

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, March 4, 2025 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/82877131006>**

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, March 4, 2025

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 – February 25, 2025

B. FINANCE – February 25, 2025

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

- 1. DISCUSSION AND ACTION: RESOLUTION 2025-01 City of Prairie du Chien Resolution to Adopt a Citizen Participation Plan.**
- 2. DISCUSSION AND ACTION: RESOLUTION 2025-02 POLICY TO PROHIBIT THE USE OF EXCESSIVE FORCE AND TO ENFORCE APPLICABLE STATE AND LOCAL LAWS PROHIBITING PHYSICALLY BARRING ENTRANCES/EXITS FOR NON-VIOLENT CIVIL RIGHTS DEMONSTRATIONS.**
- 3. DISCUSSION AND ACTION: RESOLUTION 2025-03 Authorizing Resolution to Submit a Community Development Block Grant (CDBG) Application.**
- 4. DISCUSSION AND ACTION: RESOLUTION 2025-04 Authorizing Resolution to Commit Match Funds & Certification of Match Funds Secured.**
- 5. DISCUSSION AND ACTION: RESOLUTION 2025-05 CITY OF PRAIRIE DU CHIEN WISCONSIN RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN FOR CDBG PROGRAMS.**
- 6. DISCUSSION AND ACTION: RESOLUTION 2025-06 City of Prairie du Chien Resolution to Amend the Fair Housing Ordinance.**

7. Proclamation 2025-01 Honoring Robert Saddler for 23 years of service.

8. CITY ADMINISTRATORS REPORT

9. COMMITTEE REPORTS AND ACTION

A. FINANCE

1. DISCUSSION AND ACTION: Claims

B. PUBLIC WORKS

1. DISCUSSION AND ACTION: ORDINANCE 2025-03 REPEALING AND RECREATING SECTION 9.10 KEEPING OF LIVESTOCK AND POULTRY REGULATED THE MUNICIPAL CODE OF THE CITY OF PRAIRIE DU CHIEN, CRAWFORD COUNTY, WISCONSIN

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

1. DISCUSSION AND ACTION: Professional Services Agreement with Vierbicher for Well #5

11. ADJOURN

Chad Abram, City Administrator

NOTE: The next regularly scheduled Council meeting will be Tuesday, March 4, 2025.

Agenda posted at City Hall on March 3, 2025 at 12:00 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 February 25, 2025

A meeting of the Prairie du Chien Common Council was held on Tuesday, February 25, 2025, at 7:00 P. M. in the Council Chambers of City Hall. Mayor Dave Hemmer called the meeting to order at 7:00 P.M.

GENERAL ITEMS TO BE ACTED UPON

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

4. PUBLIC HEARINGS

5. CONSENT AGENDA:

- A. COMMON COUNCIL – February 4 and 12, 2025
- B. FINANCE – February 4, 2025
- C. PUBLIC WORKS – January 21, 2025
- D. PARK BOARD – January 15, 2025
- E. St. Patrick's Day Parade March 15, 2025
- F. Secondhand Article & Jewelry Dealer and Antique License – Cabinet of Curiosity's Jennifer Busarow owner
- G. Cigarette, tobacco & electronic vape license – Fernandes LLC dba Paradise Smoke Shop Ligorio Fernandes – Agent/owner, Cianna Fernandes, owner.
- H. PDC Oktoberfest INC. October 18, 2025. Set up October 12 and tear down October 20.
- I. Prairie Dog Blues Society July 24-27, 2025. Fencing will be erected starting July 16. 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 approve the consent agenda. Motion: Bremmer, Second: Waller, Voice Vote: 8-0.

6. ITEMS REMOVED FROM CONSENT AGENDA

7. CITIZENS' COMMENTS, RESOLUTIONS AND PRESENTATIONS

8. CITY ADMINISTRATORS REPORT

- Pizza Ranch Closed on 02/21/25 and construction will be starting soon.
- All tree removal on Vineyard Road has been completed.
- The brush pile will be burned during this week in preparation for 2025 season.
- All USDA Paperwork for the Public Safety Center has been signed by the Mayor and submitted to Kou our contact at USDA for review.

- Nate, Larry, Nick, Matt Muchow and I will be meeting to discuss finalizing the infrastructure at Prairie Bluffs Court.
- Matt, Larry and I are looking into possible funding sources with the DNR, to help replace galvanized water services on the private side of the system under the LSL replacement program.
- The Fort Fun fundraiser had a good turnout and a great start for an improved park in the future.
- The new ADA Chair was installed at Hoffman Hall and the Outdoor Pool will be done in the next week.
- Hoffman Hall Gym Floor will be redone March 10th and 11th and will be not be able to be used until March 17th.
- Mike and Morgan informed me that the last Kids Night Out had great numbers again regardless of the snow storm outside.
- January of 2025 had an increase of 102 daily passes for pickle ball from January of 2024.

9. COMMITTEE REPORTS AND ACTION

A. FINANCE

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

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

A. DISCUSSION AND ACTION: Agreement with Rivers and Bluffs Animal Shelter for boarding of animals. – Action: To approve the agreement with Rivers and Bluffs Animal Shelter. Motion: Ingham, Second: Riebe, Voice Vote: 8-0.

11. ADJOURN TO CLOSED SESSION – (7:09 P.M.) – Motion: Riebe, Second: Ingham, Roll Call Vote: 8-0.

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 – Possible Land Purchase

12. CONVENE INTO OPEN SESSION (7:30 P.M.) – Motion: Bremmer, Second: Waller, Voice Vote: 8-0.

13. ACTION FROM CLOSED SESSION – Action: To allow Moto Tire to exercise its option to purchase the 1.43 acers to the north and direct the City Attorney, City Administrator and Moto Tire to draft a Development Agreement for Council to review. Motion: Riebe, Second: Bremmer, Roll Call Vote: 8-0.

- Action: To direct the City Attorney to amend the current Development Agreement and to remove the requirement for Moto Tire to construct the 2nd stage of a 10,000 square foot separate facility on current site. Motion: Ingham, Second: Bowar, Voice Vote: 8-0.

14. ADJOURN (7:32 P.M.) – Motion: Ingham, Second: Granzow, Voice Vote: 8-0.

Chad Abram, City Administrator

MINUTES OF THE FINANCE COMMITTEE- February 25, 2025

A meeting of the Prairie du Chien Finance Committee was held on Tuesday, February 25, 2025 at 6:30 P.M. in Council Chambers. Chairperson Vicki Waller called the meeting to order at 6:30 P.M.

GENERAL ITEMS TO BE ACTED UPON

1. Call to order/Roll Call – All present, Crary Zoom. City staff present, Mayor Dave Hemmer, and City Administrator Chad Abram.
2. Certification of the open meeting law agenda requirements and approval of the agenda. Motion: Bremmer, Second: Ringgold, Voice Vote: 4-0.
3. Approval of the minutes of the February 4th, 2025 Finance meeting. Motion: Crary, Second: Bremmer, Voice Vote: 4-0.

ACTION ITEMS

4. DISCUSSION AND ACTION: Claims – Action: To approve the claims. Motion: Bremmer, Second: Ringgold, Voice Vote: 4-0.
5. DISCUSSION AND ACTION: Re-pipe Pool Hot Water Valve at Hoffman Hall. Work was completed by Bernie Buchner and Park and Recreation were not billed immediately. Action: To approve using TIF 6 Surplus for the invoice totaling \$4,988.00 and Park and Recreation General Fund for the invoice of \$3,902.96. Motion: Waller, Second: Bremmer, Voice Vote: 4-0.
6. ADJOURN (6:38 P.M.) – Motion: Bremmer, Second: Ringgold, Voice Vote: 4-0.

Chad Abram, City Administrator

RESOLUTION 2025-01 City of Prairie du Chien
Resolution to Adopt a Citizen Participation Plan

WHEREAS, the City of Prairie du Chien has applied
(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)
for a Community Development Block Grant (CDBG); and

WHEREAS, the State of Wisconsin Department of Administration (DOA) and the U.S. Department of Housing and Urban Development (HUD) require recipients of Community Development Block Grant (CDBG) monies to have in place a Citizen Participation Plan; and

WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low and moderate income (LMI)), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings, provide for complaint procedures, and accommodate non-English speaking residents; and

WHEREAS, the City of Prairie du Chien has prepared
(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)
and publicly reviewed a Citizen Participation Plan;

NOW, THEREFORE, BE IT RESOLVED, that the City Council
(City Council, County Board, Village Board, Town Board)
of the City of Prairie du Chien officially
(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)
adopts the Citizen Participation Plan.

ADOPTED on 4th day of March, 2025 . ATTEST: _____
this (Day) (Month) (Year) (Signature of Clerk)

The governing body of Prairie du Chien has authorized the above resolution
(UGLG/Unit of General Local Government's Name)
by Resolution No.: _____, dated March 4, 2025 .
(Resolution Number) (Date Authorized)

Signature of the Chief Elected Official _____ Title Mayor _____ Date Signed _____
Dave Hemmer
Typed Name of the Chief Elected Official

City of Prairie du Chien

**POLICY TO PROHIBIT THE USE OF EXCESSIVE FORCE
AND TO ENFORCE APPLICABLE STATE AND LOCAL LAWS
PROHIBITING PHYSICALLY BARRING ENTRANCES/EXITS
FOR NON-VIOLENT CIVIL RIGHTS DEMONSTRATIONS**

RESOLUTION NO. 2025-02

A resolution of the Common Council of the City of Prairie du Chien, to adopt the policy to prohibit the use of excessive force and to enforce applicable state and local laws prohibiting physically barring entrances/exits for non-violent civil rights demonstrations:

WHEREAS Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 U.S.C. 69 §5304) prohibits the State from expending or obligating any Community Development Block Grant funds to any unit of general local government that does not have or adopt a policy prohibiting the use of excessive force by local law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and a policy of enforcing State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction;

AND WHEREAS it is in the interest of the City of Prairie du Chien to pursue Community Development Block Grant Funds and to adopt policy that complies with Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 USC 69 §5304);

NOW THEREFORE, BE IT RESOLVED BY THE Mayor AND THE Common Council OF THE City of Prairie du Chien;

- I. It is POLICY of the City to prohibit the use of excessive force by law enforcement agencies within the City's jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.
- II. It is POLICY of the City to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within the City's jurisdiction.
- III. The officials and employees of the City shall assist in the orderly prevention of all excessive force within the City of Prairie du Chien by implementing the authority and enforcement procedures set forth in Title I of the Housing and Community Development Act of 1974.

IV. The Common Council directs the Prairie du Chien Chief of Police to implement this Resolution by amending applicable Prairie du Chien Police Department procedures.

PASSED BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF PRAIRIE DU CHIEN.

Chief Elected Official Signature
Dave Hemmer, Mayor

Date 3/4/25

ATTEST:

City Administrator
Chad Abram

Date 3/4/2025

Division of Energy, Housing and Community Resources

Community Development Block Grant – Authorizing Resolution to Submit a CDBG Application

**City of Prairie du
Chien**

(UGLG/Unit of General Local Government)

**Authorizing Resolution to Submit a
Community Development Block Grant (CDBG) Application**

Relating to the City of Prairie du Chien participation in the
(County, City, Village, or Town) *(UGLG/Unit of General Local Government's Name)*

Community Development Block Grant Public Facilities Program
(Name of Program, e.g., Public Facilities (CDBG-PF), Planning (CDBG-PLNG))

WHEREAS, Federal monies are available under the Community Development Block Grant (CDBG) program, administered by the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) for the purpose of the provision or development of a Public Facility Improvement

(Activity and Program, e.g., Public Facility Improvement for the CDBG-PF Program; Plan for the CDBG-PLNG Program)

for the City of Prairie du Chien ;
(County, City, Village, or Town) *(UGLG's Name)*

WHEREAS, after public meeting and due consideration, the Common Council
(Name of Appropriate Committee)

has recommended that an application be submitted to DOA for the following project:

Illinois Street Utility Reconstruction ; and
(CDBG Proposed Project Title)

WHEREAS, it is necessary for the City Council to
(County Board, City Council, Village Board, Town Board)

approve the preparation and filing of an application for the City to
(County, City, Town, Village)

receive funds from this program; and

WHEREAS, the City Council has reviewed the
(County Board, City Council, Village Board, Town Board)

need for the proposed project(s) and the benefit(s) to be gained there from;

NOW, THEREFORE, BE IT RESOLVED, that the City Council
(City Council, County Board, Village Board, Town Board)

Division of Energy, Housing and Community Resources

Community Development Block Grant – Authorizing Resolution to Submit a CDBG Application

AUTHORIZING RESOLUTION TO SUBMIT A CDBG APPLICATION:

SUBMISSION INSTRUCTIONS

The Unit of General Local Government (UGLG) ***must*** submit documentation verifying the Chief Elected Official (CEO) has been authorized to submit a CDBG Application. The Authorizing Resolution to Submit a Community Development Block Grant (CDBG) Application form is provided to serve as this documentation, upon being completed by the UGLG and submitted with the UGLG's CDBG Application materials.

- Fill in the designated spaces throughout the form. (Please refer to the micro text located beneath each fillable slot for guidance on the type of information that must be input.)
- The **Authorizing Resolution to Submit a CDBG Application** form must be signed by the local Clerk.
- The **Authorizing Resolution to Submit a CDBG Application** form must be signed by the UGLG's Chief Elected Official (i.e., Mayor, City Council President, Village Board President, Town Board Chairperson, County Board Chairperson, etc.). Make sure to provide the signature, typed name, and title of the Chief Elected Official (CEO). Fill in the date the form is signed by the CEO.
- Retain the original completed **Authorizing Resolution to Submit a CDBG Application** form for the UGLG's prospective grant file and submit a copy to the Division of Energy, Housing and Community Resources (DEHCR) with the UGLG's CDBG Application materials.

City of Prairie du Chien

**Authorizing Resolution to Commit Match Funds &
Certification of Match Funds Secured**

RESOLUTION NO. 2025-04

A RESOLUTION OF THE Common Council OF THE City OF Prairie du Chien,
providing a Guarantee of Match Funds for the
2025 Community Development Block Grant Public Facilities (CDBG-PF) Application

Related to the City of Prairie du Chien's participation in the Community Development Block Grant (CDBG) Program;

WHEREAS, federal monies are available under the CDBG Annual Public Facilities Competition, administered by the State of Wisconsin Department of Administration, for the purpose of the provision or improvement of public facilities; and

WHEREAS, the Common Council of the City of Prairie du Chien has authorized the submission of a CDBG [PROGRAM APPLICATION TYPE, e.g. Public Facilities, or Planning] Application to the State of Wisconsin for the following project: Illinois Street Reconstruction; and

WHEREAS, an adequate local financial match must be provided for the proposed CDBG Public Facilities project by the City of Prairie du Chien.

WHEREAS, the City of Prairie du Chien must certify that all matching funds required to complete the proposed project have been secured for and committed to the project prior to the submission of the CDBG application; and

WHEREAS, the City of Prairie du Chien must acknowledge that a delay in starting construction by July 1, 2026 and/or completing construction by October 31, 2027 due to the City not having the matching funds that are reported as committed and secured in the CDBG application documents, then the State of Wisconsin Department of Administration Division of Energy, Housing and Community Resources may deny a timeline extension and may rescind the CDBG award;

NOW, THEREFORE, BE IT RESOLVED, that the City of Prairie du Chien does hereby authorize the commitment of match funds to be used as outlined in the CDBG application, for the match amount of \$ 975,670, from the following secured source(s):

[List Sources and Corresponding Amounts];

and the following pending or potential source(s):

Safe Drinking Water Loan Program = \$975,670.

ADOPTED on this 4th day of March, 2025.

The governing body of the City of Prairie du Chien has authorized the above resolution to commit match and certify match funds secured for the CDBG project referenced within the resolution.

ATTEST: Megan Pedretti
Deputy Clerk/Treasurer

Dave Hemmer
Mayor

**CITY OF PRAIRIE DU CHIEN
WISCONSIN RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION
ASSISTANCE PLAN
FOR CDBG PROGRAMS**

RESOLUTION NO.2025-05

This Residential Anti-Displacement and Relocation Assistance Plan (RARAP) is prepared by the City of Prairie du Chien in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG¹ projects.

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, the City of Prairie du Chien will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- Coordinate code enforcement with rehabilitation and housing assistance programs.
- Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
- Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- Establish counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures.
- Target only those properties deemed essential to the need or success of the project.

¹ CDBG programs include: Entitlement Community Development Block Grant (CDBG) Program, State CDBG Program, CDBG Small Cities Program, Section 108 Loan Guarantee Program, CDBG Special Purpose Grants Program, and the Neighborhood Stabilization Program (NSP).

Relocation Assistance to Displaced Persons

The City of Prairie du Chien will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

One-for-One Replacement of Lower-Income Dwelling Units

The City of Prairie du Chien will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG Program in accordance with 24 CFR 42.375.

Before entering into a contract committing the City of Prairie du Chien to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the City of Prairie du Chien will make public by publication in the Courier Press, a newspaper of general circulation and submit to the U.S. Department of Housing and Urban Development (HUD) through the State, under the State CDBG Program, the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. **NOTE: See also 24 CFR 42.375(d).**
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom unit), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data

in items 4 through 7 are not available at the time of the general submission, the City of Prairie du Chien will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the City of Prairie du Chien may submit a request to HUD (or to the State, if funded by the State) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

Contacts

The City Administrator, Chad Abram, 608-326-6406 is responsible for tracking the replacement of lower-income dwelling units and ensuring that they are provided within the required period.

The City Administrator, Chad Abram, 608-326-6406 is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

Adopted by the City of Prairie du Chien Common Council on: March 4, 2025.

Dave Hemmer
Chief Elected Official (CEO) Typed/Printed Name

Mayor
CEO Title

Chief Elected Official Signature

ATTEST:

Megan Pedretti
Municipal Clerk Typed/Printed Name

Deputy Clerk / Treasurer
Municipal Clerk Title

Municipal Clerk Signature

Date Adopted: 03/04/2025

Date Effective: 03/04/2025

City of Prairie du Chien
Resolution to Amend the Fair Housing Ordinance

AN ORDINANCE TO AMEND SUBCHAPTER II OF CHAPTER 19 OF THE MUNICIPAL CODE
OF THE CITY OF PRAIRIE DU CHIEN
ADOPTING WISCONSIN STATUTES, SECTION 106.50, AS AMENDED,
RELATING TO THE EQUAL RIGHTS OF ALL PERSONS TO FAIR HOUSING, AND
PROVIDING MEANS FOR THE IMPLEMENTATION AND ENFORCEMENT THEREOF.

THE COMMON COUNCEL OF THE CITY OF PRARIE DU CHIEN DOES ORDAIN AS FOLLOWS:

SUBCHAPTER II of Chapter 19 the Municipal Code of the City of Prairie du Chien is amended to read as follows:

FAIR AND OPEN HOUSING

WHEREAS, the Common Council of the City of Prairie du Chien recognizes its responsibilities under Section 106.50, Wisconsin Statutes, as amended, and endorses the concepts of fair and open housing for all persons and prohibition of discrimination therein;

THEREFORE, BE IT ORDAINED THAT:

1) The Prairie du Chien hereby adopts Section 106.50, Wisconsin Statutes, as amended, and all subsequent amendments thereto.

2) The officials and employees of the Prairie du Chien shall assist in the orderly prevention and removal of all discrimination in housing within the City municipal jurisdiction by implementing the authority and enforcement procedures set forth in Section 106.50, Wisconsin Statutes, as amended.

3) The Municipal Clerk shall maintain forms for complaints to be filed under Section 106.50, Wisconsin Statutes, as amended, and shall assist any person alleging a violation thereof in the City of Prairie du Chien to file a complaint thereunder with the Wisconsin Department of Work Force Development, Equal Rights Division, for enforcement of Section 106.50, Wisconsin Statutes, as amended.

4) Any person who shall violate any provision of this subchapter shall be subject to a penalty as provided in Sec. 225.04 of this Code in addition to the specific penalties provided in this subchapter. A separate offense shall be deemed committed on each day which a violation of this subchapter occurs or continues.

Chief Elected Official Typed/Printed Name

Chief Elected Official Signature

ATTEST:

Municipal Clerk Typed/Printed Name

Municipal Clerk Signature

Adopted: _____

Published: _____

Effective: _____

City of Prairie du Chien Fair Housing Ordinance

SUBCHAPTER II

Fair and Open Housing

19.21 State Statutes Adopted

19.22 Authority and Enforcement Procedures Implemented

19.23 Complaints

19.24 Penalty

19.21 STATE STATUTES ADOPTED.

The City of the Prairie du Chien hereby adopts Section 106.50, Wisconsin Statutes, as amended, and all subsequent amendments thereto.

19.22 AUTHORITY AND ENFORCEMENT PROCEDURES IMPLEMENTED.

The officials and employees of the City of Prairie du Chien shall assist in the orderly prevention and removal of all discrimination in housing within the City of Prairie du Chien by implementing the authority and enforcement procedures set forth in Section 106.50, Wisconsin Statutes, as amended.

19.23 COMPLAINTS.

The City Clerk shall maintain forms for complaints to be filed under Section 106.50, Wisconsin Statutes, as amended, and shall assist any person alleging a violation thereof in the City of Prairie du Chien to file a complaint thereunder with the Wisconsin Department of Workforce Development, Equal Rights Division, for enforcement of Section 106.50, Wisconsin Statutes, as amended.

19.24 Penalty

Any person who shall violate any provision of this subchapter shall be subject to a penalty as provided in Sec. 225.04 of this Code in addition to the specific penalties provided in this subchapter. A separate offense shall be deemed committed on each day which a violation of this subchapter occurs or continues.

City of Prairie du Chien

Citizen Participation Plan for the Community Development Block Grant (CDBG) Program

PURPOSE

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the City of Prairie du Chien, the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

PROGRAM OVERSIGHT

1. The City of Prairie du Chien shall create a Citizen Participation Committee, members of which shall be appointed by the Chief Elected Official and confirmed by the City Common Council. This Committee shall be responsible for implementation of the Citizen Participation Plan (CPP), as well as offering guidance in preparation of the grant application.

The City of Prairie du Chien shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.

2. To insure responsiveness to the needs of its citizens, the City of Prairie du Chien shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- to- moderate income (LMI).

CITIZEN PARTICIPATION

1. The City of Prairie du Chien shall establish a committee composed of persons representative of the City of Prairie du Chien demographics. This committee must include at least one LMI person.

The committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible. This committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the City of Prairie du Chien.

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the Courier Press as a class 2 notice prior to the hearing date. In addition, the public notice shall be posted at the City of Prairie du Chien City Hall. These notices will include the time, place and date of meetings, as well as a brief agenda.
2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include

where, and during what time, information and records relating to the proposed and actual use of funds may be found.

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizens' views and provide an explanation of:
 - a. Community development needs, objectives, and strategies.
 - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.
3. The first public hearing shall be held during the development of the application for funds.
4. The second public hearing shall be held during the implementation of the program. If the project includes construction, demolition, and/or structural rehabilitation activities, then the second hearing must be held after construction, demolition, and/or rehabilitation has begun and is in progress.
5. The City of Prairie du Chien will attempt to have at least one of the public hearings in the service area.

PROGRAM INFORMATION, FILES, and ASSISTANCE

1. Technical assistance will be provided to any citizen who requests information about program requirements. Assistance with the application process will be provided by City staff in the Community Development Department. A City staff member will meet with citizens on request.
2. The City of Prairie du Chien will maintain, in the City Hall, a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. If suitable proposals are submitted in writing, a written response will be provided within 15 days. Every effort will be made to respond to all proposals prior to the final action on the subject.

4. Citizens may petition or request in writing assistance or changes. The City of Prairie du Chien staff will respond to all such requests within 15 days after the City Common Council has met to discuss the request.

COMPLAINTS

The City of Prairie du Chien will handle citizen complaints about the program in a timely manner. By federal regulation the City will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be recorded [identify method, e.g., "in a complaint log"]. The first contact for complaints should be made to Nate Gilberts, City Planner.

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant
Wisconsin Department of Administration
Division of Energy, Housing and Community Resources
P.O. Box 7970
Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

- 1) The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Emergency Solutions Grants (ESG), etc.;
- 2) The event resulting in the complaint;
- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.

ACCOMMODATIONS

The City of Prairie du Chien will respond to residents' requests for reasonable accommodations to participate in CDBG public hearings in accordance with state and federal laws; and include instructions for making accommodation requests in hearing notices.

NON-ENGLISH SPEAKING PERSONS

The City of Prairie du Chien will regularly review the demographic data of the municipality and survey a CDBG project area and/or service area if deemed necessary to identify non-English speaking persons; and will take steps to assure them equal opportunity in the citizen participation process.

Proclamation 2025-01

HONORING ROBERT SADDLER FOR TWENTY-THREE YEARS OF SERVICE TO THE PRAIRIE DU CHIEN STREET DEPARTMENT

WHEREAS, Robert Saddler began his career with the Prairie du Chien Street Department on December 16, 2002; and,

WHEREAS, during his 23 years of distinguished service, Robert has served honorably to the Prairie du Chien Street Department,

WHEREAS, during these years, Robert has assisted in the safe passage of all city streets including, but not limited to, plowing and snow removal; cleaning and debris removal from storms and emergency events; construction of new and maintenance of existing streets; and,

WHEREAS, Robert has gone above and beyond his duties, to assist other departments, such as maintaining city parks, decorating the city for holidays, and hours of maintenance on all city vehicles; and,

WHEREAS, services provided by Robert and his department have greatly increased the quality of life for the residents of the City of Prairie du Chien.

NOW, THEREFORE, BE IT RESOLVED that I, Mayor Dave Hemmer, and the members of the Common Council of the City of Prairie du Chien, Crawford County, Wisconsin, do hereby commend and salute the service of Robert Saddler to the Prairie du Chien Street Department, and for upholding and exemplifying the highest standards of public safety and service to the residents he has served so nobly for the past thirty-one years. **Further, I request that March 5, 2025 to be Robert Saddler Day.**

Adopted this 4 day of March, 2025

By a vote of: _____ in favor, _____ against, and _____ abstain.

David Hemmer, Mayor of the City of Prairie du Chien

Chad Abram, City Administrator of the City of Prairie du Chien

ORDINANCE 2025-03

AN ORDINANCE REPEALING AND RECREATING SECTION 9.10 KEEPING OF LIVESTOCK AND POULTRY REGULATED THE MUNICIPAL CODE OF THE CITY OF PRAIRIE DU CHIEN, CRAWFORD COUNTY, WISCONSIN

The Common Council of the City of Prairie du Chien, Crawford County, Wisconsin, does hereby ordain as follows:

Section 1: That Section 9.10 of the Municipal Code of the City of Prairie du Chien, Wisconsin be repealed and re-created to read as follows:

9.10 (KEEPING OF LIVESTOCK AND POULTRY REGULATED)¹

(1) No person shall keep or maintain any poultry or fowl, or any livestock such as horses, cattle, sheep or goats in any zoning district except agricultural districts. Notwithstanding the above, in R-1 Zoning Districts only, on parcels where the principal use is a single-family dwelling, the keeping of up to eight (8) chickens shall be permitted. No person shall keep any roosters on said premises and no person shall slaughter any chickens on said premises. The chickens shall be kept in a covered enclosure at all times and shall not be permitted to run free outside the enclosure. The keeping of chickens is permitted in rear yards only, and enclosure shall be located no closer than thirty (30) feet to any residential structure on any adjacent lot and no closer than three (3) feet to any lot line.

(2) EXCEPTIONS. Any educational facility that operates under Chapter 118 of the Wisconsin State Statutes that serves 20 or more students, may apply to the City Administrator for an exemption for educational purposes only. If exemption is granted, the educational facility must apply yearly to renew the exemption.

Section 2: Any Ordinance or parts thereof inconsistent herewith are hereby repealed.

Section 3: This Ordinance shall be effective from and after its passage and publication as required by law.

David Hemmer, Mayor

ATTEST:
Chad Abram, City Administrator

* * *

Certification

I, Tina Fuller, am the duly qualified and acting City Clerk of the City of Prairie du Chien, Crawford County, Wisconsin. I hereby certify that the aforementioned is a true and exact reproduction of the original ordinance or resolution adopted by the Common Council.

IN WITNESS WHEREOF, I have executed this Certificate in my official capacity on the 4 day of March, 2025.

(SEAL)

Tina Fuller
City Clerk



MEMORANDUM

To: Larry Gates, Utility Director – City of Prairie du Chien

From: Darrin Pope & Matt Muchow

Subject: Water Supply Improvements to Address PFAS Options Evaluation

Date: 2/18/25

Introduction:

On April 10, 2024, the U.S. EPA issued National Primary Drinking Water Regulations (NPDWR) for six PFAS. The PFAS NPDWR established legally enforceable Maximum Contaminate Levels (MCLs) and health-based, non-enforceable MCLs for the six PFAS.

The City of Prairie du Chien has been testing for PFAS in all four of their municipal wells (Well Nos. 1-4) since 2022. Well No. 2 tested above the EPA limits in April 2024 and Well No. 1 tested above the limits in July 2024. Due to the results of the tests, both Well Nos. 1 and 2 were taken out of service.

Subsequent PFAS testing of Well No. 1 in November 2024 indicated that PFAS concentrations had dropped below the EPA's MCLs. As such, Well No. 1 has been placed back into service, but PFAS concentrations will be monitored quarterly, as required by the WDNR. If PFAS concentrations exceed the EPA's MCLs again, the well will need to be taken out of service again. Due to operational challenges with Well No. 2, the City is considering abandoning it.

If Well Nos. 1 & 2 are no longer available, the City's remaining well capacity is 2,900 gpm. The City's estimated current peak hourly demand is 2,362 gpm. It is recommended that the City's firm well capacity (well capacity with the largest well out of service) meets the peak hourly demand. The City's firm well capacity without Well Nos. 1 & 2 would be 1,400 gpm (Well No. 3). As such, the City's firm well capacity would be 962 gpm short of the peak hourly demand. Given this, a new well with a minimum capacity of 962 gpm is recommended.

This memo presents three alternatives to address the well capacity lost from Well Nos. 1 & 2 due to elevated levels of PFAS and the potential abandonment of Well No. 2.

Option A – Construct New Well No. 5 Facility:

This option includes constructing a new municipal water supply well (Well No. 5). The new well can be constructed on a parcel of land already owned by the City. The production well is to draw water from sand and gravel formations just like the City's existing wells. After the successful construction of a test well and production well, a wellhouse can be constructed along with a water main to connect the new well to the City's distribution system.

The Wisconsin Department of Natural Resources (WDNR) has approved the well site and proposed test well plan.

A benefit of this option, over Options B & C presented below, is that it adds another well to replace Well No. 2 while keeping Well No. 1 available for service. Given the fact that PFAS concentrations in water from Well No. 1 have dropped below the MCLs, Well No. 1 could be placed back into service and rotated with the other existing wells if PFAS concentrations remain below the MCLs.

Preliminary opinions of probable cost for the test well, production well, pumphouse, and SCADA equipment updates are provided in the Preliminary Opinion of Probable Costs table below.

Option B – Reconstruct Well No. 1 or No. 2 to Deep Aquifer:

In WDNR 10/27/2024 approval letter of the Well No. 5 Well Site Investigation Report and Test Well, it was recommended that if PFAS contaminates prohibit the development of the proposed Well No. 5 in the sand and gravel aquifer, the deeper bedrock aquifer could be a potential alternative. Inspired by that recommendation, City Staff requested that reconstruction of the existing Well Nos. 1 & 2 into the deeper bedrock aquifer be evaluated.

Dolomite, shale, and sandstone underlie the sand and gravel formations in the area of Prairie du Chien. Precambrian era igneous and metamorphic bedrock underlie the sandstone formations. The sandstone formations would most likely yield the quantity of water required for a municipal well. The upper layers of the sandstone formations, such as the Tunnel City Group, are reported to contain a high amount of trace minerals which should be avoided to improve chances of obtaining good water quality. Shale layers in the Eau Claire formation are a known source of radium. Both the Tunnel City group and Eau Claire formation are known to be sources of elevated iron. Below these formations is the Mount Simon sandstone formation which has the best potential to yield good water quality. That said, it is still possible that water obtained from the Mount Simon sandstone formation could be high in iron and radium requiring construction of a water treatment facility.

Based on local well construction reports and other information provided by Madeline Gotkowiz of the WDNR Water Use Section, depth to the Mount Simon formation varies from 560 to 805 feet below ground surface (bgs) and most likely extends to 1000 feet bgs where Precambrian rock may start. As such, well casing should be extended somewhere between 560 to 805 feet bgs through the upper sandstone formations and into the Mount Simon formation.

We discussed the potential to reconstruct the City's existing Well Nos. 1 & 2 into the Mt. Simon formation with Brian Brodersen of Municipal Well & Pump. To extend the existing wells, either a cable tool rig or partial demolition of the pump houses would be required. The well construction report for Well 1 indicates that this well has an 18-inch diameter inner casing and 16-inch telescoping screen. A 12-inch or 14-inch casing could be installed through the 18-in casing. The telescoping screen could be removed. A 10-inch, 3,600 rpm, submersible well pump could be installed through the 12 or 14-inch casing and provide approximately 1,200 gpm.

Constructing a test well near the existing well that is to be reconstructed to confirm hydrogeology, specific capacity, and water quality is recommended.

Well 2 has a 12-inch inner casing and screen. An 8-inch casing could be installed into the 12-inch casing, and the bottom plate of the screen would need to be drilled through. A 6 or 7-inch submersible well pump could be installed in the 8-inch casing and would provide approximately 600 gpm. This is less than the recommended minimum replacement well capacity of 962 gpm stated in the introduction above. As such, reconstruction of Well No. 2 is not recommended.

Preliminary opinions of probable cost for a test well, reconstruction of Well No. 1, modifications to the existing Well No. 1 Pumphouse controls, and SCADA equipment updates are provided in the Preliminary Opinions of Probable Cost table below.

Option C – Construct Pitless Unit Well into the Deep Aquifer at Well No. 1:

Another alternative is to drill a new well adjacent to Well No. 1, install a submersible well pump into the new well, install a pitless unit over the new well, and pipe the new well into the existing pumphouse. The existing Well No. 1 would be abandoned, but the existing wellhead piping and equipment in the pumphouse could be reused. Since the well would be constructed outside of the pumphouse, a rotary drill rig could be used instead of a cable-tool drill rig.

Preliminary opinions of probable cost for a test well, construction of a new well, submersible well pump, pitless unit, modifications to the existing Well No. 1 Pumphouse controls and piping, and SCADA equipment updates are provided in the Preliminary Opinions of Probable Cost Table below.

**Preliminary Opinion of Probable Cost
2/12/2025
Well Facility Improvements Options
City of Prairie du Chien**

Ref. Item No.	Description	Preliminary Opinion of Probable Cost
Option A - Construct New Well No. 5 Facility		
1	Test Well	\$ 213,500
2	Production Well	\$ 345,000
3	Pumphouse*	\$ 1,483,600
4	SCADA Equipment Updates (Well 1 Master, Well 3, Well 4, & Reservoir) & Add Remote Access	\$ 147,700
Total Estimated Cost Option A =		\$ 2,189,800
Option B - Reconstruct Well No.1 to Deep Aquifer		
1	Test Well	\$ 300,000
2	Well 1 Reconstruction	\$ 980,000
3	SCADA Equipment Updates (Well 1 Master, Well 3, Well 4, & Reservoir) & Add Remote Access	\$ 147,700
Total Estimated Cost Option B =		\$ 1,427,700
Option C - Construct Pitless Unit Well Adjacent to Well 1		
1	Test Well	\$ 300,000
2	Pitless Unit Well	\$ 1,175,000
3	SCADA Equipment Updates (Well 1 Master, Well 3, Well 4, & Reservoir) & Add Remote Access	\$ 147,700
Total Estimated Cost Option C =		\$ 1,622,700

* Cost includes the SCADA RTU and MTU updates required for the Well No. 5 Pumphouse.

This Engineer's Opinion of Probable Cost is made on the basis of our experience and qualifications. It represents our best judgment as experienced and qualified design professionals based on our information available at the time the cost opinion is made. It should be recognized that Vierbicher Associates, Inc. does not have control over the cost of materials or services furnished by others, over market conditions, or contractors methods of determining their prices. Accordingly, Vierbicher Associates, Inc. cannot and does not guarantee that bids or actual costs will not vary from this opinion.



PROFESSIONAL SERVICES AGREEMENT

Project Number: 240564

This AGREEMENT (Agreement) is made today, March __, 2025, by and between the CITY OF PRAIRIE DU CHIEN (Client) and VIERBICHER ASSOCIATES, INC. (Consultant), which agree as follows:

Project Name: Well No. 5 – Well & Pumphouse

I. SCOPE OF PROJECT

In April of 2024, the U.S. EPA designated PFOA and PFOS as hazardous substances under federal Comprehensive Environmental Response, Compensation and Liability Act (CERCLA). On April 10, 2024, the U.S. EPA issued National Primary Drinking Water Regulations (NPDWR) for six PFAS. The individual limits for PFAS chemicals PFOA and PFOS were set to 4 parts per trillion from the previous limit of 70 parts per trillion. The City has been testing for PFAS, which resulted in Well #2 testing above the EPA limits in April 2024 and Well #1 testing above limits in August 2024. With the testing results, both Well #1 and Well #2 were shut down.

Going forward, to address the PFAS results, the City could choose to install a treatment facility at each well, drill the existing Well No. 1 deeper, or install a new well at a location with no PFAS. The cost of a treatment facility is significantly more than the cost of a new well facility. With that understanding, a well site investigation was previously completed for a new well location. The WDNR has approved the Well No. 5 Well Site Investigation Report and Test Well plans. In addition, the reconstruction of Well No. 1 or No. 2 to construct the wells to a deeper aquifer were also evaluated. See the attached memo evaluating the water supply options.

The approximate cost of a new water supply well facility including the test well, production well, pumphouse, and associated SCADA equipment improvements is \$2,190,000. Funding through the WDNR Safe Drinking Water Loan (SDWL) Program is available to help fund the improvements. The City submitted the required WDNR SDWL ITA & PERF in October 2024 to become eligible for the funding next year. The application deadline for the Safe Drinking Water Loan Program is June 30th. As part of the application, the WDNR requires biddable plans and specifications.

The scope of this agreement includes the design and construction of a new well facility, in addition to the WDNR SDWL application and administration. The scope also includes evaluating the existing motor control center and VFD in Well No. 2 for reuse in the proposed Well No. 5 and the abandonment of Well No. 2.

II. SCOPE OF SERVICES

General services include professional services for the project as described above. These services include the preparation of engineering drawings and specifications, applying for regulatory agency approvals, bidding, preparing a contract award recommendation, and completing contract administration. The services shall also include funding administration.

Specific services shall include the following:

Task 1 - Topographic Site Map

1. Complete a topographic site map that depicts existing features and conditions of the well site. The limits of the topographic site map shall extend 10 feet beyond the site boundaries and include existing surface features, utilities, and other elements that may affect the design. The topographic site map shall include locating existing monumentation to the extent that said monumentation is in existence at the time the field work is completed. Consultant has not attempted to verify property boundaries and/or right-of-ways as a part of locating existing monumentation. Said monumentation may, or may not, represent actual property boundaries and or right-of-ways and does not constitute a property or right-of-way survey.

The topographic site map shall depict the following items:

- a) Features within the topographic site map limits include, but are not limited to, sidewalk, pavement, curb and gutter, curb cuts, driveways, utilities, utility poles, utility pedestals, utility structures, and signs.
- b) Substantial, visible, above-ground structures and improvements, including any existing buildings, driveways, and parking lots lying within the exterior boundaries of the subject site.
- c) Street trees and trees larger than 12" diameter at breast height (dbh).
- d) Utilities shall be shown based on the City of Prairie du Chien's GIS maps, and as located in the field by Digger's Hotline. The size and invert elevation of sanitary sewers and storm sewers shall be measured by Consultant.
- e) The location of private utilities that are not within the standard scope of what would be marked as part of a diggers hotline locate request is not included in the scope. Client shall request private utility locates, if desired. Consultant shall coordinate this work as an additional service.
- f) Topographic survey shots shall be taken at regular intervals and in sufficient detail to prepare a digital terrain model within the exterior boundaries of the subject site.
- g) Contours at one-foot intervals shall be depicted. The Datum upon which the elevations and contours are based shall be noted on the face of the map, (i.e., assumed, NAVD27, NAVD88).
- h) Improvements lying within the street right-of-way of 22nd Street immediately adjacent to the well site shall be located. Improvements will include, but are not limited to, sidewalk,

pavement, curb & gutter, curb cuts, utilities, utility poles, utility pedestals and signs.

The topographic map does not constitute a boundary survey according to the Minimum Standards for Property Surveys, Chapter A-E7 of the Wisconsin Administrative Code. Consultant shall research available surveys of record and show the property boundary based on found surveys of record to the extent feasible.

2. Prepare a base map of the existing conditions for use in the design of the improvements.

Task 2 – Test Well & Aquifer Performance Testing Request for Proposals

1. Prepare preliminary Request for Proposals document including proposal form, and WDNR previously approved test well plan and specifications for the test well construction, aquifer performance testing and water quality testing.
2. Meet with the Client (virtually) to review the preliminary Request for Proposals document. This agreement includes one preliminary design review meeting with Client Staff.
3. Based on Client's review comments, prepare final Request for Proposals document required to obtain proposals from well drillers.
4. Contact several well drillers to solicit interest in completion of the test well construction and aquifer testing.
5. Distribute the Request for Proposals document to interested well drillers.
6. Summarize and review proposals submitted by well drillers. Provide a summary and recommendation to the Client regarding contract award.

Task 3 – Test Well & Aquifer Performance Testing Administration Services

1. Assist the Client with preparing and executing an agreement with the well driller.
2. Provide coordination between the Client and the well driller during the test well construction and aquifer performance testing.
3. Review data that the well driller is required to submit.
4. Conduct periodic observation of test well construction and aquifer performance testing to evaluate conformity to the plans. The project engineer or a qualified technician will provide these services. This proposal includes 12 hours for construction observation.
5. Review and provide comments to the Client regarding all intermediate performance testing data provided by the well contractor during the test well drilling and aquifer performance testing.
6. Review and take appropriate action on all well driller pay request(s).
7. Review and comment on the test well/aquifer performance testing results and provide final production well design recommendations.

Task 4 – Production Well Design Phase

1. Prepare preliminary plans, specifications, bidding documents and an Opinion of Probable Cost (OPC) for the production well construction, pumping and water quality testing. The plans will include:
 - a) Well Site and Erosion Controls Plan showing the proposed location of the production well, construction entrance, drilling mud settling pond locations, and erosion control measures
 - b) Production Well Profile Plan showing the proposed construction of the production well
 - c) Construction & Erosion Control Details
2. Provide a preliminary draft of the plans, specifications, bidding documents and OPC to the Client for review comments.
3. Meet with the Client (virtually) to review the preliminary plans, bid documents & OPC. This agreement includes one preliminary design review meeting with Client Staff.
4. Based on Client's review comments, prepare final plans, specifications, and bidding documents required to obtain competitive bids, regulatory agency approval, and enable construction of the production well.
5. Update the Opinion of Probable Cost to reflect the final design and bid quantities.
6. Prepare required permit applications and submit on behalf of the Client. Fees for permits will be the responsibility of the Client. Permits anticipated to be required include:
 - a) WDNR Public Water Supply Well Plan Approval
 - b) WDNR High Capacity Well Approval
 - c) Public Service Commission of Wisconsin (PSCW) Well Facility Certificate of Authority – Type III Water Project (Construction Authorization)

All necessary supplemental calculations for submittal of said permit applications are included in this item. All permit and review fees are the responsibility of the Client. Consultant shall coordinate with Client to obtain payment and submit fee with all permit or review applications.
7. Attend the following meetings:
 - a) WDNR/PSCW Pre-Application Meeting
 - b) Meetings with City Staff as required

Task 5 – Production Well Bidding & Contract Award Phase

1. Coordinate the bidding process including issuing bidding documents through QuestCDN.com online bid document distribution service.
2. Answer questions during the bid process to provide clarification to the bid documents and issue addenda if necessary.
3. Conduct a bid opening through QuestCDN.com on-line bid document distribution service, and prepare a tabulation of the bids received.
4. Make a recommendation to the Client concerning the award of the project to the lowest responsible bidder.

5. Coordinate securing a contract between the Owner and Contractor using standard Engineer's Joint Contract Documents Committee (EJCDC) documents.

Task 6 – Production Well Contract Administration Phase

1. Coordinate a preconstruction conference with the Client, Contractor, Utility Companies, and others as determined necessary. Provide meeting agenda & meeting minutes.
2. Construction Staking:
 - a) Consultant shall provide one-time horizontal and vertical staking consisting of the following:
 - (1) Provide a well center stake, three offsets, and two site benchmarks.
 - (2) Property corners will be marked by lath and ribbon to assist Contractor with keeping construction activities and materials on the Clients property.
 - b) Staking provided shall be for the sole use by the Well Driller for the purpose intended. Consultant shall not be responsible for work performed by others use of the stakes provided.
 - c) Staking shall be completed at the time requested provided a minimum of 48 hours notice is given.
3. Provide general coordination between the Client and the Contractor during the production well construction, development, and testing.
4. Review Contractor submittals and provide review comments. This agreement includes the review of two submittal items.
5. Assist the Client in responding to Contractor requests for information (RFIs), and issue Work Change Directives, Construction Bulletins, and Change Orders as may be needed.
6. Review and provide comments to the Client regarding initial data provided by the Contractor during well construction, development, and testing.
7. Review and finalize a Contractor proposed well pump test work plan.
8. Provide a pump test results analysis report including estimation of well specific capacity and efficiency.
9. Review water quality test results and summarize results in a memo to Client.
10. Review Contractor submitted payment applications and recommend action to the Client. This agreement anticipates one (1) payment application will be submitted by the Contractor in addition to the final application.
11. Upon completion of the work, Consultant shall compile for, and deliver to Client, a set of record documents conforming to information furnished to Consultant in part, by the Contractor. This set of documents shall consist of record drawings showing the final production well location on the site and final well cross section (per Well Contractor's Well Construction Report). Since record drawings are based in part, on information provided by

others, Consultant shall have no responsibility for the accuracy of the modified information other than for record information collected in the field by Consultant.

Task 7 – Production Well Construction Observation

1. Provide a Project Representative (PR) to conduct periodic observation of production well construction, development, and testing to evaluate conformity to the contract documents. The presence of the PR shall not relieve the contractor of their obligations to conform to the requirements of the agreement between the Owner and Contractor. One construction observation trip is anticipated for each of the following milestones:
 - a) Grouting the Inner Casing/Grout Density Testing,
 - b) Plumbness & Alignment Testing to Full Depth,
 - c) Pump Testing/Water Quality Sampling.
2. Prepare and provide Client Staff with observation reports including descriptions and photos of work activities. Plumbness & alignment and grout density tests reports to include data evaluations.
3. Complete a site visit at project completion to develop a punch-list. Coordinate completion of punch-list with contractor to gain project acceptance.

Task 8 – Pumphouse Design Phase

1. Conduct a kick-off meeting with the Client to review project requirements and design considerations.
2. Coordinate with the electric, gas, and other utilities needed to serve the well pumphouse.
3. Evaluate the feasibility of salvaging the Well No. 2 Pumphouse MCC with VFD and installing it in the proposed Well No. 5 Pumphouse.
4. Evaluate the feasibility of salvaging the Well No. 2 well pump and installing it in the proposed Well No. 5.
5. Prepare preliminary plans for construction of the well pumphouse site improvements, building, pumping equipment, controls and connecting water main. Features requested by city staff will include:
 - a) The base-bid floor plan will include a restroom and an alternate-bid floor plan will not. As such the cost of adding the restroom will be known.
 - b) Chlorine gas will be added to the well water for disinfection. Housing, ventilation and safety equipment related to chlorine gas feed and storage shall be included per the requirements of §NR 811.48, Wisconsin Administration Code (WAC).
 - c) An electrical unit heater is to be installed in the pumphouse as a backup heat source (Profusion Model HA24-75M).
 - d) The plans will include an abandonment plan for Well No. 2.
6. Prepare a preliminary Opinion of Probable Cost (OPC) based on the preliminary design for Client Staff to evaluate budget considerations.
7. Meet with the Client (virtually) to review the preliminary plans & OPC. This agreement includes one preliminary design review meeting with Client Staff.

8. Based on Client's review comments, prepare final plans. Final plans shall minimally include:
 - Title Sheet
 - Gen Notes, Legends & Contact Info
 - Site Plan
 - Grading & Erosion Control
 - Utility Plan
 - Construction Details
 - Floor, Ceiling & Roof Plans
 - Exterior Elevations
 - Building Sections
 - Door Schedules & Details
 - Foundation, Roof Framing Plans & Structural Details
 - Structural Notes & Schedules
 - Process Piping & Equipment Plan & Schedule
 - Well Pump Section & Piping Details
 - Plumbing Floor Plan & Schedules HVAC Floor Plan & Schedules
 - Electrical Floor Plan & Schedules
 - Electrical One-Line Diagram
 - Well No. 2 Abandonment Plan
9. Prepare project bidding documents required to obtain competitive bids.
10. Prepare project specifications establishing requirements for products and execution required to complete construction of the pumphouse, site improvements, connecting water main, modifications to the SCADA system to add the new well facility, and abandonment of Well No. 2.
11. Update the Opinion of Probable Cost to reflect the final design and bid quantities.
12. Prepare required permit applications and submit on behalf of the Client. Fees for permits will be the responsibility of the Client. Permits anticipated to be required include:
 - a) WDNR Public Water Supply Pumphouse Plan Approval
 - b) WDNR Public Water Supply Well Pump Approval
 - c) WDNR Chemical Feeders Approval
 - d) WDNR Water Main Extension
 - e) Public Service Commission of Wisconsin (PSCW) Well Facility Certificate of Authority – Type III Water Project (Construction Authorization) Included in Task 2 - Production Well Design Phase above.

Well No. 2 Abandonment Permitting: No prior approval is required to abandon Well No. 2 if the abandonment materials and methods comply with NR 811.13. The WDNR requires the well abandonment contractor (certified well driller) to complete and submit a Well/Drillhole/Borehole Filling & Sealing Report (DNR Form 3300-5) to the WDNR after the well has been abandoned.

13. Attend meetings with the City as required.

Task 9 – Pumphouse Bidding & Contract Award Phase

1. Coordinate the bidding process including issuing bidding documents through QuestCDN.com online bid document distribution service.
2. Answer questions during the bid process to provide clarification to the bid documents and issue addenda if necessary.

3. Conduct a pre-bid meeting with Client Staff and interested contractors.
4. Conduct a bid opening through QuestCDN.com on-line bid document distribution service, and prepare a tabulation of the bids received.
5. Make a recommendation to the Client concerning the award of the project to the lowest responsible bidder.
6. Coordinate securing a contract between the Owner and Contractor using standard Engineer's Joint Contract Documents Committee (EJCDC) documents.

Task 10 – Pumphouse Contract Administration Phase

1. Coordinate a preconstruction conference with the Client, Contractor, Utility Companies, and others as determined necessary. Provide meeting agenda & meeting minutes.
2. Construction Staking:
 - a) Consultant shall provide one-time horizontal and vertical staking consisting of the following:
 - (1) **Pumphouse Building:** Provide a center stake, and three offsets for each building corner; and two site bench marks. Property corners will be marked by lath and ribbon to assist Contractor with keeping construction activities and materials on the Clients property.
 - (2) **Watermain:** Consultant shall provide horizontal and vertical locations for the watermain along the alignment. Staking shall include one trip and shall include bends, valves, hydrants, and offsets at 100' intervals.
 - b) Staking provided shall be for the sole use by the Contractor for the purpose intended. Consultant shall not be responsible for work performed by others use of the stakes provided.
 - c) Staking shall be completed at the time requested provided a minimum of 48 hours notice is given.
 - d) This agreement assumes a one-time staking for each of the various components described. Any re-staking that may be required shall be completed as an additional service on a time and expense basis.
3. Provide general coordination between the Client and the Contractor during the Pumphouse construction.
4. Review Contractor shop drawings and submittals and provide review comments. This agreement includes the review of thirty-five (35) items.
5. Assist the Client in responding to Contractor requests for information (RFIs), and issue Work Change Directives, Construction Bulletins and Change Orders as needed.
6. Review Contractor submitted payment applications and recommend action to the Client. This agreement anticipates four (4) payment applications will be submitted by the Contractor in addition to the final application.

7. Upon completion of the work, Consultant shall compile for, and deliver to Client, a set of record documents conforming to information furnished to Consultant in part, by the Contractor. This set of documents shall consist of record drawings showing the pumphouse site and interior of the pumphouse (per Contractor's Record Drawings). Since record drawings are based in part, on information provided by others, Consultant shall have no responsibility for the accuracy of the modified information other than for record information collected in the field by Consultant.

Task 11 – Pumphouse Construction Observation

1. Provide a Project Representative (PR) to conduct periodic observation of production well construction, development, and testing to evaluate conformity to the contract documents. The presence of the PR shall not relieve the contractor of their obligations to conform to the requirements of the agreement between the Owner and Contractor. One construction observation trip is anticipated for each of the following milestones:
 - a) Footings & Foundations*
 - b) Under-Slab Electrical, Plumbing & Chemical Feed Conduit
 - c) Site Water Main
 - d) Framing (walls, and roof)*
 - e) Fenestrations (windows, doors, & louvers)*
 - f) Pump Base Concrete Pour
 - g) Well Pump Installation
 - h) Well Discharge (Process) Piping & Chemical Feed Equipment
 - i) Well Pump Startup & Pump Testing
 - j) Chemical Feed System Startup & Testing
 - k) Controls & SCADA RTU Startup
 - l) Well No. 2 Abandonment

*These observation trips are to be provided by the Consultant's architectural subconsultant.
2. Prepare and provide Client Staff with observation reports including descriptions and photos of work activities.
3. Complete a site visit at project completion to develop a punch-list. Coordinate completion of punch-list with contractor to gain project acceptance.

Task 12 – Funding

1. **Prepare Safe Drinking Water Loan Program (SDWLP) Application**
 - a) Prepare Form 8700-260, Financial Assistance Application pertaining to the SDWL program and submit by June 30, 2025.
 - b) Assist the Village to obtain the information required by WDNR to complete the financial assistance application, forms 8700-203 and 8700-262.
 - c) Prepare the project budget worksheet for the SDWLP Application.
 - d) Prepare and submit a design life calculation worksheet.

- e) Prepare a reimbursement resolution and provide to the City for adoption in June 2025.
- f) Prepare and submit an environmental review in the DNR online switchboard application system.
- g) Incorporate required SDWL program documents into the contract documents including:
 - (1) Davis-Bacon and Related Acts (DBRA) for federal labor standards,
 - (2) Disadvantaged Business Enterprise (DBE),
 - (3) Environmental Review,
 - (4) American Iron and Steel,
 - (5) And other requirements.
- h) Coordinate with the City and WDNR to respond to application review questions.

Note: The above application forms include information that needs to be completed by the client staff. If the water utility rates need to be increased in conjunction with this project, we assume the rate increase(s) will be prepared by the City and the auditor. We will provide information for the rate increase.

2. Safe Drinking Water Loan (SDWLP) Administration

- a) Attend public meetings as required in the FFG Contract to implement the SDWLP. These meeting shall include:
 - (1) Coordinate with the City to review the SDWLP Contract and provide an overview of the program.
 - (2) Pre-construction conference.
 - (3) SDWLP monitoring visit.
- b) Establish and maintain record keeping and file system as required by the SWDLP.
- c) Act as Federal Labor Standard officer for the project. Duties shall include:
 - (1) Obtaining Federal Wage Rates.
 - (2) Assembling Feder Wage Rate documents into bidding specifications.
 - (3) Monitor wage determination changes and issue new wage decisions as needed during the project.
 - (4) Complete and submit semi-annual labor standards compliance reports.
 - (5) Interview contractor employees as required by Davis-Bacon Act.
- d) Establish and maintain financial management journals as required by the SDWLP. Coordinate submission of pay requests to the WDNR as required by the SDWLP.
- e) Complete closeout reports and coordinate closeout of the SDWLP at the completion of the project.

III. Services Not Provided as Part of This Contract

Permit application fees, Rate Case Application (Water User Rate Increase) submittal to PSCW, water quality testing, WDNR abandonment Form for Well No. 2, Wellhead Protection Plan Amendment, re-design and construction related services needed in the event that the initially constructed production well does not meet the requirements of the contract documents, environmental studies, archaeological investigations, soil borings, stormwater management analysis, flood plain analysis, wetland delineations, public hearing representation, easements, negotiations for property rights acquisitions, resident inspection services and other detailed studies or investigations, unless specifically identified above, are not included as part of this work. Inspection or testing for hazardous materials such as asbestos, mold, lead paint or PCBs are also not included.

IV. Client Responsibilities

- A. Provide Consultant with all criteria and full information as to Client's requirements for the project, including design objectives and constraints, capacity and performance requirements, flexibility, expandability, and any budgetary limitations; furnish copies of all design and construction standards which Client will require to be included in the drawings and specifications; and furnish copies of Client's standard forms, and conditions, including insurance requirements and related documents for Consultant to include in the bidding documents, or otherwise when applicable.
- B. Record drawings within the project limits to the extent they exist.
- C. WDNR's most recent Sanitary Survey Report of the water system.
- D. New well facility's anticipated annual operation and maintenance expenses (for PSCW application).
- E. Payment of fees for permit applications.

V. The schedule to perform the work is:

- A. Design March-June 30, 2025¹
- B. Regulatory Approvals July-December 1, 2025^{1,2}
- C. Bidding..... December 2025-January 2026
- D. Contract AwardFebruary - March 2026
- E. Start Construction..... May 2026
- F. Complete Construction.....December 2026

Notes:

(1) WDNR Plans & specifications submittal deadline for WDNR Safe Drinking Water Fund is 6/30/25.

(2) PSCW review can take up to 6 months. The current typical DNR review time is 60 days. Consultant can neither guarantee nor control review times of regulatory agencies.

VI. The fees for the work are as follows (fixed fee):

- A. The estimated fees to provide the scope of services described herein is summarized as follows:
 - 1. **Task 1:** Topographic Site Map (Fixed Fee)\$3,000
 - 2. **Task 2:** Test Well & Aquifer Performance Testing Request for Proposals\$3,600
 - 3. **Task 3:** Test Well & Aquifer Performance Testing Administration Services...\$3,900
 - 4. **Task 4:** Production Well Design Phase (Fixed Fee)\$26,700
 - 5. **Task 5:** Production Well Bidding & Contract Award Phase (Fixed Fee)\$4,900

6.	Task 6: Production Well Contract Administration Phase (Estimate)	\$10,600
7.	Task 7: Production Well Construction Observation (Estimate)	\$6,700
8.	Task 8: Pumphouse Design Phase (Fixed Fee)	\$86,000
9.	Task 9: Pumphouse Bidding & Contract Award Phase (Fixed Fee)	\$7,600
10.	Task 10: Pumphouse Contract Administration Phase (Estimate)	\$27,100
11.	Task 11: Pumphouse Construction Observation (Estimate)	\$13,800
12.	Task 12: Funding (Fixed Fee)	\$15,000
	TOTAL	\$208,900

Designated Project Representative: Consultant: Matt Muchow, PE, Project Manager
Client: Chad Abram, City Administrator

All services shall be performed in accordance with the General Terms and Conditions included in the Master Service Agreement (dated September 2006) executed with the Client. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and expense basis.

Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

Client

Consultant



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Date

March 4, 2025
Date

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