



VILLAGE OF CALEDONIA UTILITY DISTRICT MEETING AGENDA

Wednesday, October 1, 2025 – 6:00 p.m.

Caledonia Village Hall – 5043 Chester Lane

THIS WILL BE AN IN-PERSON MEETING

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
 - a. Utility District Regular Meeting – September 10, 2025
- 4. Citizen Comments**
- 5. Communications and Announcements**
 - a. Racine Waterworks Commission Agenda & Minutes
 - b. Racine Wastewater Commission Agenda & Minutes
- 6. Approval of O&M Bills**
 - a. O&M Bills related to the Sewer, Water & Storm Water Utility District
- 7. Project Updates**
 - a. Current Contracts
 - b. Riverbend Lift Station Safety Site, Lift Station & Forcemain Upgrade
 - c. Annual Televising Program – Sanitary Sewer
 - d. Central Lift Station Safety Site & Attenuation Basin
 - e. TID #4 Elevated Storage Tank & Adams Road Watermain
 - f. Western Village / Sundance Heights Watermain Replacement
 - g. 4 Mile Road Water Main & Sewer Relay – Wind Point
 - h. Hoods Creek – Aldebaran Brushing Project
 - i. Turtle Creek Restoration
 - j. 4 Mile Road Tile (Club View Subdivision to Erie Street)
- 8. Action Items**
 - a. 2026 Utility District Budget
 - b. ERU – Presentation
 - c. Cathodic Protection System Replacement – Caddy Vista Lift Station
 - d. Professional Services Contract – MS4 Information & Education Program – Root Pike WIN
 - e. Professional Services Contract – East 4 Mile Road Sanitary Sewer Relay & Rehabilitation – R.A. Smith
- 9. Adjournment**

**Village of Caledonia Utility District Meeting
September 10, 2025**

1 – Order

President Stacey called the Village of Caledonia Utility District meeting to order at 6:00 pm.

2 – Roll Call

PRESENT: 4 – President Howard Stacey, Commissioners Dave Ruffalo and Ron Bocciardi, Trustee Lee Wishau – Trustee Wishau left the meeting at 6:45 pm.

ABSENT: Commissioner Kathleen Trentadue

STAFF: Public Services Director Anthony A. Bunkelman P.E.

3 – Approval of Minutes August 6, 2025

A motion was made by Commissioner Bocciardi to approve the Utility District's minutes from August 6, 2025, seconded by Commissioner Ruffalo. **Motion carried 3-0.**

4 – Citizen Comments

None

5 – Communications & Announcements

a. Racine Waterworks Commission Agenda & Minutes

The Commission looked over the minutes from the July 16th meeting and the agenda from the August 20th meeting of the Racine Waterworks Commission.

b. Racine Wastewater Commission Agenda & Minutes

The Commission looked over the minutes from the July 16th meeting and the agenda from the August 20th meeting of the Racine Wastewater Commission.

c. Letter from James Bertucci – 5350 Langdale Drive

The Commission looked over the letter from Mr. Bertucci.

6 – Approval of O&M Bills

a. Trustee Wishau moved to approve the Sewer Utility Invoices in the amount of \$548,667.92 from the September 4th invoice list. Seconded by Commissioner Bocciardi. **Motion carried 4-0.**

b. Trustee Wishau moved to approve the Water Utility Invoices in the amount of \$60,511.21 from the September 4th invoice list. Seconded by Commissioner Ruffalo. **Motion carried 4-0.**

c. Trustee Wishau moved to approve the Storm Water Utility Invoices in the amount of \$228,527.55 from the September 4th invoice list. Seconded by Commissioner Bocciardi. **Motion carried 4-0.**

7 – Project Updates

a. Current Contracts

Director Bunkelman provided the status of the Sundance Heights Watermain Replacement project contract and the Adams Road Tower & Watermain contract.

b. Riverbend Lift Station Safety Site, Lift Station & Forcemain Upgrade

Awaiting revisions to comments and flow data provided.

c. Annual Televising Program – Sanitary Sewer

Sewer Cleaning continues. Completed review of the televising for Wind Point 4 Mile Road sewer and laterals. Will need to replace at least 1 pipe run and all of the sanitary laterals. Will review the remaining televising as time allows.

d. Central Lift Station Safety Site & Attenuation Basin

Design of Basin continues.

e. TID #4 Elevated Storage Tank & Adams Road Watermain

Pedestal Crew is onsite and performed pours 5 through 9. Will need to raise crane to do more pours. Steel for tank to be delivered in September. Watermain has been tested and has passed. Met to review pavement and it is in poor shape. Have requested an estimate for milling and replacement of pavement on Adams Road.

f. Western Village / Sundance Heights Watermain

Have not heard from contractor on touch up work. Will be stressing cutting and fertilizer to owners to control weeds. Will be working with Highway Department on walkway culverts and paving. Awaiting corrective Change Order and Final Pay Request.

g. 4 Mile Road Water Main and Sewer Relay – Wind Point

Have reviewed preliminary plans and televising. Will need to add a sewer relay and relay all laterals. Have provided comments to Wind Point and awaiting a meeting with design engineer.

h. Hoods Creek – Aldebaran Brushing Project

Contractor to pull out minor blockages when the ground is dry.

i. Turtle Creek Restoration

Provided Southern Wisconsin Appraisal with revised easements based on reasonable requests by the Owners. Received 9 of 16 appraisals. Reviewed and sent back OCRs. Will be updating easement documents after letter report of titles are received.

j. 4 Mile Road Tile (Club View Subdivision to Erie Street)

Coordinating on televising some additional areas of the tile.

8 – Action Items

a. 2026 Utility District Budget

Director Bunkelman went through the Operating budgets and the Capital Improvement Plans for the District. The Village Board will be meeting on Monday September 22 to go over the entire budget. The Commissioners are welcome to attend. The budget will be back next month for formal approval.

b. Crestview Lift Station Pump Replacement

Director Bunkelman explained that Pump #1 at the Crestview Lift Station is in need of replacement. The pump only can pump approximately a ¼ of its rated capacity. The pump is over 35 years old. To rebuild the pump would cost approximately \$20,000. The cost to replace the pump is \$28,416. The recommendation is to replace the pump.

Commissioner Bocciardi moved to forward to the Committee of the Whole to sole source purchase a Fairbanks 5” B5413 Pump for \$28,416 for the Crestview Lift Station. Seconded by Commissioner Ruffalo. **Motion carried 3-0.**

9 – Adjournment

Upon a motion by President Stacey and seconded by Commissioner Ruffalo, the Commission moved to adjourn the regular meeting at 7:13 pm. **Motion carried 3-0.**

Respectively submitted,
Anthony A. Bunkelman P.E.



City of Racine

City Hall
730 Washington Ave.
Racine, WI 53403
www.cityofracine.org

Meeting Minutes - Draft

Waterworks Commission

Wednesday, August 20, 2025

6:00 PM

Racine Water Utility Conf. Rm.

The meeting was called to order by Waterworks Commission President Jorgenson, at 7:32 p.m.

ROLL CALL

PRESENT: 6 - John Tate II, Natalia Taft, Cory Mason, Jens Jorgensen, Nick Barootian and Rosalind Thomas

EXCUSED: 2 - Jim Sullivan and Marlo Harmon

[0838-25](#)

Subject: Approval of Minutes for the July 16, 2025, Waterworks Commission Meeting

Staff Recommendation: To Approve

Fiscal Note: N/A

A motion was made by Mason, seconded by Thomas, that this file be Approved.

[0840-25](#)

Subject: Consideration of Professional Services Agreement with CDM Smith for Chlorine Conversion Feasibility Study

Staff Recommendation: To Approve

Fiscal Note: Cost of proposal is \$96,963.00.

The Utility Director presented the proposed Agreement for a Chlorine Conversion Feasibility Study with CDM Smith. The main scope of this Agreement consists of a site tour to help gather information that will be used to assess the condition of the existing chlorine system and to develop alternative methods to help improve areas of concern from the US EPA inspection that occurred at the Utility earlier this year, specifically looking for a way to reduce the length of the chlorine gas feed line.

A motion was made by Taft, seconded by Mason, that this file be Approved.

[0841-25](#)

Subject: Communication sponsored by Alder Harmon, for Consideration of Developer's Agreement for the Seasons at Spring Street Development Project; FRED-Spring Street HC, LLC (developer)

Recommendation of the Waterworks Commission on 08-20-2025:

To Approve with a Referral to the Finance and Personnel Committee

Recommendation of the Finance and Personnel Committee on 08-25-2025: That the Developer's Agreement for the Seasons at Spring Street Development Project be approved.

Fiscal Note: The developer pays all costs associated with the installation of the local water main estimated at \$110,000.

The Utility Director presented the Developer's Agreement for the Seasons at Spring Street Development Project

A motion was made by Tate II, seconded by Taft, that this file be Approved with a Referral to the Finance and Personnel Committee.

[0842-25](#)

Subject: Consideration of Proposal from Pinnacle Engineering for Construction-Related Services for the Seasons at Spring Street Development Project

Staff Recommendation: To Approve

Fiscal Note: The total cost of the proposal is \$20,900 to be paid by the developer.

The Utility Director presented a proposal from the Pinnacle Engineering Group for Construction-Related Services for the Seasons at Spring Street Development Project.

A motion was made by Tate II, seconded by Thomas, that this file be Approved.

[0843-25](#)

Subject: Communication from the Utility Director Regarding an Update on the Taste and Odor Water Complaints

Staff Recommendation: To Receive and File

Fiscal Note: N/A

The Utility Director updated the Commission on the taste & odor water quality complaints that had been received by city/county residents, noting that the peak of complaints had occurred at the very end of July into the beginning of August. The Utility Director also informed the Commission that Utility staff had been working tirelessly to investigate the cause of the taste/odor issues, which had turned out to be due to the seasonal increase in geosmin and MIB giving a distinct earthy musty smell and taste in the water. These compounds do not pose any health risk to consumers and are released by natural organic matters such as algae and certain bacteria. Water consumers were also reassured that despite the unpleasant aesthetic appeal of the water, it was still safe for consumption. The Utility had posted communication via social media and local news outlets as well as sent letters in the mail throughout this period to keep residents informed and updated on the progress towards treating and reducing the unpleasant odor/taste as well as updating them on preventative measures that are being considered to help alleviate this problem in the future if it should arise.

A motion was made by Taft, seconded by Thomas, that this file be Received and Filed.

[0844-25](#)

Subject: Communication from Utility Director Regarding an Update on the Lead Service Line (LSL) letters sent in August 2025

Staff Recommendation: To Receive and File

Fiscal Note: N/A

The Utility Director presented an update on the combined efforts by Utility staff in conjunction with City staff members and the Commission Presidents to coordinate the addition of a supplemental letter that went out to city residents affected by the upcoming LSL replacement projects. The letters were sent specifically to residents who had either lead service lines or galvanized lead service lines in an effort to comply with US EPA requirements, as well as to inform them of the City's initiatives to remove all of the lead lines.

A motion was made by Taft, seconded by Tate II, that this file be Received and Filed.

[0845-25](#)

Subject: Communication and Possible Action Sponsored by Commissioner Mason Regarding City Resident Incentive Pay Differential

Fiscal Note: Potential Impact of \$35,000 to \$45,000 on Wages Budget for 2026.

Commissioner Mason addressed the Commission on this item relaying the intent and desire to bring the Utility onto the same pay incentive system utilized by the City, whereby utility employees who are city residents would receive a 4% increase in their yearly salary.

A motion was made by Mason, seconded by Tate II, that this file be Approved.

[0846-25](#)

Subject: Submission of the Proposed 2026 Operations and Maintenance Budget, and the Proposed 2026-2035 Capital Improvement Plan

Staff Recommendation: To Receive and File

Fiscal Note: N/A

The Utility Director presented the proposed 2026 Operations and Maintenance Budget, along with the proposed Capital Improvement Plan for 2026-2035. The proposed budgets will be considered for approval at the September Waterworks Commission Meeting. Commissioner Mason suggested that a line item be added in the 2026 CIP budget of \$5 million for road reconstruction paid through the SDLWP. The Utility Chief Engineer suggested to add an additional \$500,000 to that amount to cover Engineering and non-construction fees. The commission agreed to add an additional \$5.5 million in the 2026 CIP budget.

A motion was made by Taft, seconded by Thomas, that this file be Received and Filed.

Adjournment

There being no further business to address, the meeting was adjourned at 8:31 p.m.



City of Racine

City Hall
730 Washington Ave.
Racine, WI 53403
www.cityofracine.org

Meeting Agenda Waterworks Commission

Monday, September 22, 2025

6:00 PM

City Hall, Room 207 A/B

The Waterworks Commission Meeting will commence at either 6:00 p.m. or immediately upon conclusion of the preceding Wastewater Commission Meeting, whichever occurs first.

ROLL CALL

[0941-25](#)

Subject: Approval of Minutes for the August 20, 2025, Waterworks Commission Meeting

Staff Recommendation: To Approve

Fiscal Note: N/A

Attachments:

[20250820 WA Minutes](#)

[0956-25](#)

Subject: Election of Officers

Staff Recommendation: To Approve All Officers As Constituted

Fiscal Note: N/A

[0942-25](#)

Subject: Consideration of the Proposed 2026 Operations and Maintenance Budget, and the Proposed 2026-2035 Capital Improvement Plan

Staff Recommendation: To Approve with a Referral to the Committee of the Whole (COW)

Fiscal Note: N/A

Attachments:

[2026 Proposed Water Revenue](#)

[Proposed Water CIP Budget 2026 through 2035](#)

[2026 Proposed Water OM Budget Final](#)

[0944-25](#)

Subject: Consideration of the Proposal from Ruekert-Mielke for Design Services to Replace Local Water Mains for FY2027

Staff Recommendation: To Approve

Fiscal Note: \$508,798 to replace approximately 40,000 lineal feet (L.F.) of aging water mains that have surpassed their useful life.

Attachments: [R-M Proposal for Design Servcs for Replacing Local WM's](#)

[0943-25](#)

Subject: Consideration of Amendment No. 1 for Construction-Related Services Contract with CDM Smith; Filterbed Rehabilitation Project

Staff Recommendation: To Approve

Fiscal Note: Cost increase of \$198,000 for the engineer to provide additional project and construction management services for a time extension of 6 months (184 days).

Attachments: [CDM Smith CRS Filterbed Rehab Project](#)

[0945-25](#)

Subject: Communication from the Utility Director Regarding the USA EPA's Final Approval on Racine Water Utility's Response to their "Areas of Concern" (AOC) Identified during the Cyber Security, Sanitary, and Data Storing Inspection on Feb. 18-20, 2025

Staff Recommendation: To Receive & File

Fiscal Note: N/A

Attachments: [EPA Final Approval Letter](#)

[0946-25](#)

Subject: Communication from the Utility Director on Racine Water Utility's Triennial Sanitary Survey by the Wisconsin Department of Natural Resources (WI-DNR) Occurring on October 6-7, 2025

Staff Recommendation: To Receive and File

Fiscal Note: N/A

[0947-25](#)

Subject: Consideration of the Emergency Response Plan Prepared by Strand Engineering for the Racine Water Utility (Certification due within 6 months of the Risk and Resiliency Study Certification, which is Sept. 30, 2025)

Staff Recommendation: To Approve

Fiscal Note: N/A

[0948-25](#)

Subject: Resolution Authorizing the Issuance and Sale of Up to \$4,039,643 Waterworks System Revenue Bonds, Series 2025A, and Providing for Other Details and Covenants With Respect Thereto, and Approval of Related Financial Assistance Agreement

Staff Recommendation: To Approve with a Referral to the Finance and Personnel Committee

Fiscal Note: Financial Assistance Agreement funded through the state Safe Drinking Water Loan Program is in the amount of \$4,039,643.00 with a loan term of 20 years at a 2.475% interest rate. The loan total is offset by \$1,600,000.00 in principal forgiveness.

Attachments:

[Racine SDW 4887-19 FAA Attachments](#)

[Racine, C of - 25A SDW - Bond Resolution](#)

[0949-25](#)

Subject: Resolution Authorizing the Issuance and Sale of Up to \$1,392,380 Taxable Waterworks System Revenue Bonds, Series 2025B, and Providing for Other Details and Covenants With Respect Thereto, and Approval of Related Financial Assistance Agreement

Staff Recommendation: To Approve with a Referral to the Finance and Personnel Committee

Fiscal Note: Financial Assistance Agreement funded through the state Safe Drinking Water Loan Program is in the amount of \$1,392,380.00 with a loan term of 20 years at a 0.250% interest rate. The loan total is offset by \$2,495,609.00 in principal forgiveness.

Attachments:

[Racine LSL 4887-22 FAA Attachments](#)

[Racine, C of - 25B SDW - Bond Resolution](#)

[0950-25](#)

Subject: Consideration of a Professional Services Contract Amendment with CDM Smith to Prepare ITA and PERF Applications for Fiscal Year 2027

Staff Recommendation: To Approve

Fiscal Note: N/A

[0951-25](#)

Subject: Request for Authorization to Submit Intent to Apply (ITA) and Priority Evaluation and Ranking Form (PERF) to the Wisconsin Department of Natural Resources (WI-DNR) for FY2027 Lead Service Line (LSL) Loan

Staff Recommendation: To Approve

Fiscal Note: Requesting \$40 million from WI-DNR for the year 2027 to cover expenses of approximately 4,000 Lead Service Line Replacements (LSLRs) over a three year period.

[0952-25](#)

Subject: Request for Authorization to Submit Intent to Apply (ITA) to the Wisconsin Department of Natural Resources (WI-DNR) for the 2027 Loan for Small Diameter Old Water Mains Replacements

Staff Recommendation: To Approve

Fiscal Note: SDW Loan Program (~2.85%). Tentative loan amount per year \$10 million to replace old water mains in concurrence with LSLRs.

[0953-25](#)

Subject: Request for Authorization to Submit Intent to Apply (ITA) to the Wisconsin Department of Natural Resources (WI-DNR) for 2027 Loan to Reconstruct Chlorination/Disinfectant System

Staff Recommendation: To Approve

Fiscal Note: SDW Loan Program (~2.85%). Tentative Loan amount per year \$7.2 million spent over 3-year period.

[0954-25](#)

Subject: Request for Authorization to Submit Intent to Apply (ITA) to the Wisconsin Department of Natural Resources (WI-DNR) for 2027 Loan for Road Reconstruction and Resurfacing at the Location of Water Main and LSL Replacement

Staff Recommendation: To Approve

Fiscal Note: SDW Loan Program (~2.85%). Tentative loan amount \$5.5 million for road reconstruction and resurfacing.

[0969-25](#)

Subject: Consideration of Developer's Agreement for the Pike River Crossing Phase 2 Development Project; BREG Pike River Development, Inc. (developer)

Staff Recommendation: To Approve with a Referral to the Finance and Personnel Committee

Fiscal Note: The developer pays all costs associated with the installation of the local water main estimated at \$809,601.

Attachments: [REVISED CR Developer's Agreement Worksheet-PRC Phase II](#)
[Location Map-PRC II](#)

0955-25 **Subject:** Consideration of the Proposal from Pinnacle Engineering for Construction-Related Services for the Pike River Crossing Phase II Development Project

Staff Recommendation: To Approve

Fiscal Note: \$64,500 to be paid by the developer.

Attachments: [CRS Pike River Crossing Ph. 2](#)

0958-25 **Subject:** Consideration of a Professional Services Contract for VOIP Phone Services for Water and Wastewater Utilities

Staff Recommendation: To Approve

Fiscal Note:

Adjournment

If you are disabled and have accessibility needs or need information interpreted for you, please contact the Water Utility Administration Office at 262.636.9181, at least 48 hours prior to this meeting.

A meeting link is available by request, and with approval from the Commission President, to participate in the meeting virtually. Please send inquiries to jaclyn.bosanec@cityofracine.org.



City of Racine

City Hall
730 Washington Ave.
Racine, WI 53403
www.cityofracine.org

Meeting Minutes - Draft

Wastewater Commission

Wednesday, August 20, 2025

5:30 PM

Racine Water Utility Conf. Rm.

ROLL CALL

PRESENT: 12 - Natalia Taft, John Tate II, Cory Mason, Anthony Beyer, Anthony Bunkelman, Jens Jorgensen, Jim Sullivan, Nancy Washburn, Nick Barootian, Rosalind Thomas, Jack Feiner and Kevin Salb

EXCUSED: 2 - Claude Lois and Marlo Harmon

[0791-25](#)

Subject: Approval of Minutes for the July 16, 2025, Wastewater Commission Meeting

Staff Recommendation: To Approve

Fiscal Note: N/A

A motion was made by Jorgensen, seconded by Thomas, that this file be Approved.

[0828-25](#)

Subject: Reconsideration of Item 0718-25; Communication from Utility Director Regarding Revenue Sharing Calculations 2026

Staff Recommendation: To Approve

Fiscal Note: N/A

The Legal Counsel retained by the Wastewater Commission, Attorney John St. Peter, addressed the Commission first by informing them of a letter dated the same day, August 20, 2025, that had been sent by the Utility's Engineering Consultant, Ruekert-Mielke, to the Utility Director relaying a possible error in the Revenue Sharing calculations. A few weeks prior, the City Attorney had inquired with them regarding the Revenue Sharing Calculation formulas with specific questions related to the application of TID revenue transfer exemptions. Upon initial review and investigation into the matter by Ruekert Mielke, it was discovered that the calculations had been modified in 2015 to exempt TID revenues which thereby "artificially reduced the revenue sharing allocations owed by the contributor RSP Parties and alternatively reduced the revenue sharing allocations due to the recipient RSP parties."

Brennen Fischer with Ruekert-Mielke, was also in attendance to address the matter with the Commission and to field any direct questions and concerns. Discussion ensued amongst the Commission on determining how to proceed with rectifying the collection of payments as well as concerns expressed about who will be ultimately accountable for checking the calculations once received by Ruekert Mielke.

Attorney St. Peter reminded the Commission that the look back time period is addressed within the Sewer Agreement and that the aggrieved must make a case about how to interpret this time period. He further reiterated that the Commission is obligated to follow the Agreement and administer the proper procedures required for this kind of dispute.

A motion was made to defer the item in order to allow time for the City to file a formal letter of inquiry to the Commission about the error in calculations discovered as well as to propose their interpretation of the look-back period. This would also allow the Utility Director to send communication to the respective RSP parties about the error thereby giving allowance for follow-up questions or clarifications. The Commission would then be able to formulate a specific course of action for proceeding forward in the matter.

A motion was made by Mason, seconded by Washburn, that this file be Deferred.

[0792-25](#)

Subject: Communication from Utility Director Regarding Update on Sewer Agreement Material Change Negotiations

Staff Recommendation: To Receive and File

Fiscal Note: N/A

Commission retained legal counsel, Attorney St. Peter, once again addressed the Commission relaying that there was nothing new to report at this time noting that the Material Change in Circumstance (MCC) was still active. Discussion ensued amongst the Commission relating to possible specific actions to take to help direct the process by ensuring that the municipal parties involved are actively meeting regularly to progress forward with the MCC. It was suggested that Attorney St. Peter draft a letter to notify the municipal parties involved that regular monthly updates are to be provided to him to share with the Commission.

A motion was made by Jorgensen, seconded by Thomas, that this file be Received and Filed.

[0793-25](#)

Subject: Request by the Village of Mount Pleasant for a Sanitary Sewer Extension for Seasons at Spring Street Development Project

Staff Recommendation: To Approve

Fiscal Note: N/A

The Utility Director presented the sewer extension request for the Seasons at Spring Street Development Project, which will serve a 12-building, 220-unit multi-family development on the north side of Spring Street in the Village of Mount Pleasant. Per Sewer Agreement Section 3.3a, the Commission is required to approve all SSR party sanitary sewer extensions provided that they meet the requirements detailed in the section. The extension entails approximately 3,614 L.F. of 10" diameter sanitary sewer. The extension flows are expected to be well within the allocated conveyance and treatment capacities.

A motion was made by Beyer, seconded by Bunkelman, that this file be

Approved.

[0794-25](#)

Subject: Consideration of Professional Services Agreement with IRS Roofing for Design and Construction Related Services

Staff Recommendation: To Approve

Fiscal Note: Cost not to exceed 7% of the lowest responsible bid received (less Phase 1 fee)

The Utility Director reminded the Commission that they had voted in July to keep the existing roof structure and terra cotta material on the administration building of the treatment plant. A proposed agreement from Industrial Roofing Services was presented for proceeding forward with the roofing design and construction related services on the project. There is a 50-70 week lead time for the materials, to maintain consistency with material that is currently on the roof, as far as style, material, and color.

A motion was made by Mason, seconded by Thomas, that this file be Approved.

[0795-25](#)

Subject: Consideration of Professional Services Proposals to Complete the 2020 Facility Plan Amendment Study

Staff Recommendation: To Allow Utility Staff to Negotiate Final Scope with Strand Associates and Enter into a Professional Services Agreement

Fiscal Note: \$290,000 to be paid by Cost of Service Allocated share from Requesting SSR Parties.

The Utility Director presented some background history on the facility plan expansion project, commencing with the request for more treatment capacity by the Villages of Sturtevant, Mount Pleasant, and Caledonia, back in 2020. Because the current treatment plant footprint is landlocked, alternative solutions had to be explored. As part of the process to proceed forward with design and preplanning, the DNR required the Utility to provide an analysis report on capacity in wet weather flow (inflow and infiltration - I/I) and capacity allocations to SSR parties. Subsequently, a Technical Advisory Committee (TAC) was formed to determine the best method for proceeding forward. The Commission also issued an RFP to 5 engineering consulting firms to complete a Cost of Service Study (COSS) whose scope would consist of the following criteria:

- * Estimate cost to control I/I as opposed to expansion*
- * Evaluate capacity allocations amongst SSR parties*
- * Study the projected loss of industry because of capacity constraints*
- * Evaluate sending some flow to MMSD*

The three proposals received from Robinson Engineering, Strand Associates, and Carollo Engineering were each evaluated by Utility leadership based on specific criteria. As this is a request for professional services, the Utility Director alternatively recommended Strand Associates, who has the highest proposal cost, as they are a reputable firm with whom the Utility has previously worked. Another major deciding factor is their partnership with Brown and Caldwell, who operates the Utility's

hydraulic model and is familiar with how our system functions.

A motion was made by Thomas, seconded by Jorgensen, that this file be Approved.

[0392-25](#)

Subject: Communication and Possible Action Sponsored by Commissioner Mason Regarding City Resident Incentive Pay Differential

Fiscal Note: Potential impact of \$35,000 to \$45,000 on Wages Budget for 2026.

Commissioner Mason addressed the Commission on this item relaying the intent and desire to bring the Utility onto the same pay incentive system utilized by the City, whereby utility employees who are city residents would receive a 4% increase in their yearly salary. The Utility Director also presented some other thoughts for the Commission to take into consideration while weighing their voting decision on this item, such as impact on staff morale, fiscal impact, effects on recruiting and retention efforts based on the Utility's numbers compared with the City's without use of this benefit, as well as measuring the effectiveness of this benefit in creating systemic change.

A motion was made by Jorgensen, seconded by Barootian, that this file be Approved.

[0796-25](#)

Subject: Submission of the Proposed 2026 Operations and Maintenance Budget, and the Proposed 2026-2035 Capital Improvement Plan

Staff Recommendation: To Receive and File

Fiscal Note: N/A

The Utility Director presented the proposed 2026 Operations and Maintenance Budget, along with the proposed Capital Improvement Plan for 2026-2035. The proposed budgets will be considered for approval at the September Wastewater Commission Meeting.

A motion was made by Tate II, seconded by Washburn, that this file be Received and Filed.

CLOSED SESSION

[0797-25](#)

Subject: Communication sponsored by Commissioner Taft Requesting that the Wastewater Commission Meet Regarding Bargaining and Development Opportunities, which, for Competitive and Bargaining Reasons, require a Closed Session

Staff Recommendation: To Receive and File

Fiscal Note: N/A

Commission President Taft declared that the Closed Session item would be deferred until the next meeting as there were no significant updates from the City Attorney to report on at this time.

OPEN SESSION

Adjournment

There being no further business to address, the meeting was adjourned at 7:26 p.m.



City of Racine

City Hall
730 Washington Ave.
Racine, WI 53403
www.cityofracine.org

Meeting Agenda Wastewater Commission

Monday, September 22, 2025

5:30 PM

City Hall, Room 207

ROLL CALL

[0901-25](#)

Subject: Approval of Minutes for the August 20, 2025, Wastewater Commission Meeting

Staff Recommendation: To Approve

Fiscal Note: N/A

Attachments:

[20250820 WW Minutes](#)

[0934-25](#)

Subject: Election of Officers

Staff Recommendation: To Approve All Officers as Constituted

Fiscal Note: N/A

CLOSED SESSION

The Commission intends to convene into closed session pursuant to Wis. Stat. 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of properties, the investing of public funds, and conducting other public business because competitive and bargaining reasons require a closed session; also pursuant to Wis. Stat. 19.85(1)(g) to confer with the Commission's legal counsel who is rendering oral or written advice concerning strategy to be adopted by the Commission with respect to litigation in which it is or is likely to become involved.

[0959-25](#)

Subject: Communication Sponsored by Commissioner Taft Requesting that the Wastewater Commission Meet Regarding a City Notice of Claim Regarding Shared Revenue Calculations

Staff Recommendation: To Receive and File

Fiscal Note: N/A

[0940-25](#)

Subject: Communication Sponsored by Commissioner Taft Requesting that the Wastewater Commission Meet Regarding Bargaining and Development Opportunities, which, for Competitive and Bargaining

Reasons, Require a Closed Session

Staff Recommendation: To Receive and File

Fiscal Note: N/A

OPEN SESSION

The Wastewater Commission will return to Open Session and may take action on any item discussed in Closed Session.

[0902-25](#)

Subject: Communication from Utility Director Regarding Update on Sewer Agreement Material Change Negotiations

Staff Recommendation: To Receive and File

Fiscal Note: N/A

[0903-25](#)

Subject: Submission of the 2024 Racine Wastewater Utility Annual Report

Staff Recommendation: To Receive and File

Fiscal Note: N/A

Attachments:

[2024 WW Annual Report](#)

[0904-25](#)

Subject: Authorization for the Utility Director to Accept the 2026 WI DATCP Household Hazardous Waste Grant

Staff Recommendation: To Approve

Fiscal Note: \$48,634.93 grant to be used for HHW operations in 2026.

Attachments:

[DATCP Grant Contract](#)

[0928-25](#)

Subject: Request from the Utility Director for Authorization to Submit CWFL Intent to Apply (ITA) and Priority Evaluation and Ranking Form (PERF) to the Department of Natural Resources (DNR) for FY2027 Main and Goold Interceptor

Staff Recommendation: To Approve

Fiscal Note: N/A

[0929-25](#)

Subject: Request from Utility Director for Authorization to Submit CWFL Intent to Apply (ITA) and Priority Evaluation and Ranking Form (PERF) to the Department of Natural Resources (DNR) for FY2027 Engine/Generator Project Phase II

Staff Recommendation: To Approve

Fiscal Note: N/A

[0930-25](#)

Subject: Request from the Utility Director for Authorization to Submit CWFL Intent to Apply (ITA) and Priority Evaluation and Ranking Form (PERF) to the Department of Natural Resources (DNR) for FY2027 Lift Station #1 Upgrade

Staff Recommendation: To Approve

Fiscal Note: N/A

[0931-25](#)

Subject: Consideration of a Professional Services Contract Amendment with Strand Associates to Prepare ITA and PERF Applications for Fiscal Year 2027

Staff Recommendation: To Approve

Fiscal Note: No cost change order.

Attachments:

[Amend. No. 1 ITA & PERF Applic Assist Strand Assoc.](#)

[0932-25](#)

Subject: Consideration of a Professional Services Contract for VOIP Phone Services for Water and Wastewater Utilities

Staff Recommendation: To Approve

Fiscal Note: N/A

[0933-25](#)

Subject: Request by the Village of Mount Pleasant for a Sanitary Sewer Extension for Pike River Cross Phase II Project

Staff Recommendation: To Approve

Fiscal Note: N/A

Attachments:

[SSE Request Worksheet-Pike Phase 2](#)

[Pike River Crossing Ph. 2 Drawing](#)

[0935-25](#)

Subject: Consideration of the Proposed 2026 Operations and Maintenance Budget, and the Proposed 2026-2035 Capital Improvement Plan

Staff Recommendation: To Approve with a Referral to the Committee of the Whole (COW)

Fiscal Note: N/A

Attachments:

[2026 WW CIP Budget](#)

[2026 WW O&M Budget](#)

[2026 WW Revenue Budget](#)

[0936-25](#)

Subject: Consideration of the 2026 Sewer Service Rates

Staff Recommendation: To Approve with a Referral to the Committee of the Whole (COW)

Fiscal Note: Class I Rates for City Residents to increase by 3.1%; and 5.9% for Caledonia and Mount Pleasant.

Attachments:

[2026 Class I and Class II Sewer Rates](#)

[0939-25](#)

Subject: Consideration of 2026 Household Hazardous Waste Rates

Staff Recommendation: To Approve

Fiscal Note: No rate change recommended.

Adjournment

If you are disabled and have accessibility needs or need information interpreted for you, please contact the Wastewater Utility Administration Office at 262.636.9181, at least 48 hours prior to this meeting.

A meeting link is available by request, and with approval from the Commission President, to participate in the meeting virtually. Please send inquiries to jaclyn.bosanec@cityofracine.org.

FUND	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
ACH - WE ENERGIES							
Water Utility Fund	380	ACH - WE ENERGIES	5614331407	GAS & ELECTRIC 07/31/2025-08	09/03/2025	531.21	500-00-64140 Utilities
Sewer Utility Fund	380	ACH - WE ENERGIES	5614331407	GAS & ELECTRIC 07/31/2025-08	09/03/2025	10,377.59	501-00-64140 Utilities
Storm Water Utility Fund	380	ACH - WE ENERGIES	5614331407	GAS & ELECTRIC 07/31/2025-08	09/03/2025	218.14	502-00-64140 Utilities
Total ACH - WE ENERGIES:						11,126.94	
ACH -JOHNSON CONTROLS SECURITY SOLUTIONS							
Water Utility Fund	969	ACH -JOHNSON CONTROLS SE	41708341	Q4-25; RECURRING SERVICE -	09/13/2025	335.31	500-00-64150 Communication Services
Sewer Utility Fund	969	ACH -JOHNSON CONTROLS SE	41708341	Q4-25; RECURRING SERVICE -	09/13/2025	335.31	501-00-64150 Communication Services
Total ACH -JOHNSON CONTROLS SECURITY SOLUTIONS:						670.62	
AMERICAN LEAK DETECTION							
Water Utility Fund	79	AMERICAN LEAK DETECTION	00430880	ELECTRONIC LEAK DETECTIO	05/05/2025	545.00	500-00-64270 Infrastructure Maintenance
Total AMERICAN LEAK DETECTION:						545.00	
BOND TRUST SERVICES CORP							
Water Utility Fund	224	BOND TRUST SERVICES CORP	98904	2016D BONDS AGENT FEE	09/15/2025	200.00	500-00-61310 Banking/Financial Charges
Sewer Utility Fund	224	BOND TRUST SERVICES CORP	98904	2016D BONDS AGENT FEE	09/15/2025	200.00	501-00-61310 Banking/Financial Charges
Total BOND TRUST SERVICES CORP:						400.00	
BUY RIGHT, INC.							
Water Utility Fund	273	BUY RIGHT, INC.	14873-475733	OIL	09/03/2025	35.96	500-00-63300 Vehicle Repairs & Maintenance
Sewer Utility Fund	273	BUY RIGHT, INC.	14873-475733	OIL	09/03/2025	35.96	501-00-63300 Vehicle Repairs & Maintenance
Water Utility Fund	273	BUY RIGHT, INC.	14873-477075	OIL	09/18/2025	33.71	500-00-63300 Vehicle Repairs & Maintenance
Sewer Utility Fund	273	BUY RIGHT, INC.	14873-477075	OIL	09/18/2025	33.70	501-00-63300 Vehicle Repairs & Maintenance
Total BUY RIGHT, INC.:						139.33	
DIGI KEY CORP							
Sewer Utility Fund	3862	DIGI KEY CORP	114876712-1	CREDIT MEMO 2108-FGR3-IO-I	08/15/2025	-1,364.51	501-00-64250 Equipment Repairs & Maintenanc
Total DIGI KEY CORP:						1,364.51-	
DORNER COMPANY							
Sewer Utility Fund	551	DORNER COMPANY	517177	AUMA BOARD STAK OPEN/CLO	09/08/2025	663.00	501-00-64250 Equipment Repairs & Maintenanc

FUND	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total DORNER COMPANY:						663.00	
FIRST SUPPLY LLC - OAK CREEK							
Water Utility Fund	2429	FIRST SUPPLY LLC - OAK CREE	14843086-00	40K BTU WATER HEATER	09/24/2025	528.33	500-00-64240 Building Repairs & Maintenance
Sewer Utility Fund	2429	FIRST SUPPLY LLC - OAK CREE	14843086-00	40K BTU WATER HEATER	09/24/2025	528.33	501-00-64240 Building Repairs & Maintenance
Total FIRST SUPPLY LLC - OAK CREEK:						1,056.66	
FOTH INFRASTRUCTURE & ENVIRO, LLC							
Sewer Utility Fund	666	FOTH INFRASTRUCTURE & EN	99539	AUG-25; TID 5 CENTRAL LIFT S	09/22/2025	68,099.84	501-18737-000 CIP-Central Attenuation Basin
Water Utility Fund	666	FOTH INFRASTRUCTURE & EN	99542	AUG-25; SUNDANCE HEIGHTS	09/22/2025	2,481.28	500-00-64270 Infrastructure Maintenance
Sewer Utility Fund	666	FOTH INFRASTRUCTURE & EN	99543	AUG-25; 3241 STH 31 SEWER A	09/22/2025	3,897.50	501-00-61340 Engineering Design Charges
Sewer Utility Fund	666	FOTH INFRASTRUCTURE & EN	99544	AUG-25; STH 31 SANITARY LAT	09/22/2025	1,128.00	501-00-61000 Professional Services
Sewer Utility Fund	666	FOTH INFRASTRUCTURE & EN	99547	AUG-25; CALEDONIA GENERAL	09/22/2025	1,164.00	501-00-61340 Engineering Design Charges
Water Utility Fund	666	FOTH INFRASTRUCTURE & EN	99547	AUG-25; CALEDONIA GENERAL	09/22/2025	3,037.50	500-00-61340 Engineering Design Charges
Total FOTH INFRASTRUCTURE & ENVIRO, LLC:						79,808.12	
G & F EXCAVATING							
Water Utility Fund	687	G & F EXCAVATING	36490	REPAIR WATER MAIN BREAK @	09/04/2025	4,674.00	500-00-64270 Infrastructure Maintenance
Sewer Utility Fund	687	G & F EXCAVATING	36500	REPAIR SEWER LATERL @ IND	09/12/2025	6,873.50	501-00-64270 Infrastructure Maintenance
Storm Water Utility Fund	687	G & F EXCAVATING	36501	REPAIR STORM SEWER @ NOV	09/15/2025	3,193.00	502-00-64270 Infrastructure Maintenance
Total G & F EXCAVATING:						14,740.50	
GRAINGER							
Water Utility Fund	3290	GRAINGER	9650238141	WIRE ROPE U-BOLT CLIPS, HE	09/22/2025	391.20	500-00-64070 Work Supplies
Sewer Utility Fund	3290	GRAINGER	9650238141	WIRE ROPE U-BOLT CLIPS, HE	09/22/2025	391.19	501-00-64070 Work Supplies
Total GRAINGER:						782.39	
KORTENDICK HARDWARE							
Water Utility Fund	1096	KORTENDICK HARDWARE	174192	BATTERY	09/04/2025	15.99	500-00-64070 Work Supplies
Sewer Utility Fund	1096	KORTENDICK HARDWARE	174192	BATTERY	09/04/2025	15.99	501-00-64070 Work Supplies
Water Utility Fund	1096	KORTENDICK HARDWARE	174327	CLEANER, BLEACH, STORAGE	09/11/2025	27.87	500-00-64100 Janitorial Supplies
Sewer Utility Fund	1096	KORTENDICK HARDWARE	174327	CLEANER, BLEACH, STORAGE	09/11/2025	27.87	501-00-64100 Janitorial Supplies
Water Utility Fund	1096	KORTENDICK HARDWARE	174327	CLEANER, BLEACH, STORAGE	09/11/2025	25.97	500-00-64240 Building Repairs & Maintenance
Sewer Utility Fund	1096	KORTENDICK HARDWARE	174327	CLEANER, BLEACH, STORAGE	09/11/2025	25.97	501-00-64240 Building Repairs & Maintenance

FUND	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total KORTENDICK HARDWARE:						139.66	
LANDMARK TITLE OF RACINE, INC.							
Storm Water Utility Fund	1133	LANDMARK TITLE OF RACINE, I	74820-1	LETTER REPORTS	09/17/2025	1,360.00	502-00-65155 Turtle Creek Restoration
Total LANDMARK TITLE OF RACINE, INC.:						1,360.00	
LIGHTHOUSE COMMUNICATIONS							
Water Utility Fund	1170	LIGHTHOUSE COMMUNICATIO	1240925	3RD QUARTER SEWER DISTRI	09/24/2025	1,931.14	500-00-64030 Office Supplies
Sewer Utility Fund	1170	LIGHTHOUSE COMMUNICATIO	1240925	3RD QUARTER SEWER DISTRI	09/24/2025	1,264.92	501-00-64030 Office Supplies
Water Utility Fund	1170	LIGHTHOUSE COMMUNICATIO	1240925	3RD QUARTER SEWER DISTRI	09/24/2025	712.50	500-00-64010 Notifications/publications
Water Utility Fund	1170	LIGHTHOUSE COMMUNICATIO	1240925	3RD QUARTER SEWER DISTRI	09/24/2025	4,236.84	500-00-64040 Postage & Shipping
Sewer Utility Fund	1170	LIGHTHOUSE COMMUNICATIO	1240925	3RD QUARTER SEWER DISTRI	09/24/2025	4,236.84	501-00-64040 Postage & Shipping
Total LIGHTHOUSE COMMUNICATIONS:						12,382.24	
MACQUEEN EQUIPMENT							
Sewer Utility Fund	9334	MACQUEEN EQUIPMENT	W08695	VACTOR - HOSE WHEEL REVE	09/23/2025	126.29	501-00-65040 Equipment-Vehicles
Storm Water Utility Fund	9334	MACQUEEN EQUIPMENT	W08695	VACTOR - HOSE WHEEL REVE	09/23/2025	42.10	502-00-65040 Equipment-Vehicles
Total MACQUEEN EQUIPMENT:						168.39	
MENARDS RACINE							
Sewer Utility Fund	1281	MENARDS RACINE	12591	6 MILE RD STORM SEWER LIFT	08/21/2025	378.26	501-00-64250 Equipment Repairs & Maintenanc
Sewer Utility Fund	1281	MENARDS RACINE	12591	4 MILE RD LIFT STATION	08/21/2025	50.29	501-00-64250 Equipment Repairs & Maintenanc
Total MENARDS RACINE:						428.55	
OAK CREEK WATER & SEWER UTILITY							
Water Utility Fund	1423	OAK CREEK WATER & SEWER	5497	SEP-25; WATER TESTS	09/03/2025	365.00	500-00-62560 Water Sampling and Testing
Water Utility Fund	1423	OAK CREEK WATER & SEWER	5498	SEP-25; WATER TESTS	09/17/2025	365.00	500-00-62560 Water Sampling and Testing
Total OAK CREEK WATER & SEWER UTILITY:						730.00	
PAYNE & DOLAN, INC.							
Water Utility Fund	1474	PAYNE & DOLAN, INC.	10-00044850	3/4" TB	09/11/2025	49.36	500-00-64270 Infrastructure Maintenance
Total PAYNE & DOLAN, INC.:						49.36	

FUND	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
RAY HINTZ INC.							
Water Utility Fund	1592	RAY HINTZ INC.	66368	3 YDS PTS	08/28/2025	81.00	500-00-64270 Infrastructure Maintenance
Water Utility Fund	1592	RAY HINTZ INC.	66434	8 YDS PTS	09/11/2025	216.00	500-00-64270 Infrastructure Maintenance
Water Utility Fund	1592	RAY HINTZ INC.	66443	4 YDS PTS	09/12/2025	108.00	500-00-64270 Infrastructure Maintenance
Water Utility Fund	1592	RAY HINTZ INC.	66449	4 YDS PTS	09/17/2025	108.00	500-00-64270 Infrastructure Maintenance
Water Utility Fund	1592	RAY HINTZ INC.	66450	5 YDS PTS	09/17/2023	135.00	500-00-64270 Infrastructure Maintenance
Total RAY HINTZ INC.:						648.00	
SIGN SHOP OF RACINE, INC.							
Sewer Utility Fund	1805	SIGN SHOP OF RACINE, INC.	10914	CUSTOM VEHICLE MAGNET 12	09/09/2025	20.00	501-00-63300 Vehicle Repairs & Maintenance
Storm Water Utility Fund	1805	SIGN SHOP OF RACINE, INC.	10914	CUSTOM VEHICLE MAGNET 12	09/09/2025	20.00	502-00-63300 Vehicle Repairs & Maintenance
Total SIGN SHOP OF RACINE, INC.:						40.00	
ULINE							
Water Utility Fund	2030	ULINE	197552932	PAPER TOWEL, GLOVES, COVE	09/05/2025	104.92	500-00-64100 Janitorial Supplies
Sewer Utility Fund	2030	ULINE	197552932	PAPER TOWEL, GLOVES, COVE	09/05/2025	104.92	501-00-64100 Janitorial Supplies
Water Utility Fund	2030	ULINE	197552932	PAPER TOWEL, GLOVES, COVE	09/05/2025	356.18	500-00-64070 Work Supplies
Sewer Utility Fund	2030	ULINE	197552932	PAPER TOWEL, GLOVES, COVE	09/05/2025	356.18	501-00-64070 Work Supplies
Sewer Utility Fund	2030	ULINE	197552932	PAPER TOWEL, GLOVES, COVE	09/05/2025	80.08	501-00-63300 Vehicle Repairs & Maintenance
Water Utility Fund	2030	ULINE	197552932	PAPER TOWEL, GLOVES, COVE	09/05/2025	80.08	500-00-63300 Vehicle Repairs & Maintenance
Total ULINE:						1,082.36	
WESTERN CULVERT & SUPPLY INC.							
Storm Water Utility Fund	2131	WESTERN CULVERT & SUPPLY	073775	CULVERTS & BANDS	09/09/2025	4,233.10	502-00-65151 Culvert Replacements
Storm Water Utility Fund	2131	WESTERN CULVERT & SUPPLY	073871	21"X22", FLARED END SECTION	09/17/2025	1,933.80	502-00-65151 Culvert Replacements
Total WESTERN CULVERT & SUPPLY INC.:						6,166.90	
Grand Totals:						131,763.51	

PAYMENT TOTALS BY FUND	
Fund	Totals
Sewer Utility Fund	\$ 99,051.02
Storm Water Utility Fund	\$ 11,000.14
Water Utility Fund	\$ 21,712.35
Grand Total	\$ 131,763.51

Sundance Heights

Water & Storm Water

Contractor

A.W. Oakes

Original Contract	\$	1,419,738.90	
Pending Change Order	\$	28,262.90	1.99%
Current Contract	\$	1,448,001.80	1.99%
Pay Request #1	\$	648,301.38	
Retainage	\$	34,121.13	
Pay Request #2	\$	318,207.15	
Retainage	\$	1,372.34	
Pay Request #3	\$	358,071.90	
Pay Request #4	\$	87,927.90	
Remaining on Contract (Including Retainage)	\$	35,493.47	2.5%
Design Engineering	\$	110,525.21	7.78%
Construction Services through 9/22/2025	\$	193,117.47	13.60%
Total Project Cost	\$	1,751,644.48	

Adams Road Tower & Watermain

Water

Contractor	Landmark Structures I L.P.		
Original Contract	\$	6,439,000.00	
Change Order #1	\$	(18,850.85)	-0.29%
Current Contract	\$	6,420,149.15	-0.29%
Pay Request #1	\$	189,145.00	
Retainage	\$	9,955.00	
Pay Request #2	\$	276,537.87	
Retainage	\$	14,554.63	
Pay Request #3	\$	1,111,751.75	
Retainage	\$	58,513.25	
Pay Request #4	\$	320,522.87	
Retainage	\$	16,869.63	
Pay Request #5	\$	374,283.15	
Retainage	\$	19,699.11	
Pay Request #6	\$	1,049,503.00	
Retainage	\$	55,237.00	
Pay Request #7	\$	962,467.28	
Retainage	\$	(14,325.39)	
Remaining on Contract (Including Retainage)	\$	2,135,938.23	33.3%
Design Engineering	\$	403,115.61	6.26%
Construction Services through 9/22/2025	\$	161,457.19	2.51%
Total Project Cost	\$	6,984,721.95	

CALEDONIA UTILITY DISTRICT PROJECT SUMMARY WORKSHEET

Riverbend Drive Lift Station Safety Site & Forcemain Upgrade

- Awaiting revisions to comments and flow data provided.

Annual Televising Program – Sanitary Sewer

- Sewer Cleaning continues. Putting together exhibit for second round of televising.

Central Lift Station Safety Site & Attenuation Basin

- Design of the Basin continues.

TID #4 Elevated Storage Tank & Adams Road Watermain

- Pedestal completed. Dome poured and currently performing clean up and stripping forms. Welders are onsite and have begun to weld the tank. Awaiting estimate for milling and replacement of pavement on Adams Road. Told at progress meeting should have by September 26.

Western Village / Sundance Heights Watermain

- Gave contractor until September 25 to complete project restoration. Contractor was out on September 24. Charging contractor \$1,419.99 for removal of topsoil placed in roadway. Will be working with Highway Department on walkway culverts and paving. Awaiting corrective Change Order and Final Pay Request.

4 Mile Road Water Main and Sewer Relay – Wind Point

- Provided information to R.A. Smith for sanitary sewer work to be designed and incorporated into the project. R.A. Smith has provided a time and material professional services contract for approval.

**CALEDONIA UTILITY DISTRICT
STORM WATER PROJECTS
PROJECT SUMMARY WORKSHEET**

Hoods Creek – Aldebaran Brushing Project

- Contractor to pull out minor blockages when the ground is dry.

Turtle Creek Restoration

- Southern Wisconsin Appraisal submitted 9 of 16 appraisals. Signed OCR's for all 9. Letter Reports ordered and received for all 16 properties. Began drafting easements for the 9 parcels.

4 Mile Road Tile (Club View Subdivision to Erie Street)

- Coordinating on televising some additional areas of the tile.

SEWER UTILITY DISTRICT

The Caledonia Sewer Utility District is responsible for the maintenance and upkeep of the 174 miles of municipal sanitary sewer and 17 lift stations within the Sanitary Sewer Service area. The Sanitary Sewer Service area includes the majority of Village of Caledonia, the entire Village of Wind Point, and a portion of the Village of Mount Pleasant along the Northerly edge.

The Sewer Utility District budget has revenues from Sewer Rates, Sewer Connection Fees, and Tax Levy.

The Caledonia Utility District is staffed by the following:

Employee Count	Title	FTE	
1	Public Services Director	0.33	Oversees the Caledonia Utility District, Engineering, Highway, Building, & Parks
1	GIS Technician	0.33	Maintains the Village's GIS
1	Utility Foreman	0.375	Supervises and schedules Field Operators
1	Scada Integrator	0.5	Monitors and Maintains the Scada System
6	Field Operators	2.25	Operates and Maintains the Sewer, Water & Storm Water facilities
1	Administrative Assistant	0.5	Performs Utility District Billing and reporting

The Capital Outlay for 2026 consists of the following. The start of the Central Lift Station Attenuation Basin, a 3.6 million basin to prevent overflows and exceedances during heavy rain events. 4 Mile Road Sewer – Wind Point, The Village of Wind Point is performing a road reconstruction project on 4 Mile Road. The Utility has reviewed its sewer system and has called out various repairs prior to the road being reconstructed. Televising 20% of the System. Annual Vehicle Replacement.

The Caledonia Sewer Utility District has debt service from past complete projects.

The Caledonia Sewer Utility District has proposed a budget that will be balanced but will need to apply for and receive a Clean Water Fund Loan for the Central Lift Station Attenuation Basin. If a Clean Water Fund Loan is not secured, then a borrowing can be explored. The Sewer Utility will have a Rate Increase in 2026 to continue to pay for necessary capital projects.

Village of Caledonia

Sewer Utility

Acct #	Acct Title	Actual 12/31/2024	Budget 1/1/2024	Budget 1/1/2025	Actual 6/30/2024	Estimated 12/31/2025	Budget 2026	Variance Amt	%
Income:									
501-00-41110	Property Taxes	359,478	359,478	357,648	359,478	359,478	335,354	(22,294)	-6%
501-00-42010	Special Assessment	3,089	-	-	-	60,000	50,000	50,000	0%
501-00-46160	Tax Search Fee	7,175	7,000	7,000	3,700	7,000	7,500	500	7%
501-00-46251	Residential Service	6,443,926	6,370,000	6,370,000	3,212,774	6,370,000	7,200,000	830,000	13%
501-00-46252	Commercial Service	1,184,892	1,215,000	1,215,000	594,138	1,215,000	1,330,000	115,000	9%
501-00-46253	Industrial Service	108,630	60,000	60,000	30,005	60,000	67,200	7,200	12%
501-00-46254	Public Authorities Service	179,988	175,000	175,000	89,463	178,925	200,000	25,000	14%
501-00-47404	Sewer Connection Fee	358,020	250,000	250,000	247,350	260,000	250,000	-	0%
501-00-48100	Interest Income	218,610	75,000	200,000	5,913	100,000	100,000	(100,000)	-50%
501-00-48105	Dividend Income	(1)	-	-	-	-	-	-	0%
501-00-48115	Late Payment Charges	78,953	100,000	100,000	41,018	110,000	80,000	(20,000)	-20%
501-00-48301	Sale of Property	18,121	-	-	-	37,500	-	-	-100%
501-00-48900	Miscellaneous Revenue	7,204	5,000	5,000	6,703	6,500	6,500	1,500	30%
501-00-49100	Bond Proceeds	-	5,650,000	-	-	-	12,468,665	12,468,665	100%
501-00-49310	Capital Contribution	662,698	-	-	-	-	-	-	0%
Total Income:		9,630,781	14,266,478	8,739,648	4,590,541	8,764,403	22,095,219	13,355,571	153%
Expenses:									
501-00-50100	Salaries	277,866	302,011	315,809	118,518	298,116	331,922	16,113	5%
501-00-50110	Part Time Salaries	-	-	-	-	-	-	-	0%
501-00-50130	Overtime	3,889	5,000	5,000	1,262	5,000	5,000	-	0%
501-00-50170	FICA	20,325	23,524	24,567	8,614	23,188	25,800	1,233	5%
501-00-50190	WRS	7,848	21,218	22,319	8,224	19,703	24,282	1,963	9%
501-00-50220	Health Care	82,144	87,184	92,074	37,827	92,074	93,091	1,017	1%
501-00-50230	Retiree Health Care	11,753	10,552	9,155	5,276	9,155	9,813	658	7%
501-00-50240	Life Insurance	610	608	655	281	1,050	688	33	5%
501-00-50250	Dental Insurance	1,783	1,896	1,551	770	1,914	1,926	375	24%
501-00-50260	Workers Compensation	7,113	8,655	8,234	6,446	8,234	11,635	3,401	41%
501-00-50280	Clothing Allowance	1,464	1,800	1,800	-	1,500	1,800	-	0%
501-00-50310	Safety Glasses	-	-	500	-	500	500	-	0%
501-00-50330	Compensated Absences	-	13,000	-	-	-	-	-	0%
501-00-50340	Education Benefit	-	750	-	-	-	-	-	0%
501-00-51100	Testing/Physicals	194	750	250	194	250	250	-	0%
501-00-51300	Education/Training/Conferences	714	5,000	5,000	-	5,000	5,000	-	0%
501-00-51320	Memberships/Dues	31	1,000	1,000	-	1,000	1,000	-	0%
Total Salaries & Fringes:		415,735	482,948	487,914	187,412	466,684	512,707	24,793	5%
501-00-60100	General Liability Insurance	14,785	14,785	14,785	14,785	14,785	14,785	-	0%
501-00-61000	Professional Services	5,360	4,000	8,000	7,524	15,049	8,000	-	0%
501-00-61100	Legal Fees	10,809	5,000	5,000	1,826	5,000	5,000	-	0%
501-00-61300	Audit Services	7,500	7,500	7,600	7,500	7,500	7,500	(100)	-1%
501-00-61310	Banking/Financial Charges	3,056	2,300	2,710	1,417	2,710	2,710	-	0%
501-00-61340	Engineering Design Charges	61,763	20,000	20,000	19,230	20,000	20,000	-	0%
501-00-61600	Village Services	30,000	30,000	30,000	-	30,000	30,000	-	0%
501-00-62100	Contracted Services	1,425	-	-	1,425	2,850	-	-	0%
501-00-62102	Modeling	-	-	15,000	-	15,000	15,000	-	0%
501-00-62101	Televising	-	-	75,000	-	75,000	75,000	-	0%
501-00-62550	Sewer Treatment Charges	2,775,209	3,355,000	3,432,500	1,716,161	3,432,323	3,500,000	67,500	2%
501-00-63200	Fuel, Oil, Fluids	19,617	20,000	21,000	10,569	21,000	21,000	-	0%
501-00-63300	Vehicle Repairs & Maintenance	6,456	10,000	10,000	4,028	9,000	10,000	-	0%
501-00-64010	Notifications/publications	-	500	500	-	500	500	-	0%
501-00-64030	Office Supplies	6,604	9,000	7,500	3,486	7,500	7,500	-	0%
501-00-64040	Postage & Shipping	16,644	15,500	16,000	7,805	15,500	17,500	1,500	9%
501-00-64060	Copying & Printing	582	-	700	252	620	700	-	0%
501-00-64070	Work Supplies	6,180	8,200	7,500	2,379	6,000	7,500	-	0%
501-00-64110	Small Equipment	2,859	-	-	587	1,175	-	-	0%
501-00-64140	Utilities	171,458	180,000	200,000	109,760	220,000	220,000	20,000	10%
501-00-64150	Communication Services	8,976	14,000	12,500	4,960	14,000	12,500	-	0%
501-00-64190	Miscellaneous Expenses	-	-	-	-	-	-	-	0%

Village of Caledonia Sewer Utility

Acct #	Acct Title	Actual 12/31/2024	Budget 1/1/2024	Budget 1/1/2025	Actual 6/30/2024	Estimated 12/31/2025	Budget 2026	Variance	
								Amt	%
501-00-64240	Building Repairs & Maintenance	28,516	150,000	15,000	6,902	15,000	15,000	-	0%
501-00-64250	Equipment Repairs & Maintenance	281,189	15,000	15,000	129,458	130,000	60,000	45,000	0%
501-00-64260	Grounds Repairs & Maintenance	1,638	-	-	1,023	2,045	-	-	0%
501-00-64270	Infrastructure Maintenance	24,402	-	185,000	-	125,000	125,000	(60,000)	100%
501-00-64320	IT Infrastructure	692	8,000	8,000	66	8,000	8,000	-	0%
Total Operating Expenses:		3,485,719	3,868,785	4,109,295	2,051,144	4,195,556	4,183,195	73,900	2%
Total Salaries & Operating Expenses:		3,901,454	4,351,733	4,597,209	2,238,556	4,662,240	4,695,902	98,693	2%
501-00-65030	Equipment	8,000	-	-	8,000	8,000	-	-	-
501-00-65050	Communications Equipment	-	-	-	-	-	-	-	-
501-00-65210	Central Lift Station-Design	-	-	-	-	-	-	-	-
501-00-65211	Central Lift Station-Const	-	5,650,000	-	-	-	10,000,000	10,000,000	100%
501-00-65212	Central Lift Station-Inspect	-	-	-	-	-	-	-	-
	4 Mile Road Wind Point Sanitary						1,250,000	1,250,000	100%
501-01-65140	Annual Sewer Televising	-	-	-	-	-	75,000	75,000	200%
501-02-65140	Sewer Modeling	18,783	15,000	-	-	15,000	-	-	-
501-03-65140	GIS Mapping	27,849	50,000	-	-	15,000	-	-	-
501-04-65140	Vehicle Replacement	-	90,000	400,000	-	60,000	30,000	(370,000)	-93%
Total Capital Expenditures:		54,632	5,805,000	400,000	8,000	98,000	11,355,000	10,955,000	-
Total Expenses:		3,956,086	10,156,733	4,997,209	2,246,556	4,760,240	16,050,902	11,251,080	
Net Ordinary Income:		5,674,695	4,109,745	3,742,439	2,343,985	4,004,163	6,044,317	2,104,491	
501-00-67100	Interest	1,539,783	1,449,053	1,524,815	786,109	1,524,815	1,510,347	(14,468)	-1%
501-00-67300	Principal	5,830	2,188,441	2,334,630	2,241,760	2,334,630	2,399,731	65,101	3%
501-00-67600	Bond Issuance Costs	26,578	-	-	-	-	-	-	0%
501-00-68000	Depreciation Expense	1,735,106	1,437,252	1,437,252	-	1,735,106	1,735,106	297,854	21%
501-00-68100	Depreciation Expense CIAC	399,133	346,276	355,303	-	399,133	399,133	43,830	0%
501-00-68200	Amoritization Expense	383,429	817,497	341,906	-	817,497	-	(341,906)	-100%
Total Other Expense:		4,089,859	6,238,519	5,993,906	3,027,869	6,811,181	6,044,317	50,411	1%
Net Income		1,584,836	(2,128,774)	(2,251,467)	(683,884)	(2,807,018)	(0)	2,251,467	-100%
Add in non-cash expenses									
Add Depreciation Expense				1,437,252		1,437,252	1,735,106		
Add Depreciation Expense CIAC				355,303		355,303	399,133		
Add Amoritization Expense				341,906		341,906	-		
Anticipated change in net cash				(117,006)			2,134,239		

Caledonia Utility District - Sanitary Sewer
Proposed Capital Improvement Program 2026-2030

September 5, 2025

	2026	2027	2028	2029	2029	Total
Collection System						
System Wide Sewer Capacity Modeling & Annual Sewer Televising	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
Central Lift Station Attenuation Basin & Safety Site	\$ 10,000,000	\$ 15,000,000				\$ 25,000,000
Caddy Vista Improvements-East			\$ 1,500,000			\$ 1,500,000
4 Mile Road Wind Point Sanitary Sewer	\$ 1,250,000					\$ 1,250,000
Annual Sewer Replacement Program				\$ 1,000,000	\$ 1,000,000	\$ 2,000,000
	\$ 11,325,000	\$ 15,075,000	\$ 1,575,000	\$ 1,075,000	\$ 1,075,000	\$ 30,125,000
Lift Station						
Riverbend Lift Station Safety Site			\$ 2,000,000			\$ -
Annual Lift Station Improvements				\$ 250,000	\$ 250,000	\$ 250,000
	\$ -	\$ -	\$ 2,000,000	\$ 250,000	\$ 250,000	\$ 250,000
I & I Improvements						
4 1/2 Mile Road Sanitary Sewer Rehabilitation (TID #5)				\$ 210,000		\$ 210,000
Annual I & I Improvements			\$ 300,000	\$ 300,000		\$ 600,000
	\$ -	\$ -	\$ 300,000	\$ 510,000	\$ -	\$ 810,000
Treatment Plant Upgrades						
Treatment Plant Upgrades						\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicles **						
Vehicle Replacement	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 120,000
	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 120,000
Force Mains						
Riverbend Forcemain			3,750,000			\$ 3,750,000
North Main Street Resurfacing Utility Rehabilitation						
	\$ -	\$ -	\$ 3,750,000	\$ -	\$ -	\$ 3,750,000
Total Cost	\$ 11,355,000	\$ 15,105,000	\$ 7,655,000	\$ 1,865,000	\$ 1,355,000	\$ 35,055,000

Sources of Funding

Utility Cash
Utility Net Revenue
Bonding

Total

WATER UTILITY DISTRICT

The Caledonia Water Utility District is responsible for the delivery of clean & safe drinking water to its consumers. The Water Utility operates and maintains 128 miles of municipal watermain, 2 booster stations and 3 elevated storage tanks within the Water Service area. The Water Service area in the Village of Caledonia encompasses the Eastern and Southern portions of the Village. The Water Utility is a wholesale customer with 2 sources of water (Racine 2/3 and Oak Creek 1/3) and provides wholesale water to the Village of Wind Point.

The Water Utility District budget has revenues from Water Rates, Impact Fees, Public Fire Protection Fees, and Property Rentals.

The Caledonia Utility District is staffed by the following:

Employee Count	Title	FTE	
1	Public Services Director	0.33	Oversees the Caledonia Utility District, Engineering, Highway, Building, & Parks
1	GIS Technician	0.33	Maintains the Village's GIS
1	Utility Foreman	0.375	Supervises and schedules Field Operators
1	Scada Integrator	0.5	Monitors and Maintains the Scada System
6	Field Operators	2.25	Operates and Maintains the Sewer, Water & Storm Water facilities
1	Administrative Assistant	0.5	Performs Utility District Billing and reporting

The Capital Outlay for 2026 consists of the following. Water Meters, purchase of water meters for replacement and new development. White Manor North Watermain, installation of watermain in the White Manor North Subdivision to expand the system and provide additional looping. Harborview Watermain Replacement, installation of watermain to replace 1968 watermain that is prone to multiple breaks per year. 4 Mile Road – Wind Point Watermain Replacement, installation of watermain to replace the 1966 watermain from North Main Street to Valley Trail. An annual vehicle replacement.

The Caledonia Water Utility District has debt service from past completed projects.

The Caledonia Water Utility District has proposed a balanced budget but will need to perform a borrowing for the Capital Projects. The Water Utility will need to explore a Full Rate Case in 2026 to adjust water rates.

Village of Caledonia

Water Utility

Acct #	Acct Title	Actual 12/31/2024	Budget 1/1/2024	Budget 1/1/2025	Actual 6/30/2025	Estimated 12/31/2025	Budget 2026	Variance Amt	%
Income:									
500-00-41110	Property Taxes	-	-	-	-	-	-	-	0%
500-00-42010	Special Assessments	7,558	23,425	23,425	10,560	23,425	30,000	6,575	28%
500-00-46140	Property Rentals	15,530	16,589	16,589	16,589	16,589	16,589	-	0%
500-00-46160	Tax Search Fee	5,275	5,000	7,000	2,763	5,000	5,000	(2,000)	-29%
500-00-46251	Residential Service	2,259,355	2,245,000	2,200,000	1,079,344	2,158,687	2,200,000	-	0%
500-00-46252	Commercial Service	748,570	526,000	735,000	265,949	600,000	600,000	(135,000)	-18%
500-00-46253	Industrial Service	96,551	50,000	90,000	44,928	90,000	90,000	-	0%
500-00-46254	Public Authorities Service	69,186	62,000	67,000	32,859	67,000	67,000	-	0%
500-00-46255	Public Fire Protection	830,890	1,150,000	1,150,000	419,181	850,000	850,000	(300,000)	-26%
500-00-46256	Wholesale Water Charges	321,238	340,000	235,000	121,311	235,500	235,000	-	100%
500-00-47404	Service Charge Revenue	4,105	10,000	7,500	2,924	6,000	6,000	(1,500)	-20%
500-00-48100	Interest Income	33,139	20,000	35,000	-	30,000	30,000	(5,000)	-14%
500-00-48115	Late Payment Charges	41,248	50,000	50,000	18,591	45,000	45,000	(5,000)	-10%
500-00-48301	Sale of Property	1,796	-	-	331	1,500	1,500	1,500	0%
500-00-48900	Miscellaneous Revenue	2,404	5,000	5,000	681	5,000	5,000	-	100%
500-00-49100	Bond Proceeds	-	1,800,000	-	-	-	5,547,115	5,547,115	100%
500-00-49310	Capital Contribution	593,846	-	-	-	-	-	-	0%
500-00-49320	Impact Fees	150,970	75,000	75,000	28,520	70,000	75,000	-	0%
Total Income:		5,181,661	6,378,014	4,696,514	2,044,530	4,203,701	9,803,204	5,106,690	109%
Expenses:									
500-00-50100	Salaries	259,128	302,011	315,809	149,058	298,116	331,922	16,113	5%
500-00-50110	Part Time Salaries	-	-	-	-	-	-	-	0%
500-00-50130	Overtime	4,599	5,000	5,000	2,789	5,000	5,000	-	0%
500-00-50170	FICA	19,021	23,525	24,567	10,948	23,188	25,800	1,233	5%
500-00-50190	WRS	11,691	21,218	22,319	10,347	19,703	24,282	1,963	9%
500-00-50220	Health Care	84,370	87,184	92,074	38,586	92,074	93,091	1,017	1%
500-00-50230	Retiree Health Care	22,396	10,552	9,155	4,907	9,155	9,813	658	7%
500-00-50240	Life Insurance	634	1,588	655	348	1,050	688	33	5%
500-00-50250	Dental Insurance	1,720	2,297	1,551	957	1,914	1,926	375	24%
500-00-50260	Workers Compensation	7,113	8,655	8,234	5,075	8,234	11,635	3,401	41%
500-00-50280	Clothing Allowance	1,464	2,025	1,800	-	1,800	1,800	-	0%
500-00-50310	Safety Glasses	-	500	500	-	500	500	-	0%
500-00-50330	Compensated Absences	-	13,000	-	-	-	-	-	0%
500-00-51000	Drug and Alcohol Testing	-	750	-	-	-	-	-	100%
500-00-51100	Testing/Physicals	194	-	250	74	250	250	-	100%
500-00-51300	Education/Training/Conferences	2,840	5,750	5,000	532	4,000	4,000	(1,000)	-20%
500-00-51320	Memberships/Dues	1,658	1,000	1,000	938	1,000	1,000	-	100%
Total Salaries & Fringes:		416,828	485,055	487,914	224,557	465,984	511,707	23,793	5%
500-00-60100	General Liability Insurance	14,785	14,785	14,785	14,785	14,785	14,785	-	0%
500-00-61000	Professional Services	10,083	12,500	8,000	933	4,500	5,000	(3,000)	-38%
500-00-61100	Legal Fees	3,796	5,000	5,000	174	5,000	4,000	(1,000)	-20%
500-00-61300	Audit Services	7,500	7,500	7,500	-	7,500	7,500	-	0%
500-00-61310	Banking/Financial Charges	2,656	3,000	3,000	1,060	3,000	3,000	-	0%
500-00-61340	Engineering Design Charges	34,407	30,000	20,000	6,826	20,000	20,000	-	0%
500-00-61600	Village Services	-	30,000	30,000	-	30,000	30,000	-	0%
500-00-62100	Contracted Services	535	-	-	675	1,350	-	-	0%
500-00-62103	Mapping	103	10,000	-	116	-	-	-	0%
500-00-62550	Purchased Water	2,216,004	2,300,000	2,100,000	1,079,890	2,081,460	2,100,000	-	0%
500-00-62560	Water Sampling and Testing	20,937	18,000	27,000	11,931	20,000	18,000	(9,000)	100%
500-00-63200	Fuel, Oil, Fluids	19,524	18,500	21,000	10,532	21,000	21,000	-	0%
500-00-63300	Vehicle Repairs & Maintenance	2,891	10,000	10,000	1,418	7,500	7,500	(2,500)	-25%
500-00-64010	Notifications/publications	-	500	500	740	750	500	-	0%

Village of Caledonia

Water Utility

Acct #	Acct Title	Actual 12/31/2024	Budget 1/1/2024	Budget 1/1/2025	Actual 6/30/2025	Estimated 12/31/2025	Budget 2026	Variance Amt	%
500-00-64030	Office Supplies	6,419	9,000	7,500	2,945	6,500	7,500	-	0%
500-00-64040	Postage & Shipping	16,644	16,000	16,000	8,151	17,000	17,000	1,000	6%
500-00-64060	Copying & Printing	582	700	700	199	500	500	(200)	0%
500-00-64070	Work Supplies	5,041	7,500	7,500	2,653	5,000	7,500	-	0%
500-00-64110	Small Equipment	32,115	-	-	230	500	-	-	0%
500-00-64120	Licenses, Permits & Fees	-	5,000	-	-	-	-	-	0%
500-00-64140	Utilities	23,507	24,000	27,465	12,647	25,000	25,000	(2,465)	-9%
500-00-64150	Communication Services	7,823	12,500	8,000	3,584	8,000	8,000	-	0%
500-00-64180	Public Fire Protection	273,957	275,000	275,000	136,979	275,000	275,000	-	0%
500-00-64240	Building Repairs & Maintenance	11,300	20,000	20,000	3,792	20,000	15,000	(5,000)	-25%
500-00-64250	Equipment Repairs & Maintenanc	11,541	20,000	20,000	36,485	72,969	40,000	20,000	100%
500-00-64270	Infrastructure Maintenance	174,859	300,000	300,000	183,454	365,000	300,000	-	100%
500-00-64260	Grounds Repairs & Maintenance	1,013	-	-	942	1,885	-	-	0%
500-00-64320	IT Infrastructure	6,471	8,000	8,000	-	8,000	8,000	-	0%
500-00-69000	Unrealized Gain/Loss on Investment	(17,431)	-	-	-	-	-	-	0%
500-00-69100	Realized Gain/Loss on Investment	9,047	-	-	-	-	-	-	0%
Total Operating Expenses:		<u>2,896,108</u>	<u>3,157,485</u>	<u>2,936,950</u>	<u>1,521,141</u>	<u>3,022,199</u>	<u>2,934,785</u>	<u>(2,165)</u>	0%
Total Salaries & Operating:		<u>3,312,936</u>	<u>3,642,540</u>	<u>3,424,864</u>	<u>1,745,698</u>	<u>3,488,183</u>	<u>3,446,492</u>	<u>21,628</u>	
500-00-65030	Equipment	1,000	-	-	-	-	-	-	0%
500-02-65130	Water Meters	-	125,000	100,000	-	100,000	100,000	-	0%
500-03-65130	GIS Mapping	-	-	-	-	-	-	-	0%
500-04-65130	Vehicle Replacement	-	60,000	60,000	-	60,000	30,000	(30,000)	-50%
	White Manor North						675,000		
	Harborview Estates						3,700,000		
	4 Mile Road Wind Point						650,000		
500-05-65130	North Kremer Additions Waterma	-	-	-	-	-	-	-	0%
500-06-65130	Washington Meadows	-	-	-	-	-	-	-	0%
500-07-65130	Sundance Heights	-	<u>1,800,000</u>	-	-	<u>1,800,000</u>	-	-	100%
Total Capital Expenditures:		<u>1,000</u>	<u>1,985,000</u>	<u>160,000</u>	<u>-</u>	<u>1,960,000</u>	<u>5,155,000</u>	<u>(30,000)</u>	
Other Expenses:									
500-00-67100	Interest	314,926	314,972	204,099	177,715	355,429	425,029	220,930	108%
500-00-67300	Principal	-	675,900	771,350	836,350	836,350	776,683	5,333	1%
500-00-67600	Bond Issuance Costs	50,630	-	-	-	-	-	-	0%
500-00-68000	Depreciation Expense	503,018	480,167	480,167	-	480,167	503,018	22,851	5%
500-00-68100	Depreciation Expense CIAC	554,923	550,926	550,926	-	550,926	554,923	3,997	1%
500-00-68200	Amoritization Expense	24,323	-	-	-	-	-	-	0%
Total Other Expense:		<u>1,447,820</u>	<u>2,021,965</u>	<u>2,006,542</u>	<u>1,014,065</u>	<u>2,222,872</u>	<u>2,259,653</u>	<u>253,111</u>	25%
Net Income		419,904	(1,271,491)	(894,892)	(715,232)	(3,467,354)	(1,057,941)	(163,049)	18%
Add in non-cash expenses									
Add Depreciation Expense			480,167	480,167		480,167	503,018		
Add Depreciation Expense CIAC			550,926	550,926		550,926	554,923		
Add Amoritization Expense			-	-		-	-		
Anticipated change in net cash			(240,398)	136,201			(0)		

Caledonia Utility District - Water
Proposed Capital Improvement Program 2026-2030

September 5, 2025

	2026	2027	2028	2029	2030	Total
Transmission and Distribution Mains						
3 Mile Road (Douglas to North Green Bay)			\$ 2,600,000			\$ 2,600,000
4 Mile Road (North Main to Wind Point)	\$ 650,000					\$ 650,000
4 Mile Road (Memco to Underpass) (TID#6)				\$ 1,000,000		\$ 1,000,000
4 Mile Road (North Main to Douglas)						\$ -
4 1/2 Mile Road (Douglas to Charles)						\$ -
Arlington Heights #1 & #2					\$ 2,700,000	\$ 2,700,000
Caddy Vista East		\$ 2,700,000				\$ 2,700,000
Crestview Water Tower Removal						\$ -
Erie Street (4 Mile to 5 Mile) (Partial TID #5)						\$ -
Goley's Road / St Rita Road				\$ 700,000		\$ 700,000
Harborview Estates & South	\$ 3,700,000					\$ 3,700,000
Lakeshore Drive & 6 Mile Road North Water Main			\$ 3,150,000			\$ 3,150,000
North Green Bay Road (Boundary to 3 Mile)		\$ 2,750,000				\$ 2,750,000
North Green Bay Road (3 Mile to 4 Mile) (Partial TID #6)				\$ 2,600,000		\$ 2,600,000
North Main Street (3 Mile to 4 Mile)					\$ 3,500,000	\$ 3,500,000
North View Subdivision				\$ 700,000		\$ 700,000
White Manor North	\$ 675,000					\$ 675,000
	\$ 5,025,000	\$ 5,450,000	\$ 5,750,000	\$ 5,000,000	\$ 6,200,000	\$ 27,425,000
Vehicles **						
Vehicle Replacement	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 120,000
Meter Replacement						
Meters	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
Total Cost	\$ 5,155,000	\$ 5,480,000	\$ 5,780,000	\$ 5,030,000	\$ 6,230,000	\$ 27,945,000

Sources of Funding

Utility Cash

Bonding

Total \$ -

STORM WATER UTILITY DISTRICT

The Caledonia Storm Water Utility District is responsible for the maintenance and upkeep of public Storm Water Improvements within the Village. In addition, the Storm Water Utility coordinates the design and construction of Storm Water Improvement projects. The Storm Water Utility also is under a MS4 Permit from the Wisconsin DNR and ensures that all required reporting and requirements are met.

The Storm Water Utility District budget has revenues from Storm Water User Fees (ERU), Special Assessments from past projects, Fund Balance Applied from previous years, and Engineering Revenue from billable projects and developments. The Caledonia Utility District Storm Water budget does not receive a tax levy from the Village.

The Caledonia Utility District is staffed by the following:

Employee Count	Title	FTE	
1	Public Services Director	0.34	Oversees the Caledonia Utility District, Engineering, Highway, Building, & Parks
1	GIS Technician	0.34	Maintains the Village's GIS
1	Utility Foreman	0.25	Supervises and schedules Field Operators
6	Field Operators	1.50	Operates and Maintains the Sewer, Water & Storm Water facilities

The Capital Outlay for 2026 consists of the following. Culvert Replacements, to replace road culverts that have failed and under roads that are scheduled to be repaved. Hoods Creek Brushing, for the continued brushing of the Hoods Creek near the Aldebaran Subdivision. Turtle Creek Restoration, for the acquisition of easements for the upcoming project for increased capacity and conveyance of storm water. The start of the design process for the Candlelight Drive Tile Replacement.

The Caledonia Storm Water Utility District does not have any debt at this time.

The Caledonia Storm Water Utility District has proposed a balanced budget for 2026.

Village of Caledonia

Stormwater Utility

Acct #	Acct Title	Actual 12/31/2024	Budget 1/1/2024	Budget 1/1/2025	Actual 6/30/2024	Estimated 12/31/2025	Budget 2026	Variance Amt	%
Income:									
502-00-42010	Special Assessment	1,354	35,700	35,700	-	-	20,000	(15,700)	100%
502-00-46311	Engineering Design Charges	24,435	15,000	15,000	5,678	15,000	15,000	-	0%
502-00-47400	ERU Storm water fee	1,080,404	1,050,000	1,070,000	-	1,070,000	1,100,000	30,000	3%
502-00-48100	Interest Income	26,126	5,000	10,000	-	10,000	10,000	-	0%
502-00-48900	Miscellaneous Revenue	36,865	-	-	-	2,000	2,000	2,000	0%
502-00-49300	Fund Balance Applied	-	35,000	-	-	-	-	-	1000%
Total Income:		1,169,185	1,140,700	1,130,700	5,678	1,097,000	1,147,000	16,300	1%
Expense:									
502-00-50100	Salaries	307,295	177,419	187,703	145,953	291,906	195,895	8,192	4%
502-00-50130	Overtime	249	1,500	1,000	110	250	1,000	-	0%
502-00-50170	FICA	21,790	13,612	14,385	7,989	15,979	15,012	627	4%
502-00-50190	WRS	16,465	12,276	13,069	7,968	15,936	14,129	1,060	8%
502-00-50220	Health Care	87,130	42,610	51,057	27,428	54,857	51,538	481	1%
502-00-50230	Retiree Health Care	26,201	-	-	-	-	-	-	0%
502-00-50240	Life Insurance	777	339	321	162	324	338	17	5%
502-00-50250	Dental Insurance	1,702	951	872	563	1,127	1,101	229	26%
502-00-50260	Workers Compensation	4,152	5,052	4,821	2,972	4,821	6,770	1,949	40%
502-00-50280	Clothing Allowance	450	900	900	920	920	900	-	0%
502-00-50310	Safety Glasses	-	500	500	-	500	500	-	0%
502-00-51300	Education/Training/Conferences	(19)	5,000	4,000	652	3,000	4,000	-	0%
502-00-51320	Memberships/Dues	253	200	200	260	260	260	60	0%
502-00-51340	Certification/licensing	56	1,000	750	-	750	750	-	0%
Total Salaries & Fringes:		466,501	261,359	279,578	194,977	390,629	292,193	12,615	5%
502-00-60100	General Liability Insurance	2,375	2,375	2,375	2,375	2,375	2,375	-	0%
502-00-61000	Professional Services	-	-	-	-	-	-	-	-100%
502-00-61100	Legal Fees	191	5,000	3,500	85	250	2,500	(1,000)	-29%
502-00-61300	Audit Services	5,000	5,000	5,000	-	5,000	5,000	-	0%
502-00-61340	Engineering Design Charges	-	3,000	3,000	-	3,000	2,000	(1,000)	100%
502-00-61600	Village Services	45,500	7,500	7,500	-	26,500	26,500	19,000	253%
502-00-62100	Contracted Services	-	1,000	1,000	-	1,000	1,000	-	100%
502-00-62101	MS4 - Illicit Discharge	15,087	13,000	13,000	-	13,000	26,000	13,000	100%
502-00-62102	MS4 - Public Education	9,088	5,000	5,000	4,544	4,750	5,000	-	0%
502-00-63300	Vehicle Repairs & Maintenance	436	500	500	141	500	500	-	100%
502-00-64030	Office Supplies	74	2,500	2,500	385	1,000	1,000	(1,500)	-60%
502-00-64040	Postage & Shipping	-	500	500	27	100	100	(400)	0%
502-00-64050	Publications & Subscriptions	-	200	200	-	200	200	-	0%
502-00-64070	Work Supplies	942	3,000	2,500	521	1,050	2,000	(500)	-20%
502-00-64140	Utilities	3,706	3,500	3,500	1,773	3,550	4,000	500	14%
502-00-64150	Communication Services	240	250	250	120	250	250	-	0%
502-00-64190	Miscellaneous Expenses	507	-	-	52	100	100	100	0%
502-00-64240	Building Repairs & Maintenance	4,354	175,000	20,000	2,459	5,000	5,000	(15,000)	-75%
502-00-64250	Equipment Repairs & Maintenance	13,457	15,000	15,000	8,210	16,421	15,000	-	0%
502-00-64260	Grounds Repairs & Maintenance	26,128	37,000	35,000	8,010	16,020	30,000	(5,000)	-14%
502-00-64270	Infrastructure Maintenance	-	-	150,000	-	150,000	140,000	(10,000)	0%
502-00-64300	IT Maintenance & Subscriptions	29,934	15,000	15,000	3,708	8,000	30,000	15,000	100%
502-00-64500	Permits & Fees	3,000	3,000	3,000	3,000	3,000	3,000	-	0%
502-00-65040	Equipment-Vehicles	-	105,000	200,000	-	200,000	-	(200,000)	100%
502-00-65060	Computer Hardware	566	-	-	-	-	-	-	0%
502-00-65150	Storm Sewers	-	-	-	-	-	-	-	0%
502-00-65151	Culvert Replacements	64,896	85,000	85,000	11,874	75,000	75,000	(10,000)	-12%

Village of Caledonia

Stormwater Utility

Acct #	Acct Title	Actual 12/31/2024	Budget 1/1/2024	Budget 1/1/2025	Actual 6/30/2024	Estimated 12/31/2025	Budget 2026	Variance Amt	%
502-00-65152	GIS Update	103	10,000	-	116	5,000	-	-	100%
502-00-65153	Hood Creek Brushing	24,400	25,000	25,000	25,000	25,000	25,000	-	0%
502-00-65154	HWY 32 Stream Restoration	-	-	-	-	-	-	-	0%
502-00-65155	Turtle Creek Restoration	-	100,000	252,795	-	-	278,282	25,487	10%
502-00-65156	Westview Village Storm	-	-	-	-	-	-	-	0%
502-00-65157	Generator Upgrades	1,000	-	-	-	-	-	-	0%
502-00-65158	4 Mile Tile Candlelight Erie	16,164	257,016	-	5,728	17,000	175,000	175,000	100%
Total Operating Expenses:		<u>267,147</u>	<u>879,341</u>	<u>851,120</u>	<u>78,129</u>	<u>583,066</u>	<u>854,807</u>	<u>3,687</u>	0%
Total Expenses:		<u>733,648</u>	<u>1,140,700</u>	<u>1,130,698</u>	<u>273,107</u>	<u>973,694</u>	<u>1,147,000</u>	<u>16,302</u>	
Net Ordinary Income:		<u>435,537</u>	<u>-</u>	<u>2</u>	<u>(267,429)</u>	<u>123,306</u>	<u>0</u>	<u>(2)</u>	
502-00-67100	Interest	-	-	-	-	-	-	-	0%
502-00-67300	Principal	-	-	-	-	-	-	-	0%
502-00-68000	Depreciation Expense	<u>464,801</u>	<u>426,843</u>	<u>440,351</u>	<u>-</u>	<u>440,351</u>	<u>450,000</u>	<u>9,649</u>	2%
Total Other Expense:		<u>464,801</u>	<u>426,843</u>	<u>440,351</u>	<u>-</u>	<u>440,351</u>	<u>450,000</u>	<u>9,649</u>	-100%
Net Income		(29,264)	(426,843)	(440,349)	(267,429)	(317,045)	(450,000)	(9,651)	0%
Add in non-cash expenses									
Add Depreciation Expense		<u>-</u>	<u>-</u>	<u>440,351</u>	<u>-</u>	<u>440,351</u>	<u>450,000</u>	<u>9,649</u>	-100%
Anticipated change in net cash		(29,264)	(426,843)	2	(267,429)	123,306	0	(2)	-100%

STORM WATER MANAGEMENT FEE

CALEDONIA UTILITY DISTRICT

OCTOBER 1, 2025

Storm Water Management Fee

- ▶ Set up to replace the Tax Levy for the Lake Michigan Storm Water Utility District and the Root River Storm Water Utility District in 2013.
- ▶ Provides funding for Storm Water Projects and Storm Water Maintenance within the entire Village
- ▶ Storm Water Management Fee is based on the Impervious Surface on each parcel.
- ▶ Charged to all parcels within the Village, including tax-exempt parcels as all parcels create storm water runoff when it rains.



Storm Water Management Fee



- ▶ The Village Board shall require that adequate revenues are generated through storm water management fees to provide for a balanced operating budget.
- ▶ The Village Board establishes the storm water management fee rate, Equivalent Residential Unit (ERU). All rates shall be fair and reasonable and calculated to achieve a balanced operating budget.
- ▶ Budget has been a minimum of \$1,000,000 since 2013.
- ▶ Storm water management fee rate has been \$65.25 since 2013.

Storm Water Management Fee



- ▶ Single Family Residential – means a property with exactly one (1) dwelling unit
- ▶ Non-Residential – means any developed property not used primarily as a permanent single family residential, such as agriculture, multi-family, commercial, industrial, or an institutional property.
- ▶ Vacant Land – means any non-residential customer class property with no impervious surface.

Storm Water Management Fee

- ▶ Single Family Residential 1 ERU
- ▶ Non – Residential 1 ERU for each 5,230 sq.ft. of Impervious Surface
- ▶ Vacant Land 0.25 ERU



Storm Water Management Fee



- ▶ Original Study performed in 2013
 - ▶ Reviewed the Zoning of each parcel to determine which class the property falls under.
 - ▶ Reviewed Aerial Photography to identify impervious surface on all parcels.
- ▶ Each year the ERU for each parcel is reviewed based on Land Divisions, Building Permits issued & updated Aerial Photography.
- ▶ Updated Impervious Surface in 2020 based on updated Aerial Photography.

Storm Water Management Fee



- ▶ Single Family Residential Class
 - ▶ Parcels Zoned R-1, R-2, R-2S, R-3, R-4, R-5, C-1, & C-2
- ▶ Non-Residential Class
 - ▶ Parcels Zoned R-6, R-7, R-8, P-1, P-2, B-1, B-2, B-3, B-4, A-1, A-2, A-3, M-1, M-2, M-3, & M-4
- ▶ Vacant
 - ▶ Parcels that are vacant without impervious surface regardless of Zoning Classification
- ▶ Outlots of Subdivisions
 - ▶ Outlots were divided and allocated to the lots within the subdivision in 2015.

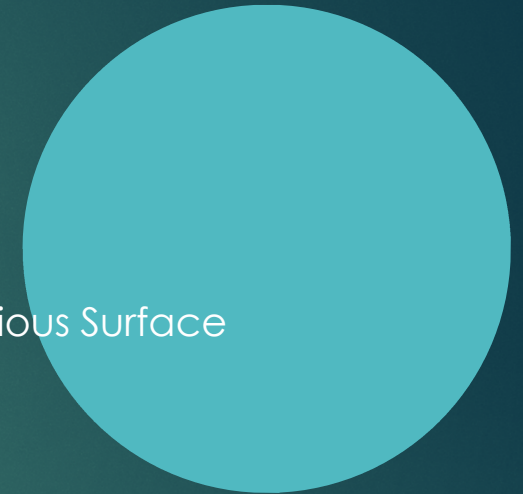
Storm Water Management Fee

EXAMPLE 1

- ▶ A-2 Parcel
- ▶ 49.6 Acres
- ▶ 55,027.24 sq ft Impervious Surface
- ▶ $55,027.24 / 5230 = 10.52$ ERU
- ▶ $10.52 * 65.25 = \$686.43$

EXAMPLE 2

- ▶ R-1 Parcel
- ▶ 10.11 Acres
- ▶ 23,683.74 sq ft Impervious Surface
- ▶ 1 ERU
- ▶ \$65.25





Storm Water Management Fee




QUESTIONS

MEMORANDUM

DATE: Tuesday, September 23, 2025

TO: Caledonia Utility District

FROM: Anthony A. Bunkelman P.E.
Public Services Director 

RE: Cathodic Protection System Replacement – Caddy Vista Lift Station

BACKGROUND INFORMATION

As part of the Cathodic Protection Maintenance Professional Services Contract with Cathodic Protection Management Inc, the Caddy Vista Lift Station Cathodic Protection System was inspected. It was determined that the system installed at this lift station is a galvanic system. It was determined that the current galvanic system with magnesium anodes is not providing enough output to ensure proper protection of the can.

When this was discovered, a quote to replace the galvanic system with an impressed current cathodic protection system was requested. The proposed impressed current cathodic protection system will have a 25-to-30-year life of protecting the can.

The quote for the impressed current cathodic protection system has a cost of \$24,300. This replacement system is strongly recommended to protect the can of the Caddy Vista Lift Station from premature failure.

RECOMMENDATION

Move to approve the replacement of the galvanic system with an impressed current cathodic protection system at the Caddy Vista Lift Station with a total cost of \$24,300 with Cathodic Protection Management, Inc.



To:

From: Bill Carlson, Jr.
Cathodic Protection Management Inc
39W960 Midan Drive
Elburn, IL 60119

REFERENCE: Install Impressed Current Cathodic Protection System at the Caddy Vista Lift Station
BUDGETARY PROPOSAL #: 406880
PROJECT NAME: Caddy Vista Lift Station
PROJECT LOCATION: Caledonia, WI

SCOPE OF WORK

CATHODIC PROTECTION MANAGEMENT WILL INSTALL A NEW IMPRESSED CURRENT CATHODIC PROTECTION SYSTEM (ICCPs) AT THE CADDY VISTA LIFT STATION:

TECHNICAL SOLUTION/APPROACH

1. The design will be based on a 25-year life.
2. Current designs will be calculated based on a 1 mA/ft² basis.
3. Installation will be performed using a mini excavator to auger the anodes. If the soil is loose, hollow stem augers will be used to complete the anode installation.
4. The rectifier will be a Universal 20V-10A unit rated for outdoor use.
5. A four (4) circuit anode junction box will be installed for the anodes. The junction box will allow us to monitor each anode.
6. The monitoring test stations will be installed with CuCuSO₄ reference electrode with a 30-year life. The coupon will allow a polarized potential to be collected without interruption of power to the rectifier.
7. The impressed current systems should be tested and monitored every year. A proposal will be provided for the annual survey with the final report.

SCOPE OF WORK

- Create a Bill of Materials
- Provide Submittals for approval.
- Supply all materials for the cathodic protection system.
- Mobilization to the site.
- Vertically drill four (4) – 6” diameter anode columns to a depth of 10’ to 15’
- Load one anode in each column and backfill with RS3 coke breeze.
- Install a rectifier on a wooden post located at the owner’s discretion.
- Tap into the existing power supply to be performed by others.
- Complete negative connection to the lift station.
- Install a permanent reference electrode.
- Abandon the existing galvanic cathodic protection system.

- Route the anode leads and the negative to the rectifier and a four (4) circuit junction box.
- Terminate the leads.
- Balance and adjust the rectifier and recommission the system.
- Perform Commissioning survey.
- Provide AS-BUILT drawings with the final report for the station.

Commissioning

- Collect baseline (native) lift station readings.
- Activate and set the proper output of the system and test all the test points.
- Collect anode current for each individual anode.
- Collect rectifier data.
- Perform an ON/OFF survey after 30 days.

SUBMITTALS

- Post Installation Report with Field Data
- As-built drawing
- Material Submittal

Pre-job

- Contact JULIE (One Call Ticket) for the sites one week before starting the project.
- Work with an on-site locator to locate the private utilities.
- Determine the location of the anodes and rectifier at the site.

CLIENT TO PROVIDE

- Access to the site
- Escort, if required
- Adjacent property owners' notice of pending work
- Private Utility Locates
- **AC Power to the rectifier**
- All permitting (state, local, and internal), if required

SCHEDULE

- Work will be scheduled upon receipt of the signed proposal and work order.
- The estimated duration to complete the project is 2 days, with mobilization plus administrative setup.

COST FOR MATERIALS AND INSTALLATION

CADDY VISTA LIFT STATION

\$24,300.00

Terms and Conditions

- Mobilization is based on the normal work week travel M-F without overtime.
- The prices quoted are valid for a period of 60 days from the date of this proposal.
- No provision has been made for retention in this proposal.
- Overtime rates apply after eight (8) hours in a day and for all hours worked on an additional Saturday, Sunday, or holidays.
- Standby hours for labor and equipment will be charged a minimum of eight (8) hours per shift per day, unless otherwise stated in a pre-job agreement.
- Shutting down by the Village with less than 72 hours' notice will result in twenty-four (24) hours of billing for all personnel and equipment on site.
- Shutdown due to inclement weather may be billed at eight (8) hours plus per diem each day.
- Lump Sum invoices will be submitted with the final reports.
- Payment terms are Net 30 days from the date of invoice.

We thank you for this opportunity to provide this proposal. Please let us know if you have any questions or concerns.

Kind Regards,

Bill Carlson, Jr.



MEMORANDUM

DATE: Tuesday, September 23, 2025

TO: Caledonia Utility District

FROM: Anthony A. Bunkelman P.E.
Public Services Director



RE: Authorization of Signature – Professional Services Contract –
Information & Education Program for Meeting the Department of
Natural Resources Storm Water Permit Requirements – Root Pike
WIN

BACKGROUND INFORMATION

As part of the Village's MS4 Permit, the Village is required to provide Information, Education, and Awareness to its residents and the general public about various Storm Water Issues. To meet these requirements, the Village of Caledonia joined the Southeast Wisconsin Clean Water Network, which is 20 municipalities and UW Parkside, to pool resources and to make this a more regional approach. For more than 16 years, the Southeastern Wisconsin Clean Water Network utilized the Respect our Waters Storm Water Education and Outreach Program. This program was contracted through Root Pike Watershed Initiative Network.

Approximately December 1st, the WDNR will be issuing a new MS4 Permit. This updated permit will now require one or more measurable goals. Root Pike WIN has been working with the DNR to ensure compliance with the new requirement.

Root Pike Watershed Initiative Network has prepared a Professional Services Contract for 2 years to continue to meet these requirements and new requirements of the MS4 permit. The cost of these services for 2 years is \$9,088. This is the same cost as the previous contract and is still a low price to pay to ensure that the Village meets the requirement in the MS4 Permit.

I recommend that the Caledonia Utility District move to approve the Professional Services Contract with Root Pike Watershed Initiative Network to continue to perform the Respect Our Waters Storm Water Education and Outreach Program.

RECOMMENDATION

Move to approve the Professional Services Contract with the Root Pike Watershed Initiative Network for the Respect Our Waters Storm Water Education and Outreach Program for 2 years with the not to exceed amount of \$9,088 and authorize the Public Services Director to execute the Contract.



Restoring, Protecting and Sustaining the Root-Pike Basin

September 13, 2025

Anthony A. Bunkelman P.E.
Storm Water District Engineer – Village of Caledonia
5043 Chester Lane
Racine, WI 53402

**RE: STORMWATER PERMIT REQUIREMENTS FOR COMMUNICATIONS AND
OUTREACH**

Dear Tony,

Root-Pike Watershed Initiative Network is pleased to offer our *Respect Our Waters* public outreach services to help the Village of Caledonia meet your DNR stormwater permit requirements. Through the creation of the *Respect Our Waters* program, we have been educating residents of southeastern Wisconsin about stormwater and water quality for more than a decade. Attached you will find a new contract for 2026 and 2027 to continue our cooperative pursuit of cleaner water, less flooding and a stronger sense of place.

In the following pages, you will find a report on the value Root-Pike WIN has provided, ways we meet the DNR's specific requirements, and a two-year contract and budget. Education and outreach requirements were confirmed with DNR stormwater specialist, Samantha Katt on August 18th, 2025. As an update, the permit will now require one or more measurable goals. Root-Pike WIN will continue to work with the DNR as the permit is finalized to ensure compliance with this new requirement. An additional small update was made under *Scope: Community Outreach Events* to clarify participation in at least the minimum required number of active events annually as stated in your permit (page 6). Should any additional MS4 updates in education and outreach occur during the contract period, program changes will be implemented to meet the revised requirements. Root-Pike WIN is mission-driven, so we not only do this work at not-for-profit rates, but we do it with a passion for clean water. **Should you decide NOT to renew your contract with Root-Pike WIN, your municipality will be responsible for meeting these requirements on your own.**

For more than 25 years, we have been part of this community, and for that we are thankful. No other 501(c)3 is dedicated to restoring, protecting, and sustaining the rivers in SE Wisconsin with DNR/EPA-approved watershed restoration plans. **The deadline for renewal with Root-Pike WIN is December 15, 2025.** We look forward to continuing this valuable relationship with the Village of Caledonia.

Very Sincerely,

A handwritten signature in cursive script, reading "Laura Buska", is positioned above the printed name.

Laura Buska
Respect Our Waters Program Manager / (262) 358-3394



Restoring, Protecting and Sustaining the Root-Pike Basin

HISTORY

Root-Pike WIN founded the *Respect Our Waters* program in 2009 as a way for municipalities to provide stormwater education and outreach to residents, and municipal leaders and staff in an efficient and cost-effective manner. The *Respect Our Waters* program educates residents through informational mailers, social media, emails and events through a collective of municipalities who share the cost of the program. The program is designed to change homeowner habits related to water quality while realizing economies of scale with regard to the development and management of the program. The Southeastern Wisconsin Clean Water Network (SWCWN) works with municipal leaders and staff to implement best practices for improving the quality of stormwater runoff and reducing flooding. Root-Pike WIN also advances projects and programs in our DNR/EPA-approved Nine Key Element watershed restoration plans, by working with SWCWN members. This public-private partnership is a win/win for our watersheds and SWCWN members as projects in these plans measurably reduce flooding, increase water quality, improve native habitats, and create a stronger sense of place in your municipality. Below is a recap of the 2024-25 program:

Respect Our Waters

The *Respect Our Waters* program helps achieve key Education and Public Outreach recommendations in our Watershed Restoration Plans. We connect with the community through mailers, social media posts, online campaigns, articles, radio appearances, website hosting, and event giveaways. We also educate through in-person school and public presentations, volunteer days, workshops, and attendance at community events with interactive displays that share stormwater information in fun and memorable ways.

In 2024, the *Respect Our Waters* program took part in 63 events throughout Southeastern Wisconsin. Collaborations with Root-Pike WIN's *Pollinator Patch Program* brought to life turf-to-native prairie "living classroom" transformations at five parks, two schools, one town hall, and one church in the Root-Pike basin. In all, the ROW program actively reached over 5,505 event attendees, students, and volunteers about stormwater issues and solutions, and offered hundreds of free educational giveaways that promoted best management practices. Passively, a Valpak mailer promoting the onsite use of grass clippings reached 146,843 mailboxes, ~300 letters were mailed to BMP owners inviting them to participate in a stormwater pond webinar, and stormwater pollution posters were displayed in libraries within every municipality for two months. In the digital realm, a new stormwater pond website page was created and the *Watershed Wednesday* social media campaign with collaborator *Sweet Water* continued. By the end of 2024, a total of thirty-five boosted social media posts, twenty articles, eight emails, eight new signs, seven posters, three mailers, three radio broadcasts, and one annual *Water Resources Survey* passively reached over 885,417 people in the Root-Pike basin watersheds about stormwater topics, pollutants, and solutions.

Southeastern Wisconsin Clean Water Network

Part of *Respect Our Waters*, the SWCWN is made up of 19 municipalities plus the University of Wisconsin-Parkside. The goal of this program is to bring stormwater runoff pollution awareness and best management practices to these stormwater permit holders' residents. In 2020, Root-Pike WIN and *WI Salt Wise* began collaborating to provide education and events for members of the SWCWN. Collaborations will continue and promotions of *Smart Salting* training sessions virtually and in-person will be provided to DPWs. Meetings of the SWCWN will occur on a quarterly basis, either in-person or virtually, to discuss solutions to keep our water clean.

General Education and Outreach

Root-Pike WIN is always considering creative, innovative, and engaging ways to connect the public to their watershed. In 2024, Valpak was used to the onsite use of grass clippings to 146,843 homeowners. To target individuals impacting through construction, we boosted a LinkedIn post featuring an educational erosion control flyer to construction firms, reaching 110,058 industry workers. For DPW's, a winter maintenance open house was offered as a



Restoring, Protecting and Sustaining the Root-Pike Basin

refresh in salt equipment calibration techniques that save Municipalities money and protect from the negative impacts of oversalting.

MEETING PERMIT REQUIREMENTS

Root-Pike WIN has been working with municipalities to meet storm water discharge permit requirements with a turnkey communications program funded by a cooperative made up of each municipality and the Department of Natural Resources. The following excerpts that pertain to our services are found in the State of Wisconsin's N.R. 216 storm water discharge permit requirements. Root-Pike WIN confirmed these excerpts and potential updates with the DNR in August 2025. Should MS4 updates occur during the contract period, changes to the program will be implemented to meet the revised requirements:

"NR 216.07 Permit requirements. The department shall issue permits using the information provided by the applicant and other pertinent information when developing permit conditions. Permits shall, at a minimum, require all of the following:

(1) Public education and outreach.

(a) A public education and outreach program to distribute materials to the public or conduct equivalent public outreach to increase awareness of storm water impacts on waters of the state. The program shall at a minimum be designed to achieve all of the following:

- 1. Promote detection and elimination of illicit discharges or water quality impacts associated with discharges from municipal separate storm sewer systems.*
- 2. Inform and educate the public to facilitate the proper management of materials and encourage the public to change their behavior that may cause storm water pollution from sources including automobiles, pets, household hazardous waste and household practices.*
- 3. Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.*
- 4. Promote the management of stream banks and shorelines by riparian landowners to minimize erosion, and restore and enhance the ecological values of the waterway.*
- 5. Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks.*

(b) A program that includes elements to achieve all of the following:

- 1. Inform and educate those responsible for the design, installation or maintenance of construction site erosion control and storm water management practices on how to design, install and maintain the practices.*
- 2. Target businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences such as lawn care companies and restaurants on methods of storm water pollution prevention.*
- 3. Promote environmentally sensitive land development designs by developers and designers.*

Note: The public education and outreach program should be tailored, using a mix of locally appropriate strategies to educate the general public and target specific audiences likely to have significant storm water impacts.



Restoring, Protecting and Sustaining the Root-Pike Basin

Contract for Professional Services

Information & Education Program for Meeting the Department of Natural Resources Storm Water Permit Requirements

January 1, 2026 to December 31, 2027

Provided by: Root-Pike Watershed Initiative Network



Restoring, Protecting and Sustaining the Root-Pike Basin

PART I: SERVICES

A. PROGRAM Description

1. The service contract is dated January 1, 2026, and is between Root-Pike Watershed Initiative Network, Inc. (hereinafter referred to as the “Contractor”) and the **Village of Caledonia** (hereinafter referred to as the “Client”). The Contractor will provide services to coordinate and execute a two-year public outreach, education and public participation project for the Client on behalf of Root River, Pike River, Pike Creek, Oak Creek, Wind Point and the Upper Des Plaines watersheds in fulfilling the Information and Education requirements of their State of Wisconsin issued stormwater discharge permits (Wis. Admin. Code, Chapter NR 216). The PROGRAM will continue to be known as *Respect Our Waters* (hereinafter referred to as the “PROGRAM”).
2. The PROGRAM has the following objectives during the term of this contract, per the NR 216 requirements:
 - NR 216.07(1)(b)1. Inform and educate those responsible for the design, installation or maintenance of construction site erosion control and storm water management practices on how to design, install and maintain the practices.
 - NR 216.07(1)(a)2. Inform and educate the public to facilitate the proper management of materials and encourage the public to change their behavior that may cause storm water pollution from sources including automobiles, pets, household hazardous waste and household practices;
 - NR 216.07(1)(a)3. Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides;
 - NR 216.07(1)(a)4. Promote the management of stream banks and shorelines by riparian landowners to minimize erosion, and restore and enhance the ecological values of the waterway;
 - NR 216.07(1)(a)5. Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks;
3. The PROGRAM may address the following requirements should the opportunity arise:
 - NR 216.07(1)(a)1. Promote detection and elimination of illicit discharges or water quality impacts associated with discharges from municipal separate storm sewer systems;
 - NR 216.07(1)(b)2. Target businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences such as lawn care companies and restaurants on methods of storm water pollution prevention;
 - NR 216.07(1)(b)3. Promote environmentally sensitive land development designs by developers and designers.



Restoring, Protecting and Sustaining the Root-Pike Basin

B. Scope

Target Audience: Based on the results from the 2010 and 2016 household surveys administered under this PROGRAM, the Contractor will target the ‘homeowner families with children’ demographic who live in the geographic area served by the Client and perform their own yard work, wash their cars, and walk their dogs. The Contractor will also target specific sub-watershed units if they are defined in one of our EPA/DNR-approved Nine Key Element Watershed Restoration Plans as a pollutant “hotspot”.

Message: The Contractor, and originator of the Respect Our Waters PROGRAM, will continue to utilize creative, innovative, and engaging ways to connect the public to their watershed. Outreach efforts will focus on educating individuals on managing pet waste, yard waste, lawn chemicals, leaky car chemicals, rain barrels, rain gardens, and illicit dumping into storm sewers to keep our waters clean. All other outreach activities, as outlined in the scope of work below, will use similar messaging to meet objectives described in section A.3. of this contract. The Contractor will also use the data, conclusions and recommendations in our three, EPA/DNR-approved Nine Key Element Watershed Restoration Plans for education and outreach to a variety of audiences with targeted messaging.

1. Community Outreach Events

Goal: Participate each year in at least the minimum required number of active events as stated in your permit, to promulgate the *Respect Our Waters* campaign.

Deliverable: The Contractor will participate in at least the minimum required number of active events as stated in your permit within your Municipality over the 2026-2027 contract period for the Respect Our Waters campaign. The Contractor will engage event attendees using a stormwater runoff model demonstration, engaging displays, children’s games and activities, and numerous free giveaway publications and other items. The Contractor will provide all the necessary components to complete this part of the program by coordinating and staffing the events, supplying the materials and equipment already in the Contractors possession. This also covers travel costs and insurance. The events satisfy:

- NR 216.07(1)(a)2. Inform and educate the public about runoff pollutant issues/solutions
- NR 216.07(1)(a)3. Promote beneficial onsite reuse of lawn waste
- NR 216.07(1)(a)4. Promote healthy stream banks and shorelines
- NR 216.07(1)(a)5. Promote landowner infiltration solutions



Restoring, Protecting and Sustaining the Root-Pike Basin

2. Storm Water “Hot Spots” Targeting

Goal: Reduce pollution numbers for total suspended solids, chlorides phosphorus, *E. coli* and nitrogen via targeted outreach to residents in a specific Nine Element Plan-identified pollutant hotspot area in each member municipality. Reduce pollution numbers for phosphorus, *E. coli* and nitrogen.

Deliverable: The Contractor will raise awareness of hotspot issues and provide solutions to residents using targeted outreach in the form of mailings and in-person contact. The Contractor will use the EPA/DNR-approved Nine Key Element Watershed Restoration Plans as the default guide for outreach and solutions. The Contractor will adapt the messaging as necessary where a Nine Key Element plan does not exist or cover a specific runoff pollutant issue. The Contractor will work to bring awareness and action to issue and may work with The Client and/or landowner to resolve the issue as part of physical project under a separate contract/project. This outreach satisfies:

- NR 216.07(1)(a)2. Inform and educate the public about runoff pollutant issues/solutions
- NR 216.07(1)(a)3. Promote beneficial onsite reuse of lawn waste
- NR 216.07(1)(a)4. Promote healthy stream banks and shorelines
- NR 216.07(1)(a)5. Promote landowner infiltration solutions

3. Public Awareness Communications

Goal: Promote solutions that address the critical watershed issues in local print and online publications.

Deliverable: The Contractor will create story pitches regarding the PROGRAM that get published in print and online to audiences using more targeted local media (newspapers, community magazines, and municipal sites, etc.). This activity satisfies:

- NR 216.07(1)(b)1. Educate contractors and selectively monitor construction erosion control
- NR 216.07(1)(a)2. Inform and educate the public about runoff pollutant issues/solutions
- NR 216.07(1)(a)3. Promote beneficial onsite reuse of lawn waste
- NR 216.07(1)(a)4. Promote healthy stream banks and shorelines
- NR 216.07(1)(a)5. Promote landowner infiltration solutions

4. Social Media Communications

Goal: Bring awareness to urban watershed issues and solutions for homeowners through ongoing mass communications.

Deliverable: The Contractor will develop content, create website updates and implement social media posts. This activity satisfies:

- NR 216.07(1)(b)1. Educate contractors and selectively monitor construction erosion control
- NR 216.07(1)(a)2. Inform and educate the public about runoff pollutant issues/solutions
- NR 216.07(1)(a)3. Promote beneficial onsite reuse of lawn waste
- NR 216.07(1)(a)4. Promote healthy stream banks and shorelines
- NR 216.07(1)(a)5. Promote landowner infiltration solutions



Restoring, Protecting and Sustaining the Root-Pike Basin

5. Construction Site Erosion Prevention

Goal: Communicate the importance of erosion control practices to local construction companies by working with field staff and leadership.

Deliverable: The contractor will identify and communicate with construction leaders about the importance of erosion control during rain events. This activity satisfies:

- NR 216.07(1)(b)1. Educate contractors and selectively monitor construction sites



Restoring, Protecting and Sustaining the Root-Pike Basin

C. PROGRAM Budget *

	Caledonia
INCOME	
2024-25 Local Share	\$ 9,088
2026-27 Budget	\$ 9,088
ACTIVITIES	
1) Outreach Events (Public & SWCWN)	\$ 2,726
2) Target Nine Element Plan Hotspot	\$ 2,726
3) News Story Pitches	\$ 909
4) Outreach Media	\$ 909
5) Construction Communications	\$ 909
Subtotal Program Costs	\$ 8,179
Fiscal Agent Fees	\$ 909
Total Expenses	\$ 9,088

*The scope and activities of the *Respect Our Waters* program may change depending on conditions (such as COVID and/or inflation), needs and opportunities, but the overall cost of the program will not.



Restoring, Protecting and Sustaining the Root-Pike Basin

D. Assumptions & Conditions

This agreement is subject to the following terms & conditions:

1. The Client agrees to make an annual payment to the Contractor to fund the PROGRAM in the dollar amount described in the Proposal and this Contract and agree to make payments no later than February 1, 2026 and February 1, 2027 unless other arrangements are made with the Client.
2. The Contractor agrees to be the fiscal agent for the duration (two years) of the PROGRAM, commencing January 1, 2026 and ending December 31, 2027 and will receive financial remuneration (built into PROGRAM budget) for its services to cover costs incurred for program management, accounting, operations, insurance and legal needs.
3. The Contractor will complete the tasks listed in the Scope between January 1, 2026 and December 31, 2027.
4. The Contractor will submit an annual report to the Client on or before January 31, 2027 and January 31, 2028.
5. Should the DNR change the education and outreach requirements of your storm water discharge permit before the term of this contract expires, The Contractor will adjust the scope, schedule and costs to meet the new requirements, and provide The Client a revised contract for approval of the new PROGRAM.

E. Team

The Contractor will provide the following personnel to provide services to the Client. If any of these persons become unavailable, the Contractor will notify and secure approval from the Client prior to replacement of such persons. Any person replacing team members shall have similar or superior qualifications. The following personnel will provide services for this PROGRAM:

- Laura Buska, Program Manager, Root-Pike Watershed Initiative Network (Primary Contact)
- Kristi Heuser, SWCWN Coordinator, Root-Pike Watershed Initiative Network
- Dave Giordano, Executive Director, Root-Pike Watershed Initiative Network
- Amy Kolb, Accounting, Root-Pike Watershed Initiative Network

F. Decisions

The Contractor will follow the approved budget and scope of services with input from the Client to implement the PROGRAM. Most content can be developed and implemented by the Contractor, but final content and reach decisions will be made by the Client should a dispute arise.



Restoring, Protecting and Sustaining the Root-Pike Basin

PART II: COMPENSATION

A. Compensation

Compensation to the Contractor for services rendered January 1, 2026 through December 31, 2027 (two years) by employees working on the PROGRAM in accordance with PART I, services of the Agreement will be for a not-to-exceed fee of \$9,088 to implement the PROGRAM over the two-year term of the contract. This fee includes salary and reimbursable items including mileage, copies, printing, postage, materials, subcontractors, promotional items and other reimbursable expenses in the PROGRAM budget directly related to the implementation of the PROGRAM, as well as financial remuneration for the Client.

B. Billing and Payment

1. The Contractor will provide a yearly accounting report of all PROGRAM expenses during the term of the contract from January 1, 2026 to December 31, 2027. The Contractor can provide standard reports from QuickBooks as needed by the Client.
2. The Contractor shall maintain accounting records of its costs in accordance with generally accepted accounting practices. Access to such records will be provided during normal business hours with reasonable notice during the term of this Agreement and for 3 years after completion.



Restoring, Protecting and Sustaining the Root-Pike Basin

PART III: CONTRACTOR STANDARD TERMS AND CONDITIONS

STANDARD OF CARE. Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. No warranty or guarantee, express or implied is provided, including warranties or guarantees contained in any uniform commercial code. The Contractor, upon notice from the Client, will re-perform any non-conforming services without additional compensation. If deficiencies are not corrected in a timely manner, the Client may cause the same to be corrected and deduct costs incurred by reason of such deficiency from the Contractor's compensation.

CHANGE OF SCOPE. The scope of Services set forth in this Agreement is based on the facts known at the time of execution of this Agreement, including, if applicable, information supplied by the Contractor and the Client. The Contractor will promptly notify the Client if any perceived changes of scope in writing and the parties shall negotiate modifications to the Agreement with input from the Wisconsin Department of Natural Resources. No payment for services beyond those described in the original scope will be authorized without a written modification to this Agreement.

DELAYS. If events beyond the control of the Contractor, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be extended for a period equal to the delay.

TERMINATION/SUSPENSION. Either party may terminate this Agreement upon 30 days written notice to the other party in the event of substantial failure by the other party to perform in accordance with its obligations under this Agreement. If the Contractor fails to correct or cause to be corrected such failure to perform within ten (10) days of written notice by the Client, the Contractor shall be deemed to be in default of this Agreement. The Contractor will return all unused and uncommitted funds within 30 days.

REUSE OF INSTRUMENTS OF SERVICE. All reports, publications, artwork, electronic files, and other documents prepared by the Contractor as instruments of service shall remain the property of the Contractor. The Contractor shall retain all common law, statutory and other reserved rights, including the copyright thereto. Reuse of any instruments of service including electronic media, for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written authorization or adaptation by the Contractor for the intended purposes, shall be at the Contractor's sole risk.

VENDOR COSTS. Any opinion of vendor costs prepared by the Contractor is supplied for the general guidance only. Since the Contractor has no control over bidding or market conditions, the Contractor cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to the Contractor or its clients.



Restoring, Protecting and Sustaining the Root-Pike Basin

SAFETY. The Contractor shall establish and maintain PROGRAMs and procedures for the safety of its employees. The Contractor specifically disclaims an authority or responsibility for general job safety and safety of persons other than the Contractor’s employees.

MODIFICATION. This Agreement, upon execution by both parties hereto, can be modified only by written instrument signed by both parties.

INSURANCE. The Contractor shall maintain insurance coverage as described herein:

Comprehensive General Liability	\$1,000,000	occurrence/aggregate
Automobile Liability	\$1,000,000	occurrence/aggregate
Worker’s Compensation/Employers Liability	Statutory	
Professional Liability	\$1,000,000	occurrence/aggregate
Umbrella Liability	\$1,000,000	occurrence/aggregate

INDEMNIFICATION AND HOLD HARMLESS. To the fullest extent permitted by law, the Contractor shall indemnify and hold the Client harmless from and against any and all claims of any party or parties that make a demand, bring a claim, or institute a legal action allegedly arising out of the Agreement and/or the PROGRAM and the Contractor further agrees to indemnify and hold the Client harmless for any loss, liability, and damages sustained by the Contractor, its agents, employees, and representatives by reason of injury or death to persons or damage to tangible property. This provision extends to all attorney’s fees, costs, interest and resulting settlement amounts and/or judgments.

ASSIGNMENT. The rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party.

NO WAIVER. No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate another section of the Agreement or operate as a waiver of any future default, whether like or different in character.

SEVERABILITY. The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

INDEPENDENT CONTRACTOR STATUS. The Contractor has “Independent Contractor Status” and will maintain complete control of and responsibility for its employees, agents, methods, and operations.



Restoring, Protecting and Sustaining the Root-Pike Basin

DISPUTE RESOLUTION. In the event of a dispute arising out of or relating to this Agreement or the services to be rendered hereunder, the Contractor and the Client agree to attempt to resolve such disputes in the following manner. First, the parties agree to attempt to resolve such disputes through direct negotiations between the appropriate representatives of each party. Second, if such negotiations are not fully successful, the parties agree to attempt to resolve any remaining dispute by formal nonbinding mediation conducted in accordance with rules and procedures to be agreed upon by the parties. Third, if such negotiations fail, either party may pursue an action in the circuit courts of the State of Wisconsin.



Restoring, Protecting and Sustaining the Root-Pike Basin

PART IV: AGREEMENT

This Agreement is by and between the Contractor:

Root-Pike Watershed Initiative Network

4116 12th St.

Kenosha, WI 53144

262-883-4018 / dave@rootpikewin.org

and

The Client

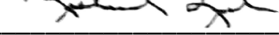
Village of Caledonia

Who agree as follows:

Root-Pike Watershed Initiative Network hereby agrees to perform the services set forth in Part I/Services for the compensation set forth in Part II/compensation. Root-Pike Watershed Initiative Network shall be authorized to commence the Services upon execution of this Agreement and written authorization to proceed from the **Village of Caledonia**. The **Village of Caledonia** and the Root-Pike Watershed Initiative Network agree that this signature page, together with Parts I-III, constitute the entire Agreement between them relating to the PROGRAM.

Approved for

Root-Pike Watershed Initiative Network

Signature: 

Name: Michael A. Luba

Title: Root-Pike WIN Board President

Date: 9/5/2025

Approved for

Village of Caledonia

Signature: _____

Name: _____


Title: _____

Date: _____

MEMORANDUM

DATE: Tuesday, September 23, 2025

TO: Caledonia Utility District

FROM: Anthony A. Bunkelman P.E.
Public Services Director 

RE: Professional Services Agreement – East 4 Mile Road Sanitary Sewer Relay & Rehabilitation – R.A. Smith, Inc.

BACKGROUND INFORMATION

The Caledonia Utility District was informed by the Village of Wind Point that Wind Point was going to replace the watermain along 4 Mile Road from Hunt Club Road to Lighthouse Drive. The Village of Wind Point is also going to reconstruct 4 Mile Road from North Main Street to Lighthouse Drive.

In April, the Caledonia Utility District moved to Replace the 1966 Watermain from North Main Street to Hunt Club Road, Replace the 1966 Wholesale Meter Pit, Televis the Sanitary Sewer along the route, televise the Sanitary Sewer Laterals on the route, and adjust the 24 Sanitary Sewer manholes along the route.

The televising of the sanitary sewer system revealed that 3 runs of the sanitary sewer should be lined, 1 run of sanitary sewer needed to be replaced, several areas of sanitary sewer near manholes in the intersections need to be replaced, all the sanitary sewer laterals need to be replaced, 2 sanitary sewer manhole could be removed, and 11 sanitary sewer manholes needed to be replaced. A spreadsheet of this work has been provided to R.A. Smith. R.A. Smith will now need to design the replacement of these sanitary sewer facilities.

R.A. Smith has provided a Professional Services contract for the design of the sanitary sewer and inclusion into the Wind Point plans for the project. The cost of this proposal is \$20,000.

It is recommended that the Professional Services Proposal for the sanitary sewer for the East 4 Mile Road Project be accepted, and the signature of the Contract is authorized.

RECOMMENDATION

Move to approve the Professional Services Agreement for the East 4 Mile Road Sanitary Sewer Relay and Rehabilitation Project for a total cost of \$20,000 and authorize the Public Services Director to execute the proposal with R.A. Smith, Inc.

September 12, 2025

Mr. Tony Bunkelman, P.E.
Public Services Director
Village of Caledonia
5043 Chester Lane
Caledonia, WI 53402

Re: Proposal for E. Four Mile Road Sanitary Sewer Relay and Rehabilitation
raSmith Opportunity No.: 2245371.01

Dear Tony:

Thank you for giving raSmith the opportunity to provide you with a proposal for professional services. We look forward to working with the Village of Caledonia on the E. Four Mile Road Sanitary Sewer Relay and Rehabilitation project. We strive to develop a long-term, mutually beneficial relationship with our clients and are committed to understanding your challenges and developing solutions that meet your needs.

Project Understanding

raSmith is pleased to be considered for the E. Four Mile Road Sanitary Sewer Relay and Rehabilitation project. As part of the roadway rehabilitation and water main replacement project within Caledonia's and Wind Point's jurisdiction (from Main Street (CTH G) to Lighthouse Drive), the Village of Caledonia has requested design and bidding services to relay approximately 150 LF of 18-inch sanitary sewer, 250 LF of 8-inch sanitary sewer, relay approximately 51 sanitary laterals from main to right of way, remove approximately 2 sanitary sewer manholes and replace 8 existing sanitary sewer manholes. The topographic survey data completed for the roadway and water main project will be utilized for the sanitary sewer improvements. It is anticipated that the roadway, water main and sanitary sewer efforts will be bid as one project with the Village of Wind Point as the primary Owner.

Scope of Services

- A. Prepare construction plans utilizing exhibits and data provided by the Village as well as the previously completed topographic survey data from raSmith for the sanitary sewer improvements. Construction plans will include plan and profile plan sheets for the corridor, traffic control sheets, and necessary standard detail drawings which will be included in the larger plan set for the roadway rehabilitation and water main replacement.
- B. Prepare and apply for DNR sanitary sewer relay permit for the 8- and 18-inch sanitary sewer relay segments.
- C. Prepare bidding documents for the sanitary sewer relay and rehabilitation project in conjunction with the water main replacement and roadway rehabilitation project. It is anticipated that the three components will all be bid as one project.
- D. Conduct project bidding services in which raSmith will coordinate the legal advertisement of the project in the local legal publication (Racine Journal Times). Plans and specifications will be posted on the raSmith website using QuestCDN as well as on QuestCDN database. We will answer any questions during the bidding process. We will attend the bid opening utilizing an electronic bidding process through QuestCDN, ensure bidders have submitted the prescribed pre-qualifications, provide an award recommendation and bid summary once the bids have been opened and reviewed.



Mr. Tony Bunkelman, P.E. – Public Services Director
E. Four Mile Road Sanitary Sewer Relay and Rehabilitation
Page 2 / September 12, 2025

Completion Schedule

We will work with you to meet the project deadline and to establish an acceptable schedule that will be mutually agreed upon prior to beginning work.

Professional Fees

The above services will be provided for a time and expense not to exceed fee of \$20,000.00.

Services will be billed each month based on the work completed. Usual and customary expenses such as mileage, printing, postage, and any permit fees are not included in the estimated fee and will be billed at cost as a reimbursable expense.

Client Responsibilities/Assumptions

- A. The Client shall provide digital copies of standard details, sanitary sewer CCTV videos/reports, and any project specific specifications as agreed needed for the project. In the event standard details and/or project specifications are not available from the Client, raSmith will create the necessary items.
- B. This sanitary sewer rehabilitation/relay project will be bid as one project with water main replacement and roadway rehabilitation project currently ongoing with the Village of Wind Point.
- C. The terms and conditions set forth herein are valid for 30 days from the date of this proposal and are conditioned upon our completion of all services by November 1, 2025.

This proposal does not include any services beyond those described in the above scope of services. raSmith offers an array of supplemental services that are available at your request. Please refer to Attachment A for a complete list of our services.

If you would like to authorize raSmith to proceed with your project, please sign the attached Professional Services Agreement Between Client and Professional, and forward a signed copy of the entire Agreement to me. Once received, we will execute and return a copy for your records. We look forward to working with you on this project.

Sincerely,
raSmith

A handwritten signature in black ink, appearing to read 'Jason Feucht'.

Jason Feucht, P.E.
Assistant Director of Municipal Services

Enclosure: Professional Services Agreement – Contract
Corporate Overview – Attachment A
Rate Schedule – 2025

c: Scott Rewolinski, Public Works Supervisor, Village of Wind Point



PROFESSIONAL SERVICES AGREEMENT
BETWEEN CLIENT AND PROFESSIONAL

THIS IS AN AGREEMENT effective as of _____ ("Effective Date") between _____ ("Client") and R.A. Smith, Inc. ("Professional").

Client's Project, of which Professional's services under this Agreement are a part, is generally identified as follows:

("Project").

Professional's services under this Agreement are generally identified as follows:

("Services").

Client and Professional further agree as follows:

1.01 *Basic Agreement and Period of Service*

- A. Professional shall provide or furnish the Services solely for the benefit of Client as set forth in this Agreement and in the attached proposal. If authorized by Client, or if required because of changes in the Project, Professional shall furnish services in addition to those set forth above ("Additional Services").

2.01 *Payment Procedures*

- A. *Invoices:* Professional shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Client on a monthly basis. Invoices are due and payable within 30 days of invoice date. If Client fails to make any payment due Professional for Services, Additional Services, and expenses within 30 days after receipt of Professional's invoice, then (1) the amounts due Professional will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day, and (2) in addition Professional may, after giving seven days written notice to Client, suspend Services under this Agreement until Professional has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges. Client waives any and all claims against Professional for any such suspension.
- B. *Payment:* As compensation for Professional providing or furnishing Services and Additional Services, Client shall pay Professional as set forth in this agreement. If Client disputes an invoice, either as to amount or entitlement, then Client shall promptly advise Professional in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

2.02 *Basis of Payment*

- A. Client shall pay Professional for Services in the amount and manner provided in the attached proposal.
- B. *Additional Services:* Unless specified in the attached proposal, for Additional Services, Client shall pay Professional an amount equal to the cumulative hours charged in providing the Additional Services by each class of Professional's employees, times standard hourly rates for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services and Professional's consultants' charges, if any.

3.01 *Suspension and Termination*

- A. The obligation to continue performance under this Agreement may be suspended:
1. *By Client:* Client may suspend the Project for up to 90 days upon seven days written notice to Professional.
 2. *By Professional:* Professional may, after giving seven days written notice to Client, suspend services under this Agreement if Client has failed to pay Professional for invoiced services and expenses, as set forth in this Agreement.
- B. The obligation to continue performance under this Agreement may be terminated:
1. For cause,
 - a. By either party upon 14 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Professional for its services is a substantial failure to perform and a basis for termination.
 - b. By Professional:
 - 1) upon seven days written notice if Client demands that Professional furnish or perform services contrary to Professional's responsibilities as a licensed professional; or
 - 2) upon seven days written notice if the Professional's Services are delayed for more than 90 days for reasons beyond Professional's control, or as the result of the presence at the Site of undisclosed Constituents of Concern.
 - c. By Client, for convenience, effective upon Professional's receipt of written notice from Client

- d. Professional shall have no liability to Client on account of a termination for cause by Professional.
 - e. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under this section if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.
 - C. In the event of any termination under this section, Professional will be entitled to invoice Client and to receive full payment for all Services and Additional Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and Additional Services, and Professional's consultants' charges, if any.
- 4.01 *Successors, Assigns, and Beneficiaries*
- A. Client and Professional are hereby bound and the successors, executors, administrators, and legal representatives of Client and Professional are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
 - B. Neither Client nor Professional may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
 - C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Client or Professional to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Client and Professional and not for the benefit of any other party.
- 5.01 *General Considerations*
- A. **Standard of Care**
The standard of care for all professional engineering and related services performed or furnished by Professional under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Professional makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Professional. Subject to the foregoing standard of care, Professional and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
 - B. **Design Without Construction Phase Services**
Professional shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Professional have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to such Constructor's furnishing and performing of its work. Professional shall not be responsible for the acts or omissions of any Constructor. Professional neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
 - C. **Opinions of Cost**
Professional's opinions (if any) of probable construction cost are to be made on the basis of Professional's experience, qualifications, and general familiarity with the construction industry. However, because Professional 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, Professional cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Professional. If Client requires greater assurance as to probable construction cost, then Client agrees to obtain an independent cost estimate. Professional shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by Professional or its consultants.
 - D. **Use of Documents**
All documents prepared or furnished by Professional are instruments of service, and Professional retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Client shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Client, subject to receipt by Professional of full payment due and owing for all Services and Additional Services relating to preparation of the documents and subject to the following limitations:
 - 1. Client acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Professional, or for use or reuse by Client or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Professional;

2. Any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Professional, as appropriate for the specific purpose intended, will be at Client's sole risk and without liability or legal exposure to Professional or to its officers, directors, members, partners, agents, employees, and consultants;
3. Client shall indemnify and hold harmless Professional and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Professional; and
4. Such limited license to Client shall not create any rights in third parties.

E. Liability

To the fullest extent permitted by Laws and Regulations, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of Professional and Professional's officers, directors, employees, and Consultants, to Client and anyone claiming by, through, or under Client for any and all injuries, claims, losses, expenses, costs, or damages whatsoever arising out of, resulting from, or in any way related to the Project, Professional's or its Consultants services or this Agreement from any cause or causes whatsoever, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract, indemnity obligations, or warranty express or implied of Professional or Professional's officers, directors, employees, or Consultants shall not exceed the total amount of \$100,000 or the total compensation received by Professional under this Agreement, whichever is less.

F. Indemnification

To the fullest extent permitted by Laws and Regulations, Client shall indemnify and hold harmless Professional and Professional's officers, directors, employees, and Consultants from and against any and all claims, costs, losses and damages (including but not limited to all fees and charges of Professionals, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Project, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of the Client or Client's officers, directors, members, partners, agents, employees, consultants, or others retained by or under contract to the Client with respect to this Agreement or to the Project.

G. Dispute Resolution

Client and Professional agree to negotiate each dispute between them in good faith during the 30 days after written notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law. The venue for all disputes shall be the state of Wisconsin. Attorney fees will be borne by the non-prevailing party.

H. Governing Law

This Agreement is to be governed by the law of the state of Wisconsin.

6.01 *Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Client and Professional and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument. Nothing in this Agreement between Professional and Client shall create a contractual relationship between either Professional and Client and an outside third party.

7.01 *Lien Notice*

- A. As required by the Wisconsin construction lien law, Professional hereby notifies Client that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on Client's land may have lien rights on Client's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned Professional, are those who contract directly with the Client or those who give the Client notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, Client probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. Professional agrees to cooperate with the Client and the Client's lender, if any, to see that all potential lien Professionals are duly paid.



IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Project Name: _____

Client: _____

Professional: _____

By: _____

By: _____

Print name: _____

Print name: _____

Title: _____

Title: _____

Date Signed: _____

Date Signed: _____

Address for Client's receipt of notices:

Address for Professional's receipt of notices:

R.A. Smith, Inc.

16745 West Bluemound Road

Brookfield, WI 53005

Client's Phone: _____

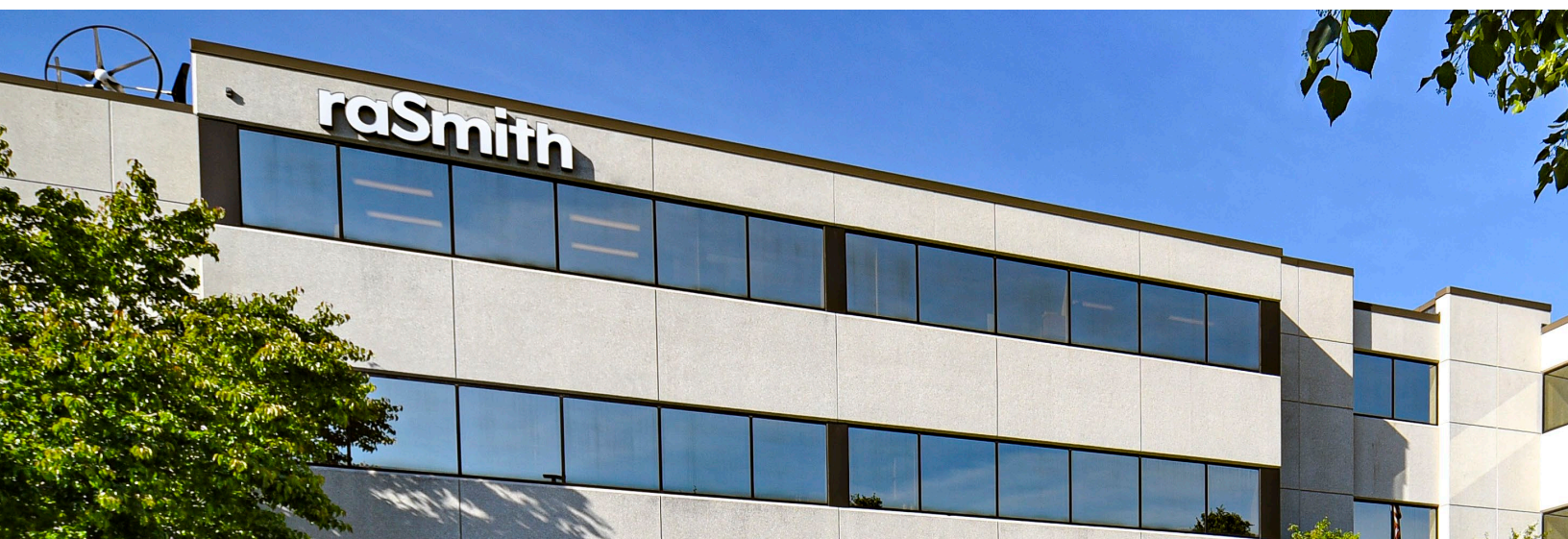
Professional's Phone: _____

Client's Email: _____

Professional's Email: _____

Corporate Overview

raSmith is a multi-disciplinary engineering consulting firm established in the city of Brookfield, Wisconsin, in 1978. raSmith was founded by Richard A. Smith, M.S., P.E., F.ASCE. Richard A. Smith Jr., P.E., (Ricky) is the second-generation owner and leads the firm as president. Our services include civil engineering, structural engineering, transportation and traffic, land surveying, geographic information systems (GIS), development management, landscape architecture, ecological services, construction services, LiDAR (3D laser scanning), and UAS (unmanned aircraft systems). We work on projects nationwide from our six locations in Wisconsin, Illinois, and California. The firm employs a staff of 220.



Our Services

[Cold-Formed Steel Engineering](#)

[Construction Inspection/Management](#)

[Development Management](#)

[Ecological](#)

[GIS \(Geographic Information Systems\)](#)

[Grant Writing](#)

[Hydrographic Surveying](#)

[Land Surveying](#)

[Landscape Architecture](#)

[LiDAR \(3D Laser Scanning\)](#)

[Municipal Engineering](#)

[Site Design](#)

[Structural Engineering](#)

[Traffic Engineering](#)

[Transportation Engineering](#)

[UAS \(Unmanned Aircraft Systems\)](#)

[Water Resources](#)

[Water/Wastewater Engineering](#)

Locations

Wisconsin:

Brookfield

Appleton

Cedarburg

Madison

Illinois:

Naperville

California:

Irvine

**PROFESSIONAL FEES SCHEDULE
 STANDARD 2025 WISCONSIN RATES**

<u>ENGINEERING SERVICES</u>	<u>PER HOUR</u>		
Senior Project Manager	\$ 202		
Project Manager	\$ 183		
Senior Project Engineer	\$ 183		
Project Engineer	\$ 175		
Civil Engineer	\$ 123	-	\$ 164
Engineering Technician	\$ 89	-	\$ 158
Ecologist	\$ 98	-	\$ 169
 <u>SURVEYING SERVICES</u>			
Senior Project Manager	\$ 181		
Project Manager	\$ 165		
2-Member Field Crew GPS/Robotics	\$ 245		
Field Person GPS/Robotics	\$ 169		
Project Surveyor	\$ 139		
Survey Technician	\$ 102	-	\$ 136
 <u>ADMINISTRATIVE SERVICES</u>			
Project Technician	\$ 100		