



Public Works Committee Meeting

Cravath Lakefront Room, 2nd floor
312 W. Whitewater St.
Whitewater, WI 53190
*In Person and Virtual

Tuesday, August 12, 2025 - 5:15 PM

MINUTES

CALL TO ORDER

The Public Works Committee meeting was called to order by Board President Hicks at 5:15 p.m.

ROLL CALL

PRESENT: Board Member Neil Hicks, Board Member Mike Smith, Board Member Greg Majkrzak

ABSENT: None

OTHERS: Brad Marquardt

APPROVAL OF AGENDA

Motion made by Board Member Majkrzak to approve the agenda for Tuesday, August 12, 2025, Seconded by Board Member M. Smith.

Voting Yea: all via voice (3)

Voting Nay: None

APPROVAL OF MINUTES

1. Approval of minutes from July 8, 2025

Motion was made by Board Member Majkrzak to approve the approval of minutes from July 8, 2025, Seconded by Board Member M. Smith.

Voting Yea: all via voice (3)

Voting Nay: None

HEARING OF CITIZEN COMMENTS

Corey (UW-W student) stated the City Municipal parking lot overnight money box is very run down. Marquardt stated he will look into this concern.

NEW BUSINESS

2. **Discussion and Possible Action regarding Request for Proposal for City Engineering Services.**

The Agreement with Strand Associates for City Engineering Services expires at the end of 2025. It has been a number of years (possibly 2012) since the City issued a Request for Proposal for these services. Staff has no issues with the work being performed by Strand; however, to make sure the City is receiving the best services at the best value and to be transparent in procuring these services, staff is looking to issue a Request for Proposal.

Some items for discussion include:

- Selection Committee
- In person presentation or not and if so when
- Selection Process

There is no financial impact to issue the Request for Proposal. The financial impact for City Engineering Services is based solely on the projects being requested.

Staff recommends a motion to approve the Request for Proposal and forward to the full Council.

Motion was made by a Board Member Majkrzak to approve the Request for Proposal (RFP) for City Engineering Services, contingent upon a selection committee providing a recommendation to the Public Works Committee for final approval before submission to the City Council, Seconded by Board Member M. Smith.

Voting Yea: Board Member M. Smith, Board Member Majkrzak, Board Member Hicks

Voting Nay: None

3. Discussion and Possible Action regarding Strand Task Order 25-08, Water Supply Service Area Plan.

The Water Utility is required by State Statute and Administrative Code NR 854 to update the Water Supply Service Area Plan by December 31, 2025. According to the State Statute, the plan needs to include:

- Inventory of sources and quantities
- Forecast the demand for water
- Existing population and density and forecasts of expected population for the period the plan covers
- Options for supplying water
- Cost effectiveness of regional and individual water supply and conservation alternatives
- Assessment of environmental and economic impacts of carrying out specific recommendations of the plan
- Demonstration plan will effectively utilize existing water supply storage and distribution to extent practicable
- Procedures for implementing and updating the plan
- Analysis of how the plan supports and is consistent with applicable comprehensive plans and applicable approved areawide water quality management plans

The proposed Task Order covers all these requirements.

Compensation for Task Order 25-08 is on an hourly rate basis plus expenses an estimated fee not to exceed \$24,000.

Staff recommends a motion to approve Task Order 25-08 and forward to the full Council.

Motion made by Board Member M. Smith to approve Task Order 25-08 Water Supply Service Area Plan, Seconded by Board Member Majkrzak.

Voting Yea: Board Member Majkrzak, Board Member Hicks, Board Member M. Smith

Voting Nay: None

4. Discussion and Possible Action regarding Amendment No. 1 to Strand Task Order 24-08, Jefferson Street Reconstruction.

Strand Associates is in the process of developing plans for the reconstruction of Jefferson Street. As part of the design, and due to known possible environmental concerns, a Phase I

Environmental Assessment was completed. This Assessment did produce high readings for some hazardous materials. Due to this, a Phase II Assessment is required to determine the extent and required handling of the materials. This Amendment covers the cost of the additional work required for a Phase II Assessment. Also included in the Amendment, Strand will be submitting a Low-Hazard Grant of Exemption to the DNR in order to place some low hazard material as supplemental cover material on the closed landfill site. This would eliminate the need to have to take this material to a landfill site.

The Public Works Committee and Common Council approved Task Order 24-08 in November 2024. The design of Jefferson Street was included in the approved 2025 CIP budget.

The Amendment raises the compensation of the Task Order by \$39,000 from \$196,000 to \$235,000. The additional work is still based on a per hour basis. The design costs are funded equally between Streets, Water, Wastewater and Storm Water. The estimate for the actual reconstruction of Jefferson Street is \$3,300,000.

Staff recommends a motion to approve Amendment #1 to Task Order 24-08 and forward to the full Council.

Motion was made by Board Member Majkrzak to approve Amendment #1 to Task Order 24-08 and forward to the full Council, Seconded by Board Member M. Smith.

Voting Yea: Board Member Hicks, Board Member M. Smith, Board Member Majkrzak
Voting Nay: None

5. Discussion and Possible Action regarding listing Wastewater Department portable generator on Wisconsin Surplus auction site.

Marquardt stated a permanent generator was installed as part of the new Vanderlip lift station upgrades. Historically, in the event of a power outage this lift station was powered via a portable generator. Now that this lift station has a permanent generator, there is no need for the portable generator. The Utility purchased a smaller newer generator several years ago that can be used for other lift stations in the event of a power loss. We would like to put this generator on Wisconsin Surplus auction site.

Any proceeds from the sale will be put in the Wastewater Utility Fund.

Staff recommends a motion to approve the sale of the portable generator and forward to Council.

Motion was made by Board Member M. Smith to approve listing the Wastewater Department portable generator on the Wisconsin Surplus auction site, Seconded by Board Member Hicks.

Voting Yea: Board Member M. Smith, Board Member Majkrzak, Board Member Hicks
Voting Nay: None

6. Discussion and Possible Action regarding State/Municipal Financial Agreement for curb ramp improvements along State Highway 59 (Newcomb Street).

Marquardt stated the State Department of Transportation is planning on updating curb ramps along the connecting highway portion of STH 59. This would include the section of Newcomb Street from Main Street to Starin Road and the round-a-bout area at Clay Street, Bluff Road and Milwaukee Street. The project entails replacing all curb ramps to meet current ADA guidelines.

Sidewalks will also be installed across driveways that do not currently have sidewalks. The overall DOT project includes the Cities of Whitewater, Elkhorn and Delavan. The project is currently scheduled for 2032, but could be advanced to 2030.

The vast majority of the project will be the responsibility of the State. Any regular sidewalk that is installed or replaced will be the City's cost. \$10,000 has been included in the State/Municipal Agreement as a place holder.

Staff recommends a motion to approve the State/Municipal Financial Agreement and forward to the full Council.

Motion made by Board Member Majkrzak to approve the State/Municipal Financial Agreement for curb ramp improvements along State Highway 59 (Newcomb St.), Seconded by Board Member M. Smith.

Voting Yea: Board Member Majkrzak, Board Member Hicks, Board Member M. Smith.

Voting Nay: None

FUTURE AGENDA ITEMS

None

ADJOURNMENT

Motion made by Board Member Majkrzak to adjourn the Public Works meeting at 5:44 p.m., Seconded by Board Member M. Smith.

Voting Yea: all via voice (3)

Voting Nay: None

Respectfully submitted,

Alison Stoll

Alison Stoll, Administrative Assistant
Department of Public Works

*Minutes Approved on Tuesday, _____