

Watertown Waterways Improvement Program

Project Selection & Approval Process

November 2023

The Watertown Waterways Improvement Program (WWIP) was developed by City of Watertown (City) and Jefferson County (County) staff with assistance from the Rock River Coalition. The expertise and experience of the Jefferson County Land & Water Conservation Department staff, including their in-depth knowledge of the local landscape and property owners in the area, is the foundation for the successful implementation of this local water quality trading program. The WWIP will be implemented to meet the pollutant reductions listed in the Rock River Total Maximum Daily Load (TMDL) and is required by the City's Wisconsin Department of Natural Resources (WDNR) Municipal Separate Storm Sewer System (MS4) Permit no. WI-S050075-3.

Once County staff have identified a possible pollutant reduction practice with an interested local property owner, the City Director of Public Works/City Engineer or designee will review the proposed project and approve or deny its inclusion in the Watertown Waterways Improvement Program (WWIP). Typical project evaluation criteria include:

- Project Location
- Overall and Annual Costs
- Number of Projects Completed in Budget Year/Remaining Budget
- Amount of Pollutant Reduction
- Cost per Pound of Phosphorus

Additional site or project-specific criteria may be evaluated depending on the type of project that is proposed.

Project Selection & Approval Sequence

1. County forwards a potential project to City.
2. Director of Public Works/City Engineer or designee (DPW) reviews the proposed project.
Use WWIP Project Selection Checklist.
3. DPW approves (or not) whether to include this project in the WWIP.
4. DPW notifies County staff of decision.
 - a. If not approved by DPW, County staff may still decide to work with property owners under alternative conservation programs.
5. County works through project details with property owner.
6. DPW or designee meets with County and property owner when property owner signs agreement.
7. DPW sends project agreement through normal City contract cover letter and agreement process, with Mayor completing the final signature on the agreement signed by the property owner.
8. Agreement is recorded with County.
9. Project is shared with Public Works Commission as an update after contract is signed.