

Ordinance Agenda  
August 26, 2019  
Reedsburg City Hall, 134 S Locust Street  
**6:30 PM**

*NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY ATTEND THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THE COMMON COUNCIL HAS DECISION-MAKING AUTHORITY. IF A QUORUM OF THE COMMON COUNCIL ATTENDS THIS MEETING, NO ACTION WILL BE TAKEN BY THE COMMON COUNCIL AT THIS MEETING.*

CALL TO ORDER

APPROVAL OF MINUTES

**I. APPROVE MINUTES FOR THE MEETING HELD ON AUGUST 12, 2019:**

**THE COMMITTEE WILL RECEIVE INFORMATION ON NON-AGENDA TOPICS BROUGHT BEFORE THE COMMITTEE BY MEMBERS OF THE PUBLIC. THE COMMITTEE WILL NOT DISCUSS THESE TOPICS, AND WILL NOT TAKE ACTION ON ANY OF THEM AT THIS MEETING**

**I. GENERAL BUSINESS:**

- A. Approve/Deny: Recommend to Council Ordinance 1889-19 amending ordinance formerly 7.34, currently Chapter 608 ATV/UTV Operation.
- B. Approve/Deny: Recommend to Council Ordinance 1890-19 relating to the adoption of former Chapter 6, currently Chapter 48 - Emergency Management.
- C. Approve/Deny: Recommend to Council Ordinance 1891-19 relating to Impact Fees for the Water Utility formerly Chapter 3.10, currently Chapter 332-3.

**II. ADJOURN:**



The City of Reedsburg does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings and programs are available by calling (608) 524-6404. To be able to meet the needs of a request for a different format contact the City Clerk-Treasurer at 134 S. Locust Street, Reedsburg, WI at least 48 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

# City of Reedsburg Ordinance Committee Minutes August 12, 2019

Present: Peterson, Moon, Brunken, and Seamonson  
Absent: Braun.  
Others: Jacob Crosetto, Derek Horkan, Tim Becker, Citizens, Press

Chair David Moon called the meeting to order at 6:00 p.m.

- I. Approval of Minutes from July 22, 2019.
  - a. **Motion: Peterson, Second: Seamonson to approve the minutes from July 22, 2019. Motion carried 4-0.**
  
- II.
  - a. Approve/Deny: Recommend the Council Resolution 4379-19 relating to the adoption of the Code of General Ordinances.
    - i. **Motion: Seamonson, Second: Brunken to recommend Resolution 4379-19 to the Common Council as presented. Motion carried 4-0.**
  
  - b. Approve/Deny: Recommend to Council Ordinance 1888-19 relating to the revision, consolidation, amending, supplementation and codification of the general code of ordinances of the City of Reedsburg.
    - i. **Motion: Peterson, Second: Brunken to recommend Ordinance 1888-19 to the Common Council as presented. Motion carried 4-0.**

**Moved by Seamonson and seconded by Brunken to adjourn. Motion carried 4-0.**

**Meeting adjourned at 6:15 p.m.**

Respectfully submitted,

Jacob Crosetto  
City Clerk-Treasurer/Finance Director



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**STAFF REPORT**

**AGENDA ITEM:** \_\_\_\_\_

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**To:** City Council & Ordinance Committee  
**By:** Brian Duvalle, Planning/Building  
**Date of Meeting:** August 26, 2019

**Subject: Ordinance 1889-19 – Amend ATV Ordinance; 1<sup>st</sup> Reading**

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**BACKGROUND AND REQUEST**

The current ATV ordinance was adopted in 2016. The vast majority of ATV users have been law-abiding and have helped to increase local business. Therefore in order to expand ATV use, lessen route confusion and allow residents to access routes from their properties without trailering, a local ATV group asked the Plan Commission to expand the current map and ordinance.

After discussion, the Plan Commission recommends allowing all city streets be authorized for ATV use. Along with the reasons listed above, it would also eliminate the need for ATV signage. Such authorization would be similar to the City's regulation of NEVs.

To help alleviate concerns of ATV use on all streets, the ordinance would increase the ATV driving age to 16, require driver's license & insurance and prohibit open intoxicants. This would be similar to Sauk County's ordinance.

**FINANCIAL IMPACT**

NA

**STAFF RECOMMENDATION**

The Plan Commission recommends approval.

**ACTION:**

If the Mayor and City Council are ready, the following action may be made:

Motion to approve/deny – 1<sup>st</sup> Reading of Ordinance 1889-19 & set public hearing for 9/23/19.

**Attachment(s):** Ord 1889-19

ORDINANCE NO. 1889-19  
(ATV/UTV Ordinance)

The City of Reedsburg, Sauk County, does hereby ordain as follows:

SECTION I: PURPOSE:

The purpose of this ordinance is to amend the sections regulating ATV/UTV use in the City by allowing them on nay city street but with additional restrictions for riders regarding licensing and insurance.

SECTION II: PROVISIONS AMENDED:

City of Reedsburg Code section 7.34 is amended to read as follows:

**7.34 ALL TERRAIN VEHICLES**

Wis. Stat. Sec. 23.33(2m), (3), (3g), (4), (4c), (4g), (4j), (4l), (4p), (4t), (4z), (5), (6m), and (13) regulating the operation and use of all-terrain vehicles are adopted herein by reference.

- (1) **Authorization.** The City Council has considered the recreational and economic value of all-terrain vehicle and utility-terrain vehicle (ATV/UTV) routes and trail opportunities weighed against protecting the public safety, liability aspects, terrain involved, traffic density, and history of automobile traffic. After due consideration, this ordinance is created to establish all-terrain vehicle and utility terrain vehicle routes on public roadways and trails on the City property and to regulate the operation of such vehicles on such routes and trails to provide safe and healthful conditions for the enjoyment of ATV/UTV recreation consistent with public rights and interest pursuant to City authority under Wis. Stat. §§ 62.11(5), 23.33(8) and 23.33(11)(a) and (am).
- (2) **State laws adopted.** The statutory provisions in Wis. Stat. Chapters 23.33 and 340 to 348, establishing definitions and regulations with respect to ATVs and UTVs, and Wis. Adm. Code. Chapter NR 64, are hereby adopted and by reference made a part of this chapter as if fully set forth herein. Unless otherwise provided in this chapter, any act required to be performed or prohibited by any statute incorporated herein by reference is required or prohibited by this ordinance. Any future amendments, revisions or modifications of the statutes incorporated herein are made a part of this chapter in order to secure uniform statewide regulation of ATVs and UTVs.
- (3) **Designating ATV/UTV Routes and Trails.** ~~The ATV/UTV routes in the City of Reedsburg are designated ATV/UTV Routes Map entitled “Reedsburg ATV Route Map, Reedsburg, Wisconsin” dated June 27, 2016.~~ **Authorized ATV/UTV routes include all public streets within the City of Reedsburg city limits. In addition, ATVs/UTVs are authorized to use STH 33 (East and West Main Street) and STH 23 (South Albert Avenue) where the speed limit is 35 MPH or less.**
- (4) **Trail and Route Signs.** Designated ATV/UTV route and trail signs shall be shall be installed and maintained in accordance with Wisconsin Administrative Code NR 64.12 (7).
- (5) **Operation of ATVs and UTVs**

- (A) Operation of ATVs and UTVs on designated ATV/UTV routes shall be subject to all provisions of s. 23.33, Wis. stats., which is adopted as a part of this ordinance by reference.
  - (B) Pursuant to s. 23.33 (8) (d), Wis. stats. the City of Reedsburg restricts operation of ATVs and UTVs on any street or highway in the City of Reedsburg ~~on the designated ATV/UTV routes~~ from 6am – 10pm.
  - (C) ATVs and UTVs ~~operated on an established ATV/UTV Route and Trails~~ shall operate at a safe speed not to exceed the posted speed limits.
  - (D) No person under the age of 16 may operate an ATV or UTV on any segment of a street or highway in the City of Reedsburg.
  - (E) Every person who operates an ATV or UTV on any street or highway in the City of Reedsburg shall have in his or her immediate possession a valid motor vehicle operator's license and if born after January 1, 1988, possess a valid ATV safety certificate issued by Wisconsin or any other state or province. The ATV/UTV operator shall display the operator's license and safety certificate documents upon demand from any law enforcement officer, state patrol officer, inspector under Wisconsin State Stats 110.07(1), conservation warden, or municipal peace officer.
  - (F) No operator or passenger of an ATV or UTV may possess in or on an ATV or UTV on any street or highway in the City of Reedsburg, any bottle or receptacle containing alcohol beverages if the bottle or receptacle has been opened, the seal has been broken, or the contents of the bottle or receptacle have been partially removed or released.
  - (G) All ATV and UTV equipment is required to have applicable liability insurance and have proof of insurance.
- (6) **Notifications.** A copy of this ordinance shall be sent to the Wisconsin State Patrol, Sauk County Sheriff's Department and to the Wisconsin Department of Natural Resources.
- (7) **Penalties.** The penalty for operating an ATV/UTV off a designated ATV/UTV Trail or off the roadway of a designated ATV/UTV route to include the sidewalks, grassy in-slope, ditches, or other street right-of-way; other than for direct access from a trail to a roadway on a designated trail, operating outside of permitted times for route or trail use, or operating in excess of permitted speed; shall result in enforcement as provided in this chapter.

**SECTION III: VALIDITY:**

Should any section, clause or provision of the Ordinance be declared by the Courts to be invalid, the same shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

**SECTION IV: CONFLICTING PROVISIONS REPEALED:**

All ordinances in conflict with any provision of this Ordinance are hereby repealed.

**SECTION V: EFFECTIVE DATE:**

This ordinance shall be in force from and after its introduction and publication as provided by statute.

SECTION VI: PART OF CODE:

This Ordinance becomes part of the City of Reedsburg Code, Chapter 7.

Dated this 23<sup>rd</sup> day of September, 2019.

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David G. Estes, Mayor

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Jacob Crosetto, Clerk/Treasurer

1 <sup>st</sup> Reading at Council:	August 26, 2019
Public Hearing Noticed:	September 5, 2019
2 <sup>nd</sup> Reading at Council/Public Hearing:	September 23, 2019
Published, Enactment Date:	October 3, 2019

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To: Mayor and Common Council

Prepared By: Joshua Kowalke, Emergency Management Director

Reviewed By: Timothy M. Becker, City Administrator

Date of Meeting: August 26, 2019

Subject: **Emergency Management – Chapter 48 Ordinance Update**

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## BACKGROUND

Chapter six of the current City Ordinances does not have any revision or publication dates, however it refers to the state statutes of 194.89 and a joint resolution between the City and County Board in 1972. The current ordinance does not reflect the current practice of the City as it relates to Emergency Management. Since the early 1990's the City has appointed an Emergency Management Director to fulfill the duties of Emergency Management. The Emergency Manager has been either a local Police, Fire, or EMS official or the City Administrator. The current ordinance gives the powers of the emergency manager to the county emergency manager and does not have any provisions for a local emergency manager. It also does not provide any guidance as to when a state of emergency should be called or who can issue a state of emergency.

## RECOMENDATION

Due to the chapter being outdated and not the current practice of the City of Reedsburg, I am recommending that the chapter be repealed and replaced with the attached chapter. Wisconsin Emergency Management legal counsel provided a draft of the attached ordinance which outlines best practices for a City's Emergency Management Department. The draft has been updated with practices that reflect what currently occurs in the City of Reedsburg. The ordinance contains the following chapters:

- 48-01 Purpose
- 48-02 Definitions
- 48-03 Organization
- 48-04 Emergency Powers
- 48-05 Powers of the Mayor
- 48-06 Director of Emergency Management
- 48-07 Designation of Emergency Temporary Locations
- 48-08 Departmental Emergency Response and Continuity of Operations Plans
- 48-09 Duties of Departments
- 48-10 Utilization of Existing Services and Facilities
- 48-11 Cooperation
- 48-12 Funding
- 48-13 Emergency Management Services Expenses
- 48-14 Enforcement
- 48-15 Penalty
- 48-16 Prior Rights and Obligations Preserved
- 48-17 Vacancies in the Office of Mayor
- 48-18 Preservation of Essential Public Records

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ORDINANCE NO. 1890-19  
(Chapter 48 - Emergency Management)

The City of Reedsburg, Sauk County, does hereby ordain as follows:

SECTION I: PURPOSE:

- (1) By reason of the existing and increasing possibility of an emergency existing within the city whenever conditions arise by reason of a riot or civil commotion, a disaster, or an imminent threat of a disaster that impairs transportation, food or fuel supplies, medical care, fire, health or police protection, or other critical systems of the city, and to insure that preparations of this city will be adequate to deal with such disasters; to provide for the common defense; and to protect the lives and property and to preserve the peace, health, safety and general welfare, it is declared to be necessary:
- (a) To create the office of emergency management.
  - (b) To confer upon the mayor, the common council and upon other officers of the city certain extraordinary powers in a period of emergency.
  - (c) To provide for cooperation or mutual aid with other political subdivisions, private agencies and individuals relative to emergency management activities, in a manner that is consistent with the incident command system and the city's emergency response plan.

SECTION II: PROVISION AMENDED:

City of Reedsburg Code Chapter 48 is amended in its entirety and shall read as attached hereto.

SECTION III: VALIDITY:

Should any section, clause or provision of the Ordinance be declared by the Courts to be invalid, the same shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION IV: CONFLICTING PROVISIONS REPEALED:

All ordinances in conflict with any provision of this Ordinance are hereby repealed.

SECTION V: EFFECTIVE DATE:

This Ordinance shall be in force from and after its introduction and publication as provided by statute.

SECTION VI: PART OF CODE:

This Ordinance becomes part of the City of Reedsburg Code Chapter 48.

Adopted this 9<sup>th</sup> Day of September, 2019.

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David G. Estes  
Mayor

ATTEST:

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Jacob Crosetto  
City Clerk-Treasurer

Public Hearing Noticed:	August 29, 2019 & September 5, 2019
2nd Reading at Council/Public Hearing:	September 9, 2019
Published, Enactment Date:	September 12, 2019

CHAPTER 48  
EMERGENCY MANAGEMENT

- 48-01 Purpose
- 48-02 Definitions
- 48-03 Organization
- 48-04 Emergency Powers
- 48-05 Powers of the Mayor
- 48-06 Director of Emergency Management
- 48-07 Designation of Emergency Temporary Locations
- 48-08 Departmental Emergency Response and Continuity of Operations Plans
- 48-09 Duties of Departments
- 48-10 Utilization of Existing Services and Facilities
- 48-11 Cooperation
- 48-12 Funding
- 48-13 Emergency Management Services Expenses
- 48-14 Enforcement
- 48-15 Penalty
- 48-16 Prior Rights and Obligations Preserved
- 48-17 Vacancies in the Office of Mayor
- 48-18 Preservation of Essential Public Records

48-01. Purpose.

1. **PURPOSE.** By reason of the existing and increasing possibility of an emergency existing within the city whenever conditions arise by reason of a riot or civil commotion, a disaster, or an imminent threat of a disaster that impairs transportation, food or fuel supplies, medical care, fire, health or police protection, or other critical systems of the city, and to insure that preparations of this city will be adequate to deal with such disasters; to provide for the common defense; and to protect the lives and property and to preserve the peace, health, safety and general welfare, it is declared to be necessary:
  - a. To create the office of emergency management.
  - b. To confer upon the mayor, the common council and upon other officers of the city certain extraordinary powers in a period of emergency.
  - c. To provide for cooperation or mutual aid with other political subdivisions, private agencies and individuals relative to emergency management activities, in a manner that is consistent with the incident command system and the city's emergency response plan.
2. **POLICY.** It is further declared to be the purpose of this chapter and the policy of the city that organization, training and planning for emergency management are the continuing responsibility of each department or office of city government. Emergency management planning and preparation shall follow insofar as possible the normal lines of governmental administration. Such planning and preparation shall provide for the maximum use of volunteer organizations and volunteer efforts on the part of all residents of the city.
3. **EXECUTIVE POWERS.** It is further declared to be the purpose of this chapter and the policy of the city to permit the temporary suspension by ordinance, resolution or executive proclamation of the requirements of any city ordinance or resolution during a period of emergency which the common council or mayor deems necessary to allow immediate response to meet the exigencies and needs of the extraordinary conditions existing, and to grant to the mayor during such period broad executive powers to discharge the responsibility and duties placed on him or her by statute and this chapter.

48-02. Definitions. In this chapter:

1. **BIOLOGICAL AGENT** means any of the following:
  - a. A select agent that is a virus, bacterium, rickettsia, fungus, or toxin that is specified under 42 CFR 72, Appendix A.
  - b. A genetically modified micro-organism or genetic element from an organism under par. a that is shown to produce or encode for a factor associated with a disease.
  - c. A genetically modified micro-organism or genetic element that contains nucleic acid sequences coding for a toxin under par. a or its toxic subunit.
  - d. An agent specified by the state department of health services by rule.
2. **BIOTERRORISM** means the intentional use of any biological, chemical or radiological agent to cause death, disease or biological malfunction in a human, animal, plant or other living organism in order to influence the policy of a governmental unit or to intimidate or coerce the civilian population.

3. CHEMICAL AGENT means a substance that has chemical properties that produce lethal or serious effects in humans, plants, animals, or other living organisms.
4. DIRECTOR means the head of the office of emergency management as provided in ch. 323, Wis. Stats.
5. DISASTER means a severe or prolonged natural or human-caused occurrence that threatens or negatively impacts life, health, property, infrastructure, the environment, the security of the city, or critical systems, including computer, telecommunications, or agricultural systems.
6. EMERGENCY MANAGEMENT means all measures undertaken by or on behalf of the city to do the following:
  - a. To prepare for and minimize the effect of a disaster or the imminent threat of a disaster.
  - b. To make repairs to or to restore infrastructure or critical systems that are destroyed or damaged by a disaster.
7. EMERGENCY OPERATIONS CENTER means the facility from which command and control takes place of a large disaster, catastrophic event or incident requiring extraordinary city resources.
8. EMERGENCY RESPONSE PLAN means the plan that identifies the various city department functions to be performed during a disaster.
9. GOVERNOR means the governor of the state of Wisconsin or anyone legally administering the office of governor.
10. INCIDENT COMMAND SYSTEM means a functional management system established to control, direct and manage the roles, responsibilities and operations of all the agencies in a multi-jurisdictional or multi-agency emergency response.
11. PUBLIC HEALTH EMERGENCY means the occurrence or imminent threat of an illness or health condition that meets the following criteria:
  - a. Is believed to be caused by bioterrorism or a novel or previously controlled or eradicated biological agent.
  - b. Poses a high probability of either of the following:
    - i. Many deaths or serious or long-term disabilities among humans.
    - ii. A high probability of widespread exposure to a biological, chemical or radiological agent that creates a significant risk of substantial future harm to many people.
12. RADIOLOGICAL AGENT means radiation or radioactive material at a level that is dangerous to humans, animals or other living organisms.

#### 48-03. Organization.

1. CREATED. To carry out the policies and purposes of this chapter, there is created the office of emergency management under the executive direction and control of the mayor.
2. DIRECTOR. The director, who shall be appointed by the mayor and confirmed by the common council shall:
  - a. Have administrative control of the office of emergency management.

- b. Develop and promulgate emergency plans consistent with state and federal plans, direct the emergency management program and perform such other duties related to emergency management as are required by the common council.
- c. Coordinate the city's emergency management preparedness, planning and exercises.
- d. Direct participation in emergency management programs and exercises ordered by the Adjutant General of the Wisconsin Department of Military Affairs.
- e. Advise the county head of emergency management services on local emergency management programs and submit such reports as he or she requires.

48-04. Emergency Powers.

- 1. Pursuant to s. 323.14(4), Wis. Stats., the common council is empowered to order, by ordinance or resolution, an emergency existing within the city. The period of emergency shall be limited by ordinance or resolution to an emergency or the imminent threat of an emergency.
- 2. The emergency power of the common council conferred under sub. 1 includes the general authority to order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, protection and welfare of persons and property within the city in the emergency and includes the power to bar, restrict or remove unnecessary traffic, both vehicular and pedestrian, from the public way, notwithstanding any provision of chs. 341 to 349, Wis. Stats., as amended, or any other provisions of law.
- 3. If, because of the emergency conditions, the common council is unable to meet with promptness, the mayor or acting mayor shall exercise by proclamation all of the powers conferred upon the common council under sub. 1 or 2 which within the discretion of mayor or acting mayor appear necessary and expedient for the purposes of this chapter. The proclamation shall be subject to ratification, alteration, modification or repeal by the common council as soon as it can meet, but the subsequent action taken by the common council shall not affect the prior validity of the proclamation.

48-05. Powers of the Mayor.

- 1. EXECUTIVE DIRECTION. The mayor shall have executive direction and control of the office of emergency management and shall be responsible for the carrying out of provisions of this chapter and ch. 323, Wis. Stats., as amended. During a period of emergency, the mayor shall assume command and direct control over all emergency management operations and functions within the city.
- 2. COOPERATION WITH OTHER AGENCIES. The mayor is authorized to cooperate with other political subdivisions, other states, the federal government, and with federally recognized American Indian tribes and bands in all emergency management matters pertaining to the city, state, and nation. The mayor shall comply, so far as is practicable and consistent with the emergency management requirements of the city, with program guides of the emergency management agencies of the federal government and the state of Wisconsin. He or she shall prepare or cause to be prepared reports of emergency management preparations, programs or progress which are required for eligibility or

participation in financial or other assistance made available by or through the federal government or the state of Wisconsin.

3. DELEGATION OF AUTHORITY. The mayor is further authorized and empowered to:
  - a. Make, amend and rescind orders, rules, regulations and emergency management plans within the limits of the authority conferred upon him or her under this chapter, consistent with emergency management statutes and plans of the state of Wisconsin and the federal government.
  - b. Enter into shelter licenses or other similar arrangements with other political subdivisions, or governmental or private agencies, or individuals. However, no expenditures of public funds or any obligation of such funds shall be made without prior approval of the common council, except during periods of emergency.
  - c. Delegate administrative and contracting authority vested in him or her under this chapter and authorize the sub-delegation of such authority.
  - d. Declare by proclamation a state of emergency and the termination thereof unless the common council by resolution shall sooner declare the termination of the state of emergency. When the proclamation is issued, the county emergency manager shall be immediately notified of its contents.
4. SAFETY PROTECTION.
  - a. The mayor shall have the power during a period of emergency to take such action as he or she deems necessary to preserve or protect the lives, health and safety of persons and property and to provide emergency assistance to any victims during such period. The mayor shall not be required to comply with the procedures and formalities prescribed by any other ordinance or resolution of the city pertaining to the performance of public work, the issuance of temporary permits, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, or the requisition or purchase of supplies and materials. Such power or authority shall, however, not exceed the amount appropriated by the common council, and set aside and remaining in an emergency management fund. In no event shall the liability of the city exceed the fair and reasonable value of the services, supplies, equipment or materials furnished by virtue of the exercise of such power or authority.
  - b. The mayor shall have the power after a proclamation of emergency, and until the state of such emergency is terminated, to commandeer materials, services and property in the public interest and safety.
  - c. The mayor shall convene the council as soon as conditions permit.

#### 48-06. Director of Emergency Management.

1. The director shall serve as the manager of the emergency operations center and shall facilitate the coordination among city department and other levels of government when the center is activated.
2. The director shall direct the planning and training of all city departments relating to emergency management. The director shall maintain liaison with and cooperate with

emergency management agencies and organizations of other political subdivisions within the state of Wisconsin, other states and the federal government, and shall have such additional administrative authority, duties and responsibilities as are delegated to him or her by the mayor or as may be granted by ordinance or resolution of the common council. The director shall not exercise command authority over any officer or employee in charge of any other city department.

3. The director shall prepare or cause to be prepared and maintain a comprehensive and current emergency response plan for emergency management and continuity of governmental operations plans for the city and its inhabitants. The plan shall be coordinated with the national incident command system and national response plan, and the plans of the state of Wisconsin and the county of Sauk.
4. The director shall, in accordance with the city's emergency response plan, procure, or cause to be procured, supplies and equipment and take and cause to be taken all other preparations for any future partial or full mobilization of emergency management organizations in advance of a disaster, or for the imminent threat of a disaster to assure the availability of adequately trained and equipped forces of necessary emergency management personnel in a period of emergency.
5. The director may recommend to the mayor appointments for emergency management assignments of city officers or employees as may be necessary for an efficient emergency management organization in addition to those expressly provided for in this chapter.
6. The director shall make, or cause to be made with the mayor's approval, studies and surveys of industries, resources, services and facilities in this city and surrounding political subdivisions as may be necessary to ascertain the capabilities of the city relative to emergency management operations and to plan for use thereof.
7. The director shall be the central point for the news media, city employees, public officials and the public regarding the operations of city government during a period of emergency. The director shall inform the public to the maximum extent possible of the necessity of self-help and protection and keep the public informed of the availability of self-help and protection materials and publications.
8. The director may, with the prior approval of the mayor, authorize expenditures within the budgeted funds established or provided by either the common council or the state or federal government or other agencies, in carrying out the provisions of this chapter. Expenditures of such budgeted city funds shall be in accordance with chapter 485, Wis. Stats.

#### 48-07. Designation of Emergency Temporary Locations.

1. **ALTERNATE SITES.** The mayor may designate, subject to common council approval, alternate sites as the emergency temporary locations of government where all, or any part, of the public business may be conducted whenever during a state of emergency it becomes imprudent, inexpedient or impossible to conduct the affairs of city government at the regular or usual places. The alternate sites may be within or without the territorial limits of the city. With the approval of the mayor, department heads shall

from time to time designate specific places for their subordinates and employees to report upon the commencement of an emergency, if it is desirable for such persons to report to a place other than that designated by the mayor as the temporary site of government.

2. EXERCISE OF AUTHORITY. While the public business is being conducted at a temporary location, the mayor, common council and other city officers shall possess and exercise all executive, legislative, administrative and judicial powers and functions conferred upon the mayor, common council and city officers under state law. Those powers and functions, except judicial, may be exercised in light of the exigencies of the emergency situation without regard to the compliance with time-consuming procedures and formalities prescribed by law. All acts of the mayor, common council and officers shall be valid and binding as if performed within the territorial limits of the city.

#### 48-08. Departmental Emergency Response and Continuity of Operations Plans.

1. Each city department shall develop and maintain a departmental continuity of operations plan. Each departmental emergency response and recovery plan shall include, but not be limited to:
  - a. Risk and vulnerabilities assessment.
  - b. Identification of key staff and the means of contacting key staff during a period of emergency.
  - c. Department heads shall designate by title, if feasible or by named person, emergency interim successors and specify their order of succession.
  - d. The activities of the department during a period of emergency.
  - e. Identification of critical and non-critical personnel job duties.
  - f. Identification of alternate sites for departmental functions.
  - g. Identification of alternate locations for storage of supplies, records and other critical items.
  - h. An outline of the process of restoring departmental services following a period of emergency.
2. Each department shall annually submit a copy of the department's continuity of operations plan to the director for review to assure consistency with the city's emergency response plan.

#### 48-09. Duties of Departments.

1. It shall be the duty of all city departments to perform the functions and provide the necessary resources identified in the city's emergency response plan to respond to a disastrous or catastrophic incident.
2. All city departments shall cooperate with the director in developing, maintaining and exercising the city's emergency response plan.

#### 48-10. Utilization of Existing Services and Facilities.

1. In carrying out the provisions of this chapter, the director shall utilize the services, equipment, supplies and facilities of existing departments, bureaus, offices, commissions, committees, authorities and agencies of the city to the maximum extent practicable. The officers, agents, employees and personnel of all such departments, bureaus, offices, commissions, committees, authorities and agencies of the city shall cooperate with the office of emergency management.
2. It shall be a condition of employment by the city that every city employee, present and future, may be required to receive training in and assignment to an emergency management position, consistent with the education, training, experience and the job classification or position occupied by the employee. The mayor or director may exempt employees from this requirement.

#### 48-11. Cooperation.

1. The city may cooperate with other jurisdictions under s. 4848.0301, Wis. Stats., to furnish services, combine offices and finance emergency management services.
2. The mayor may, subject to the approval of the common council, in collaboration with other public or private agencies, enter into mutual aid agreements or arrangements for reciprocal emergency management aid. The agreements or arrangements shall be consistent with the currently existing state of Wisconsin statutes and the state of Wisconsin emergency management plan and the currently existing plan and program of the federal government. In a period of emergency, the office of emergency management shall render assistance in accordance with provisions of any mutual aid agreement or arrangement.

#### 48-12. Funding.

1. APPROPRIATION. The common council shall appropriate such money as it deems necessary for the carrying out of the purposes of this chapter, such money to be deposited in a special account to be known as the "emergency management fund." The money, except as otherwise specifically provided, shall be disbursed in the manner prescribed for the disbursement of public funds, excepting in case of a period of emergency, in which event the mayor may disburse such appropriated funds within his or her discretion for emergency management or homeland security services without the signature or countersignature of any other city officer or compliance with any other ordinance.
2. SUPPLIES. Whenever during a period of emergency the federal government or the state of Wisconsin or any agency or officer thereof, or any person, firm or corporation shall offer to the city or to the office of emergency management , equipment, supplies, materials, aids, expenses, assistance or funds by way of gift, grant, contribution or loan or otherwise for the purposes of emergency management or homeland security, the mayor, on behalf of the city, may accept such offer, and upon such acceptance, may authorize any officer of the city or the director to receive the same, subject to the terms of the offer and the rules and regulations, if any, of the offeror or agency making the

offer. The acceptance or receipt shall not create or cause any liability on the part of the city, the director, or any officer, agent or employee thereof or of the city for failure to comply with the terms of such offer and the rules and regulations, if any, of the offeror or agency making the offer. All funds or moneys so received shall be disbursed in the manner prescribed for the disbursement of public funds.

3. PROGRAM GRANTS. City agencies applying for emergency management or homeland security grants shall coordinate with the director to ensure continuity with the goals of the city's emergency response plan and overall homeland security strategy.

#### 48-13. Emergency Management Services Expenses.

1. Except as expressly provided for in this chapter, no person shall expend any funds of the city in carrying out any emergency management activity authorized herein without prior approval by the common council, nor shall any person have any right to bind the city by contract, agreement or otherwise without prior approval of the common council.

#### 48-14. Enforcement.

1. The director, department heads, officers, agents, employees and all other city and emergency management personnel shall execute, enforce and obey such lawful orders, rules and regulations as may be issued by the mayor during a period of emergency.

#### 48-15. Penalty.

1. Any person, who willfully refuses to comply with any lawful order of the mayor during a period of emergency shall upon conviction by a court of record forfeit a sum not exceeding \$1,000, and in default of payment be imprisoned not exceeding 40 days.

#### 48-16. Prior Rights and Obligations Preserved.

1. This chapter shall not invalidate any act done, obligation or contract made or incurred by the city or in its behalf by any officer or duly authorized emergency management or homeland security organization, committee or agency pursuant to the authorization of any ordinance or resolution existing prior to August 15, 2018, nor shall this chapter divest the city, any committee, agency, or officer thereof of any rights of property, contracts or any other rights or of any liability or obligation which may have been created or accrued prior to the effective date of this chapter.

#### 48-17. Vacancies in the Office of Mayor.

1. During the period of emergency, the position of mayor shall be deemed temporarily vacant if he or she is unable to perform his or her assigned duties or cannot be located. Vacancies in the office of mayor shall automatically be filled during the period of the

emergency, until the elected mayor resumes his or her duties, by a direct line of succession by those persons elected to the following offices prior to the emergency.

- a. The president of the Common Council.
- b. Public Safety Committee Chair
- c. Public Works Committee Chair

48-18. Preservation of Essential Public Records.

1. Each department head shall establish a system for the preservation of essential city records necessary for the continuity of governmental functions in the event of emergencies or natural or man-made disasters.

6.01 Purpose

## **CHAPTER 6**

### **CIVIL DEFENSE**

- 6.01 Purpose
- 6.02 Ratification of Joint Action Ordinance
- 6.03 Emergency Director
- 6.04 Sauk County Joint Action Ordinance

**6.01 PURPOSE**

A Joint Action Ordinance of the Board of Supervisors of Sauk County providing for a county-municipal joint action emergency government plan of organization has been adopted by said County Board on the 18th day of July, 1972. A copy of said county ordinance is attached hereto and set forth as Section 6.04, and is hereby ratified and accepted by the City of Reedsburg, County of Sauk.

**6.02 RATIFICATION OF JOINT ACTION ORDINANCE**

This ratification and acceptance of the Joint Action Ordinance shall constitute a mutual agreement between the City of Reedsburg and the County of Sauk as provided by Section 3 of said Joint Action Ordinance.

**6.03 EMERGENCY DIRECTOR**

The County-Municipal Emergency Government Director appointed and employed by the Sauk County Board as provided in the referred to Ordinance is hereby designated and appointed Emergency Government Director for the City of Reedsburg, subject to the conditions and provisions set forth in Wisconsin Statutes, and the Sauk County Joint Action Ordinance.

**6.04 SAUK COUNTY JOINT ACTION ORDINANCE**

(1) POLICY AND PURPOSE

- (a) To ensure that the County of Sauk will be prepared to cope with emergencies resulting from man-made and natural disasters, an Emergency Government Organization is created to carry out the purposes set out in Chapter 22 of Wisconsin Statutes, 1969.
- (b) Definitions. As used in this ordinance:
  - 1. "Emergency Government" includes "civil defense" and means all measures undertaken by or on behalf of the State and its subdivisions: 1. To prepare for and minimize the effect of enemy action and natural or man-made disaster upon the civilian population, and 2. To effectuate emergency repairs to, or the emergency restoration of, vital public utilities and facilities destroyed or damaged by such action of disaster.
  - 2. "Civil Defense" means all measures undertaken by or on behalf of the State and its subdivisions to prepare for and minimize the effect of enemy action upon the civilian population.
  - 3. "Enemy Action" means hostile action by a foreign power which threatens the security of this State or portion thereof.

(2) COUNTY EMERGENCY GOVERNMENT COMMITTEE

- (a) How constituted. The Executive Committee of the County Board as created under its rules is hereby designated as the County Emergency Government Committee. When acting as such committee, the Chairman of the County Board shall be its Chairman.
- (b) Duties of County Emergency Committee. The County Emergency Government Committee shall be an advisory and planning group and shall advise the County Emergency Director, Coordinator and the County Board of Supervisors on all matters pertaining to emergency government. It shall meet upon call of the Chairman.

- (3) COUNTY EMERGENCY GOVERNMENT DIRECTOR.
- (a) Joint Director. There is hereby created the Office of County-Municipal EG Director. The County Government Director of such municipalities of Sauk County as may hereafter enact an ordinance parallel to this ordinance. In addition to his duties as County Emergency Government Director, he shall have the additional duties and responsibilities of a Municipal Emergency Government Director as provided for in Section 66.30 of the Wisconsin Statutes.
  - (b) Salary, Term, Appointment and Statutory Provision.
    - 1. Salary. The salary of the Director and members of his staff shall be as determined by the County Board.
    - 2. Terms. The term of the Sauk County Emergency Government Director shall be at the pleasure of the County Board.
    - 3. Appointment. The Emergency Government Director shall be appointed by the Emergency Government Committee subject to approval by the County Board.
    - 4. Statutory Provision. The provisions of Section 22.16(9), Laws of 1969, Wisconsin Statutes, relating to personnel, shall apply to the selection of the Director and his staff.
  - (c) Status. The County Emergency Government Director shall be considered to be an employee of the County not under civil service and shall be entitled to all of the rights, privileges and benefits that County employees have. He shall report to the County Emergency Government Committee.
  - (d) Municipal Deputy Emergency Government Director.
    - 1. Each municipality passing a joint action ordinance with the County may appoint a Deputy Emergency Government Director.
    - 2. The Municipal Deputy Emergency Government Director will operate under the administrative direction of the County Emergency Government Director.
    - 3. Remuneration, if any, for the Deputy Municipal Emergency Government Director will be determined and paid by the governing body of that municipality.
- (4) SHARING OF COSTS
- (a) Office and Staff. The Sauk County Board shall provide offices, office furniture, stenographic help and such office supplies as may be necessary to carry out the functions of the County Emergency Government Director.
  - (b) Major Equipment and Services. Costs of equipment and services shall be borne 100 percent by the municipal government requiring such procurement with Federal matching funds procured by the County-Municipal Director when applicable. Federal matching fund reimbursements shall be returned to the Treasurer of the municipality procuring the equipment or services.
- (5) JOINT ACTION MEETINGS. Whenever it is deemed necessary by either the County Emergency Government Committee, or the Emergency Government Committee of a municipality participating in joint action, there shall be a joint meeting of the committees to decide such matters as may arise.
- (6) DUTIES OF THE COUNTY EMERGENCY GOVERNMENT DIRECTOR.
- (a) County-Wide Duties. The Director, in his capacity as County Director, subject to the control and direction of the County Emergency Government Committee and under the general supervision of the County Board, shall:
    - 1. Develop and promulgate emergency government plans for the County including planning for joint action municipalities consistent with the State plan of emergency government;
    - 2. Coordinate and assist in the development of non-joint action municipal emergency government plans within the County, and integrate such plans with the County plan;

6.04 Sauk County Joint Action Ordinance

3. Direct the County and joint action municipality emergency government programs;
  4. Direct County-wide emergency government programs and exercises;
  5. Advise the State Administrator of Emergency Government of all emergency government planning for the County and render such reports as may be required by the Administrator;
  6. In case of a state of emergency proclaimed by the Governor, direct the County and joint action municipalities in emergency government activities and coordinate the non-joint action municipal emergency government activities within the County, subject to coordinating authority of the State Administrator;
  7. Perform such other duties relating to emergency government as may be required by the County Board.
- (b) Municipal Duties. The Director, in his capacity as director for a municipality participating in joint action, shall:
1. Direct the Municipal Emergency Government Organization;
  2. Develop, promulgate, and integrate into the County plan emergency government plans for the operating services of the municipality;
  3. Direct participation of the municipality in such emergency government training programs and exercises as may be required on the County level or by the State Administrator;
  4. Direct the municipality emergency government training programs and exercises;
  5. Perform all administrative duties necessary for the rendering of reports and procurement of Federal matching funds for each municipality requesting Federal matching funds;
  6. In case of a state of emergency proclaimed by the Governor, direct the activities of the Municipal Emergency Government Organization.
  7. Perform such other duties, relating to emergency government, as may be required by the municipal governing body.
- (7) UTILIZATION OF EXISTING SERVICES AND FACILITIES.
- (a) Policy. In preparing and executing the Emergency Government Program, the services, equipment, supplies and facilities of the existing departments and agencies of the County shall be utilized to the maximum extent practicable; and the officers and personnel of all such departments and agencies are directed to cooperate and extend such services and facilities as are required of them.
- (b) Joint Action. Municipalities entering into joint action with Sauk County will provide for utilization of existing services of municipal government by enactment of an ordinance parallel to this section of the County ordinance.
- (8) OTHER EMERGENCIES.
- (a) Joint Action Municipalities. In the event the Governor determines that an emergency exists growing out of natural or man-made disaster, the County Emergency Government Director will activate and direct the emergency government services at the appropriate level of government affected by the emergency.
- (b) Non-joint Action Municipalities. In the event of a natural or man-made disaster, the County Director will coordinate the municipalities affected and render such assistance as is required and available for County resources.
- (c) Penalties. It shall be unlawful for any person to wilfully obstruct, hinder, or delay any member of the Emergency Government Organization in the enforcement of any order, rule, regulation or plan issued pursuant to this ordinance, or to do any act forbidden by any order, rule, regulation or plan issued pursuant to the authority contained in this ordinance. For a violation of any of the provisions of this ordinance, he shall forfeit not more than \$200.00, or be imprisoned in the County Jail for a period not exceeding 90 days, or both.

1  
ORDINANCE NO. 1891-19  
(Chapter 332 – Impact Fees for Water Utility)

The City of Reedsburg, Sauk County, does hereby ordain as follows:

SECTION I: PURPOSE:

- (a) Impact fees are fees that are collected in order to pay for the capital costs to construct, expand or improve public facilities which are necessary to accommodate development. The imposition of impact fees is intended to ensure that public facilities are adequate to meet the needs of the City and that new development pays a proportionate share of new, expanded or improved facilities required by that development.

SECTION II: PROVISION AMENDED:

City of Reedsburg Code Chapter 332-3 is amended to reflect the new impact fee schedule for water utilities.

SECTION III: VALIDITY:

Should any section, clause or provision of the Ordinance be declared by the Courts to be invalid, the same shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION IV: CONFLICTING PROVISIONS REPEALED:

All ordinances in conflict with any provision of this Ordinance are hereby repealed.

SECTION V: EFFECTIVE DATE:

This Ordinance shall be in force from and after its introduction and publication as provided by statute.

SECTION VI: PART OF CODE:

This Ordinance becomes part of the City of Reedsburg Code Chapter 332.

Adopted this 9<sup>th</sup> Day of September, 2019.

\_\_\_\_\_  
David G. Estes  
Mayor

ATTEST:

\_\_\_\_\_  
Jacob Crosetto  
City Clerk-Treasurer

Public Hearing Noticed:	August 29, 2019 & September 5, 2019
2nd Reading at Council/Public Hearing:	September 9, 2019
Published, Enactment Date:	September 12, 2019

STAFF REPORT

AGENDA ITEM: 10b

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**To:** Utility Commission  
**Prepared By:** Brett Schuppner & Jon Craker  
**Date of Meeting:** August 19, 2019  
**Subject:** 2019 Water Impact Fees

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**Background:**

Please see the 2019 RUC Water Impact Fee Report.

Impact fees are fees that are collected in order to pay for the capital costs to construct, expand or improve public facilities which are necessary to accommodate development. The imposition of impact fees is intended to ensure that public facilities are adequate to meet the development needs of the City and that new development pays a proportionate share of new, expanded or improved facilities required by such development. This keeps water rates lower and prevents existing rate payers from subsidizing infrastructure required for new developments.

The current Impact Fees have been in place since 2002. The 2002 and proposed 2019 impact fees are shown in Table 6 on page 6 of the report. The proposed impact fees are approximately 30% less than the current fees.

A public hearing may be required on the proposed impact fees and approval by the City Council to update the ordinance.

**Recommendation:**

Approve the 2019 RUC Water Impact Fee Report and proposed impact fees, and recommend to the Ordinance Committee and City Council adoption and updating of City Ordinance 3.10 Impact Fees for Capital Projects.

executed. The developer's agreement assigns 50% of these project costs to be assessed to the school district and therefore this share of costs are not included as part of the new impact fee analysis. All other projects will serve to primarily provide better service to the new developments around which these projects are based.

**V. IMPACT FEE ASSESSMENT**

Project costs summarized in Table 5 and land areas summarized in Table 1 were used to determine the appropriate impact fees which are summarized in Table 6. The new 10-year impact fees were calculated for the meter size factor of 1.0 by dividing total project cost estimates allocated to the RUC (\$3,604,166) by the total growth REUs (5,716). Other meter size impact fees are calculated by multiplying the appropriate meter size factor by the base impact fee for a standard meter size (5/8" or 3/4") on a single family dwelling. For example, the impact fee for a 1" service is calculated by multiplying the meter size factor (2.5) by the base impact fee (\$631.00) to get an impact fee of \$1,576.00 for a customer using a 1" diameter meter.

**Table 6: Impact Fee per Meter Size Summary**

Meter Size	Meter Size Factor	2002 Impact Fee	2019 Impact Fee
5/8" & 3/4" Multi-Family	0.75	\$663.00	\$473.00
5/8" & 3/4" Single Family	1	\$884.00	\$631.00
1"	2.5	\$2,211.00	\$1,576.00
1 1/2"	5	\$4,421.00	\$3,153.00
2"	8	\$7,074.00	\$5,044.00
3"	15	\$13,264.00	\$9,458.00
4"	25	\$22,106.00	\$15,763.00
6"	50	\$44,212.00	\$31,527.00
8" or Larger	80	\$70,740.00	\$50,443.00

Table 6 shows that the new 10-year impact fees are lower than those determined by the previous 2002 assessment. The new base impact fee for a meter size factor of 1.0 is almost 30% less than that of the prior study. However, this new lower impact fee will sufficiently recover the estimated project costs associated with the expected land developments to occur over the next ten years.

Meter Size	Meter Size Factor	Impact Fee
5/8" & 3/4" Multi Family	0.75	\$ 473.00
5/8" & 3/4" Single Family	1	\$ 631.00
1"	2.5	\$ 1,576.00
1 1/2"	5	\$ 3,153.00
2"	8	\$ 5,044.00
3"	15	\$ 9,458.00
4"	25	\$ 15,763.00
6"	50	\$ 31,527.00
8" or Larger	80	\$ 50,443.00

Amended Ordinance #332-3 Impact Fees for Water Utility

**WATER UTILITY**

The Water Utility of the Reedsburg Utility Commission of the City of Reedsburg.

**ZONING DISTRICTS**

Those areas designated in Chapter 690, Zoning, as being reserved for specific land uses, subject to development and use regulations specified in Chapter 690.

**ZONING ORDINANCE**

The official adopted Zoning Map and text regulating all development and land use in the City of Reedsburg.

**§ 332-3 Impact fees for water utilities.**

The impact fees for water utilities to be paid at the time of issuance of a building permit are:

Meter Size	Equivalency	Impact Fee
5/8" and 3/4" multifamily	0.75	\$663
5/8" and 3/4"	1	\$884
1"	2.5	\$2,211
1 1/2"	5	\$4,421
2"	8	\$7,074
3"	15	\$13,264
4"	25	\$22,106
6"	50	\$44,212
8" or larger	80	\$70,740

**§ 332-4 Exemptions for water utilities impact fees.**

- A. An impact fee will not be required in the following cases:
  - (1) Alterations or expansion of an existing building where no additional or larger water meter connections are requested.
  - (2) The replacement of a building or structure with a new building or structure of the same size and use where no additional or larger water and/or sewer connections are requested and where the use is not changed.
- B. A change in water meter size shall not be exempted from payment of the impact fee; however, a credit shall be given for the current impact fee on the old meter size. For example, at the time of an application for a change from a five-eighths-inch meter to a one-inch meter, the impact fee would equal the current impact fee for a one-inch meter less the current impact fee for a five-eighths-inch meter.
- C. No impact fee shall be required, nor credited, for a change in water meter size that results in a decrease in meter size.
- D. Any claim for exemption must be made no later than the time of application for a building permit. Any claim not so made shall be deemed waived.

**§ 332-5 Impact fees for park facilities.**

- A. Impact fees for park facilities imposed pursuant to this chapter shall be due and payable at the time of issuance of a building permit for new construction of a residential dwelling.
- B. Impact fee for dwelling units shall be \$800 for a single unit. For seasonal employee housing development with more than 12 units, the fee can be reduced to \$400 pending the inclusion of recreation facilities, and open space is required for these developments.  
[Amended 2-12-2018 by Ord. No. 1863-18]

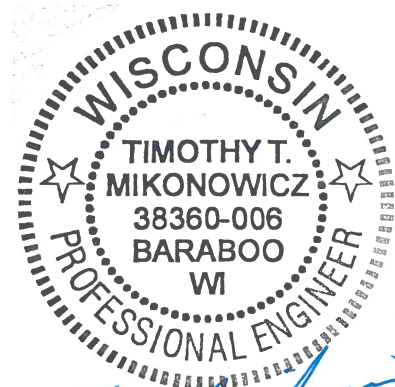
**§ 332-6 Payment of impact fees.**

# 2019 RUC Water Impact Fee Report

Reedsburg Utility Commission  
Sauk County, WI

Project No. 03219016

May 2019



*Tim Mikonowicz*  
08-19-2019

# **2019 RUC Water Impact Fee Report**

**Reedsburg Utility Commission  
Sauk County, WI**

**Project No. 003219016**

Prepared by:

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APPENDIX A 10-YEAR LAND DEVELOPMENT MAP

**I. INTRODUCTION**

In response to the growth experienced by cities, water utilities, and water customer bases, water impact fee studies are meant to assess future expected land development, increased customer water demands, and identify necessary future water infrastructure project costs. Such studies allow the utility commission to determine future required project costs and distribute those costs amongst the predicted new customers that will benefit directly from these projects. This particular water impact fee study for the Reedsburg Utility Commission (RUC) considers a ten year time period (2019 to 2029). This report is a summary of significant findings gathered through the efforts of this study and outlines the predicted land development areas, new customers, existing utility capabilities and ability to service the future demands, predicted project costs, and final suggested water impact fees to be assessed.

**II. LAND DEVELOPMENT AREA ESTIMATE**

Land area developments over the next 10 years followed a thorough review of existing utility extents, recent subdivision expansions, mapped wetlands, and locations both near and within the current city limits that would be well-suited for future development. Both residential and commercial future development areas were considered and delineated as shown by the map included in the attached Appendix A. Areas outlined by the map are summarized in Table 1 by development type and total acreage.

**Table 1: 10-year Development Estimates by Land Area**

<b>Development Type</b>	<b>Total Acres</b>
Residential	962
Commercial	551
<b>Total</b>	<b>1,513</b>
Multi-Family (20% Res.)	192
Single Family (80% Res.)	770

As shown in Table 1, the total 10-year estimated acreage likely to be developed and incorporated into the RUC utility service network is just over 1,500 acres. Of that total acreage, almost two-thirds is estimated to be residential. In order to develop more accurate residential equivalency units (REUs), the residential area is further broken down into multi-family residential and single

family residential areas. Multi-family residential areas are those areas allocated for multi-unit apartment buildings and duplexes while single family residences are single dwelling units. The estimated percentage of each type of development is shown in Table 1 with the respective development type description.

Table 2 shows a summary of all assumptions made to determine total growth REUs which is a key component in determining the new water impact fee. Population percentages and densities are the same assumptions as were made in the 2002 study to maintain consistency. These assumptions are shown in Table 2 (population percentages, densities, and multi-family ratios). Acreage, densities, and multi-family ratios were multiplied to determine the respective categorical growth REUs over the next ten years.

**Table 2: Total Growth REUs Determination**

Land Use	Multi-Family Residential	Single Family Residential	Commercial	Total
<b>Population Percentage</b>	12%	68%	20%	100%
<b>Acreage</b>	192	770	551	1,513
<b>Density/Acre</b>	16	3	2	-
<b>Multi-Family Ratio</b>	0.75	1.0	1.0	-
<b>REUs</b>	2,304	2,310	1,102	<b>5,716</b>

Table 2 shows that the total growth REUs over the next ten years is estimated to be 5,716. This means that there will be an estimated 5,716 new metered customers over the next ten years which will both benefit from new outlined infrastructure expansion and maintenance projects and be responsible for a portion of the projected capital outlay.

### III. ASSESSMENT OF CURRENT AND FUTURE WATER DEMANDS

In order to determine the full scope of future projects to accommodate the outlined land developments, the existing infrastructure was considered to determine if any new wells or storage facilities would be required. Table 3 provides a summary of existing wells and storage facilities in operation by the RUC.

**Table 3: Current Infrastructure Summary**

Existing Well Capacities		Existing Storage Capacities	
Well No.	Well Capacity (gpm)	Storage Facility	Capacity (gallons)
3	1,000	No. 1 Steel Elevated (14 <sup>th</sup> St.)	500,000
4	1,000	No. 4 Elevated (Webb Ave.)	200,000
6	1,060	No. 2 Conc. Ground (Zobel)	500,000
7	1,200	No. 3 Conc. Ground (Moyer)	500,000
8	1,200	-	-
<b>Totals</b>	<b>5,460 gpm</b>	-	<b>1,700,000 gal.</b>

Table 3 shows that RUC existing wells have a total capacity of 5,460 gpm. The firm well capacity, or pumping capacity with the largest well out of service, is 4,260 gpm. Water sales data from a five-year period was used to help determine if the current wells and storage facilities are sufficient to service the proposed ten-year developments. Table 4 shows a summary of water demands per customer based on land use category.

**Table 4: Five-Year Water Usage Trends Summary**

Year	Residential		Commercial		Industrial	
	Avg. gal/day <sup>a</sup>	Avg. gpm <sup>b</sup>	Avg. gal/day <sup>a</sup>	Avg. gpm <sup>b</sup>	Avg. gal/day <sup>a</sup>	Avg. gpm <sup>b</sup>
2013	122.5	0.085	643.4	0.447	36,597	25.41
2014	141.8	0.098	671.4	0.466	35,983	24.99
2015	142.7	0.099	779.8	0.542	29,128	20.23
2016	141.2	0.098	780.7	0.542	29,442	20.45
2017	135.1	0.094	747.9	0.519	27,349	18.99
<b>Avg.</b>	<b>137</b>	<b>0.095</b>	<b>725</b>	<b>0.50</b>	<b>31,700</b>	<b>22.0</b>

a. Average water usage in gallons per day per customer

b. Average water usage in gallons per minute per customer

Using the data in Tables 2 and 4, it is determined that the estimated increase in average day water demands is 438 gpm for residential customers and 551 gpm for commercial customers. Future increases are determined by multiplying the REUs in Table 2 (2,304 + 2,310 = 4,614 residential REUs and 1,102 commercial REUs) by the respective average water usage in gallons per minute per customer shown in Table 4 (0.095 gpm for residential and 0.50 gpm for commercial). These increases total an estimated 989 gpm of increased average day demand on

the existing systems. The current average day demand is 1,293 gpm (1,978,690 gallons/day) with a maximum day demand of 2,268 gpm (3,266,000 gallons/day). The calculated future average day demand considering the increase in serviced customers is then 2,282 gpm while the maximum day demand is estimated to be 3,257 gpm. Both of these demands are well below the current firm well pumping capacity of 4,260 gpm so there are no additional wells required for inclusion in this study.

Additional analysis of the current storage capacity shows no requirements for additional storage facilities over this study period. The current average storage turnover rate is (1,978,690 gallons/day / 1,700,000 gallons storage) 1.16 times/day based on average day demands. Similarly, the current average maximum day storage turnover rate is 1.92 times/day. This means that even at maximum day pumping rates, the current storage facilities have enough capacity to provide service for greater than 12 hours. Considering the added demands of (989 gpm x 1,440) 1,424,160 gallons/day, the future average day flows are estimated to be 3,402,850 gallons/day. Dividing this by the current storage capacity of 1.7 million gallons equates to a storage turnover rate of 2.0 times/day. At average day demands, it is therefore estimated that the current storage facilities have enough capacity to provide service for 12 hours. Future maximum day pumping rates are estimated to be (3,266,000 gallons/day + 1,424,160 gallons/day) 4,690,160 gallons/day. Dividing the future maximum day demands by the current storage capacity of 1.7 million gallons equates to a storage turnover rate of 2.8 times/day. At future maximum demands, it is estimated that the current storage facilities have enough capacity to provide service for just over 4 hours. Based on these findings, it is assumed that the current storage capacities are sufficient for current water demands. However, in a longer time period (10 to 20 year period), it is foreseen that additional storage facilities will be required.

#### **IV. PROJECT COST ESTIMATES**

Considering the future development areas shown in the attached map in Appendix A and summarized in Table 1, necessary accompanying water infrastructure improvements and expansions were then determined and costs estimated. These water infrastructure projects are those determined to be both critical to the development of the assumed areas on which this report

is based as well as upgrades to existing infrastructure to foster and enhance serviceability of such areas within the next ten years. In total, there are six primary water main extensions and looping projects deemed necessary to sustain an acceptable level of water service, which are summarized in Table 5.

**Table 5: Proposed Project Cost Summary**

Proposed Project	Project Limits/Description	Total Estimated Cost	Percent Allocated to RUC	RUC Total Estimated Cost
New 12" WM Loop and 8" WM Loop	Meme Lane to Russell Ct. (12") Meme Lane to Ernstmeyer (8")	\$617,277	100%	\$617,277
New 12" WM Extension	Ridgeview Rd. to Zobel Reservoir	\$326,389	100%	\$326,389
New 12" WM Loops	Golf Course Rd. to East Side Industrial Park	\$1,130,910	100%	\$1,130,910
New 12" WM Loop	E. Reedsburg Rd. to Fawn Valley Ct.	\$311,926	50%	\$155,963
New 10" WM Loop	'K' St. to Bindl Subdivision	\$311,197	100%	\$311,197
New 12" WM Loop	Fawn Valley to Golf Course Rd. to Reedsburg Rd.	\$1,062,430	100%	\$1,062,430
<b>Totals</b>		<b>\$3,760,129</b>		<b>\$3,604,166</b>

Table 5 shows both the total estimated project costs and the cost allocated to RUC for the basis of water impact fee assessment. Total estimated project costs include both materials, labor based on current pricing, engineering fees, and contingencies. As is shown, all projects with the exception of E. Reedsburg Rd. to Fawn Valley Ct. water main extension has a 100% allocation to the RUC. The E. Reedsburg Rd. to Fawn Valley Ct. has a 50% cost allocation for the determination of the water impact fee because this project serves to both enhance current customer service while also enhancing service and fire protection to the new intermediate school. Because the intermediate school is one of the primary beneficiaries of this infrastructure improvement, a developer's agreement between RUC and the Reedsburg school district was

executed. The developer's agreement assigns 50% of these project costs to be assessed to the school district and therefore this share of costs are not included as part of the new impact fee analysis. All other projects will serve to primarily provide better service to the new developments around which these projects are based.

## V. IMPACT FEE ASSESSMENT

Project costs summarized in Table 5 and land areas summarized in Table 1 were used to determine the appropriate impact fees which are summarized in Table 6. The new 10-year impact fees were calculated for the meter size factor of 1.0 by dividing total project cost estimates allocated to the RUC (\$3,604,166) by the total growth REUs (5,716). Other meter size impact fees are calculated by multiplying the appropriate meter size factor by the base impact fee for a standard meter size (5/8" or 3/4") on a single family dwelling. For example, the impact fee for a 1" service is calculated by multiplying the meter size factor (2.5) by the base impact fee (\$631.00) to get an impact fee of \$1,576.00 for a customer using a 1" diameter meter.

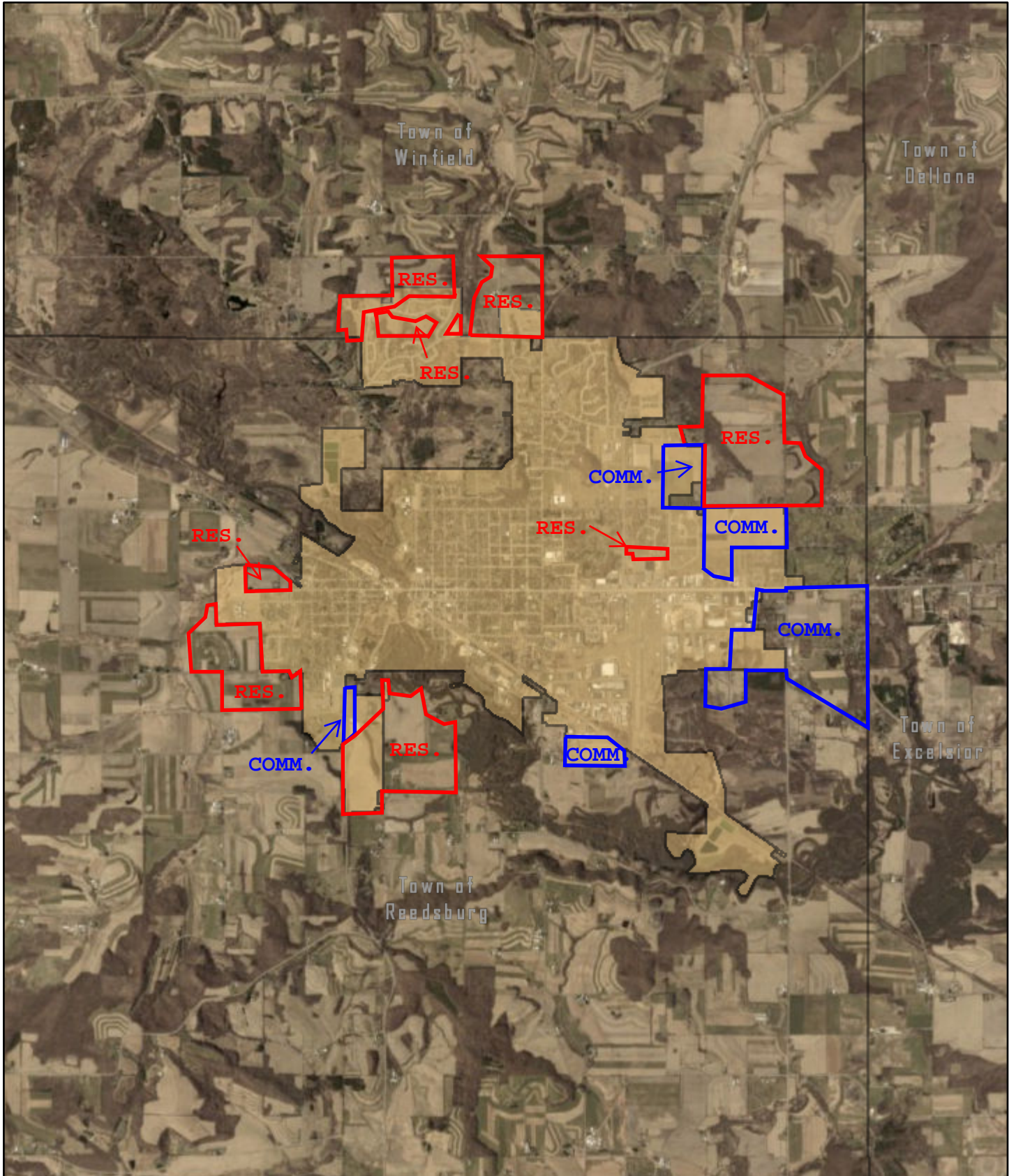
**Table 6: Impact Fee per Meter Size Summary**

Meter Size	Meter Size Factor	2002 Impact Fee	2019 Impact Fee
5/8" & 3/4" Multi-Family	0.75	\$663.00	\$473.00
5/8" & 3/4" Single Family	1	\$884.00	\$631.00
1"	2.5	\$2,211.00	\$1,576.00
1 1/2"	5	\$4,421.00	\$3,153.00
2"	8	\$7,074.00	\$5,044.00
3"	15	\$13,264.00	\$9,458.00
4"	25	\$22,106.00	\$15,763.00
6"	50	\$44,212.00	\$31,527.00
8" or Larger	80	\$70,740.00	\$50,443.00

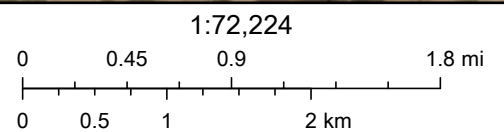
Table 6 shows that the new 10-year impact fees are lower than those determined by the previous 2002 assessment. The new base impact fee for a meter size factor of 1.0 is almost 30% less than that of the prior study. However, this new lower impact fee will sufficiently recover the estimated project costs associated with the expected land developments to occur over the next ten years.

**APPENDIX A**  
**10-Year Land Development Map**

# 2019 Reedsburg Water Impact Fee



August 19, 2019



Sauk County Land Information/GIS, Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community