



## PUBLIC WORKS COMMISSION MEETING AGENDA

TUESDAY, OCTOBER 24, 2023 AT 5:30 PM

**COUNCIL CHAMBERS, SECOND FLOOR, MUNICIPAL BUILDING - 106 JONES STREET**

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**By Phone or GoToMeeting:** Members of the media and the public may attend by calling:(Toll Free): 1 877 309 2073 or 1 (646) 749-3129 **Access Code:** 196-221-861 or <https://meet.goto.com/196221861>  
Please join meeting from your computer, tablet or smartphone. All public participants' phones will be muted during the meeting except during the public comment period.

### 1. CALL TO ORDER

### 2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

*Each individual who would like to address the Committee will be permitted up to three minutes for their comments*

### 3. REVIEW AND APPROVE MINUTES

A. Public Works minutes from September 12, 2023

### 4. BUSINESS

A. Review and take possible action: Change Order No. 7 with Dorner Inc. for \$70,000

B. Update, no action required: Stormwater Utility Total Maximum Daily Load (TMDL) Plan Update

C. Update, no action required: City of Watertown Yard Waste Site Sand Filter Project

D. Review and take possible action: Add Solid Waste Service at N860 N Water Street

E. Review and take possible action: Lane or full closure of Hill Court Bridge

F. Review and discuss: 2024 Annual Street and Utility Project

### 5. ADJOURNMENT

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [mdunneisen@CityofWatertown.org](mailto:mdunneisen@CityofWatertown.org), phone 920-262-4006*

*A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only*

Commission members present: Bartz, Board, Wetzel  
City Employees present:  
Stacy Winkelman Street Department Operations Manager  
Andrew Beyer Assistant City Engineer

1. CALL TO ORDER Chair Wetzel called the meeting to order at 5:34

2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT  
NONE

3. REVIEW AND APPROVE MINUTES Public Works Minutes from August 22, 2023

Motion to approve Board

2nd Bartz

Carried by unanimous voice vote

4. BUSINESS

C. Review and discuss: action to be taken with street light installation on Chadwick Dr. between South St and Arlington Dr.

Review and discuss options for Chadwick Drive street light installation. (Ald. Blanke was present for this Discussion)

There has been a request for the addition of street lights...that goes back a few years. It has been added and cut from budgets. There is money in the 2024 budget (\$32,000) allocated for this work. Unfortunately...the money allocated will most likely only cover four streetlights while the installation cost was not considered. With that said, I am working with Highway Light and Landscape due to there being a substantial number of homes where the driveway approaches, boulevards, and possibly sidewalks that would be affected with installation, the line will need to be bored. Some action to consider:

1. Purchase the light poles with the money in the 2023 budget and budget money for installation in the 2024 budget.
2. Carryover the money budgeted in the 2023 b budget into the 2024 budget, add more funds in 2024 to cover the entire project correctly.
3. See if there is any 2023 budget money available anywhere to cover the installation of the poles.

Motion by Board to table item until 9/26 Public Works meeting when We Energies gives their dollar amount for installation.

2nd Bartz

Carried by unanimous voice vote

A. Review and take possible action: Review of Stormwater Utility Rate charges for duplexes and update to Chapter 453, Stormwater Management Utility. A recent review of the monthly stormwater utility charges for duplex residential units has revealed some inconsistencies in how the charges have been calculated for duplexes vs. how the charges are described as being calculated in Chapter 453 Article 1, Stormwater Management Utility. The current monthly Stormwater Utility charges for a duplex unit is \$7.33; according to Section 453-8(B), the monthly stormwater utility charge for a duplex unit should be \$9.72. The overall impact of this is a loss in revenue of about \$2,600 monthly, or \$31,200 annually, to the City's Stormwater Utility Budget.

Andrew Beyer said that when meeting with staff we found that was how they were directed to bill in 2005-2006.

Alder Bartz found no reason to not bill the same as a single family.

Alder Bartz made the following motion: The monthly Stormwater Utility charge for a duplex should be billed at \$2 consistent with existing ordinance 453-6 and 453-8 beginning January 1, 2024.

Alder Board asked to clarify that the charge would be per unit and was confirmed by Beyer.

B. Update, no action required: 2023 Salt Brine Program

The City added liquid salt brine to the winter snow and ice control program in 2021. Brine has primarily been used to pre-treat bridges, hills and intersections prior to a snow event. This improves the City's snow and ice control program 2 ways:

1. Light snowfalls melt faster in these areas as traffic drives over it, and
2. The brine layer allows snow plows to remove snow and ice from the pavement easier and faster. The brine makes it harder for the snow and ice to bond with the pavement. This reduces the number of times a plow has to go through the same area to remove snow and ice from these streets.

The City plans to grow the brine program incrementally over the next few years, starting with the following purchases in 2023:

1. A second storage tank to increase the amount of brine on hand to deal with snow events,
2. Equipment to outfit a second truck for pre-treating streets, and
3. A pre-wetting system for better salt application on a snow plow/salt truck.

The 2023 budget has funding for a brine-making machine; however staff have evaluated the program needs and would like to use this funding to make the purchases outlined above as the 2023 budget allows.

D. Review and take possible action: Change Order No. 4 to Contract #6-23 for \$57,406.10 to pave a portion of Water Tower Court

The northern portion of Water Tower Court has been subject to erosion issues over the past several years. City crews grade the roadway after heavy rain multiple times per year due to heavy rutting in the gravel roadway. The City hired Ruekert & Mielke to design pollutant control best management practices and roadway improvements, which are being installed by City crews this year. The roadway is currently being graded in anticipation of paving this year to stabilize the existing gravel roadway and prevent recurring erosion and resulting regrading. The City sought a change order from this year's asphalt paving contractor, Payne & Dolan, to perform the needed paving. Funding for said contract change order to come from Storm Water Utility Capital Outlay Account, 16-58-16-60. There is adequate funding in the account for paving of the northern portion of Water Tower Court.

The following motion was made by Alder Board: Pave Water Tower Court from just south of Maas Brothers driveway to the service road that goes to the pump house.

2nd Bartz

Carried by unanimous voice vote

5. ADJOURNMENT

Motion to adjourn Bartz 5:59 p.m.

2nd Wetzel

Carried by unanimous voice vote

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.

Jaynellen J. Holloway, P.E.  
920.262.4050

Andrew Beyer, P.E.  
920.262.4052

Maureen McBroom, ENV SP  
920-262-4036

Ritchie M. Piltz  
920.262.4034

Secretary, Wanda Fredrick  
920.262.4368

## MEMO

TO: Chairperson Wetzel and Commissioners  
FROM: Andrew Beyer, P.E.  
DATE: October 18, 2023  
RE: Public Works Commission Agenda Narrative for October 24, 2023

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Agenda Item:

Review and take possible action: Change Order No. 7 with Dorner Inc. for \$70,000

### BACKGROUND

Review and take possible action: Change Order No. 7 with Dorner Inc. for \$70,000

The City's Annual Street and Utility Contractor, Dorner Inc. performed additional grading work as part of the 2023 Annual Street and Utility Project in the Washington Street area. The additional grading resulted in a better product with improved roadway drainage. The Contractor is finalizing the change order following a meeting on October 18<sup>th</sup> which will be presented to the Commission on October 24<sup>th</sup> if available. If the Contractor has yet to provide the finalized change order by October 24<sup>th</sup>, I ask that the agenda item be tabled.

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## MEMO

TO: Chairperson Wetzel and Commissioners  
FROM: Andrew Beyer, P.E.  
DATE: October 18, 2023  
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Agenda Item:

Update, no action required: TMDL Implementation Plan

### BACKGROUND

Update, no action required: TMDL Implementation Plan

The City of Watertown is required to submit a TMDL Implementation Plan to the Wisconsin Department of Natural Resources (WDNR) by October 31, 2023 per the Municipal Separate Storm Sewer System (MS4) Permit. As one of the tasks included in the current Urban Nonpoint Source & Storm Water Runoff Planning Grant, Ruekert & Mielke has compiled a TMDL Implementation Plan which WDNR will reimburse the City for 41% of the cost. The MS4 Permit requires the TMDL Implementation Plan to describe how the City will further reduce the Total Suspended Solids (TSS) and Phosphorus in stormwater runoff by 20% and 10% respectively, when comparing the current levels of pollution reduction to the ultimate pollutant reductions required in the Rock River TMDL over the next 5 years. This corresponds with the next 5-year MS4 Permit, which is anticipated to be issued in May 2024.

The TMDL Implementation Plan quantifies the amount of TSS & Phosphorus anticipated to be captured over the next 5 years through:

- Multiple new stormwater Best Management Practices (BMPs)
- Street sweeping
- Leaf collection activities.

Those activities, in addition to the new Watertown Waterways Improvement Program (WWIP) water quality trading program, potential new and redevelopment construction projects, and the general water quality benefits from proposed streambank stabilization projects will meet the planning requirement of an additional 20% TSS and 10% phosphorus reduction. While the WWIP, construction projects and streambank stabilization projects are not currently quantifiable, Engineering Division staff have discussed and received approval from WDNR staff on the approach for this planning document.

The TMDL Implementation Plan will be submitted to WDNR by October 31, 2023.

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## MEMO

TO: Chairperson Wetzel and Commissioners  
FROM: Andrew Beyer, P.E.  
DATE: October 18, 2023  
RE: Public Works Commission Agenda Narrative for October 24, 2023

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Agenda Item:

Update, no action required: Yard Waste Site Sand Filter

### BACKGROUND

Update, no action required: Yard Waste Site Sand Filter

The City of Watertown received Urban Nonpoint Source (UNPS) Construction Grant funding for the construction of a storm water BMP at the City's Yard Waste Site. The City has contracted with McMahon Associates, Inc. for the design of a sand filter to be constructed at the City's Yard Waste Site in 2023. The design kick-off meeting is scheduled for Friday, October 20<sup>th</sup>. Additional details will be provided to Commissioners during the October 24<sup>th</sup> Public Works Commission meeting.

Stacy Winkelman  
Operations ManagerMatt Willmann  
Asst. Operations ManagerJane Flanigan  
Admin. Asst.Christopher Newberry  
Streets Project ManagerTom Nickels  
ForemanJason Heller  
ForemanChris LaCombe  
Foreman

**TO:** Alderperson Wetzel & Public Works Commission  
**FROM:** Stacy Winkelman  
**RE:** Agenda Item  
**DATE:** October 18, 2023

Alderperson Wetzel & Commission Members:

I have one item on the agenda for your review and possible approval. It is regarding garbage and recycling service for a residence outside City limits.

I received a request from Dale Tietz who resides at N860 N. Water Street. This is a Watertown address; however it is outside City limits. Mr. Tietz has requested that we add his residence to the list of residences that we currently collect outside City limits. Mr. Tietz is aware that he will be invoiced \$19.08 per month for this service. This will not affect our crew as they are already picking up multiple residences in this area. Therefore, if the Commission agrees, I recommend approval of this request.

I have attached Mr. Tietz's email request for your review. Please let me know if you have any questions or concerns.

Respectfully,

Stacy Winkelman  
Operations Manager

Enclosure



**Stacy Winkelman**

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**To:** Dale Tietz  
**Subject:** RE: [\*Impersonation\*] Apply for service

Good Afternoon –

This will have to be approved by the City of Watertown Public Works Commission. I will put your request on the agenda for their next meeting on October 24<sup>th</sup>. I will send you a confirmation email once I get their final agenda. Please note that the City of Watertown will bill \$19.08 per month for weekly collection of solid waste and recycling if this request is approved.

Feel free to contact me if you have any further questions.

Thank you,

*Stacy Winkelman*

Operations Manager  
DPW – Street/Solid Waste Division  
Phone: 920-262-4047  
Cell: 920-342-8885  
[swinkelman@watertownwi.gov](mailto:swinkelman@watertownwi.gov)



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**From:** Dale Tietz <datietz@gmail.com>  
**Sent:** Monday, October 9, 2023 12:54 PM  
**To:** Stacy Winkelman <SWinkelman@watertownwi.gov>  
**Subject:** [\*Impersonation\*] Apply for service

Stacy:

I would like you to add me to the current service that you are doing for the 800's on N. Water Street. I will be moving into the condo at N860 around October 24th.

Please let me know what else I may need to do to complete this application for service. I am looking for garbage and recycling services.

Dale Tietz  
N860 N. Water St.  
Watertown, WI 53098  
678-521-3637



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## MEMO

TO: Chairperson Wetzel and Commissioners  
FROM: Jaynellen J. Holloway, P.E.  
DATE: October 18, 2023  
RE: Public Works Commission Agenda Narrative for October 24, 2023

### Agenda Items:

Review and take possible action: Lane or Full Closure of Hill Court Bridge

### BACKGROUND

Review and take possible action: Lane or Full Closure of Hill Court Bridge: Whereas all the main bridge structures in the City are inspected biannually, many of our lesser structures only receive a formal inspection about every ten years – give or take. This year three bridges in Riverside Park were inspected – Hill Court bridge, the service road bridge to the Park maintenance building, and Rotary Island bridge.

The weigh limits established for each are respectively: 5 tons, 5 tons, and 15 tons. Whereas the Rotary Island bridge and the Park Shop Arch bridge are one lane traffic, the Hill Court bridge is wide enough to support two lanes of traffic.

Engineering researched the average weights of SUV's and pickup trucks and found the following:

*Average subcompact SUV - 3,000 (1.5 tons) to 3,500 (1.75 tons) pounds. Average midsize trucks/SUV - 3,500 (1.75 tons) to 6,000 (3 tons) pounds. Average large SUV - 5,400 (2.7 tons) to 6,000(3 tons) pounds. Average weight of compact trucks- 5,000 (2.5 tons) to 5,500 (2.75 tons) pounds.*

Our concern is that if two or more SUV's and/or pickup trucks occupy the Hill Court bridge at the same time, they will exceed the weight limit. Street Division has posted on Hill Court bridge the 5-ton weight limit.

Engineering proposes one of the following options be implemented for Hill Court bridge (see attached map):

- 1) Stripe the bridge as one lane and post a sign stating, "one lane traffic only".
- 2) Close the bridge to vehicular traffic and make it pedestrian only. Move the large boulders from their current location at the west end of the parking lot to the west side of the bridge and have that parking area accessed from Labaree Street. The existing parking lot on the east side of the bridge is unaffected but would need to add boulders on the east side of the bridge to deter vehicular traffic from crossing over.

FYI. Engineering could not find an ordinance that closed off Hill Court as a through street, nor any minutes in Public Works Commission or Public Safety & Welfare Committee.

Attachments:  
- Site Map





Parcels

City Limits

Section 4, Item E.

 THE CITY OF  
WATERTOWN

City of Watertown Geographic Information System

Scale: 1 inch = 140 feet

1 inch = 140 feet

Printed on: October 16,

Author: Private User

DISCLAIMER: This map is not a substitute for an actual field survey or aerial photo. The accuracy of this map is limited to the quality of the records from which it was derived. Other inherent inaccuracies occur during the compilation process.

City of Watertown makes no warranty whatsoever concerning this information.



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## MEMO

TO: Chairperson Wetzel and Commissioners  
FROM: Andrew Beyer, P.E.  
DATE: October 19, 2023  
RE: Public Works Commission Agenda Narrative for October 24, 2023

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Agenda Item:

Review and discuss: 2024 Annual Street and Utility Project

### BACKGROUND

Review and discuss: 2024 Annual Street and Utility Project

The City of Watertown is under contract with GRAEF for design of Street and Utility projects through 2026. City staff met with the design team from GRAEF on October 13<sup>th</sup> to discuss the 2024 project in detail. The 2024 project includes the following roadway segments:

1. Oconomowoc Avenue from Kiewert Street to East Gate Drive
2. S. Eleventh Street from Western Avenue to Wisconsin Street/College Avenue
3. S. Twelfth Street from Western Avenue to Wisconsin Street

The design approach and project details will be discussed during the meeting.