

**CITY OF PRESCOTT
MEETING NOTICE
PUBLIC WORKS COMMITTEE**

**MONDAY, JULY 19, 2021
AT 5:00 P.M.**

**MUNICIPAL BUILDING
800 BORNERS ST.**

PRESCOTT, WI 54021

Website: prescottwi.org

1. Call to Order
2. Roll Call
3. Approve minutes for June 17, 2021
4. Request for city to help pay for trimming of trees on Dakota St
5. Discuss possible alternate date watering due to tower maintenance
6. Impact Fees
7. 2022 Street project – discussion on if grant should be applied for and start of design
8. Utility bill printing and mailing by 3rd party
9. Other Business
10. Adjourn

NOTICE

**ACCESS TO THE MUNICIPAL BUILDING FOR THE DISABLED IS
AVAILABLE THROUGH THE MUNICIPAL BUILDING PARKING LOT
ENTRANCE. ALL THOSE WITH SPECIAL NEEDS SHOULD CALL CITY
HALL OFFICES (715-262-5544) IF ASSISTANCE IS REQUIRED.**

CITY OF PRESCOTT, WISCONSIN
JUNE 17, 2021 PUBLIC WORKS COMMITTEE

Pursuant to due call and notice thereof, a meeting of the Public Works Committee was held Thursday, June 17, 2021, 800 Borner St., Prescott, WI 54021.

Call to order/Roll Call: Meeting was called to order by Alderperson Rob Daugherty at 5:15 pm. Members present were Bailey Ruona and Maureen Otwell. Parks and Street Superintendent Mike Kinneman and City Administrator Jayne Brand represented staff

Ruona/Otwell motion to approve the minutes for March 21, 201 passed without a negative voice vote.

Parks and Street Superintendent Mike Kinneman presented information regarding the Dakota Street parking lot. The lower section of the parking lot has been dug out, paved and stripped and is ready for parking. Mike stated they are working on the upper section of the parking lot. There will be 12 foot wall sections placed in the area which has been dug out and will be paved. The middle section is still being looked at as a 2022 project. The traffic will come in off of Orange Street through the alley which will be one way. There was discussion as to way only a portion of the alley was paved and Mike stated the rest of the alley looks good. The committee would like staff to get a quote on a parking meter. The committee discussed the issues which were brought up by Todd Langenfeld. The drainage was discussed. The area has been graded to move the drainage away from the alley. There is also a beehive type stormwater drain on the Langenfeld property which is private but appears to not have been cleaned for a number of years. Public Works have cleaned out the drain. This should help to catch some of the stormwater also. There was also a barrier put by the Langenfeld property to divert stormwater. Langenfeld also questioned why the property owners weren't notified about the paving so they could pave at the same time. This project was completed by our public works department. There were no bidding specs for this project so there were no public hearing held to offer special assessments. The request from Langenfeld was to have his pavement special assessed over a 5 year period without paying any interest. The committee is not willing to offer special assessments for this project.

Ruona/Otwell motion to approve purchase of new railings for the lift station in the amount of \$7,880 with funds coming from the sewer replacement fund passed without a negative voice vote.

There was a request from the property owner at 230 Flora Street for the restoration of grass. There was a separate agreement made regarding this restoration. The Flora Street project was completed in 2019 and had a one year guarantee on the grass. Since it has been over one year the committee felt it is now the property owner's responsibility. **Otwell/Ruona motion to deny the request for additional grass restoration at 230 Flora Street passed without a negative voice vote.**

The committee discussed capital and utility street projects for the next few years. A number of the projects on the list have already been completed. Elm Street from Kinnickinnic to Monroe Street will be a top priority project. Elm will be looked at to have utilities replaced, curb and gutter and sidewalk. Locust Street will be added to the list from Orange Street to Monroe Street. Locust will have utilities looked at and also curb and gutter. Parks and Street Superintendent Mike Kinneman wants to see how the slurry overlay will work for the street slated to be completed on July 6th. The other streets being looked at for mill and overlay or slurry are Laura, Helen, Gibbs, Monroe, Lawrence, Warren, Cedar Lane and Mississippi Street. **Ruona/Otwell motion to approve the streets as proposed for the capital street improvement plan as presented and to also add Monroe Street from St. Croix Street to Walnut and Chestnut from Walnut to Ash for mill and overlay or slurry passed without a negative voice vote.**

The stormwater on Orange and Cherry Street was discussed. The stormwater is basically crumbling and needs to be repaired. Parks and Street Superintendent Mike Kinneman stated public works employees can do the work. City staff was directed to get pricing for the pipes and repair of the asphalt. Orange Street is the most need of repair. **Ruona/Otwell motion to have staff get pricing for the repair of the stormwater for Orange and Cherry Street passed without a negative voice vote.**

The committee discussed replacement of the boat launch and adding back a fishing dock. It was discussed the dock would be 200 feet long and 8 feet wide. One hundred feet of the dock would have benches for the fishing dock and the other 100 feet would be the boat launch. Parks and Street Superintendent Mike Kinneman will have discussions with River City Welding who is putting in our current courtesy dock to see what types of options he may have. Alderperson Ruona also asked if a quote could be gotten for a 60 foot dock for the turnaround area on Lake Street. There have also been comments from residents about the riprap in this area but it was discussed this is happening because of the wind and the riprap helps with erosion. Staff will look into possible grants for these projects.

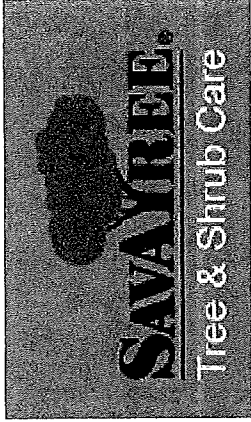
Discussion was held on the land request from Two Rivers for a deck expansion. The committee is willing to work with Two Rivers but we need to make sure it doesn't interfere with any of the Riverfront projects which are being planned. Staff will work with Cedar Corporation regarding this request.

Other Business: There was discussion on possible erosion which could happen because of how much vegetation was taken off with the goats. Alderperson Ruona will work with Freedom Park Director Israel Haas on this issue.

Ruona/Otwell motion to adjourn passed without a negative voice vote.

Respectfully Submitted,

Jayne M. Brand
City Administrator



SavATree
 12450 Hudson Road S., Afton MN 55001
 P: 651-964-4001 F: (715) 749-3465
 E: afton@savatree.com

Estimate # 614419

Prepared By Mike Anderson
ISA Certified Arborist
manderson@savatree.com

Mike's
cell
215-977-1306

Estimate for

John MacLennan
For Service At:
 185 Dakota St S, Prescott WI 54021
Account Key: 2968241

Recommendations

General Tree Care

General Tree Care

\$2,750.00

Location of plant material is from the perspective of main entry point and targets (trees and shrubs) are oriented in a clockwise direction.

Row of trees along S Dakota st from Kinniknic to church parking lot.

- Remove dead trees.
- Raise low canopy to 12 ft of ground clearance.
- Prune back to edge of rd.
- Clear boat parking area by 15 ft.

Hazard: Electrical wires

Hazard: Slope

Obstacle: Busy Street

\$1000
to help pay

TOTAL

General Tree Care \$2,750.00

This proposal has been provided to you on a confidential basis. We kindly request that neither this proposal nor any of its contents be reproduced or shared with any competitor without the prior written consent of SavATree.

Sales tax, if applicable, will be added to the amounts of this estimate per your local and state tax

jurisdiction.

If you wish to pay via credit card, please enter deposit amount and click button to pay. A deposit of 50% may be required prior to the commencement of General Tree Care work. Thank you!

Note: Included in this program is 1 service for a total of \$2,750.00.

1375

Pay

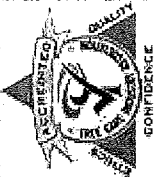
By paying a deposit, I authorize the work described above and agree to the terms and conditions that follow.

OUR UNCONDITIONAL GUARANTEE

Should our service fall short of your expectations, please contact us immediately and we will do everything we can to make it right. Rev. 6-3-2021 aso-pdf

Fully Licensed & Insured

Tree Care Industry Accredited



Testimonials

www.savatree.com

VIEW FULL TERMS AND CONDITIONS

Jayne Brand

From: Tara Bast <TBast@johnsonblock.com>
Sent: Friday, March 19, 2021 8:56 AM
To: Jayne Brand
Subject: RE: impact fees

Follow Up Flag: Flag for follow up
Flag Status: Flagged

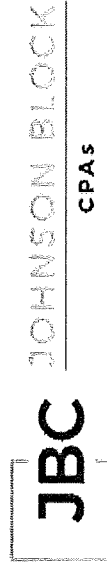
Hi Jayne,

I thought it might be easier to explain over the phone but they said you are out until Monday when I called. I tried my best to explain via email below, but feel free to call if you want to go over anything.

It is not so much related to lifting the moratorium, but just knowing the restrictions and other outside factors. For example:

- If you have water impact fees, the PSC scrutinizes those when you do a rate case. If the impact fee study said you plan to build new water tower using impact fees, then you can't recover the costs from user charges, even if you have not seen the growth / impact fee revenue to pay for it.
 - I think my comment was that if you are going to look at updating an impact fee study, to keep that in mind in terms of how you plan to finance any projects. If it is with impact fees and those impact fees don't materialize, that is the financial hard spot some have seen.
 - Some communities did impact fee studies, put in infrastructure that the study said would be paid with impact fees and then in 2008 the economy took the downturn and those impact fees never materialized but the communities still had the debt from putting in the infrastructure but since the plan was to finance with impact fees, the PSC limits what can be recovered through rate increases.
 - I think the other thing, is just making sure you have good records of the dates collected and when the clock starts for having to use the funds before you would have to refund back.

Thanks,



Tara Bast, CPA | Audit Partner
9701 Brader Way, Suite 202
Middleton, WI 53562

office 608.274.2002 | direct 608.424.8755
e-mail tbast@johnsonblock.com
[Click here for secure file transfer](#)



Your referrals are the highest compliment you can give us. New business is always welcome. Thank you!

II. WATER SYSTEM NEEDS ASSESSMENT

A. Existing System and Needs

1. General:

The City of Prescott Water Utility is comprised of two 250,000 gallon elevated water storage reservoirs, three wells, and watermains ranging from 1½" to 14" in diameter. The City presently serves 1306 residential households plus commercial, industrial, and educational facilities.

The average daily water use is 451,000 gallons per day (2001). The City's maximum daily water use is 1,365,000 gallons per day (2001). The water system is comprised of two pressure zones.

2. Distribution System:

The system is comprised of the following:

1½"	400'
2"	2,026'
4"	8,537'
6"	63,646'
8"	33,986'
10"	2,600'
12"	5,700'
14"	550'

The existing distribution system is properly looped and has adequate static pressures. However, as growth continues an additional tower is required and reinforcement of the main transmission line is essential to provide adequate flow for and pressure for new developments.

The proposed development and future growth areas are mainly located in the northern and eastern portions of the City. In order to service the areas, looping is required to provide adequate fire flow and pressure to this

development throughout the City.

The City's current policy will require the developer to install 6" and 8" watermain to adequately serve their area. However, a 12" transmission main is required to properly serve these new development areas and provide adequate capacity for future extensions.

Where required by the City, the City will pay the cost for oversizing the watermain from 8" to 12" through impact fees. This oversizing cost is \$10 per foot. It is estimated that 13,000' of main looping is required for growth. A detailed estimate and map is located in Appendix A.

3. Storage:

The City of Prescott is served by two 250,000 gallon elevated water storage reservoirs, approximately 135' in height. Tower #2 was constructed in 1976 and tower #3 was constructed in 1998 and provides static pressures of 74-92 psi. The towers were designed for 1,870 REU.

As the community continues to grow, an additional water tower is required. To meet the needs of the projected 614 new REUs, an additional 400,000 gallon water tower will be required. This tower is estimated at \$681,600. A detailed cost estimate is found in Appendix A.

4. Wells:

The City of Prescott presently has three municipal wells.

- Well No. 2 is located on Flora Street. The well is 400' deep. The capacity is 500 gpm. It has a 24-inch I.D. outer steel casing and a 16-inch I.D. inner steel casing a 16" casing.
- Well No. 3 is located on Hilton Street. The well is 286' deep. It is constructed with a 24-inch I.D. outer steel casing and a 16-inch I.D. inner steel casing and produces 1000 gpm.
- Well No. 4 is located on Dexter Street. The well is 375' deep. It is

constructed with a 24-inch I.D. outer steel casing and a 18-inch I.D. inner steel casing and produces 1000 gpm.

The total capacity of the three wells is 2500 gallons/minute or 1,800,000 gallons in 12 hours. The maximum use based on the population projections is only 1,343,495 gallons per day.

The following chart summarizes the well use:

Well Capacity & Use	2500 gpm; 3 wells
Production (12 hours) (gallons)	1,800,000
Use (2001) (gallons per day)	451,000
Max use (2001) (gallons per day)	1,365,000
Use at 112 gpcd in 2012 (gallons per day)	573,776
Max use in 2012 (gallons per day)	1,343,495

The present wells are adequate to serve the projected growth for the next 10 to 20 years.

B. Impact Fee Calculation

1. Watermain Impact Fee

Oversizing costs for the watermain looping are estimated at \$130,000. This cost is divided among the new users of these mains.

$$\text{Total Cost/New REUs} = \text{Impact Fee}$$

$$\$130,000/2,337 = \$55.63$$

The impact fee for watermain oversizing is recommended to be \$55.00 per REU.

2. Tower Impact Fee

A 400,000 gallon tower is required for any new development. The cost is divided among the new users.

$$\begin{aligned} \text{Total Cost/New REUs} &= \text{Impact Fee} \\ \$681,600/1350 &= \$504.89 \end{aligned}$$

The recommended impact fee for a new tower is \$505.00 per REU.

III. STREET IMPROVEMENTS

A. Existing Transportation System and Needs

Because the new development is located in the northern and eastern parts of the City, the three collector streets that are greatly impacted by the growth are Pearl St. (north of Hwy 10), Canton St. (north of Hwy 10), and Hollister Ave. The 5,400 foot combined sections will need to be upgraded from 24' wide rural sections to 36' wide curb to curb urban sections. These are main routes connecting developments to the City and state highway systems. Upgrades or improvements to Hwy 10, 29 and 35 required turn lanes are also necessary for the growth. A cost estimate is located in Appendix B.

B. Impact Fee Calculation

The reconstruction of Pearl St. (north of Hwy 10), Canton St. (north of Hwy 10), and Hollister Ave. and turn lane improvements are estimated at \$1,044,000.00. The cost is divided among the new users of this transportation system.

$$\begin{aligned} \text{Total Cost/New REUs} &= \text{Impact Fee} \\ \$1,044,000/614 &= \$1,698.97 \end{aligned}$$

The recommended impact fee is \$1,700.00 per REU.

IV. PARK AND RECREATIONAL FACILITIES

A. Existing System and Needs

The City of Prescott has recently completed their Comprehensive Master Plan. This plan recommends numerous improvements to the park system. The improvements found in Appendix C are attributed to the new growth within the community. These improvements total \$500,000.

B. Impact Fee Calculation

The impact fee is based upon the new residential growth of 514 units.

Total Cost/New Residential REUs = Impact Fee
\$500,000/514 = \$971.84

The recommended impact fee is \$970.00 per residential REU.

V. PUBLIC BUILDINGS

A. Existing Facilities and Needs

The existing City facilities are adequate to serve the current population. However, the new growth will require expansion of most City services, including Administrative/Police/Library, Public Works, and Fire/Ambulance with additional warning sirens. The following is the estimated expansion required be each department due to increased population:

Administrative/Police/Library	3500 s.f.
Public Works	1200 s.f.
Fire Hall/Ambulance	2400 s.f.

A cost estimate is located in Appendix D. The additional space is estimated to cost \$539,810.00. Included in this estimate is the cost of additional warning sirens. This will be required due to the increase in population that is expected to occur by 2012.

B. Impact Fee Calculation

The costs for Administrative/Police/Library, Public Works, and Fire/Ambulance expansion facilities are divided among all new REUs.

$$\begin{aligned} \text{Total Cost/New REUs} &= \text{Impact Fee} \\ \$539,810.00/614 &= \$878.47 \end{aligned}$$

The impact fee is recommended to be \$880.00 per REU.

VI. IMPACT ON AFFORDABLE HOUSING

Although the proposed impact fees are in line with neighboring communities, the fees may have an affect on affordability to those in the low income brackets. The City may wish to reduce or waive the impact fees for those units that can prove low income benefit. This proof would be through a State or Federal funded program (example: WHEDA tax credit, Rural Development subsidy, etc.) that has a rent limit criteria.

VII. REU CALCULATION

Because there is a wide range of user types in the City, the analysis was based on residential equivalent units (REU). For residential users, the REU is simply the number of residential units.

To determine the number of REUs for non-residential development, it is recommended that a non-arbitrary equation be used.

In the case of public water systems in Wisconsin, one parameter commonly used by the Wisconsin Public Service Commission ("PSC") in allocating demand-related capital and operating costs as Equivalent Meters. Although the PSC does not have jurisdiction over impact fees, the use of the equivalent meter makes sense for the impact fee calculation. Use of this factor results in the following number of Residential Units:

Meter Size
Equivalent Number of REUs

Meter Size	REU
3/4" or 5/8"	= 1
1"	= 2.5
1.25"	= 4
1.5"	= 5
2"	= 8
3"	= 15
4"	= 25
6"	= 50
8"	= 80

Appendix E contains a proposed schedule of impact fees based on these meter sizes.

Jayne Brand

From: Tom <Tom@baysideprint.com>
Sent: Thursday, July 15, 2021 1:18 PM
To: Jayne Brand
Subject: Re: Bayside Printing/Primadata
Attachments: City of Prescott quote.pdf

Hello Jayne,

It's my understanding that you're presently paying 51 cents postage pre statement? Our postage range is usually 39.5 to 41 cents with the utility customers (Weston, 40.1, Hobart 40.6, Suamico 40.4). I'm estimating we will put this in the mail for you at a cost of 53 to 54 cents per statement (I did attach the quote).

I know with your inhouse paper, envelope and click cost in much more then 3 cents. Also, there is a time / labor and inventory that will be eliminated by outsourcing. Again I'm estimating your inhouse cost between 59 to 62 cents per statement, could be higher.

So, what I'm saying is you most likely will save about 8 cents per statement base on 1800 statements, that comes to \$144 per quarter, \$576 yearly.

I can give your references if needed.

Regards,
Tom

PS: Do you mind if I give you a call today or call me 920-660-3324

Tom Zimdars

Sales Rep

Bayside Printing, LLC

2815 S. Packerland Drive
Green Bay, WI 54313
Cell - (920) 660-3324
Phone - (920) 490-8832
FAX - (920) 490-8835



baysideprinting.llc
&
advertising specialties

This e-mail and any attachments to it are confidential and may contain legally privileged information. Unless expressly authorized by sender, you must not use, disseminate, copy, or distribute the information contained in this e-mail. If you are not the intended recipient, you have received this communication in error. In that case, please delete copies of the e-mail immediately and contact us either by return e-mail or telephone.



baysideprinting, llc & advertising specialties

2815 S Packerland Dr, Suite 25
Green Bay, WI 54313
P: 920.490.8832
F: 920.490.8835
bayside@baysideprint.com

Quotation 2994

Date: 06/14/21

Jayne Brand
City of Prescott
800 Borner Street
Prescott WI 54021

SHIP TO:
City of Prescott
800 Borner Street
Prescott WI 54021

Acct.No	Ordered By	Phone	Fax	P.O. No	Prepared By	Sales Rep
2561	Jayne Brand	715-262-5544			Michelle	Tom Z
Quantity	Description	Unit Price	Price			
	<i>Thank you for the opportunity. Postage as incurred - estimate is contingent on viewing sample data before accepting the job</i>					
1,800	Setup/print/fold/insert/meter/mail Monthly utility bills print-White Stock 1/0 ink 8.5" x 11" w/3.5"perft insert into #10 dw env	0.1300/Ea	234.00			
1,800	Setup/print/fold/insert/meter/mail Monthly utility bills print-blue Stock 1/0 ink 8.5" x 11" w/3.5"perft insert into #10 dw env	0.1365/Ea	245.70			
1	Additional Images - black (as necessary)	0.0400/Ea	0.04			
1	Additional Images - color (as necessary)	0.0800/Ea	0.08			
1	Flats (as necessary) insert into 9 x 12 double window env	0.6500/Ea	0.65			
1	Insert supplied pre-folded inserts (as necessary)	0.0200/Ea	0.02			
1	Image return file (as necessary)	0.0200/Ea	0.02			
1	#9 single window envelope BRE (as necessary)	0.0400/Ea	0.04			
1	Initial one time setup - waived with a 3 year contract	1625.0000/Ea	1,625.00			
Terms		Subtotal	Tax	Total		
Net 20		2,105.55	115.81	2,221.36		



baysideprinting, llc
& advertising specialties

2815 S Packerland Dr, Suite 25
Green Bay, WI 54313
P: 920.490.8832
F: 920.490.8835
bayside@baysideprint.com

Quotation 3001

Date: 06/17/21

Jayne Brand
City of Prescott
800 Borner Street
Prescott WI 54021

SHIP TO:
City of Prescott
800 Borner Street
Prescott WI 54021

Acct.No	Ordered By	Phone	Fax	P.O. No	Prepared By	Sales Rep
2561	Jayne Brand	715-262-5544			Tom Z	Tom Z
Quantity	Description	Unit Price	Price			
	<i>Thank you for the opportunity.</i>					
1,800	Newsletters 8.5" x 11" 4/4 tri-folded	0.1885/Ea	339.37			
1,800	Newsletters 8.5" x 11" 4/1 tri-folded	0.1774/Ea	319.37			
1,800	Newsletters 8.5" x 11" 1/1 tri-folded	0.1226/Ea	220.79			
Terms		Subtotal	Tax	Total		
Net 20		879.53	0.00	879.53		