge</u>
5/8	\$12.88

3/4	12.88
1	15.28
1 1/2	17.46
2	19.65
3	26.19
4	36.02
6	58.94

(6) GENERAL SEWER SERVICE, UNMETERED. Service shall be billed at the rate of \$25.06 per month. This rate shall be applied only to single family residential and small commercial customers and approximates the cost for 600 cu. ft. per month discharged to the sewer system. If it is determined by the Utility that the user discharges more than 600 cu. ft. per month to the system, an additional charge of \$2.03/100 cu. ft. will be made for estimated additional usage.

(7) REASSIGNMENT OF SEWER USERS. The Approving Authority will reassign sewer users into appropriate sewer service charge categories if wastewater flow monitoring and sampling programs or other related information indicate a change of categories is necessary.

(8) OPERATION, MAINTENANCE AND REPLACEMENT FUND ACCOUNTS.

(a) All sewer service charge revenues collected for replacement costs shall be deposited in a separate and distinct fund to be used solely for replacement costs as defined in Section 13.10(22). All sewer service charge revenues collected for other operation and maintenance expenses shall also be deposited in a separate and distinct fund.

(b) All revenues for the replacement fund and for operation and maintenance of the wastewater collection and treatment facilities must be used solely for the replacement fund and operation and maintenance of the wastewater collection and treatment facilities.

(9) CHARGE FOR TOXIC POLLUTANTS. Any person discharging toxic pollutants which cause an increase in the cost of managing the effluent or sludge from the City's wastewater treatment facility shall pay for such increased costs, as may be determined by the City Council.

(10) CHARGE FOR LABORATORY ANALYSIS. The Approving Authority shall charge a daily laboratory analysis fee of \$30.00.

13.15 BASIS FOR SEWER SERVICE CHARGES. (1) SEWER USERS SERVED BY

WATER UTILITY WATER METERS. The City shall levy and assess upon each lot, parcel of land, building or premises having a connection with the wastewater collection system and being served with water solely by the Water Utility, a sewer service charge based, in part, on the quantity of water used, as measured by the Water Utility water meter used upon the premises.

(2) **SEWER USERS SERVED BY PRIVATE WELLS.** (a) If any person discharging waste water into the sanitary sewers procures any part of all of his water from sources other than the Water Utility, all or part of which is discharged into the sanitary sewers, the person shall have water meters installed by the Water Utility at his expense for the purpose of determining the volume of water obtained from these sources. Where sewer meters are already installed for determining the wastewater volume discharged, water meters will not be required. The water meters shall be furnished by the Water Utility and installed under its supervision, all costs being at the expense of the person requiring the meter.

(b) The water Utility will charge for each meter a rental charge set by the Water Utility to compensate for the cost of furnishing and servicing the meter. The rental charge shall be billed at the time the sewer service charge is billed.

(3) **DEDUCT METERS.** If a person feels that a significant amount of metered water does not reach the sanitary sewer, he can at his own expense, with approval of the Approving Authority, install such additional meters or metered services as are necessary to calculate the volume of water not discharged to the sanitary sewer. Metered water not discharged to the sanitary sewers shall not be subject to sewer service charges. Requests to install additional meters shall be made in writing to the Approving Authority.

13.16 BILLING PRACTICE. (1) **CALCULATION OF SEWER SERVICE CHARGES.** Sewer service charges shall be computed according to the rates and formula presented in this chapter.

(2) **BILLING AND PAYMENT.** Sewer service charges shall be billed by the City to the sewer users on a monthly basis. Those persons billed shall pay such charges by the date fixed for final payment.

(3) **DELINQUENT PAYMENTS.** A penalty of 1.5% per month shall be added to all bills not paid by the date fixed for final payment.

(4) **REMEDIES FOR FAILURE TO MAKE PAYMENTS.** (a) **Suit.** Sewer service charges or other charges due from any person or user shall be deemed to be debt due to the City from that person or user. If sewer service charges or other charges are not paid when due, the City may commence an action in a court of competent jurisdiction and recover from such person or user the amount of

charges or fees, and damages, if any, sustained by the City as a result of such failure to pay, together with such costs and expenses as may be allowed by law.

(b) Lien on Property. As an alternative to the above, the City may direct that unpaid sewer service charges or other charges due from any person or user shall be collected and taxed and shall be a lien upon the property served in the manner provided for in Section 66.0821, Wis. Stats. and any modifications or renumbering of said statute or regulation, as amended from time to time.

(5) OBLIGATION FOR PAYMENT. While the obligation for payment of the bills in case the user is a nonproperty owner shall be that of the user, if the bill is not paid, the property owner shall be liable for the bill and the unpaid bill shall remain a lien against the property serviced until paid in accordance with this chapter. To the end that there may be attempts at avoidance of payment of these bills by the tenants, and to overcome the same, the City may send the bill for a user who is a tenant in care of the property owner, who shall thereupon determine the method in which the payment shall be assured.

13.17 SEWER CONSTRUCTION AND CONNECTIONS. (1) WORK AUTHORIZED. No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb the public sewers or appurtenances thereof without first obtaining a written permit from the Approving Authority or the Director of Public Works.

(2) COST OF SEWER CONNECTION. The person making the connection of the building sewer shall pay for the cost of the connection.

(3) USE OF OLD BUILDING SEWERS. Old building sewers may be used in connection with new buildings only when they are found, on examination and test by the Approving Authority or the Director of Public Works, to meet all requirements for this chapter.

(4) MATERIALS AND METHODS OF CONSTRUCTION. The size, slope, alignment, and materials of construction of a building sewer and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench shall conform to the requirements of the City's Building and Plumbing Codes or other applicable rules and regulations of the City and State. In the absence of code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of the STM and WPCF Manual of Practice No. 9 shall apply.

(5) BUILDING SEWER GRADE. Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by

an approved means and discharged to the building sewer. All costs related to the installation, connection, operation and maintenance of such lifting device shall be borne by the person making the building sewer connection.

(6) STORMWATER AND GROUND WATER. Stormwater and groundwater drain connections are prohibited as follows:

(a) No person shall allow the discharge or cause to be discharged into any sanitary sewer any stormwater, surface water, groundwater, roof runoff, subsurface drainage, uncontaminated cooling waste or unpolluted industrial process waters. All stormwater, surface water, groundwater, roof runoff, subsurface drainage, uncontaminated cooling water and all other unpolluted drainage and clear water shall be discharged into such sewers as are designated as storm sewers whenever reasonably available; further provided that if no storm sewer is available, in no event shall any such waters be discharged into any sanitary sewer.

(b) All sump pumps installed for the purpose of discharging clear waters from foundation drains, basement drains and ground infiltration shall discharge into a storm sewer whenever available, and, if no storm sewer is available shall discharge into an underground conduit leading to a drainage ditch, drywell or onto the ground at a point which is not less than three feet from the building and is above permanent grade. No sump pump is allowed to flow on or across a public sidewalk.

(c) In carrying out the provisions of this chapter, Approving Authority or the Director of Public Works shall have the authority to enter upon private premises at reasonable times to determine whether any of the water drainage hereinabove described exists thereon and whether such drainage complies with the provisions of this chapter. No person shall refuse to permit the Approving Authority or the Director of Public Works to enter upon any premises at reasonable times to exercise their duties under this article.

(d) It shall be rebuttably presumed that clear water is being discharged in a sanitary sewer if it is shown that existing sump pumps or other means of clear water discharge have or can be readily connected to drains, pipes or other mechanisms of discharge connected to the sanitary sewer drain within the premises.

(e) Disconnection time frame; exception. All existing downspouts or groundwater drains, etc., connected directly or indirectly to a sanitary sewer must be disconnected within 60 days of the date of an official written notice from the Approving Authority. Exceptions to this subsection may be made by the Approving Authority.

(f) Stormwater and groundwater failure to correct fee. A \$50.00 monthly fee is also hereby imposed for failure to correct stormwater and groundwater connection found not conforming to specifications in section 13.17 of this code. This fee will be imposed beginning 60 days following notice by the city to the owner that corrective action is required and has not been completed on schedule and will continue until corrective action by the owner has been taken (new 13.26-13.30)

(7) CONFORMANCE TO PLUMBING CODES. The connection of the building sewer into the sanitary sewer shall conform to the requirements of the Building and Plumbing Codes, or other applicable rules and regulations of the City or State or the procedures set forth in appropriate specifications of the ASTM and WPCF Manual of Practice No. 9. All such connections shall be made gastight and watertight. Any deviation from the prescribed procedures and materials shall be approved by the Building Inspector before installation.

(8) INSPECTION OF CONNECTION. The person making a connection to a public sewer shall notify the Approving Authority or the Director of Public Works when the building sewer is ready for inspection and connection to the public sewer. The connection shall be inspected and approved by the Approving Authority or the Director of Public Works.

(9) BARRICADES: RESTORATION. All excavations for the building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the Approving Authority or the Director of Public Works.

13.18 APPEALS. Any user, permit applicant or permit holder affected by any decision, action or determination, including cease and desist orders, made by the Approving Authority interpreting or implementing the provisions of this chapter or in any permit issued herein, may file with the Approving Authority a written request for reconsideration within 10 days of the date of such decision, action or determination, setting forth in detail the facts supporting the user's request for reconsideration. The Approving Authority shall render a decision on the request for reconsideration to the user, permit applicant or permit holder in writing within 15 days of receipt of request. If the ruling on the request for reconsideration made by the Approving Authority is unsatisfactory to the person, the person requesting reconsideration may, within 10 days after notification of the action, file a written appeal with the City Council. The written appeal shall be heard by the City Council within 45 days from the date of filing and the City Council shall make a final ruling on the appeal within 60 days from the date of filing.

13.19 VALIDITY. The sewer service charge system shall take precedence

over any terms or conditions of preexisting agreements or contracts between the Municipality and any person, which are inconsistent with Section 204(b)(1)(A) and 40 CFR 35, Subpart E of the Clean Water Act and any modifications or renumbering of said statute or regulation.

13.20 AUDIT, NOTIFICATION AND RECORDS. (1) **BIENNIAL AUDIT.** The City shall review, at least every 2 years, the wastewater contribution of its sewer users, the operation and maintenance expenses of the wastewater collection and treatment facilities and the sewer service charge system. Based on this review, the City shall revise the sewer service charge system, if necessary, to accomplish the following:

(a) Maintain a proportionate distribution of operation and maintenance expenses among sewer users based on the wastewater volume and pollutant loadings discharged by the users.

(b) Generate sufficient revenues to pay the operation and maintenance expenses of the wastewater collection and treatment facilities.

(2) **ANNUAL NOTIFICATION.** The City shall notify its sewer users annually about the sewer service charge rates. The notification shall show what portion of the rates are attributable to the operation and maintenance expenses, and the depreciation and return-on-investment cost of the wastewater collection and treatment facilities. The notification shall occur in conjunction with a regular bill.

(3) **RECORDS.** The City shall maintain records regarding wastewater flows and loadings, costs of the wastewater collection and treatment facilities, sampling programs and other information which is necessary to document compliance with 40 CFR 35, Subpart E of the Clean Water Act and any modifications or renumbering of said statute or regulation.

13.21 VIOLATIONS AND PENALTIES. (1) **WRITTEN NOTICE OF VIOLATIONS.** Any person found to be violating any provision of this subchapter shall be declared to be creating a public nuisance and shall be served by the City with a written notice stating the nature of the violation and providing a reasonable time for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations.

(2) **ABATEMENT OF NUISANCE WITHOUT NOTICE.** If the Approving Authority determines that a public nuisance exists within the City and that there is great and immediate danger to the wastewater collection and treatment facilities or the public health, safety, peace, morals or decency, the Approving Authority may cause the same to be abated and charge the cost thereof to the owner, occupant or person causing, permitting or maintaining the nuisance.

(3) **ACCIDENTAL DISCHARGE.** Any person found to be responsible for accidentally allowing a deleterious discharge into the sewer system which causes damage to the wastewater collection and treatment facility or receiving body of water shall, in addition to a forfeiture, pay an amount to cover any damages, both values to be established by the City Council.

(4) **CONTINUED VIOLATIONS.** Any person who shall continue any violation beyond the noticed time limit provided shall upon conviction thereof forfeit not more than \$1000 together with the costs of prosecution. In default of payment of such forfeiture and costs, the violator shall be imprisoned in the County jail for a period not to exceed 30 days. Each day in which violation is continued beyond the noticed time limit shall be deemed a separate offense.

(5) **LIABILITY TO MUNICIPALITY FOR LOSSES.** Any person violating any provision of this subchapter shall become liable to the City for any expense, loss or damage occasioned by reason of such violation which the City may suffer as a result thereof.

13.25 PENALTY. Except as otherwise provided, any person who shall violate any provision of this chapter or any order, rule or regulation made hereunder shall be subject to a penalty as provided in Section 25.04 of this Municipal Code.

13.26 SUMP PUMPS (1) Inspections. It shall be the duty of the utility to cause surveys to be made of all properties serviced by the utility. Surveys shall be made on a ten (10) year interval, or at the time of sale of property. All sump pumps shall conform to the specifications in section 13.17 of this code.

13.27 SYSTEM RECONSTRUCTION. The City of Kiel has undertaken the systematic reconstruction of the public sanitary sewer system. The presence of an abnormal amount of clear water entry into the sanitary sewer system has been indicated. The presence of this clear water reduces available capacity to all systems users, causes system overloads that may manifest themselves as basement flooding, causes a financial burden on the citizens of the City, and is a potential source of severe health hazards. The City recognizes that its public sewer system has a finite life and in many cases has exceeded the useful life of the system. The City also recognizes that private building sewers possess many of the same characteristics as the public system.

(1) The City shall inspect all private connections to the public mains at the time of reconstruction of the public system.

(a) Any existing private connection not meeting the requirements of this section shall be considered illegal.

(b) Prior to actual reconstruction, each property owner shall be given written notice of the project. Such notices shall be made no less than 30 days prior to commencement of the actual work.

(2) Prior to the commencement of the reconstruction, the City shall inspect each private sewer connection for conformance with this section.

(a) In the event that the private system meets the requirements of this section, the City shall reconnect the private system to the public system at an appropriate point near the right of way line at time of reconstruction.

(b) In the event that the private sewer is found not to meet the requirements of this section, the City shall notify the property owner of the determined deficiency(ies).

(3) The owner shall, at the owners expense, make the necessary repairs to correct the deficiency(ies). In all cases, the City shall supply an appropriate connection point as part of its work. The owner may elect to:

(a) Make the repair(s). In doing so the owner recognizes that all work must be done in strict conformance with all applicable local and state codes and in such a manner to correct the noted deficiency(ies). All work needed to accomplish the repair shall be done at the expense of the owner.

(b) Contract with licensed contractor to complete the repair. All work needed to accomplish the repair shall be done at the expense of the owner.

(c) Have City contractors, if available, complete the repair. The City agrees, as part of any project, to request unit prices that will allow for the calculation of cost of making the appropriate repair to the private sewer.

(1) Should the owner select this option, the owner will be charged the entire cost making the repair.

(2) The owner may elect to pay the entire amount upon completion of the work, or the owner may request that he be billed in the form of a special assessment on the owner's tax bill.

13.28 SYSTEM REQUIREMENTS. (1) All sanitary sewer mains and laterals, both public and private, shall be constructed and maintained in such a fashion that the effects of clear water on the system are held to an absolute minimum.

(2) All work, construction technique, and materials incorporated into the

project shall be in strict conformance with state and local codes, or the American Society for Testing and Materials (ASTM) and Water Pollution Control Federation (WPCF) Manual of Practice No. 9 Design and Construction of Sanitary and Storm Sewers.

(a) Permitted Materials. Permitted materials are specified in the City of Kiel Wastewater Utility Capacity, Maintenance, Operation and Management (CMOM) guidance.

(b) Defects Requiring Repair.

- (1) Any visible leak.
- (2) Open, improperly formed, or root intruded joints.
- (3) Improper materials such as soil or orangeburg pipe.
- (4) Visible crack.
- (5) Improper connections such as a palmer valve.
- (6) Any defect determined by the City of Kiel to require repair to comply with the system standards identified herein.

13.29 BACKWATER VALVES. (1) Backwater valves shall be required on all building sewers new or reconstructed at a location approved by the approving authority.

(2) When in the best interest of the City, require the installation of a backwater valve in building sewers servicing buildings not listed in this subsection.

(3) Continue to encourage the installation of floor drain backflow preventors in one- and two-family buildings without backwater valves.

13.30 Sanitary Sewer Lateral Fees.

(1) Sewer lateral fees. The following fees are hereby created and imposed, each fee separately at the rate of \$50.00 per month, payable in monthly installments and billed with the regular monthly billing for City of Kiel Utility services:

(a) Televising refusal fee. A \$50.00 monthly fee is hereby imposed for connection of sewer laterals against every property connected to the City of Kiel sanitary sewerage system, in the utility, which owner refuses to consent to televising of the sewer lateral by the city. This fee will be imposed beginning 30 days after request has been made by the city for permission to televise the owner's sewer lateral. This fee will continue until the property owner consents to televising by the city.

(b) Failure to correct fee. A \$50.00 monthly fee is also hereby imposed for connection of sewer laterals against every property connected to the

sanitary sewerage system, in the utility, which owner fails to take corrective action upon request by the city to repair sewer laterals leaking freshwater into the sewerage system. This fee will be imposed beginning 30 days following notice by the city to the owner that corrective action is required and has not been completed on schedule and will continue until corrective action by the owner has been taken.

(2) Fee exemptions. The following are the exemptions and procedures from lateral fees:

(a) Televising exemption. Upon request by the City of Kiel Wastewater Utility to televise a sewer lateral connected to a sewer main, in the utility, the property owner may grant consent to televise the lateral by signing a consent form approved by the city. Upon receipt of such signed consent form, the city is authorized to access the private sewer lateral and adjacent property for purposes of televising the lateral. Owners complying with this section are exempt from the televising refusal fee.

(b) Corrective fee exemption. Each owner that repairs all laterals determined by the city to be leaking freshwater into the sewerage system shall be exempt from the failure to correct fee beginning at such time that verification of corrective action has been provided by the owner to the city.

Appendix 5.1

Manhole Inspection Report

City of Kiel

Project: _____ Date: _____

Structure: _____ Crew: _____

Use: Sanitary Storm Water Other _____

Location: _____

Placement: Crown Gutter BLVD Ditch _____

Surrounding Surface: Asphalt Gravel Concrete Sod

Settling Around Manhole: yes no

Subject to Runoff: yes no Area _____ sf.

Runoff Enters: thru lid under frame thru rings

Cover Dia. _____

Frame: Satisfactory Reset Replace

Frame: Non-rocking Self-Sealing Locking Other

Pickholes: Open Concealed Other

Ring(s): yes no

Offset: yes no Satisfactory Repair

Boot: yes no Internal External

Wall: Precast Block Brick Other _____

Wall: Satisfactory Repair Replace

Steps: yes no Safe: yes no Repair: yes no

Step Type: C.I. Rebar Plastic Alum _____

Bench: Satisfactory Repair Replace

Entering Manhole: Services yes no Stub Lines: yes no

Drop Manhole: yes no inside outside Cleanout Depth _____

Flow Depth: _____ ft

Surcharging: yes no height _____ ft

Infiltration: Not Evident Seeper Dripper Runner Gusher

Comments: _____

<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>MH STYLE SKETCH IF OTHER THAN SHOWN _____</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">ELEVATION</p> </div>	<p>SHOW ALL LINES ENTERING MANHOLE, LABEL: SIZE, MATERIAL, AND DEPTH.</p> <div style="text-align: right;">NORTH </div> <div style="text-align: center; margin: 20px 0;"> <p>PLAN</p> </div> <hr/> <div style="text-align: right;">NORTH </div> <div style="text-align: center;"> <p>EXAMPLE</p> </div>
---	--

Appendix 5.2

City Of Kiel
Sanitary Sewer Back-up Complaint Form

Name: _____

Address: _____

Phone Number: _____

Property owner if different then above: _____

Date/Time of Occurrence: _____

Amount of Wastewater/Water (inches): _____

Total Area Covered (square feet): _____

Description of Occurrence: _____

Official Use

Inspected by: _____

Date/Time: _____

Comments on back.

SERVICE REPORT

DATE: _____ TIME: _____ A.M. _____ P.M.

OPERATORS: _____ REGULAR: _____ OVERTIME: _____

Line Section

Number(s) _____

Manhole

Number(s) _____

Method Used

- | | | |
|---|---|--|
| <input type="checkbox"/> Sewer Call | <input type="checkbox"/> Jetting Sewers | <input type="checkbox"/> T.V. |
| <input type="checkbox"/> Routine Flushing | <input type="checkbox"/> Dying Sewers | <input type="checkbox"/> Manhole Repairs |
| <input type="checkbox"/> Checking Sewers | <input type="checkbox"/> Sewer Repairs | <input type="checkbox"/> Other |

Was our line: Plugged or Okay

City sewer flowing normal when you left location? Yes No

Amount and type of material removed: _____

Operator's Remarks or Problems: _____

Was homeowner contacted? Yes No

Name: _____ Homeowner's Remarks: _____

Address: _____

Phone: _____

Group	Code	Descriptor	Code	Modifier	Code
Crack	C	Circumferetial	C	Displaced	D
		Longitudinal	L		
		Multiple	M		
Fracture	F	Circumferetial	C		
		Longitudinal	L		
		Multiple	M		
Rise	R	Pipe	P		
Sag	SA	Pipe	P		
Pipe Failures	F	Broken	B	Soil Visible	SV
		Hole	H	Soil Visible	SV
Collapse	X	Pipe	P		
Deformed	D	Pipe	P		
Joint	J	Offset (displaced)	O	Med	M
				Large	L
		Serated (open)	S	Med	M
				Large	L
Surface Damage Chemical	S	Roughness increased	RI		
		Surface Spalling	SS		
		Aggregate Visible	AV		
		Aggregate Missing	AM		
		Reinforcement Visible	RV		
Deposit Attached	DA	Encrustation	E		
		Grease	G		
		Brick/Debrie	BR		
		Ragging	R		
Infiltration	I	Weeper	W		
		Dripper	D		
		Runner	R		
		Gusher	G		
Roots	R	Present	P		
		Curtain	C		
		Blockage	B		
Lateral	L	Service Left	SL	Cracked	C
		Service Right	SR	Protruding	P
		Blind Left	BL	Soil Visible	SV
		Blind Right	BR	Blocked	BL
				Roots	R
				Clean	CL
				Infiltration	I
Overall Condition	OC	Replace	R		
		Repair	RE		
		Satiis/Maintenance	SM		
		Satisfactory	S		
		New	N		

Appendix 5.3

MAIN LIFT STATION

OPERATIONS PROCEDURE STORM FLOW

Condition: Wet Well High Level Alarm- level still rising.

Procedure: If the Main Lift Station Wet Well level gets to 150".
Manholes at River Road (west end, Trails End Bar)
need to be monitored. If level in manhole covers
steps, get back-up pumping set up at the Main Lift
Station.

By-pass pumping must be in operation until the manhole at Dewey
St. & Chicago has flow line exposed.

Document with times, estimated gallons and photo
graphs for review after.

Contact Superintendent for notification of DNR.

Appendix 5.4

CITY of KIEL FOG and Sand Trap Permit

Permit # _____

Name of Business _____

Address _____

Contact Person _____

Contact Address _____

Contact Phone Number _____

Cleaning

Equipment

Grease Trap

Manufacture _____

Size _____ gallons _____ gpm _____ pounds

Seating Capacity _____ persons

Hours of Operation _____ hrs Calculated Cleaning

Times per Year Cleaned _____

Sand/Oil Interceptor

Size of Trap

Dimensions _____ Diameter _____ Depth

_____ Length _____ Width _____ Height

Calculated Cleaning

Times per Year Cleaned _____

City of Kiel Grease Cleaning Guidance

The City of Kiel Wastewater Utility has set the following guidance for the cleaning of grease traps. The frequency of the grease trap cleaning is calculated by the formula provided for food service establishments. Industrial customers are calculated separate from this guidance.

$S \times GS \times (HR / 12) \times LF =$ gallons required for annual cleaning (GC)

S = Number of seats in dining area

GS = Gallons used per seat (use 2 for china dishes and or automatic dishwasher,
Use 1 gallon for restaurants with paper or basket and no dishwasher.)

HR = Number of hours restaurant is open (Week)

LF = Loading Factor	Restaurant	0.75
	Fast Food/Bar	0.5

Interior Grease Traps

GC / PR = Number of cleanings required annually

GC= Gallons required for annual cleaning

PR = Pound rating of grease trap

Exterior Grease Interceptor

Frequency of cleaning is annual, unless the calculation of gallons required for annual cleaning exceeds interceptor size.

A food service establishment may request in writing a variance to the frequency of cleaning calculated in the guidance formula if the criteria listed below can be verified by the Utility.

1. Solids do not exceed the invert of the outlet during any time.
2. Total volume of captured grease and solid material displaces more than 25% of the capacity of the trap.
3. Interceptor is retaining or capturing oils and grease longer than calculation.

Note: The City of Kiel Wastewater Utility may require a more frequent cleaning than calculated if it determines fat, oil, grease (FOG) and/or Sand is entering the sanitary sewer system.

City of Kiel Sand and Oil Traps Guidance

The City of Kiel has set the following guidance for cleaning of sand and oil traps. The frequency of the trap cleaning is calculated by the formula provided for in this document. All commercial, industrial and governmental facilities fall under this guidance and it is through this guidance that the permit requirements are calculated.

The minimum allowable sand and oil trap size is 105 gallons of trap capacity (36"dia x 24"sump).

Sand and Oil Trap Sizing:

$((SQ\ FT / FF) \times 7.48) \times 2 = \text{Traffic Rated Size Gallons Annual Cleaning}$

SQFT = square footage of facility area

FF = Facility Factor

7.48 = Gallons per cu.ft of water

2 = Retention Time of 2 hours

Facility Factor

15 - Truck washes, heavy equipment wash

50 - Automatic car wash

75 - Car wash with hand held spray

100 - Maintenance Repair shop mixed use

300 - Automotive repair/paint shop, vehicle detailing

500 - Printers

2000 - Parking garages

Facilities not listed above are calculated by the approving authority.

Frequency of cleaning is annual, unless actual installed size is less than the calculation of gallons required for annual cleaning trap size.

Note: The City of Kiel Wastewater Utility will use calculation for building permit approval.

Kiel Wastewater Utility Grease Interceptor Certification (Form A)

Every food service facility in the Kiel Wastewater Utility service area must have their grease interceptor inspected biennial, as required by their FOGS Permit, to verify that all components of the grease control equipment are present and in good working condition. Furthermore, the inspection will identify any structural problems with the grease interceptor.

Facility Name _____

Phone _____

Address _____

City _____

WI

ZIP _____

PASS FAIL

PASS FAIL

1. Interceptor completely emptied and cleaned before inspection?
2. There is access to all interceptor chambers for cleaning and inspection?
3. Influent (inlet) T is attached and extends downward at least 2/3 depth of tank?
4. Effluent (outlet) T is attached and extends downward to 12" of tank bottom?
5. Effluent (outlet) T made of non-collapsible material that does not easily flex or bend (i.e. minimum schedule 40pvc, etc.), and is secure, not allowing fats, oils or grease to escape around edges?
6. Interceptor tank does NOT have visible holes or leaks?
7. Mid-wall baffle(s) is secure and operational?
8. Interceptor maintaining structural integrity?
9. No sewer clean-out covers missing or damaged?
10. Cleaning frequency met?

Temp

--	--

* Important required information & Response: If the answer to any of the above questions is FAIL, the equipment has failed certification. A statement of of the plan of action to be taken, with date to be completed, needs to be provided in comments section.

Inspector Certification- This grease interceptor has

Passed

Failed

Comments _____

Inspected by _____

Date _____

_____ print name

Kiel Wastewater Utility Grease Trap Certification (Form B)

Every food service facility in the Kiel Wastewater Utility service area must have their grease trap inspected biennial, as required by their FOGS Permit, to verify that all components of the grease control equipment are present and in good working condition.

Facility Name _____

Phone _____

Address _____

City _____

WI

ZIP _____

PASS FAIL

PASS FAIL

1. Grease trap completely emptied and cleaned before inspection?
2. There is access to all trap chambers for cleaning?
3. Flow restrictor device is installed (before grease trap or at grease trap inlet)?
4. Flow restrictor device installation is correct (proper flow direction and orientation)?
5. Grease trap vented (vent on flow restrictor)?
6. Grease Trap has NO visible holes or leaks?
7. Baffle(s) (inlet, middle and outlet...depending on design) are secure and operational?
8. Automatic or machine dishwasher is NOT connected to the grease trap?
9. No sewer clean-out covers missing or damaged?
10. Cleaning frequency met?

PASS	FAIL

Temp

--	--

* Important required information & Response: If the answer to any of the above questions is FAIL, the equipment has failed certification. A statement of of the plan of action to be taken, with date to be completed, needs to be provided in comments section.

Inspector Certification- This grease trap has Passed Failed

Comments _____

Inspected by _____ Date _____

_____ print name

Kiel Wastewater Utility Sand Trap Certification (Form C)

Every commercial/industrial facility in the Kiel Wastewater Utility service area must have their sand trap inspected biennial, as required by their FOGS Permit, to verify that all components of the sand control equipment are present and in good working condition.

Facility Name _____

Phone _____

Address _____

City _____ **WI** ZIP _____

1. Sand trap completely emptied and cleaned before inspection?
2. There is access to trap for cleaning?
3. Baffle(s) are secure and operational?
4. Cleaning frequency met?
5. Level of baffle from bottom

PASS	FAIL

Inches

* Important required information & Response: If the answer to any of the above questions is FAIL, the equipment has failed certification. A statement of of the plan of action to be taken, with date to be completed, needs to be provided in comments section.

Inspector Certification- This sand trap has Passed Failed

Comments _____

Inspected by _____ Date _____

print name

Kitchen Best Management

Practices

The best way to stop FOG from building up in sewer lines is to prevent it from entering your drains, by using “Kitchen Best Management Practices.” The most common Kitchen BMPs are listed below.

Practices (BMPs)

for Fats, Oils, and

Grease (FOG)

The best way to stop FOG from building up in sewer lines is to prevent it from entering your

Kitchen BMP	Reason For	Benefits to Food Service Establishment
Train employees in kitchen BMPs, including the proper methods of FOG disposal. Provide frequent refresher training as well.	Employees are more willing to support an effort if they understand the importance of implementing BMPs to prevent sewer spills.	Subsequent benefits of BMPs will have a better chance of being implemented.
Display the appropriate "No Grease" signs or posters prominently in the workplace.	Signs serve as a constant reminder for employees working in kitchens.	These reminders will help minimize grease discharge to the traps and interceptors and reduce the cost of cleaning and disposal.
Install screens on all kitchen drains. Consider openings that are not more than 3/16 inch. Screens should be removable for frequent cleaning.	Drain screens prevent food particles containing FOG from entering into the sewer system and causing sewer blockages.	This will reduce the amount of material going to grease traps and interceptors. As a result, grease traps and interceptors will require less frequent cleaning, thus reducing maintenance costs.
Hot water over 140° F from cooking or cleaning operations should not be put down a drain that is connected to a grease trap or grease interceptor.	Temperatures in excess of 140° F will dissolve grease, which may re-congeal or solidify in the sanitary sewer collection system as the water-cools down in temperature.	Using water less than 140° F where applicable will reduce gas or electric energy costs for heating the water. This will also help prevent FOG "pass through" in grease interceptors.

	Reason For	Benefits to Food Service Establishment
When transporting used FOG, don't overfill containers and use covers.	If containers are overfull or lack covers, the FOG may spill over.	This will prevent FOG drips and spills.
Pour all cooking grease (yellow grease) and liquid oil from pots, pans and fryers into a covered grease container for recycling. Use a permitted waste collection service or authorized rendering/recycling center and keep a log.	Recycling reduces the amount of FOG discharged to the sewer. There are several waste oil rendering facilities throughout Southern California (reference Restaurant Oil and Grease Rendering Fact Sheet).	The Food Service Establishment may be paid for the waste material, reducing the amount of waste/garbage it must pay to have it hauled away.
Scrape or dry-wipe excess food and solidified grease from pots, pans, fryers, utensils, screens and mats, then dispose of it in the trash.	By dry-wiping pots, pans, and dishware and disposing food wastes in garbage receptacles, the material will not be sent to the grease traps and interceptors, but instead go to the landfill.	This will reduce the amount of material going to grease traps and interceptors, which will require less frequent cleaning, thereby reducing maintenance cost.
Dispose of food waste by recycling and/or solid waste removal.	Some recyclers will take food waste for animal feed. In the absence of such recyclers, the food waste can be disposed as solid waste in landfills by solid waste haulers.	Recycling of food waste will reduce the cost of solids waste disposal. Solid waste disposal of food waste will reduce the frequency and cost of grease trap and interceptor cleaning.
Use "Spill Kits" – make your own spill kits with absorbent material such as absorbent pads or kitty litter. Keep them well-marked and accessible for cleaning spills. Dispose of used absorbent in the trash. Designate a key employee on each shift to monitor cleanup and restock the kits.	Absorbent materials can serve as an effective agent to absorb grease and oil.	This will reduce the amount of material going to grease traps and interceptors, which will require less frequent cleaning, reducing maintenance costs.
Routinely clean kitchen exhaust system filters/hoods. Dispose of waste from hoods and filters by emptying it into a drain connected to a grease interceptor if you have one, or have the hoods professionally maintained.	If grease and oil escape through the kitchen exhaust system, it can accumulate on the roof of the establishment and eventually enter the storm drain system when it rains.	The discharge of grease and oil to the storm drain system will degrade the water quality of receiving streams. In addition, it is a violation of water quality regulations, which might result in legal penalties or fines.

Appendix 5.5

Inspection Notice

August 25, 2015

RE:

Dear Residential Customer:

The Wisconsin Department of Natural Resources requires periodic inspection of every home and business connected to the public water and sanitary sewer system. The purpose of the Cross Connection Control and Clearwater Programs, as defined in Kiel Ordinance Chapter 13, is to help prevent the possible contamination of the public water distribution system and unwanted groundwater into the sanitary sewer system. There are two required components of the programs: 1) site inspection; and 2) compliance with Kiel Ordinance Chapter 13.

The City of Kiel will conduct these required surveys. As a part of these programs, inspectors will be looking at your water system for compliance and/or connections that could possibly contaminate the water distribution system. Inspectors will also be looking for possible groundwater source connections into the sanitary sewer system. A typical residential inspection lasts less than 15 minutes and will survey exterior garden hose connections, lawn sprinkler systems, boilers, laundry tubs, water softeners and sump pumps.

Your property is scheduled for inspection during the month of September 2015. Please call (920) 894-2909 ext.103 to schedule an inspection date and time. Inspection appointments are available Tuesday - Thursday 8:00 a.m. to 6:00 p.m. We very much appreciate your response to this request. **As noted above, this inspection is required by city ordinance.**

There are no fees for the inspection; however, in circumstances where corrective action(s) are required, the obligation is with the property owner. You will be notified following the inspection what corrective action(s) are necessary. We look forward to working with you in protecting everyone's drinking water supply. If you have any questions, please contact me at (920) 894-2133.

Sincerely,

Kris August
Utilities General Manager

PARCEL #: _____ ADDRESS: _____

Inspector: _____ Account # _____

SINGLE FAMILY: MULTIPLE FAMILY: # OF UNITS: _____ APARTMENT: # OF UNITS: _____ CONDO: # OF UNITS: _____

INSPECTION INFORMATION

DATE OF INSPECTION: _____

SIZE OF WATER METERS: POTABLE WATER: _____
 LAWN IRRIGATION: _____
 WELL: _____

PRESSURE REGULATOR YES
 NO

INSPECTION COMPLIANCE: YES
 NO

HAZARD INFORMATION

TYPE OF WATER USE	Y/N		QTY	PROPERLY ISOLATED			APPROVED DEVICE										
	Y	N		Y		N	Y		N								
WATER SOFTENER	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	AG												
LAUNDRY SINK	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	HBVB/1011	<input type="checkbox"/>	REMOVE THREADS										
INSIDE HOSE BIBB(S)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	HBVB/1011	<input type="checkbox"/>	CAP										
BOILER	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	RPBP/1013	<input type="checkbox"/>	VDCV/1012										
HUMIDIFIER	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	AG	<input type="checkbox"/>	RPBP/1013	<input type="checkbox"/>	VDCV/1012								
OUTSIDE HOSE BIBB(S)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	AFHBVB/1011 OR 1019												
LAWN IRRIGATION SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	RPBP/1013	<input type="checkbox"/>	PVB/1020	<input type="checkbox"/>	SVB/1056	<input type="checkbox"/>	AVB/1001						
SWIMMING POOL	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	RPBP/1013	<input type="checkbox"/>	PVB/1020	<input type="checkbox"/>	AG	<input type="checkbox"/>	AVB/1001						
OTHER _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>													

ADDITIONAL NOTES: _____

RESIDENTIAL SANITARY CLEARWATER INSPECTION

- ____ 1. Your sump pump is cross-connected to the sanitary sewer. (There is a tee in the discharge pipe, which can lead to floor drain.)
- ____ 2. The floor drain is connected to the footing tile, roof leader, and or other.
- ____ 3. Foundation wall leak goes to floor drain.
- ____ 4. The discharge piping on the sump pump is not of material approved in Comm.84.30 of State Plumbing Code. (PVC or ABS, Copper, Galvanized Steel, Cast Iron, Brass)
- ____ 5. One or more downspout leaders exist.
- ____ 6. Outside cleanout defective.

Pass
 Fail

ADDITIONAL NOTES: _____

(DATE)

(Property Address)

Kiel, WI 53042

Dear Owner

The Property at (Address) has received a failed Clear Water Inspection. A copy of the failed inspection form is enclosed with required correction provided in the "NOTES" and a correction date of no later than (DATE plus 60 days) is assigned to the failure. If the failure is not corrected as noted on the inspection form by the date listed then the fee schedule will commence as listed in City Ordinance Chapter 13 Municipal Utilities. A failed Clear Water Inspection goes with the parcel and corrections are the owner of the parcels responsibility.

The owner or representative shall contact the City of Kiel Wastewater Utility to schedule an inspection of the property. The inspection is at no cost.

City of Kiel Wastewater Utility
Hours: 8 a.m. – 4 p.m. Monday thru Friday
Phone (920) 894-2909

Upon completion of the inspection, the report will be on file at Kiel City Hall.

If you have any questions feel free to contact me at the Kiel Utilities.

CITY OF KIEL

KIEL UTILITIES

Kris A. August
General Manger
621 6th Street
P. O. Box 98
Kiel, WI 53042

Phone: (920)894-2133
Cell: (920)286-0735
Fax: (920)894-7016
Email:
kielwwtp@yahoo.com

Kris August, General Manager

(DATE)

(Property Address)

Kiel, WI 53042

Dear Owner

The Property at (Address) has received a failed Clear Water Inspection. A copy of the failed inspection form is enclosed with required correction provided in the "NOTES" and a correction date of no later than (DATE plus 60 days) is assigned to the failure. If the failure is not corrected as noted on the inspection form by the date listed then the fee schedule will commence as listed in City Ordinance Chapter 13 Municipal Utilities. A failed Clear Water Inspection goes with the parcel and corrections are the owner of the parcels responsibility.

The owner or representative shall contact the City of Kiel Wastewater Utility to schedule an inspection of the property. The inspection is at no cost.

City of Kiel Wastewater Utility
Hours: 8 a.m. – 4 p.m. Monday thru Friday
Phone (920) 894-2909

Upon completion of the inspection, the report will be on file at Kiel City Hall.

If you have any questions feel free to contact me at the Kiel Utilities.

CITY OF KIEL

KIEL UTILITIES

Kris A. August
General Manger
621 6th Street
P. O. Box 98
Kiel, WI 53042

Phone: (920)894-2133
Cell: (920)286-0735
Fax: (920)894-7016
Email:
kielwwtp@yahoo.com

Kris August, General Manager

Appendix 6.3

(Address of Property Owner)

The City of Kiel along with the Water and Wastewater Utilities is scheduling the reconstruction of infrastructure relating to (Street + Section and year of construction). This work will involve the water, sanitary sewer, storm sewer and road surface. During the reconstruction of sanitary sewer main and laterals, an inspection will be done of the laterals servicing the properties along (Street + Section). This inspection is part of the system reconstruction being undertaken by the City of Kiel Wastewater Utility. The City shall inspect all private connections to the public mains at the time of reconstruction of the public system. Any existing private lateral connection not meeting the requirements listed in the City of Kiel Ordinance Chapter 13 shall be required to be corrected at the property owner's expense. The sanitary system reconstruction is covered in the City of Kiel Ordinance Chapter 13.27 – 13.30. A full copy of the ordinance can be found on the City of Kiel website (<http://ci.kiel.wi.us/>).

(Number of Months) months prior to construction you will receive a letter for authorization and consent for televising sewer laterals. This letter must be returned to City of Kiel with the signatures of the property owner(s). Failure to return this letter can result in Sanitary Sewer Lateral Fees imposed under City of Kiel Ordinance Chapter 13.30.

If you have any questions regarding this letter or of the City of Kiel Ordinance Chapter 13 please feel free to contact me at (920) 894-2133.

Kris August
General Manager Kiel Utilities

AUTHORIZATION AND CONSENT FOR TELEVISIONING SEWER LATERALS

The undersigned Property Owner(s) herein grants the City of Kiel, its subcontractors, agents, and employees authorization and consent to go upon or under the property identified below and to conduct televising of any one or more sewer laterals located on said property.

The undersigned Property Owner(s) understand that, due to the unacceptable burden on the sewer system and associated harmful affects from fresh water infiltration, failure to grant consent for televising sewer laterals will subject the Property Owner(s) to a \$50 monthly fee pursuant to City Ordinances.

By granting consent to televising sewer laterals, when periodically requested by the City, the Property Owner(s) can avoid the imposition of this \$50 monthly fee Sec. 13.30 Sanitary Sewer Lateral Fee of City of Kiel Code of Ordinances.

The property to which this consent applies is located at (Address), City of Kiel, County of (county name), State of Wisconsin.

Dated this _____ day of _____, (year).

Kris August
City of Kiel General Manager Utilities

_____ Date _____
Property Owner

_____ Date _____
Property Owner

City of Kiel Wastewater Utility
100 Rockville Road
P.O. Box 98
Kiel, WI 53042

{Date}

{Owner}

{Owner 2}

{Mailing Address}

{City, State Zip}

Dear Property Owner:

The City of Kiel during the pipe inspection at your property at (property address and county) has determined the sanitary sewer lateral is defective. Defective sewer laterals allow the inflow and infiltration of clear water into the City sanitary sewer system, this clear water adversely impacts the sanitary collection system and sewerage treatment system in terms of expense, efficiency, and overall burden on treatment facilities. In the interest of health, safety, and general welfare of City residents, it is necessary for property owners to repair the deficiencies of the private laterals.

As the owner of the above property, you are in violation of Sec.13.27 System Reconstruction and/or Sec.13.28 System Requirements of the City of Kiel Code of Ordinances. The property owner is required to make the necessary repairs to correct the deficiencies.

Your sanitary sewer has been found to have the following deficiencies:

- (1) Any visible leak.
- (2) Open, improperly formed, or root intruded joints.
- (3) Improper materials such as soil or orangeburg pipe.
- (4) Visible crack.
- (5) Improper connections such as a palmer valve.
- (6) Any defect determined by the City of Kiel to require repair to comply with the system standards identified herein.

A copy of the sanitary sewer lateral inspection report is included with this letter for your review.

The City of Kiel with the awarded contractor will repair all sanitary sewer laterals of the sanitary sewer main to the existing property line. The owner will be responsible for the expense from the property line to the building/house.

Your sanitary sewer lateral repair options are listed below:

1. You may use the contractor with the City of Kiel during the reconstruction of the sanitary sewer main. Prices will be determined after bid acceptance by the City of Kiel Council for the repair of the sanitary sewer laterals at the time of construction. This repair is at the property owner's expense and can be paid in full or with special assessments added to your property taxes.
2. You may make the sanitary sewer lateral repairs with a contractor of your choice and at your own expense.
3. The last option is to repair the sewer lateral by yourself making sure you fulfill all state and local plumbing codes at your expense.

The repairs or replacement work of the sanitary sewer lateral must be completed one (1) year after the City of Kiel finishes the road construction project. The completion date of the contract will be set for **(Date of Completion)**.

If you do not correct the problems by **(Date Required for Compliance)**, a \$50.00 fee will be imposed for each month of non-compliance per Sec.13.30 Sanitary Sewer Lateral Fees on the Kiel Municipal Code.

If you have any question regarding this letter please feel free to contact me.

Kris August General Manager
Kiel Utilities
(920)-894-2909 ext.105
7:00 a.m. -3:30 p.m.

**AUTHORIZATION AND CONSENT FOR
REPLACEMENT OF LATERAL**

The undersigned Property Owner(s) herein grants (Contractor) authority to replace sewer laterals located on said property. **SIGN YES** if you are using (Contractor). **SIGN NO** if using contractor of your choosing.

The property to which this consent applies is located at (Insert Address), City of Kiel, County of (???) , State of Wisconsin.

YES _____ Date _____
Property Owner

NO _____ Date _____
Property Owner

Appendix 7.4

Sanitary Sewage Overflow Type: Permit Number:

Collection System SSO GP WI-0047341-05

Treatment Facility TFO Other WI- _____

Notice: Under s.283.55 (1)(dm), Wis. Stats., and in accordance with reporting requirements in your WPDES permit, permittees shall provide the following notices if a sanitary sewer overflow or treatment facility overflow occurs:

- Within **24 hours** of the occurrence, notify the DNR regional wastewater staff by telephone (FAX, email or voice mail, if staff are unavailable).
- Within **5 days** of the occurrence, provide a written report describing the overflow, including all information requested on this form. The permittee is required to submit this form or other equivalent written notification to the DNR Regional Office (Refer to GP WI-0047341-05 sections 3.2, 3.4, and 3.5.)
- Public notification. Date _____ How? _____
- Regional wastewater treatment facility notification. Date _____ Not applicable
- Drinking water intake owner notification. Date _____ Not applicable

Failure to notify the Department as specified may result in fines up to \$10,000 for each day of violation [s. 283.91(2), Wis. Stats.].

Personally identifiable information will be used for program administration and will also be made available to requesters as required under Wisconsin Open Records law [ss. 19.31 - 19.39, Wis. Stats.].

Instructions: Use this form to report all **SSO, or TFO occurrences**. Attach additional information as necessary to explain or document the overflow. For the purpose of this report, an overflow is defined as the discharge of sewage from the collection system or at the treatment facility other than from the permitted outfall to a surface water and/or ground due to circumstances such as those identified by the check boxes in the overflow details section of this form.

Use one form per occurrence. A single occurrence may be more than one day if the circumstance causing the overflow or bypass results in a discharge duration more than 24-hours. If there is a stop and restart of the overflow or bypass within 24-hours, but it's caused by the same circumstances, report it as one occurrence. If the discharges are separated by more than 24 hours, they should be reported as separate occurrences.

Notification Information	
Permittee (Facility Name)	Overflow Reported to DNR
	Date _____ Time _____ <input type="radio"/> am <input type="radio"/> pm
Person Representing Permittee Who Contacted DNR	DNR Office and Person Contacted _____

Overflow Details (Refer to GP WI-0047341-05 section 3.2 and NR210.21(4)(b), Wis. Adm. Code.)

1. Location of the Overflow (complete a separate form for **each discharge location**)

2. Provide the name of the local receiving water that the wastewater enters, which could be a nearby stream, river, lake, or wetland. If discharge does not enter directly into a surface water, but indirectly by way of a ditch or storm sewer, trace the path of the ditch or storm sewer to find the receiving water. (check all that apply)

Runs on ground and absorbs into the soil.

Ditch. Name of surface water it drains to: _____

Storm sewer. Name of surface water it drains to: _____

Surface water direct discharge: _____

Other, describe: _____

3. Duration of the Overflow (hours and minutes) _____ Estimated Volume of Wastewater Discharged (gallons) _____

Note: The duration of the overflow equals the estimated time when the overflow began and stopped when sewage may have discharged, and is not the same as the length of time precipitation occurred. The volume of all overflow discharges shall be reported as a numerical value (do not report "unknown"). The potential overflow volume may be calculated knowing the flow capacity of the sewer and the overflow duration.

4. Identify the sewer system or treatment facility component from which the discharge occurred. Check all that apply and explain in number 11.

Manhole Permanent overflow structure Other (describe below) _____

Lift station Broken pipe _____

5. The estimated date and time when the overflow began and stopped or will be stopped:

Start Date _____	Time (to nearest 15 minutes) <input type="radio"/> am <input type="radio"/> pm	End Date _____	Time (to nearest 15 minutes) <input type="radio"/> am <input type="radio"/> pm
------------------	--	----------------	--

6. The cause or suspected cause of the overflow including, if appropriate, precipitation, runoff conditions, areas of flooding, soil moisture and other relevant information. Circumstances causing the overflow: (check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Rain | <input type="checkbox"/> Power Outage | <input type="checkbox"/> Equipment Failure |
| <input type="checkbox"/> Soil Moisture | <input type="checkbox"/> Plugged Sewer | <input type="checkbox"/> Widespread Flooding |
| <input type="checkbox"/> Snow Melt | <input type="checkbox"/> Broken Sewer | <input type="checkbox"/> Other (explain in number 11) |

Note: Flooding should only be indicated as a cause if there is significant flooding that is caused by high river, stream, or lake water levels, not just localized high water in the street.

Document the weather conditions if it contributed to the cause of the overflow. The wet weather data should include the cumulative amount of precipitation that caused the overflow.

Date and Duration of Rainfall

Start Date	Time (to nearest 15 minutes) <input type="radio"/> am <input type="radio"/> pm	End Date	Time (to nearest 15 minutes) <input type="radio"/> am <input type="radio"/> pm
Amount of Rainfall (nearest rain gauge to 0.1 inch accuracy)		Amount of Snow Melt (estimated inches melted)	

Contributing Soil Conditions (saturated, frozen, soil type)

7. Steps taken or planned to reduce, eliminate and prevent reoccurrence of the overflow and a schedule of major milestones for those steps.

8. A description of the actual or potential for human exposure and contact with the wastewater from the overflow.

9. Steps taken or planned to mitigate the impacts of the overflow and a schedule of major milestones for those steps.

10. To the extent known at the time of reporting, the number and location of building backups caused by excessive flow or other hydraulic constraints in the sewage collection system that occurred concurrently with the SSO and were within the same area of the sewage collection system as the SSO.

Number Location

11. The reason the overflow occurred or explanation of other contributing circumstances that resulted in the overflow event including whether the overflow was unavoidable to prevent loss of life, personal injury, or severe property damage and whether there were feasible alternatives to the overflow. (Refer to GP WI-0047341-05 section 2.2)

Report Completed By

Authorized Representative Name (Print)	Title
Signature of Authorized Representative	Date