

TASK ORDER

This is Task Order No. (2026-03),
consisting of 4 pages
Columbus Utilities
Storm Water Utility Updates and
Implementation

In accordance with Paragraph 1.1 of the Master Professional Service Agreement between Columbus Utilities (Owner) and Ruekert & Mielke, Inc. (Engineer) for Professional Services – Task Order Edition, dated March 19, 2019 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

- A. Title: Storm Water Utility Updates and Implementation
- B. Description: This task order includes updating the Storm Water Utility ordinance, ERU update, and creating a credit policy as well as general coordination with City and Utility staff for the implementation of the Storm Water Utility rate and fee collection.

2. Services of Engineer

- A. Equivalent Runoff Unit (ERU) Update
 - a. Review previous data used to calculate ERU from 2021.
 - b. Update non-residential property impervious area's developed since 2021.
 - c. Use GIS to calculate average sample sizes of typical residential property in the City exclusive of multi-family properties.
 - d. Perform calculations to update the ERU using average sample sizes calculated.
- B. Credit Policy Creation
 - a. Engineer shall prepare a draft citywide credit policy framework including eligibility criteria, application requirements, maintenance requirements, inspection provisions, and recommended maximum credit limitations.
 - b. Review credit policies and ordinances from other municipalities
 - c. Review current stormwater management facilities at developments within the City.
 - d. Work with City staff to develop credit policy.
- C. Ordinance Update
 - a. Review current ordinance and recommend changes that include billing process, collection procedures, tax roll certifications, credit administration, appeals process, deletion of referendum language, account ownership, etc.
 - b. Update ordinance to include language for credit policy and rate structure recommendations.
 - c. Work with City staff and attorney to review and edit ordinance.
 - d. Attend Utility Commission and City Council meetings. (Assume 4 meetings)
- D. Utility Staff Support
 - a. Support utility staff for billing account setup
 - b. Troubleshoot issues as they arise
 - c. Meet with Utility staff to discuss billing account setup, testing, etc.
- E. Public Outreach
 - a. Assist with the creation of notices for property owners to be distributed by Utility Staff.
 - b. Create flyers to educate on stormwater utility and how billing will work.
 - c. Hold and attend public hearing/Q&A sessions (Assume 2).

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F. Utility Rate Structure Evaluation

- a. Review existing parcel classifications and billing methodology.
- b. Evaluate impacts of owner-based billing, multifamily classifications, tax-exempt properties, and nonresidential properties.
- c. Develop recommended customer classifications for billing purposes.
- d. Provide supporting data and recommendations for financial review by the City's financial advisor.

3. Owner's Responsibilities

Columbus Utilities shall have those responsibilities set forth in Section II of the Agreement, subject to the following:

- A. Owner shall confirm attendance to meetings prior to attendance.
- B. Provide timely review of documents.
- C. Attend meetings with Engineer.
- D. Review rates and final approval.
- E. Create new accounts.
- F. Test run for invoicing.
- G. Create form for review of individual property credit applications.

4. Items Excluded

The following items are excluded from the Scope of Services:

- A. Anything not specifically identified in the Scope of Services above.
- B. Additional meetings not listed in scope.
- C. Any services provided by Ehlers (or another firm) for QA/QC of the rates.
- D. Financial feasibility studies, utility rate certifications, bond analyses, reserve funding studies, and financial advisory services.
- E. Legal review or legal opinions
- F. Utility billing software programming, customizations, integration, or vendor services.
- G. Review of individual credit applications submitted after policy adoption.
- H. Collection services associated with delinquent accounts.

5. Times for Rendering Services

Schedule is estimated and subject to change based on all parties completion of tasks and final adoption of fee.

<u>Phase</u>	<u>Completion Date</u>
Equivalent Runoff Unit (ERU) Update	December 2026
Credit Policy Creation	December 2026
Ordinance Update	February 2027
QA/QC and Approval	March 2027
Testing and Outreach	April 2027
Live Billing	May 2027

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6. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

<u>Category of Services</u>	<u>Compensation Method</u>	<u>Lump Sum, or Estimate of Compensation for Services</u>
ERU Update	Standard Hourly Rates	\$9,100
Credit Policy Creation	Standard Hourly Rates	\$4,700
Ordinance Update	Standard Hourly Rates	\$6,850
Utility Staff Support	Standard Hourly Rates	\$5,400
Public Outreach	Standard Hourly Rates	\$7,000
TOTAL =		\$33,050

B. The terms of payment are set forth in Section III and Exhibit A of the Agreement.

7. Consultants

None.

8. Other Modifications to Standard Terms and Conditions

9. Attachments

10. Documents Incorporated by Reference

Ruekert & Mielke, Inc. / Columbus Utilities Master Agreement

TASK ORDER

TASK ORDER NO. 2026-03
Storm Water Utility Updates and Implementation
Between Columbus Utilities
and
Ruekert & Mielke, Inc.
Dated September 24, 2026

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to terms and conditions, (as modified above) set forth in the Master Engineering Agreement Amendment between Owner and Engineer, dated March 19, 2019, which are incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is September 24, 2026.

OWNER:

Columbus Utilities

Signature: _____

Name: _____

Title: _____

Date: _____

ENGINEER:

Ruekert & Mielke, Inc.

Signature: Jason P. Lietha Digitally signed by Jason P. Lietha
Date: 2026.09.16 20:08:39 -05'00'

Name: Jason Lietha, P.E.

Title: Chief Operating Officer

Date: September 16, 2026

DESIGNATED REPRESENTATIVE FOR TASK ORDER

Name: _____

Title: _____

Address: _____

Email: _____

Phone: _____

Name: Samantha Boman, P.E.

Title: Project Engineer

Address: 4630 S Biltmore Lane
Madison, WI 53718

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Phone: 608-572-7972