

CITY OF PRAIRIE DU CHIEN

214 East Blackhawk Avenue - PO Box 324 - Prairie du Chien, WI 53821 * Phone: (608) 326-6406

[Prairie du Chien, WI \(cityofpdc.com\)](http://www.cityofpdc.com)

Notice is hereby given according to State Statutes that the **COMMON COUNCIL** of the City of Prairie du Chien will meet on **Tuesday, November 19, 2024 at 7:00 P.M.** or **VIA Join Zoom Meeting Click on the link and/or copy and paste in web browser and you will be placed in the waiting room to join the meeting.** Join Zoom Meeting <https://us02web.zoom.us/j/89571210406>

PROOF OF POSTING AFFIDAVIT: This agenda was posted more than 24 hours prior to the start of this meeting at: City Hall, 214 E. Blackhawk Avenue (kiosk) and on the official website above.

MEETING NOTICE – COMMON COUNCIL

Date: Tuesday, November 19, 2024

Time: 7:00 P.M.

Location: Council Chambers

ITEMS TO BE ACTED UPON:

- 1. Call to order/Roll Call.**
- 2. Certification of the open meeting law agenda requirements and approval of the agenda**
- 3. Pledge of Allegiance**

4. PUBLIC HEARINGS

5. CONSENT AGENDA:

- A. COMMON COUNCIL – November 12, 2024**
- B. FINANCE – November 12 and 14, 2024**
- C. AIRPORT COMMISSION – September 18, 2024**
- D. PLAN COMMISSION – October 7, 2024**
- E. REDEVELOPMENT AUTHORITY – November 27, 2023**

Note: These items may be approved on a single motion and vote due to their routine nature or previous discussion. Please indicate to the Mayor if you would prefer separate discussion and action.)

6. ITEMS REMOVED FROM CONSENT AGENDA

7. CITIZENS' COMMENTS, RESOLUTIONS AND PRESENTATIONS

8. CITY ADMINISTRATORS REPORT

9. COMMITTEE REPORTS AND ACTION

A. FINANCE

1. DISCUSSION AND ACTION: Claims

2. DISCUSSION AND ACTION: Approval of bids for outfitting new dump truck. The purchase of the truck will be part of future borrowing in 2025. The initial resolution for the purchases has been approved by the Common Council in 2023.

10. NEW BUSINESS (Including items for future agenda consideration or Committee assignment)

A. DISCUSSION AND ACTION: Engineering Services Contract with Delta 3 for the Wastewater Treatment Facility Upgrade – Facility Plan.

11. OLD BUSINESS

12. ADJOURN TO CLOSED SESSION

A. Under Wisconsin State Statutes 19.85(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. – R.E. Development Agreement TID 8

13. CONVENE INTO OPEN SESSION

14. ACTION FROM CLOSED SESSION

15. ADJOURN

Chad Abram

Chad Abram, City Administrator

NOTE: The next regularly scheduled Council meeting will be Tuesday, December 3, 2024.

Agenda posted at City Hall on November 15, 2024 at 3:00 P.M.

PERSONS WITH DISABILITIES: *If you require special accommodations in order to attend this meeting, please contact City Hall at 608-326-6406 or at least 24 hours prior to meeting time.*

MINUTES OF THE COMMON COUNCIL November 12, 2024

A meeting of the Prairie du Chien Common Council was held on Tuesday, November 12, 2024 at 7:00 P. M. in the Council Chambers of City Hall. Mayor Dave Hemmer called the meeting to order at 7:04 P.M.

GENERAL ITEMS TO BE ACTED UPON

1. Call to order/Roll Call –All present. City Staff present, Mayor Dave Hemmer, Police Chief Kyle Teynor, Street Superintendent Nick Gilberts, and City Administrator Chad Abram
2. Certification of the open meeting law agenda requirements and approval of the agenda.
Motion: Ingham, Second: Bremmer, Roll Call Vote: 8-0
3. Pledge of Allegiance: Kayla Ingham

A. PUBLIC HEARING - to rezone Union Plat Lots 1 thru 10, Block 158 (parcel #271-2149-0000) from R-1 “Low Density Residential” to PCD “Planned Community Development” (location of new Public Safety Center). Public Hearing opened by Mayor Hemmer at 7:05 P.M. City Administrator Abram informed the council this was the same rezoning the county just completed for the new jail as well as completing it for Prairie Bluffs Court. Abram added that the neighbors were notified of the hearing from Zoning Administrator Cassie Rickleff. Mayor Hemmer closed the Public Hearing at 7:05 P.M.

B. ACTION on aforesaid agenda item – Action: To approve - to rezone Union Plat Lots 1 thru 10, Block 158 (parcel #271-2149-0000) from R-1 “Low Density Residential” to PCD “Planned Community Development” (location of new Public Safety Center). – Motion: Bremmer, Second: Crary, Voice Vote: 8-0.

5. CONSENT AGENDA:

- A. COMMON COUNCIL – October 15, 2024
- B. FINANCE – October 15 and 29, 2024
- C. PUBLIC WORKS – October 1, 2024
- D. SBN Amusement LLC dba Rowdy’s Class B Beer and Liquor (Note previous owner/agent surrounded license to SBN.)

Note: These items may be approved on a single motion and vote due to their routine nature or previous discussion. Please indicate to the Mayor if you would prefer separate discussion and action.) – Action: To pull letter D and approve the rest. Motion: Riebe, Second: Ingham, Voice Vote: 8-0. Riebe left at 7:06 P.M.

6. ITEMS REMOVED FROM CONSENT AGENDA – Action: To approve letter D. Motion: Bremmer, Second: Ingham, Voice Vote: 7-0. Riebe returned at 7:07 P.M.

7. CITIZENS’ COMMENTS, RESOLUTIONS AND PRESENTATIONS

8. CITY ADMINISTRATORS REPORT

- Tina, I and the Finance Committee met on the budget for 3 hours and made the necessary cuts to stay under the expenditure restraint. The Finance Committee will meet Thursday at 4:00 for final approval to post in the newspaper. Thank you, Finance

Committee members, Chief Teynor and City Clerk Treasure Tina Fuller for attending the meeting.

- MI Meats Site improvement s along with Hayden is expecting to get asphalted this week to finish up the projects.
- Great news from the Department of Administration City Planner Nate Gilberts was informed we will be receiving a one-year extension until 12/31/25 to the Neighborhood Investment Grant for additional development at Prairie Bluffs Court.
- City Planner Gilberts was also informed and signed by Mayor Hemmer a \$45,000.00 Cybersecurity Grant for 2025.
- Compost site will remain open through the end of November and into December as long as there is not snow. A reminder that the brush site is now closed for the year.
- New swings sets are installed and should be ready for use later this week at Lawler Park, O'Brien Park, Lochner Park and the Firemen's Park.
- Good attendance at this year's Wisconsin Commercial Ports Conference that the City of Prairie du Chien hosted this year. The Ports Commission presented a check to the Prairie du Chien Historical Society as Conference were hosting a social gathering after the first day of the conference at the Fort Crawford Museum, catered by Eagles Aerie 1502
- Roundabout Christmas Trees are up and will be turn on AFTER Thanksgiving.
- Firemen's Christmas trees will go on sale Saturday, November 23.
- Special thanks to Lisa, Cindy, Megan, Cassie and Tina for all of the work during the election before and after. Over 1000 residents came in and voted in person prior to election day. Also, thanks to Nick and his staff for set up and tear down, Kyle and staff for presence the day off and Morgan for her work at Hoffman Hall.

9. COMMITTEE REPORTS AND ACTION

A. FINANCE

1. DISCUSSION AND ACTION: Claims – Action: To approve the claims. Motion: Waller
Second: Bremmer, Voice Vote: 8-0.

B. PUBLIC WORKS

1. DISCUSSION AND ACTION: ORDINANCE 2024-10 REPEALING AND RECREATING SECTION 7.04 (1) (a) OF THE MUNICIPAL CODE OF THE CITY OF PRAIRIE DU CHIEN, CRAWFORD COUNTY, WISCONSIN – Action: To approve Ordinance 2024-10 and waive the first and second reading. Motion: Bowar, Second: Bremmer, Voice Vote: 8-0.

10. NEW BUSINESS (Including items for future agenda consideration or Committee assignment)

11. ADJOURN (7:12 P.M.) – Motion: Ingham, Second: Waller, Voice Vote: 8-0.

Chad Abram, City Administrator

ORDINANCES PASSED

**ORDINANCE 2024-10 REPEALING AND RECREATING SECTION 7.04 (1) (a) OF THE
MUNICIPAL CODE OF THE CITY OF PRAIRIE DU CHIEN, CRAWFORD COUNTY,
WISCONSIN**

MINUTES OF THE FINANCE COMMITTEE- November 12, 2024

A meeting of the Prairie du Chien Finance Committee was held on Tuesday, November 12, 2024 at 6:45 P.M. in Conference Room 2. Chairperson Vicki Waller called the meeting to order at 6:45 P.M.

GENERAL ITEMS TO BE ACTED UPON

1. Call to order/Roll Call – All present. City staff present Police Chief Kyle Teynor, Mayor Dave Hemmer and City Administrator Chad Abram.
2. Certification of the open meeting law agenda requirements and approval of the agenda.
Motion: Crary, Second: Bremmer, Voice Vote: 4-0.
3. Approval of the minutes from the October 15 and 29, 2024 meetings. Motion: Bremmer, Second: Ringgold, Voice Vote: 4-0.

ACTION ITEMS

4. DISCUSSION AND ACTION: Claims. – Action: To approve the claims as presented. Motion: Bremmer, Second: Crary, Voice Vote: 4-0.
7. Adjourn (6:47 P.M.) – Motion: Ringgold, Second: Crary, Voice Vote: 4-0.

Chad Abram, City Administrator

MINUTES OF THE FINANCE COMMITTEE- November 14, 2024

A meeting of the Prairie du Chien Finance Committee was held on Tuesday, November 14, 2024 at 4:00 P.M. in Conference Room 2. Chairperson Vicki Waller called the meeting to order at 4:00 P.M.

GENERAL ITEMS TO BE ACTED UPON

1. Call to order/Roll Call – All present. City staff present Police Chief Kyle Teynor, City Clerk/Treasure Tina Fuller and City Administrator Chad Abram.
2. Certification of the open meeting law agenda requirements and approval of the agenda. Motion Bremmer, Second: Crary, Voice Vote: 4-0.

ACTION ITEMS

3. DISCUSSION AND ACTION: 2023 Budget Surplus – No action.
4. DISCUSSION AND ACTION: 2025 Budget – Action: To approve the 2025 Budget and send the Public Hearing Notice to the paper with a hearing date of 15/05/24 at 5:00 P.M.
- Action: To approve the pay the Police Car lease for \$25,132.39 using the Equipment Replacement Fund.
5. Adjourn

Chad Abram, City Administrator

MINUTES OF THE BOARD OF AIRPORT COMMISSIONERS – September 18, 2024

A meeting of the City of Prairie du Chien Board of Airport Commissioners was held on Wednesday, September 18, 2024 at 3:00 P.M. Chairperson Ron Falch called the meeting to order at 3:00 P.M.

GENERAL ITEMS TO BE ACTED UPON:

1. Call to Order & Roll Call.– Ripp, Dyer, Falch, Hager, Kendall, Yanke, Riebe. CITY STAFF PRESENT –Airport Manager Todd Berry.
2. Certification of the Open Meeting Law Agenda Requirements and Approval of the Agenda – Motion: Hager, Second: Ripp, Voice Vote: 7-0
3. APPROVAL – Minutes of the May 29, 2024 meeting – Motion: Yanke, Second: Kendall, Voice Vote: 7-0

ACTION ITEMS

4. DISCUSSION AND ACTION: Hangar owner is asking the Commission to change Probationary Hangar Lease with leniency on insurance requirements. Motion: Ripp, not give leniency, and recommend airport manager to contact Jeff Hansen to have him come to the next commission meeting to talk to the commission. Second: Dyer. Voice vote 7-0
5. DISCUSSION AND ACTION: City or Prairie du Chien land lease of airport property for Agricultural Purpose. Ripp concerned about the Cash Rent Lease wordage in order to assure best land management practices of airport property, specifically paragraphs (9) & (11) as being very vague. Ripp would like to improve the language of the lease. Commission directed Berry to inform the City that the Airport Commission will take over the responsibility of the future land leases. No-Action
6. DISCUSSION AND ACTION: Airport Operations Tracking Services for keeping track of aircraft in/out of PDC in order to have data for justifying federal funding. Yanke had a recommendation of Virtower, estimated cost at \$200-\$300 per month. Game cameras on the runway wasn't successful at catching a true count of aircraft. Yanke also commented on additions to Master Plan, and ideas for improving airport visibility and economic impact. Motion: Kendall have Berry do additional research on tracking service Virtower. Second: Ripp. Voice vote 7-0
7. DISCUSSION AND ACTION: Revise details of Airport Regulations. Discuss the revision of Paragraph 16.05(2)(f) instead of omitting, due to insurance liability. Commission corrected the record that the request of the Commission was to eliminate paragraph 16.05(2)(f)(1) only. Falch directed members to read Section 16.01 (Definitions) and next meeting will discuss any requested changes.
8. DISCUSSION AND ACTION: Manager updates.
 - Reedsburg Flying Club came back with final numbers flown at the Wings over PDC event. They had 44 total passengers @ \$35 each for a gross total of \$1540.
 - Talked to the NCO at the PDC Wisconsin Army National Guard Armory regarding our fly-in. He seemed unaware that they were a no-show that day.
 - I have already completed and processed the documentation requesting the Wisconsin Army National Guard Aviation division requesting a Blackhawk for our 2025 Wings over PDC event. Met with CPT Griffith at Oshkosh and we are working together to make sure it happens next year. Of course, he still makes sure we are aware of the fact that there is a possibility of required Army missions that take priority. I also have a great contact with the Iowa Army National Guard that I will also be working with to see if we can get one of their Blackhawks, or even attract a Chinook from Davenport Iowa.

- Contacted Farmer regarding the crop land between the B hangars and D hangars. He is OK with not planting crop in that area next year, and also volunteered to help in planting grass there.
- Updates on airport projects: Snow Removal Equipment contract was awarded to Swideski Equipment.
- Reminder: EAA Young Eagles "Kids Fly Free" will be held here at PDC airport on September 21, with rain date of September 28th.
- City Attorney is writing up an addendum to the current hangar lease. Instead of trying to get signatures of all hangar owners, a simple notice of the addendum will be sent to all. Only those wishing to rent space will be required to sign the addendum.
- Last year we were accepted by the Corporate Aircraft Association as a preferred FBO. They contacted me recently to inform me that they will no longer be recognizing us as a preferred FBO. There were 2 main reasons:
 - We do not have a fuel truck.
 - We need at least 35 CAA members to vote for us.

9. Adjourn (4:57 P.M.) – Motion: Riebe, Second: Kendall, Voice Vote: 7-0

Next regular commission meeting Wednesday November 13, 2024 at 3:00 P.M.

Submitted by Todd Berry

Minutes of the Plan Commission – Monday, October 7, 2024

A meeting of the City of Prairie du Chien Plan Commission was held on Monday, October 7, 2024 at 5:00PM in City Hall. Mayor Dave Hemmer called the meeting to order.

GENERAL ITEMS TO BE ACTED UPON

- 1. Call to Order & Roll Call** – Present – Mayor Dave Hemmer, Dan Key, Nick Crary, Bruce Strnad, Ross Ritchie, Linda Munson Absent: Mike McCoy. Others present: Zoning Administrator Cassie Rickleff.
 - 2. Certification** of the Open Meeting Law Agenda Requirements and Approval of the Agenda
Motion: Munson, Second: Crary. Vote 6-0
 - 3. APPROVAL** – Minutes of the August 5, 2024 meeting. Motion: Hemmer, Second: Strnad. Vote 6-0
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ACTION ITEMS

- 4. DISCUSSION AND ACTION** - to rezone Union Plat Lots 1 thru 10, Block 158 (parcel #271-2149-0000) from R-1 “Low Density Residential” to PCD “Planned Community Development” (location of new Safety Center). A Public Hearing will be held at the November 12th Council Meeting. To approve the rezoning and send to council with our recommendation. Motion: Key, Second: Strnad. Vote 6-0.
- 5. ADJOURNMENT (5:03)** Motion: Key, Second: Strnad. Vote 6-0

Submitted by Cassie Rickleff

MINUTES OF THE REDEVELOPMENT AUTHORITY- November 27, 2023

A meeting of the Redevelopment Authority of the City of Prairie du Chien was held on Monday November 27th, 2023 at 5:00 P.M. in City Hall. Chairmen Robert Standorf called the meeting to order at 5:00 P.M.

GENERAL ITEMS TO BE ACTED UPON:

1. Call to Order & Roll Call – Bob Standorf, Sheri Bowar, Marty MacEachern, Pam Ritchie, Garriet Kanis and Nancy DuCharme present, Bekkum absent. CITY STAFF PRESENT – City Planner Nate Gilberts.
2. Certification of the Open Meeting Law Agenda Requirements and Approval of the Agenda – Motion: Ritchie, Second: DuCharme Voice Vote: 6-0.
3. Approval of the minutes from the September 6, 2023 Meeting. Motion: Ritchie, Second: DuCharme, Voice Vote: 6-0.

ACTION ITEMS

4. ADJOURN TO CLOSED SESSION: Motion DuCharme, Second: Kanis Voice Vote 6-0, 5:03pm
6. CONVENE INTO OPEN SESSION: Motion: Bowar, Second: MacEachern Voice Vote 6-0, 5:11pm
7. ACTION FROM CLOSED SESSION: To accept the offer to purchase from Mississippi Meats and Direct Staff to finish Developer's Agreement Motion: Ritchie, Second: DuCharme Voice Vote 6-0
8. Ajournement (5:14 P.M.) – Motion: DuCharme, Second: Kanis, Voice Vote: 6-0

Submitted by

Nate Gilberts, City Planner



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▶ Dubuque, Iowa

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ENGINEERING SERVICES CONTRACT

Owner: City of Prairie du Chien
Address: 214 E. Blackhawk Ave.
P.O. Box 324
Prairie du Chien, WI 53821

Effective Date: November 5, 2024

Project Name: Wastewater Treatment Facility Upgrade – Facility Plan

This Agreement is made between Delta 3 Engineering, Inc. (“Delta 3”) and the City of Prairie du Chien (“Owner”) for engineering services on the above-referenced project (the “Project”).

1. **Intellectual Property.** In accepting and utilizing any drawings, specifications, reports and data in any form, including print and/or electronic media generated and provided by Delta 3, Owner agrees that all such print and/or electronic files are instruments of service of Delta 3, who shall be deemed the author, and shall retain all common law, statutory law, and other rights to such materials, including ownership of copyright, except as provided herein.

Under no circumstances shall delivery of any drawings, specifications, reports or data for use by Owner be deemed a sale by Delta 3, and Delta 3 makes no warranties, either express or implied, of merchantability and fitness for any **purpose other than for this Project**. The drawings, reports and specifications prepared under this Agreement shall become the property of the Owner upon completion of the services and payment in full of all fees and costs due to Delta 3 upon completion of the Project or termination of this Agreement, whichever be the case.

2. **Project Description.** The Project will generally include construction and installation of Wastewater Treatment Facility (WWTF) Improvements. Proposed WWTF Improvements will include improvements to the Wastewater Department Service Equipment, Lab & Controls Building, Headworks Building, Influent Bar Screen, Mechanical Screen, Influent Pump, Grit Removal System, Aeration Tank, Chemical Building, Chemical Feed System, Final Clarifiers, Disinfection System, Effluent Monitoring, Aerobic Sludge Digester, Sludge Loading, Blower Building, Blowers, Sludge Pumps, Sludge Thickening, Storage Building, WWTF Site, and associated piping, equipment, electrical, controls, and appurtenances. Facility Planning is planned to be completed in 2025.

3. **Scope of Services.** Delta 3 Engineering will provide the Professional Engineering Services necessary for the completion of the Wastewater Treatment Facility Upgrade – Facility Plan for the Wastewater Treatment Facility in the City of Prairie du Chien, WI. The complete Scope of Services which Delta 3 Engineering will provide to the Owner is identified in **Attachment #1 – Professional/Technical Services and Fees**.

4. **Services Not Covered By This Agreement.** Revisions due to changes in the scope, budget, or quality of the Project; services that Delta 3 could not reasonably anticipate, and therefore did not include in the engineering fees or scope of services in **Attachment #1**. Delta 3 will inform the Owner, in writing, when any extra services are necessary. The Owner will give Delta 3 prompt written notice if it does want Delta 3 to perform the extra services. Delta 3 will be paid additional fees for these extra services at rates consistent with other services provided for the Project.

A large, stylized blue graphic of the Delta 3 logo, consisting of three overlapping mountain peaks, positioned in the bottom right corner of the page.

EVERY ANGLE COVERED

5. **Opinions of Cost.** Opinions of Probable Construction Cost are to be made on the basis of Delta 3's experience and qualifications and represent Delta 3's best judgement as an experienced and qualified professional generally familiar with the construction industry. However, because Delta 3 has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Delta 3 cannot, and does not, guarantee that proposals, bids, or actual construction costs will not vary from Opinions of Probable Construction Cost prepared by Delta 3.

6. **Means and Methods.** Delta 3 shall not at any time supervise, direct, control, or have authority over or be responsible for the means, methods, techniques, sequence, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto for security or safety at the Site, nor for any failure of a contractor to comply with Laws and Regulations applicable to such contractor's furnishing and performing of its work.

7. **Professional/Technical Services Fee.** The engineering fees and associated costs for the Project will be **\$ 32,500.00**. (Please see Attachment #1.)

8. **Project Schedule.** Delta 3 will work cooperatively with the Owner to complete its engineering services within the Owner's projected schedule.

9. **Payment.** Delta 3 will send monthly invoices to the Owner. The Owner agrees to pay fees as invoiced within 30 days and agrees to pay an additional 1.5% fee on any outstanding balance due past 30 days.

10. **Entire Agreement.** This Agreement supersedes any and all agreements previously made between Delta 3 and the Owner relating to the Project and there are no understandings or agreements other than those incorporated in this Agreement.

11. **Changes to This Agreement.** This Agreement may only be modified by written mutual consent of both the Owner and Delta 3.

12. **Termination.** Either party may terminate this Agreement with written notice. In the event of termination, suspension, or abandonment of the Project, Delta 3 shall be compensated (at contracted hourly rates) for all engineering services performed and associated costs incurred up to that time.

13. **Indemnification.** Owner agrees to indemnify, defend, and hold harmless Delta 3 and its officers, directors, members, partners, agent, employees, and Consultants from and against all causes of action, claims, demands, suits, liability or expense by reason of loss or damage to any property or bodily injury to any person, including death, as a direct or indirect result of the Project. Owner's indemnification and defense obligations under this paragraph shall not apply if Delta 3 is adjudicated, by a court of competent jurisdiction, negligent or reckless in performing the Professional Engineering Services for the Project.

14. **Waiver of Consequential Damages.** To the fullest extent permitted by law, Owner and Delta 3 waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for, or entitlement to, special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project.

15. **Limitation of Liability.** The Owner agrees to limit Delta 3's total liability to the Owner, Consultants, Contractors, and Subcontractors on the Project, due to Delta 3's professional negligent acts,

errors, omissions, strict liability, breach of contract, or breach of warranty and for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this Agreement from any cause or causes, such that the total aggregate liability of Delta 3 to anyone shall not exceed the total fee for services rendered under this Agreement.

16. Dispute Resolution—Arbitration. All disagreements and disputes between Owner and Delta 3, of every kind, if not resolved by negotiations, shall be resolved by arbitration under the then current rules of the American Arbitration Association. A single arbitrator engaged in the practice of law shall conduct the arbitration. The arbitrator's decision and award shall be final and binding. Owner and Delta 3 shall share equally the costs of the arbitration and each shall pay their respective attorneys' fees and expenses associated with any arbitration. Judgment upon the award may be entered in any Wisconsin state or federal court having jurisdiction.

17. Governing Law. This Agreement shall be governed by, and construed and interpreted in accordance with, the internal law of the State of Wisconsin.

18. Publicity. Owner agrees that Delta 3 may state publicly, in advertising or otherwise, that Owner is a client of Delta 3.

Services authorized by:

OWNER

DELTA 3 ENGINEERING, INC.

Printed Name: Dave Hemmer

Printed Name: Bart Nies, P.E.

Title: Mayor

Title: President/Principal

Signature: _____

Signature: 

Date: _____

Date: 11/05/2024

Attachment #1

Professional / Technical Services and Fees Wastewater Treatment Facility Upgrade – Facility Plan *Owner: City of Prairie du Chien Prairie du Chien, Wisconsin*

- 1) **Facility Plan Report –** = \$ 32,500.00
- Meet with the Utility Director and Wastewater Operator for a Project scope meeting and to obtain prior plans, maps, and applicable documents. *(one each)*
 - Review the City's current Wisconsin Pollutant Discharge Elimination System (WPDES) Permit for the Wastewater Treatment Facility (WWTF).
 - Determine applicable funding agencies/programs.
 - Perform property research, initial topographic surveying, and field data collection.
 - Provide WWTF data collection and analysis.
 - Meet with the Utility Director and WWTF Operator for specific system and process deficiencies within the existing WWTF and for future WWTF process system design needs. *(one each)*
 - Provide and evaluate three (3) Project alternatives for upgrading/modifying the existing facilities for conformance of effluent limits of the City's WPDES Permit and for future population projections.
 - Provide preliminary design and calculations for each of the Project alternatives.
 - Prepare a WWTF Facility Plan Report in accordance with the Wisconsin Department of Natural Resources (DNR) Code outlining the existing facilities' needs and evaluating a minimum of three (3) alternatives for upgrading/modifying the existing facilities.
 - Provide computer-aided drafting services for Exhibit maps, site mapping, and corresponding maps for each of the alternatives in the Facility Plan Report.
 - Prepare estimate of quantities and estimated Preliminary Opinion of Probable Costs for each of the alternatives in the Facility Plan Report.
 - Prepare a Present-Worth Cost Analysis for each of the alternatives in the Facility Plan Report.
 - Provide estimated impact on Residential Sewer Rates.

- Meet with the Utility Director and WWTF Operator for review and approval of the Draft WWTF Facility Plan Report. *(one each)*
 - Meet with the City Council for review and approval of the Draft WWTF Facility Plan Report. *(one each)*
 - Conduct a Public Hearing. *(one each)*
 - Submit the WWTF Facility Plan Report to the Wisconsin DNR for review and approval.
-

TOTAL = \$ 32,500.00

* All submittal fees, if any, are the responsibility of the Owner.