

# Memo

**To:** Parks & Forestry Director and Light and Water Superintendent

**From:** City Manager, Steven Wilke

**CC:** Clerk/Treasurer, City Council

**Date:** 9/11/2007

**Re:** Policy Letter #4-19, Dam Management

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The City is committed to managing the dam in a manner designed to show our intent to comply with the Department of Natural Resources (DNR) order. The following is the City Policy for the Parks and Forestry Department and the Light and Water Utility regarding responsibilities for dam management.

1. The Parks and Forestry Department, during the weekdays, shall remove debris from the grate and determine how many boards should be in the structure to maintain lake levels in a fashion that indicates the city made every attempt to comply with the DNR order based on the dam's capabilities.
2. The Parks and Forestry Department during the weekends and holidays from mid-May to mid-September shall remove debris from the grate and determine how many boards should be in the structure to maintain lake levels in a fashion that indicates the City made every attempt to comply with the DNR order based on the dam's capabilities.
3. The Light and Water Utility, during the weekends and holidays, from mid-September to mid-May shall remove debris from the grate and determine how many boards should be in the structure to maintain lake levels in a fashion that indicates the City made every attempt to comply with the DNR order based on the dam's capabilities.
4. The Parks and Forestry Department and Light and Water Utility shall record the following information during inspections of the dam:
  - a. Lake levels upon initial inspection;
  - b. Number of boards present at the time the lake levels were recorded;
  - c. Any actions taken, such as removal or addition of boards in response to the lake levels, or the removal of debris;
  - d. Any relevant information that would inform on the logic used in making decisions to either remove or replace boards, such as significant precipitation occurring or forecast,

the lack of anticipated precipitation; or the existence of significant debris or ice, which may affect lake levels; and

- e. The dates of ice in and ice out.
- 5. The Parks and Forestry Director shall maintain the permanent record of lake levels and additional information related to dam management.
- 6. The Parks and Forestry Director shall, on the first working day of each year, deliver the dam records to the Clerk/Treasurer who will act as the records custodian for the annual records of the dam.
- 7. The Parks and Forestry Director is responsible for ensuring the proper management of the dam during the times indicated in paragraphs 1 and 2. The Electric and Water Utility Superintendent is responsible for ensuring the proper management of the dam during the times listed in paragraph 3. If an employee is unsure as to the action to take to manage the dam properly, he or she should call the Parks and Forestry Director or Water Foreman or Electric and Water Utility Superintendent. If none of those persons is available, the City Manager should be contacted.
- 8. The water levels that must be maintained at all times are shown in the table below:

**DNR Water Level Order**

<b>Season</b>	<b>Minimum/Maximum</b>	<b>Median</b>
November 1 to Spring breakup	minimum = 827.25 ft.	median = 827.38 ft.
	maximum = 827.50 ft.	
Spring breakup to May 1	minimum = 827.25 ft.	median = 827.44 ft.
	maximum = 827.63 ft.	
May 2 to September 15	minimum = 828.03 ft.	median = 828.18 ft.
	maximum = 828.33 ft.	
September 15 to October 31	minimum = 827.25 ft.	median = 827.44 ft.
	maximum = 827.63 ft.	

The water level gage is mounted on the concrete on the north side of the dam.