



**City of Waukesha**  
201 Delafield Street  
Waukesha, WI 53188  
Tel: 262.542.3700  
waukesha-wi.gov

## City of Waukesha Cover Sheet

<b>Committee:</b> Board of Public Works	<b>BPW Meeting Date:</b> 3/5/2026
<b>ID Number:</b> ID#26-03086	<b>Ordinance/Resolution Number (if applicable):</b>
<b>Department Submitting:</b> Department of Public Works	<b>Common Council Meeting Date:</b> 3/17/2026
<b>Agenda Item Title:</b> Review and possible action on the Storm Water Management Practice Maintenance Agreement between City of Waukesha and Bielinski Homes, Inc., for the Olde Farm Subdivision.	

<b>Issue Before the Council:</b> The property owner will be constructing storm water facilities at their development site to address storm water quantity and quality requirements. Storm Water Maintenance Agreements are required to be recorded by the City's Storm Water Management Ordinance. The Storm Water Agreement requires that the Owners regularly inspect and maintain the storm water measures installed as part of the development and report the results of the inspection to the City Engineer two times per year. If the Agreement is not approved, then the Owner may not maintain the storm water facilities.
<b>Options &amp; Alternatives:</b> N/A
<b>Additional Details:</b> See attached Storm Water Management Practice Maintenance Agreement.

<b>What is the Strategic Plan Priority this item relates to:</b> N/A
<b>What impact will this item have on the Strategic Plan Priority?</b> N/A

<b>Financial Remarks:</b> There are no immediate costs to the City. This Agreement requires the property owners to arrange to complete future inspections of the storm water facility and provide a copy of the inspection report to the City, as listed in paragraph #3. The Agreement states that the City is able to levy the costs and expenses of inspections, maintenance, or repairs back to the property owner, if the owners do not complete the inspections, as listed in paragraph #5.
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**Suggested Motion:**

Move to approve the Storm Water Management Practice Maintenance Agreement between City of Waukesha and Bielinski Homes, Inc., for the Olde Farm Subdivision.

**Reviewed By:**

<b>City Attorney</b> 	<b>Date Reviewed</b> 26 Feb 2026
<b>Finance Director</b> Joseph P. Ciarro	<b>Date Reviewed</b>
<b>City Administrator</b> Anthony W. Brown 	<b>Date Reviewed</b> 02/25/2026

# Storm Water Management Practice Maintenance Agreement

Document Number

THIS AGREEMENT (“Agreement”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026 by and between the City of Waukesha, a Wisconsin municipal corporation (“City”) and Bielinski Homes, Inc., a Wisconsin corporation (“Owner”). The Owner owns the property described below, and in accordance with Chapter 32 City of Waukesha Storm Water Management and Erosion Control, agrees to install and maintain storm water management practice(s) on the property in accordance with approved plans and Storm Water Management Plan conditions. The Owner further agrees to the terms stated in this Agreement to ensure that the storm water management practice(s) continues serving the intended functions in perpetuity. This Agreement includes the following exhibits:

**Exhibit A:** Legal Description of the real estate for which this Agreement applies (“Property”).

**Exhibit B:** Location Map(s) – shows an accurate location of each storm water management practice affected by this Agreement (“Facilities”).

**Exhibit C:** Maintenance Plan – prescribes those activities that must be carried out to maintain compliance with this Agreement (“Maintenance”).

Note: After construction of the Facilities has been accepted by the City an addendum(s) to this agreement may be recorded by the Owner showing design and construction details. The addendum(s) may contain several additional exhibits, including certification by City of Storm Water and Erosion Control Permit termination, as described below.

Through this Agreement, the Owner hereby subjects the Property to the following covenants, conditions, and restrictions:

1. The Owner shall be responsible for the Maintenance of the Facilities until Storm Water and Erosion Control Permit termination by the City in accordance with Chapter 32 of the City Code of Ordinances.
2. After Storm Water and Erosion Control Permit termination under paragraph 1., the Owner shall be solely responsible for the Maintenance of the Facilities.
3. The Owner shall, at their own cost, complete inspections of the Facilities at the time intervals listed in Exhibit C, conduct inspections by a qualified professional, file the reports with the City within thirty (30) days after each inspection and complete any required Maintenance in the report within a reasonable time period, which shall be no less than thirty (30) days. If any required Maintenance is completed, a follow-up report shall be submitted to the City within 30 days after the required Maintenance is completed.
4. In addition, and independent of the requirements under paragraph 3 above, the City, or its designee, is authorized, upon at least seven (7) days prior written notice, to access the Property as necessary to conduct inspections of the Facilities to ascertain compliance with the intent of this Agreement and the activities prescribed in Exhibit C. The City shall immediately provide the Owner with copies of the inspection findings. The City may require work to be done which differs from the report described in paragraph 3 above, if the City reasonably concludes that such work is necessary and consistent with the intent of this Agreement. Upon notification by the City of required maintenance or repairs, the Owner shall complete the specified maintenance or repairs within a reasonable time frame determined by the City of Waukesha, but such time frame shall be no less than thirty (30) days (the “Cure Period”).
5. If the Owner does not complete the required maintenance or repairs under paragraph 4. above within the Cure Period, the City is authorized, but not required, to perform the specified inspections, maintenance or repairs. In the case of an emergency situation, as determined by the City Director of Public Works, no notice shall be required prior to the City performing emergency maintenance or repairs. The City may levy the costs and expenses of such inspections, maintenance or repair related actions as a special charge against the Property and collected as such in accordance with the procedures under s. 66.0627 Wis. Stats. or subch. VII of ch. 66 Wis. Stats.

Name and Return Address

City of Waukesha  
201 Delafield Street  
Waukesha, WI 53188

Parcel Identification Numbers:  
WAKC1317108

6. This Agreement shall run with the Property and be binding upon all heirs, successors and assigns. This Agreement may be amended by written agreement of the City and Owner (or its successors and assigns if applicable).
7. Notwithstanding anything in this Agreement to the contrary, in the event the Owner sells or otherwise transfers ownership in the Property, the Owner is hereby released from any and all liabilities and obligations under the terms of this Agreement. For any subsequent sales or transfers of the Property, the party selling or transferring the Property shall be released from any and all liabilities and obligations under the terms of this Agreement. The subsequent owner shall be responsible for any and all liabilities and obligations under the terms of this Agreement.

*[Signature pages to follow.]*

Dated this \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

**Owner:**  
Bielinski Homes, Inc.

\_\_\_\_\_  
By: Paul Bielinski, President

## Acknowledgements

State of Wisconsin:  
County of Waukesha

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 202\_\_, the above named \_\_\_\_\_ to me known to be the person who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
[Name]  
Notary Public, Waukesha County, WI  
My commission expires: \_\_\_\_\_.

**This document was drafted by:**

**Joshua Pudelko, P.E., M.S.**  
**Trio Engineering, LLC**  
**4100 N Calhoun Rd, Suite 300**  
**Brookfield, WI 53005**

*For Certification Stamp*

City of Waukesha Common Council Approval

Dated this \_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Shawn N. Reilly, Mayor

\_\_\_\_\_  
Katie Panella, City Clerk

**Acknowledgements**

State of Wisconsin:  
County of Waukesha

Personally came before me this \_\_\_ day of \_\_\_\_\_, 202\_\_, the above named \_\_\_\_\_  
to me known to be the person who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
[Name]  
Notary Public, Waukesha County, WI  
My commission expires: \_\_\_\_\_.

## Exhibit A – Legal Description

The following description and reduced copy map identifies the land parcel(s) affected by this Agreement. For a larger scale view of the referenced document, contact the Waukesha County Register of Deeds office.

Project Identifier: **Olde Farm**      Acres: **12.31**

Date of Recording:

Map Produced By: Trio Engineering

### Legal Description:

Parcel Two (2) of CERTIFIED SURVEY MAP NO. 9902, being a part of the Northeast One-quarter (1/4) and Southeast One-quarter (1/4) of the Northwest One-quarter (1/4) and the Northwest One-quarter (1/4), Southwest One-quarter (1/4) and Southeast One-quarter (1/4) of the Northeast One-quarter (1/4) of Section Six (6), in Township Six (6) North, Range Nineteen (19) East, in the City of Waukesha, County of Waukesha, State of Wisconsin, recorded in the Office of the Register of Deeds for Waukesha County on October 28, 2004 in Volume 92 of Certified Survey Maps at Pages 124 to 132 inclusive, as Document No. 3217944.

Tax Key No: WAKC1317108

Address: 3424 Madison Street, Waukesha, WI 53186

Said Parcel contains 536,365 Square Feet (or 12.3132 Acres) of land, more or less.

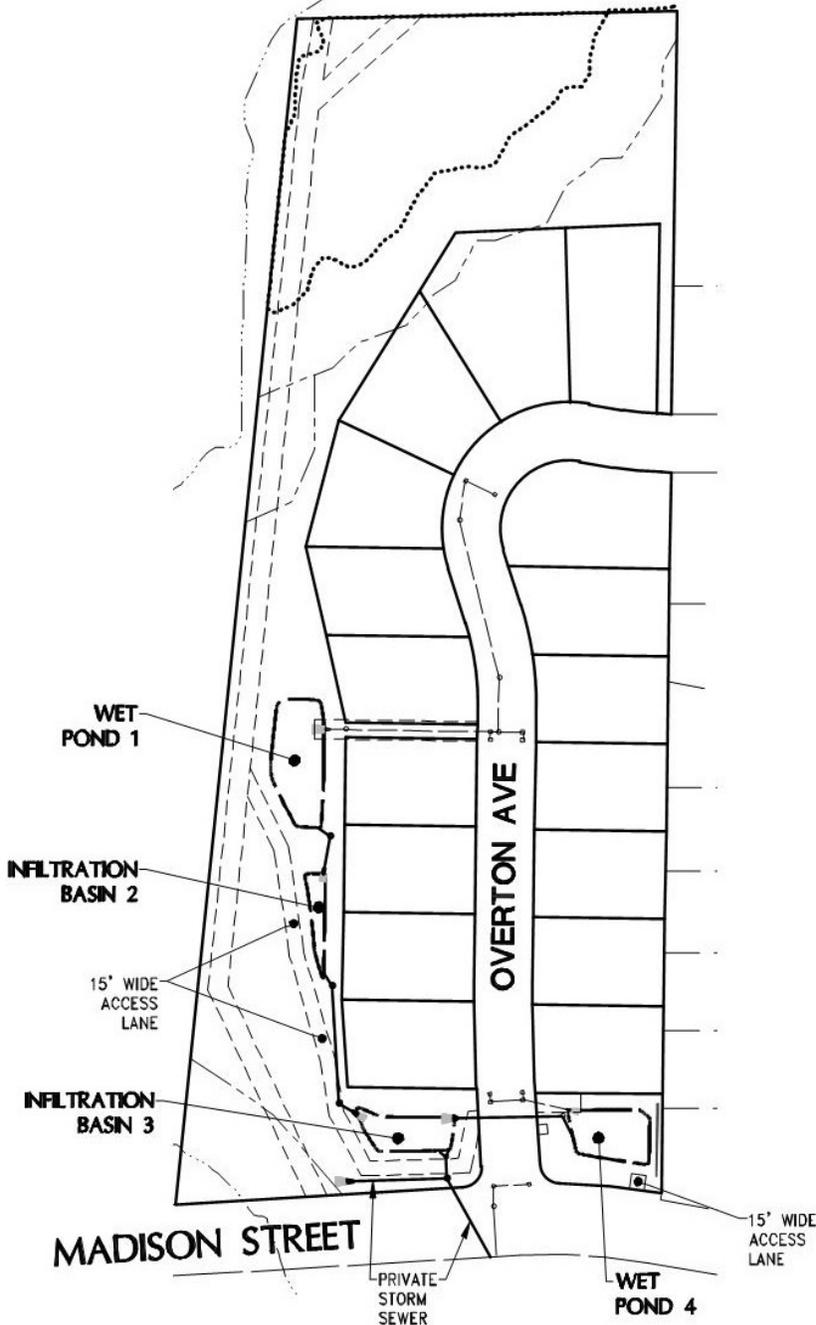


## Exhibit B - Location Map

### Storm Water Management Practices Covered by this Agreement

The storm water management practices covered by this Agreement are depicted in the reduced copy of a portion of the construction plans, as shown below. The practices include two (2) wet detention basins, two (2) infiltration basins, and all associated pipes, outlet control structures, grass swales, earthen berms, and other components of these practices and private storm sewer. All the noted storm water management practices are located within drainage easements in Outlots 1 and 2 of the subdivision plat, as noted in Exhibit A.

Subdivision Name: **Olde Farm**  
Stormwater Practices: **Wet Detention Basins (2), Infiltration Basins (2), Private Storm Sewer**  
Location of Practices: **Outlots 1 and 2**  
Owners of Outlots: **Each owner shall have equal undividable interest in Outlots**



## **Exhibit C**

### **Storm Water Practice Maintenance Plan**

This exhibit explains the basic function of each of the storm water practices listed in Exhibit B and prescribes the minimum maintenance requirements to remain compliant with this Agreement. The maintenance activities listed below are aimed to ensure these practices continue serving their intended functions in perpetuity. The list of activities is not all inclusive, but rather indicates the minimum type of maintenance that can be expected for this particular site. Access to the storm water practices for maintenance vehicles is shown in Exhibit B. Any failure of a storm water practice that is caused by a lack of maintenance will subject the then current Owner to enforcement of the provisions listed on page 1 of this Agreement by the City of Waukesha.

#### **System Description:**

The stormwater management system includes two (2) wet detention basins, two (2) infiltration basins, and all associated pipes, outlet control structures, grass swales, earthen berms, and other components of these practices and private storm sewer. The stormwater management system is designed to trap 80% of sediment in runoff and maintain pre-development downstream peak flows.

The wet detention basins are designed with a permanent pool depth of at least 5 feet to trap sediment. To ensure long-term performance of the wet detention basins, the water levels and outlet control structures must be maintained as specified in this Agreement.

The infiltration basins are designed to reduce runoff volumes from a site after development by intercepting the runoff and allowing it to slowly seep (infiltrate) into the underlying soil and groundwater. Pretreatment of runoff prior to the infiltration basin is provided in the wet detention basins to prevent the risk of clogging and groundwater pollution. Vigorous vegetation cover of native plants and grasses within the infiltration basins is essential to long-term function of these systems. In addition, outlet control structures must be maintained as specified in this Agreement.

“As-built” construction drawings of the stormwater management system, showing actual dimensions, elevations, outlet structures, etc. will be recorded as an addendum(s) to this agreement within 60 days after City of Waukesha accepts verification of construction from the project engineer.

#### **Minimum Maintenance Requirements – Wet Detention Basins:**

To ensure the proper long-term function of the storm water management practices described above, the following activities must be completed:

1. All inlet and outlet pipes must be checked monthly to ensure there is no blockage from floating debris or ice, especially the grates on the low flow orifices in the outlet control structures. Any blockage must be removed immediately.
2. Grass swales shall be preserved to allow free flowing of surface runoff in accordance with approved grading plans. No buildings or other structures are allowed in these areas. No grading or filling is allowed that may interrupt flows in any way.
3. Grass swales, inlets and outlets must be checked after heavy rains (minimum of annually) for signs of erosion. Any eroding areas must be repaired immediately to prevent premature sediment build-up in the downstream forebays or basin. Erosion matting is recommended for repairing grassed areas.
4. NO trees are to be planted or allowed to grow on the earthen berms. Tree root systems can reduce soil compaction and cause berm failure. The berms must be inspected annually, and any woody vegetation removed.
5. Invasive plant and animal species shall be managed in compliance with Wisconsin Administrative Code Chapter NR 40. This may require eradication of invasive species in some cases.
6. If the permanent pool falls below the safety shelf, a review shall be performed to determine whether the cause is liner leakage or an insufficient water budget. If the cause is leakage, the liner shall be repaired. Leakage due to muskrat burrows may require removal of the animals. If the permanent pool cannot be sustained at the design elevation, benching of the safety shelf may be necessary.
7. If floating algae or weed growth becomes a nuisance (decay odors, etc.), it must be removed from the basin or the forebay and deposited where it cannot drain back into the basin. Removal of the vegetation from the water reduces regrowth the following season (by harvesting the nutrients). Wetland vegetation must be maintained along the waters edge for safety and pollutant removal purposes.

8. When sediment in the forebays or the basin has accumulated to an elevation of three feet below the outlet elevation, it must be removed (see Exhibit D). All removed sediment must be placed in an appropriate upland disposal site and stabilized (grass cover) to prevent sediment from washing back into the basin. Failure to remove sediment from the basins will cause resuspension of previously trapped sediments and increase downstream deposition.
9. No grading or filling of the basin or berm other than for sediment removal is allowed, unless otherwise approved by the City of Waukesha.
10. Periodic mowing of the grass swales will encourage vigorous grass cover and allow better inspections for erosion. Waiting until after August 1 will avoid disturbing nesting wildlife. Mowing around the basin or the forebays may attract nuisance populations of geese to the property and is not necessary or recommended.
11. Any other repair or maintenance needed to ensure the continued function of the storm water practices or as ordered by the City of Waukesha under the provisions listed on page 1 of this Agreement.
12. The titleholder(s) or their designee must document all inspections as specified above. Documentation shall include as a minimum: (a) Inspectors Name, Address and Telephone Number, (b) Date of Inspections, (c) Condition Report of the Storm Water Management Practice, (d) Corrective Actions to be Taken and Time Frame for Completion, (e) Follow-up Documentation after Completion of the Maintenance Activities. All documentation is to be delivered to the attention of the City Engineer at the City of Waukesha Engineering Department on January 10<sup>th</sup> and July 10<sup>th</sup> each year.

**Minimum Maintenance Requirements – Infiltration Basins:**

To ensure the proper function of the storm water infiltration basin, the following list of maintenance activities are recommended:

1. A minimum of 70% soil cover made up of native grasses must be maintained on the basin bottom to ensure infiltration rates. Periodic burning or mowing is recommended to enhance establishment of the prairie grasses (which may take 2-3 years) and maintain the minimum native cover. To reduce competition from cool season grasses (bluegrass, fescues, quack, etc.) and other weeds:
  - o For the first year, cut to a 6” height three times – once each in June, July and early August. To prevent damage to the native grasses, do not mow below a 6” height. Remove excessive accumulation of clippings to avoid smothering next year’s seedlings.
  - o After the first year, mowing may only be needed in early June each year to help control the spread of cool season plants. The mowing should also be raised to 10-12” to avoid damage to the warm season plants.
  - o Burning may also be used to manage weeds in 2-5 years intervals. Late spring burns (mid-late May) provide maximum stimulus to warm season grasses and work well to control cool season grasses. Burn when the cool season grasses are growing, and the warm season plants are just barely starting to grow to get maximum control of cool season species.
  - o Any major bare areas or areas taken over by nonnative species must be reseeded. To clear area of weeds and cool season grasses, treat with an herbicide that contains glyphosphate in accordance with manufacturer’s instructions. Ensure a firm seedbed is prepared to a depth of 3 inches (a roller is recommended). Seeding should occur in early-mid June. Seed with Big Bluestem, Indian Grass, Little Blue Stem or Switchgrass (preferably an equal mix of all four types). A companion crop of oats is recommended. Seed must be placed at a depth of 1/4 – 1/2” and a minimum rate of 1/4 pound per 100 square feet. If broadcast seeding by hand, drag leaf rake over soil surface after seeding. Then roll it again and cover with a light layer of mulch and staked erosion control netting to hold it in place until germination. For other planting details, see NRCS standard 342 (Critical Area Planting).
2. Invasive plant and animal species shall be managed in compliance with Wisconsin Administrative Code Chapter NR 40. This may require eradication of invasive species in some cases.
3. The basin and all components (grass swales, inlets, outlets, etc.) should be inspected after each heavy rain, but at a minimum of once per year. If the basin is not draining properly (within 72 hours), further inspection may be required by persons with expertise in storm water management and/or soils.
  - o If soil testing shows that the soil surface has become crusted, sealed, or compacted, some deep tillage should be performed. Deep tillage will cut through the underlying soils at a 2-to-3-foot depth, loosening the soil and improving infiltration rates, with minimal disturbance of the surface vegetation. Types of tillage equipment that can be used include a subsoiler or straight, narrow-shanked chisel plow.
  - o If sedimentation is determined to be causing the failure, the accumulated sediment must be removed, and the area reseeded in accordance with the notes above.

- If inspection shows that groundwater is regularly near the surface, additional design features may need to be considered, such as subsurface drainage or conversion to a wetland treatment system.
4. All outlet pipes and other flow control devices must be kept free of debris. Any blockage must be removed immediately.
  5. Any eroding areas must be repaired immediately to prevent premature sediment build-up in the system. Erosion matting is recommended for repairing grassed areas.
  6. Heavy equipment and vehicles must be kept off the bottom and side slopes of infiltration basin to prevent soil compaction. Soil compaction will reduce infiltration rates and may cause failure of the basin, resulting in ponding and possible growth of wetland plants.
  7. No trees are to be planted or allowed to grow on the earthen berms or the bottom of the basin. On the berms, tree root systems can reduce soil compaction and cause berm failure. On the basin bottom, trees may shade out the native grasses. The basin must be inspected annually, and any woody vegetation removed.
  8. Grass swales leading to the basin shall be preserved to allow free flowing of surface runoff in accordance with approved grading plans. No buildings or other structures are allowed in these areas. No grading or filling is allowed that may interrupt flows in any way.
  9. No grading or filling of the basin or berms other than for sediment removal is allowed.
  10. Periodic mowing of the grass swales will encourage rigorous grass cover and allow better inspections for erosion. Waiting until after August 1 will avoid disturbing nesting wildlife. Mowing around forebay may attract nuisance populations of geese to the property and is not necessary or recommended.
  11. Any other repair or maintenance needed to ensure the continued function of the infiltration basin as ordered by the City of Waukesha under the provisions listed on page 1 of this Agreement.
  12. The titleholder(s) or their designee must document all inspections as specified above. Documentation shall include as a minimum: (a) Inspectors Name, Address and Telephone Number, (b) Date of Inspections, (c) Condition Report of the Storm Water Management Practice, (d) Corrective Actions to be Taken and Time Frame for Completion, (e) Follow-up Documentation after Completion of the Maintenance Activities. All documentation is to be delivered to the attention of the City Engineer at the City of Waukesha Engineering Department on January 10<sup>th</sup> and July 10<sup>th</sup> each year.

**Minimum Maintenance Requirements – Private Storm Sewer:**

To ensure the proper function of the storm sewers, the following list of maintenance activities are recommended:

1. The storm sewer and end sections shall be inspected after each heavy rain, but at a minimum of once per year.
2. Inspect for sediment deposition, scour at the ends of pipe, accumulations of trash and obstructions.
3. All storm sewers and end sections must be kept free of debris. Any blockage must be removed immediately.
4. Manholes shall be cleaned of excessive silt deposits.
5. Repair any deterioration threatening structural integrity immediately.
6. Any other repair or maintenance needed to ensure the continued function of the storm sewer as ordered by the City of Waukesha under the provisions listed on page 1 of this Agreement.
7. The titleholder(s) or their designee must document all inspections as specified above. Documentation shall include as a minimum: (a) Inspectors Name, Address and Telephone Number, (b) Date of Inspections, (c) Condition Report of the Storm Water Management Practice, (d) Corrective Actions to be Taken and Time Frame for Completion, (e) Follow-up Documentation after Completion of the Maintenance Activities. All documentation is to be delivered to the attention of the City Engineer at the City of Waukesha Engineering Department on January 10<sup>th</sup> and July 10<sup>th</sup> each year.