



CITY OF REEDSBURG  
134 South Locust Street, PO Box 490  
Reedsburg, WI 53959  
PH. 608-524-6404 FAX. 608-524-8458  
[www.reedsburgwi.gov](http://www.reedsburgwi.gov)

Public Works Committee Agenda  
November 20, 2024  
Reedsburg City Hall Council Chambers  
5:30 PM

DUE TO THE RESTRICTIONS CAUSED BY THE COVID-19 PANDEMIC, SOME VOTING MEMBERS MAY BE PRESENT VIA TELECONFERENCE OR VIDEO CONFERENCE, AS PROVIDED BY THE RECOMMENDATIONS OF THE WISCONSIN DEPARTMENT OF JUSTICE. [HTTPS://WWW.DOJ.STATE.WI.US/NEWS-RELEASES/OFFICE-OPEN-GOVERNMENT-ADVISORY-CORONAVIRUS-DISEASE-2019-COVID-19-AND-OPEN-MEETINGS](https://www.doj.state.wi.us/news-releases/office-open-government-advisory-coronavirus-disease-2019-covid-19-and-open-meetings)

*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 OCTOBER 16, 2024**  
:

**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. Recommendation for sewer rates 2025 and 2026
- B. Consideration of construction management proposal for restroom in future Community Market Park
- C. Discussion of 2025 budget
- D. Update on current projects

**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.

Reedsburg, WI  
October 16, 2024

The Public Works Committee for the City of Reedsburg convened for a special meeting, on October 16, 2024, at 5:30 p.m. at the Reedsburg Center Conference Room with the following members present:

Members Present: Dave Knudsen, Phil Peterson, Jason Schulte and Charlie Backeberg

Also Present: Steven Zibell

Motion by Peterson seconded by Backeberg to approve the minutes from August 21, 2024 meeting.

Motion Carried

Zibell discussed the 2025 budget and stated he would bring a draft version at the next meeting in November.

No Action

Zibell gave a brief update of current projects.

No Action

Motion by Peterson seconded by Knudsen to adjourn.

Motion Carried

Adjourned at 6:05 p.m.  
Respectively Submitted,

Steven T. Zibell, Public Works Director/City Engineer  
City of Reedsburg



**City of Reedsburg 2024 Wastewater Improvements  
Proposed Sewer Rate Increases (Steps 3 and 4)**

**2025 Rates (Step 3)**

|                                    |          |
|------------------------------------|----------|
| Fixed                              | \$ 13.00 |
| Variable (\$/100 ft <sup>3</sup> ) | \$ 10.00 |
| Industrial Flow (\$/1000 gal)      | \$ 5.90  |
| Industrial BOD (\$/lb)             | \$ 0.65  |
| Industrial TSS (\$/lb)             | \$ 0.71  |
| Industrial Phosphorus (\$/lb)      | \$ 20.98 |

**2026 Rates (Step 4)**

|                                    |          |
|------------------------------------|----------|
| Fixed                              | \$ 14.50 |
| Variable (\$/100 ft <sup>3</sup> ) | \$ 11.50 |
| Industrial Flow (\$/1000 gal)      | \$ 6.79  |
| Industrial BOD (\$/lb)             | \$ 0.75  |
| Industrial TSS (\$/lb)             | \$ 0.82  |
| Industrial Phosphorus (\$/lb)      | \$ 24.13 |

**TOWN & COUNTRY ENGINEERING, INC.**

Madison ♦ Rhinelander ♦ Kenosha  
6264 Nesbitt Road • Madison, WI 53719 • (608) 273-3350 • tce@tcengineers.net

Existing  
Rates.

**RESOLUTION 4536-24**  
**Increasing Rates for Wastewater System**

WHEREAS, the wastewater system of the City of Reedsburg is a self-supporting enterprise of the City; and

WHEREAS, the wastewater ordinance (Chapter 493) creates the authority of the City Council to adopt rates by resolution; and

WHEREAS, a well-funded and efficient wastewater system is important to the public health and the environment;

NOW THEREFORE IT IS RESOLVED BY THE CITY OF REEDSBURG COMMON COUNCIL that the following rates be confirmed and approved:

**A. Sewer User Charges:** (effective 03/01/2024)

(a) Fixed charge: shall be the "minimum" monthly wastewater service charge as established by resolution of the Common Council of the City of Reedsburg as amended from time to time. The current fixed charges shall be based on the size of the water meter(s) serving the user. Current rates are as follows:

| <u>Fixed Monthly Meter Charge</u> |                   |
|-----------------------------------|-------------------|
| <u>Meter Size</u>                 | <u>03/01/2024</u> |
| 5/8"                              | \$13.00           |
| 3/4"                              | \$13.00           |
| 1"                                | \$25.35           |
| 1-1/4"                            | \$36.45           |
| 1-1/2"                            | \$48.50           |
| 2"                                | \$76.25           |
| 3"                                | \$140.95          |
| 4"                                | \$233.45          |
| 6"                                | \$464.65          |

(b) Volume charge: In addition to the minimum fixed charge, there shall be a volume charge based on water usage as determined from regular water meter readings by the Water Utility. The charge shall be determined by resolution of the Common Council as amended from time to time. The current rate for normal wastewater service is \$7.00 per 100 cubic feet of water usage.

**B. Industrial Surcharges:** (effective 03/01/2024)

The rates of charge for each of the aforementioned constituents will be at the prevailing rate at the time. The Reedsburg City Council may adjust rates. Said prevailing rates at this time are as follows:

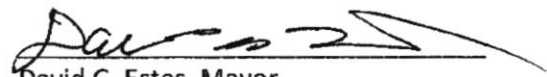
| <u>Parameter</u>                | <u>2024 Unit Charge</u>  |
|---------------------------------|--------------------------|
| Volume (\$V)                    | \$4.13 per 1,000 gallons |
| Biochemical Oxygen Demand (BOD) | \$0.46 per pound         |
| Suspended Solids (SS)           | \$0.50 per pound         |
| Phosphorus (P)                  | \$14.69 per pound        |

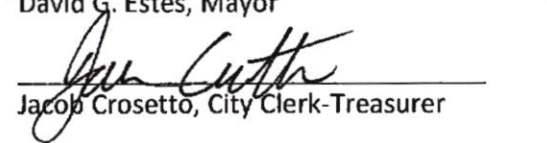
**C. Septic, Leachate and Holding Tank Disposal Service Charges:** (effective 03/01/2024)

Service charges for Septic, leachate and holding tank waste are calculated based on the following assumed concentrations and the unit rates specified in Chapter 493-30 and from time to time amended by resolution by the City Council.

- Holding Tank Waste \$12.85/1000 gal (Based on BOD @ 0 - 600 mg/L; SS @ 0 - 1,800 mg/L; and P @ 0 - 30 mg/L)
- Septic Tank Waste \$90.70/1000 gal (Based on BOD > 5,000 mg/L; SS > 15,000 mg/L; and P > 300 mg/L)
- Medium Septic Tank Waste \$50.00/1000 gal (Based on BOD @ 601-4,999 mg/L; TSS @ 1,801-14,999 mg/L; and P @ 31-299 mg/L)
- Leachate Waste – Based upon analysis of a suitable sample(s), the charge for leachate waste shall be calculated at the same rate as the surcharge for Industrial Wastewater.
- Administrative Fee - \$20.00 per load.

**ADOPTED** on this 12<sup>th</sup> day of February 2024.

  
David G. Estes, Mayor

  
Jacob Crosetto, City Clerk-Treasurer

Respectfully Submitted:

The above resolution has been authorized by the governing body of the City of Reedsburg by Resolution No. 4536-24, dated February 12, 2024.

Date Passed: February 12, 2024,

Vote: 9-0



## Design/Build | Construction Management Services

Main Office  
P.O. Box 248 | 500 Utility Court Reedsburg, Wisconsin 53959  
T 608-524-4383 | T 608-244-1900

Madison Office  
2919 Packers Avenue  
Madison, Wisconsin 53703  
[www.friede.com](http://www.friede.com)

### Construction Management Proposal City of Reedsburg – Restroom/Gateway Feature Project Community Market Park

December 2024

#### Submitted By:

Tim Becker, VP of Sales  
Friede & Associates  
500 Utility Court  
Reedsburg, WI 53959  
[timbecker@friede.com](mailto:timbecker@friede.com)  
608.415.0178

#### Project Description/Scope

Friede & Associates (Friede) will work alongside the City of Reedsburg representatives to complete a needs assessment and site evaluation for a restroom and gateway feature project located at Community Market Park.

#### Services provided by Friede

##### Facilitate Needs Assessment/Site Evaluation Phase with Selected Architect/Engineer

- Discuss methods and uses of current City services
- Prioritize findings and consider solutions
- Determine strategies and design changes to eliminate inefficiencies
- Consider site locations in overall master plan of building use
- Evaluate specific sites and site conditions
- Define overall building size and layout for needed use
- Development of a preliminary cost estimate

##### Preconstruction/Design Phase

- Support through the City planning, zoning, and permitting process
- Participation in community and City committee/commission/Council meetings as necessary
- Develop a preliminary building design and layout
- Coordinate sealed civil, architectural, structural, MEP drawings and submit for review analysis
- Update of project budget, schedule, and cost analysis
- Bid review and analysis, including unit cost reviews



- Preliminary Estimating
- Construction Budgeting
- Value Engineering as needed
- Design
  - Friede will work closely with the architects to help ensure that construction techniques, design concepts, finish selections and delivery schedule comply with owner's expectations.
  - The City will contract with an architecture firm independently.
  - The City will contract with all civil engineering independently.
  - Friede will hire and coordinate Mechanical, Electrical, and Plumbing design on a design/build basis

### **Construction Phase**

#### **- Onsite Supervision**

Friede will assign a Project Manager & Field Superintendent to this project to perform the following tasks

- Monitor and coordinate all day-to-day activities on site
- Ensure that all work and materials meet specifications and high standard of quality
- Manage Subcontractor and Owner/Architect progress meetings
- Generate & send weekly progress report to Owner and project team
- Meet and coordinate with building officials to ensure that all work aligns with local building codes
- Project Management
  - Project Scheduling
  - Subcontractor / Supplier bid solicitation and Buyout
  - Cost change management
- Accounting
  - Issue all subcontracts and purchase orders
  - Pay all subcontractors and material suppliers
  - Collect lien waivers from all suppliers and subcontractors
  - Generate and submit sworn statement and schedule of values to owner/bank for payment
  - Secure and manage proper insurances

### **Costs/Fees**

- Guaranteed Maximum Price (GMP)
  - Friede will issue a Guaranteed Maximum Price once Construction Documents are completed and all trade work has been bid out.
- Pre-Construction Services
  - Only costs associated with pre-construction work will be charged at this time. Fees of \$2,500 will be due upon acceptance of this proposal.
- Construction Management Fee

- \$45,000 lump sum for restroom project
- Change Orders
  - Markup on Change Orders – Cost plus 5%
  - Refund on Change Order Deducts – Cost
- Self-Performed Carpentry work
- Friede employs in house carpenters that can perform the following work:
  - Blocking/Backing
  - Hang doors and hardware
  - Install casework/window sills
  - Install toilet accessories
  - General trades
  - Superintendents billed at \$124/hr
  - Carpenters billed at \$87/hr
  - Self-performed work will be estimated and fixed before construction begins
- Self-Performed Concrete Work
  - Friede employs in-house concrete installers that can perform the following work:
  - Designing and building concrete forms
  - Setting concrete walls and rebar
  - Pouring and finishing concrete
  - Concrete Finisher billed at \$87/hr
  - Self-performed work will be estimated and fixed before construction begins
- General Conditions (GC) – not limited due to enumeration, individual project GCs may differ.
  - The following are direct construction costs that are not covered by any fees or subcontracted trade work. These items are included in the GMP and will be fixed before construction begins.
  - Project management hours
  - On-site project supervision hours
  - Design fees
  - Plan reproduction
  - Equipment rental
  - Temporary signage/barricades
  - Subcontracted final cleaning
  - Dumpsters
  - Freight/delivery charges
  - Insurance
  - Building permit Fees
- Subcontracted Work
  - Friede will hire subcontractors and suppliers to perform all work on this project that is not specifically noted under “Self-Performed Carpentry work” & “Self-Performed Concrete work”.
  - Friede performs a competitive bidding process for all subcontracted work by doing the following:
    - Generate individual bid scopes of work for each trade
    - Publicly advertise for bids per Wisconsin Statutes

- Solicit additional bids from an average of three subs/suppliers in each trade
- Hold post bid interviews to confirm scope and overall bid integrity
- Constantly monitor workload of our regularly successful bidders to ensure their ability to meet timelines.
- We perform our own take-off of materials and systems, then compare historical data to low bids ensuring that costs are in line with similar projects.

- Billing

- Friede will submit invoices to the owner monthly utilizing AIA format including a schedule of values and sworn statement.
- Friede will invoice for work completed to date less 5% for retainage.
- After the first draw has been paid, all successive invoices will include signed lien waivers for all work previously paid for.
- Retainage will be billed for once the project is complete and occupancy permit is received.

- Warranty

- Friede provides a 1-year warranty on absolutely everything provided under our contract including labor and materials.
- Mechanical equipment, light fixtures, roofing systems and various other items come with extended warranties ranging from 5 to 30 years that are backed by specific suppliers/manufacturers.
- Friede is committed to the long-term relationship of all of our clients and therefore will evaluate any "out of warranty" claims to ensure that clients are treated fairly and are not having to pay for mistakes or poor craftsmanship that should have normally lasted beyond the standard warranty period.

Please proceed with this project as specified and as noted above:

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
                   Authorized Signature  
                   \_\_\_\_\_  
                   Printed Name/Title

## SERVICES EXCLUDED FROM PROPOSAL:

1. **Soil Borings & Testing** -- There are few investments that an Owner can make that rival the return on soil testing. Without soil borings and testing, all engineering for building slabs and associated work assumes poor soil bearing capabilities, and results in over building floors and other concrete work. By having good information on the soil properties, appropriate slab thickness and appropriate reinforcement can be calculated, thus saving costs. In addition, by having soil borings taken an owner can determine whether a site has appropriate soils for construction. Bad soils, bedrock on site or even buried trash dumps may be discovered during this investigative stage of the construction process.
2. **Concrete Testing** -- During construction, building owners may wish to have concrete work tested to insure that the finished product meets original specifications. For building uses that require exact tolerances, Friede encourages owners to invest in this "third party" testing.
3. **Builders Risk Insurance** -- This is an insurance policy that covers the building during construction. While Friede & Associates carries insurance during construction for our employees, our job trailers and our vehicles, the policy does not include the building. Lenders providing construction loans will typically require owners to carry this type of policy to cover fire, storms, vandalism, etc., until permanent building insurance can be established.
4. **Performance Bond** -- This is an insurance bond that insures that if the contractor is unable to finish the project for whatever reason, that the insurer will complete the project as originally specified. Should you be interested in bonding the project, Friede can arrange the bond and include the cost within our contract.
5. **Waivers of Subrogation** -- The Owner and Contractor waive all rights against each other and any of their subcontractors, sub-subcontractors, the Architect, Architect's consultants, their agents and employees for damages to the extent covered by insurance, except such rights as they have to proceeds of such insurance held by the Owner as fiduciary. This waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.

In summary, Friede & Associates encourages Owners to review their needs and to consider investing in any or all of these services where appropriate. If you are interested, we would be happy to help you locate appropriate subcontractors to perform these valuable services.