

Date: Monday, June 6, 2016
Time: 4:30 p.m.
Place: City Hall

BOARD OF PUBLIC WORKS

- A. CALL TO ORDER & ROLL CALL
- B. CORRECTION OF MINUTES
- C. OPEN BIDS OR QUOTATIONS
- D. CORRESPONDENCE
- E. PERMITS
- F. APPROVAL OF BILLS
- G. UTILITIES SUPERVISOR

- 1. 2015 COMPLIANCE MAINTENANCE ANNUAL REPORT

- Review and recommend to council the 2015 Compliance Maintenance Annual Report

Individual Requesting Item	Mike Kennison
Expected Length of Discussion	10 Min

Documents: [2015 CMAR.pdf](#)

- H. CITY ADMINISTRATOR

- 1. SELECTION OF DESIGN OPTION TO REPAIR ENTRANCE TO CITY HALL

- The City contracted McGowan Architecture to draft three options for repairing the concrete entrance to City Hall.

Individual Requesting Item	City Administrator
Expected Length of Discussion	30 min

Documents: [MCH-Entrance-CANOPY-Perspective.pdf](#), [MCH-Entrance-OPTION1.pdf](#), [MCH-Entrance-OPTION1-Perspective.pdf](#), [MCH-Entrance-OPTION2.pdf](#), [MCH-Entrance-OPTION2-Perspective.pdf](#), [MCH-Entrance-OPTION3.pdf](#), [MCH-Entrance-OPTION3-Perspective.pdf](#)

- I. BUSINESS PRESENTED BY PUBLIC

- J. BUSINESS PRESENTED BY BOARD PRESIDENT, MAYOR, AND BOARD MEMBERS

- May make brief informative statements or bring up items to be discussed at a future meeting.

- K. ADJOURNMENT

This Board may take any action it considers appropriate related to any item on this agenda.

Request from persons with disabilities who need assistance to participate in this meeting, including need for an interpreter, materials in alternate formats, or other accommodations,

should be made to the Office of the City Clerk at (608) 329-2564 with as much advance notice as possible so that proper arrangements can be made.

Notice is hereby given that a majority of the members of the Common Council of the City of Monroe may be present at this meeting to gather information about the matters set forth on this agenda. This notice is given pursuant to the Wisconsin Open Meetings Law.

Members: President Chuck Koch, Vice President Tom Miller, Jeff Newcomer , Alt. Michael Boyce

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:

5/31/2016

2015

Influent Flow and Loading

1. Monthly Average Flows and (C)BOD Loadings

1.1 Verify the following monthly flows and (C)BOD loadings to your facility.

Outfall No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average (C)BOD Concentration mg/L	x	8.34	=	Influent Monthly Average (C)BOD Loading, lbs/day
January	1.3010	x	658	x	8.34	=	7,141
February	1.3079	x	642	x	8.34	=	7,004
March	1.3570	x	583	x	8.34	=	6,603
April	1.2946	x	580	x	8.34	=	6,263
May	1.3300	x	570	x	8.34	=	6,327
June	1.6654	x	566	x	8.34	=	7,854
July	1.7479	x	733	x	8.34	=	10,680
August	1.5707	x	619	x	8.34	=	8,103
September	1.6718	x	665	x	8.34	=	9,273
October	1.6190	x	602	x	8.34	=	8,128
November	1.8329	x	465	x	8.34	=	7,104
December	1.9432	x	470	x	8.34	=	7,613

2. Maximum Month Design Flow and Design (C)BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	4.2	x	90	=	3.78
		x	100	=	4.2
Design (C)BOD, lbs/day	14000	x	90	=	12600
		x	100	=	14000

2.2 Verify the number of times the flow and (C)BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times (C)BOD was greater than 90% of design	Number of times (C)BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
Total Number of Points					0

0

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:
5/31/2016 2015

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

Yes Enter last calibration date (MM/DD/YYYY)

No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

Yes

No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

Yes

No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

Yes

Yes

Yes

No

No

No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

Yes gallons

No

Holding Tanks

Yes gallons

No

Grease Traps

Yes gallons

No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

Yes

No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

Yes

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:
5/31/2016 **2015**

<ul style="list-style-type: none">● No <p>If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:
5/31/2016 **2015**

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	20	18	5	1	0	0
February	20	18	5	1	0	0
March	20	18	5	1	0	0
April	20	18	4	1	0	0
May	10	10	4	1	0	0
June	10	10	3	1	0	0
July	10	10	3	1	0	0
August	10	10	3	1	0	0
September	10	10	4	1	0	0
October	10	10	4	1	0	0
November	20	18	2	1	0	0
December	20	18	2	1	0	0

* Equals limit if limit is <= 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

Yes Enter last calibration date (MM/DD/YYYY)

No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

There were no problems that threatened the treatment plant in 2015

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

Yes

No

If Yes, please explain:

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:

5/31/2016

2015

<p>4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please explain:</p> <p>_____</p> <p>4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> N/A</p> <p>Please explain unless not applicable:</p> <p>_____</p>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:
5/31/2016 **2015**

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	20	18	3	1	0	0
February	20	18	3	1	0	0
March	20	18	4	1	0	0
April	20	18	4	1	0	0
May	10	10	4	1	0	0
June	10	10	2	1	0	0
July	10	10	2	1	0	0
August	10	10	2	1	0	0
September	10	10	3	1	0	0
October	10	10	2	1	0	0
November	20	18	2	1	0	0
December	20	18	2	1	0	0

* Equals limit if limit is <= 10

Months of Discharge/yr	12		
Points per each exceedance with 12 months of discharge:	7	3	
Exceedances	0	0	
Points	0	0	
Total Number of Points		0	

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:

5/31/2016

2015

Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for NH3

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceedance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceedance
January	4.4		.3924545	45 0					
February	4.4		1.1466	0					
March	4.4		.2628181	82 0					
April	2.7		.463	0					
May	1.3		.2720952	38 0					
June	1.3		.4546363	64 0					
July	1.3		.9862608	7 0					
August	1.3		.4429047	62 0					
September	1.3		2.374454	545 1					
October	4.4		.6686363	64 0					
November	4.4		.9332380	95 0					
December	4.4		.1258695	65 0					
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									1
Points:									10
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
Total Number of Points									10

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to detect exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to detect exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:
5/31/2016 **2015**

Monroe WWTF was in violation of its WPDES permit limits three times during the month of September 2015. The weekly effluent limit for ammonia (3.3 mg/l) was violated for week 3 (3.75 mg/l) and for week 4 (3.71 mg/l). The monthly average effluent ammonia limit (1.3 mg/l) was also violated during the same month (2.37 mg/l).

Elevated levels of ammonia in the Monroe WWTF effluent appear to be the result of two factors. The first element was that Influent levels of ammonia to the facility were substantially higher during the months of August and September 2015. Secondary Influent sampling during the period showed monthly increases in the ammonia concentration flowing to the aeration basins where ammonia removal is performed. Levels in both August (5.6% higher than July) and September (22% higher than July) were experienced. It took time for the biomass to adjust to these elevated levels of ammonia.

Additionally, due to construction delays and redesign the centrate wells and associated pumps did not finally go into full operation until September 23, 2015. Previous to this date, all centrifuge centrate (high ammonia concentration) drained to the backwash tank system which was in turn pumped directly to Splitter Box #71. This flow then fed directly to the aeration basins providing little buffering for the high concentrations of ammonia in the centrate. After the centrate pump station was completed and started up all centrate was then routed back to the head end of the plant and mixed with influent. After passing through preliminary, primary, and equalization processes the plant received a welcome buffering of the high strength ammonia coming from the centrate.

During the time of noncompliance the plant made a number of process changes to increase its ability to remove the excess ammonia. Dissolved oxygen set points were increased (1.5 to 2.0 mg/l) in all of the aeration basins to be sure that adequate oxygen was available. Centrifuge operation was kept to a minimum and was spaced out as evenly as possible over a weeks time. Also, wasting was reduced in attempt to build a better inventory of nitrifying bacteria.

Effluent ammonia levels during the month of October 2015 were drastically reduced and no violations were incurred. With the commissioning of the new centrate pump station we are much better outfitted to handle the ammonia concentrations that are found in our centrate. Also, by more closely monitoring the BOD/Nitrogen ratios in the future we plan to make necessary adjustments to our biological system to accommodate escalated ammonia levels in our raw influent when they occur.

10

Total Points Generated	10
Score (100 - Total Points Generated)	90
Section Grade	B

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:
5/31/2016 **2015**

Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.1	1	0
February	1	0.1	1	0
March	1	0.1	1	0
April	1	0.1	1	0
May	1	0.1	1	0
June	1	0.1	1	0
July	1	0.2	1	0
August	1	0.3	1	0
September	1	0.3	1	0
October	1	0.2	1	0
November	1	0.1	1	0
December	1	0.1	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:
5/31/2016 2015

Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- Land applied under your permit
- Publicly Distributed Exceptional Quality Biosolids
- Hauled to another permitted facility
- Landfilled
- Incinerated
- Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

N/A

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

1858.50 acres

2.1.2 How many acres did you use?

290.5 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

N/A

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

- Yes (30 points)
- No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

- Yes
- No (10 points)
- N/A

30

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 002 - SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75			<2	<3			<2.7			<2.7				0	0
Cadmium		39	85			.46	.61			.64			.64				0	0
Copper		1500	4300			190	190			230			240				0	0
Lead		300	840			13	18			22			13				0	0
Mercury		17	57			<.28	<.21			<.3			.9				0	0
Molybdenum	60		75			7.6	7.2			12			15			0		0
Nickel	336		420			14	13			15			16			0		0
Selenium	80		100			<.28	6.4			<3.9			7			0		0
Zinc		2800	7500			380	380			490			480				0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- 0 (0 Points)

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:

5/31/2016

2015

- o 1-2 (10 Points)
 - o > 2 (15 Points)
- 3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- o Yes
- o No (10 points)
- N/A - Did not exceed limits or no HQ limit applies (0 points)
- o N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

- 0 (0 Points)
- o 1 (10 Points)
- o > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- o Yes (20 Points)
- No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

N/A

0

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, Contact Us.

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	
Sample Dates:	01/01/2015 - 03/31/2015
Density:	
Sample Concentration Amount:	
Requirement Met:	Yes
Land Applied:	No
Process:	ANAER
Process Description:	Thickened primary and waste sludge is pumped to our primary digester. Our secondary digester was out of service. Our average MCRT was 39 days @ 34 degrees C.

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	
Sample Dates:	04/01/2015 - 06/30/2015
Density:	
Sample Concentration Amount:	
Requirement Met:	Yes
Land Applied:	Yes
Process:	ANAER
Process Description:	Thickened primary and waste sludge are pumped into our primary digesters. Our secondary digester was out of service until May 26th, when we went back to a primary/secondary digester system. Our average MCRT was 56 days @ 33 degrees C.

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:

5/31/2016

2015

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	
Sample Dates:	07/01/2015 - 12/31/2015
Density:	
Sample Concentration Amount:	
Requirement Met:	Yes
Land Applied:	Yes
Process:	ANAER
Process Description:	Thickened primary and waste sludge are pumped into our primary digesters and overflow into our secondary digester. As of 11-23-15 we are running one primary digester and two secondary digesters that recirculate back into the primary digester. Our average MCRT is 65 days @ 31 degrees C.

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	
Sample Dates:	07/01/2015 - 09/30/2015
Density:	
Sample Concentration Amount:	
Requirement Met:	Yes
Land Applied:	Yes
Process:	ANAER
Process Description:	Thickened primary and waste sludge are pumped into our primary digesters. Primary digested sludge then overflows to our secondary digesters. The average MCRT was 61 days @ 35 degrees C.

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	
Sample Dates:	10/01/2015 - 12/31/2015
Density:	
Sample Concentration Amount:	
Requirement Met:	Yes
Land Applied:	Yes
Process:	ANAER
Process Description:	Thickened primary and waste sludge are pumped into our primary digesters and overflow into our secondary digester. As of 11-23-15 we are running one primary digester and two secondary digesters that recirculate back to the primary digester. Our MCRT is 65 days @ 31 degrees C.

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:
5/31/2016 **2015**

- Yes (40 Points)
 - No
- If yes, what action was taken?

0

5. Vector Attraction Reduction (per outfall):

5.1 Verify the following information. If any of the information is incorrect, Contact Us.

Outfall Number:	002
Method Date:	03/17/2015
Option Used To Satisfy Requirement:	VSR
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	38
Results (if applicable):	44

Outfall Number:	002
Method Date:	04/02/2015
Option Used To Satisfy Requirement:	VSR
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	38
Results (if applicable):	44

Outfall Number:	002
Method Date:	09/30/2015
Option Used To Satisfy Requirement:	INC
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	002
Method Date:	10/05/2015
Option Used To Satisfy Requirement:	VSR
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	38
Results (if applicable):	45

Outfall Number:	002
Method Date:	10/05/2015
Option Used To Satisfy Requirement:	VSR
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	38
Results (if applicable):	45

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:
5/31/2016 **2015**

<p>5.2 Was the limit exceeded or the process criteria not met at the time of land application?</p> <ul style="list-style-type: none"> <input type="radio"/> Yes (40 Points) <input checked="" type="radio"/> No <p>If yes, what action was taken?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0
<p>6. Biosolids Storage</p> <p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> >= 180 days (0 Points) <input type="radio"/> 150 - 179 days (10 Points) <input type="radio"/> 120 - 149 days (20 Points) <input type="radio"/> 90 - 119 days (30 Points) <input type="radio"/> < 90 days (40 Points) <input type="radio"/> N/A (0 Points) <p>6.2 If you checked N/A above, explain why.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

Total Points Generated	30
Score (100 - Total Points Generated)	70
Section Grade	D

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:
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Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; padding: 5px;">We had one operator leave to go to another plant and we have not replaced that position as of yet. We will continue to monitor that position and refill if there is a need.</div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes (Continue with question 2)<input type="radio"/> No (40 points) <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<ul style="list-style-type: none"><input checked="" type="radio"/> Paper file system<input type="radio"/> Computer system<input type="radio"/> Both paper and computer system<input type="radio"/> No (10 points)	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M Manual that can be used as a reference when needed?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none"><input type="radio"/> Excellent<input checked="" type="radio"/> Very good<input type="radio"/> Good<input type="radio"/> Fair<input type="radio"/> Poor <p>Describe your rating:</p>	

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:

5/31/2016

2015

New equipment has been installed with the upgrade of the plant and operators have done an excellent job doing routine maintenance and maintaining the plants equipment and processes. Scada has been an excellent tool for operators to watch the operation of the plant and catch problems before they happen.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:
5/31/2016 **2015**

Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name: JOSEPH F SOLAWETZ

Certification No: 16652

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP		OIC	
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes				X
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				X
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	NA	NA

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2015 - 2016; subclass SS is basic level only.)

- Yes (0 points)
- No (20 points)

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- One or more additional certified operators on staff
- An arrangement with another certified operator
- An arrangement with another community with a certified operator
- An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
- A consultant to serve as your certified operator
- None of the above (20 points)

If "None of the above" is selected, please explain:

0

4. Continuing Education Credits

4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

OIT and Basic Certification:

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:

5/31/2016

2015

- Averaging 6 or more CECs per year.
 - Averaging less than 6 CECs per year.
- Advanced Certification:
- Averaging 8 or more CECs per year.
 - Averaging less than 8 CECs per year.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:
5/31/2016 2015

Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 150px;" type="text" value="Renee Weaver"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="608-329-2483"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="rweaver@cityofmonroe.org"/></p>																									
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input style="width: 80px;" type="text" value="2016"/></p> <p><input checked="" type="radio"/> 0-2 years ago (0 points)</p> <p><input type="radio"/> 3 or more years ago (20 points)</p> <p><input type="radio"/> N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (40 points)</p>	0																								
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>																									
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input style="width: 80px;" type="text" value="2016"/></p> <p><input checked="" type="radio"/> 1-2 years ago (0 points)</p> <p><input type="radio"/> 3 or more years ago (20 points)</p> <p><input type="radio"/> N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																									
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;"><input style="width: 150px;" type="text" value="2,327,481.03"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: center;">-</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="2,327,481.03"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="2,824.97"/></td> </tr> <tr> <td>3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)</td> <td style="text-align: center;">-</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="2,330,306.00"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR		\$	<input style="width: 150px;" type="text" value="2,327,481.03"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	-	\$	<input style="width: 150px;" type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance		\$	<input style="width: 150px;" type="text" value="2,327,481.03"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 150px;" type="text" value="2,824.97"/>	3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)	-	\$	<input style="width: 150px;" type="text" value="0.00"/>	3.2.6 Ending Balance as of December 31st for CMAR Reporting Year		\$	<input style="width: 150px;" type="text" value="2,330,306.00"/>	
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3.2.6 Ending Balance as of December 31st for CMAR Reporting Year		\$	<input style="width: 150px;" type="text" value="2,330,306.00"/>																						

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:

5/31/2016

2015

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

None

3.3 What amount should be in your Replacement Fund? \$ 1,623,098.00

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the HELP link under Info in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	We are currently have a change order to replace 3 Digesters that were replaced with the plant upgrade.	1,500,000	2016
2	During 2017 we are planning sanitary sewer replacement on 25th Ave. from 6th St. to 8th St.	95,000	2017
3	During 2018 we are planning replacement of Rees Lift Station	900,000	2018
4	Planning sanitary sewer replacement on 16th St. from 20th Ave. to 23rd Ave.	165,000	2018
5	Planning sanitary sewer replacement on 22nd Ave. from 13th St. to 16th St.	115,000	2018
6	Planning sanitary sewer replacement on 18th St. from 6th St. to 7th St.	75,000	2018
7	Planning sanitary sewer replacement on Country Lane	50,000	2019
8	Replace 950 feet of 6 inch sanitary sewer on 15th Avenue between 9th Street and 12th Street. (Sub Standard sizing.)	95,000	2017
9	Sanitary sewer upgrades on 8th Street from Hwy 69 to 10th Ave W	250,000	2017
10	Line Sanitary Sewer Main in varies location.	100,000	2018
11	Construction of a odor control system for plant	500,000	2016

5. Financial Management General Comments

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:

5/31/2016

2015

Sanitary Sewer Collection Systems

1. CMOM Program

1.1 Do you have a Capacity, Management, Operation & Maintenance (CMOM) requirement in your WPDES permit?

- Yes
- No

1.2 Did you have a documented (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance (O&M) or CMOM program last calendar year?

- Yes (Continue with question 1)
- No (30 points) (Go to question 2)

1.3 Check the elements listed below that are included in your O&M or CMOM program.

Goals

Describe the specific goals you have for your collection system:

The goals we have for the collection system are as follows.

Sewer cleaning 10%

Root cutting 5%

Sewer Line Televising 5%

Manhole Inspection 2%

Manhole Rehabilitation 1%

Mainline Rehabilitation .5%

Organization

Do you have the following written organizational elements (check only those that apply)?

- Ownership and governing body description
- Organizational chart
- Personnel and position descriptions
- Internal communication procedures
- Public information and education program

Legal Authority

Do you have the legal authority for the following (check only those that apply)?

- Sewer use ordinance Last Revised Date (MM/DD/YYYY)
- Pretreatment/industrial control Programs
- Fat, oil and grease control
- Illicit discharges (commercial, industrial)
- Private property clear water (sump pumps, roof or foundation drains, etc.)
- Private lateral inspections/repairs
- Service and management agreements

Maintenance Activities (provide details in question 2)

Design and Performance Provisions

How do you ensure that your sewer system is designed and constructed properly?

- State plumbing code
- DNR NR 110 standards
- Local municipal code requirements
- Construction, inspection, and testing
- Others:

Overflow Emergency Response Plan:

Does your emergency response capability include (check only those that apply)?

- Alarm system and routine testing
- Emergency equipment

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:

5/31/2016

2015

Emergency procedures
 Communications/notifications (DNR, internal, public, media, etc.)
 Capacity Assurance:
 How well do you know your sewer system? Do you have the following?
 Current and up-to-date sewer map
 Sewer system plans and specifications
 Manhole location map
 Lift station pump and wet well capacity information
 Lift station O&M manuals
 Within your sewer system have you identified the following?
 Areas with flat sewers
 Areas with surcharging
 Areas with bottlenecks or constrictions
 Areas with chronic basement backups or SSOs
 Areas with excess debris, solids, or grease accumulation
 Areas with heavy root growth
 Areas with excessive infiltration/inflow (I/I)
 Sewers with severe defects that affect flow capacity
 Adequacy of capacity for new connections
 Lift station capacity and/or pumping problems
 Annual Self-Auditing of your O&M/CMOM Program to ensure above components are being implemented, evaluated, and re-prioritized as needed
 Special Studies Last Year (check only those that apply):
 Infiltration/Inflow (I/I) Analysis
 Sewer System Evaluation Survey (SSES)
 Sewer Evaluation and Capacity Management Plan (SECAP)
 Lift Station Evaluation Report
 Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input type="text" value="13"/>	% of system/year
Root removal	<input type="text" value="4"/>	% of system/year
Flow monitoring	<input type="text" value="0"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="6"/>	% of system/year
Manhole inspections	<input type="text" value="1"/>	% of system/year
Lift station O&M	<input type="text" value="55"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="1"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value=".5"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="0"/>	% of system/year
Private sewer I/I removal		

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:

5/31/2016

2015

% of private services

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="30.07"/>	Total actual amount of precipitation last year in inches
<input type="text" value="23.89"/>	Annual average precipitation (for your location)
<input type="text" value="60.8"/>	Miles of sanitary sewer
<input type="text" value="5"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="1"/>	Number of sewer pipe failures
<input type="text" value="4"/>	Number of basement backup occurrences
<input type="text" value="46"/>	Number of complaints
<input type="text" value="1.54"/>	Average daily flow in MGD (if available)
<input type="text" value="1.94"/>	Peak monthly flow in MGD (if available)
<input type="text" value="5.04"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.02"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.07"/>	Basement backups (number/sewer mile)
<input type="text" value="0.76"/>	Complaints (number/sewer mile)
<input type="text" value="1.3"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="3.3"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume (MG)
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

Yes

No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

Yes

No

If Yes, please describe:

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:

5/31/2016

2015

<p>5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:</p> <p>No significant changes</p>
<p>5.4 What is being done to address infiltration/inflow in your collection system?</p> <p>Implementation of CMOM Program. More aggressive manhole rehab to help reduce I/I.</p>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:
5/31/2016 **2015**

Grading Summary

WPDES No: 0020362

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	B	3	5	15
Phosphorus	A	4	3	12
Biosolids	D	1	5	5
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			37	128
GRADE POINT AVERAGE (GPA) = 3.46				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

Compliance Maintenance Annual Report

Monroe Wastewater Treatment Facility

Last Updated: Reporting For:
5/31/2016 2015

Resolution or Owner's Statement

Name of Governing

Body or Owner:

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = B

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = D

The City of Monroe overloaded Craig Signer DNR field # 85752 / field #3 with and extra 2 LBS of nitrogen per acre of his 26 acre field. The reason the field was overloaded is that the 4th quarter lab results were not finished at the lab so we used our 3rd quarter results. Unfortunately, the 4th quarter results showed our ammonia nitrogen and our total solids had increased slightly causing the nitrogen over application. The City solution to this issue is to reduce the calculated amounts of loads applied to a farm site until we get our lab results back. Thereafter we will recalculate the amount of loads and adjust our nitrogen levels accordingly.

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 3.46



MONROE CITY HALL ENTRANCE – CANOPY (ALL OPTIONS)

ARCHITECTURE

PLANNING

INTERIORS

LIGHTING

608 235-2751
mcgowanarch@tds.net

mcgowan



MONROE CITY HALL ENTRANCE – OPTION 1

ARCHITECTURE

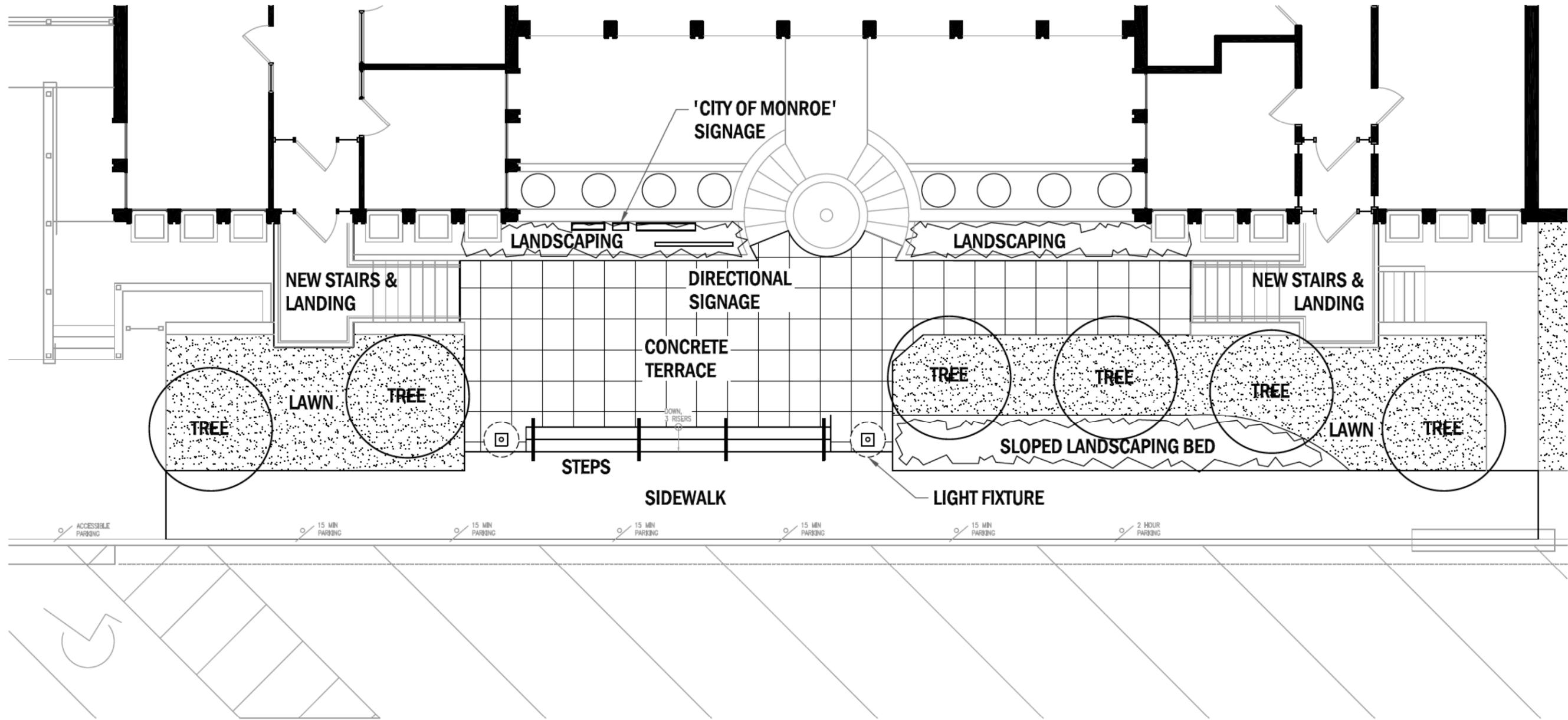
PLANNING

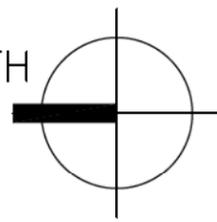
INTERIORS

LIGHTING

608 235-2751
mcgowanarch@tds.net

mcgowan



NORTH  1 **OPTION 2**

X

MONROE CITY HALL
 ENTRANCE REPAIRS

Project Address
 1110 18th Avenue
 Monroe, WI 53566

Rev. #	Date
1	X



MONROE CITY HALL ENTRANCE – OPTION 2

ARCHITECTURE

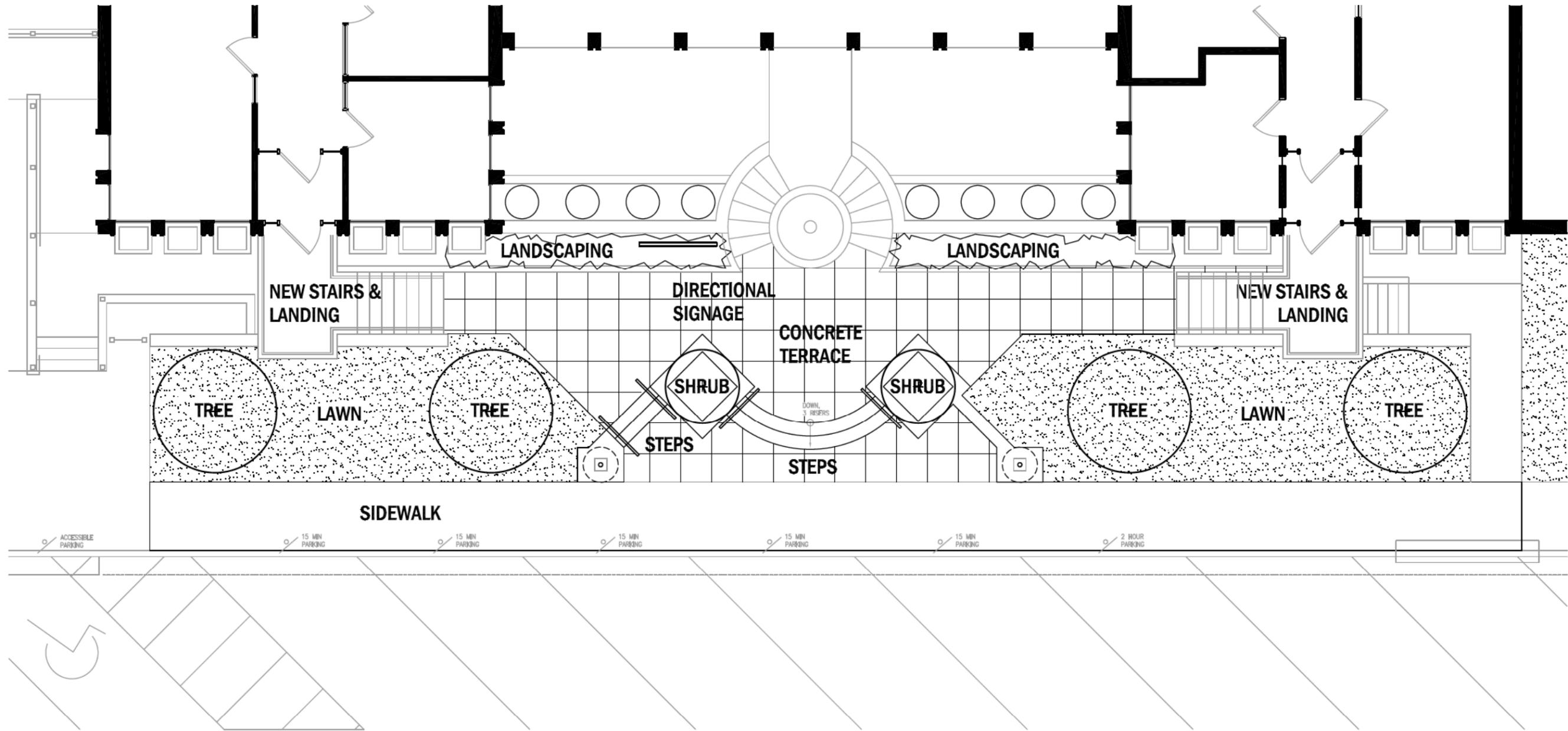
PLANNING

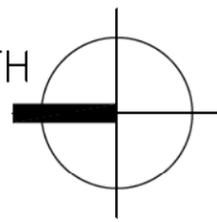
INTERIORS

LIGHTING

608 235-2751
mcgowanarch@tds.net

mcgowan



NORTH  1 **OPTION 3**

X

**Monroe City Hall
 Entrance Repairs**
 Project Address
 1110 18th Avenue
 Monroe, WI 53566

Rev. #	Date
1	X

Schematic Design
 5.31.2016
 3



MONROE CITY HALL ENTRANCE – OPTION 3

ARCHITECTURE

PLANNING

INTERIORS

LIGHTING

608 235-2751
mcgowanarch@tds.net

mcgowan