

**VILLAGE OF WINDSOR  
VILLAGE BOARD RESOLUTION 2024-42**

**APPROVAL OF CHANGE ORDER FOR THE DESIGN OF THE SUNNYVALE DRIVE  
MULTI-USE PATH EXTENSION IN TERRENCE PARK**

**WHEREAS**, the Village of Windsor has contracted with Snyder & Associates for the design of the Sunnyvale Drive Multi-Use Path Extension in Terrence Park (the "Project"); and

**WHEREAS**, the Village of Windsor has contracted with Moll Construction Incorporated for the construction of the Project; and

**WHEREAS**, the Village of Windsor finds it in the best interest of the Village to contract with Snyder & Associates for engineering services to prepare, submit, and acquire the Erosion Control Permit from Dane County Land and Water Resources Department for the Project; and

**WHEREAS**, the Village Staff has reviewed, and recommend approval of, the Change Order for Snyder & Associates for engineering services to prepare, submit, and acquire the Erosion Control Permit from Dane County Land and Water Resources Department for the Project in the amount of \$3,334.70 (Exhibit A).

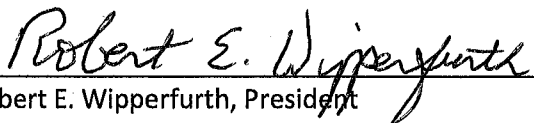
**WHEREAS**, the Project will be paid by the Village's Traffic Management (West) Impact Fee Funds, Account #009-00-57331-800-000.

**NOW, THEREFORE, BE IT RESOLVED** by the Village Board of the Village of Windsor as follows:

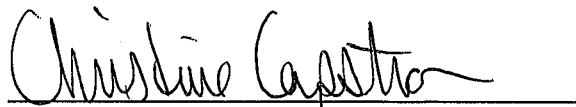
The Village of Windsor Village Board approves the Change Order for Snyder & Associates in the amount of \$3,334.70. The Village President, Attorney, and Staff are authorized to execute the Change Order on behalf of the Village.

The above and foregoing Resolution was duly adopted at a meeting of the Village Board of the Village of Windsor held on April 30, 2024, by a vote of 5 in favor and 0 opposed.

**VILLAGE OF WINDSOR**

  
Robert E. Wipperfurth, President

**Attested by:**

  
Christine Capstran, Clerk

**Incorporated by Reference:**

Exhibit A: Snyder & Associates Change Order

# SUPPLEMENTAL AGREEMENT FOR ADDITIONAL SERVICES # 1

To: Snyder & Associates Inc.  
5010 Voges Road  
Madison, WI 53718

Attn: Michael Calkins  
Phone: 608-838-0444  
Fax: 515-964-7938

This is authorization for Snyder & Associates, Inc. to proceed with the following described additional services.

<b>Client:</b> Village of Windsor, WI	
<b>Project Name:</b> Sunny Vale Drive – Path Extension	
<b>S&amp;A Project Number:</b> 123.0834.30	<b>Original Agreement Date:</b> 6/16/2023

## DESCRIPTION OF ADDITIONAL SERVICES:

Provide engineering services to prepare, submit, and acquire a Dane County Erosion Control Permit for the Sunny Vale Drive – Path Extension Project.

Lump Sum in the amount of: \$

Hourly plus expenses per original agreement or attached fee schedule, not to exceed budget: \$3,000.00

Document attached:

The undersigned, on behalf of the Client, understands and agrees that the services described in this Supplemental are additional services, scope of which is not contained within the original scope of services defined in the original agreement. The Additional Services in this Supplemental are subject to the general conditions contained in the original Professional Services Agreement.

VILLAGE OF WINDSOR (Client)  
\_\_\_\_\_  
(Type or Print Name above line)

SNYDER & ASSOCIATES, INC. (Professional)

By: Robert E. Wipperfurth  
(Authorized Agent)

By: \_\_\_\_\_  
(Authorized Agent)

Robert Wipperfurth  
\_\_\_\_\_  
(Printed or typed signature)

Michael L. Calkins  
\_\_\_\_\_  
(Printed or typed signature)

Date: April 30, 2024

Date: 4/18/2024

Route executed to: Accounting

**EXHIBIT C****SCOPE OF SERVICES****SUNNY VALE DRIVE - PATH EXTENSION: DANE COUNTY EROSION CONTROL PERMIT  
SUNNY VALE DRIVE, VILLAGE OF WINDSOR, WI**

**CLIENT:** VILLAGE OF WINDSOR  
ATTN: JAMIE RYBARCZYK  
4084 MUELLER ROAD  
DEFOREST, WI, 53532

**ENGINEER:** SNYDER & ASSOCIATES, INC.  
5010 VOGES ROAD  
MADISON, WI 53718

**PROJECT:** To provide engineering services to prepare, submit, and acquire a Dane County Erosion Control Permit for the Sunny Vale Drive – Path Extension Project.

**DATE:** April 18, 2024

**SCOPE OF SERVICES:****I. VILLAGE OF WINDSOR EROSION CONTROL PERMITTING**

- A. Prepare and submit a Dane County Erosion Control Permit Application along with the associated documents and information required within the permit application checklist, which is attached for reference.

**FEES FOR SERVICES .....HOURLY NOT-TO-EXCEED \$3,000**

**FEES FOR PERMIT APPLICATION (TO DANE COUNTY) ..... LUMP SUM \$334.70**

EXHIBIT D



Jeremy Balousek, P.E., Division Manager  
Joe Parisi, Dane County Executive

Administration • Land Conservation • Parks • Water Resource Engineering

## Dane County Erosion Control Permit Application

Property Information	
Project Name:	
Municipality:	
Parcel Number(s):	
Landowner Information	
Company:	
Name(s):	
Mailing Address:	
Phone Number:	Email:
Applicant Information	
Name and Company:	
Mailing Address:	
Phone Number:	Email:
Plan Preparer Information	
Name and Company:	
Phone Number:	Email:

## EXHIBIT D (CONTINUED)

**Contractor Information (If Known)**

 Name and Company: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Permit Type**

- Erosion Control – \$250 Base Fee
- Shoreland Erosion Control – \$500 Base Fee
- Shoreland Erosion Control meeting criteria in s. 11.05(2)(c) – \$250 Base Fee

**Fee Calculation**

Base Fee (from above):		\$	250.00
Disturbed Area (ft <sup>2</sup> ):	12,100	x \$0.007/ft <sup>2</sup> = \$	84.70
Impervious Area Added Since 2001, Including Proposed (ft <sup>2</sup> ):	1,850		
	Total Fees = \$		334.70

Request an invoice from WREDiv@countyofdane.com or make check payable to "Dane County Treasurer"

*Fees shall be doubled if work is performed without a permit (s. 11.50(7) or 14.15(2)(b) and (c)).* 
**Permit Conditions and Signature**

All requirements in this application are set forth in Chapters 11 and/or 14 of the Dane County Code of Ordinances.

By submitting this application, the landowner permits Dane County staff to enter project property for inspection and/or curative action (s. 11.05(5)(a)3 or 14.10(4)(c)).

I'm the landowner or have been authorized via the included authorization form to act on behalf of the owner as applicant. I understand that by signing and submitting this application I'm bound by the requirements of the County's erosion control ordinance and accept responsibility for implementation of the plan and requirements included with this application.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## EXHIBIT D (CONTINUED)

## Erosion Control Application Checklist

 Project Name: 

Applications must include the following materials. The erosion control plan must be designed to meet all standards and requirements presented on the following page.

Plan Materials	Specific Location of Information
1. <b>Narrative describing proposed development</b>	
2. <b>Site plan with scale</b> that includes: property lines, limits of disturbance, land cover limits (existing and proposed), natural and artificial water features, 100-yr flood plain, delineated wetland boundaries, location of all erosion control practices	
3. <b>Construction details of erosion control practices</b>	
4. <b>Contours (existing and proposed)</b> Note: Grading within 5' of the property line requires department approval	
5. <b>Site watershed map</b> (including runoff draining to site)	
6. <b>Culvert sizes</b> (existing and proposed)	
7. <b>Cross sections and profiles of conveyance features</b> (existing and proposed)	
8. <b>Direction of runoff flow from impervious surfaces</b>	
9. <b>Design calculations of conveyance features</b> (velocity and capacity)	
10. <b>Universal soil loss (USLE) calculations</b> (corresponding to construction schedule)	
11. <b>Site stabilization materials and methods</b>	
<b>Permit Application Materials</b>	—
12. <b>Detailed construction schedule</b>	
13. <b>Copies of completed applications or approved permits from other regulatory bodies</b>	
14. <b>Itemized cost estimate of erosion control plan implementation</b> (Financial security instrument required if over \$10,000)	

## EXHIBIT D (CONTINUED)

## Erosion Control Standards and Requirements

### Erosion control performance standards

Proposed design and implementation of erosion control measures shall be designed to:

1. Prevent gully and bank erosion.
2. Limit off-site soil loss to an annual cumulative rate of 5.0 tons sediment yield per acre. This standard does not apply to erosion that occurs within the site.
3. Provide stable outlet capable of carrying discharge flow at a non-erosive velocity. Outlet design must consider flow capacity and flow duration. This requirement applies to both the site outlet and the ultimate outlet to stormwater conveyance or waterbody.

### Erosion control practices

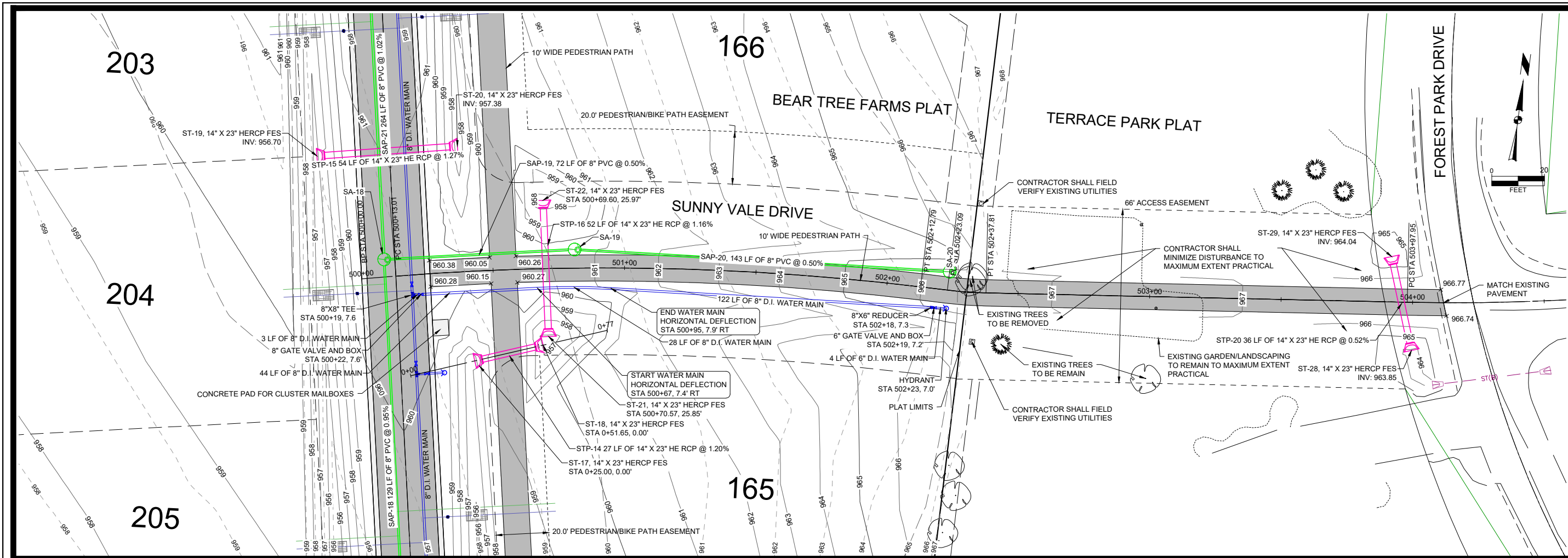
Erosion control practices shall be used to prevent or reduce all of the following:

1. The deposition of soil from being tracked onto streets by vehicles.
2. The discharge of sediment from disturbed areas into storm sewers.
3. The discharge of sediment from disturbed areas into adjacent waterways.
4. The discharge of sediment from drainage ways that flow off the site.
5. The discharge of sediment by dewatering activities.
6. The discharge of sediment eroding from soil stockpiles existing for more than 7 days.
7. The transport by runoff of chemicals, cement and other building compounds and materials on the construction site during the construction period.

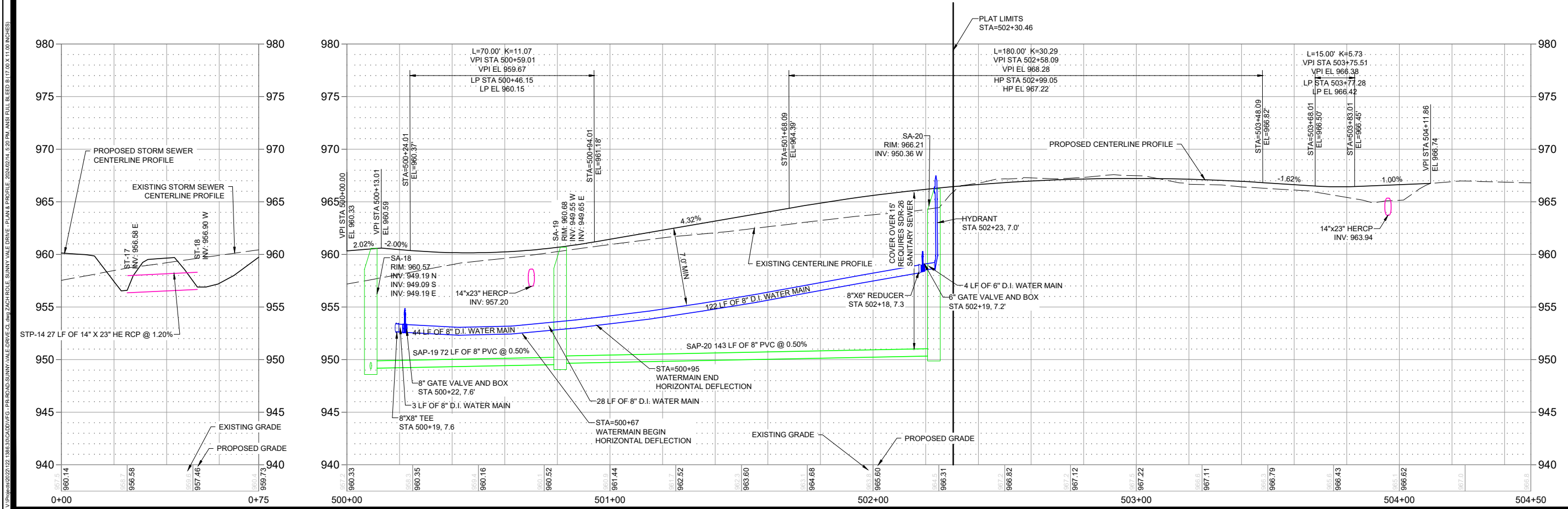
### Implementation

Erosion control practices shall be implemented as follows:

1. Erosion and sediment control practices shall be constructed or installed before land disturbing construction activities begin.
2. Erosion and sediment control practices shall be maintained until final stabilization.
3. Final stabilization activity shall commence when land disturbing activities cease and final grade has been reached on any portion of the site.
4. Temporary stabilization activity shall commence when land disturbing construction activities have temporarily ceased and will not resume for a period exceeding 14 calendar days on any portion of the site.
5. Practices that are no longer necessary for erosion and sediment control shall be removed.




**BEAR TREE FARMS - PHASE 7 PROJECT** ← → **VILLAGE OF WINDSOR PATH EXTENSION PROJECT**



4	WDR WATER REVIEW COMMENTS	07-19-23	ZLR
3	DANE COUNTY REVIEW COMMENTS	06-09-23	ZLR
2	GRADING & EROSION CONTROL	04-27-23	ZLR
1	VILLAGE REVIEW COMMENTS	03-06-23	ZLR

MARK	REVISION	DATE	BY
Engineer: ZLR	Checked By: MLC	Scale: 1" = AS SHOWN	
Technician: GCB	Date: 11-07-2022	T-R-S: TTN+RRW-SS	

**BEAR TREE FARMS - PHASE 7**  
**SUNNY VALE DRIVE - PLAN & PROFILE**  
**VILLAGE OF WINDSOR, DANE COUNTY, WI**  
**SNYDER & ASSOCIATES, INC.**



**SNYDER & ASSOCIATES**

Project No: 122.1386.30  
 Sheet C 512

5010 VOGES ROAD  
 MADISON, WISCONSIN 53718  
 608-835-0444 | www.snyder-associates.com

Sheet C 512

V:\p000\10222122\1386\30\ROADS\SUNNY VALE DRIVE\PLAN & PROFILE\2024\02\04\_520\_PAN\_FILL\_BLED\_B17.DWG (17.00 X 11.00 INCHES)