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APPENDIX A

EA Project Kickoff Meeting Minutes



collaborāte / formulāte / innovāte

MEMORANDUM

TO: EA Team

FROM: Laura Giese and Brian Schneider

DATE: February 22, 2013

SUBJECT: Kickoff Meeting Minutes
February 15, 2013
Department of Corrections Waupun Central Generating Plant (WCGP)
Boiler Replacement Project
Environmental Assessment (EA)
DOC Project #12C3M

Kickoff Meeting Minutes

1. Participants and Roles

- Mark Zaccagnino – DOA/DFD Project Manager (DOC #12C3M)
- Jerome Jansen – DOA/DFD Project Manager (DHS #11H2A)
- Biren Patel – DOA/DFD
- Tim Stratton – DOA/DFD
- Bear Daniel - Raasch
- Ross Diederich – Raasch
- Vern Larsen – Raasch
- Dale Wyman – WCI-CGP
- Dan Durant – WCI-CGP
- Bruce Brandenburg – WCI-CGP
- Chuck Clover – WCI
- Jenny Stadtmueller – WCI
- Randy Mattison – DOC/DMS
- John Bushman – Environmental Management Consulting
- Laura Giese – GRAEF
- Brian Schneider – GRAEF

2. Schedule

- Proposed EA Schedule
 - Kickoff meeting 2/15/13
 - Scoping/Data Analysis/Evaluation Process 3/15/13
 - Release Draft EA for Internal Review 3/27/13

- Release Draft EA for Public Review 4/15/13
- Closing Date for Public Comment Period 4/30/13 (15 days)
- Release Final EA and Record of Decision 5/31/13

- Proposed Project Schedule
 - December 2012 – 35% Design Approval
 - April 2013 – Bid Date
 - March 2014 – Start Construction
 - December 2014 – Boilers 5&6 Complete
 - December 2015 – Boiler 7 Complete

3. Communications

- Scoping Distribution List will be prepared by GRAEF and include relevant local and state agencies, and residents immediately adjacent to the Central Heating Plant. Mark and Randy will review list prior to distribution of public notices.
- Local Media – Public notices are not required to be published in a local newspaper. Public notices will be located on the Waupun City Hall Bulletin Board.
- The Draft EA will be available for public review at the Waupun City Hall and public library. Internal review of EA by Mark, Randy, Bear, and Jenny.
- EA Public meetings are not required.

4. Project Overview

- Scope: The boiler replacement project will replace three coal fired boilers (#5, #6, and #7) with gas/oil package boilers. The old boilers have become unreliable and are a life safety issue. Replacement of coal boilers will mitigate issues relating to compliance with the Clean Air Act's Prevention of Significant Deterioration (PSD) Program, as well as, achieve compliance with forthcoming air emission limits or Maximum Achievable Control Technology (MACT) rules. Demolition will include asbestos abatement, and practical material recycling.

- Construction Phase Issues
 - Demolition and installation will be phased to ensure a continuous source of steam with back-up capacity.
 - Asbestos will be abated during demolition.
 - Boiler delivery will be over the road or via rail, and may temporarily disrupt local traffic flow.
 - There will be no change in steam delivery to state facilities, but a new lateral will be needed to deliver natural gas from the meter

to the new boilers. Minimal land disturbance/excavation for gas line upsizing in an area that has been previously excavated. Same disturbed area likely to be used for fuel oil lines.

- The existing stack will be demolished.

- General Issues

- Boiler replacement will provide reliable steam for Wisconsin Department of Correction buildings and services. The steam is not used outside of the Department of Correction system.
- Electric generators are currently designated as standby, but will change to back-up status.
- Oil tanks may be visible to neighbors.
- Alternatives included a biomass boiler, and a gas/oil generator, as well as different operating capacities (125 psi and 425 psi). Alternatives also focused on the number of boilers to be replaced and the phasing of replacing all of the coal-fired boilers.
- No staff or community concerns are anticipated.
- Change to current staffing levels is not anticipated; however, skill sets will be upgraded to operate new electronic controls.
- No environmental concerns are anticipated. The prison is considered historic, but the heating plant is not. Minimal ground disturbance is proposed in an area previously excavated; therefore archeological or historical concerns are not anticipated.
- Water usage will likely be reduced. The heating plant uses well water and discharges primarily to the storm sewers. The heating plant does not use City water.
- The ash system will be gone and there will be a reduction in truck traffic due to the elimination of coal deliveries.
- The current project budget is \$15,597,100 funded using General Fund Supported Borrowing.

- No Action Items

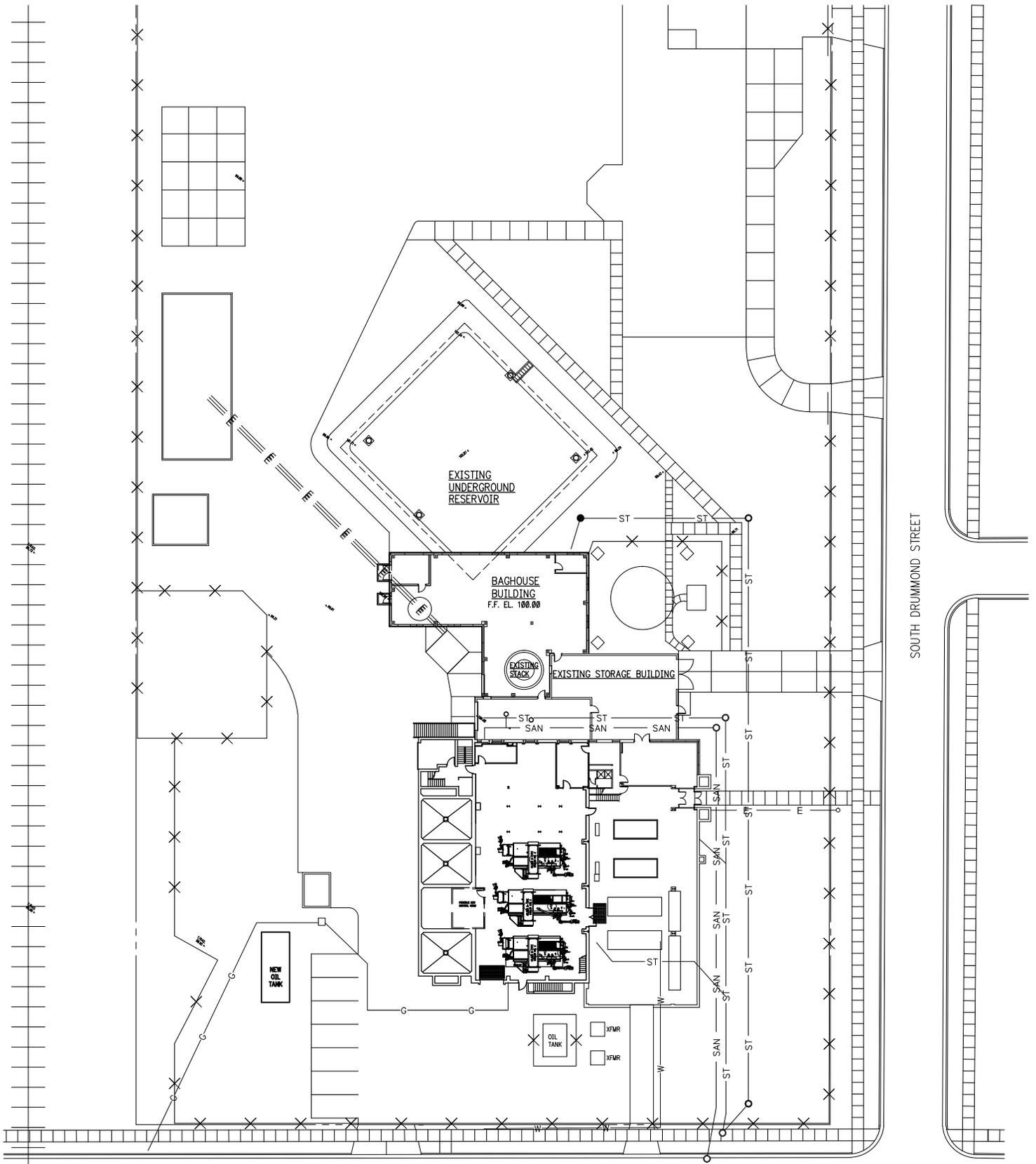
APPENDIX B

Distribution List

Attachment B – Distribution List									
Environmental Assessment (EA) Document Distribution List									
Boiler Replacement Project									
Waupun Central Generating Plant									
DOC Project #12C3M									
M - mailed a hard copy; E - emailed an electronic copy or website notice; ND - not distributed									
Contact Name	Organization	Address Line	City	State	Zip	Email Address	Public Notice Distribution		
Scoping	Draft EA	Final EA							
Department of Administration									
Jerome Jansen	Project Manager, Division of Facilities Development					jerome.jansen@wisconsin.gov	N/A	E	M/E
Biren Patel	Division of Facilities Development					birena.patel@wisconsin.gov		E	none
Timothy Stratton	Division of Facilities Development					tim.stratton@wisconsin.gov		E	none
Federal Government Agencies									
Pete Fasbender	U.S. Fish and Wildlife	2661 Scott Tower Drive	New Franken	WI	54229	Peter_Fasbender@fws.gov		E	none
State Government Agency Contacts									
Jonathan Simonsen	Wisconsin Department of Natural Resources	107 Sutliff Ave.	Rhineland	WI	54501	jonathan.simonsen@wisconsin.gov		E	none
Chip Brown	Wisconsin Historical Society	816 State St.	Madison	WI	53706-1482	chip.brown@wisconsinhistory.org		E	none
Randy Mattison	Wisconsin Department of Corrections					randall.mattison@wi.gov		E	E
Jennifer Stadtmueller	Wisconsin Department of Corrections					jennifer.stadtmueller@wisconsin.gov		E	E
Daniel Durant	Wisconsin Department of Corrections					dan.durant@wisconsin.gov		E	none
Dale Wyman	Wisconsin Department of Corrections					dale.wyman@wisconsin.gov		E	none
Dodge County									
Karen Gibson	Dodge County Clerk					kgibson@co.dodge.wi.us		E	none
City of Waupun									
Jodi Steger	Mayor City of Waupun	916 Newton Ave	Waupun	WI	53963	mayor@cityofwaupun.org		E	none
Richard Flynn	Director of Public Works	201 E. Main Street	Waupun	WI	53963	dick@cityofwaupun.org		E	none
Dale Heeringa	Police Chief	161 E. Main Street	Waupun	WI	53963	dale@waupunpd.org		E	none
Jeff Berry	Fire Department	201 E. Main Street	Waupun	WI	53963	jeff@waupunpd.org		E	none
State Elected Officials									
Governor Scott Walker	Office of the Governor	115 East Capitol	Madison	WI	53702	govgeneral@wisconsin.gov		E	none
Rep Michael Schraa	53rd Assembly District	(608) 267-7990				rep.schraa@legis.wisconsin.gov		E	none
Sen. Richard Gudex	18th Senate District	(608) 266-5300				sen.gudex@legis.wisconsin.gov		E	none
AE Design Team									
Ronald "Bear" Daniels	Raasch	400 AMS Court	Green Bay	WI	54313	bear@raaschassoc.com		E	E
John Bushman	Environmental Management Consulting, Inc	W7748 CTH V	Lake Mills	WI	53551	jbushman@emc-wi.com		E	E
Other Local Adjacent Properties									
TEACHOUT TRUST		404 ELM AVE	WAUPUN	WI	53963			M	
ARLENE PATTEE		15 E LINCOLN ST	WAUPUN	WI	53963			M	
LAURIE J SNYDER		25 E LINCOLN ST	WAUPUN	WI	53963			M	
DUSTIN M BRUNTJEN		99 E LINCOLN ST	WAUPUN	WI	53963			M	
STEVEN J KOHOUT		101 E LINCOLN ST	WAUPUN	WI	53963			M	
HOWARD W URBAN		429 S DRUMMOND ST	WAUPUN	WI	53963			M	
GREGORY F VERANICH		103 OLMSTEAD ST	WAUPUN	WI	53963			M	
CHRISTOPHE J KUHN		253 WALKER ST	WAUPUN	WI	53963			M	
JEREMY BAILEY		251 WALKER ST	WAUPUN	WI	53963			M	
RICHARD J CLAPPER		249 WALKER ST	WAUPUN	WI	53963			M	
JEFFREY N SASADA		245 WALKER ST	WAUPUN	WI	53963			M	
ANTHONY J RENS		278 S DRUMMOND ST	WAUPUN	WI	53963			M	
MICHAEL J MILLER		241 WALKER ST	WAUPUN	WI	53963			M	
WISCONSIN DOT		4802 SHEBOYGAN AVE	MADISON	WI	53707			M	
Neighborhood Associations									
N/A									
Local Libraries									
Waupun Public Library		123 S. Forest Street	Waupun	WI	53963			M	none
Newspapers									
N/A									

APPENDIX C

Preliminary Project Plans




State of Wisconsin
 Department of Administration
 Division of State Facilities
 200 S. DRUMMOND STREET
 WAUPUN, WI 53963

Raasch
 ENGINEERS | ARCHITECTS
 400 AMS Court
 Green Bay, Wisconsin 54313
 920.434.2128
 www.raaschassoc.com
 Copyright ©2013, Raasch Associates, Inc.

WCGP BOILER REPLACEMENT
WAUPUN CORRECTIONAL INSTITUTION
WAUPUN, WISCONSIN
 Sheet Title:
 43,000 D-TYPE BOILER NO. 5, 60,000 D-TYPE BOILER NO. 5, 43,000 D-TYPE BOILER NO. 7

Graphic Scale	
DSF Number	12C3M
Set Type	PR
Date Issued	02/20/13
Sheet Number	M101

APPENDIX D

WDNR Endangered Resource Review



State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

Scott Walker, Governor
Cathy Stepp, Secretary

101 S. Webster St.
Box 7921
Madison, Wisconsin 53707-7921
Telephone 608-266-2621
FAX 608-267-3579
TTY 608-267-6897

February 27, 2013

Laura Giese
GRAEF
125 South 84th Street, Suite 401
Milwaukee, WI 53214

SUBJECT: Endangered Resources Review (ERR Log # 13-174)
Proposed DOC #12C3M Boiler Replacement Project, City of Waupun, Dodge
County, WI (T13N R15E S05)

Dear Ms. Giese,

The Bureau of Endangered Resources has reviewed the proposed project described in the Endangered Resources (ER) Review Request received February 25, 2013. The ER Review for this proposed project is attached. Please keep in mind that the ER Review does not exempt the project from the requirements of state and federal endangered species laws. Rather, it is to be used as additional information to ensure that the project complies with both state and federal endangered species regulations. Additional consultation with the Department of Natural Resources (DNR) and/or US Fish and Wildlife Service may be necessary if follow-up actions are indicated.

The ER Review itself is divided into five sections: A) Location and brief description of the proposed project, B) Endangered resources recorded from within the project area and/or surrounding area, C) Follow-up actions, including those that need to be taken to comply with state and federal endangered species laws, D) Next steps, and E) Information about endangered resource protection.

This ER Review may contain Natural Heritage Inventory data, including specific locations of endangered resources, which are considered sensitive and are not subject to Wisconsin's Open Records Law. As a result, please remember that the information contained in this ER Review may be shared only with individuals who need this information in order to carry out specific roles in the planning and implementation of the proposed project. Specific locations of endangered resources may be released or reproduced in any publicly disseminated documents. To improve coordination regarding endangered resources issues for the proposed project, a copy of this ER Review will also be provided to individuals and DNR staff who may be involved in permitting, licensing, or approval of the proposed project.

The attached ER Review is for informational purposes and only addresses endangered resources issues. This ER Review does not constitute DNR authorization of the proposed project and does not exempt the project from securing necessary permits and approvals from the DNR and/or other permitting authorities.

Please contact me at (608) 267-0862 or via email at melissa.tumbleson@wisconsin.gov if you have any questions about this ER Review.

Sincerely,

Melissa Tumbleson
Endangered Resources Program

cc: Sharon Fandel, Southern District Ecologist

DVMU_13-174.doc

**Endangered Resource Review for the Proposed DOC #12C3M Boiler Replacement
Project, Dodge County
(ERR Log # 13-174)**

Section A. Location and brief description of the proposed project

Based on information provided by in the ER Review Request form and attached materials, the proposed project consists of the following:

The proposed project is located in the City of Waupun, Grant County, T13N R15E S05.

The project consists of the demolition of three coal-fired boilers and the installation of gas-oil package boilers and associated support equipment. Demolition and construction of part of the existing building will be necessary for removal of the old equipment and installation of the new equipment. Minimal land disturbance will occur during the project.

The project site is within an existing Department of Corrections facility. Surrounding land cover/land use is residential and commercial.

It is best to request ER Reviews early in the project planning process. However, some important project details may not be known at that time. Details related to project location, design, and timing of disturbance are important for determining both the endangered resources that may be impacted by the project and any necessary follow-up actions. Please contact the ER Review Program whenever project plans change or new details become available to confirm if results of this ER Review are still valid.

Section B. Endangered resources recorded from within the project area and/or surrounding area

Birds

- ████████████████████, a bird listed as Endangered in Wisconsin, inhabits open to partly open country, and prefers uncultivated field and wetland edges. It nests in buildings, caves and hollow trees. The recommended avoidance period is from April 16 - August 31.

For additional information on the rare species, high-quality natural communities, and other endangered resources listed above, please visit our [Biodiversity](#) page.

Section C. Follow-up actions

If your project changes (e.g., a change in location, size, design, disturbance footprint and timing, or construction sequence), please call the ER Review Program to confirm if these results are still valid.

Actions that need to be taken to comply with state and/or federal endangered species laws:

- None.

Actions recommended to help conserve Wisconsin's rare species and high-quality natural communities:

- None.

Remember that although these actions are not required by state or federal endangered species laws, they may be required by other laws, permits, granting programs, or policies of this or another agency. Examples include the federal Migratory Bird Treaty Act, Bald and Golden Eagle Protection Act, State Natural Areas law, DNR Chapter 30 Wetland and Waterway permits, DNR Stormwater permits, and Forest Certification.

At this time and per the project information provided, no action will need to be taken to avoid take of the following species:

- The [redacted] has been recorded within the vicinity of the project area. However, it does not appear that the project will impact suitable [redacted] habitat, and we do not anticipate there will be any impacts to this species.

Section D. Next Steps

1) Evaluate whether the **'Brief description of the proposed project'** is still accurate. All recommendations in this ER Review are based on the information supplied in the ER Review Request. If the proposed project has changed, please contact the ER Review Program to determine if the information in this ER Review is still valid.

2) Determine whether the project can incorporate and implement the **'Follow-up actions'** identified above:

'Actions that need to be taken to comply with state and/or federal endangered species laws' represent the Department's best available guidance for complying with state and federal endangered species laws based on the project information that you provided and the endangered resources information and data available to us. If the proposed project has not changed from the description that you provided us and you are able to implement all of the 'Actions that need to be taken to comply with state and/or federal endangered species laws', your project should comply with state and federal endangered species laws. Please remember that if a violation occurs, the person responsible for the taking is the liable party. Generally this is the landowner or project proponent. For questions or concerns about individual responsibilities related to Wisconsin's Endangered Species Law, please contact the ER Review Program.

If the project is unable to incorporate and implement one or more of the 'Actions that need to be taken to comply with state and/or federal endangered species laws' identified above, the project may potentially violate one or more of these laws. Please contact the ER Review Program immediately to assist in identifying potential options that may allow the project to proceed in compliance with state and federal endangered species laws.

'Actions recommended to help conserve Wisconsin's rare species and high-quality natural communities' may be required by another law, a policy of this or another Department, agency or program; or as part of another permitting, approval or granting process. Please make sure to carefully read all permits and approvals for the project to determine whether these or other measures may be required. Even if these actions are not required by another program or entity for the proposed project to proceed, the Department strongly encourages the implementation of these conservation measures on a voluntary basis to help prevent future listings and protect Wisconsin's biodiversity for future generations.

Section E. Endangered resource protections:

Species listed as Threatened or Endangered under Wisconsin's Endangered Species Law ([s. 29.604, Wis. Stats.](#)):

- [State-listed animals](#) (vertebrate and invertebrate) are protected on all lands and waters of the state
- [State-listed plants](#) are protected on public lands and on lands that the person does not own or lease, except in the course of forestry, agriculture or utility actions ([s. 29.604, Wis. Stats.](#)).

Species protected by the [Federal Endangered Species Act of 1973 as amended](#), including those federally-listed as Endangered or Threatened, those Proposed for federal listing, and their Proposed or Designated Critical habitats:

- [Federally-protected animals](#) are protected on all lands.
- [Federally-protected plants](#) are protected on federal lands and in the course of projects that include federal funding. They are also protected on other lands if they are removed, cut, dug up, or damaged in knowing violation of any law or regulation of any state or in violation of a criminal trespass law.

[Special Concern species](#), [high-quality examples of natural communities](#) (sometimes called High Conservation Value areas), and [unique natural features](#) (e.g., caves and animal aggregation sites) are not legally protected by state or federal endangered species laws. However, other laws, policies (e.g., related to Forest Certification or master planning), or granting/permitting processes may require or strongly encourage protection of these resources. The main purpose of the Special Concern classification is to focus attention on species about which some problem of abundance or distribution is suspected before they become endangered or threatened.

[State Natural Areas](#) (SNAs) protect outstanding examples of Wisconsin's native landscape of natural communities, and significant geological formations. Endangered species are often found within SNAs. SNAs are protected by law from any use that is inconsistent with or injurious to their natural values ([s. 23.28, Wis. Stats.](#)).

Thank you for helping to protect Wisconsin's endangered resources! Please contact the ER Review Program if you have any questions about this ER Review.

APPENDIX E

Cultural Resources Review



Archaeological Services, Inc.

March 11, 2013

Laura A.B. Giese
GRAEF
One Honey Creek Corporate Center
125 South 84th Street, Suite 401
Milwaukee, WI 53214-1470

Re: *Literature and Archives Research To Determine If Cultural Resource Sites Will Be Disturbed By Proposed DOC Central Generating Plant, Waupun, Wisconsin.*

Dear Ms. Giese:

Per your request, we conducted research in the Wisconsin Historic Preservation Database (WHPD) for this project which is located at 400 S. Drummond Street, Waupun, Wisconsin. The building of concern to you is bordered on the west by a railroad track, on the south by Lincoln Street and on the east by Drummond Street. Map 1 shows the general area outlined with a blue border. The nearest known cultural resource site is the yellow outlined area to the north which is 47DO733, known as the prison cemetery. The WHPD gives the following description of the cemetery.

This site consists of a small cemetery, probably Native American, discovered during construction of a utility trench for the prison. The superintendent of construction for the prison stated that bones had been found in 1905 when the trench for the prison wall was excavated. In 1943, the bones of an elderly female were found during utility construction outside of the prison wall. There are no descriptions of artifacts or other materials found with the remains, so the age of the cemetery cannot be verified (ASI #87364).

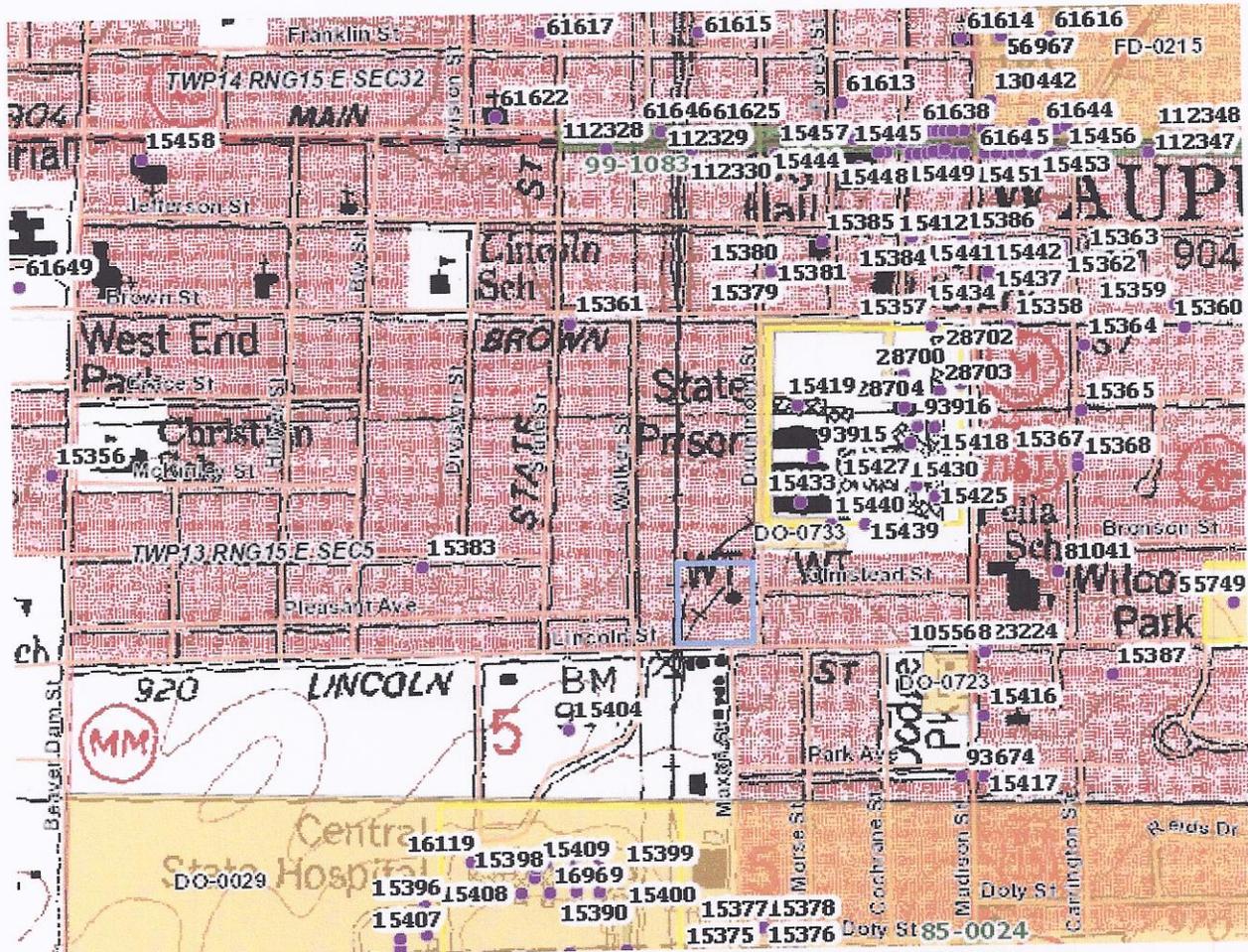
There are no cultural resource sites listed in your area of interest. The Architecture History Inventory (AHI), part of the WHPD, shows no buildings of historic interest in your area.

If you have any questions, I can be reached by telephone at 262-878-9960 or by email at allenvandyke@gmail.com.

Sincerely,



Allen P. Van Dyke
AVD/rlk



Map 1: Portion of WHPD Showing Area of Interest Outlined in Blue.

APPENDIX F

Draft EA Public Notice

PUBLIC NOTICE

Availability of Draft Environmental Assessment BOILER REPLACEMENT PROJECT WAUPUN CENTRAL GENERATING PLANT DFD Project #12C3M

The State of Wisconsin's Department of Administration, Division of Facilities Development retained GRAEF-USA to prepare an Environmental Assessment (EA) for the proposed Boiler Replacement Project, which will replace three coal-fired boilers within the Waupun Central Generating Plant in Waupun, Wisconsin. The EA is required by Wisconsin Administrative Code, Chapter DOC 335 in compliance with the Wisconsin Environmental Policy Act (WEPA).

The Waupun Central Generating Plant primarily provides steam to Department of Corrections Institutions. The steam is currently provided by three 64 year-old coal-fired boilers and one 43 year-old gas/oil boiler. The project will demolish and replace the three coal-fired boilers in the heating plant. The existing gas/oil boiler will also be demolished. The coal-fired boilers will be replaced with gas/oil package boilers and associated support equipment that includes controls, fuel system modifications, condensate and feedwater system modifications, and PLC based boiler controls. The scale of the equipment replacement requires utility, plumbing, electrical and demolition/construction of part of the building to allow the original equipment to be removed and to accommodate the new equipment. Minimal land disturbance will occur during utility upgrades. The existing boilers contain asbestos and their disassembly and removal will require appropriate abatement procedures.

The Draft Environmental Assessment (DEA) is available for public review at the circulation desk of the Waupun City Public Library located 123 S Forest St., Waupun City Hall located at 201 E. Main St., and online at <http://notices.graef-usa.com/WaupunCGP> and <http://doc.wi.gov/about/data-and-research/budget-information> beginning April 15, 2013.

Comments received during the 15 day public review period will be considered in preparation of the Final EA. Written comments related to the proposed project can be submitted by mail, or by e-mail. For consideration in the Final EA report, comments must be received by April 30, 2013 and should be sent to:

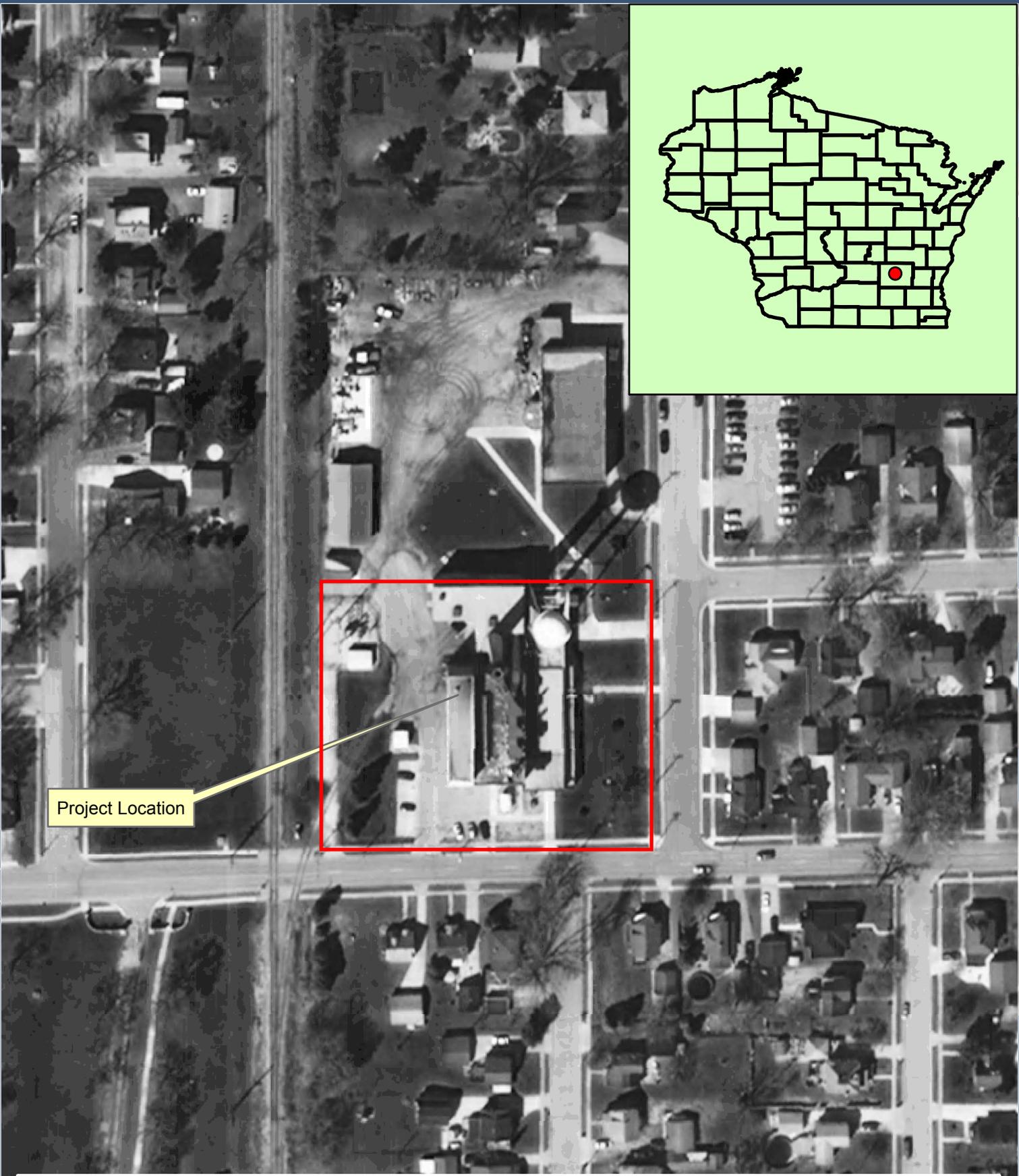
Laura Giese, GRAEF
125 South 84th Street, Suite 401
Milwaukee, Wisconsin, 53214
Email address: Laura.Giese@graef-usa.com

<http://www.graef-usa.com/>

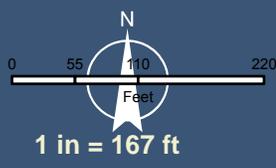
FIGURES

Figure 1	Site Location Map with 2008 Aerial
Figure 2	WDNR Watershed Map
Figure 3	FEMA Floodplain Map
Figure 4	Wisconsin Wetland Inventory Map

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Project Location



WAUPUN DOC CENTRAL HEATING PLANT

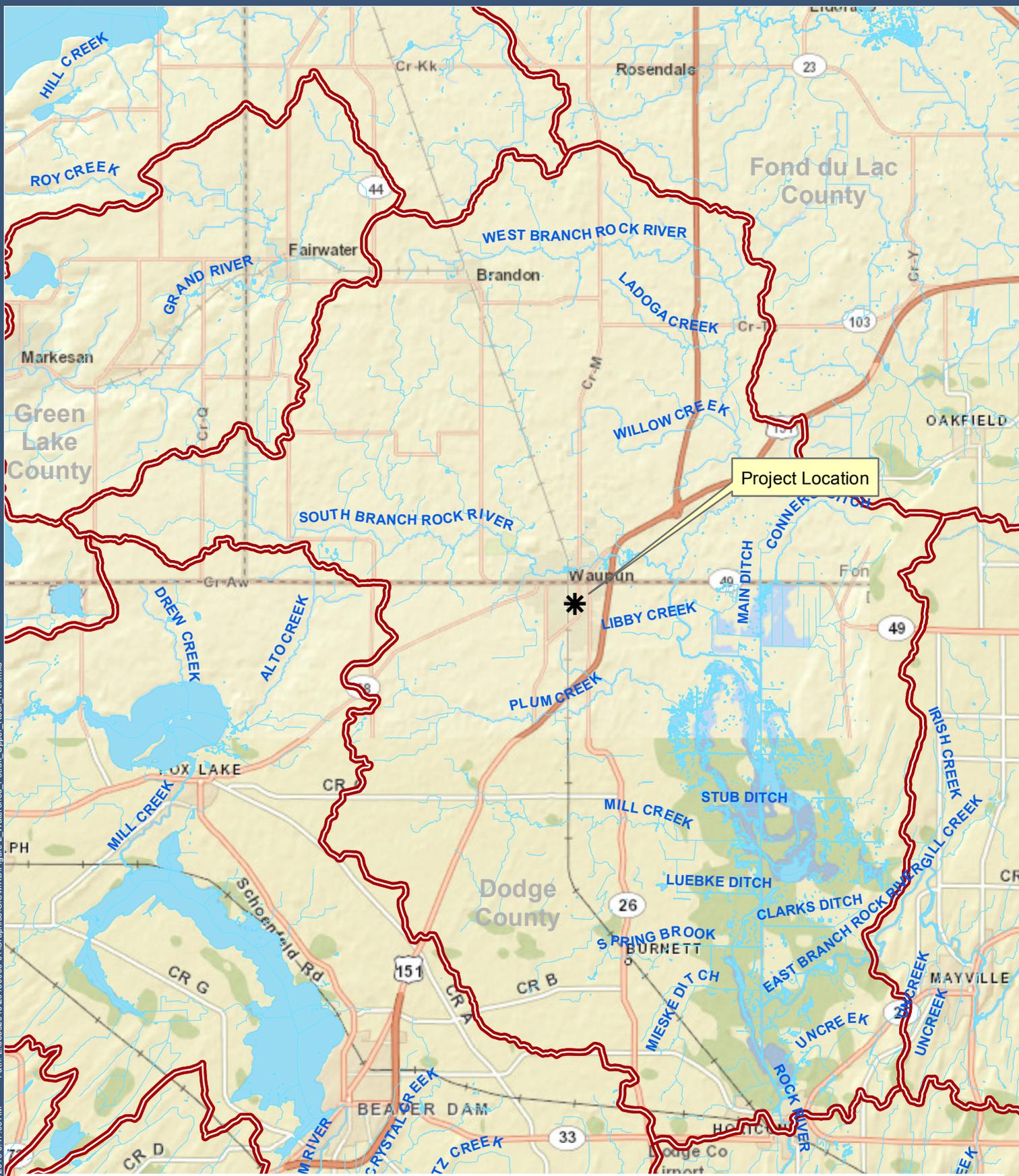
Site Location Map

CITY OF WAUPUN
DODGE COUNTY, WISCONSIN

FIGURE # 1



Path: L:\b2013\20130063-01\Graphics\GIS\MXD\Figure 2 - Watershed_Potrail_Upper_Rock_river.mxd
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User: 1771

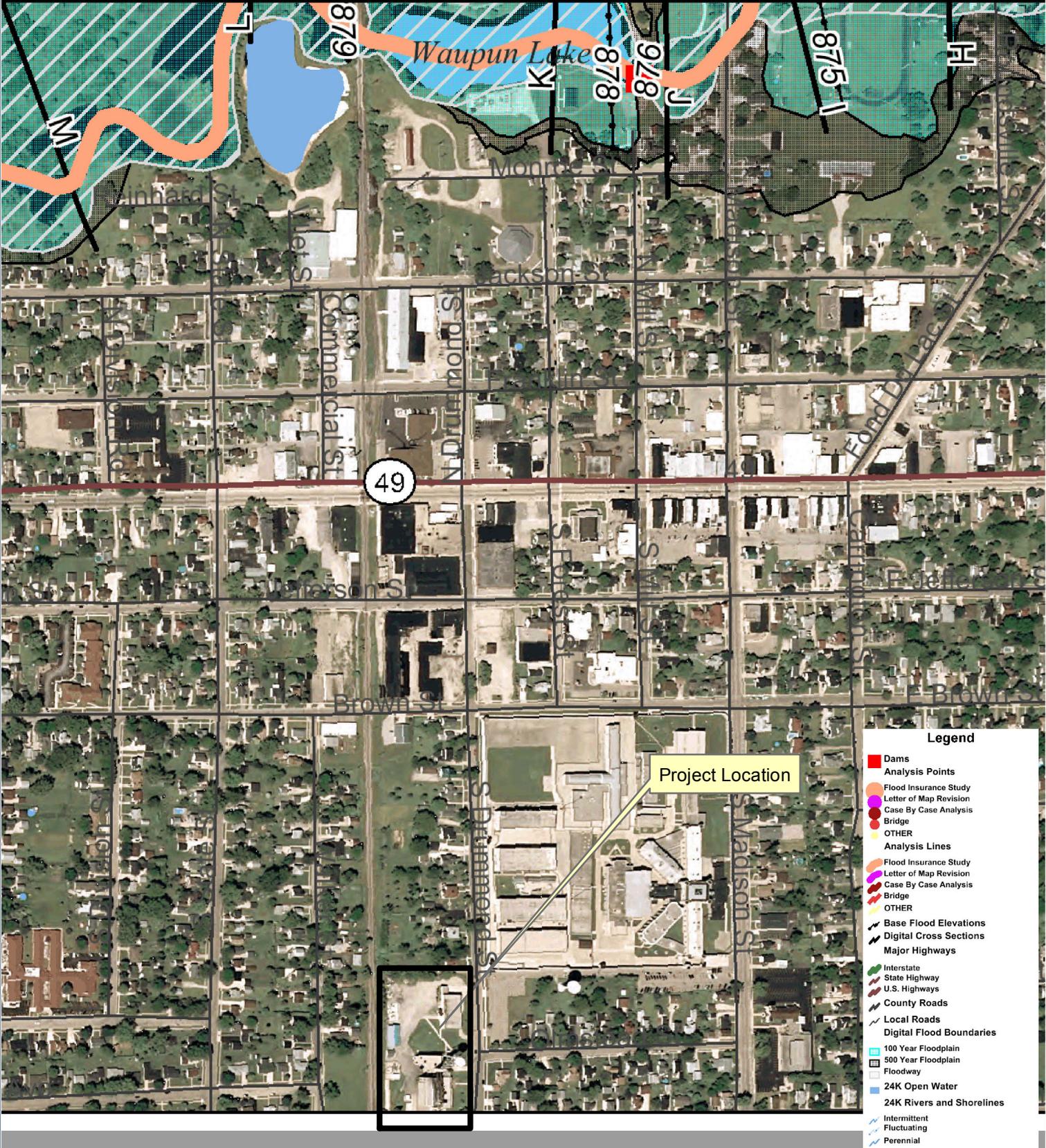


WAUPUN DOC CENTRAL HEATING PLANT **FIGURE # 2**
Upper Rock River Watershed
CITY OF WAUPUN
DODGE COUNTY, WISCONSIN

1 in = 22,000 ft

GRAEF

Path: L:\jobs\2013\20130063.01\Graphics\GIS\XDF\Figure 3 Waupun DOC Central Heating Plant - FEMA Map.mxd
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User: 1771



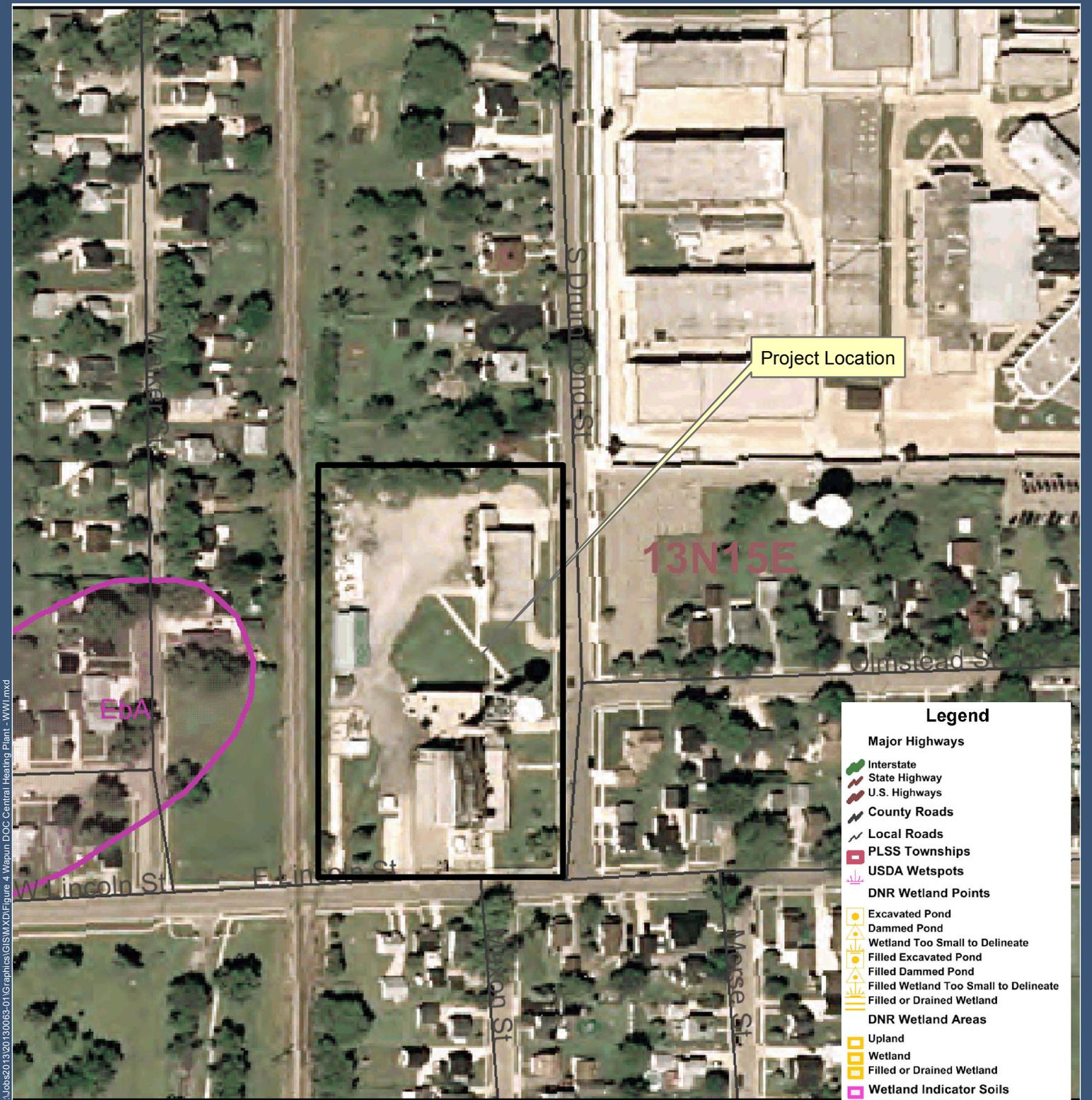
WAUPUN DOC CENTRAL HEATING PLANT

FEMA Map

CITY OF WAUPUN
DODGE COUNTY, WISCONSIN

FIGURE # 3





Legend

Major Highways

- Interstate
- State Highway
- U.S. Highways
- County Roads
- Local Roads

PLSS Townships

USDA Wetspots

DNR Wetland Points

- Excavated Pond
- Dammed Pond
- Wetland Too Small to Delineate
- Filled Excavated Pond
- Filled Dammed Pond
- Filled Wetland Too Small to Delineate
- Filled or Drained Wetland

DNR Wetland Areas

- Upland
- Wetland
- Filled or Drained Wetland
- Wetland Indicator Soils
- 24K Open Water

24K Rivers and Shorelines

- Intermittent
- Fluctuating
- Perennial

NAIP 2010 Color Air Photo

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User: 1771



WAUPUN DOC CENTRAL HEATING PLANT
WWI Map
CITY OF WAUPUN
DODGE COUNTY, WISCONSIN

FIGURE # 4

