

LANDMARKS COMMISSION

SPRINGS COMMITTEE

PROCEDURES

- I. The Springs Committee operates under the City of Waukesha Landmarks Commission.
- II. Volunteers are chosen from the Commission or the interested public and should have at least three members.
- III. Responsibilities of the Committee shall include:
 1. Visit each spring at least every six months to inspect for any maintenance required.
 2. Keep a chart of the repairs needed for each spring and it's priority and expected timeframe to complete. Copy forwarded to Landmarks Commission.
 3. Provide a list of future projects to the Landmarks Commission at their March meeting to assist in CDBG grant application which is due the April the year before the program starts.
 4. Any repair will require three quotes from vendors on repair and labor costs.
 5. The estimates will be presented to the Commission for approval of vendor to be chosen.
 6. Working with vendors to ensure job is done correctly and in accordance with the Secretary of Interior Standards where applicable.
 7. Invoice for completed job will be given to City Planning representative.
 8. Springs Committee will meet at least once a month.
- IV. Springs within our venue include:
 1. Bethesda (While we don't have any control over the structure, which is owned by Berg Management, we can recommend improvements to the owner and can do things around the spring, such as signage.

2. Silurian
 3. Acme (easement)
 4. Minniska (easement)
 5. Buchner
 6. Crystal Rock
 7. Hobo
- V. There will be identical locks placed on each spring. A single key will open all springs.
 - VI. A key will be given to City Planning, Springs Committee, Park and Recreation, and 1834 Club for springs in the parks.
 - VII. Any signage erected for springs should follow the same design and materials used. Signs placed on springs that are in an easement (Minniska and Acme) must also be approved by the landowner. Sign verbiage will be given to the Commission for their approval.
 - VIII. Springs maintenance will be primarily funded through a Community Development Block Grant through the US Department of Housing and Urban Development and managed by Waukesha County and the Waukesha Department of Community Development. The Landmarks Commission Donation Fund at the Waukesha Community Foundation can also be used for Springs projects, subject to approval of the Landmarks Commission.
 - IX. The City Planning representative will manage the maintenance of the tile murals at the Silurian Spring.
 - X. When getting quotes from vendors, make sure the same requirements are written for work to be done and presented to each vendor. Projects in excess of \$2,000 that include labor requires following Federal Davis-Bacon prevailing wage procedures. Community Development staff can assist with this.
 - XI. Some springs work may require approval by the State of Wisconsin Historical Preservation Architect.