

**PUBLIC WORKS COMMISSION MEETING AGENDA  
TUESDAY, FEBRUARY 28, 2023 AT 5:30 PM**

Commission members present: Alders. Bartz, Ruetten, Wetzel, Comm'r. Thompson

City employees present:

Public Works Director/City Engineer Jaynellen Holloway

Stormwater Utility Manager Maureen McBroom

Assistant City Engineer Andrew Beyer

Water Department Manager Pete Hartz

City Attorney Steven Chesebro

Engineering Project Manager Ritchie Piltz

**1. CALL TO ORDER**

Meeting called to order at 5:32 p.m.

**2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT**

**3. REVIEW AND APPROVE MINUTES**

Public Works Commission meeting minutes from February 14, 2023

The following corrections were made:

Alder Bartz was absent

Alders Romlein and Ruetten were present

**4. BUSINESS**

Agenda items S, T and U were moved to the beginning to accommodate the number of residents in attendance.

S. Convene into closed session per Wis. Stat. Sec. 19.85(1)(g) to confer with legal counsel of the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Silver Creek Condominiums LLC)

Motion to approve Ald Bartz

2nd Ald Ruetten

Carried by unanimous voice vote

T. Reconvene into open session

Motion to approve Ald Ruetten

2nd Comm'r Thompson

Carried by unanimous voice vote

U. Review and take possible action: status and enforcement of Development Agreement (Silver Creek Condominiums LLC)

The following motion was made by Ald Ruetten:

Table this item until the June 13 PW meeting in order to allow the developer to bring an agreement with a paving company.

Motion to approve Ald Ruetten

2nd Comm'r Thompson

A. Review and approve: 2022 Water bill write-offs of 'dead' accounts to the respective property tax bill (Comprised of unpaid charges for water, sewer, garbage, and stormwater)

As required by the auditing firm for the Water and Wastewater Departments, this is an annual item for the Public Works Committee to review for accounting and bookkeeping. Most of these "write-offs" are for property owners with unpaid balances at the end of November of the previous year. These unpaid balances are "written off" from the utility bills and placed on the property tax bill for collection by the City of Watertown 2022 total is \$32,456.73 which is composed of 242 separate accounts.

Motion to approve Ald Ruetten

2nd Comm'r Thompson

Carried by unanimous voice vote

B. Review and approve: Entering into a professional services agreement with Applied Technologies for \$53,000 related to the ultraviolet equipment upgrade project.

We solicited three engineering firms (all of whom have worked for the City in the past) for a services proposal with a defined scope of work:

Equipment review

Final design

Preparation of construction drawings and plans (including mechanical and electrical)

Final set of drawings and plans

Bidding

Construction support services

DNR plan review submittal if deemed necessary

We received two proposals (1 firm having interest but not time to take on such a project):

Applied Technologies - \$53,000

Symbiont/Mead-Hunt - \$76,700

Recommendation is to enter into an agreement with Applied Technologies.

Motion to approve Comm'r Thompson

2nd Ald Bartz

Carried by unanimous voice vote

C. Review and approve (should read discuss): Entering into a professional services agreement with VMC Inc. for \$8,200 for a new cellular upgrade project with AT&T at the O'Connell water tower

VMC \$8,200

SEH \$10,450

All the associated expenses are reimbursable to the Water Department from the cellular company per the terms of the respective leases.

Hartz explained that VMC was started by former SEH employees. He is very comfortable with the new company.

D. Review and approve: Entering into a professional services agreement with Mead-Hunt for the Geographical Informational System (GIS) annual asset mapping conducted each year on an as-needed basis.

Water and wastewater divisions have utilized Symbiont Engineering for support and updates to the geodatabase used for all our assets in the City. Symbiont has merged with Mead-Hunt.

Ald Ruetten asked if the City is pleased with Symbiont to which Hartz, Holloway and Beyer all agreed. Beyer said they have been very agreeable. Ruetten is very pleased with his own business dealings with Symbiont and commended the GIS of WTTN.

Motion to approve Ald Ruetten

2nd Ald Bartz

Carried by unanimous voice vote

E. Review and update: Completion of the corrosion control treatment study report

Hartz shared that the study was over \$8,000. DNR recommendation is for the City to continue its practice of replacing the lead water lines. The original goal was 10 years, but our progress has made this attainable in five. The City is planning on completing 103 lines in 2023.

F. Review and take action: Repeal Watertown Municipal Code of Ordinances Chapter 341 Impact Fees and Article IV Excess Capacity Sewer Service Charge of Chapter 508 Wastewater Facilities

Ald Ruetten asked if the City is at a loss, or do we have another mechanism.

Pete Hartz stated that we will be able to move forward in 2024.

PWDCE Holloway stated that we have sufficient fund balance for the near future. Attorney Chesebro said that a new fee can be established in the future.

Ald Ruetten asked if/how we can advertise "no impact" fees

PWDCE Holloway said there are numerous outlets

Comm'r Thompson asked about current building permits having paid impact fees, could these fees be held until passed by City Council.

Motion to approve Ald Ruetten

2nd Ald Bartz

Carried by unanimous voice vote

G. Review and take possible action: Amend Watertown Municipal Code of Ordinances Chapter 356, Landscaping

As part of the WDNR Urban Nonpoint Source and Storm Water Grant project, proposed revisions to Chapter 356, Landscaping have been made. These proposed revisions will eliminate barriers to using native plantings for stormwater management by creating exemptions from the Natural Landscape Permit process for:

- Stormwater BMP's

- Rain Gardens

- Wetlands

- Shorelines/Streambanks

- Area less than 50% of a property not occupied by buildings, pavement or other structures

Storm Water Utility Manager McBroom presented Power Points for agenda items G, H and I. Comm'r Thompson asked what the ultimate "hammer" is for the City and was answered with "if the City does the work, the citizen pays."

Motion to approve Ald Ruetten  
2nd Comm'r Thompson  
Carried by unanimous voice vote

H. Review and take possible action: Amend Watertown Municipal Code of Ordinances Chapter 288, Erosion and Sediment Control  
As part of the WDNR Urban Nonpoint Source and Stormwater Grant project, proposed revisions to Chapter 288, Erosion Sediment Control Ordinance have been made. These proposed revisions will streamline and simplify the City's Erosion Control and Stormwater Runoff Permit program, which is required by the WDNR Municipal Separate Storm Sewer System (MS4) Permit. Highlights of these proposed changes include:

- Increasing the size of a construction site that requires post -construction stormwater management from 3,000 sq. ft. to 21,780 sq. ft. (½) acre
- Updating the erosion control inspection frequency to match MSr Permit requirements
- Minimizing the area on redevelopment sites that requires phosphorus control to match the area that requires tSS control
- Clarifying how/where sump groundwater drainage may be discharged to
- Clarifying maintenance agreement requirements to match the City's maintenance agreement template

Motion to approve Comm'r Thompson  
2nd Ald Ruetten  
Carried by unanimous voice vote

I. Review and take possible action: Create Watertown Municipal Code of Ordinances Chapter 453 Stormwater Ordinance - Article 3, Stormwater Maintenance

As part of the WDNR Urban Nonpoint Source and Storm Water Grant project, Article iii of Chapter 453 has been drafted to address Stormwater Maintenance. Stormwater BMP maintenance is necessary for the systems to function as designed, which was meant to minimize local flooding and to capture stormwater pollutants. The City can take credit for the total suspended solids (TSS) and phosphorus removal from the stormwater BMPs to meet the Rock River total maximum daily load (TMDL) requirements if we can demonstrate the legal authority to ensure maintenance will be completed. Highlights of these proposed changes include:

- Inspections
- Maintenance
- Drainage easements

Motion to approve Ald Bartz  
2nd Comm'r Thompson  
Carried by unanimous voice vote

J. Update, no action required: 2023 Annual Street & Utility Work

K. Review and take possible action: Award Pavement Marking Contract #1-23 Base Bids A & B to Century Fence for \$26,254.00  
Bids were publicly opened for the 2023 Pavement Marking contract on February 21, 2023. One bid was received. The Engineering Department is recommending awarding the following Base Bids to Century Fence Co.:

Base Bid A: Pavement marking removal prior to seal coating: \$2,938.00

Base Bid B: Pavement marking \$23,316.00

Citizens in the areas of reconstruction are sent a letter about the plans. All detour signage is the responsibility of the contractor.

Comm'r Thompson asked about tree removal on S. Washington.

PWDCE Holloway shared that the citizens on S. Washington wish to maintain the street's identity i.e. narrow street, coach step, trees, etc. Engineering Project Manager Piltz shared that only two trees need to be removed.

ACE Beyer said that all work is within budget.

Motion to approve Comm'r Thompson  
2nd Ald Ruetten  
Carried by unanimous voice vote

L. Review and take possible action: Award Rout and Crack Sealing Contract #2-23 Base Bids A, B, C & F to Thunder Road for \$75,448.50

Bids were publicly opened for the Rout and Crack Sealing contract on February 21, 2023. Three bids were received. The Engineering Department is recommending awarding the following Base Bids to Thunder Road LLC.:

Base Bid A: Rout and crack fill prior to seal coating: \$39,191.25

Base Bid B: Rout and crack fill only on various asphalt streets: \$23,882.25

Base Bid C: Poly mastic flex patching: \$4,500.00

Base Bid F: Rout and crack fill airport runway: \$7,875.00

Comm'r Thompson asked why not every item was awarded.

ACE Beyer replied "budget concerns"

Motion to approve Ald Bartz  
2nd Ald Ruetten  
Carried by unanimous voice vote

M. Review and take possible action: Award Seal Coating Contract #3-23 Alternate Bid to Scott Construction for \$66,750.00  
Bids were publicly opened for the 2023 seal coating contract on February 21, 2023. Two bids were received. The Engineering Department is recommending awarding the following Base Bids to Scott Construction, funding from account #05-58-11-92 (seal coat reserve).

Motion to approve Ald Ruetten  
2nd Ald Bartz  
Carried by unanimous voice vote

N. Review and take possible action: Award 2023 Annual Street and Utility Project Contract #4-23  
Base Bids A, B, C, D, E, F, H, I, J, K, L, M, & N to Dorner Inc. for \$2,354,426.41  
Bids were publicly opened for annual street and utility project contract on February 21, 2023. Four bids were received. The Engineering Department is recommending awarding the following Base Bids to Donner Inc.:  
Base bid A: Street Reconstruction - \$635,961.20  
Base bid B: Storm Water - \$267,504.50  
Base bid C: Water Main and Services - \$399,499.40  
Base bid D: Sanitary Sewer Laterals - \$150,680.80  
Base bid E: Misc. Items and Lateral Connections - \$30,210  
Base bid F: Misc. Watermain Items - \$34,500  
Base bid H: Alternate Seeding Restoration - \$38,111.90  
Base bid I: Alternate W. Milwaukee Street Reconstruction - \$105,108.60  
Base bid J: Alternate W. Milwaukee Street Storm Sewer - \$39,609  
Base bid K: Alternate W. Milwaukee Street Main and Services - \$59,890.52  
Base bid L: Alternate W. Milwaukee Street Sanitary Sewer Laterals - \$32,468  
Base bid M: Alternate Lead Service Replacement \$555,799  
Base bid N: Edgewater Court Curb and Gutter Replacement - \$15,083.19  
Proposed work is \$2,354,426.41 from funding account #03-99-99-99 and #02-97-30-11.  
Comm'r Thompson asked who is doing all the inspections. All inspections will be done in house.  
Motion to approve Ald Ruetten  
2nd Ald Bartz  
Carried by unanimous voice vote

O. Review and take possible action: Award Storm Sewer Cleaning and Televising Contract #5-23 All Bid Items to Green Bay Pipe & TV, LLC for \$192,062.25.  
Bids were publicly opened for 2023 Storm Sewer Cleaning and Televising Project Annual street and utility project contract on February 21, 2023. Two bids were received. Funding from account #16-58-16-43.  
Comm'r Thompson asked for the location  
EPM Piltz shared the following boundaries:  
W to Rock River  
E S. 12th St  
S Boomer St  
S of the CP RR tracks  
ACE Beyer shared that the City is divided into fifths  
Motion to approve Ald Bartz  
2nd Comm'r Thompson  
Carried by unanimous voice vote

P. Review and take possible action: Award Bituminous Surfacing Contract #6-23 All Bid Items to Payne & Dolan, Inc. for \$293,088.40  
Bids were publicly opened for 2023 Bituminous Surfacing contract on February 21, 2023. Three bids were received. Funding from account #16-58-16-39, #03-99-99-99 and #05-58-11-69.  
Motion to approve Comm'r Thompson  
2nd Ald Ruetten  
Carried by unanimous voice vote

Q. Review and take possible action: Award Utility and Street Reconstruction Contract #8-23 All Bid Items to Forest Landscaping & Construction, Inc. for \$559,080.00

Bids were publicly opened for 2023 Utility and Street Reconstruction Project on February 21, 2023. Seven bids were received. Funding from account #24-58-11-75, #24-58-11-77, #03-99-99-99, #02-97-30-11. This will be accomplished through ARPA funds.

Motion to approve Ald Bartz

2nd Ald Ruetten

Carried by unanimous voice vote

R. Review and take possible action: Award 2023 N Fourth Street water main Improvements Project Contract Allowances and Base Bid, No Alternates to Forest Landscaping & Construction, Inc. in the amount of \$853,260.00

Bids were publicly opened for 2023 N. Fourth Street Watermain Improvements Project contract on February 21, 2023. Three bids were received. Funding from account #03-99-99-99.

Extent of work is from Jones St. to the bridge with work to be completed by the 4th of July Parade

Motion to approve Ald Ruetten

2nd Comm'r Thompson

Carried by unanimous voice vote

## **5. ADJOURNMENT**

Motion to approve Ald Bartz

2nd Ald Ruetten

Carried by unanimous voice vote

Meeting adjourned at 8:12 p.m.

Respectfully submitted,

Bob Wetzel

Public Works Commission Chair

Note: These minutes are uncorrected and any corrections made thereto will be noted in the proceedings at which these minutes are approved.