



**CITY OF PRESCOTT
PARKS & PUBLIC WORKS COMMITTEE
MONDAY, APRIL 20 2026
5:00 PM
MUNICIPAL BUILDING
800 BORNER ST
PRESCOTT, WI 54021**

- 1) Call to Order
- 2) Roll Call
- 3) Approve Minutes for February 16, 2026
- 4) 2026 Public Works Work Plan
- 5) Coulee River Trails Concept Plan - Walnut Circle to Magee Park Connection
- 6) Private Well Abandonment City Code 563-35 – 1121 Pearl Street
- 7) Review of Water Updates Video by City Staff
- 8) Other Business
 - a) Discussion on Future Planning for Skate Park
- 9) Adjourn

NOTICE

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

IT IS POSSIBLE THAT A QUORUM OF THE COMMON COUNCIL OR OTHER CITY COMMITTEES MAY BE PRESENT AT THIS MEETING. THIS IS INCIDENTAL AND NO ACTION WILL BE TAKEN BY THE COUNCIL OR ANY OTHER COMMITTEES.



Parks and Public Works Committee Meeting Minutes

February 16th, 2025

Pursuant to due call and notice thereof, a meeting of the Parks and Public Works Committee was held December 15th, 2025, Municipal Building, 800 Borner Street, Prescott, Wisconsin, 54021. The meeting was called to order at 5:00 PM.

Committee Present: Mike Gerke, Dar Hintz, Lindsey Sorenson

Staff Present: City Administrator Matt Wolf, Public Works Director Mike Kinneman, and Planner Luke Wiese

1. Approve Minutes for December 15th, 2025

Hintz motioned to approve the minutes for December 15th. Gerke seconded; motion passed without a negative voice (3-0).

2. Lift Station Upgrades

City Administrator Wolf presented information regarding the City's four lift stations. Most of the stations do not currently have the proper communication equipment to operate under the central SCADA system located at Well #4. The exception is the Boat Launch lift station, which is already integrated.

Additionally, the Lake Street lift station, located near Dairy Queen, has outdated electrical equipment. The electrical panel needs to be upgraded to allow connection of a generator and improve reliability.

Automatic Systems has provided a list of recommended communication and alarming upgrades, and the City is working with them to obtain cost estimates for both the SCADA integration and the Lake Street electrical upgrades. Any improvements would be paid out of the Sewer Fund.

The Committee expressed interest in obtaining a second quote to compare services and costs. Public Works Director Mike Kinneman stated he would request a quote from Dakota Systems. Once a second quote is received, the item will be brought forward to City Council for consideration.

Hintz Motioned to have staff find a second quote and go to Council for approval. Gerke seconded; Motion passed without a negative voice (3-0).

3. Adopt-A-Tree Pilot Program

Planner Wiese presented an update on the Adopt-A-Tree Pilot Program. The program was previously approved with a \$5,000 budget following the removal of ash trees due to emerald ash borer, which created noticeable canopy gaps throughout the City. Under the program, Public Works will plant approved tree species in the public right-of-way adjacent to participating properties, with ongoing structural and hazard maintenance remaining the responsibility of the City.

For the Fall pilot, staff proposed placing 20 trees on hold with the nursery. Due to availability, Regal Prince Oak will be substituted in place of White Oak. The final species selected for the pilot are Sugar Maple, Red Maple, Regal Prince Oak, Japanese Tree Lilac, and Honey Locust.

The Committee selected Option B, which includes purchasing the largest available container size per species rather than standard #10 containers. The total order will include 20 trees, four of each species.

Hintz motioned to approve the Adopt-A-Tree Pilot program to Council for Approval. Gerke seconded; motion passed without a negative voice (3-0).

4. Freedom Park Repairs and Maintenance

City Administrator Wolf presented information regarding repair and maintenance needs at Freedom Park. Under the 2007 agreement with the Friends of Freedom Park, the City is responsible for capital costs associated with the park, while the Friends provide an annual list of maintenance needs and improvements. In 2025, the City completed stone wall repairs, conference room flooring repairs, and tree replacements following ash removals.

Additional repairs were identified, including remaining stone wall maintenance totaling \$30,270, pavilion lighting and panel repairs, walkway replacements, viewing scope replacement, ADA improvements, gutter repairs, stump grinding, potential security upgrades, and long-term considerations for the amphitheater.

Committee Member Hintz stated he would like to see a clearer plan identifying short, medium, and long-term priorities, including which items could be bundled into larger projects for cost efficiency. After discussion, the Committee agreed it would be appropriate to move forward with addressing the remaining stone wall repairs and continuing refining a broader phased plan for other improvements.

Hintz motioned to forward a recommendation proceeding with the repairs at Freedom Park to council for approval. the Gerke seconded; motion passed without a negative voice. (3-0)

Modifications to City Code 470-3

City Administrator Wolf presented a proposed amendment to City Code 470-3 regarding sewer connection fees. The discussion relates to the Walnut Circle subdivision, where nine lots will require grinder pumps due to elevation. Installation costs are estimated at \$5,000 to \$10,000 per property. The current 5/8" residential sewer connection fee is \$2,156.

The City's ordinance does not currently allow for waiving connection fees. Staff proposed allowing a waiver in unique situations where a property owner is required to install and maintain a grinder pump. The Committee requested clearer language defining what qualifies as a "unique connection." The City Attorney will revise the ordinance before it is brought to Council.

Hintz motioned to recommend making modifications to 470-3 to Council for approval. Gerke Seconded; motion passed without a negative voice. (3-0)

Commissioner Hintz motioned to adjourn. Gerke seconded; motion passed without a negative voice (3-0). The meeting was adjourned at 5:34 PM.

The next Parks & Public Works Committee will be March 16, 2026, at 5:00 PM.

Respectfully Submitted,



Luke Wiese, Planner



To: Parks and Public Works Committee
From: Matt Wolf, City Administrator
Date: April 20, 2026
Subject: 2026 Work Plan

Discussion

Staff worked together to develop a work plan for 2026, which is attached. We wanted to review this work plan with the committee and see if there are any concerns with the plan.

Recommendation

Review the 2026 Work Plan and make any suggested changes.

Attachments

1. 2026 Work Plan

#	Project	Timeline	Top Priorities	Person(s) Responsible	Key Action Steps
STREETS					
ST-1	Riverfront Phase 2 Sign Installation	Spring 2026	1. Installation of RR Crossing Signs 2. Installation of Riverfront Signs 3. Installation of Historical Signs	1. Luke W. 2. Public Works 3. Graphic House Install Historic and Park Signs	1. Develop Map of Sign Locations - COMPLETE 2. Order Signs - COMPLETE 3. Get Final Design and Approval for Historical Signs 4. PW Install Remaining Riverfront Signs 5. Graphic House Install Historical Signs
ST-2	Installation of RRFB Systems	2026	1. Intersection of Highway 35 and Monroe Street 2. Intersection of St. Croix Street and Canton Street	1. Mike K. 2. Jeremy K.	1. Permit from WisDOT for Highway 35 - COMPLETE 2. Approval and Purchase of Signs - COMPLETE 3. Installation of Signs
ST-3	Comprehensive Road Rating and Scheduled Replacement Plan	2026	1. Develop Rating for each road in the City 2. Update State Records to Match Updated Plan	1. Luke W. 2. Public Works Review	1. Make sure the WISLR system matches our current ratings
ST-4	Orrin Road Inlet Boxes, Curb, and Ditch	2026-2027	1. Review and replace Orrin Road Inlet Boxes and Curb where needed 2. Clean out ditch along Orrin Road	1. Public Works	
ST-5	Street Sweeping - All Streets	Ongoing	1. Once in Spring and again in Fall	1. Public Works	1. Use of GIS to keep track of progress
ST-6	Repaint Crosswalks	Ongoing	1. Annually inspect crosswalks throughout the City and repaint where necessary.	1. Public Works	1. Integrate Crosswalk Locations into GIS Map for Tracking, perhaps with street sweeping
WATER					
WA-1	Lead Service Line Inventory	2026-2027	1. Determine Remaining Unknown Service Line Materials	1. Mike K. 2. Matt H.	1. Send or Deliver Letters in Advance of HydroVac Work 2. HydroVac Properties to Determine Material 3. Submit Findings to Admin. to Update Master List and GIS 4. Submit Updated List to WisDNR in Fall 2026 & 2027
WA-2	Complete Pilot Study at Well #4	2026	1. Complete Pilot Study at Well #4	1. Matt H. 2. CBS Squared	1. Complete Study and Send to DNR for Approval 2. Complete Design by June 31st and Submit to the PSC and DNR
WA-3	Hydrant Flushing and Valve Turning	Ongoing	1. Complete hydrant flushing in spring of 2026	1. Mike K.	1. Use GIS App to keep track of work
WA-4	Sand Blast and Paint Hydrants	Ongoing	1. Sand blast and paint old hydrants that are fading or at risk of damage from weathering		1. Use GIS App to mark if the hydrants are in need of painting or in good repair, can be done as part of flushing process
WA-5	GIS Locate all Water Shut-Off Valves	Ongoing	1. Locate all water shut-off valves and enter them into GIS Map		1. Use GIS to keep updated map of all water shut-off valves
WASTEWATER					
WW-1	Repair Stormwater Along Campbell Street	Spring 2026	1. Unblock Stormsewer Pipe Underneath Kwik Campbell Street Exit 2. Cleanout Stormwater Ditch Along Campbell North of Henry Street 3. Ensure Kwik Trip Stormwater Pond is Draining Properly 4. Repair Sinkhole at 1015 Campbell Street	1. Mike K.	1. Coordinate with Kwik Trip to Inspect Stormwater Pond Drainage 2. Coordinate with Owners of 1015 Campbell Street to Repair Sinkhole at 1015 Campbell Street
WW-2	Jett Rodd Sewer	Ongoing	1. Jett Rodd all Sanitary Sewer lines to prevent basement maintenance issues	1. Mike K.	1. Use GIS Application to record and keep track of progress
WW-3	Compact Plant Rehab/Cleaning	2025 Cont.	1. Draining, Cleaning, Replacing Broken Aeration Diffusers for better Phos. Removal	1. Matt H. 2. Mike 3. Matt W.	1. Plan to do the Job in June
WW-4	Wastewater Operator Certification	Ongoing	1. Have another employee receive Wastewater Operator Cert.	1. Matt H.	1. Discuss incentives for having alternates get certification
PARKS AND PUBLIC PROPERTY					
PP-1	City Hall/Library Improvements	Spring 2026	1. Remove Current Asphalt in Parking Lot 2. Remove Uneven Broken Sidewalk/Curb and Replace 3. Paint Doors 4. Replace Shingles on Roof	1. Mike K.	1. Remove Asphalt Before Monarch Paving Arrives this Spring 2. Determine Extent of Sidewalk Removal and Replacement

#	Project	Timeline	Top Priorities	Person(s) Responsible	Key Action Steps
PP-2	Housing Authority Upper Parking Lot	Spring 2026	1. Remove Asphalt of Upper Parking Lot at Prescott Housing Authority	1. Mike K.	1. Coordinate with Monarch to ensure Asphalt is Removed Prior to them Arriving
PP-3	Magee Park Parking Lot Lights and Signs	Summer 2026	1. Develop Sign Map 2. Order Signs to Be Installed 3. Install Parking Lot Lights and Mounting Board 4. Install Signs	1. Luke W. 2. Public Works	1. Add lights for sledding hill and parking lot 2. Develop/Order Signs to be added to plan with CRT
PP-4	Sunset Park Improvements	Summer/Fall 2026	1. Approve Concept Plan and Budget 2. Order Equipment 3. Demolition of Exsisting Items at Park 4. Installation of New Equipment	1. Mike K. 2. Jeremy K. 3. Luke W.	1. Concept Plan and Budget - COMPLETE 2. Order Equipment - COMPLETE 3. Setup Conctractor for Asphalt Overlay and Concrete Curbbing 4. Order New Park Sign
PP-6	Cemetery Improvements	Summer 2026	1. Install Water Spickets to Block R & J 2. Remove Vegation on Block J 3. Discuss with Cemetery Board - 16'x16' Concrete Pad	1. Mike K. 2. Cemetery Board	1. Determine Placement of Water Spickets to Match Other Block Placement 2. Review with Cemetery Board Placement of a 16'x16' Concrete Pad for a Future Columbarium
PP-7	Freedom Park Improvements	Summer/Fall 2026	1. Install New Water Fountain 2. Install Lights in and outside Pavillion 3. Add Additional ADA Picnic Table 4. Grind 4 Tree Stumps 5. Install 6'x6' Concrete Pad	1. Mike K. 2. Public Works	1. Work with Freedom Park to determine placement of 6'x6' concrete pad placement.
PP-8	Adopt-a-Tree Pilot Program	Fall 2026	1. Promote Program to Residents in Newsletter, Website, and Facebook 2. Set Deadline of May 15 for Applications 3. Decide on 20 Locations for Trees for Program Based on Final Applications 4. Order Trees from Bailey Nursery and Plant at Locations	1. Luke W. 2. Matt W. 3. Public Works	1. Luke create article for Newsletter 2. Matt W. Post on Facebook, Newsletter, and Website 3. Order Trees and a have Utility Locate for Final Locations 4. PW Plant Trees with Water Bag and Stalking System
PP-9	Bench Installation at Fairy Wonderland Park	2026	1. Install Bench at Fairy Wonderland Park	1. Mike K.	1. Bench Approval and Ordering - COMPLETE 2. Install Bench
PP-10	Reroof Salt Shed	2026	1. Reroof the salt shed at Public Works facility		



To: Parks and Public Works Committee
From: Matt Wolf, City Administrator
Date: April 17, 2026
Subject: Trail Connection – Walnut Circle to Magee Park

Background

The City of Prescott has approved the preliminary plat, road plans, and development agreement for the Walnut Circle subdivision. As part of the development agreement, the City is responsible for constructing a trail connection between the Walnut Circle development and Magee Park.

To support this effort, the City has entered into a grant agreement with the Friends of Freedom Park/Coulee River Trails for \$100,000, with an additional commitment to raise \$40,000 to complete the project.

Discussion

With the Walnut Circle project approved, Coulee River Trails has developed a concept plan to connect Walnut Circle to Magee Park. The plan (attached) includes the following components:

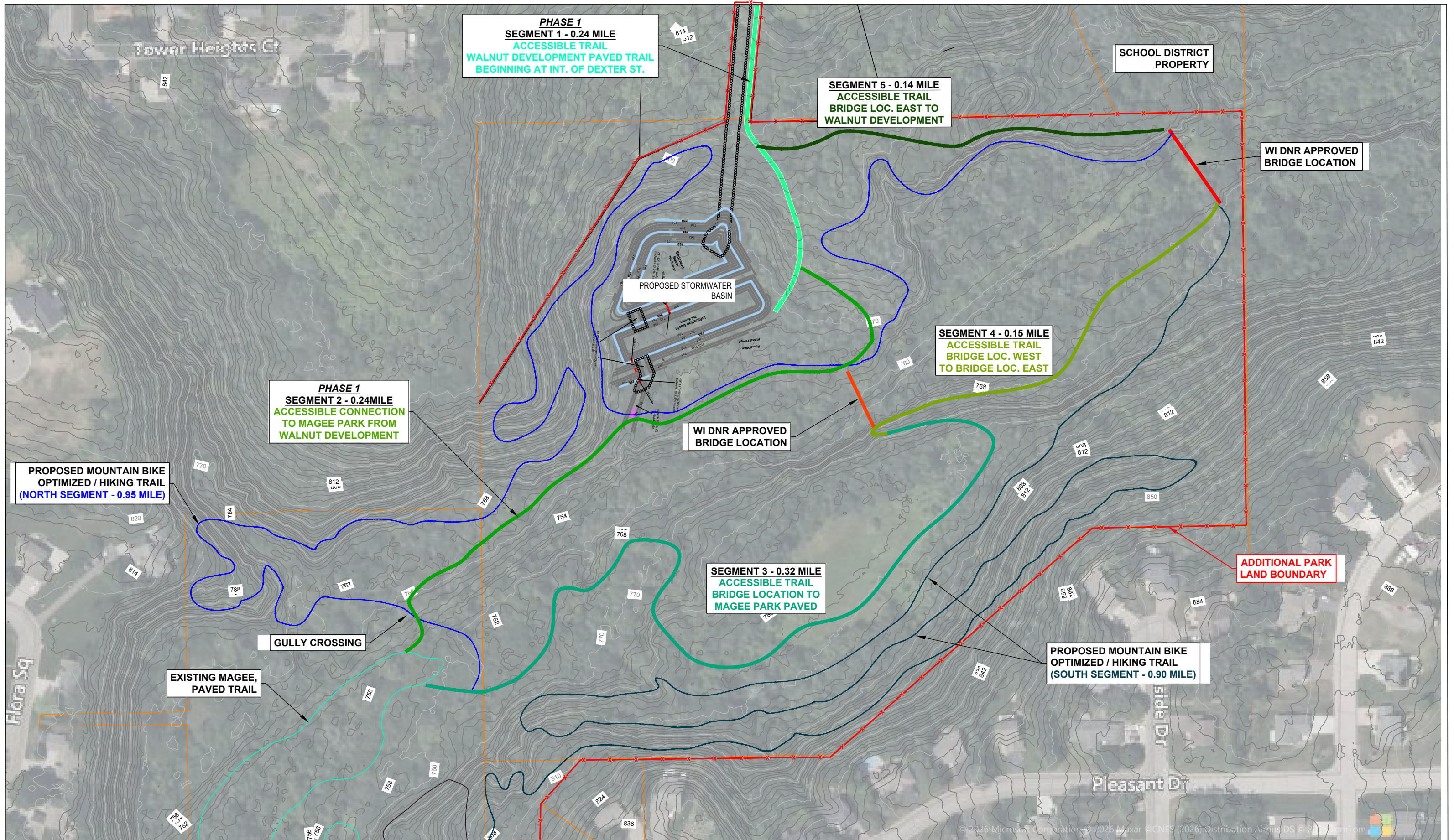
1. **Phase 1** – A 0.24-mile ADA-accessible trail connection between Magee Park and Walnut Circle. This segment is proposed for construction in 2027, contingent upon available funding.
2. **Future Trail Segments** –
 - Segment 3: 0.32-mile accessible trail
 - Segment 4: 0.15-mile trail
 - Segment 5: 0.14-mile trailThese segments would be constructed as funding becomes available.
3. **Bridge Locations** – Potential bridge locations approved by the Wisconsin DNR within the floodway are identified for future consideration and development.
4. **Mountain Bike Trails** –
 - A 0.95-mile northern segment
 - A 0.9-mile southern segmentDevelopment and ongoing maintenance of these trails would be the responsibility of Coulee River Trails in accordance with the existing MOU with the City.

Recommendation

1. Review the Coulee River Trails concept plan, provide direction or recommended revisions to staff, and consider forwarding the plan to the City Council for approval.

Attachments

1. Coulee River Trails Concept Plan – Trail Connection from Walnut Circle to Magee Park





To: Parks and Public Works Committee
From: Matt Wolf, City Administrator
Date: April 17, 2026
Subject: Private Well Licenses and City Code 563-35 Private Well Abandonment

Background

The City of Prescott currently has eight properties within the City limits that utilize private wells due to the historical development of these parcels. In many cases, the City expanded around these properties, or municipal utilities were not available at the time of development.

Because these properties are located within the City's water service area, the Wisconsin Department of Natural Resources (DNR) requires the City to administer a Local Well Regulation Program pursuant to NR 810.16. The City established this program under City Code § 563-35 .

Under this program, private wells must either be properly abandoned or obtain a well operation permit. To obtain a permit, property owners must submit:

- A completed permit application;
- A well inspection report (DNR Form 3300-305);
- Current water quality test results demonstrating safe drinking water.

City staff notified all affected property owners that permit materials were due by December 31, 2025. Notices were mailed in early June 2025 and again via certified mail on November 21, 2025. To date, only three properties have completed the permitting process. The following properties remain outstanding:

1. Corrine Bloedow 955 Hwy 10	2. Jeremy Hadowanetz Rebecca Nolan 1119 Pearl St N.
3. Sam Adelsdorf-Nudd 1121 Pearl St	4. Randy Hendrickson 509 Sunset Court
5. Pauline Lubich 977 Washington St.	

Discussion

Per City Code § 563-35.B(2), premises where municipal water service is not available are exempt from the private well permitting requirements. The Wisconsin DNR has reviewed the above properties and determined that the following addresses qualify for this exemption:

- 955 Hwy 10
- 1119 Pearl Street N.
- 509 Sunset Court
- 977 Washington Street

These properties are either not served by municipal water infrastructure or are located beyond a reasonable distance (approximately 325 feet) from available service due to the historical layout of the area.

However, the property located at 1121 Pearl Street does not qualify for the exemption and is required to comply with City Code and DNR regulations. This property was developed in conjunction with 509 Sunset Court and currently does not have an independent private well, instead relying on a shared system. As a result, the property cannot obtain a well operation permit under § 563-35.

Because municipal water service is available, the DNR and City Code require that the property be connected to the municipal water system. Additionally, the property currently shares a septic system, creating a similar compliance issue for sanitary service.

Recommendation

Staff recommend that the Committee discuss the required utility connection for 1121 Pearl Street, including:

- Requiring connection to municipal water and sanitary sewer; and
- Evaluating whether the City should participate in the cost of extending utilities to the property, given the unique historical circumstances of the site.

Attachments

1. City Code 563-35 Private Well Abandonment Ordinance

§ 563-35. Private well abandonment.

- A. Purpose. The purpose of this article is to prevent contamination of groundwater and to protect public health, safety and welfare by assuring that unused, unsafe or noncomplying wells, or wells which may serve as conduits for contamination, or wells which may be illegally cross-connected to the municipal water system, are properly abandoned.
- B. Applicability.
- (1) All wells within the corporate limits of the City of Prescott which are in unusable condition, unsafe or which do not comply with Ch. NR 812, Wis. Adm. Code, or which may serve as conduits for groundwater contamination, shall be abandoned in accordance with this article by December 31, 1990 (or within one year after connection to the municipal system becomes available), unless a well operation permit has been granted pursuant to Subsection C below.
 - (2) Premises where municipal water service is not available are exempt from this article.
 - (3) Where feasible, noncomplying wells and pump installations may be upgraded to comply with Ch. NR 812, Wis. Adm. Code. A private well may be temporarily abandoned under provisions of Ch. NR 812, Wis. Adm. Code. A well constructed for potable use may not be considered a nonpotable well to avoid the applicability of this article.
 - (4) If water from a private well is known to produce water which exceeds a Department of Natural Resources (DNR) health advisory, a primary standard in Ch. NR 809, Wis. Adm. Code, or an enforcement standard in Ch. NR 140, Wis. Adm. Code, a well operation permit shall not be issued without approval of the Department of Natural Resources.
 - (5) All illegal cross-connection exists where a private well is connected to a plumbing system which is also connected to the municipal system. Chs. SPS 382 and NR 811, Wis. Adm. Code, prohibit such connections.
- C. Well operation permits. A permit may be granted to a well owner to operate a private well for a period not to exceed five years. At the end of a permit period, the well owner may apply for a renewal of a permit upon submittal of updated information necessary for a permit application. The City of Prescott may conduct inspections or have water quality tests conducted at the applicant's expense to obtain or verify information necessary for consideration of a permit. Permit applications shall be made on forms provided by the Clerk. The following requirements must be met before a well operation permit is issued: **[Amended 5-29-2012 by Ord. No. 08-12]**
- (1) The well has a functional pumping system and its use can be justified in addition to water provided by the public water system.
 - (2) The well has a history of producing bacteriological safe water and presently produces bacteriological safe water as demonstrated by providing a copy of the results of a water sample analyzed at a state certified laboratory within three months preceding the request for well operation permit or permit renewal.

- (3) The well and pump installation meets the requirements of Ch. NR 812, Wis. Adm. Code, as certified by a Department of Natural Resources licensed well driller or pump installer or by Department of Natural Resources staff evaluation.
 - (4) No physical connection exists between the piping of the public water system and the private well.
- D. Abandonment methods. Wells shall be abandoned according to the procedures outlined in Ch. NR 112, Wis. Adm. Code. The pump and piping must be removed and the well checked for obstructions prior to abandonment. Any obstruction or liner must be removed, if possible. Filling with unapproved materials or use of unacceptable procedures is prohibited.
- E. Report and inspection. An Abandonment Report Form, Department of Natural Resources No. 3300-5, is available at the Clerk's office and must be submitted to the Clerk within 10 days of abandonment completion. Forty-eight-hours' advance notice of well abandonment work must be provided to the Clerk so the filling may be observed by a representative of a municipality. The Clerk shall send a copy of Form 3300-5 to the appropriate Department of Natural Resources district office within 10 days of receipt of the completed form.
- F. Penalties. A person, firm or other well owner violating any provision of this article shall, upon conviction, be punished by forfeiture as prescribed in § 1-4, together with the cost of prosecution. Each day during which a violation exists shall be deemed and constitute a separate offense. If any person fails to comply with this article for more than 10 days after notice, in writing, the City may impose a penalty or may cause the abandonment to be done, and the expense thereof shall be assessed as a special tax against the property.