

**VILLAGE OF WINDSOR  
VILLAGE BOARD RESOLUTION 2024-84**

**APPROVAL OF SCOPE OF SERVICES FROM TOWN & COUNTRY FOR  
THE KENWORTH DRIVE DRAINAGE REVIEW**

**WHEREAS**, the Village of Windsor desires to conduct a drainage review of Kenworth Drive and associated drainage basin areas; and

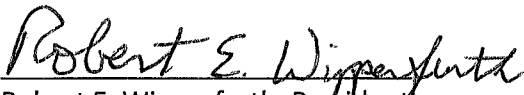
**WHEREAS**, Village Staff have reviewed, and recommend approval of, the Scope of Services from Town & Country Engineering attached hereto as Exhibit A for a not-to-exceed cost of \$5,000; and

**WHEREAS**, the Scope of Services will be paid by the Village's General Fund Stormwater (HS-Stormwater), Account #001-00-53311-350-008.

**NOW THEREFORE, BE IT RESOLVED**, by the Village Board of the Village of Windsor that it hereby approves the Scope of Services for the Scope of Services for a not-to-exceed cost of \$5,000. The Village Administrator, or designee, is authorized and directed to issue the notice of approval accordingly, and execute all necessary documents to accomplish same as approved by the Village Attorney.

The above and foregoing Resolution was duly adopted at a regular meeting of the Village Board of the Village of Windsor on October 03, 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: Scope of Services

# MEMORANDUM

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Date: 9/27/2024  
To: Ms. Tina Butteris, Village Administrator  
From: Nick Bubolz, P.E.  
Subject: Scope of Services - Kenworth Drive Drainage Review

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We recently met to briefly discuss a potential drainage concern expressed by residents between Linden Circle and Kenworth Drive. The surrounding area has been developed in different phases, by different developers, over a number of years, and an existing low area has often functioned as a de facto pond during wet years and rain events. Residents have raised concerns that the inlets and outlets to that area (and the corresponding drainage paths and culverts down stream of this area, may not be functioning as intended or as they have been historically. This memo is intended to provide a cost estimate and scope of work to perform an engineering analysis on the area and report the findings, along with suggested improvements.

The scope of services we propose is composed of the following steps:

Step 1 - Define Drainage Basin and Establish Characteristics of the Area North and South of Kenworth Drive.

- We will use information from existing contour maps and any storm sewer information available from GIS, previous stormwater management plans/reports, and field investigations to define the drainage basin contributing runoff to the existing low spots north and south of Kenworth Drive.
- Continue this effort as elevations guide the effort to a logical outfall (either I-94, STH 19, or CTH CV).
- Perform field surveying measurements to establish pipe elevations at critical locations.
- Review and inspect all culverts underneath Kenworth Drive and supply a summary report to the Village.

Step 2 –Evaluate Alternative Improvements to the Stormwater Issues Identified

- Use GIS, AutoCAD, and other available software packages to evaluate different options to improve conditions in both smaller (1-year, 10-year) storms and larger storms (50-year, 100-year).

Step 3 – Report Preparation and Presentation

- Prepare a letter form report of the study results, review it with Village staff, and present it to the appropriate Village committee or the Village Board.

The total estimated cost for this scope of work is \$5,000. This is considered not-to-exceed without prior Village authorization.

Attendance at three meetings is included in the Scope of Services for this project. These meetings include a staff review meeting to present the preliminary results with Village staff, and a committee

**TOWN & COUNTRY ENGINEERING, INC.**

Madison ♦ Rhinelander ♦ Kenosha  
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meeting and a Village Board meeting to present the final report and alternatives. If other meetings are requested, these will be at additional cost.

If you so direct, we will submit a formal contract. We propose a time and materials contract arrangement, with billings based upon our current charge-out rates. A report will be provided within 120 calendar days following authorization to proceed. If this memorandum is a sufficient basis for us to proceed without a formal contract, we have provided a signature block below.

We at Town & Country Engineering, Inc. wish to thank you for allowing us to present a proposal to the Village on this project. If you have any questions regarding the above material, please feel free to call.

Authorization to Proceed

\_\_\_\_\_  
Village of Windsor

\_\_\_\_\_  
Date

**TOWN & COUNTRY ENGINEERING, INC.**