



PUBLIC WORKS COMMISSION MEETING AGENDA

TUESDAY, JUNE 24, 2025 AT 5:30 PM

**MUNICIPAL BUILDING - 106 JONES STREET, WATERTOWN, WI 53094 - SECOND FLOOR
COUNCIL CHAMBERS**

Virtual Meeting Info: <https://us06web.zoom.us/join> Meeting ID: 225 151 7335 Passcode: 589577 One tap mobile +16469313860

<https://us06web.zoom.us/j/9178580897?pwd=eUOpCUyvIV65zIPMYImMdPU1LVLx5I.1>

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 May 27, 2025

4. BUSINESS

A. Review and take possible action: Approve new water rates as recommended by the Wisconsin Public Service Commission (PSC) referenced in rate case docket 6230-WR-110; a final overall rate change of 15.28% over current rates

B. Review and take possible action: Sidewalk repair order for 620 Park Street

C. Review and take possible action: Approve additional work for Applied Technologies to update the Wastewater Facilities Plan with the most recent Department of Administration population numbers for \$35,000

D. Review and take possible action: Award S. Church Street Shared-use Path TAP Grant Design Project to Batterman for \$228,039.00 Design for shared-use path between Jefferson Road & Air Park Drive

E. Update, no action needed: E-Waste Recycling Program

F. Review and take possible action: hire Strand Associates to prepare engineering plan and profile specifications to bid the project in early 2026 for \$360,000

G. Review and take possible action: S. Fifth Street Right-of-Way Improvements

5. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at cityclerk@watertownwi.gov phone 920-262-4000

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

PUBLIC WORKS COMMISSION

Tuesday, May 27, 2025
5:30 p.m.

The Public Works Commission met on the above date and time. The following members were present: Alderpersons Dan Bartz, Myron Moldenhauer, and Tony Arnett; Citizen member Pete Thompson. Alderperson Brad Blanke was not present at call to order. Also present: City Staff Andrew Beyer, Tim Hayden.

1. **Call to order.** Chairperson Arnett called the meeting to order at 5:30 p.m.
2. **Comments and Suggestions from Citizens Present.** There were no comments.
3. **Review & approve minutes dated May 6, 2025 and May 13, 2025.** Mr. Bartz moved to approve the minutes as presented, seconded by Mr. Moldenhauer. Motion carried by unanimous voice vote.
4. **Review and take action: Purchase Sewer-747-FR2000 Eco Trailer Jetter from Brown Equipment Company for \$103,055.64.** This equipment will initially be used to clear sludge lines at the Wastewater Treatment plant, but the trailer can also easily be transported throughout the city for similar use. Staff will report back on the warranty provided with the unit at the time the resolution is considered by Council. Mr. Moldenhauer moved to recommend the purchase to Council, seconded by Mr. Bartz. Motion carried by unanimous voice vote.
5. **Review and take action: Hire Southport Engineered Systems to install a new HVAC system for the Wastewater Department Administration building for a total cost of \$112,585.** The current HVAC system for the administration building fails too often, putting all required testing by the lab at risk. The current system is overly complicated, proprietary, and expensive to maintain. This expense will be covered by 2025 budget funds set aside for such maintenance and equipment replacement. Mr. Moldenhauer moved to recommend the purchase to Council, seconded by Mr. Bartz. Motion carried by unanimous voice vote.
6. **Review and take possible action: Award Emmet Utility Extension Design Contract to SEH, Inc. for \$64,800.00.** The City of Watertown and the Town of Emmet have entered a Cooperative Boundary Agreement which calls for four mandatory boundary adjustments. The last of these four adjustments, known as the 'Highway 16 Residential Area', was scheduled for attachment to the City on or before September 29, 2024. This contract is for the project design to placing the necessary City/Public utilities (water & sanitary sewer) in the 'Highway 16 Residential Area'. (Note: Mr. Blanke arrived at 5:58 pm, during the discussion of this item.) Mr. Blanke moved to recommend the contract to Council, seconded by Mr. Bartz. Motion carried by unanimous voice vote.
7. **Adjournment.** Mr. Bartz moved to adjourn at 6:03 p.m., seconded by Mr. Moldenhauer. Motion carried by unanimous voice vote.

Respectfully submitted,

Tony Arnett, Chairperson

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

Water Systems

800 Hoffmann Drive • P.O. Box 477 • Watertown WI 53094-0477
WASTEWATER (920) 262-4085 • WATER (920) 262-4075

To: Chairman Arnett and members of the Public Works Commission
From: Peter Hartz – Water Systems Manager

June 18, 2025

Re: June 24, 2025, Public Works Commission agenda items

Water Systems:

Review and take possible action Approve new water rates as recommended by the Wisconsin Public Service Commission (PSC) referenced in rate case docket 6230-WR-110; a final overall rate change of 15.28% over current rates.

Background:

- On July 23, 2024, this commission approved moving forward with phase 1 and having Ehlers begin the study of the water rates and provide a review of said rates that were last adjusted in April of 2017. For the water utility to continue with our private lead service replacement program, the Public Service Commission (PSC) of Wisconsin requires a review of the water rates as part of our Safe Drinking Water loan application, no funds will be awarded without the review and study of the water rates to assure adequate revenue is available for operations, capital projects, and debt service payments.
- On October 8, 2024, this commission approved having Ehlers continue with the next steps in having Ehlers complete the PSC application (phase 2).
- On November 12, 2024, this commission approved submitting and filing a PSC conventional rate case application.
- April 22, 2025, after several months of question and answer with PSC, Ehlers, and Watertown Water the PSC released their findings and draft water rate adjustment recommendation.
- May 21, 2025, the water utility and the PSC held a public hearing on the rate case application, no members of the public joined or made comments regarding the proposed rate increase.
- May 28, 2025, Final decision by PSC, authorized rate change of 15.28% over current rates. (attached)

Budget goal: Aligns with investments and infrastructure planning.

Financial Impact: An increase in water revenue is estimated to be \$803,853, this will help the utility maintain pace with the annual streets and utility program and replace watermain, water services, valves, and hydrants. The utility will also be replacing an estimated 445 public side lead water services by end of 2027.

Recommendation: I defer to and support the decision of the Public Works Commission.

Sincerely,

Peter Hartz
Water Systems Manager

SERVICE DATE
May 28, 2025

Section 4, Item A.

PUBLIC SERVICE COMMISSION OF WISCONSIN

Application of Watertown Water Department, Dodge and Jefferson
Counties, Wisconsin, for Authority to Adjust Water Rates

6230-WR-111

FINAL DECISION

This is the Final Decision in the Class 1 proceeding conducted by the Public Service Commission (Commission) on the application of Watertown Water Department (applicant) for approval to increase water rates. This application is APPROVED, subject to conditions.

Introduction

The applicant applied to the Commission on December 3, 2024 for authority to increase water rates. The Commission authorized the applicant's last conventional rate case (CRC) change in docket 6230-WR-110 in a Final Decision dated April 11, 2017. The applicant requested the current rate increase due to water distribution system infrastructure upgrades, specifically to replace aging water main system wide. The applicant originally stated that it was interested in pursuing expense depreciation in the current case. Commission staff inquired about this request in a data request, and the applicant confirmed in its response that this request was in error. ([PSC REF#: 531810](#).) In this rate case, the final overall rate change authorized is \$803,853, or a 15.28 percent increase over current rates, for the test year ending December 31, 2025.

Pursuant to due notice, the Commission held an audiovisual hearing on May 21, 2025 before Administrative Law Judge Michael E. Newmark. The parties, for purposes of review under Wis. Stat. § 227.53, are listed in Appendix A as required by Wis. Stat § 227.47. The applicant is the only party to this proceeding.

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Findings of Fact

1. The applicant’s presently authorized rates for water utility service will produce operating revenues of \$5,535,166 for the 2025 test year. These rates fall short of the test year revenue needed by \$803,853 and are unreasonable.

2. The estimated net investment rate base applicable to water utility operations for the 2025 test year is \$31,320,018.

3. The rate changes set forth for water service in Appendix C will permit the applicant to earn the necessary revenue requirement and are consistent with the cost of service and rate design.

Conclusions of Law

1. The applicant is a municipal public utility as defined in Wis. Stat. § 196.01(5)(a).

2. The Commission has authority under Wis. Stat. §§ 196.02(1), 196.03(1) and (3), 196.19, 196.20, 196.22, 196.37(1), (2), and (3), and 196.395 to authorize the applicant to increase water utility rates and revise tariff provisions.

3. The Commission has authority under Wis. Stat. § 15.02(4) to delegate to the Administrator of the Division of Water Utility Regulation and Analysis (Division Administrator) those functions vested by law as enumerated above and has delegated the authority to issue this Final Decision to the Division Administrator.

Opinion

Net Investment Rate Base

The estimated net investment rate base for the 2025 test year is as follows:

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Utility Financed Plant in Service	\$47,854,408
Less: Accumulated Provision for Depreciation	<u>\$16,681,176</u>
Net Plant in Service	\$31,173,232
Plus: Materials and Supplies	<u>\$146,786</u>
Net Investment Rate Base	<u>\$31,320,018</u>

Comparative Income Statement

Commission staff submitted a revenue requirement for the test year as shown in Ex.-PSC-Revenue Requirement. ([PSC REF#: 542050.](#)) The estimated test year income statement showing the effect of the increase in revenue that will result from authorized rates is as follows:

	<u>At Present Rates</u>	<u>Authorized Increase</u>	<u>After Rate Increase</u>
Operating Revenues	\$5,535,166	\$803,853	\$6,339,019
Operating Expenses:			
Oper. & Maint. Exp.	\$2,588,045		\$2,588,045
Depreciation	\$1,029,873		\$1,029,873
Taxes & Tax Equiv.	<u>\$747,940</u>		<u>\$747,940</u>
Total Oper. Expenses	<u>\$4,365,858</u>		<u>\$4,365,858</u>
Oper. Income (or Loss)	<u>\$1,169,308</u>		<u>\$1,973,161</u>
Rate of Return	3.73%		6.30%

Commission staff computed the depreciation expense included in the revenue requirement for the 2025 test year using the depreciation rates shown in Appendix E. For purposes of computing the depreciation expense on the average investment for each plant account, these depreciation rates are effective as of January 1, 2025.

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Capital Structure

The Commission utilizes a rate of return on net investment rate base (ROR) to ensure utilities can cover interest on outstanding debt, earn a return on equity capital that fairly compensates for investment risk, and preserve and attract capital in its long-term operations. The Commission calculates a benchmark ROR weekly based on a three-month rolling average of municipal bond rates and determines a floor annually. The benchmark ROR at the time Commission staff finalized the revenue requirement exhibit for this case was 6.30 percent.

The applicant originally requested a ROR of 6.20 percent. Commission staff estimated the applicant’s capital employed in providing public utility service associated with the net investment rate base to be 77.54 percent municipal equity and 22.46 percent long-term debt. The applicant’s composite cost of debt is 1.69 percent. Commission staff proposed using the benchmark ROR of 6.30 percent to provide a 7.63 percent return on municipal earning equity and 11.96 times interest coverage. The applicant did not object to using the benchmark ROR of 6.30 percent.

The Commission finds that this ROR will provide the applicant with sufficient earnings to help address future capital and unforeseen operating needs and will also maintain confidence in the applicant’s financial integrity without resulting in customer rates that are excessive.

Financial Assistance Program for Customer-side Lead Service Line Removal

The applicant has a Commission-approved program for the replacement of customer-owned lead service lines in docket 6230-LS-100. The applicant did not request the recovery of any expenses related to this program, and no program costs are included in the revenue requirement Exhibit.

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Cost of Service

Commission staff analyzed the cost of supplying water for general service and for public fire protection (PFP) service using the base-extra capacity cost allocation method. This method first allocates the operating expenses to the service cost functional components of base, customer, extra-capacity maximum-day and extra capacity maximum-hour demand, and fire protection and then to each of the customer classes served. Commission staff provided summaries of these analyses in Schedules 8 and 11 of Ex.-PSC-COSS and Rate Design-r, which is Commission staff's proposal in the record in this proceeding. ([PSC REF#: 544453.](#)) Appendix B shows customer class revenue requirements resulting from the cost analysis compared with revenues at authorized rates.

Rates

Water service rates authorized in this decision will result in an estimated net operating income of approximately \$1,973,161, which provides a 6.30 percent return on the water utility net investment rate base of \$31,320,018. Commission staff provided the applicant with Commission staff's proposed rates for review prior to the hearing, and the applicant had no objection to these rates.

As shown in attached Appendix B, the base-extra capacity cost allocation method results in a relatively wide range of increases in the charges to the various general service customer classes to reflect the cost of providing service to such classes. The percentage rate increase to any individual customer will not necessarily equal the overall percentage increase to the associated customer class, but rather will depend on the specific water use of that customer.

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The authorized rates as set forth in Appendix C are based on the cost of providing service to various customer classes or types of service. The Commission finds that the rates will result in all customers paying an appropriate amount for the service provided.

Commission staff computed some typical water bills for Single-Family Residential, Multifamily Residential, Commercial, Industrial, and Public Authority customers using Schedule Mg-1 to compare present rates with the new rates. That comparison is set forth in Appendix D.

The overall increase in annual revenues is 15.28 percent and is comprised of a 10.49 percent increase in general service charges and a 33.34 percent increase in PFP charges. A typical Single-Family Residential customer's bill, including PFP, will increase 18.63 percent. The increase in rates is due to an 8.84 percent increase in gross plant investment and a 12.01 percent increase in operating expenses since the applicant's last CRC in 2017.

The larger increase in the PFP charge results from a greater proportion of the annual operating costs being allocated to fire protection compared to what was allocated at the time of the applicant's last rate proceeding and is based on current ratios of maximum general service demand to available system fire protection capacity. The larger increase in the PFP charge is reasonable, in that it reflects the cost of providing service appropriately.

The applicant has agreed to revise its tariff provisions (operating rules and main extension rules) to be consistent with those of other Wisconsin water utilities, as shown in Ex.-PSC-COSS and Rate Design-r. The Commission finds that they are in accordance with Commission policy and the Wisconsin Administrative Code.

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Billing Units

On April 30, 2025, the applicant submitted a letter to the Commission requesting to update its billing units to include cubic feet/CCF and gallons/Mgals. ([PSC REF#: 543949.](#)) Currently, the applicant bills using cubic feet/CCF on Schedule Mg-1, General Service – Metered and Schedule Ug-1, General Water Service - Unmetered. It is Commission staff's understanding that the applicant will continue to bill using cubic feet until all water meters are upgraded. The applicant will bill the new water meters using gallons. Therefore, Appendix C includes Schedule Mg-1 and Schedule Ug-1 to reflect the applicant's request and includes both billing units. The applicant should request Commission authorization in a future docket to remove all references of cubic feet once all meters are upgraded.

Public Comments

The Commission received no public comments on the Electronic Records Filing (ERF) system. No members of the public attended or provided comments at the hearing.

Effective Date

The test year commenced on January 1, 2025. Pursuant to Wis. Stat. § 196.19, the changes in rates and tariff provisions that are authorized in this Final Decision take effect no sooner than one day after the date of service, provided that these rates and tariff provisions are filed with the Commission, and the applicant makes a copy of the new rates available to the public before this date by placing a copy of the new rates at locations where customer payments are accepted, on the applicant's website, or in a form and place that is otherwise readily accessible to the public.

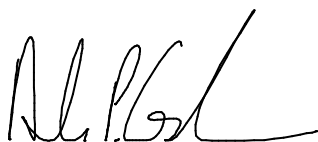
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Order

1. This Final Decision takes effect one day after the date of service.
2. The authorized rate increases and tariff provisions shall take effect no sooner than one day after the day the applicant has: (a) filed these rates and tariff provisions with the Commission; and (b) made them available to the public at locations where customer payments are accepted, on the applicant's website, or in a form and place that is otherwise readily accessible to the public, pursuant to Wis. Stat. § 196.19 and Wis. Admin. Code § PSC 185.33(1)(f). If a copy of the new rates and tariff provisions is not made available to the public when they are filed with the Commission, the new rates and tariff provisions shall take effect one day after the day they are made available to the public.
3. The rates approved in this docket shall take effect no later than 90 days from the service date of this Final Decision or as directed by the Commission or Commission staff.
4. Jurisdiction is retained.

Dated at Madison, Wisconsin, this 28th day of May, 2025.

For the Commission:



Andrew P. Galvin
Administrator
Division of Water Utility Regulation and Analysis

APG:ajh:rgs DL:02074504

Attachments: Notice of Appeal Rights
Appendices A-E

PUBLIC SERVICE COMMISSION OF WISCONSIN
 4822 Madison Yards Way
 P.O. Box 7854
 Madison, Wisconsin 53707-7854

**NOTICE OF RIGHTS FOR REHEARING OR JUDICIAL REVIEW, THE
 TIMES ALLOWED FOR EACH, AND THE IDENTIFICATION OF THE
 PARTY TO BE NAMED AS RESPONDENT**

The following notice is served on you as part of the Commission's written decision. This general notice is for the purpose of ensuring compliance with Wis. Stat. § 227.48(2), and does not constitute a conclusion or admission that any particular party or person is necessarily aggrieved or that any particular decision or order is final or judicially reviewable.

PETITION FOR REHEARING

If this decision is an order following a contested case proceeding as defined in Wis. Stat. § 227.01(3), a person aggrieved by the decision has a right to petition the Commission for rehearing within 20 days of the date of service of this decision, as provided in Wis. Stat. § 227.49. The date of service is shown on the first page. If there is no date on the first page, the date of service is shown immediately above the signature line. The petition for rehearing must be filed with the Public Service Commission of Wisconsin and served on the parties. An appeal of this decision may also be taken directly to circuit court through the filing of a petition for judicial review. It is not necessary to first petition for rehearing.

PETITION FOR JUDICIAL REVIEW

A person aggrieved by this decision has a right to petition for judicial review as provided in Wis. Stat. § 227.53. In a contested case, the petition must be filed in circuit court and served upon the Public Service Commission of Wisconsin within 30 days of the date of service of this decision if there has been no petition for rehearing. If a timely petition for rehearing has been filed, the petition for judicial review must be filed within 30 days of the date of service of the order finally disposing of the petition for rehearing, or within 30 days after the final disposition of the petition for rehearing by operation of law pursuant to Wis. Stat. § 227.49(5), whichever is sooner. If an *untimely* petition for rehearing is filed, the 30-day period to petition for judicial review commences the date the Commission serves its original decision.¹ The Public Service Commission of Wisconsin must be named as respondent in the petition for judicial review.

If this decision is an order denying rehearing, a person aggrieved who wishes to appeal must seek judicial review rather than rehearing. A second petition for rehearing is not permitted.

Revised: March 27, 2013

¹ See *Currier v. Wisconsin Dep't of Revenue*, 2006 WI App 12, 288 Wis. 2d 693, 709 N.W.2d 520.

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Appendix A

CONTACT LIST FOR SERVICE BY PARTIES

PUBLIC SERVICE COMMISSION OF WISCONSIN

(Not a party but must be served per Wis. Stat. § 227.53)

EVAN WEITZ; ALEX HANNA

4822 MADISON YARDS WAY

P.O. BOX 7854

MADISON, WI 53707

EVAN.WEITZ1@WISCONSIN.GOV; ALEX.HANNA@WISCONSIN.GOV

WATERTOWN WATER DEPARTMENT

PETE HARTZ; MARK STEVENS

P.O. BOX 477

WATERTOWN, WI 53094

PHARTZ@WATERTOWNWI.GOV; MSTEVENS@WATERTOWNWI.GOV

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Appendix B

**Watertown Water Department
Comparison of Revenue at
Present Rates, Cost of Service, and Authorized Rates**

Customer Class	Revenue at Present Rates	Cost of Service		Authorized Rates		
		Revenue Required	Increase over Present Rates	Revenue	Increase over Present Rates	Percent of Cost of Service
Residential	\$2,365,719	\$2,663,312	12.58%	\$2,668,739	12.81%	100.20%
Multifamily Residential	\$268,650	\$300,325	11.79%	\$295,332	9.93%	98.34%
Commercial	\$496,675	\$535,705	7.86%	\$540,223	8.77%	100.84%
Industrial	\$906,850	\$962,057	6.09%	\$962,900	6.18%	100.09%
Public Authority	\$119,666	\$132,299	10.56%	\$127,604	6.63%	96.45%
Public Fire Protection	<u>\$1,102,930</u>	<u>\$1,470,646</u>	33.34%	<u>\$1,470,655</u>	33.34%	100.00%
Total	<u>\$5,260,490</u>	<u>\$6,064,343</u>	15.28%	<u>\$6,065,453</u>	15.30%	100.02%

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Appendix C

Watertown Water Department
Authorized Water Rates and Rules

Docket 6230-WR-111

Watertown Water Department

Water Rate File Changes

Amended

F-1
Upf-1
Mg-1
Am-1
OC-1
Mpa-1
Ug-1
Sg-1
BW-1
R-1
Cz-1
LSL-1
LSL-2
X-1
X-2
X-3
X-4

RATE FILE

Sheet No.

Section 4, Item A.

Schedule No. F-1

Amendment No. 45

Public Service Commission of Wisconsin

Watertown Water Department

Public Fire Protection Service

Public fire protection service shall include the use of hydrants for fire protection service only and such quantities of water as may be demanded for the purpose of extinguishing fires within the service area. This service shall also include water used for testing equipment and training personnel. For all other purposes, the metered or other rates set forth, or as may be filed with the Public Service Commission shall apply.

Under Wis. Stat. § 196.03(3)(b), the municipality has chosen to have the utility bill the retail general service customers for public fire protection service.

Monthly Public Fire Protection Service Charges:

5/8 - inch meter:	\$ 11.60	3 - inch meter:	\$ 176.20
3/4 - inch meter:	\$ 11.60	4 - inch meter:	\$ 291.20
1 - inch meter:	\$ 29.60	6 - inch meter:	\$ 582.00
1 1/4 - inch meter:	\$ 43.40	8 - inch meter:	\$ 932.00
1 1/2 - inch meter:	\$ 59.40	10 - inch meter:	\$ 1,397.00
2 - inch meter:	\$ 94.40	12 - inch meter:	\$ 1,863.00

Customers who are provided service under Schedules Mg-1, Ug-1 or Sg-1 shall also be subject to the charges in this schedule according to the size of their primary meter. Customers who are provided service under Schedule Am-1 are exempt from these charges for any additional meters.

Under Wis. Stat. § 196.03(3)(b), the City of Watertown has elected to make the charges in this schedule applicable to non-general service customers who own property that is located both within the municipal limits and in an area where the utility has an obligation to provide water for public fire protection. Each parcel shall be billed at the 5/8-inch meter rate under this schedule.

Billing: Same as Schedule Mg-1.

RATE FILE

Sheet No. _____

Section 4, Item A.

Schedule No. Upf-1

Amendment No. 45

Public Service Commission of Wisconsin

Watertown Water Department

Private Fire Protection Service - Unmetered

This service shall consist of permanent or continuous unmetered connections to the main for the purpose of supplying water to private fire protection systems such as automatic sprinkler systems, standpipes, and private hydrants. This service shall also include reasonable quantities of water used for testing check valves and other backflow prevention devices.

Monthly Private Fire Protection Service Demand Charges:

2 - inch or smaller connection:	\$	10.00
3 - inch connection:	\$	19.00
4 - inch connection:	\$	32.00
6 - inch connection:	\$	64.00
8 - inch connection:	\$	99.00
10 - inch connection:	\$	154.00
12 - inch connection:	\$	207.00
14 - inch connection:	\$	259.00
16 - inch connection:	\$	308.00

Billing: Same as Schedule Mg-1.

RATE FILE

Sheet No. _____

Section 4, Item A.

Schedule No. Mg-1Amendment No. 45**Public Service Commission of Wisconsin****Watertown Water Department****General Service - Metered**

Monthly Service Charges:

5/8 - inch meter:	\$ 9.00	3 - inch meter:	\$ 60.00
3/4 - inch meter:	\$ 9.00	4 - inch meter:	\$ 90.00
1 - inch meter:	\$ 14.00	6 - inch meter:	\$ 165.00
1 1/4 - inch meter:	\$ 19.00	8 - inch meter:	\$ 220.00
1 1/2 - inch meter:	\$ 24.00	10 - inch meter:	\$ 320.00
2 - inch meter:	\$ 35.00	12 - inch meter:	\$ 420.00

Plus Volume Charges:

First	11,968	gallons used each month:	\$5.88 per 1,000 gallons
Next	486,200	gallons used each month:	\$5.17 per 1,000 gallons
Over	498,168	gallons used each month:	\$4.53 per 1,000 gallons

or

First	1,600	cubic feet used each month:	\$4.40 per 100 cubic feet
Next	65,000	cubic feet used each month:	\$3.87 per 100 cubic feet
Over	66,600	cubic feet used each month:	\$3.39 per 100 cubic feet

Billing: Bills for water service are rendered monthly and become due and payable upon issuance following the period for which service is rendered. A late payment charge of 1 percent per month will be added to bills not paid within 20 days of issuance. This late payment charge will be applied to the total unpaid balance for utility service, including unpaid late payment charges. The late payment charge is applicable to all customers. The utility customer may be given a written notice that the bill is overdue no sooner than 20 days after the bill is issued. Unless payment or satisfactory arrangement for payment is made within the next 10 days, service may be disconnected pursuant to Wis. Adm. Code ch. PSC 185.

Combined Metering: Volumetric meter readings will be combined for billing if the utility for its own convenience places more than one meter on a single water service lateral. Multiple meters placed for the purpose of identifying water not discharged into the sanitary sewer are not considered for utility convenience and shall not be combined for billing. This requirement does not preclude the utility from combining readings when metering configurations support such an approach. Meter readings from individually metered separate service laterals shall not be combined for billing purposes.

RATE FILE

Sheet No. _____

Section 4, Item A.

Schedule No. Am-1

Amendment No. 45

Public Service Commission of Wisconsin

Watertown Water Department

Additional Meter Rental Charge

Upon request, the utility shall furnish and install additional meters to:

- A. Water service customers for the purpose of measuring the volume of water used that is not discharged into the sanitary sewer system; and
- B. Sewerage service customers who are not customers of the water utility for the purpose of determining the volume of sewage that is discharged into the sanitary sewer system.

The utility shall charge a meter installation charge of \$60.00 and a monthly rental fee for the use of this additional meter.

Monthly Additional Meter Rental Charges:

5/8 - inch meter:	\$	4.50
3/4 - inch meter:	\$	4.50
1 - inch meter:	\$	7.00
1 1/4 - inch meter:	\$	9.50
1 1/2 - inch meter:	\$	12.00
2 - inch meter:	\$	17.50

This schedule applies only if the additional meter is installed on the same service lateral as the primary meter and either:

- A. The additional meter is 3/4-inch or smaller if the metering configuration is the Addition Method; or
- B. The additional meter is 2-inch or smaller for all other metering configurations.

If the additional meter is larger than 2-inch or larger than 3/4-inch and installed in the Addition Method, each meter shall be treated as a separate account and Schedule Mg-1 rates shall apply.

Billing: Same as Schedule Mg-1.

Public Service Commission of Wisconsin

Watertown Water Department

Other Charges

Payment Not Honored by Financial Institution Charge: The utility shall assess a \$17.50 charge when a payment rendered for utility service is not honored by the customer's financial institution. This charge may not be in addition to, but may be inclusive of, other such charges when the payment was for multiple services.

Special Billing Charge: The utility shall assess a \$30.00 charge to the requestor to cover administrative expenses whenever an existing customer or the property owner requests a special billing outside of the normal utility billing. This charge may not be assessed to a new customer.

Special Meter Reading Charge: The utility shall assess a \$30.00 charge to the requestor whenever an existing customer or the property owner requests a special meter reading by utility personnel on a date other than the regularly scheduled meter reading. This charge may not be assessed if the customer or the property owner provides the meter reading. This charge may not be assessed to a new customer.

Missed Appointment Charge: The utility shall assess a missed appointment charge when a customer, without providing reasonable cancellation notice, fails to be present at the customer's location for an appointment scheduled with utility personnel. The utility may not apply the charge for the first such missed appointment during normal business hours. The utility shall apply the charge for the first such missed appointment after normal business hours.

During normal business hours:	\$40.00
After normal business hours:	\$60.00

Real Estate Closing Account Charge: The utility shall assess a \$15.00 charge whenever a customer or the customer's agent requests written documentation from the utility of the customer's account status in connection with a real estate closing.

Billing: Same as Schedule Mg-1.

RATE FILE

Sheet No. _____

Section 4, Item A.

Schedule No. Mpa-1

Amendment No. 45

Public Service Commission of Wisconsin

Watertown Water Department

Public Service

Metered Service

Water used by the City of Watertown on an intermittent basis for flushing sewers, street washing, flooding skating rinks, drinking fountains, etc., shall be metered and billed according to the rates set forth in Schedule Mg-1.

Unmetered Service

Where it is impossible to meter the service, the utility shall estimate the volume of water used based on the pressure, size of opening, and the period of time the water is used. The estimated quantity shall be billed at the volumetric rates set forth in Schedule Mg-1, excluding any service charges.

Billing: Same as Schedule Mg-1.

RATE FILE

Sheet No. _____

Section 4, Item A.

Schedule No. Ug-1

Amendment No. 45

Public Service Commission of Wisconsin

Watertown Water Department

General Water Service - Unmetered

Service may be supplied temporarily on an unmetered basis where the utility cannot immediately install a water meter, including water used for construction. Unmetered service shall be billed the amount that would be charged to a metered residential customer using 3,000 gallons (or 400 cubic feet) of water monthly under Schedule Mg-1, including the service charge for a $\frac{5}{8}$ -inch meter. If the utility determines that actual usage exceeds 3,000 gallons (or 400 cubic feet) of water monthly, an additional charge for the estimated excess usage shall be made according to the rates under Schedule Mg-1.

This schedule applies only to customers with a 1-inch or smaller service connection. For customers with a larger service connection, the utility shall install a temporary meter and charges shall be based on the rates set forth under Schedule Mg-1.

Billing: Same as Schedule Mg-1.

RATE FILE

Sheet No. _____

Section 4, Item A.

Schedule No. Sg-1

Amendment No. 45

Public Service Commission of Wisconsin

Watertown Water Department

Seasonal Service

Seasonal customers are general service customers who voluntarily request disconnection of water service and who resume service at the same location within 12 months of the disconnection, unless service has been provided to another customer at that location in the intervening period. The utility shall bill seasonal customers the applicable service charges under Schedule Mg-1 year-round, including the period of temporary disconnection.

Seasonal service shall include customers taking service under Schedule Mg-1, Schedule Ug-1, or Schedule Am-1.

Upon reconnection, the utility shall apply a charge under Schedule R-1 and require payment of any unpaid charges under this schedule.

Billing: Same as Schedule Mg-1, unless the utility and customer agree to an alternative payment schedule for the period of voluntary disconnection.

Public Service Commission of Wisconsin

Watertown Water Department

Bulk Water

All bulk water supplied from the water system through hydrants or other connections shall be metered or estimated by the utility. Utility personnel or a party approved by the utility shall supervise the delivery of water.

Bulk water sales are:

- A. Water supplied by tank trucks or from hydrants for the purpose of extinguishing fires outside the utility's service area;
- B. Water supplied by tank trucks or from hydrants for purposes other than extinguishing fires, such as water used for irrigation or filling swimming pools; or,
- C. Water supplied from hydrants or other temporary connections for general service type applications, except that Schedule Ug-1 applies for water supplied for construction purposes.

A service charge of \$60.00 and a charge for the volume of water used shall be billed to the party using the water. The volumetric charge shall be calculated using the highest volumetric rate for residential customers under Schedule Mg-1. In addition, for meters that are assigned to bulk water customers for more than 7 days, the applicable service charge in Schedule Mg-1 will apply after the first 7 days.

The water utility may require a reasonable deposit for the temporary use of its equipment under this and other rate schedules. The deposit(s) collected shall be refunded upon return of the utility's equipment. Damaged or lost equipment shall be repaired or replaced at the customer's expense.

Billing: Same as Schedule Mg-1.

RATE FILE

Sheet No. _____

Section 4, Item A.

Schedule No. R-1

Amendment No. 45

Public Service Commission of Wisconsin

Watertown Water Department

Reconnection Charges

The utility shall assess a charge to reconnect a customer, which includes reinstalling a meter and turning on the valve at the curb stop, if necessary. A utility may not assess a charge for disconnecting a customer.

During normal business hours: \$60.00

After normal business hours: \$75.00

Billing: Same as Schedule Mg-1.

RATE FILE

Sheet No. _____

Section 4, Item A.

Schedule No. Cz-1

Amendment No. 45

Public Service Commission of Wisconsin

Watertown Water Department

Water Lateral Installation Charge

The utility shall charge a customer for the actual cost of installing a water service lateral from the main through curb stop and box if these costs are not contributed as part of a subdivision development or otherwise recovered under Wis. Stats. Chapter 66.

Billing: Same as Schedule Mg-1.

Public Service Commission of Wisconsin

Watertown Water Department

Financial Assistance for Replacement of Customer-Side Service Lines Containing Lead (LSLs)

The Utility has established a financial assistance program to assist property owners with the costs associated with the removal and replacement of customer-side service lines containing lead (LSLs) connected to the Utility's water distribution system. For purposes of the financial assistance program, the customer-side service line is from the curb stop to the property's water meter.

A. Utility Inspection and Inventory

In order to implement the financial assistance program, the Utility may request that the property owner permit an authorized Utility employee or representative reasonable access to the property in order to inspect and determine or confirm the customer-side service line's construction material.

B. LSL Replacement in Conjunction with Utility-Side Replacement

In the event the Utility has planned replacement of the Utility-side line or water main containing lead, the LSL connected to the Utility's distribution system must be replaced at the same time.

At least 45 days prior to the scheduled date of the Utility-side replacement, the Utility shall notify the property owner in writing of the scheduled date of the replacement. The property owner must schedule replacement of the LSL within 30 days of receiving the 45-day notice from the Utility. The LSL replacement must coincide with the Utility's replacement of the Utility's line or water main containing lead.

C. LSL Replacement Without Utility-Side Replacement

If the Utility identifies that a customer-side service line contains lead, the Utility shall notify the property owner that the customer-side service line contains lead and must be replaced. Unless the Utility grants an extension, the property owner must replace the LSL within 36 months of notification.

Public Service Commission of Wisconsin

Watertown Water Department

Financial Assistance for Replacement of Customer-Side Service Lines Containing Lead (LSLs)

D. LSL Replacement – Financial Assistance Program

The Utility shall make financial assistance available to all property owners who have an LSL. The Utility will make financial assistance available to such property owners in the form of a grant by covering up to 50% of the costs associated with the replacement of a LSL if done in conjunction with an identified Utility project. The maximum grant amount shall not exceed \$5,000. The Utility may make additional financial assistance available in the form of a loan for up to another 50% of the replacement costs. In order to receive financial assistance, a property owner must submit Utility Program Specific Requirements.

E. Loan Agreement and Process

Upon request, the Utility will provide financial assistance to the property owner in the form of a loan for up to 50% of the LSL replacement costs. Loans are only available upon completion of the LSL replacement and meeting all other Utility program specific requirements. The property owner may make a loan request by submitting an application for assistance to the Utility within 30 days of the completion of the LSL replacement.

F. Loan Agreement Term and Repayment

The term of the loan will include a 10-year repayment period with an interest charge of 2.5 percent. The loan will be repaid in equal installments invoiced to the property owner, annually. Loan repayments that are past due may be placed on the property tax roll as provided in Section 66.0809, Wisconsin Statutes. The Utility shall not forgive the amount loaned to a property owner.

Public Service Commission of Wisconsin

Watertown Water Department

Financial Assistance for Replacement of Customer-Side Service Lines Containing Lead (LSLs) and Disconnection

The Utility may disconnect water service in accordance with Schedule X-1 and Wis. Admin. Code § PSC 185.37 when one of the following occurs:

A. Failure to Provide Access to Inventory Customer-Side Service Line

If the property owner does not provide the requested reasonable access for inspections to determine or confirm the customer-side service line's construction material as described in Schedule LSL-1, the Utility may proceed to disconnect water service following the notification and disconnection procedures set forth in the Utility's tariffs and Wis. Admin. Code § PSC 185.37. Reconnection charges shall apply.

B. Failure to Replace LSL When Required as Part of a Utility Replacement

If the property owner does not replace the LSL, or any necessary and reasonable agreement with the customer is not in place as described in Schedule LSL-1, the Utility may refuse to reconnect the property owner's water service or may proceed to disconnect water service following the notification and disconnection procedures set forth in Schedule X-1 and Wis. Admin. Code § PSC 185.37. Reconnection charges shall apply.

C. Failure to Replace LSL When Not Required as Part of a Utility Replacement

If the property owner does not replace the LSL by the date specified by the Utility pursuant to Schedule LSL-1, the Utility may proceed to disconnect water service following the notification and disconnection procedures set forth in Schedule X-1 and Wis. Admin. Code § PSC 185.37. Reconnection charges shall apply.

Public Service Commission of Wisconsin

Watertown Water Department

Water Utility Operating Rules

Compliance with Rules

All persons now receiving water service from this water utility, or who may request service in the future, shall be considered as having agreed to be bound by the rules and regulations as filed with the Public Service Commission of Wisconsin.

Establishment of Service

Application for water service may be made in writing on a form furnished by the water utility. The application will contain the legal description of the property to be served, the name of the owner, the exact use to be made of the service, and the size of the service lateral and meter desired. Note particularly any special refrigeration, fire protection, or water-consuming air-conditioning equipment.

Service will be furnished only if (1) the premises have a frontage on a properly platted street or public strip in which a cast iron or other long-life water main has been laid, or where the property owner has agreed to and complied with the provisions of the water utility's filed main extension rule, (2) the property owner has installed or agrees to install a service lateral from the curb stop to the point of use that is not less than 6 feet below the surface of an established or proposed grade and meets the water utility's specifications, and (3) the premises have adequate piping beyond the metering point.

The owner of a multi-unit dwelling has the option of being served by individual metered water service to each unit. The owner, by selecting this option, is required to provide interior plumbing and meter settings to enable individual metered service to each unit and individual disconnection without affecting service to other units. Each meter and meter connection will be treated as a separate water utility account for the purpose of the filed rules and regulations.

No division of the water service lateral to any lot or parcel of land shall be made for the extension and independent metering of the supply to an adjoining lot or parcel of land. Except for duplexes, no division of a water service lateral shall be made at the curb for separate supplies for two or more separate premises having frontage on any street or public service strip, whether owned by the same or different parties. Duplexes may be served by one lateral provided (1) individual metered service and disconnection is provided and (2) it is permitted by local ordinance.

Buildings used in the same business, located on the same parcel, and served by a single lateral may have the customer's water supply piping installed to a central point so that volume can be metered in one place.

The water utility may withhold approval of any application where full information of the purpose of such supply is not clearly indicated and set forth by the applicant property owner.

Public Service Commission of Wisconsin

Watertown Water Department

Water Utility Operating Rules

Reconnection of Service

Where the water utility has disconnected service at the customer's request, a reconnection charge shall be made when the customer requests reconnection of service. See Schedule R-1 for the applicable rate.

A reconnection charge shall also be required from customers whose services are disconnected (shut off at curb stop box) because of nonpayment of bills when due. See Schedule R-1 for the applicable rate.

If reconnection is requested for the same location by any member of the same household, or, if a place of business, by any partner of the same business, it shall be considered as the same customer.

Temporary Metered Service, Meter, and Deposits

An applicant for temporary water service on a metered basis shall make and maintain a monetary deposit for each meter installed as security for payment for use of water and for such other charges which may arise from the use of the supply. A charge shall be made for setting the valve and furnishing and setting the meter. See Schedule BW-1 for the applicable rate.

Water for Construction

When water is requested for construction purposes or for filling tanks or other such uses, an application shall be made to the water utility, in writing, giving a statement of the amount of construction work to be done or the size of the tank to be filled, etc. Payment for the water for construction may be required in advance at the scheduled rates. The service lateral must be installed into the building before water can be used. No connection with the service lateral at the curb shall be made without special permission from the water utility. In no case will any employee of the water utility turn on water for construction work unless the contractor has obtained permission from the water utility.

Customers shall not allow contractors, masons, or other persons to take unmetered water from their premises without permission from the water utility. Any customer failing to comply with this provision may have water service discontinued and will be responsible for the cost of the estimated volume of water used.

Public Service Commission of Wisconsin

Watertown Water Department

Water Utility Operating Rules

Use of Hydrants

In cases where no other supply is available, permission may be granted by the water utility to use a hydrant. No hydrant shall be used until the proper meter and valve are installed. In no case shall any valve be installed or moved except by an employee of the water utility.

Before a valve is set, payment must be made for its setting and for the water to be used at the scheduled rates. Where applicable, see Schedule BW-1 for deposits and charges. Upon completing the use of the hydrant, the customer must notify the water utility to that effect.

Operation of Valves and Hydrants and Unauthorized Use of Water - Penalty

Any person who shall, without authority of the water utility, allow contractors, masons, or other unauthorized persons to take water from their premises, operate any valve connected with the street or supply mains, or open any fire hydrant connected with the distribution system, except for the purpose of extinguishing fire, or who shall wantonly damage or impair the same, shall be subject to a fine as provided by municipal ordinance. Utility permission for the use of hydrants applies only to such hydrants that are designated for the specific use.

Refunds of Monetary Deposits

All money deposited as security for payment of charges arising from the use of temporary water service on a metered basis, or for the return of a hydrant valve and fixtures if the water is used on an unmetered basis, will be refunded to the depositor on the termination of the use of water, the payment of all charges levied against the depositor, and the return of the water utility's equipment.

Service Laterals

No water service lateral shall be laid through any trench having cinders, rubbish, rock or gravel fill, or any other material which may cause injury to or disintegration of the service lateral, unless adequate means of protection are provided by sand filling or such other insulation as may be approved by the water utility. Service laterals passing through curb or retaining walls shall be adequately safeguarded by provision of a channel space or pipe casing not less than twice the diameter of the service connection. The space between the service lateral and the channel or pipe casing shall be filled and lightly caulked with an oakum, mastic cement, or other resilient material and made impervious to moisture.

In backfilling the pipe trench, the service lateral must be protected against injury by carefully hand tamping the ground filling around the pipe. There should be at least 6 inches of ground filling over the pipe, and it should be free from hard lumps, rocks, stones, or other injurious material.

Public Service Commission of Wisconsin

Watertown Water Department

Water Utility Operating Rules

Service Laterals (continued)

All water service laterals shall be of undiminished size from the street main into the point of meter placement. Beyond the meter outlet valve, the piping shall be sized and proportioned to provide, on all floors, at all times, an equitable distribution of the water supply for the greatest probable number of fixtures or appliances operating simultaneously.

Replacement and Repair of Service Laterals

The service lateral from the main to and through the curb stop will be maintained and kept in repair and, when worn out, replaced at the expense of the water utility. The property owner shall maintain the service lateral from the curb stop to the point of use.

If an owner fails to repair a leaking or broken service lateral from the curb to the point of metering or use within such time as may appear reasonable to the water utility after notification has been served on the owner by the water utility, the water will be shut off and will not be turned on again until the repairs have been completed.

Abandonment of Service

If a property owner changes the use of a property currently receiving water service such that water service will no longer be needed in the future, the water utility may require the abandonment of the water service at the water main. In such case, the property owner may be responsible for all removal and/or repair costs, including the water main and the utility portion of the water service lateral.

Charges for Water Wasted Due to Leaks

See Wis. Admin. Code § PSC 185.35 or Schedule X-4, if applicable.

Thawing Frozen Service Laterals

See Wis. Admin. Code § PSC 185.88 or Schedule X-4, if applicable.

Curb Stop Boxes

The curb stop box is the property of the water utility. The water utility is responsible for its repair and maintenance. This includes maintaining, through adjustment, the curb stop box at an appropriate grade level where no direct action by the property owner or occupant has contributed to an elevation problem. The property owner is responsible for protecting the curb stop box from situations that could obstruct access to it or unduly expose it to harm. The water utility shall not be liable for failure to locate the curb stop box and shut off the water in case of a leak on the owner's premises.

Public Service Commission of Wisconsin

Watertown Water Department

Water Utility Operating Rules

Installation of Meters

Meters will be owned, furnished, and installed by the water utility or a utility-approved contractor and are not to be disconnected or tampered with by the customer. All meters shall be so located that they shall be protected from obstructions and permit ready access for reading, inspection, and servicing, such location to be designated or approved by the water utility. All piping within the building must be supplied by the owner. Where additional meters are desired by the owner, the owner shall pay for all piping. Where applicable, see Schedule Am-1 for rates.

Repairs to Meters

Meters will be repaired by the water utility, and the cost of such repairs caused by ordinary wear and tear will be borne by the water utility.

Repair of any damage to a meter resulting from the carelessness of the owner of the premises, owner's agent, or tenant, or from the negligence of any one of them to properly secure and protect same, including any damage that may result from allowing a water meter to become frozen or to be damaged from the presence of hot water or steam in the meter, shall be paid for by the customer or the owner of the premises.

Service Piping for Meter Settings

Where the original service piping is installed for a new metered customer, where existing service piping is changed for the customer's convenience, or where a new meter is installed for an existing unmetered customer, the owner of the premises at his/her expense shall provide a suitable location and the proper connections for the meter. The meter setting and associated plumbing shall comply with the water utility's standards. The water utility should be consulted as to the type and size of the meter setting.

Turning on Water

The water may only be turned on for a customer by an authorized employee of the water utility. Plumbers may turn the water on to test their work, but upon completion must leave the water turned off.

Sprinkling Restrictions and Emergency Water Conditions

Where the municipality has a policy regarding sprinkling restrictions and/or emergency water conditions, failure to comply with such may result in disconnection of service.

See Wis. Admin. Code § PSC 185.37.

Public Service Commission of Wisconsin**Watertown Water Department****Water Utility Operating Rules**Failure to Read Meters

Where the water utility is unable to read a meter, the fact will be plainly indicated on the bill, and either an estimated bill will be computed or the minimum charge applied. The difference shall be adjusted when the meter is again read, that is, the bill for the succeeding billing period will be computed with the gallons or cubic feet in each block of the rate schedule doubled, and credit will be given on that bill for the amount of the bill paid the preceding period. Only in unusual cases shall more than three consecutive estimated or minimum bills be rendered.

If the meter is damaged (see Surreptitious Use of Water) or fails to operate, the bill will be based on the average use during the past year, unless there is some reason why the use is not normal. If the average use cannot be properly determined, the bill will be estimated by some equitable method.

See Wis. Admin. Code § PSC 185.33.

Complaint Meter Tests

See Wis. Admin. Code § PSC 185.77.

Inspection of Premises

During reasonable hours, any officer or authorized employee of the water utility shall have the right of access to the premises supplied with service for the purpose of inspection or for the enforcement of the water utility's rules and regulations. Whenever appropriate, the water utility will make a systematic inspection of all unmetered water taps for the purpose of checking waste and unnecessary use of water.

See Wis. Stat. § 196.171.

Vacation of Premises

When premises are to be vacated, the water utility shall be notified, in writing, at once, so that it may remove the meter and shut off the water supply at the curb stop. The owner of the premises shall be liable for prosecution for any damage to the water utility's property. See "Abandonment of Service" in Schedule X-1 for further information.

Deposits for Residential Service

See Wis. Admin. Code § PSC 185.36.

Public Service Commission of Wisconsin

Watertown Water Department

Water Utility Operating Rules

Deposits for Nonresidential Service

See Wis. Admin. Code § PSC 185.361.

Deferred Payment Agreement

See Wis. Admin. Code § PSC 185.38 or Schedule X-4, if applicable.

Dispute Procedures

See Wis. Admin. Code § PSC 185.39.

Disconnection and Refusal of Service

See Wis. Admin. Code § PSC 185.37.

The following is an example of a disconnection notice that the utility may use to provide the required notice to customers.

DISCONNECTION NOTICE

Dear Customer:

The bill enclosed with this notice includes your current charge for water utility service and your previous unpaid balance.

You have 10 days to pay the water utility service arrears or your service is subject to disconnection.

If you fail to pay the service arrears or fail to contact us within the 10 days allowed to make reasonable deferred payment arrangement or other suitable arrangement, we will proceed with disconnection action.

To avoid the inconvenience of service interruption and an additional charge of (amount) for reconnection, we urge you to pay the full arrears IMMEDIATELY AT ONE OF OUR OFFICES.

If you have entered into a Deferred Payment Agreement with us and have failed to make the deferred payments you agreed to, your service will be subject to disconnection unless you pay the entire amount due within 10 days.

If you have a reason for delaying the payment, call us and explain the situation.

Public Service Commission of Wisconsin**Watertown Water Department****Water Utility Operating Rules**Disconnection and Refusal of Service (continued)DISCONNECTION NOTICE (continued)

PLEASE CALL THIS TELEPHONE NUMBER, (telephone number), IMMEDIATELY IF:

1. You dispute the notice of delinquent account.
2. You have a question about your water utility service arrears.
3. You are unable to pay the full amount of the bill and are willing to enter into a deferred payment agreement with us.
4. There are any circumstances you think should be taken into consideration before service is discontinued.
5. Any resident is seriously ill.

Illness Provision: If there is an existing medical emergency in your home and you furnish the water utility with a statement signed by either a licensed Wisconsin physician or a public health official, we will delay disconnection of service up to 21 days. The statement must identify the medical emergency and specify the period of time during which disconnection will aggravate the existing emergency.

Deferred Payment Agreements: If you are a residential customer and you are unable to pay the full amount of the water utility service arrears on your bill, you may contact the water utility to discuss arrangements to pay the arrears over an extended period of time.

This time payment agreement will require:

1. Payment of a reasonable amount at the time the agreement is made.
2. Payment of the remainder of the outstanding balance in monthly installments over a reasonable length of time.
3. Payment of all future water utility service bills in full by the due date.

In any situation where you are unable to resolve billing disputes or disputes about the grounds for proposed disconnection through contacts with our water utility, you may make an appeal to the Public Service Commission of Wisconsin by calling (800) 225-7729.

(WATER UTILITY NAME)

EFFECTIVE: =TBD=

PSCW AUTHORIZATION: 6230-WR-111

Public Service Commission of Wisconsin**Watertown Water Department****Water Utility Operating Rules**Collection of Overdue Bills

An amount owed by the customer may be levied as a tax as provided in Wis. Stat. § 66.0809.

Surreptitious Use of Water

When the water utility has reasonable evidence that a person is obtaining water, in whole or in part, by means of devices or methods used to stop or interfere with the proper metering of the water utility service being delivered, the water utility reserves the right to estimate and present immediately a bill for unmetered service as a result of such interference, and such bill shall be payable subject to a 24-hour disconnection of service. If the water utility disconnects the service for any such reason, the water utility will reconnect the service upon the following conditions:

- A. The customer will be required to deposit with the water utility an amount sufficient to guarantee the payment of the bills for water utility service.
- B. The customer will be required to pay the water utility for any and all damages to water utility equipment resulting from such interference with the metering.
- C. The customer must further agree to comply with reasonable requirements to protect the water utility against further losses.

See Wis. Stat. §§ 98.26 and 943.20.

Repairs to Mains

The water utility reserves the right to shut off the water supply in the mains temporarily to make repairs, alterations, or additions to the plant or system. When the circumstances will permit, the water utility will give notification, by newspaper publication or otherwise, of the discontinuance of the water supply. No credit will be allowed to customers for such temporary suspension of the water supply.

See Wis. Admin. Code § PSC 185.87.

Duty of Water Utility with Respect to Safety of the Public

It shall be the duty of the water utility to see that all open ditches for water mains, hydrants, and service laterals are properly guarded to prevent accident to any person or vehicle, and at night there shall be displayed proper signal lighting to ensure the safety of the public.

Public Service Commission of Wisconsin

Watertown Water Department

Water Utility Operating RulesHandling Water Mains and Service Laterals in Excavation Trenches

Contractors must call Digger's Hotline and ensure a location is done to establish the existence and location of all water mains and service laterals as provided in Wis. Stat. § 182.0175. Where water mains or service laterals have been removed, cut, or damaged during trench excavation, the contractors must, at their own expense, cause them to be replaced or repaired at once. Contractors must not shut off the water service laterals to any customer for a period exceeding 6 hours.

Protective Devices

- A. Protective Devices in General: The owner or occupant of every premise receiving water supply shall apply and maintain suitable means of protection of the premise supply and all appliances against damage arising in any manner from the use of the water supply, variation of water pressure, or any interruption of water supply. Particularly, such owner or occupant must protect water-cooled compressors for refrigeration systems by means of high and/or low pressure safety cutout devices. There shall likewise be provided means for the prevention of the transmission of water ram or noise of operation of any valve or appliance through the piping of their own or adjacent premises.
- B. Relief Valves: On all "closed systems" (i.e., systems having a check valve, pressure regulator, reducing valve, water filter, or softener), an effective pressure relief valve shall be installed at or near the top of the hot water tank or at the hot water distribution pipe connection to the tank. No stop valve shall be placed between the hot water tank and the relief valve or on the drain pipe. See applicable plumbing codes.
- C. Air Chambers: An air chamber or approved shock absorber shall be installed at the terminus of each riser, fixture branch, or hydraulic elevator main for the prevention of undue water hammer. The air chamber shall be sized in conformance with local plumbing codes. Where possible, the air chamber should be provided at its base with a valve for water drainage and replenishment of air.

Cross-Connections

Every person owning or occupying a premise receiving municipal water supply shall maintain such municipal water supply free from any connection, either of a direct or of an indirect nature, with a water supply from a foreign source or of any manner of connection with any fixture or appliance whereby water from a foreign supply or the waste from any fixture, appliance, or waste or soil pipe may flow or be siphoned or pumped into the piping of the municipal water system.

See Wis. Admin. Code § NR 811.06.

Public Service Commission of Wisconsin**Watertown Water Department****Water Main Extension Rule**

Water mains will be extended for new customers on the following basis:

- A. Where the cost of the extension is to immediately be collected through assessment by the municipality against the abutting property, the procedure set forth under Wis. Stat. § 66.0703 will apply, and no additional customer contribution to the utility will be required.
- B. Where the municipality is unwilling or unable to make a special assessment, the extension will be made on a customer-financed basis as follows:
 - 1. The applicant(s) will advance as a contribution in aid of construction the total amount equivalent to that which would have been assessed for all property under paragraph A.
 - 2. Part of the contribution required in paragraph B.1. will be refundable. When additional customers are connected to the extended main within 10 years of the date of completion, contributions in aid of construction will be collected equal to the amount which would have been assessed under paragraph A. for the abutting property being served. This amount will be refunded to the original contributor(s). In no case will the contributions received from additional customers exceed the proportionate amount which would have been required under paragraph A., nor will it exceed the total assessable cost of the original extension.
- C. When a customer connects to a transmission main or connecting loop installed at utility expense within 10 years of the date of completion, there will be a contribution required of an amount equivalent to that which would have been assessed under paragraph A.

RATE FILE

Sheet No. _____

Section 4, Item A.

Schedule No. X-3

Amendment No. 45

Public Service Commission of Wisconsin

Watertown Water Department

Water Main Installations in Platted Subdivisions

Application for installation of water mains in regularly platted real estate development subdivisions shall be filed with the utility.

If the developer, or a contractor employed by the developer, is to install the water mains (with the approval of the utility), the developer shall be responsible for the total cost of construction.

If the utility or its contractor is to install the water mains, the developer shall be required to advance to the utility, prior to the beginning of the construction, the total estimated cost of the extension. If the final costs exceed estimated costs, an additional billing will be made for the balance of the cost due. This balance is to be paid within 30 days. If final costs are less than estimated, a refund of the overpayment will be made by the water utility.

Public Service Commission of Wisconsin**Watertown Water Department****Water Customer Supplemental Rules**Compliance with Rules

All persons now receiving water service from this water utility, or who may request service in the future, shall be considered as having agreed to be bound by the rules and regulations as filed with the Public Service Commission of Wisconsin.

Thawing Frozen Service Laterals

See Wis. Admin. Code § PSC 185.88.

Deferred Payment Agreement

The utility shall offer deferred payment agreements to residential accounts and may offer such agreements to other customers. However, the utility will not offer a deferred payment agreement to a residential customer who is a tenant if any of the following criteria applies:

- The tenant has defaulted on a deferred payment agreement in the past 12 months. This criterion only applies to deferred payment agreements and not to other types of payment extensions or agreements.

Docket 6230-WR-111

Appendix D

Watertown Water Department
Customer Water Bill Comparison at Present and Authorized Rates

Customer Type	Meter Size	Volume (100 Cubic Feet)	<u>Monthly</u>			<u>Monthly Including Public Fire Protection</u>		
			Bills at Old Rates	Bills at New Rates	Percent Change	Bills at Old Rates	Bills at New Rates	Percent Change
Small Residential	5/8"	2	\$ 16.00	\$ 17.80	11.25%	\$ 24.60	\$ 29.40	19.51%
Average Residential	5/8"	4	\$ 23.60	\$ 26.60	12.71%	\$ 32.20	\$ 38.20	18.63%
Large Residential	5/8"	10	\$ 46.40	\$ 53.00	14.22%	\$ 55.00	\$ 64.60	17.45%
Large Residential	5/8"	20	\$ 83.80	\$ 94.88	13.22%	\$ 92.40	\$ 106.48	15.24%
Large Residential	5/8"	40	\$ 156.80	\$ 172.28	9.87%	\$ 165.40	\$ 183.88	11.17%
Multifamily Residential	2"	205	\$ 785.65	\$ 836.83	6.51%	\$ 855.65	\$ 931.23	8.83%
Multifamily Residential	3"	140	\$ 573.40	\$ 610.28	6.43%	\$ 703.40	\$ 786.48	11.81%
Multifamily Residential	3"	180	\$ 719.40	\$ 765.08	6.35%	\$ 849.40	\$ 941.28	10.82%
Multifamily Residential	3"	215	\$ 847.15	\$ 900.53	6.30%	\$ 977.15	\$ 1,076.73	10.19%
Commercial	3"	460	\$ 1,741.40	\$ 1,848.68	6.16%	\$ 1,871.40	\$ 2,024.88	8.20%
Commercial	4"	310	\$ 1,223.90	\$ 1,298.18	6.07%	\$ 1,438.90	\$ 1,589.38	10.46%
Commercial	4"	780	\$ 2,888.10	\$ 3,062.36	6.03%	\$ 3,103.10	\$ 3,353.56	8.07%
Commercial	6"	1,765	\$ 6,115.10	\$ 6,476.51	5.91%	\$ 6,546.10	\$ 7,058.51	7.83%
Industrial	3"	960	\$ 3,434.10	\$ 3,642.56	6.07%	\$ 3,564.10	\$ 3,818.76	7.15%
Industrial	3"	2,190	\$ 7,370.10	\$ 7,812.26	6.00%	\$ 7,500.10	\$ 7,988.46	6.51%
Industrial	3"	24,145	\$77,626.10	\$82,239.71	5.94%	\$77,756.10	\$82,415.91	5.99%
Industrial	4"	7,775	\$25,272.10	\$26,775.41	5.95%	\$25,487.10	\$27,066.61	6.20%
Public Authority	3"	870	\$ 3,146.10	\$ 3,337.46	6.08%	\$ 3,276.10	\$ 3,513.66	7.25%
Public Authority	3"	1,585	\$ 5,434.10	\$ 5,761.31	6.02%	\$ 5,564.10	\$ 5,937.51	6.71%
Public Authority	4"	360	\$ 1,406.40	\$ 1,491.68	6.06%	\$ 1,621.40	\$ 1,782.88	9.96%
Public Authority	6"	1,670	\$ 5,811.10	\$ 6,154.46	5.91%	\$ 6,242.10	\$ 6,736.46	7.92%

Docket 6230-WR-111

Appendix E

**Watertown Water Department
Schedule of Water Depreciation Rates
Effective January 1, 2025**

Account Number	Account Title	Depreciation Rate
	<u>Source of Supply Plant</u>	
311	Structures and Improvements	3.20%
314	Wells and Springs	2.90%
316	Supply Mains	1.80%
	<u>Pumping Plant</u>	
321	Structures and Improvements	3.20%
323	Other Power Production Equipment	4.40%
325	Electric Pumping Equipment	4.40%
328	Other Pumping Equipment	4.40%
	<u>Water Treatment Plant</u>	
331	Structures and Improvements	3.20%
332	Sand or Other Media Filtration Equipment	3.30%
334	Other Water Treatment Equipment	6.00%
	<u>Transmission and Distribution Plant</u>	
342	Distribution Reservoirs and Standpipes	1.90%
343	Transmission and Distribution Mains	1.30%
345	Services	2.90%
346	Meters	5.50%
348	Hydrants	2.20%
	<u>General Plant</u>	
390	Structures and Improvements	2.90%
391	Office Furniture and Equipment	5.80%
391.1	Computer Equipment	26.70%
392	Transportation Equipment	13.30%
393	Stores Equipment	5.80%
394	Tools, Shop and Garage Equipment	5.80%
395	Laboratory Equipment	5.80%
396	Power Operated Equipment	7.50%
397	Communication Equipment	15.00%
397.1	SCADA Equipment	9.20%

MEMO

Engineering Division of the Public Works Department

To: Chairperson Arnett and Commission Members

From: Andrew Beyer P.E., Director of Public Works/City Engineer

Date: June 18, 2025

Subject: Public Works Commission Meeting of June 24, 2025

Review and take possible action: Sidewalk repair order for 620 Park Street

Background

Agenda Item:

Review and take possible action: Sidewalk repair order for 620 Park Street

BACKGROUND:

The Sidewalk Repair Notice for 620 Park Street was prepared following inspection of the sidewalk as a result of a reported trip and fall incident at this location.

Site Address	Estimated cost not to exceed
620 Park Street	\$721.14

A repair inspection report for the property with detailed estimate of cost to repair sidewalk is attached. Property owners who receive sidewalk repair notices have three options on how to move forward with the repair:

1. City contractor to complete repair. Property owner is invoiced following completion.
2. Property owner can hire their own contractor to replace sidewalk to city specifications.
3. Property owner can replace sidewalk to city specifications.

The Engineering Division is seeking approval to send letters via certified mail per Wisconsin State Statute noticing the property owners to repair sidewalk.

MEMO

Budget Goal

1. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
4. Maintains a safe and healthy community, with an eye toward future needs and trends

Financial Impact

The total estimated cost of \$721.14 will initially be charged to the Sidewalk Reserve Account (05-58-11-73). The Engineering Division will then invoice the property owner for the total repair cost.

Recommendation

The Public Works Department recommends issuing the sidewalk repair order for 207 Clark Street for the aforementioned estimated cost.

Motion: Motion to issue the sidewalk repair order for 207 Clark Street for the aforementioned estimated cost.

Attachments:

- Sidewalk Repair Order for 620 Park Street



ENGINEERING DIVISION

Andrew Beyer, P.E.
920.262.4050

Maureen McBroom, ENV SP
920.206-4264

Nathan Williams
920-262-4052

Ritchie

Section 4, Item B.

920.262.4034

Christopher Newberry
920-390-3164

Administrative Assistant
Wanda Fredrick 920.262.4060

June 25, 2025

Oscar & Catlina V. Ramirez
620 Park Street
Watertown, WI 53098

TAX PARCEL NUMBER: 291-0915-3332-034

Re: Sidewalk at 620 PARK STREET, Watertown, WI

Dear PROPERTY OWNER:

Upon inspecting the sidewalk abutting your property at **620 PARK STREET** at your request, our department has the marked sections of sidewalk **along Park Street** that have been found to be a hazard and are in need of replacement.

According to City Code 457-3(A), the maintenance of the sidewalk is the responsibility of the abutting property owner.

By order of the Watertown Public Works Commission and affirmed by the Watertown Common Council, you are hereby notified to replace all marked sections of sidewalk according to City specifications.

You, as property owner, may:

- 1) Replace the sidewalk yourself, according to City specifications.
- 2) Hire your own sidewalk contractor to replace the sidewalk.
- 3) Have the City contractor complete the work for you at the prices listed on the enclosed estimate.

A permit is required for this sidewalk replacement. It can be taken out at the Engineering Department in the Municipal Building. There is no charge for this permit.

Being that current weather conditions are not favorable for concrete sidewalk replacement, you have until **August 25, 2025** to repair this sidewalk. If, after this date the sidewalk is not replaced, a contractor hired by the City, shall repair the sidewalk and you will be invoiced for the cost. Any costs less than \$300.00 shall be paid in full sixty (60) days from billing date. Costs between \$300.00 and \$1,000.00 are due in full one (1) year after billing date. Costs greater than \$1,000.00 are due in two (2) equal annual payments; the first of which is due one (1) year from billing date and the second is due two (2) years from billing date. Unless previously paid, the costs will be collected as a special tax against the property.

Your sidewalk repair may need a Tree Protection Permit during Construction if adjacent to a city tree. Those permits are also issued at the Engineering Department in the Municipal Building. There is no charge for this permit.

Please advise us before **August 18, 2025** of which method you plan to repair this sidewalk.

Thank you for your cooperation in this matter.

Sincerely,

Ritchie Piltz

Ritchie Piltz
Engineering Project Manager

Enclosure

Via Certified Mail

106 Jones Street • P.O. Box 477 • Watertown, WI 53094-0477 • Phone 920.262.4060
Opportunity Runs Through It

CITY CONTRACT PRICES

(Estimated Costs Only)

Estimate for: 620 PARK STREET

Remove existing concrete sidewalk (4"):		Sq. ft. @	\$3.50/ Sq. ft. =	
Remove existing concrete sidewalk (6"):		Sq. ft. @	\$3.45/ Sq. ft. =	
Remove & Replace Concrete Sidewalk (4"):	40.4	Sq. ft. @	\$17.85/ Sq. ft. =	\$721.14
Remove & Replace Concrete Sidewalk (6"):		Sq. ft. @	\$20.00/ Sq. ft. =	
REPLACEMENT ESTIMATED TOTAL AMOUNT				\$721.14

NOTE: THIS IS ONLY A NOTICE. THIS IS NOT A BILL.

IMPORTANT: THIS NOTICE SHALL ACCOMPANY TRANSFER OF PROPERTY





Water Systems

800 Hoffmann Drive • P.O. Box 477 • Watertown WI 53094-0477
WASTEWATER (920) 262-4085 • WATER (920) 262-4075

To: Chairman Board and members of the Public Works Commission
2025

June 18,

From: Peter Hartz – Water Systems Manager

Re: June 24, 2025, Public Works Commission agenda item

Water Systems:

Review and take possible action: - Approve additional work for Applied Technologies to update the Wastewater Facilities Plan with the most recent Department of Administration population numbers for \$35,000.

Background:

On June 13, 2023, this commission approved hiring Applied Technologies to update the wastewater facilities plan as our previous plan was outdated, and we had a mandate from WDNR to address influent BOD loadings to the wastewater treatment plant as we were noted to be consistently over the design loadings.

On May 14, 2024, with the presentation of the Compliance Maintenance Annual Report, this commission was updated on the progress with our wastewater facilities plan, it was delayed due to the sensitive nature of working with future growth projections from some businesses in the city.

On November 12, 2024, this commission was presented with the Wastewater Facilities Plan and approved moving forward with the presented option D:

- Option D – Approve the wastewater facilities plan improvements identified to include all immediate, near, mid- and long-term process needs following the schedule below:

Conduct public hearing – December 2024, Submit Facility Plan to DNR – December 2024, DNR Approval of Facilities Plan – March 2025, Near – Term Improvements, Begin Design – January 2025, Submit Plans and Specifications to the DNR – September 2025, Bidding – November 2025, DNR Approval of Plans and Specifications – December 2025, Submit Clean Water Fund Loan Application – December 2025, Award of Contract – January 2026, Begin Construction – March 2026, Final Completion/Startup of Facilities – May 2027, Mid – Term improvements – January 2028, Long – Term improvements – January 2030

On March 11, 2025, an update regarding the status of the Wastewater Facilities Plan was presented to this commission. The Wisconsin DNR rejected the plan, due to a code technicality with the population projections used to generate mass loading calculations. The city attorney was tasked with providing an opinion at this meeting.

Included with that plan were immediate needs identified to include the UV system upgrade project, a time sensitive project due to the disinfection season of May – October limiting construction and system replacement to November – April. To avoid any delays in the improvements that are planned for the UV system replacement project the wastewater department needs to resubmit the Wastewater Facilities Plan with new mass flow calculations.

At the time of writing this memo I have not received anything from the City Attorney, but we need to move forward one way or another, this is a time sensitive matter.

Budget Goal: Aligns with investments and infrastructure planning.

Financial Impact: \$35,000 to redo the Facilities Plan prepared and previously submitted by Applied Technologies to the WDNR.

Recommendation: Approve additional work for Applied Technologies to update the Wastewater Facilities Plan with the most recent Department of Administration population numbers for \$35,000.

Sincerely,
Peter Hartz

Water Systems Manager

**City of Watertown
Public Works Commission Meeting
March 11, 2025**

1. CALL TO ORDER

Meeting called to order at 5:32 p.m. by Chair Steve Board.

Alders Bartz, Board, Smith, and Wetzel present.

Also present: DPW Director/Engineer Andrew Beyer, Water Systems Manager Peter Hartz, Stormwater Project Manager Maureen McBroom, Zach Goodrow Watertown Daily Times, and Kathleen Hassing of Applied Technologies.

2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

- Everyone who would like to address the Committee will be permitted up to three minutes for their comments.

No comments received.

3. REVIEW AND APPROVE MINUTES

A. Public Works minutes from February 25, 2025

Motion by Wetzel, supported by Bartz, to approve the minutes of February 25, 2025, with corrections. Motion carried unanimously.

4. BUSINESS

- A. Review and take possible action: Approve 2024 Municipal Separate Storm Sewer System (MS4) Permit Annual Report Submittal to Wisconsin Department of Natural Resources

Report was presented by Maureen McBroom, who noted that the report is due to the state by March 31, 2025.

Motion by Smith, supported by Wetzel, to approve 2024 Municipal Separate Storm Sewer System (MS4) Permit Annual Report Submittal to Wisconsin Department of Natural Resources and recommend submission.

Motion carried unanimously.

- B. Review and take action: Extend Technical Services Agreement with Strand Associates, Task Order 20-05.

Current agreement has been in place since 2020 with Strand Associates.

Motion by Bartz, supported by Smith to extend Technical Services Agreement with Strand Associates, Task Order 20-05 for the period from July 1, 2025 through July 2, 2030..

Motion carried unanimously.

- C. Review and take action: Extend On-call General Water Engineering Support Services, Task Order 21-01.
Extension will complete the lead pipe removal program.

Motion by Bartz, supported by Wetzel, to extend On-call General Water Engineering Support Services, Task Order 21-01 from December 31, 2024, through December 31, 2027.

Motion carried unanimously.

- D. Review and take possible action: Wastewater Facilities Plan project improvement plan for UV system upgrades and other immediate needs.
The DNR has questioned the Wastewater Facilities Plan because the DOA population projection does not agree with the city's projection. The city's submittal was made five days prior to the DOA's new projections being published.

Motion by Smith, supported by Bartz, that the DNR's position regarding the city's previously approved and submitted Wastewater Facilities Plan is unacceptable and that we direct the city attorney to pursue reasonable reconsideration of that plan.

Motion carried unanimously.

- E. Review and take possible action: Award Contract #8-25 Western Avenue Water Main Relay to Forest Landscaping and Construction, Inc. for \$187,580.00.

Motion by Bartz, supported by Board, to award Contract #8-25 Western Avenue Water Main Relay to Forest Landscaping and Construction, Inc. for \$187,580.00.

Motion carried unanimously.

- F. Convene into closed session per §19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Hart Street Drainage improvements)

Motion by Wetzel, supported by Bartz, to convene into closed session.

Motion passed unanimously by roll call vote.

- G. Reconvene into Open Session

Motion by Bartz, supported by Wetzel, to reconvene into open session.

Motion carried unanimously by roll call vote.

5. ADJOURNMENT

Motion by Wetzel, supported by Bartz, to adjourn.

Motion carried unanimously.

Meeting adjourned at 6:57 p.m..

Respectfully submitted by Steve Board, Chair.

**Amendment No. 1 to the Agreement for Engineering Services
WWTP Facility Plan, City of Watertown, WI**

The Agreement between the City of Watertown (City) and Applied Technologies, Inc. (ATI), dated June 15, 2023, shall be amended as described below.

BACKGROUND

ATI completed and submitted a WWTP Facility Plan to the Wisconsin DNR on December 24, 2024. On January 2, 2025, the Wisconsin Department of Administration released new population projections for Wisconsin municipalities. The DNR issued a response to the submitted facility plan requiring that the plan be updated with the new population projections.

SCOPE OF SERVICES

The amended scope of services for the project will include the following:

1. Revise the facility plan to incorporate the 2024 DOA population projections.
2. Revise influent flows and loadings.
3. Evaluate rerating the WWTP.
4. Revise the existing facilities evaluation and recommended plan.
5. Submit revised plan to the City and DNR for approval.

COMPENSATION

Amendment No. 1 Total	\$37,000
Contract Total	\$113,200

Accepted by:

City of Watertown

By (Signed): _____

By (Print): _____

Title: _____

Date: _____

Applied Technologies, Inc.

By (Signed):  _____

By (Print): James Smith

Title: President

Date: 28 May 2025

MEMO

Engineering Division of the Public Works Department

To: Alderman Arnett & Commission Members

From: Andrew Beyer, P.E.

Date: June 19, 2025

Subject: Review and take possible action: Award S. Church Street Shared-use Path TAP Grant Design Project to Batterman for \$228,039.00

Background

The Engineering Division prepared and advertised a Request for Proposals (RFP) for the design of a shared-use bike and pedestrian path along S. Church Street, from Jefferson Road to Air Park Drive. The proposed path, funded through the Transportation Alternatives Program (TAP), will provide a safe and accessible facility linking residential neighborhoods with commercial, industrial, and recreational destinations.

The S. Church Street corridor is a high-volume roadway and represents a significant connectivity barrier for pedestrians and bicyclists.

The City has applied for TAP funding for this corridor since 2016 and was successfully awarded the grant in 2024. Construction is currently programmed for 2027, with design efforts scheduled to begin in 2025. The project is part of a broader effort to close critical gaps in the City's multimodal transportation network, particularly for non-motorized users.

The City received five proposals for the design project. All proposals were reviewed and ranked by the City's internal review team using a Qualifications-Based Selection (QBS) process. Following the initial ranking, the top four (4) firms were invited to participate in interviews to further assess team qualifications, project understanding, and approach. R.H. Batterman & Company, Inc. was selected based on their comprehensive proposal, interview performance, and demonstrated experience with similar Wisconsin Department of Transportation (WisDOT)-funded projects.

Project Scope

The project includes the design of an off-street shared-use path and encompasses a wide range of complex components, including:

- Potential environmental and cultural impacts requiring wetland delineation, archaeological and historical reviews, and environmental documentation

MEMO

- Traffic signal modifications at the Jefferson Road intersection to accommodate the path crossing
- Stormwater infrastructure adjustments, including culvert and potential storm sewer modifications
- Construction of modular block retaining walls
- Coordination with multiple utility providers
- Public involvement and agency coordination in accordance with WisDOT standards and Wisconsin Department of Natural Resources (WDNR) permitting approvals

Budget Goal

1. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
2. Maintains a safe and healthy community, with an eye toward future needs and trends

Financial Impact

The design contract is funded entirely through local dollars. Construction will be completed under an 80/20 cost share agreement, with 80% of eligible construction costs funded through the TAP program using state and federal dollars. The City will be responsible for the remaining 20% of eligible construction costs, as well as any ineligible items.

The cost proposal from R.H. Batterman & Company, Inc., in the not-to-exceed amount of \$228,039, is within the budgeted amount for the design phase of the project. The total estimated construction cost is approximately \$1,517,000, with the City responsible for 20% of eligible costs under the TAP Grant terms.

The approved State/Municipal Financial Agreement (SMFA) and cost and scope proposal from Batterman are attached.

MEMO

Recommendation

The Public Works Department recommends awarding the design contract to R.H. Batterman & Company, Inc. for a not-to-exceed amount of \$228,039, based on qualifications and scope outlined in the submitted proposal. Batterman assembled a multidisciplinary team including experts in environmental permitting, traffic engineering, stormwater design, and historical preservation to address the complexity of the corridor.

Potential Motion

Motion to award the design contract for the S. Church Street Shared-Use Path TAP Project to R.H. Batterman & Company, Inc. in the amount not to exceed \$228,039.

June 9, 2025

DESIGN RELATED SERVICES CONTRACT

3997-03-04

**CHURCH STREET SHARED USE PATH
JEFFERSON ROAD TO AIR PARK DR
CITY OF WATERTOWN
JEFFERSON COUNTY**

PROJECT TEAM

- Todd Needham, PE, Principal of Design, Oversight/QC
- Ryan Rudzinski, PE, Project Manager, Main POC for project
- Jessica Lancelle, PE, Senior Project Engineer, Lead Path Designer
- Kristin Belongia, PLS, Survey Manager, Survey Lead

Subconsultants

The following subconsultants will perform various work tasks as noted:

- Hey and Associates– Wetland Delineation
- Traffic Analysis & Design – Traffic Signal Modifications
- Chronicle Heritage – Archaeology and Architecture History
- GESTRA Engineering – Geotechnical Investigations

PROJECT SCOPE

SURVEY SERVICES

Batterman will complete the following survey related services for the project:

1. Call Digger's Hotline for marking and field locate of all public utilities within project area
2. Provide GPS grade topographic survey for proposed path corridor (from back of curb or shoulder along east edge of NB Church Street to 50' east of easterly road right of way), including roadway intersections, tie-in points, section corners, storm sewer, sanitary sewer, watermain, dry utilities and any other physical improvements required to be located for use during design services. Additional storm sewer surveying within the median of Church Street will be completed as required.
3. Locate sufficient property corners to confirm property lines and right of way locations as required (GIS property lines will be utilized to reference boundary)
4. Set a permanent survey control network through the corridor for future construction work (including benchmarks throughout the corridor)
5. Locate delineated wetlands within the project area

Exclusions

Not included in the scope of work for survey services:

1. Detailed boundary survey for any properties
2. Robotic total station grade elevations or level loops (GPS grade vertical observations will be sufficient)

GEOTECHNICAL SERVICES

GESTRA shall complete the following geotechnical related services for the project:

1. Provide four (4) borings to a depth of 5' bgs at locations as agreed upon by the City
2. Conduct laboratory soil testing to assign classification to subgrade soils encountered
3. Provide summary report with recommendations for site preparation and pavement design for recreational path
4. Coordinate lane closure through Wisconsin Lane Closure System (LCS) as necessary

Exclusions

Not included in the scope of work for geotechnical services:

1. N/A

WETLAND DELINEATION

Hey & Associates shall complete the following wetland delineation related services for the project:

1. Complete wetland delineation utilizing an assured delineator
2. Delineation area shall include the entire eastern right of way of Church Street, including up to 50' east of the eastern right of way
3. Provide wetland delineation report and electronic deliverables

Exclusions

Not included in the scope of work for wetland delineation services:

1. N/A

DESIGN REPORTS

Batterman will complete the following design reports for the project:

1. Abbreviated Design Study Report (DSR)
2. Abbreviated Pavement Type Selection Report
3. TMP, Type 2

Exclusions

Not included in the scope of work for design report services:

1. Encroachment Report
2. Roadside Hazard Analysis
3. Detour route planning/design
4. Exception to Standards

ENVIRONMENTAL

Batterman will complete the following environmental services for the project:

1. WisDOT required agency notification
2. Archaeological Investigations
 - a. Area of Potential Effects (APE)
 - i. The APE for archaeological survey will encompass the entire S. Church St./STH 26 right-of-way (ROW) between Air Park Drive and Jefferson Road. It will also extend 200 ft past each terminus and down each side road. In addition, the APE will encompass the portion of the City of Watertown-owned airport parcel adjacent to the ROW from the ROW to either the airport fence or 40 feet from the ROW, whichever is less. To the north of this parcel, the APE will include an area east of the ROW up to 100 feet east of the edge of STH 26, extending north to Jefferson Road.
 - b. Archaeological Survey
 - i. Chronicle Heritage will complete a Phase I archaeological survey of the APE. The survey will include a records review using the Wisconsin Historic Preservation Database (WHPD) to identify previously documented cultural resources located within the project area, to identify any cultural resource investigations that have previously taken place, and to provide information on the expected types and location parameters of cultural resources within the APE and a surrounding one-mile radius. To supplement the site file data, Chronicle Heritage will conduct a review of readily available online historic mapping (both plat maps and USGS maps) and modern aerial, NWI, and county soils mapping of the APE. The survey will satisfy the requirements of the Wisconsin State Historic Preservation Office (SHPO) and Section 106 and will adhere to the *Guidelines for Public Archeology in Wisconsin* (2024) and WisDOT's *Guide to Transportation Archaeology* (2024).

Survey will be conducted employing standard archaeological techniques and may include both shovel testing and documentation of wet or disturbed areas. Due to ground cover, it is not anticipated pedestrian survey (walkover) will be possible. In areas which are not paved, inundated, visibly disturbed, or that contain buried utilities and do not have good surface visibility (i.e., greater than 30 percent), systematic shovel testing will be required and consist minimally of 35-centimeter diameter holes excavated at least 10 centimeters into sterile subsoil. Where needed, shovel tests will be excavated at 15-meter intervals. Excavated soils will be screened through ¼-inch wire mesh and examined for evidence of cultural materials. No more than **45** shovel tests will be needed.

Profiles will be described for each shovel test. Notes will be recorded concerning the soil stratigraphy (including Munsell color designations and texture) and any artifacts encountered. All shovel tests will be assigned a unique designation that will be mapped within the APE prior to the field survey and



then documented during the field survey with sub-meter accurate geographic positioning system (GPS) equipment. If cultural material is encountered, additional radial shovel tests will be placed at 5-meter intervals as needed to define the horizontal extent of the cultural material. During fieldwork, standard forms will be completed by the field crew. Archaeological sites and positive finds within shovel tests will be noted on the forms. Artifacts will be bagged and assigned numbers by their locations. Photographs will be taken of the general project area.

During fieldwork, standard forms will be completed by the field crew. Cultural material or features identified will be noted on the forms. Artifacts will be bagged and assigned numbers by their locations. Photographs will be taken of the general project area.

Chronicle Heritage will obtain a Wisconsin Archaeology Public Lands Permit for the City of Watertown-owned airport parcel prior to survey. It is assumed that R. H. Batterman will be responsible for notifying landowners (i.e., Aurora Medical Group) of the project where survey may need to be conducted outside of the existing right-of-way. Fieldwork will commence a minimum of seven days after landowner notification letters have been mailed. It is also assumed R. H. Batterman will provide preliminary design plans and/or files prior to commencement of the survey to facilitate Chronicle Heritage's delineation of the APE and use of GPS equipment during fieldwork.

Chronicle Heritage assumes no new archaeological sites will be found and evidence of preciously reported archaeological sites in the APE will be minimal. The results of the survey will therefore be documented in an Archaeological Survey Field Report (ASFR) and Archaeological Records and Literature Review form in lieu of a formal report. Should a new site be found, a formal Phase I survey report will be required to fully document the site and provide sufficient information to make a preliminary evaluation regarding National Register of Historic Places (National Register) eligibility. The preparation of a formal Phase I survey report and Determination of Eligibility (DOE) for any identified archaeological sites are not included in this proposal.

3. Architecture/History Investigations

a. Area of Potential Effects (APE)

- i. Commonwealth assumes the APE for architecture/history will be defined to include properties adjacent to the culvert replacement location within the project limits.

b. Architecture/History Survey

- i. Chronicle Heritage will conduct background and archival research and review the WHPD to determine if any properties in the APE were previously surveyed. Chronicle Heritage will then complete an architecture/ history survey of the APE in accordance with the WisDOT's *Architecture/History Survey Manual* (October 2024). We will identify, photograph, and assess the National Register eligibility of individual buildings, structures, and objects, as well as any districts that are present. Additional photographs depicting streetscapes and viewsheds will be provided as needed to document the APE.
- ii. The results of the architecture/history survey will be documented in an Architecture/History Survey Report (AHSR), as required by WisDOT and the SHPO. Reporting

4. Phase 1 Hazardous Materials Assessment (HMA)

5. Categorical Exclusion Checklist (CEC) and associated Attachments

6. WDNR NOI Permit
7. WDNR Wetland Fill General Permit (GP) (if required)
8. ACOE Transportation General Permit (GP)

Exclusions

Not included in the scope of work for environmental services:

1. Architecture/history survey scope assumes no more than two (2) resources will require survey, and a Determination of Eligibility (DOE) will not be required.
2. No wetland Individual Permit (IP)
3. Section 4(f) or 6(f) documentation
4. No PCN for ACOE GP
5. Permit fees
6. Noise Analysis
7. Air Quality Analysis

UTILITY COORDINATION

Batterman will complete the following utility coordination services for the project:

1. Follow standard WisDOT utility coordination process

Exclusions

Not included in the scope of work for utility coordination services:

1. Preparation of agreements or conveyances
2. Major utility relocation design

PUBLIC INVOLVEMENT

Batterman will complete the following public involvement services for the project:

1. Prepare Public Involvement Plan (PIP)
2. Prepare public meeting notices
3. Organize and prepare all required documents and meeting materials, including presentations and exhibits as required, for two (2) Public Involvement Meetings
4. Prepare meeting minutes and summary

Exclusions

Not included in the scope of work for public involvement services:

1. Public notice fees

STORMWATER

Batterman will complete the following stormwater services for the project:

1. Design of culverts needed for trail (low points)
2. Design of storm sewer if required for sections of path to fill in sections of roadside ditch
3. Adjustment/replacement of existing stormwater pipe/structures/outfalls which are directly impacted by the proposed improvements
4. Submit NOI to WDNR (per conversation with WDNR, no formal modeling for peak discharge or water quality will be required due to a path exemption, which will be stated within the Stormwater Report)

Exclusions

Not included in the scope of work for stormwater services:

1. Full H&H modeling of culverts
2. No stream permitting/impacts

TRAIL DESIGN

Batterman will complete the following trail design services for the project:

1. Provide two (2) alignment alternatives to approximately a 30% preliminary design stage, including associated cost estimates for City review (design to commence after completion of wetland delineation to understand environmental impacts)
2. Provide final design of preferred alternative, including a surface crossing at Jefferson Road to provide connectivity with existing sidewalk
3. Modular block retaining wall design (limited to 4' height, and detailing limited to top/bottom of wall grades)
4. Curb ramp details as required
5. Intersection and traffic signal modifications as required to allow path crossing at east leg of Church Street/Jefferson Road intersection

Exclusions

Not included in the scope of work for trail design services:

1. Boardwalk
2. Retaining wall structures > 4' in height

PLANS & DOCUMENTS

Batterman will complete the following plans and documents services for the project:

1. 30% plan, estimate for two (2) alternatives
2. 60% plan, estimate

3. DRAFT PS&E docs
4. Final PS&E docs for TAP grant requirements
 - a. Utility Status Report (USR)
 - b. Railroad Certificate
 - c. R/W Certificate
 - d. Preliminary Engineering Checklist
 - e. ROW & R/E Checklist
 - f. Utility Coordination Task List
 - g. Project Proposal Certificate
 - h. Construction Bid Letting Checklist
 - i. Contract Document Checklist
 - j. Request to Advertise
 - k. Request to Award
5. Plans to include:
 - Title Sheet
 - General Notes and List of Utility Contacts
 - Project Overview
 - Existing and Proposed Typical Sections
 - Construction Details
 - Erosion Control
 - Curb Ramp Details
 - Retaining Wall Details
 - Storm Sewer Plan/Profiles
 - Culvert Details
 - Permanent Signing and Pavement Marking
 - Alignment & Control Point Details
 - Plan & Profile Sheets
 - Miscellaneous Quantities
 - Computer Earthwork Data Sheet
 - Cross Sections
 - Standard Detail Drawings (WisDOT)
6. Project manual (City to provide front end docs)
7. Bidding support to answer contractor questions
8. Prepare addenda's (if required)

Exclusions

Not included in the scope of work for plans and documents services:

1. N/A

MEETINGS

The Consultant shall include the following meetings for the project:

1. Operational Planning Meeting (OPM)
2. 60% plan review meeting
3. 90% plan review meeting
4. 90% Plan Commission meeting
5. Up to six (6) progress meetings as needed (video or phone calls)
6. Preconstruction meeting

Exclusions

Not included in the scope of work for meetings services:

1. N/A

CONSULTANT FEES

The following fee summary is based on the above scope of work.

Survey:	\$10,570
Design/Plan Development:	\$90,050
Environmental Documentation:	\$16,720
Agency Coordination:	\$9,880
Design Reports:	\$16,200
Permitting:	\$6,460
Meetings:	\$10,800
Public Involvement:	\$13,680
Utility Coordination:	\$4,840
PS&E Docs:	\$12,640
Wetland Delineation:	\$6,100
Arch/History Investigations:	\$10,955
Geotechnical Investigations:	\$6,444
Traffic Signal Improvements:	\$9,500
Total Fee:	\$224,839

Prepared by:

Todd Needham, Secretary/Treasurer

Date: _____

Accepted By:

Date: _____

CORRESPONDENCE/MEMORANDUM***PROJECT AGREEMENT ACCEPTANCE***

DATE: October 1, 2024

SUBJECT: Project Agreement

Project ID#'s: 3997-03-04/74

C Watertown, Shared Use Path

Jefferson Rd to Air Park Dr

The Attached Agreement Is Recommended for Approval:

WISDOT PROGRAM: Transportation Alternatives Program

LEGISLATIVE SUBPROGRAM: **290**

CONCEPTS COVERED by this AGREEMENT: **The project consists of constructing a new concrete shared-use path along S. Church St./STH 26 between Jefferson Road and Air Park Drive.**

ESTIMATED COST: \$1,528,330.83 total, **\$1,213,256.66 Federal**, \$315,074.17 local sponsor

PARTICIPATION: Project design is funded 100% by local sponsor including state review of design. Construction project is funded 80% TAP to a limit of **\$1,213,256.66**. The City of Watertown is responsible for the remaining costs above the federal funding limit.

EXECUTED BY: **City of Watertown**

DATE: 9/24/2024

Currently a Local LET-DATE: 3/25/2028

NOTES:

REGION REVIEWER:

Rob Winterton


Local Program Engineer – SW Region

REGION: SW

10/01/2024

DATE

July 2024 SMA

 <p>STATE/MUNICIPAL AGREEMENT FOR AN INFRASTRUCTURE TRANSPORTATION ALTERNATIVES PROGRAM (TAP) PROJECT</p> <p>Subprogram #: 290 Program Name: TAP</p>	<p>Date: August 19, 2024 I.D.: 3997-03-04/74 WisDOT UEI #: CBE4JHP1S8H7 Project Sponsor UEI #: CN2CG5SL6AF5 FAIN ID: Federal Award Identification Number (TBD) Project Title: C Watertown, Shared Use Path Location/Limit: Jefferson Rd to Air Park Dr Project Length (if applicable): Project Sponsor: City of Watertown County: Jefferson MPO Area (if applicable): N/A</p>
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The signatory, the **City of Watertown**, hereinafter called the Project Sponsor, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State or WisDOT, to initiate and effect the transportation project hereinafter described.

Wisconsin Statute 85.021 authorizes the State to administer a program to award grants of assistance to certain political subdivisions, state agencies, counties, local government units, Indian tribes, consistent with federal law.

The authority for the Project Sponsor to enter into this State/Municipal Agreement with the State is provided by Sections 86.25(1), (2), and (3) and Section 66.0301(2) of the Wisconsin Statutes.

NEEDS AND ESTIMATE SUMMARY:

All components of the project must be defined in the environmental document if any portion of the project will be submitted for approval in a federally funded program. The Municipality agrees to complete all participating and any non-participating work included in this improvement consistent with the environmental document. No work on final engineering and design may occur prior to approval of the environmental document.

Existing Facility and Proposed Improvement - The proposed path will connect residential areas schools with on-campus housing along Main Street to large retail, medical and employment areas south of the airport. The proposed path will connect with the Air Park Drive shared-use path, connecting multi-family housing with downtown Watertown employment, parks, schools and the Public Library. Bicyclists using the Glacial River Trail will now have a safe connection to reach employment and other opportunities along the S. Church Street corridor and along the Downtown Main Street area. This route has been a Task Force priority, and is expected to be a key connector between southern Watertown and the central/northern portions of Watertown in the upcoming city-wide bicycle and pedestrian path network plan.

The City of Watertown is proposing to construct a new concrete shared-use path along S. Church St./STH 26 from Jefferson Road south to Air Park Drive.

The Project Sponsor agrees to the following Federal Fiscal Year 2024-2028 TAP project funding conditions:

All Project Sponsors and processes, including real estate acquisition and environmental documentation, must comply with *A Sponsor's Guide to Non-Traditional Transportation Project Implementation* (Sponsor's Guide) and the current WisDOT Facilities Development Manual (FDM).

The subject project is funded with 80% federal funding up to a maximum of \$1,213,256.66 for all federally-funded project phases when the Project Sponsor agrees to provide funds in excess of the \$1,213,256.66 federal funding maximum, in accordance with TAP guidelines. Non-participating costs are 100% the responsibility of the Project Sponsor. Any work performed by the Project Sponsor prior to federal authorization is not eligible for federal funding. The Project Sponsor will be notified by the State when each project phase or ID is authorized and available for charging.

The project is subject to a discretionary Disadvantaged Business Enterprise (DBE) goal assessment. The Catalogue of Federal Domestic Assistance (CDFA) number for this project is 20.205 – Highway Planning and Construction.

The subject project must be commenced within four (4) years of the project award date, or the grant is rescinded. Sec. 85.021, Wis. Stats.

- 1) For construction projects, a project is commenced when construction is begun.
- 2) For planning projects, a planning project is commenced when the planning study is begun.
- 3) For non-infrastructure projects that do not fall within any of the above categories, a project is considered commenced on the date that WisDOT receives the first reimbursement request from the Project Sponsor, as noted on form DT1713 in the 'Date Received' field.
- 4) For design-only projects, a project is commenced when design is begun and/or when a contract is signed and executed with the consulting firm that has been selected to lead the project design effort.

Project Award date: June 4, 2024

Commencement deadline: June 4, 2028

Completion deadline: 6/30/2030

The project commencement deadline is fixed by statute and may not be extended.

The subject project must be completed by **6/30/2030**, and the Project Sponsor must submit a project completion certificate to WisDOT central office on or before this date. WisDOT may consider a written request to extend the completion deadline from the Project Sponsor and may approve such a request in the presence of extenuating circumstances. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

In the summary funding table below, the federal share of the total estimated cost distribution indicates the maximum amount of federal funding available to the project, to be distributed across federally-funded project phases. The final Project Sponsor share is dependent on the final federal participation, and the actual costs will be used in the final division of costs for billing and reimbursement.

July 2024 SMA

SUMMARY OF COSTS					
PROJECT TYPE	Total Est. Cost	Federal Funds	%	Project Sponsor Funds	%
ID 3997-03-04					
Design	\$0	\$0	0%	\$0	100%
State Review	\$11,760	\$0	0%	\$11,760	100%
<i>Project totals</i>	<i>\$11,760</i>	<i>\$0</i>		<i>\$11,760</i>	
ID 3997-03-74					
Participating Construction	\$1,263,809.36	\$1,011,047.49	80%	\$252,761.87	20% + BAL
Construction Engineering	\$189,571	\$151,656.80	80%	\$37,914.20	20% + BAL
State Review	\$63,190.47	\$50,552.37	80%	\$12,638.10	20% + BAL
<i>Project totals</i>	<i>\$1,516,570.83</i>	<i>\$1,213,256.66</i>		<i>\$303,314.17</i>	
Total Est. Cost Distribution	\$1,528,330.83	\$1,213,256.66	MAX	\$315,074.17	N/A

*This project has a TAP federal funding maximum of \$1,213,256.66. This maximum is cumulative for all federally funded project phases.

This request is subject to the terms and conditions that follow (pages 4–10) and is made by the undersigned under proper authority to make such request for the designated Project Sponsor and upon signature by the State shall constitute agreement between the Project Sponsor and the State. No term or provision of neither this State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing duly executed by both parties to this State/Municipal Agreement.

Signed for and in behalf of: **City of Watertown**

Name

Title

Date

Signed for and on behalf of the **State of Wisconsin**

Paul D Piccione

Digitally signed by Paul D Piccione

Date: 2024.10.04 14:24:34 -05'00'

Name

Title

Date

GENERAL TERMS AND CONDITIONS:

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.
2. Work prior to federal authorization is ineligible for federal funding. The Project Sponsor will be notified by the State when/if each project phase or ID is authorized and available for charging.
3. The initiation and accomplishment of the project will be subject to the applicable federal and state regulations, as referenced in the document *A Sponsor's Guide to Non-Traditional Project Implementation*. The Project Sponsor, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:
 - a. Environmental requirements, including but not limited to those set forth in 23 U.S.C. 139 and the National Environmental Policy Act (42 U.S.C. 4321 et seq.).
 - b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. Sec. 16.765. The Project Sponsor agrees to comply with and promote applicable Federal and State laws, Executive Orders, regulations, and implementing requirements intended to provide for the fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition the Project Sponsor agrees not to engage in any illegal discrimination in violation of applicable Federal or State laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The Project Sponsor agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.
 - c. All applicable DBE requirements that the State specifies.
 - d. Federal and state statutes that govern the Transportation Alternatives Program (TAP), including but not limited to and Wis. Stat. Sec. 85.021 and all applicable federal laws.
4. Additional applicable state and federal requirements may include, but are not limited to, the following:
 - a. Prevailing wage requirements, including but not limited to 23 U.S.C. 113.
 - b. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. Sec. 16.754.
 - c. Competitive bidding requirements set forth in 23 U.S.C. 112 and Wis. Stat. Sec. 84.06.
5. TAP is a covered program under the Justice40 initiative. Justice40 is an opportunity to address gaps in transportation infrastructure and public services by working toward the goal that at least 40% of the benefits from many of our grants, programs, and initiatives flow to disadvantaged communities. More information about meeting Justice40 requirements can be found at the following link: <https://www.transportation.gov/equity-Justice40>

STATE RESPONSIBILITIES AND REQUIREMENTS:

6. Funding for the project is subject to inclusion in Wisconsin's approved Transportation Alternatives Program. Federal funding for approved projects will be limited to participation in the costs of the following items, as applicable to the project:
 - a. The grading, base, pavement, curb and gutter, sidewalk, and replacement of disturbed driveways in kind.

- b. Storm sewer mains necessary for the surface water drainage.
 - c. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.
 - d. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, staking, and testing of sanitary sewer and water main).
 - e. Signing and pavement marking, including marking of detour routes. Detour routes and haul roads are not eligible on local projects.
 - f. New installations or alteration of street lighting and traffic signals or devices.
 - g. Landscaping.
 - h. State Review Services for construction ID 3997-03-74.
 - i. Other eligible TAP non-infrastructure items as enumerated in the approved application.
7. Project items purchased with federal funding are for the primary use of the Transportation Alternatives Program.
8. State Disbursements:
- a. Payment by the State to the Project Sponsor shall be made on a regular basis upon presentation of Reimbursement Requests for expenditures incurred during prior periods of the project duration subject to the allowable maximum payment. Exceptions to this schedule will be made as appropriate. In general, State reimbursements will be made after sufficient proof of payment is sent to the State.
 - b. A final adjustment of State payments will be made upon completion of the State's audit of the project. If the State's audit establishes that the State paid more than its share of the eligible project costs, the Project Sponsor shall refund to the State upon demand a sum equal to the overpayment.

PROJECT SPONSOR RESPONSIBILITIES AND REQUIREMENTS:

9. Work necessary to complete the TAP project to be financed entirely by the Project Sponsor or other utility or facility owner includes the items listed below, when applicable to the project:
- a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades or drainage.
 - c. Detour routes and haul roads. The Project Sponsor is responsible for determining the detour route.
 - d. Conditioning, if required and maintenance of detour routes.
 - e. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.
 - f. All work related to underground storage tanks and contaminated soils.
 - g. Street and bridge width in excess of standards, in accordance with the current WisDOT FDM.
 - h. Preliminary engineering and design.

- i. Real estate for the improvement.
 - j. State review services for design ID 3997-03-04
10. The work eligible for Federal and State participation will be administered by the Project Sponsor. The Project Sponsor is an eligible recipient of these grant funds pursuant to Wis. Stat. Sec. 85.021 and all applicable federal laws.
 11. Where applicable, all contracts will be let by competitive bid and awarded to the lowest responsible bidder in accordance with the requirements set forth in 23 U.S.C. 112 and Wis. Stat. Sec. 84.06. Where applicable, all contracts for design related services shall be awarded and administered in accordance with the requirements of 23 CFR 172 and procedures published in the WisDOT FDM, Chapter 8, Consulting Services.
 12. The Project Sponsor must receive, read, and agree to meet the requirements outlined in the *Sponsor's Guide to Non-Traditional Transportation Project Implementation*. The Project Sponsor must indicate this understanding and agreement by submitting the *Sponsor's Guide Acknowledgement Form*, which must be accepted by the State before approval of this State/Municipal Agreement shall be granted.
 13. The Project Sponsor must complete and submit *Certification for Non-Traditional Project Administration and Delivery* documentation, and this documentation must be accepted by the State, before approval of this State/Municipal Agreement shall be granted. The Project Sponsor, and all consultants and other entities working on behalf of the Project Sponsor, are required to comply with the federal and state rules and requirements for projects being administered through a local letting process.
 14. The project, in accordance with its scope, must employ the services of a registered professional engineer, architect or landscape architect, to be responsible for design and construction engineering and related activities.
 15. A copy of the plans, specifications, and estimates containing the engineer's, architect's, or landscape architect's seal as prepared for bidding purposes (in accordance with project scope) must be provided to the State for approval prior to advertising the project for bids.
 16. The project will take place in accordance with the appropriate standards unless an exception to standards is granted by the State prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the Project Sponsor unless such exception is granted.
 17. Work to be performed by the Project Sponsor without Federal funding participation, necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a manner at the election of the Project Sponsor but must be coordinated with all other work undertaken during construction.
 18. The Project Sponsor is responsible for financing administrative expenses related to Project Sponsor responsibilities.
 19. The project is subject to a discretionary DBE goal assessment.
 20. The Project Sponsor will not proceed with any State/Municipal Agreement revisions without first receiving prior approval from the State. A change order must be executed for revisions to the State/Municipal Agreement prior to the Project Sponsor's request for reimbursement for the revisions.
 21. If reviews or audits show any of the work to be ineligible for Federal funding, the Project Sponsor will be responsible for any withdrawn costs associated with the ineligible work.
 22. If the Project Sponsor should withdraw the project, it will reimburse the State for any costs incurred by the State on behalf of the project upon demand.

23. Sponsors of TAP projects within the Safe Routes to School eligibility category are required to conduct pre and post project/activity surveys using the SRTS Parent Survey and Student Tally Sheets. The results will be provided to the State at the conclusion of the project.
24. The Project Sponsor will assume all responsibility for retaining a complete project file that includes not only construction documentation but also copies of letting documents, all Local and State submittals and approvals contained in these instructions, and other pertinent documents to support project procurement, development, implementation and cost and any other item required by Federal and State law and submitting such information, upon request, in order to receive reimbursement. The Project Sponsor will keep all project records and have them available for inspection by representatives of the Federal Government and the State and will furnish copies thereof when requested.
25. The Project Sponsor shall allow the State and US Department of Transportation auditors to have access to the Project Sponsor's records and financial statements as necessary for determining the presence of and compliance with all information and requirements specified in 2 CFR 200.332-(a) as amended effective November 12, 2020.
26. In connection with the performance of work under this State/Municipal Agreement, the Project Sponsor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in S. 51.01(5), sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the Project Sponsor further agrees to take affirmative action to ensure equal employment opportunities. The Project Sponsor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the employment officer setting forth the provisions of the nondiscrimination clause.
27. The Project Sponsor will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01 (5), sexual orientation as defined in s. 111.32 (13m), or national origin.
28. When applicable to the project, the Project Sponsor will at its own cost and expense:
 - a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, parking lanes, bicycle lanes, trails, and other facilities, sidewalks and other pedestrian facilities, and other project infrastructure) for such maintenance through statutory requirements in a manner satisfactory to the State, and will make ample provision for such maintenance each year.
 - b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during their construction.
 - c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
 - d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.
 - e. Provide relocation orders and real estate plats and easements, as required by the project.
 - f. Use the *WisDOT Utility Accommodation Policy* unless it adopts a policy, which has equal or more restrictive controls.
 - g. Provide maintenance and energy for lighting.

- h. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism or other cause.

29. It is further agreed by the Project Sponsor that:

- a. The Project Sponsor assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the project and relieves the State and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this State/Municipal Agreement.
- b. The Project Sponsor assumes full responsibility for the plans and special provisions provided by their designer or anyone hired, contracted or otherwise engaged by the Project Sponsor. The Project Sponsor is responsible for any expense or cost resulting from any error or omission in such plans or special provisions. The Project Sponsor will reimburse the State if the State incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.
- c. The Project Sponsor will be 100% responsible for all costs associated with utility issues involving the contractor, including costs related to utility delays.
- d. All signs and traffic control devices and other protective structures erected on or in connection with the project including such of these as are installed at the sole cost and expense of the Project Sponsor or by others, will be in conformity with such "Manual on Uniform Traffic Control Devices" as may be adopted by the American Association of State Highway and Transportation Officials, approved by the State, and concurred in by the Federal Highway Administration.

29. The subject project must be completed by the project completion date, listed on page 2 of this State/Municipal Agreement, and the Project Sponsor must submit a project completion certificate to WisDOT central office on or before this date. WisDOT may consider a written request to extend the completion deadline from the Project Sponsor and may approve such a request in the presence of extenuating circumstances. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

LEGAL RELATIONSHIPS:

30. Responsibility for Damage and Tort Claims: The Project Sponsor and the Project Sponsor's surety shall indemnify and save harmless the State, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons or property on account of the operations of the Project Sponsor; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Project Sponsor; or because of any claims or amounts recovered for any infringement by the Project Sponsor of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act, relating to the Project Sponsor's employees; or any other law, ordinance, order or decree relating to the Project Sponsor's operations. So much of the money due the Project Sponsor under and by virtue of the contract as shall be considered necessary by the State for such purposes, may be retained for the use of the State; or, in case no money or insufficient money is retained, the Project Sponsor's surety may be held until such suit or suits, action or actions, claim or claims for injuries or damages as aforesaid shall have been settled and suitable evidence to that effect furnished to the State; except that money due the Project Sponsor will not be withheld when the Project Sponsor produces satisfactory evidence that the Project Sponsor is adequately protected by public liability and property damage insurance. The Project Sponsor also shall comply with all of the above requirements indemnifying and saving harmless the county, town, or municipality in which the improvement is made and each of them separately or jointly and officers and employees.

The State shall not be liable to the Project Sponsor for damages or delays resulting from work by third parties. The State, also, shall be exempt from liability to the Project Sponsor for damages or delays resulting from injunctions or other restraining orders obtained by third parties except where the damage or delay is a direct result of an injunction or restraining order obtained by a citizen's action alleging violations of 42 U.S.C. 4331 - 4332, 23 U.S.C. 138 or Public Law 91-646.

It shall be the Project Sponsor's responsibility to see that all of the contract operations incident to the completion of the State/Municipal Agreement are covered by public liability and property damage liability insurance so the general public or any representative of the contracting authority may have recourse against a responsible party for injuries or damages sustained as a result of the contract operations. This requirement shall apply with equal force, whether the work is performed by the Project Sponsor, by a subcontractor or by anyone directly or indirectly employed by either of them.

It is the express intent of this provision that a Project Sponsor that is a county, town or municipality may and should contractually pass on this entire Responsibility for Damage and Tort Claims provision to any public and private entities with which it may subcontract any of the work covered by this State/Municipal Agreement.

- a. The word, "surety" in the above paragraphs refers to the issuer of a payment and performance bond under Wis. Stat. Sec. 779.14.
 - b. Nothing in this section should be construed as a waiver of any statutory defenses that may be available to any governmental party.
31. The Project Sponsor, also known as the primary participant, certifies to the best of its knowledge and belief, that it and its principals, in accordance with all applicable Federal and State statutory and regulatory requirements:
- a. Are not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any State of Wisconsin or Federal department or agency;
 - b. Have not, within a three-year period preceding this State/Municipal Agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not currently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated above;
 - d. Have not within a three-year period preceding this State/Municipal Agreement had one or more public transactions (Federal, State or Local) terminated for cause or default; and
 - e. That all grantees, contractors, and suppliers, including what is also known as lower tier participants, have certified in writing that neither they nor their principals are currently debarred, suspended, proposed for debarment or suspension, have been declared ineligible, or have voluntarily been excluded from participating in this or any other Federal, State or Local transaction by any Federal, State or Local department, agency or official, as set forth in, but not limited to, the terms described in 2 CFR 200.214.
32. *Contract Modification:* This State/Municipal Agreement can only be modified by written instruments duly executed by both parties. No term or provision of neither this State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally.
33. *Binding Effects:* All terms of this State/Municipal Agreement shall be binding upon and inure to the benefits of the legal representatives, successors and executors. No rights under this State/Municipal Agreement may be transferred to a third party. This State/Municipal Agreement creates no third- party beneficiary rights to be held by any person or entity who is not a party to this State/Municipal Agreement. Nor does it accord on any non-party the right of enforcement.
34. *Choice of Law and Forum:* This State/Municipal Agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin. The Parties hereby expressly agree that the terms contained herein and in any deed executed pursuant to this State/Municipal Agreement are enforceable by an action in the Circuit Court of Dane County, Wisconsin.

35. Nothing in this State/Municipal Agreement shall be construed as a waiver of the State's sovereign immunity.

PROJECT FUNDING CONDITIONS

36. Non-Appropriation of Fund: With respect to any payment required to be made by the State under this State/Municipal Agreement, the parties acknowledge the State's authority to make such payment is contingent upon appropriation of funds and required legislative approval sufficient for such purpose by the Legislature. If such funds are not so appropriated, either the Project Sponsor or the State may terminate this State/Municipal Agreement after providing written notice not less than thirty (30) days before termination.

37. Maintenance of Records: During the term of performance of this State/Municipal Agreement, and for a period not less than three years from the date of final payment to the Project Sponsor, records and accounts pertaining to the performance of this State/Municipal Agreement are to be kept available for inspection and audit by representatives of the State. The State reserves the right to audit and inspect such records and accounts at any time. The Project Sponsor shall provide appropriate accommodations for such audit and inspection.

In the event that any litigation, claim or audit is initiated prior to the expiration of said records maintenance period, the records shall be retained until such litigation, claim or audit involving the records is complete.

Records pertaining to the performance of the State/Municipal Agreement are subject to disclosure pursuant to Wis. Stats. Sec. 19.31 et seq., and shall be preserved by the Project Sponsor.

38. The Project Sponsor agrees to the following State Fiscal Year 2024-2028 TAP project funding conditions: The maximum participation of federal/ earmark funding will be limited to 80% of the actual eligible project cost or the total cost distribution of TAP funds shown on page 3 of this State/Municipal Agreement, whichever is less. The project federal/earmark funding maximum of **\$1,213,256.66** is cumulative for all federal/earmark funded project phases.

39. Federal Inactive List: Once a project has received its authorization to incur costs letter until the competition of the project, reimbursement requests must be submitted periodically. Failure to submit reimbursement requests may result in the project being placed on a federal inactive list and therefore, risks losing federal funding. As such, reimbursement requests should be submitted quarterly to indicate continued activity on the project.

MEMO

DPW – Street/Solid Waste Division

To: Alderperson Arnett and Public Works Commission Members

From: Stacy Winkelman

Date: June 18, 2025

Subject: June 23 Agenda Item

Background

I wanted to provide you with an update regarding our e-waste recycling program. Most of you know the markets in this area are always changing. We are pleased to update you on a new partnership we are starting with Dynamic Lifecycle Innovations to process our electronic waste. Dynamic will pay the City of Watertown for items that we have been paying to dispose of. It is not large payments per pound; however, it is receiving funds for disposal of items instead of paying for disposal. We will be signing an agreement that lasts through 2026. I would also like to adjust the fee schedule/list of charges to residents to match this agreement.

Budget Goal

Solid Waste Utility Capital Account #17-58-17-41

Financial Impact

Receiving revenue instead of expense for disposal of e-waste. Charges that were passed on to residents to cover the cost of disposing/shipping e-waste should be adjusted.

Recommendation

N/A – Update

2025 Operational Goals

The purpose of our operational goals is to identify, prior to the budgeting process, what work the city intends to achieve in 2025. The goals should align with our mission. Not only will the operational goals inform budget prioritization, but they will also guide the creation of the 2025 Department Work Plans.

Present a budget that (in no particular order):

1. Invests in the strategic planning and maintenance of our city buildings
2. Maintains a safe and healthy community, with an eye toward future needs and trends

applicable, to confirm that the correct recycling materials have been received, sorted, and not tampered with prior to its delivery to DYNAMIC's processing facility. Please note that all loads will be settled based off DYNAMIC's weights when the material is received.

DYNAMIC agrees to process and recycle electronic material in accordance with applicable federal, state and local regulations.

D. Pricing

Material must be sorted to the below categories or sort fees may apply.

End of Life Recycling Services – WI Program	Rates
CRT Televisions & Monitors	Credit \$0.06/lb.
LCD Televisions & Monitors	Credit \$0.12/lb.
Projection & Wood Console Televisions	Credit \$0.02/lb.
*Desktops, Laptops, Tablets & Servers (Mixed)	Credit \$0.36/lb.
*Laptops & Tablets (Separated)	Credit \$0.85/lb.
Eligible Electronic Devices or EEDs (Mixed: Keyboards, Mice, Speakers, Desktop Printers, Scanners & Fax Machines, DVD Players, VCRs, Projectors, Gaming Systems & Peripherals)	Credit \$0.075/lb.
Smartboards	Credit \$0.01/lb.
Cell Phones	Credit \$3.65/lb.
End of Life Recycling Services – Non-Program	Rates
Miscellaneous Electronic Devices (No TVs, Monitors or Battery-Containing Devices; Stereos, Vacuums, Blenders, Toasters & other Small Household Appliances)	Credit \$0.02/lb.
Stand-Alone Floor Copiers	Charge \$0.07/lb.
Microwaves	Credit \$0.025/lb.
CRT Glass	Charge \$0.30/lb.
Refrigerant-Containing Appliances	Charge \$0.10/lb.
Battery-Containing Devices	Call for Pricing
Logistics Services	Rates
53' Trailer or Boxtruck Availability	Covered by DYNAMIC

Pricing is for whole-units. Electronics missing commodities are subject to price downgrades.

Sort Fee only applies to TVs and Monitors not sorted to categories outlined above.

Material received is subject to reuse eligibility, unless otherwise specified by the CUSTOMER prior to shipment.

Any and all material deemed as Non-Conforming will be charged to the CUSTOMER based on Dynamic's discretion and/or returned to the CUSTOMER at the CUSTOMER's expense.

In the event that commodity pricing fluctuates more than 20% at any time during this contract, DYNAMIC reserves the right to adjust pricing to align with changing commodity market by providing 60-day written notice. This price change will be effective upon written mutual agreement. If mutual agreement is not reached, the contract will terminate at the completion of the 60-day notice.

E. Payment Terms and Invoicing

All Statements and Certificates of Recycling from DYNAMIC will be emailed out upon completion of contracted recycling service, within thirty (30) business days of delivery. Payments shall be due thirty (30) days from the date of said invoice. Any invoices not paid within such thirty (30) days shall bear interest at one and one-half percent (1 ½%) per month.

F. Data Management and Disclosure of Non-NAID Services

DYNAMIC's standard operating procedures includes the moral obligation to provide data management (data sanitization and/or destruction) in accordance to industry leading best practice standards of NIST 800-88 and Dept. of Defense, as a minimum level of service regardless of clients' requested releases at no additional charge.

17-58-17-41

Section 4, Item E.

SW



Universal Recycling Technologies, LLC
 2535 Beloit Ave
 Janesville, WI 53546
 Telephone : 877-278-0799
 Fax : 608-754-3473
<http://www.UniversalRecyclers.com>

Bill To:
 City of Watertown
 811 S 1st Street
 Watertown, WI 53094

Received From/Ship To:
 City of Watertown
 811 S 1st Street
 Watertown, WI 53094

Invoice

Number : ARINV228379
 Date : 6/3/2025
 Page : 1 of 1
 Sales order : SO271575
 Purchase order : PUR245378
 Requisition :
 Customer Reference :
 Payment : 30 Days Date of Invoice
 Invoice account : 16486

Item#	Description	Count	Quantity	Unit	Unit price	Amount
00900	Commodity Surcharge	0.00	678.00	LBS	0.0300	20.34
05210	Transportation By Unit	0.00	13.00	EACH	35.0000	455.00
S16895	Peripherals 3 Low Grade	0.00	678.00	LBS	0.0600	40.68
S39800	Freon Containing Equipment	0.00	32.00	EACH	12.0000	384.00
TOTAL POUNDS		0.00	1,401.00			900.02

Remit To:
 Universal Recycling Technologies, LLC
 2535 Beloit Avenue
 Janesville, WI 53546

Wire Payments: Please email payment remittance to accountsreceivable@universalrecyclers.com

Thank you for your business! Pay online and learn more about our latest promotions at <https://urtsolutions.com>.

Vendor and/or buyer agrees that acceptance constitutes a binding contract to ensure that agent is in full compliance with all federal, state and local safety, health and environmental laws and shall only send commodities received from Universal Recycling Technologies, LLC to approved locations, including additional downstream vendors, purchasers or buyers.

Sales balance	Misc. charges	Sales tax	Total Amount Due
900.0200	0.0000	0.0000	900.02 USD

City of Watertown
811 S 1st Street
Watertown, WI 53094

Telephone 877-2
Fax
Giro
Tax exempt number



City of Watertown
811 S 1st Street
Watertown, WI 53094

Packing slip

Number pur245378
Date 6/3/2025
Page 1 of 1
Purchase order PUR245378
Internal number POPAC369234

Attention information

Item number	Count	Batch number	Description	Ordered	Unit	Received	Remaining quan
05210	0		Transportation By Unit	1.00	EACH	1.00	
				1.00		1.00	
12000-C	2	0 T-4455229	TV Cathode Ray Tube ND	351.00	LBS	351.00	
12000-C	2	0 T-4455233	TV Cathode Ray Tube ND	419.00	LBS	419.00	
				770.00		770.00	
12400-C	2	0 T-4455231	TV Flat Screen ND	416.00	LBS	416.00	
12400-C	2	0 T-4455248	TV Flat Screen ND	113.00	LBS	113.00	
				529.00		529.00	
16895	2	0 T-4455232	Peripherals 3 ND	342.00	LBS	342.00	
16895	2	0 T-4455234	Peripherals 3 ND	336.00	LBS	336.00	
				678.00		678.00	
39800	1	8 T-4455236	Freon Containing Equipment ND	389.00	LBS	389.00	
39800	1	10 T-4455237	Freon Containing Equipment ND	512.00	LBS	512.00	
39800	1	10 T-4455239	Freon Containing Equipment ND	399.00	LBS	399.00	
39800	1	1 T-4455240	Freon Containing Equipment ND	230.00	LBS	230.00	
39800	1	1 T-4455244	Freon Containing Equipment ND	228.00	LBS	228.00	
39800	1	1 T-4455245	Freon Containing Equipment ND	87.00	LBS	87.00	
39800	1	1 T-4455247	Freon Containing Equipment ND	280.00	LBS	280.00	
				2,125.00		2,125.00	
Total				4,103.00		4,103.00	

EFFECTIVE JANUARY 1, 2020**DROP OFF FEES**

*** Residents Living Outside City of Watertown city limits that get our services or we have a contract with township will be charged an additional \$5.00 per item for certain items.*

APPLIANCES: Small – Vacuum Cleaners, Carpet Cleaners, Coffee Maker, Toaster Oven, Fans – (ceiling, box, and stand), torpedo heaters, space heaters, etc. Medium – Microwave, Dehumidifier, Air Conditioner Large – Washer, Dryer, Dishwasher, Water Heater, Stove, Refrigerator, Freezer	\$3.00 \$3.00 \$15.00 \$20.00	Contracted Townships:
BULBS & BALLASTS: Bulbs Fluorescent Bulbs – less than 4' Fluorescent Bulbs – 4' or larger Ballasts	\$.50/each \$.50/each \$.75/each \$3.00/each	
ELECTRONICS: Keyboards, Mice, Cords, Chargers, etc. CD, DVD, HVS, game counsels, stereo, answering machines, tablets, speakers, cameras, etc. Computer Monitors and Laptops Computer Towers, Printers, Copy Machines, etc. Televisions	No Charge \$5.00/each \$5.00/each \$10.00/each \$10.00/each \$35.00/each	\$15.00/each \$15.00/each \$40.00/each
FURNITURE: Chairs – Kitchen Table Chairs, Office/Desk Chairs, etc. Entertainment Centers, Dressers Loveseat, Recliners, Upholstered Chairs Couches (Hide-A-Bed Frame & Mattress removed; extra charge for mattress) Sectional Hot Tub Piano, Organ	\$10.00/each \$10.00/each \$15.00/each \$25.00/each \$35.00/each \$30.00/each \$30.00/each \$30.00/each	\$20.00/each \$30.00/each \$40.00/each \$35.00/each \$35.00/each
MATTRESSES & BOXSPRINGS (including bag): Bags	\$20.00/each \$5.00/each	\$25.00/each \$5.00/each
CARPET: All Carpeting	\$1.00/Sq Yd	
CONSTRUCTION DEBRIS: Small Load (Car) Large Load (Pickup Bed OR Trailer up to 8' Length - no items over 8') Punch Card – 5 drop offs per year	\$25.00/each \$50.00/each \$100.00/each	
OTHER: Batteries Metal Oil Extra Garbage and/or Recycling	No Charge No Charge No Charge No Charge	
CURBSIDE BULK PICKUP ITEMS : Recliner or Loveseat Couch (no mattress) Stove, Washer, Dryer, Refrigerator, or Freezer Piano or Organ	\$30.00 \$50.00 \$40.00 \$60.00	
PICKUP DAY: MONDAY		

Payable with cash or check. To pay with Debit/Credit Card there is 2% transaction fee. (10/25/2023)



Water Systems

800 Hoffmann Drive • P.O. Box 477 • Watertown WI 53094-0477
WASTEWATER (920) 262-4085 • WATER (920) 262-4075

To: Chairman Board and members of the Public Works Commission
From: Peter Hartz – Water Systems Manager

June 18, 2025

Re: June 24, 2025, Public Works Commission agenda items

Water Systems:

Review and take possible action hire Strand Associates to prepare engineering plan and profile specifications in to bid the project in early 2026 for \$360,0000.

Background:

February 13, 2024 this commission approved moving forward with Strand Engineering to study the Allerman lift station service area and provide a preliminary engineering review and report of their findings engineering reports for the Allerman and Concord sanitary sewer lift station.

Allerman Lift Station history:

- It was constructed in 1963 to service 20 homes, original pumps and controls are still in service.
- Currently servicing 197 homes (110 of which are draining to S. Concord lift station, which drains /dumps to Allerman Lift Station).
- In 1990, the sanitary sewer service plan report identified the Allerman Lift Station as servicing a much larger area of undeveloped land outside the corporate limits on the east side of the Hwy 16 bypass and a new force main running to Franklin St. (or possibly Air Park Dr, or down Boomer St to Utah St)
- S Concord lift station was built in 2006 and is capable of handling property as far south as Beryl Dr and currently has an 8in stubbed out of the S side of the wet well for future growth in the city limits.
- All this currently runs to Hidde lift station, in Basin 18, which is a known trouble spot in wet weather. We have a change to take that load off Hidde which helps that drainage basin and pumps the wastewater one less time.

On October 16, 2024, Strand was in attendance to review the findings in the preliminary engineering report on the Allerman lift station upgrades. Strand was authorized to submit the Intent to Apply application for a clean water fund loan to fund this project; anticipation to include in the 2026 CIP program.

On May 30, 2025, the Public Works Team met and discussed in detail the 2026 capital improvement program which included moving forward with adding Twelfth Street improvements in 2026.

Budget goal: Aligns with investments and infrastructure planning.

Financial Impact: \$360,000 for a complete set of engineering plans, the estimated project cost on the selected route is \$3,967,000 – an application was submitted for financial assistance from the Clean Water Fund Loan program, without a loan the wastewater utility may not have enough funds to pay for the project in 2026.

Recommendation: hire Strand Associates to prepare engineering plan and profile specifications in to bid the project in early 2026 for \$360,0000.

Sincerely,
Peter Hartz

Water Systems Manager

Scope of Services

ENGINEER will provide the following services to OWNER.

Design Services

1. Project Management
 - a. Conduct an in-person project management and kickoff meeting to discuss project scope.
 - b. Attend and facilitate up to three in-person design review meetings with OWNER.
 - c. Attend and facilitate up to six virtual meetings to discuss design concepts and layouts for the lift station and force main.
2. Stakeholder Communication
 - a. Communicate and meet with utility providers to incorporate existing utilities and planned utility relocations into the drawings and specifications.
 - b. Communicate with trenchless and temporary soil retention specialty contractors to assist in design development and opinions of probable cost.
 - c. Communicate and meet with Canadian Pacific Railway (CPR) while designing the crossing at the railroad to facilitate permit acquisition. Prepare up to two drawing and specifications submittals for CPR to review related to work through CPR right-of-way. Incorporate CPR requirements into the bidding documents.
 - d. Submit drawings and technical specifications to the Wisconsin Department of Natural Resources (WDNR) Clean Water Fund (CWF) for approval and assist OWNER in responding to comments and questions. Assist OWNER with an application to the WDNR's CWF Program to apply for funding.
 - e. Prepare and submit the following permit applications. OWNER shall pay all permit fees.
 - (1) WDNR municipal sewage collection system for lift stations and force mains.
 - (2) WDNR National Pollutant Discharge Elimination System (NPDES) Permit.
 - (3) CPR Utility Occupancy License.
 - (4) Jefferson County Utility Permit.
 - (5) Jefferson County Work in Right-of-Way Permit.
3. Topographic Survey and Easement Acquisition
 - a. Perform topographic survey of the project corridor (approximately 8200 lineal feet x 100 feet wide), including marked underground utilities, and property irons as necessary to establish rights-of-way.
 - b. Perform structure inventory of approximately 70 existing utility structures. No confined space entry is planned.
 - c. Assist OWNER in obtaining up to three temporary easements for construction.

4. Lift Station and Force Main Design

- a. Assist OWNER with procuring geotechnical services for soil borings and a geotechnical report for the project. OWNER shall contract directly with geotechnical firm.
- b. Prepare drawings and specifications for the construction of a new lift station as described in ENGINEER's report titled "Allerman and Concord Heights Lift Stations and Force Main Preliminary Engineering Report" dated June 2025. The proposed lift station consists of a 360 gallon-per-minute submersible-type lift station with a precast concrete wet well and valve vault, electrical controls, standby generator, and miscellaneous site improvements.
- c. Prepare drawings and specifications for the construction of approximately 7,900 linear feet of force main piping, including:
 - (1) Existing utility abandonments, pavement/structure removals, and demolition of existing facilities.
 - (2) Trenchless construction of force main.
 - (3) Construction staging and temporary traffic control.
 - (4) Force main plan and profiles.
 - (5) Force main connections, valving, and air release structure details.
 - (6) Restoration of pavements and turf areas.
 - (7) Spot storm sewer, water main, and sanitary sewer relocations required for force main construction.
 - (8) Erosion control.
- d. Submit 30, 60, and 90 percent documents to OWNER and meet in person to discuss design concepts and layouts for the lift station and force main. Incorporate OWNER comments, as appropriate, into the design.
- e. Prepare opinions of probable construction cost at the 30 percent, 60 percent, and 90 percent levels of completion.

Contract Documents and Bidding-Related Services

1. Prepare final Contract Documents consisting of the following:
 - a. Construction drawings using AutoCAD on 22-inch by 34-inch plan sheets.
 - b. Specifications which shall include Bidding Documents, Engineers Joint Contract Documents Committee C-700 Standard General Conditions of the Construction Contract, 2018 edition and technical specifications.
 - c. Provide appendices which shall be included with the Bidding Documents but will not be part of the Contract Documents. Appendices shall include drawings related to physical conditions at the site, and explorations and tests of subsurface conditions
2. Provide the following bidding-related services:
 - a. Prepare and distribute Bidding Documents electronically through QuestCDN, available at www.strand.com and www.questcdn.com.
 - b. Prepare addenda and answer questions during bidding.
 - c. Review bid results and assist OWNER in the award of the Construction Contract.

OWNER's Responsibilities

OWNER shall be responsible for assisting ENGINEER with railroad coordination, including obtaining access to the railroad R/W if necessary and compensating ENGINEER for fees associated with railroad access or railroad insurance.

Compensation

OWNER shall compensate ENGINEER for Services under this Task Order on an hourly rate basis plus expenses an estimated fee of \$360,000.

Schedule

Services will begin on July 1, 2025. Services are scheduled for completion on December 31, 2026.



OWNER REVIEW

Strand Associates, Inc.[®]
 910 West Wingra Drive
 Madison, WI 53715
 (P) 608.251.4843
 www.strand.com

Task Order No. 25-02
 City of Watertown, Wisconsin (OWNER)
 and Strand Associates, Inc.[®] (ENGINEER)
 Pursuant to Agreement for Technical Services dated July 2, 2020

Project Information

Project Name: Allerman Lift Station and Force Main Modifications

Services Description: This project includes design and bidding-related services for a new submersible lift station and approximately 7,900 linear feet of force main.

Scope of Services

ENGINEER will provide the following services to OWNER.

Design Services

1. Project Management
 - a. Conduct an in-person project management and kickoff meeting to discuss project scope.
 - b. Attend and facilitate up to six virtual meetings to discuss design concepts and layouts for the lift station and force main.
2. Stakeholder Communication
 - a. Communicate and meet with utility providers to incorporate existing utilities and planned utility relocations into the drawings and technical specifications. Utilities shall review and resolve all conflicts with the proposed design. Conflict resolution by the utility companies that causes design changes shall be considered additional services.
 - b. Communicate with trenchless and temporary soil retention specialty contractors to assist in design development and opinions of probable cost.
 - c. Communicate and meet with Canadian Pacific Railway (CPR) while designing the crossing at the railroad to facilitate permit acquisition. Prepare up to two drawing and specifications submittals for CPR to review related to work through CPR right-of-way. Incorporate CPR criteria into the Bidding Documents, as appropriate.
 - d. Submit drawings and technical specifications to the Wisconsin Department of Natural Resources (WDNR) Clean Water Fund (CWF) for approval and assist OWNER in responding to comments and questions. Assist OWNER with an application to the WDNR's CWF Program to apply for funding.
 - e. Prepare and submit the following permit applications. OWNER shall pay all permit fees.
 - (1) WDNR municipal sewage collection system for lift stations and force mains.
 - (2) WDNR National Pollutant Discharge Elimination System Permit.
 - (3) CPR Utility Occupancy License.

ABC:\sem\R\MAD\Documents\Agreements\W\Watertown, City of (WT)\ATS.2020\TO\2025\1550.013.25-02.docx

OWNER REVIEW

Strand Associates, Inc.®

City of Watertown, Wisconsin

Task Order No. 25-02

Page 2

June 18, 2025

- (4) Jefferson County Utility Permit.
- (5) Jefferson County Work in Right-of-Way Permit.

3. Topographic Survey and Easement Services

- a. Perform topographic survey of the project corridor (approximately 8,200 feet long and 100 feet wide) including marked underground utilities and property irons, as necessary, to establish the existing right-of-way.
- b. Perform structure inventory of approximately 70 existing utility structures. No confined space entry is planned.
- c. Prepare exhibits and legal descriptions for up to three temporary easements for the construction of the new force main. OWNER shall acquire title reports and obtain easements.

4. Lift Station and Force Main Design

- a. Assist OWNER with procuring geotechnical services for soil borings and a geotechnical report for the project. OWNER shall contract directly with geotechnical firm.
- b. Prepare drawings and technical specifications for the construction of a new lift station as described in ENGINEER's report titled "Allerman and Concord Heights Lift Stations and Force Main Preliminary Engineering Report" dated June 2025. The proposed lift station consists of a 360 gallon-per-minute submersible-type lift station with a precast concrete wet well and valve vault, electrical controls, standby generator, and miscellaneous site modifications.
- c. Prepare drawings and technical specifications for the construction of approximately 7,900 linear feet of force main piping, including:
 - (1) Existing utility abandonments, pavement/structure removals, and demolition of existing facilities.
 - (2) Trenchless construction of force main.
 - (3) Construction staging and temporary traffic control.
 - (4) Force main plan and profiles.
 - (5) Force main connections, valving, and air release structure details.
 - (6) Restoration of pavements and turf areas.
 - (7) Spot storm sewer, water main, and sanitary sewer relocations for force main construction.
 - (8) Erosion control.
- d. Submit 30, 60, and 90 percent documents to OWNER and meet in person to discuss design concepts and layouts for the lift station and force main. Incorporate OWNER comments, as appropriate, into the design.
- e. Prepare opinions of probable construction cost at the 30 percent, 60 percent, and 90 percent design.

Strand Associates, Inc.®

OWNER REVIEW

City of Watertown, Wisconsin

Task Order No. 25-02

Page 3

June 18, 2025

Contract Documents and Bidding-Related Services

1. Prepare Bidding Documents using Engineers Joint Contract Documents Committee C-700 Standard General Conditions of the Construction Contract, 2018 edition, technical specifications, and engineering drawings.
2. Provide the following bidding-related services:
 - a. Prepare and distribute Bidding Documents electronically through QuestCDN, available at www.strand.com and www.questcdn.com.
 - b. Prepare addenda and answer questions during bidding.
 - c. Review bid results and assist OWNER in the award of the Construction Contract.

Compensation

OWNER shall compensate ENGINEER for Services under this Task Order on an hourly rate basis plus expenses an estimated fee of \$360,000.

Schedule

Services will begin upon execution of this Task Order, which is anticipated the week of June 23, 2025. Services are scheduled for completion on May 31, 2027.

OWNER's Responsibilities

In addition to the items in the associated Agreement for Technical Services, OWNER shall be responsible for assisting ENGINEER with railroad coordination including obtaining access to the railroad right of way, acquiring railroad protective liability insurance, and obtaining railroad flagging.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

ENGINEER:

STRAND ASSOCIATES, INC.®

DRAFT

Joseph M. Bunker
Corporate Secretary

Date

OWNER:

CITY OF WATERTOWN, WISCONSIN

Peter Hartz
Water and Wastewater Utilities Manager

Date

**NOT FOR
SIGNATURE
DRAFT**

City of Watertown	Project Manager	Municipal QA/QC	Force Main Project Engineer	Lift Station Project Engineer	Electrical QA/QC	Electrical Project Engineer	Structural QA/QC	Structural Project Engineer	Environmental Engineer	Technician	Office Production	Task	Task
Design and Bidding Related Services												Task Subtotal (Hours)	Section 4, Item F. (Labor)
Allerman Lift Station and Force Main Improvements													
Project Management/Administration													\$ 28,000
Project Administration and Correspondence	60										8	68	\$ 13,000
In-Person Meetings	12	4	8	8							6	38	\$ 7,000
Virtual Meetings	12	4	8	8		6					8	46	\$ 8,000
Stakeholder Coordination													\$ 40,000
Utility Coordination and Meetings	12		8	2								22	\$ 4,000
Trenchless and Ground Improvement Coordination	4	4	12				8	4				32	\$ 7,000
CPR Railroad Coordination and Permitting	16	8	40									64	\$ 12,000
WDNR CWF Application Process	8		16	16							4	44	\$ 7,000
Permit Applications	16	2	16	12			4				4	54	\$ 10,000
Topographic Survey													\$ 56,000
Survey Preparation and Field Topo	4	2	4	2						80		92	\$ 13,000
Structure Inventory	4									250		254	\$ 34,000
Temporary Construction Easements (up to 3)	4									60		64	\$ 9,000
Final Design													\$ 202,000
Geotechnical and Environmental Analysis, Coordination, and Design	8	4	16	2			4	8			2	44	\$ 9,000
Lift Station Design	40	8	24	115	12	100	8	12		40	8	367	\$ 65,000
Force Main Design, Plan/Profile Sheets, Details	80	16	400	4			4	8	24	40		576	\$ 104,000
Bidding Documents (30%, 60%, 90%)	8	8	24	6	4	8	2	4			8	72	\$ 14,000
OPCC (30%, 60%, 90%)	8	4	12	4	4	8	2	6				48	\$ 10,000
Construction Documents and Bidding													\$ 34,000
Prepare Bidding Documents	22	4	24	12	8	24	4	6			30	134	\$ 25,000
Construction Document Distribution	2		4								4	10	\$ 2,000
Addenda/Questions During Bidding	8		4	4	4	4		2			4	30	\$ 6,000
Review and Tabulate Bid Results	2										4	6	\$ 1,000
Total Hours:	330	68	620	195	32	150	36	50	24	470	90	2065	\$ 360,000

Report for City of Watertown, Wisconsin

Allerman and Concord Heights Lift Stations and Force Main Preliminary Engineering Report

Prepared by:

STRAND ASSOCIATES, INC.®
910 West Wingra Drive
Madison, WI 53715
www.strand.com

June 2024





DRAFT-(06.24.24)

Strand Associates

Section 4, Item F.

910 West Wing
Madison, WI 53715
(P) 608.251.4843
www.strand.com

June 24, 2024

Mr. Peter Hartz
City of Watertown
800 Hoffman Drive
P.O. Box 477
Watertown, WI 53094

Re: Allerman and Concord Heights Lift Stations Preliminary Engineering Report
City of Watertown, Wisconsin (City)

Dear Mr. Hartz:

Enclosed is a draft electronic copy of the Allerman and Concord Heights Lift Stations Preliminary Engineering Report for the City's review.

Please call 608-251-4843 with questions.

Sincerely,

STRAND ASSOCIATES, INC.®

DRAFT

Andrew B. Constant, P.E.

Enclosure: Report

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ENGINEERING REPORT**

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The purpose of this preliminary engineering report (PER) is to study the existing and future sanitary sewer flows to the Allerman and Concord Heights Lift Stations located in the City of Watertown, Wisconsin (City). The Concord Heights Lift Station is included in this PER because it is tributary to the Allerman Lift Station. Additionally, alternatives for a new Allerman Lift Station and force main will be reviewed for future implementation. Conceptual layouts and budgets for these improvement alternatives will be provided.

The Allerman Lift Station is tributary to the Hidde Lift Station, located at 1432 East Main Street in the City. The Hidde Lift Station conveys flow to the interceptor along North 1st Street. It is the City's desire to gain capacity in that interceptor by rerouting the Allerman Lift Station force main to discharge at an alternate location in the system.

BACKGROUND

A. Allerman Lift Station

The Allerman Lift Station, located at 1206 Richards Avenue in the City, is an approximately 18-foot-deep wet well and dry well lift station, originally constructed in 1963. The 5-horsepower (hp) dry-pit submersible pumps (installed in 2002) are manufactured by Flygt, model CP3102, with an approximate capacity of 120 gallons per minute (gpm). The lift station is served by 230-volt (V), three-phase power.

The dry well contains two pumps, suction and discharge piping, shutoff valves, check valves, and header piping. The wet well contains one 8-inch gravity sewer penetration and two pump suction pipe penetrations. The wet well wastewater elevation is controlled by a level transducer. The control building is located over the dry well and contains the electrical panels and equipment. An emergency generator plug is located on the outside of the building for a portable generator connection.

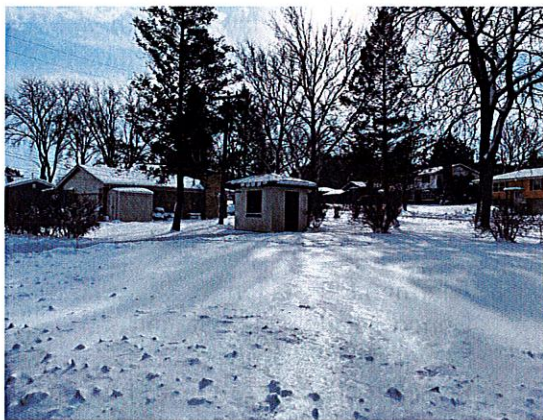


Figure 1 Allerman Lift Station

The existing 4-inch cast iron force main (installed in 1992) is approximately 690 feet in length and discharges to a manhole located in the intersection of South Concord Drive and Richards Avenue.

**Allerman and Concord Heights Lift Stations and Force Main
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City of Watertown, Wisconsin

B. Concord Heights Lift Station

The Concord Heights Lift Station, located at 224 West Haven Drive in the City, is an approximately 25-foot-deep submersible lift station, originally constructed in 2006. The installed 10-hp submersible pumps are manufactured by Flygt, model NP3102, with an approximate capacity of 120 gpm. The lift station is served by 230-V, single-phase power.

The 8-foot-diameter precast concrete wet well contains two pumps, guide rails, level transducer and backup floats, and one active 8-inch gravity sewer penetration. Another inactive 8-inch gravity sewer penetration to the south was also provided for future development. The 8-foot-diameter valve vault, adjacent to the wet well, contains discharge piping, shutoff valves, check valves, and header piping. The electrical panel is located outside, next to the wet well and valve vault.



Figure 2 Concord Heights Lift Station

The existing 4-inch polyvinyl chloride (PVC) force main (installed in 2006) is approximately 430 feet in length and discharges to a manhole located in the street adjacent to 231 West Haven Drive.

SEWER SERVICE AREA ANALYSIS

An analysis of the existing, 20-year, and ultimate sanitary service areas was conducted. Land use for the 20-year and ultimate service areas are assumed to be Planned Neighborhood, which is consistent with the City's Future Land Use in the 2009 Comprehensive Plan. The type and quantity of each land use was used to estimate the average wastewater flows using typical flow rates, such as per capita per acre rates for various land uses. Peaking factors (PF) were then applied to the average flow rates.

A. General Design Criteria

When planning for sanitary sewers, the size and character of the ultimate service area must be defined. The size of the service area is important in that the amount of area served impacts the estimated wastewater flow from the service area. The type of development (industrial, commercial, or residential) also influences the estimated wastewater flow from the service area.

The sanitary sewer service area limits for the Allerman and Concord Heights Lift Stations were defined in cooperation with City staff. It was based on existing planning documents, topography, and environmental constraints where appropriate. Land use within the service area was obtained from the City's land use maps. For the purposes of projecting the average daily flows to each lift station for the 20-year and ultimate areas, a figure of 1,200 gallons per acre per day (gpad) was used for Planned Neighborhood. Wisconsin NR Code 110.09 for sewage treatment facilities recommends using 65 to 80 gallons per capita per day (gpcd) for calculation of average daily base flows with allowance for infiltration

City of Watertown, Wisconsin

Allerman and Concord Heights Lift Stations and Force Main
Preliminary Engineering Report

and inflow (I/I). Further, NR Code 110.13 sewage collection systems may be designed assuming a design flow rate of 100 gpcd. For planning purposes, a figure of 100 gpcd will be used.

Units per Acre	Persons per Unit	Persons per Acre	gpcd	gpac
4	3	12	100	1,200

Table 1 Planned Neighborhood Design Criteria

Additionally, PFs are significant in the design of sanitary sewers and lift stations. PFs are used to forecast the maximum peak flow to guide the design capacity. PFs are multiplied by the average daily flow and result in design values for these facilities. Variance in PFs directly affect the facility size. In general, as the population and/or area served increases, the PF declines because there is a decreasing chance that the population would be contributing flow at the same time. The PF for this project was determined using the Ten States Standards--Recommended Standards for Wastewater Facilities. PF is given by the following equation, where P is equal to the population in thousands.:

$$PF = \frac{18 + \sqrt{P}}{4 + \sqrt{P}}$$

B. Service Area Analysis

Figure 3 displays the existing, 20-year, and ultimate service areas, and existing lift station locations. The Allerman Lift Station force main route options will be discussed further under its respective section.

Using the previous design criteria and the service area displayed in Figure 3, the anticipated existing, 20-year, and ultimate flows were calculated. To gain a more accurate representation of the total serviceable area, it was assumed 80 percent of the land area would be applied to housing and development, and the remaining 20 percent would be attributed to right-of-way (ROW), park space, and stormwater management. Tables 2, 3, and 4 display the estimated average daily and peak flows to the Allerman Lift Station for the existing, 20-year, and ultimate planning periods.

Tributary Area	No. of Units	Persons per Unit	Total Persons	gpcd	Average Daily Flow (gpm)	PF	Peak Flow (gpm)
Allerman (Existing)	160	3	480	100	34	4.0	133
Concord Heights (Existing)	30	3	90	100	6	4.0	25
Total					40		138

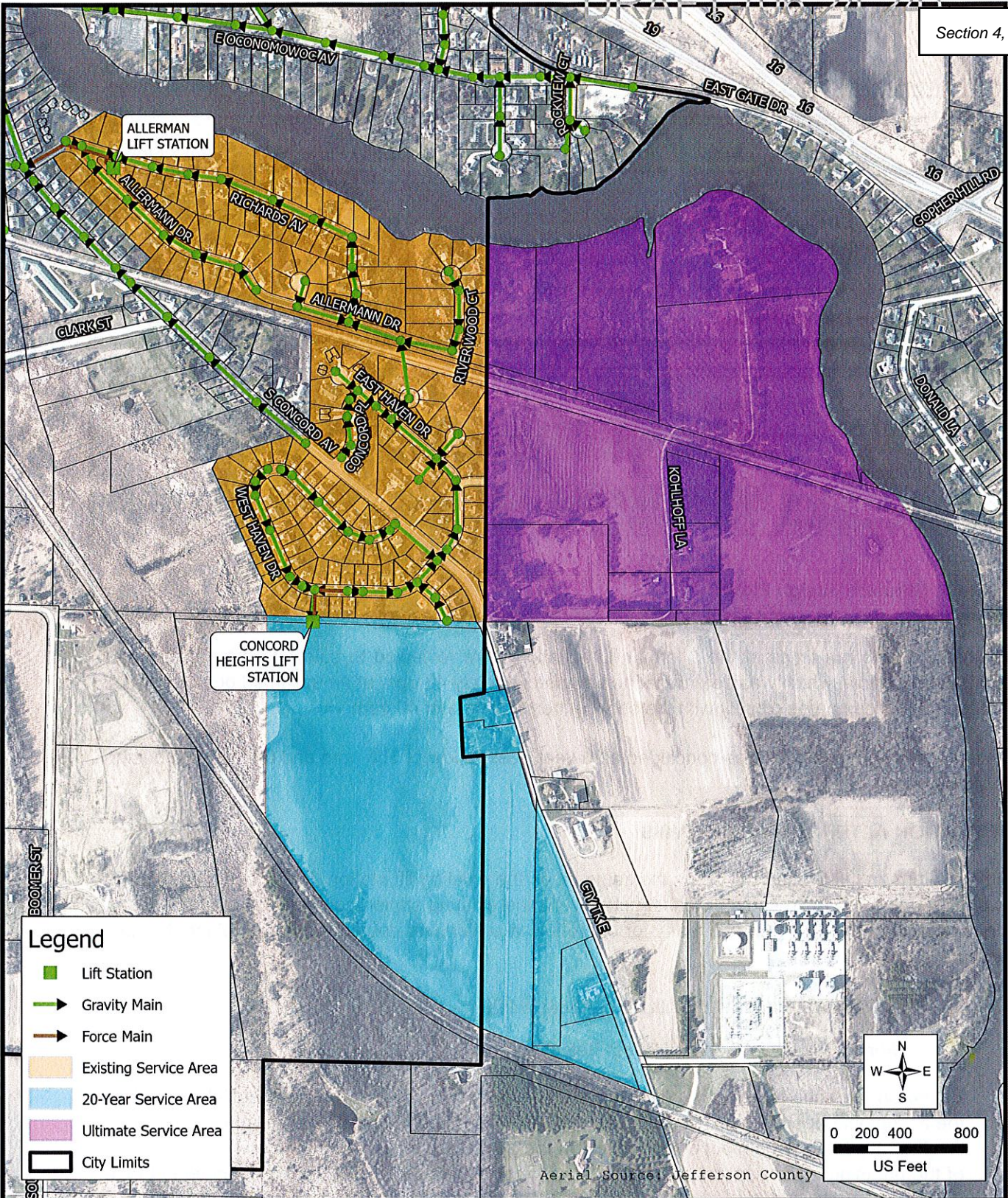
Table 2 Existing Design Flows

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SEWER SERVICE AREA

**ALLERMAN AND CONCORD HEIGHTS LIFT STATION AND FORCE MAIN
PRELIMINARY ENGINEERING REPORT
CITY OF WATERTOWN
JEFFERSON COUNTY, WISCONSIN**



**FIGURE 3
1550.010**

City of Watertown, Wisconsin

Allerman and Concord Heights Lift Stations and Force Main
Preliminary Engineering Report

Tributary Area	Area (acres)	Percent Area Served	Total Persons	gpad	Average Daily Flow (gpm)	PF	Peak Flow (gpm)
Allerman (Existing)					34	3.7	123
Concord Heights (Existing)					6	3.7	23
Concord Heights (20-Year)	85	80	818	1,200	57	3.7	210
Total					97		356

Table 3 20-Year Design Flows

Tributary Area	Area (acres)	Percent Area Served	Total Persons	gpad	Average Daily Flow (gpm)	PF	Peak Flow (gpm)
Allerman (Existing)					34	3.5	117
Allerman (Ultimate)	125	80	1,203	1,200	84	3.5	292
Concord Heights (Existing)					6	3.5	22
Concord Heights (20-Year)	85	80	818	1,200	57	3.5	199
Total					181		630

Table 4 Ultimate Design Flows

The existing pump run times at the Allerman Lift Station were reviewed to calculate the approximate existing average flow, which was determined to be approximately 43 gpm at an assumed pump capacity of 120 gpm. This compares closely with the service area estimate of 40 gpm.

A review of the future service area concluded a 20-year design flow of 356 gpm and the ultimate design flow of 630 gpm.

LIFT STATION ALTERNATIVE ANALYSIS

The new Allerman Lift Station will be on the same lot as the existing lift station. It is anticipated that the new station and force main could be constructed while the existing station continues to operate. When the new station and force main are ready for operation, a switchover could be made to place the new infrastructure into service.

A. Station Operation, Pump Selection, and Station Sizing**1. Force Main Operation and Pump Selection**

Based on the anticipated flows, a 6- or 8-inch-diameter force main would be feasible based on the acceptable operating velocities as described in the Force Main Alternative Analysis Section. Another aspect to force main design relies on the generated friction loss, which impacts the size of the pumping equipment required to convey the design flow. Friction loss is a function of pipe diameter, length, and roughness. As the pipe diameter reduces and the length increases, the overall friction loss increases. Generally, longer distances of smaller diameter force mains generate enough friction loss to cause the pumps and equipment to dramatically increase in size for the required flow.

The three force main alternatives range in lengths of 7,860 to 9,495 linear feet (LF). For a 6-inch-diameter force main, the friction loss alone would be approximately 305 to 315 feet of total dynamic head (TDH) for the ultimate flow, which would be unusually high for a pumping station of this size. If the pipe diameter is increased to 8 inches, the friction loss decreases to 70 to 95 feet of TDH, which is more reasonable for a pump to handle. Based on the length of the proposed force main, it is recommended to install an 8-inch force main to provide a reasonably sized pump selection.

2. Wet Well Sizing

The code-required wet well storage capacity can be found by the following equation $V=Tq/4$, where V is equal to the required volume in gallons, T is equal to the required cycle time in minutes, and q is equal to the pump capacity in gpm. The wet well will be sized for the ultimate flow, so that when the lift station capacity needs to be increased, the buried infrastructure can be used. For a cycle time of 5 minutes and flow of 630 gpm, the volume required would be equal to 788 gallons. Based on this volume, the minimum recommended wet well diameter would be 8 feet, which corresponds to a volume of 376 gallons per foot of storage in the structure. The wet well diameter could be increased to limit the depth of the lift station but can be determined during detailed design.

NR Code 110.14 states that wet wells shall be designed based on a minimum pump cycle time greater than or equal to 5 minutes (T).

- a. For the 20-year peak flow of 356 gpm (q), the corresponding required volume (V) is equal to 445 gallons, which equates to an operating depth of 1.2 feet in an 8-foot-diameter wet well.
- b. For the ultimate peak flow of 630 gpm (q), the corresponding required volume (V) is equal to 787.5 gallons, which equates to an operating depth of 2.1 feet in an 8-foot-diameter wet well.

The lowest invert elevation into the Allerman Lift Station is approximately 818.00, and the ground elevation is 830.00. For a preliminary pump selection at the ultimate flows, the following operating levels could be set:

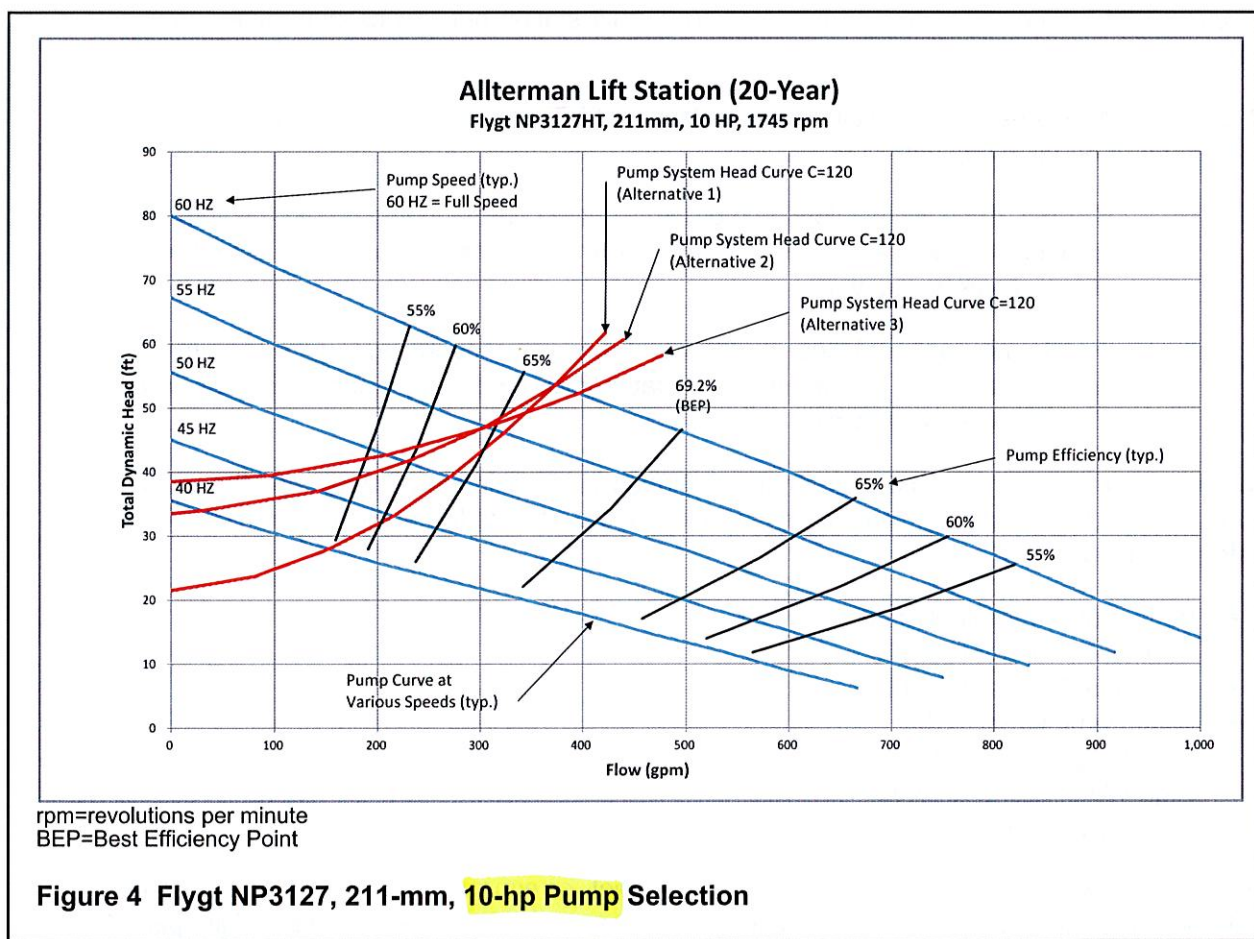
- Bottom of Wet Well=810.00
- Low Water Alarm=813.00
- Common Pumps Off=813.50
- Lead Pump On=816.50
- Lag Pump On=817.50
- High-Water Alarm=818.00
- Lift Station Depth=20 feet

This would allow for a pump operating range of 3.0 feet, or approximately 1,128 gallons. This would be more than adequate for the existing, 20-year, and ultimate peak flows at full speed pump operation. Additionally, if these pumps are selected to operate with variable frequency drives (VFD), the flow rate of the pumps can be reduced to further limit the pump cycle time.

3. Pump Selection

With the approach to pump selection, Strand Associates, Inc.® will look for pumps that are not only efficient at the full-speed operation, but also efficient at the more typical flows to the lift station. The following figure displays the pump curve and system head curve for the potential pump selection for the 20-year flows. Because there is a range in flows between the 20-year and ultimate flows, it is likely that the pumps, starters, and electrical equipment would need to be replaced to handle the ultimate flows when the 20-year flows are exceeded at the lift station.

Figure 4 displays the pump and system head curve for the 211-millimeter (mm), 10-hp pump selection. At full speed, this pump operates within the preferred operating range at approximately 67 percent. This pump could operate with a variable speed drive, which would allow the speed of the pump to be slowed down to match lower flows as they enter the lift station. However, with an 8-inch force main, the minimum flow to maintain at least 2 feet per second (fps) velocity is 315 gpm. This means that the available recommended turndown for this pump would only be 55 hertz (Hz). VFDs could be used, but there would not be much benefit with operating at a reduced speed.



B. Lift Station Layout

Through discussions with City staff, it was determined that the desired lift station would be a duplex submersible-type lift station with a valve vault adjacent to the wet well and an exterior control panel and generator. This layout would be similar to the Concord Heights lift station.

The submersible-type lift station includes pumps that are submerged in a wet well. Wastewater is pumped and usually conveyed into an adjacent underground valve vault where pump discharge piping combines into a singular header pipe that eventually leaves the station. Advantages of this layout include a more streamlined structure that fits into confined sites and typically are more cost-effective than a wet well and dry well layout. However, access to these pumps require maintenance crews to raise the pumps from the wet well to work for maintenance and confined space entries to enter the valve vault.

Figures 5 and 6 display a preliminary site layout and a plan and section view of the proposed Allerman Lift Station. One challenge in siting this new lift station includes trying to maintain operation of the existing lift station during the construction of the new lift station to reduce bypass pumping costs or temporary force main costs. Once the location of the existing force main on-site is known, the structures on-site can be moved to avoid the conflict.

It is anticipated that costs to construct this lift station would be \$891,000. A detailed breakdown of this Opinion of Probable Construction Cost (OPCC) is included in Appendix A.

FORCE MAIN ALTERNATIVE ANALYSIS

This section of the PER evaluates the proposed force main with respect to current and anticipated flows.

A. Force Main Sizing

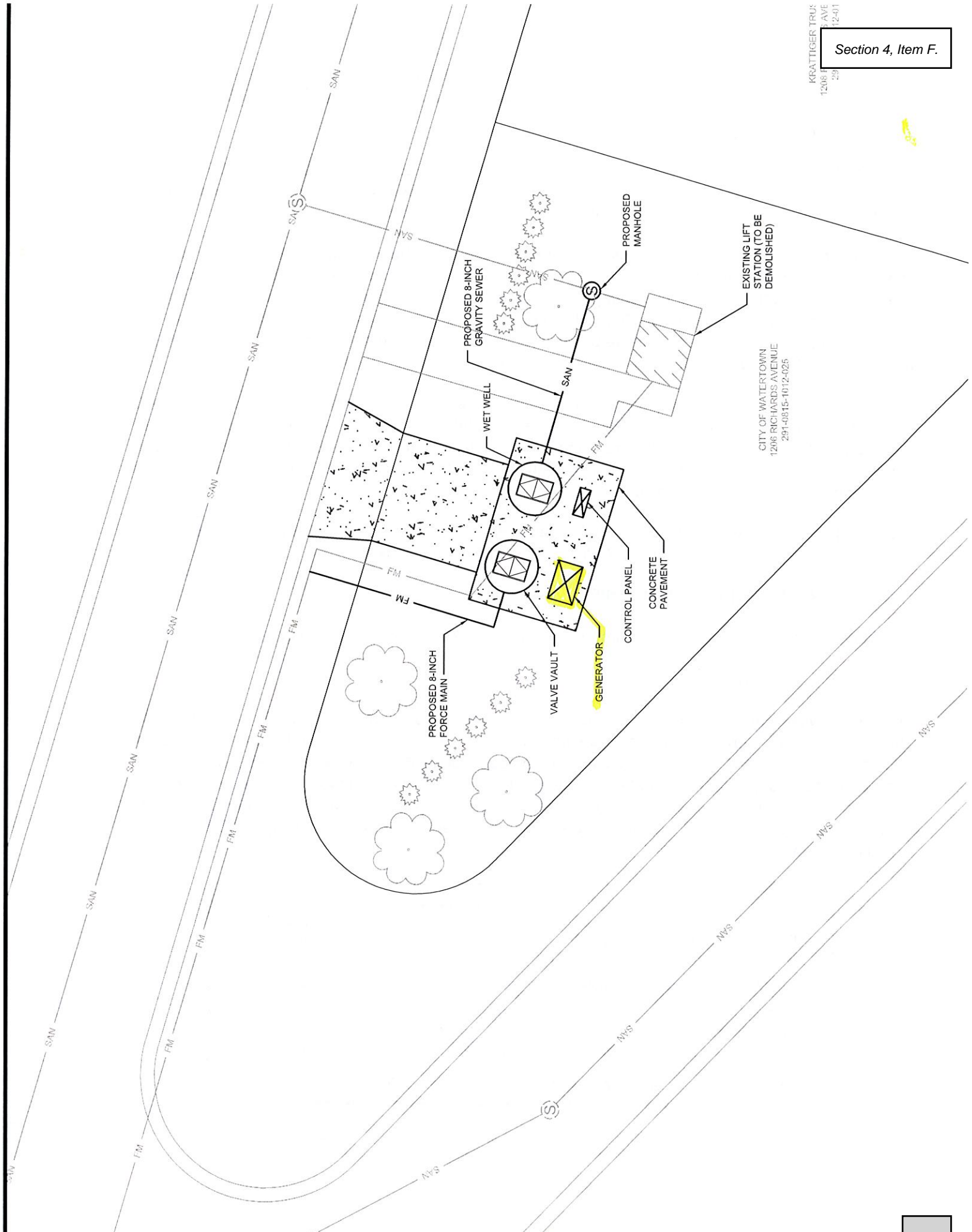
In general, wastewater force mains are sized to maintain a velocity of at least 2 fps under the initial 20-year design peak flow conditions to keep grit moving and prevent settling of sediment in the pipeline. Typical maximum velocities in force main design are usually under 8 fps. Any flows higher than that result in greater head losses and may create excessive water hammer. For the flows discussed, a reasonable force main could either be a 6- or 8-inch diameter. Table 5 displays the anticipated velocities in both diameter force mains for the flows determined in the service area analysis, assuming a C900 PVC pipe with a dimension ratio of 18.

Flow Condition	Flow (gpm)	6-Inch Force Main Velocity (fps)	8-Inch Force Main Velocity (fps)
20-Year Average	97	1.1	0.6
20-Year Peak	356	3.9	2.3
Ultimate Average	181	2.0	1.2
Ultimate Peak	630	6.9	4.0

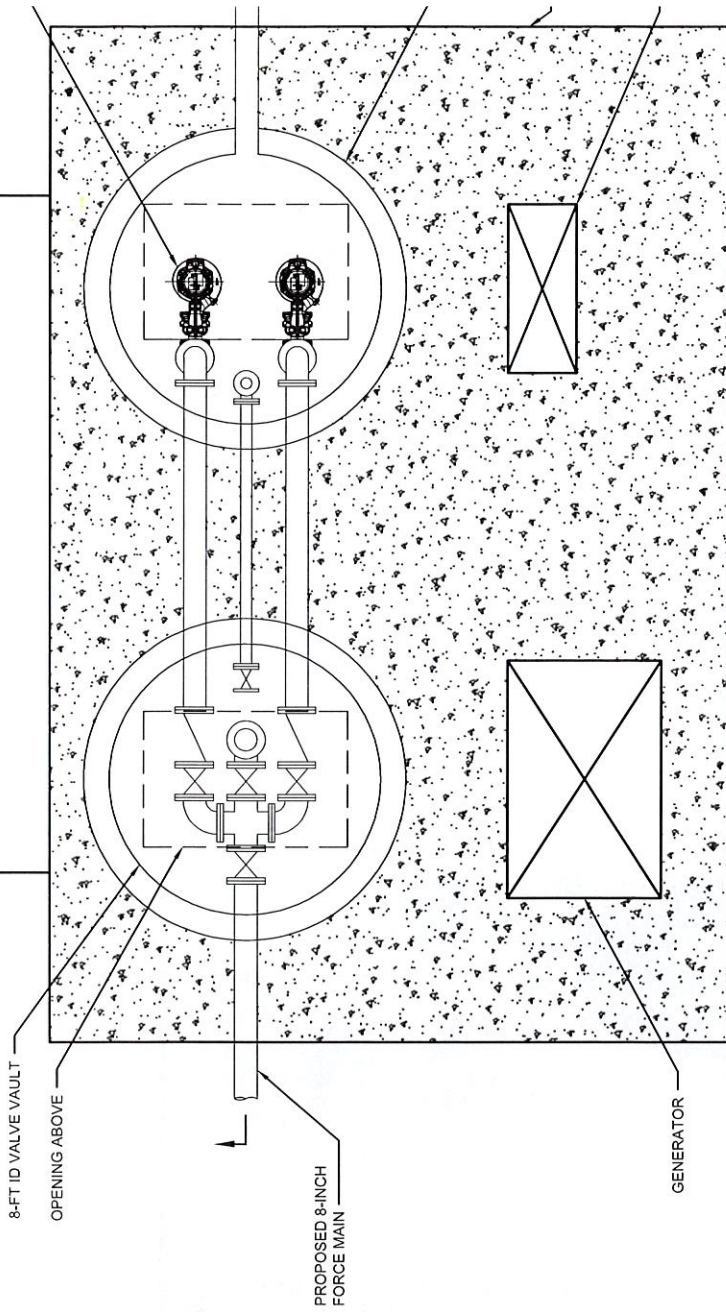
Note: Red text indicates force main velocities below minimum 2.0 fps for the given flow.

Table 5 Summary of Anticipated Force Main Velocities

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1206 RICHARDS AVE
29146-1510
12-01



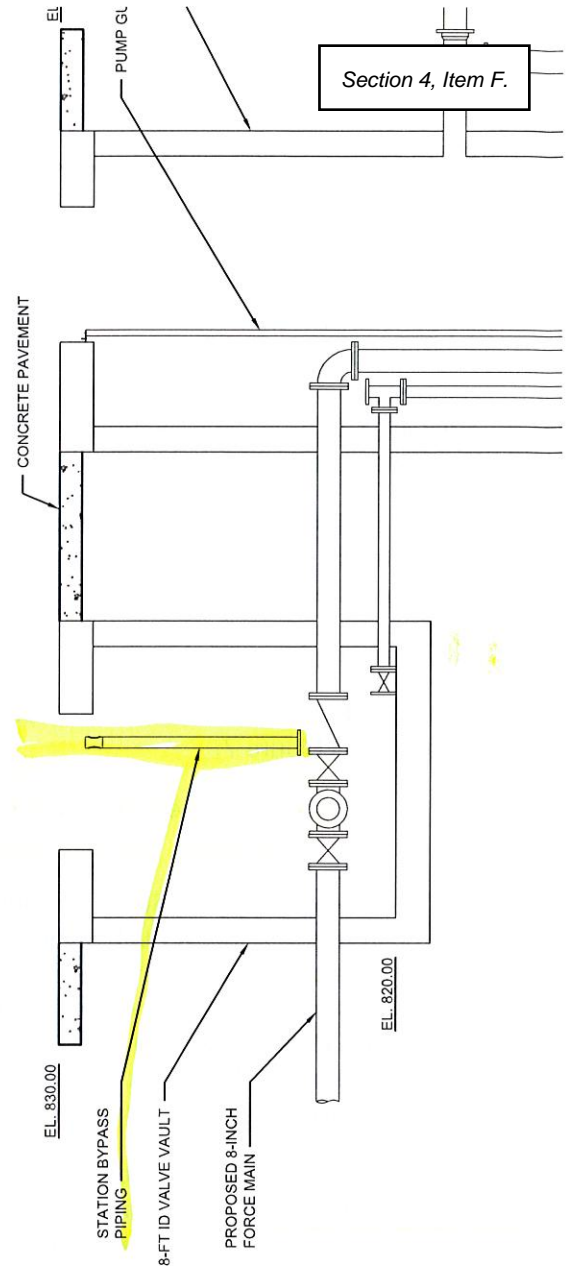
CITY OF WATERTOWN
1206 RICHARDS AVENUE
29146-1510



LIFT STATION PLAN

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Both force mains achieve acceptable velocities between 2 and 8 fps for the 20-year and ultimate peak flow scenarios. However, because such a wide range of flows are expected for the force main, there are instances where velocity falls below the desired minimum velocity of 2 fps. Strategies to reduce the amount of sedimentation in the force main can be included, such as setting a minimum flow set point and/or providing a daily pump ramp up cycle to resuspend settled solids. For instance, if the pump is operating using VFDs, the pump could be set to a minimum flow of 180 gpm to achieve a minimum velocity of 2 fps in the 6-inch-diameter force main, or 315 gpm to achieve a minimum velocity of 2 fps in the 8-inch-diameter force main.

The lift station alternative analysis section reviewed pump selections for the 6- and 8-inch-diameter force mains to try and optimize the pump selection. The analysis concluded that an 8-inch force main is recommended.

B. Force Main Routes

Three routes for the Allerman Lift Station force main were reviewed. An overview of the routes are displayed in Figure 7.

1. Alternative Route No. 1: Proposed 8-Inch Force Main-12th Street

This alternative proposes to install approximately 7,860 LF of 8-inch force main from the Allerman Lift Station to an existing sanitary sewer manhole and 18-inch sanitary sewer at the intersection of 12th Street and Air Park Drive. Refer to Appendix B for Alternative Route No. 1 drawings for more detailed routing information.

Challenges associated with this alternative include the trenchless crossing of the Canadian Pacific Kansas City (CPKC) railway on Humboldt Street and potential impacts to mature street trees and overhead power and light poles in the street ROW on Humboldt Street. On 12th Street, north of the connection point at Air Park Drive, We Energies owns gas facilities and their parcel extends into the 12th Street ROW. In addition, the routing of the force main along the eastern side of 12th Street will require excavation of materials adjacent industrial facilities that may have contaminated soil and groundwater. A Phase 1 desktop environmental assessment should be performed in this area to establish environmental impacts. Should contaminated soils exist in this area, directional drilling of a ductile iron force main may be considered to minimize existing soils excavation.

Alternative Route No. 1 should not require permanent easement acquisition but may require temporary construction easements after more detailed design progresses.

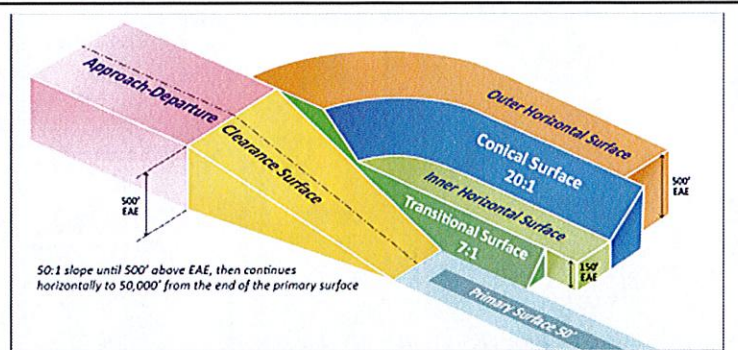
It is anticipated that costs for a force main along this route would be \$3,076,000. A detailed breakdown of this OPCC is included in Appendix A.



Figure 8 We Energies High Pressure Gas Facility on Twelfth Street

2. Alternative Route No. 2: Proposed 8-Inch Force Main–Boomer Street

This alternative proposes to install approximately 9,495 LF of 8-inch force main from the Allerman Lift Station to an existing sanitary sewer manhole and 24-inch sanitary sewer at the intersection of Franklin Street and River Drive. Refer to Appendix C for the Alternative Route No. 2 drawings for more detailed routing information.



Source: Trumbull County Planning Commission

Figure 9 Conflict Avoidance Surface Areas for Airfield Runways

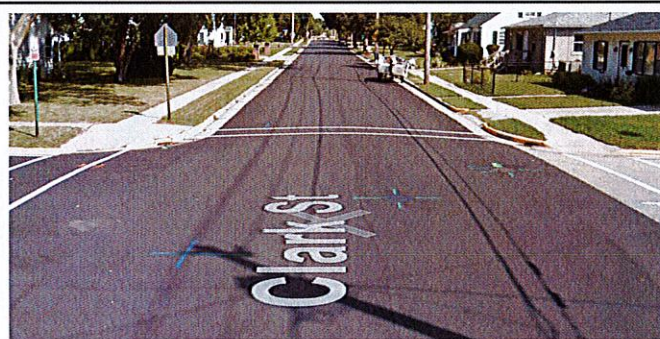
Challenges associated with this alternative include the trenchless crossing of the CPKC railway on Humboldt Street and potential impacts to mature street trees and overhead power and light poles in the street ROW on Humboldt Street. On Boomer Street, the force main route would parallel the existing 8-inch sanitary sewer through the City Municipal Airport property. Coordination with the airport and Federal Aviation Administration would be required during design and to avoid conflict with airfield operations during construction.

Alternative Route No. 2 should not require permanent easement acquisition but may require temporary construction easements after more detailed design progresses.

It is anticipated that costs for a force main along this route would be \$3,480,000. A detailed breakdown of this OPCC is included in Appendix A.

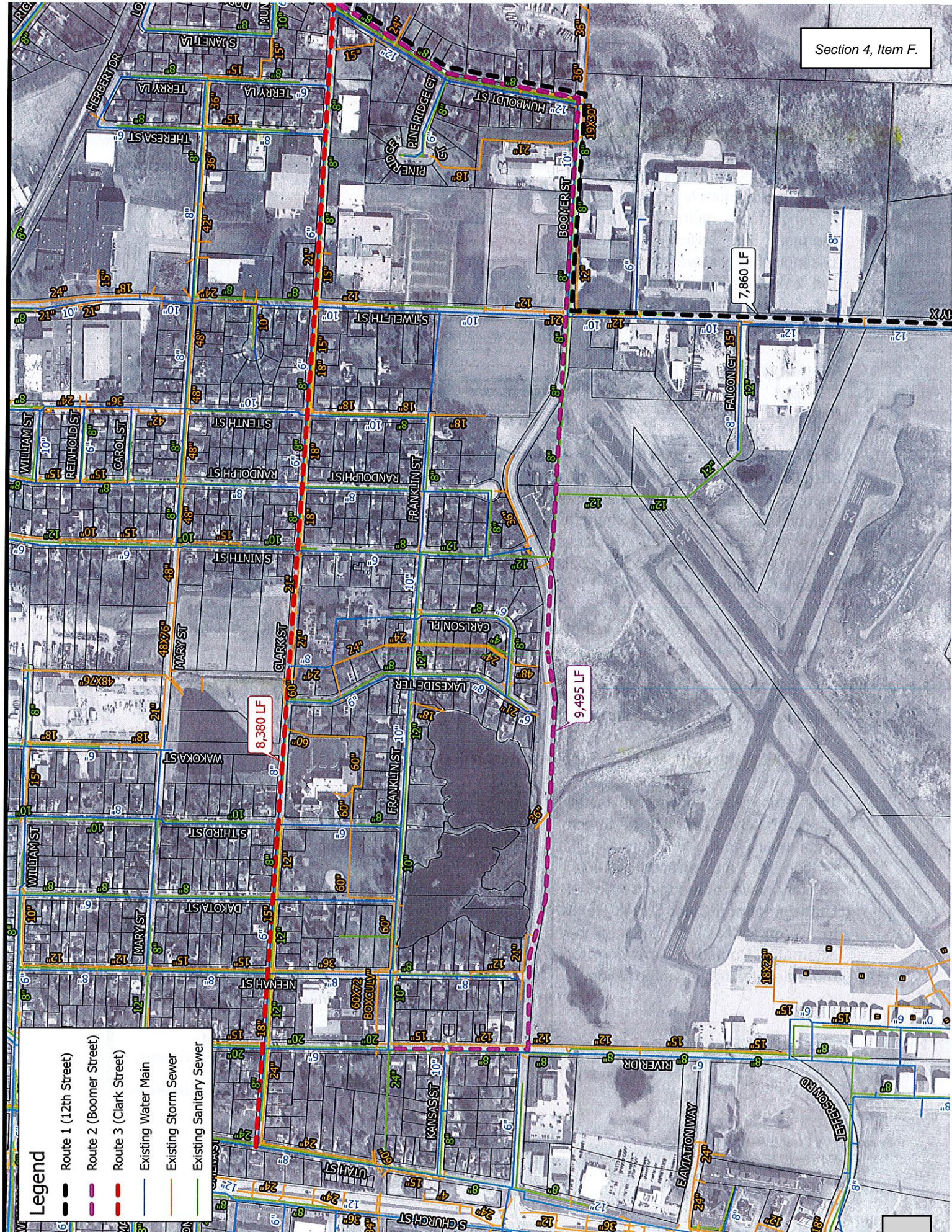
3. Alternative Route No. 3: Proposed 8-Inch Force Main–Clark Street

This alternative proposes to install approximately 8,380 LF of 8-inch force main from the Allerman Lift Station to an existing 24-inch sanitary sewer at the intersection of Utah Street and Clark Street. Refer to Appendix D for the Alternative Route No. 3 drawings for more detailed routing information.



Source: Google Maps

Figure 10 Clark Street and Neenah Street Intersection with Marked Water, Sewer, and Storm Utilities



- Legend**
- Route 1 (12th Street)
 - Route 2 (Boomer Street)
 - Route 3 (Clark Street)
 - Existing Water Main
 - Existing Storm Sewer
 - Existing Sanitary Sewer

Challenges associated with this alternative include the trenchless crossing of CPKC railway on Humboldt Street and potential impacts to mature street trees and overhead power and light poles in the street ROW on Humboldt Street. Clark Street has a relatively narrow ROW that varies between 49 and 55 feet and is heavily congested with existing storm sewer, sanitary sewer, and water main utilities. Impacts to mature trees and power and light poles would be required on Clark Street to avoid utility conflicts.

Alternative Route No. 3 should not require permanent easement acquisition but may require temporary construction easements after more detailed design progresses.

It is anticipated that costs for a force main along this route would be \$3,465,000. A detailed breakdown of this OPCC is included in Appendix A.

SUMMARY OF ALTERNATIVE COSTS

A summary of estimated construction costs for each alternative are displayed in Table 1.

	Alternative No. 1	Alternative No. 2	Alternative No. 3
Lift Station Capital Costs	\$891,000	\$891,000	\$891,000
Force Main Capital Costs	\$3,076,000	\$3,480,000	\$3,465,000
Total Alternative Capital Costs	\$3,967,000	\$4,371,000	\$4,356,000

Table 6 Summary of Alternative Costs

ADDITIONAL CONSIDERATIONS

A. Trenchless Construction Beneath CPKC Railway

As mentioned in the force main alternative analysis, the three routes will require trenchless construction for crossing of the CPKC railway mainline track on Humboldt Street. The method of trenchless construction will be determined after geotechnical investigation and CPKC coordination is completed but likely requires a 16- or 20-inch steel casing pipe installed via auger boring. Layout of the trenchless shafts may require the acquisition of temporary construction easements from adjacent property owners.

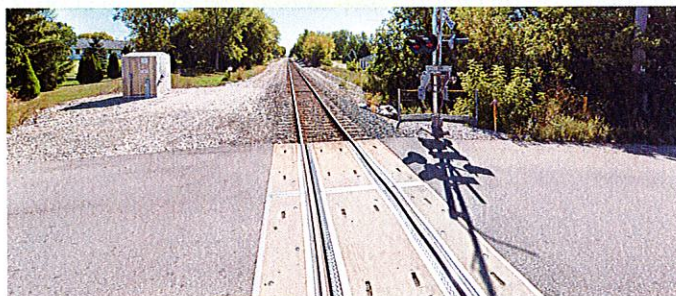


Figure 11 CPKC Railway Track on Humboldt Street

Take # Bore

B. Surface Water Data View (SWDV)

The SWDV is a Wisconsin Department of Natural Resources (WDNR) data delivery system that provides interactive web mapping tools for a variety of data. This can be used to determine whether the proposed project area is located within mapped wetland, wetland soil indicator area, or within a mapped floodplain. Appendix E shows the proposed project area with these layers turned on. The proposed project is adjacent to mapped wetlands and wetland indicator soils, but the force mains should be able to be placed outside these areas. If the force main route determined during detailed design does impact a mapped wetland, a Wetland General Permit through the WDNR can be obtained.

C. Anticipated Permits to be Acquired

The following permits are anticipated to be required for construction and will be applied for during the design phase:

- WDNR Submittal Requirements for Municipal Sewage Collection System Projects
- WDNR Wetland General Permit (if applicable)
- WDNR Notice of Intent for Construction Site Storm Water
- CPKC Utility Occupancy License

D. Funding

Typical of most wastewater lift station projects, the WDNR Clean Water Fund Program is an applicable source of funding that could be considered for this project. Under this program, municipalities may receive financial assistance in the form of subsidized loans.

For the City, the interest rate for a loan term of 20 years or less is 2.145 percent, and the interest rate for a loan term of 21 to 30 years is 2.255 percent. For State Fiscal Year (SFY) 2026, an application for a loan can be submitted as early as July 1, 2025, and as late as June 30, 2026. An Intent to Apply is required to be submitted by October 31, 2024, in order to be scored in the SFY 2026 Project Priority List.

ALLERMAN LIFT STATION
WATERTOWN, WISCONSIN

OPINION OF PROBABLE CONSTRUCTION COST

				ENGINEER'S ESTIMATE	
No.	Description	Quantity	Unit	Unit Price	Total Price
Structures					
	Precast 8-ft DIA Wetwell	25	VF	\$2,000	\$50,000
	Precast 8-ft DIA Wetwell Lid with Access Hatch	1	EA	\$15,000	\$15,000
	Precast 8-ft DIA Valve Vault	10	VF	\$2,000	\$20,000
	Precast 8-ft DIA Valve Vault Lid with Access Hatch	1	EA	\$15,000	\$15,000
Electrical					
	Control Panel and Equipment	1	LS	\$115,000	\$115,000
	Generator and Automatic Transfer Switch	1	EA	\$80,000	\$80,000
	Utility Allowances	1	LS	\$15,000	\$15,000
Process					
	Submersible Pumps	2	EA	\$50,000	\$100,000
	Piping/Mechanical	1	LS	\$80,000	\$80,000
Misc.					
	Erosion Control/Site Restoration/Grading	1	LS	\$25,000	\$25,000
	Concrete Pavement	600	SF	\$25	\$15,000
	Concrete Driveway	750	SF	\$20	\$15,000
	Demolition	1	LS	\$30,000	\$30,000
	Construction Bypass Pumping	1	LS	\$25,000	\$25,000
				Subtotal	\$600,000
				Contrator's General Conditions (10%)	\$60,000
				Total Construction Costs	\$660,000
				Contingencies and Engineering (35%)	\$231,000
				Total Cost	\$891,000

APPENDIX B
ALTERNATIVE ROUTE NO. 1 DRAWINGS

Allerman Lift Station Force Main Route Alternatives
Opinion of Probable Construction Cost (2025 Dollars)

Item No.	Description	Unit	Unit Price	Alternative 1 (12th Street)		Alternative 2 (Boomer Street)		Alternative 3 (Clark Street)	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
1	Mobilization	LS	\$ 100,000.00	1	\$100,000	1	\$100,000	1	\$100,000
2	Traffic Control	LS	\$ 15,000.00	1	\$15,000	1	\$15,000	1	\$15,000
3	Abandon Existing Force Main	LS	\$ 10,000.00	1	\$10,000	1	\$10,000	1	\$10,000
4	Erosion Control	LS	\$ 15,000.00	1	\$15,000	1	\$15,000	1	\$15,000
5	Tree Removals	LS	\$ 20,000.00	1	\$20,000	1	\$20,000	1	\$20,000
6	Pavement Removal	SY	\$ 12.00	4,500	\$54,000	5,500	\$66,000	5,500	\$66,000
7	Storm Sewer Replacement	LF	\$ 120.00	150	\$18,000	150	\$18,000	250	\$30,000
8	Storm Sewer Structure Replacement	EA	\$ 5,000.00	3	\$15,000	4	\$20,000	15	\$75,000
9	Water Main Replacement	LF	\$ 200.00	100	\$20,000	100	\$20,000	200	\$40,000
10	Fire Hydrant Replacement	EA	\$ 10,000.00	0	\$0	0	\$0	4	\$40,000
11	Force Main, 8-IN	LF	\$ 150.00	7,760	\$1,164,000	9,400	\$1,410,000	8,280	\$1,242,000
12	Force Main with Casing Pipe, Trenchless, 8-IN	LF	\$ 800.00	100	\$80,000	100	\$80,000	100	\$80,000
13	Air Release Manhole and Valve	EA	\$ 10,000.00	4	\$40,000	6	\$60,000	3	\$30,000
14	Valve, Gate, 8-IN	EA	\$ 8,000.00	2	\$16,000	2	\$16,000	2	\$16,000
15	Connection to Force Main	EA	\$ 7,500.00	2	\$15,000	2	\$15,000	2	\$15,000
16	HMA/Base Course Pavement Patch	SY	\$ 80.00	4,400	\$352,000	5,200	\$416,000	5,100	\$408,000
17	Imported Granular Backfill - In Paved Areas	LF	\$ 40.00	3,825	\$153,000	4,325	\$173,000	4,300	\$172,000
18	Curb and Gutter Remove/Replace	LF	\$ 60.00	150	\$9,000	150	\$9,000	300	\$18,000
19	Driveway Remove/Replace	SY	\$ 120.00	1,500	\$180,000	950	\$114,000	850	\$102,000
20	Sidewalk Remove/Replace	SY	\$ 120.00	0	\$0	0	\$0	675	\$81,000
21	Turf Restoration	SY	\$ 10.00	9,000	\$90,000	10,000	\$100,000	9,000	\$90,000
				Subtotal	\$2,366,000	Subtotal	\$2,677,000	Subtotal	\$2,665,000
				30% Contingency*	\$710,000	30% Contingency*	\$803,000	30% Contingency*	\$800,000
				Alternative 1 Total	\$3,076,000	Alternative 2 Total	\$3,480,000	Alternative 3 Total	\$3,465,000

* Includes Construction Contingency + Design Services

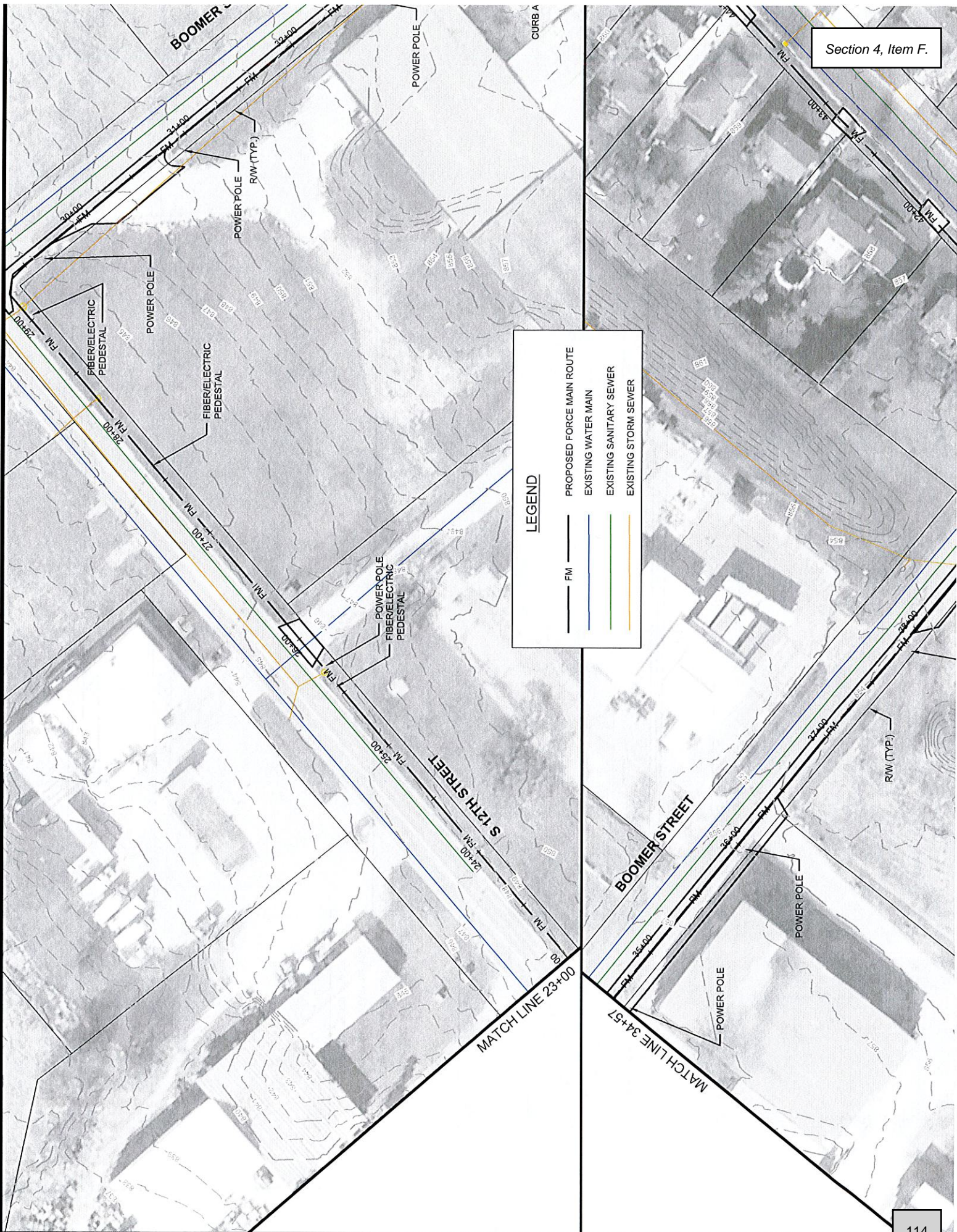
APPENDIX A
COST ALTERNATIVE BREAKDOWNS



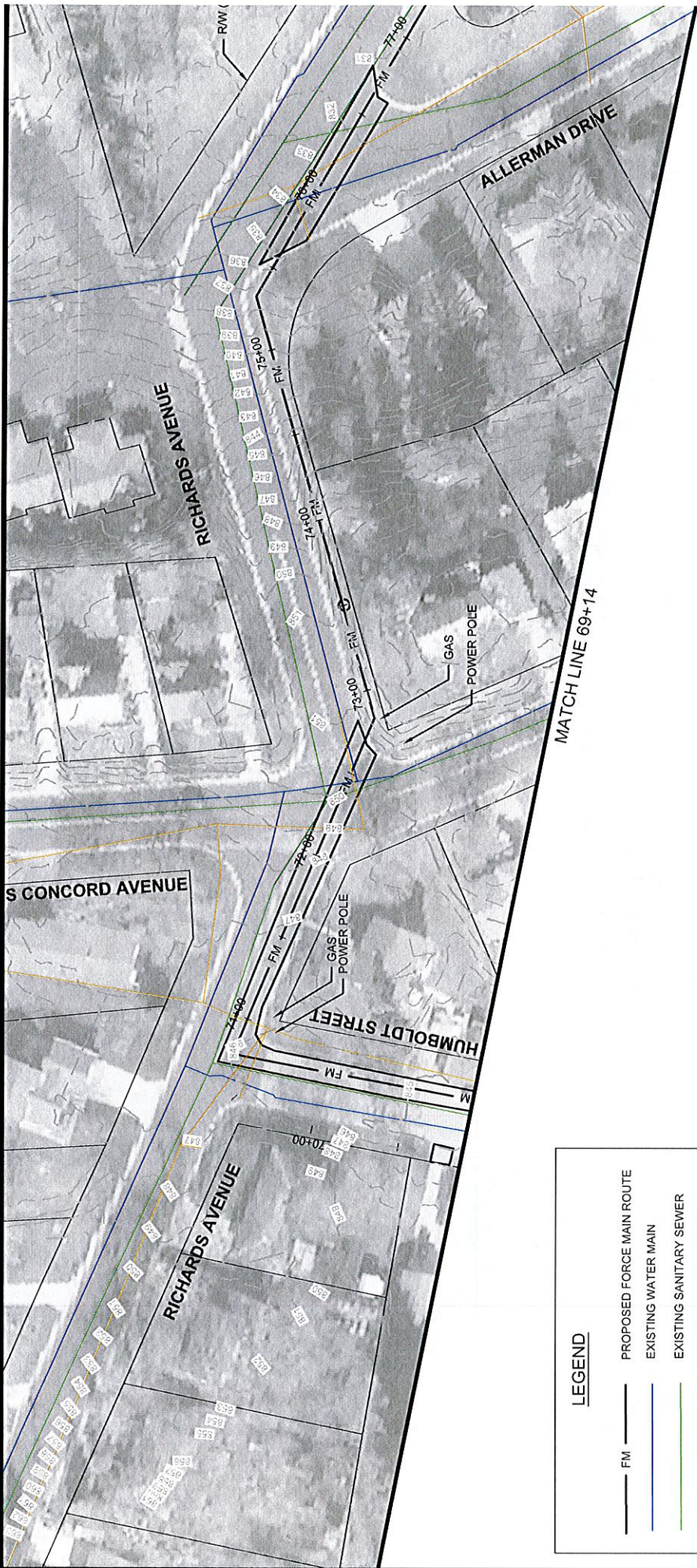
LEGEND

- FM — PROPOSED FORCE MAIN ROUTE
- EXISTING WATER MAIN
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER

MATCH LINE 11+50







LEGEND

— FM —	PROPOSED FORCE MAIN ROUTE
— —	EXISTING WATER MAIN
— —	EXISTING SANITARY SEWER
— —	EXISTING STORM SEWER

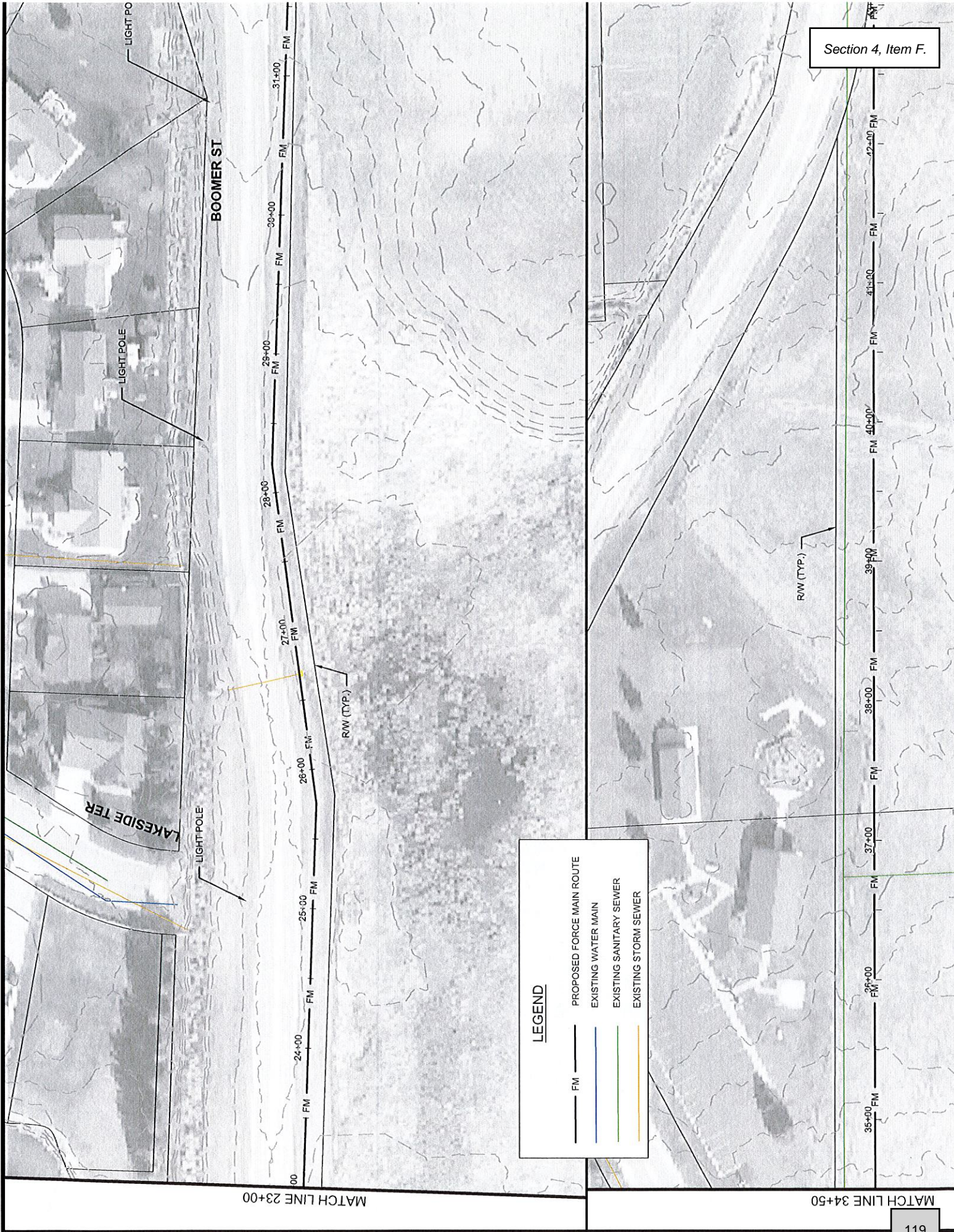
APPENDIX C
ALTERNATIVE ROUTE NO. 2 DRAWINGS

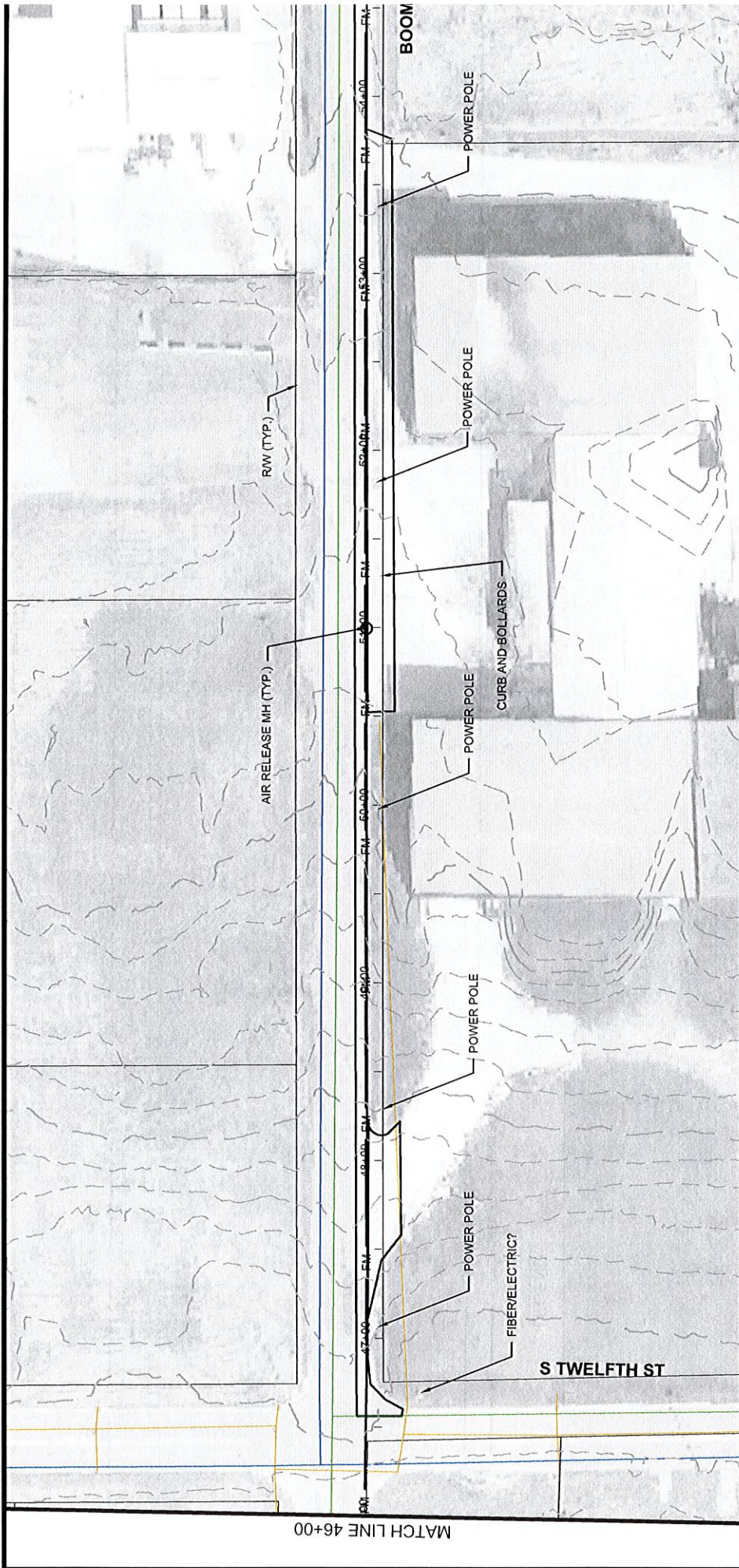


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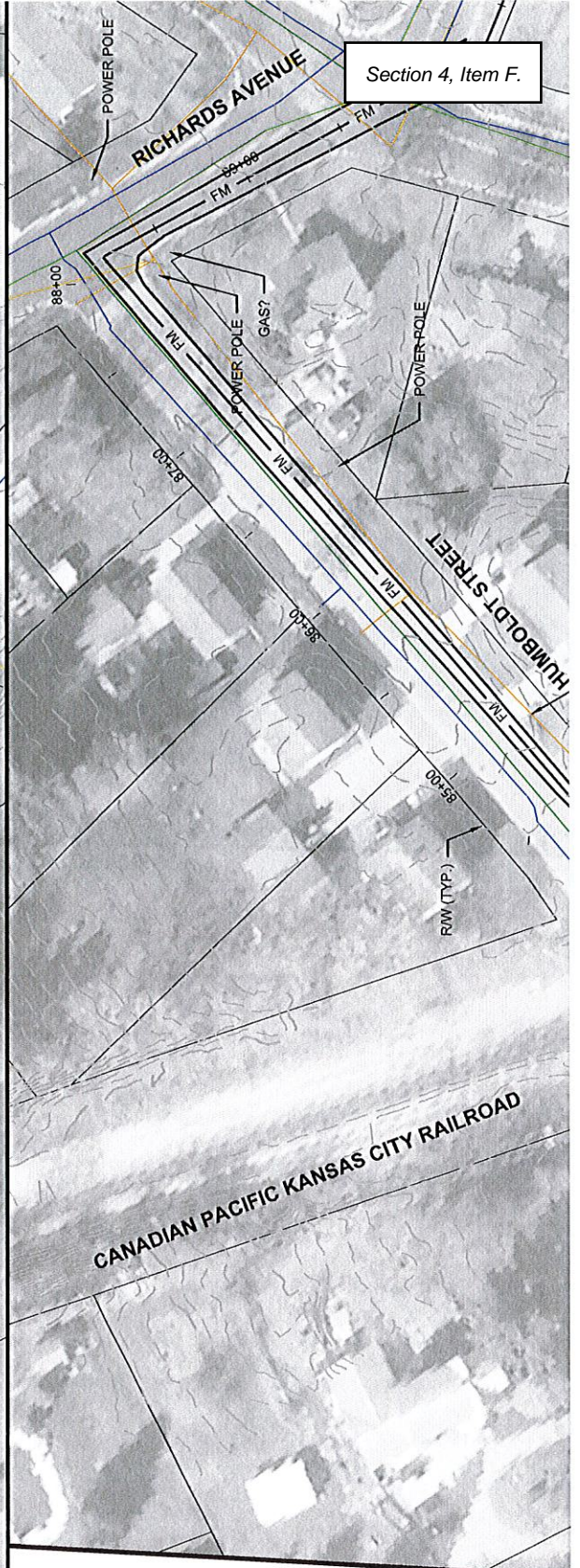
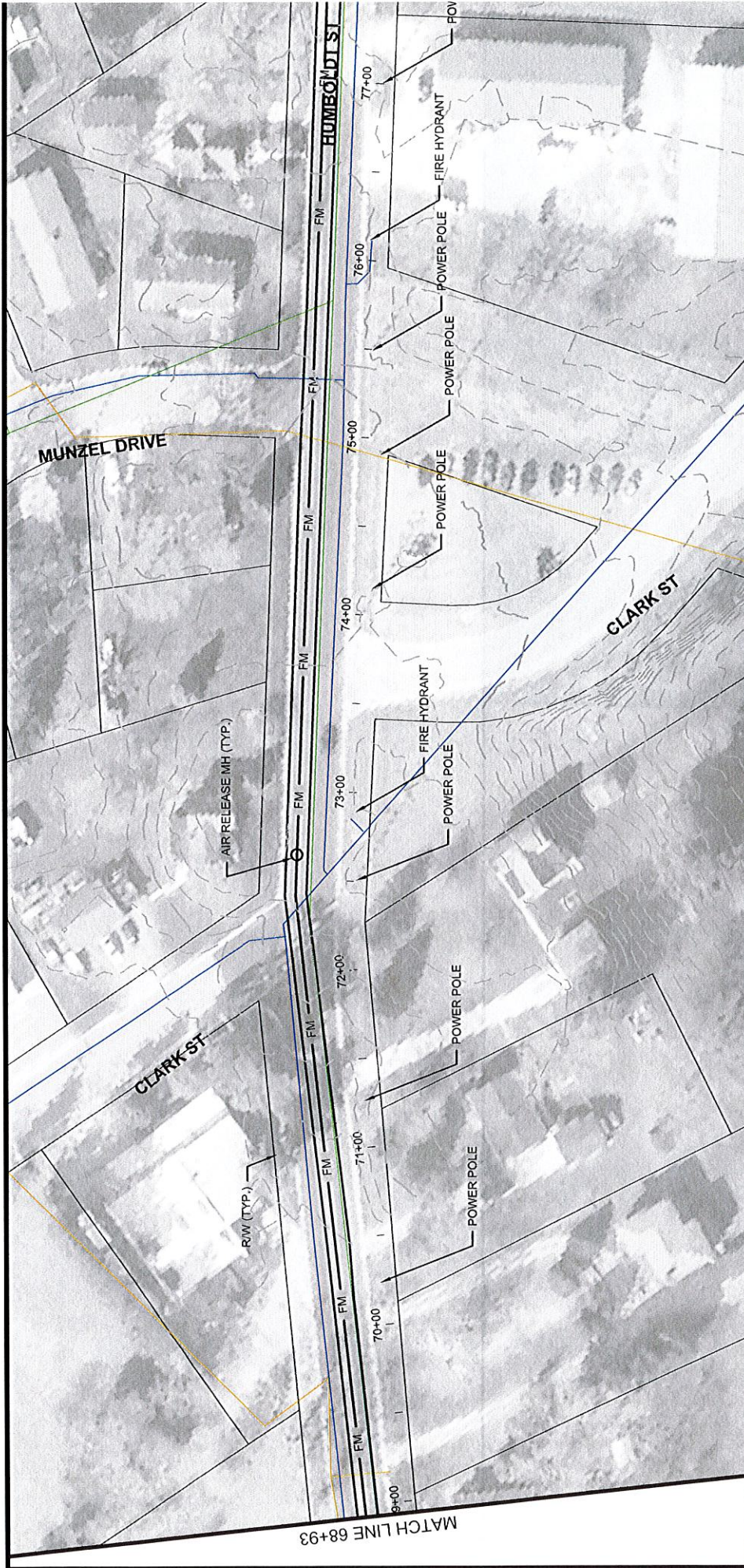
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---	EXISTING WATER MAIN
---	EXISTING SANITARY SEWER
---	EXISTING STORM SEWER

Section 4, Item F.



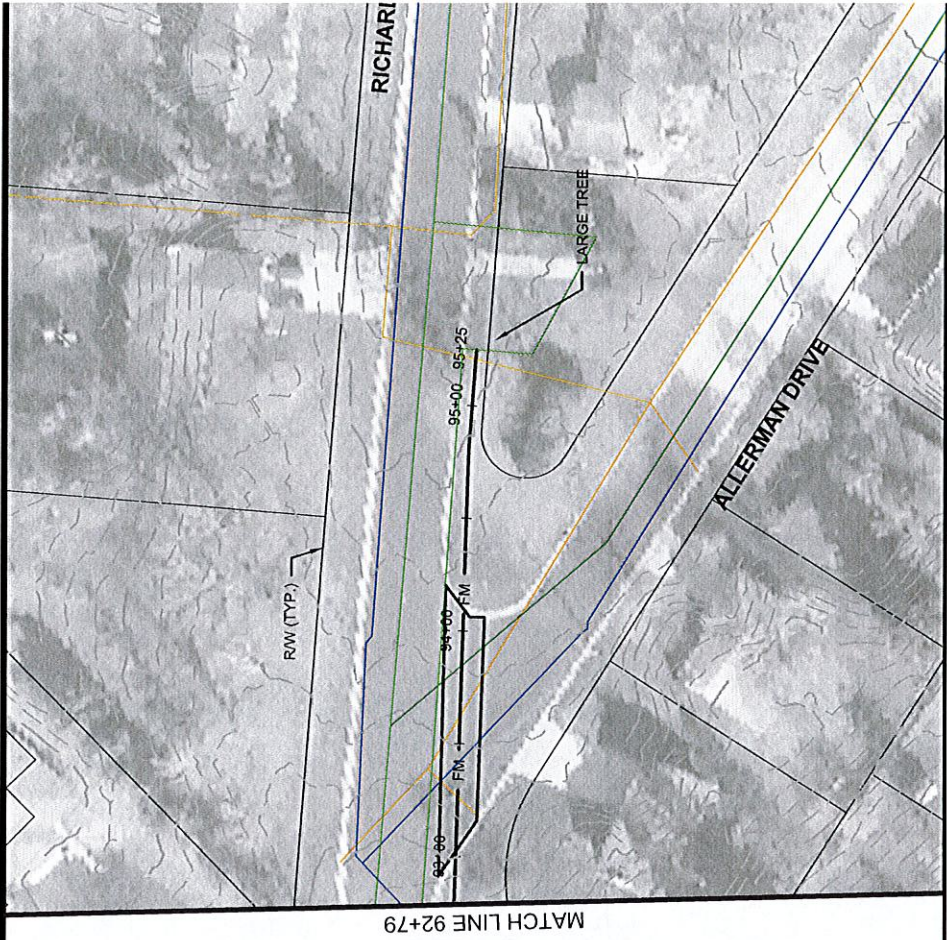


Section 4, Item F.

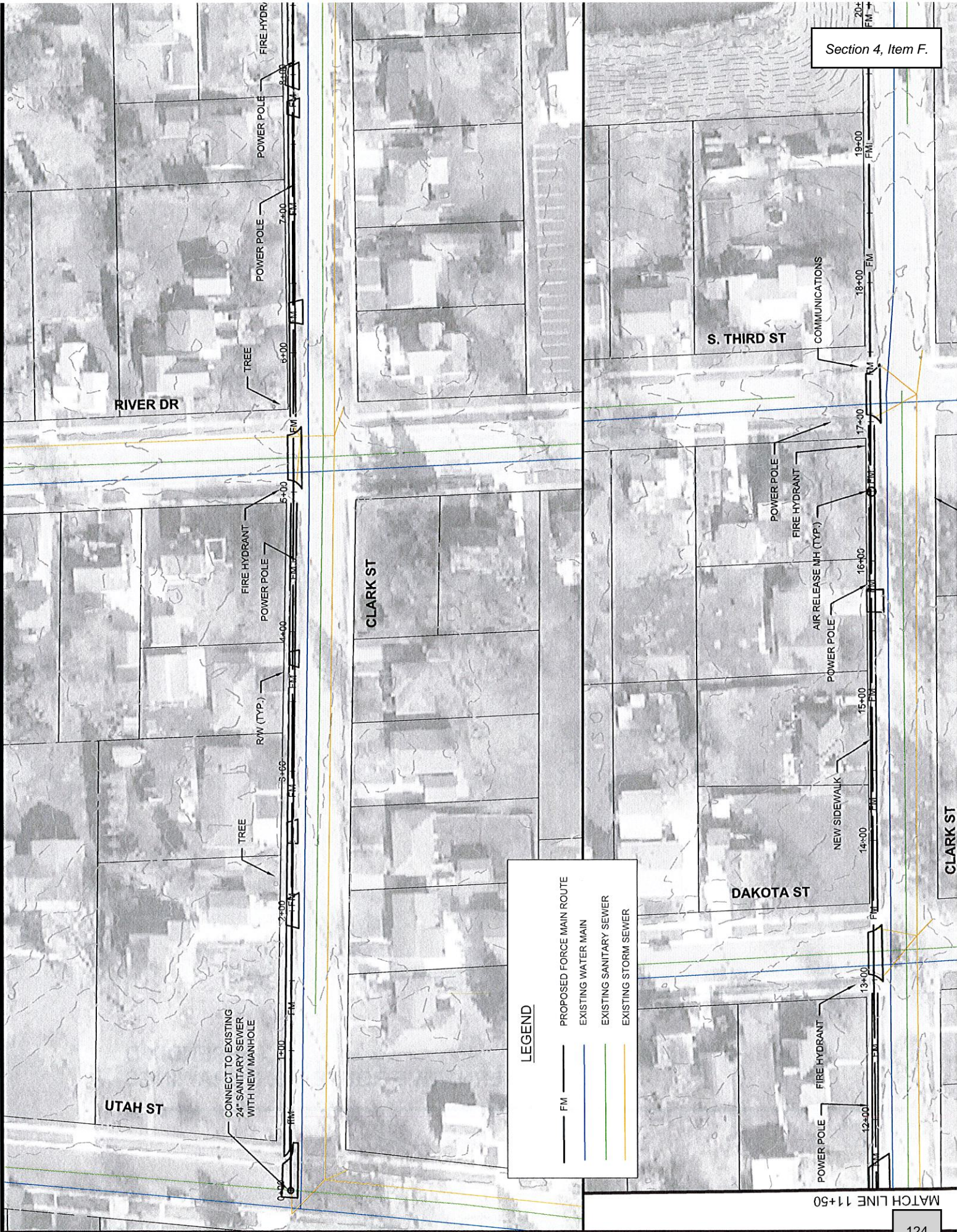


Section 4, Item F.

LINE 80+44

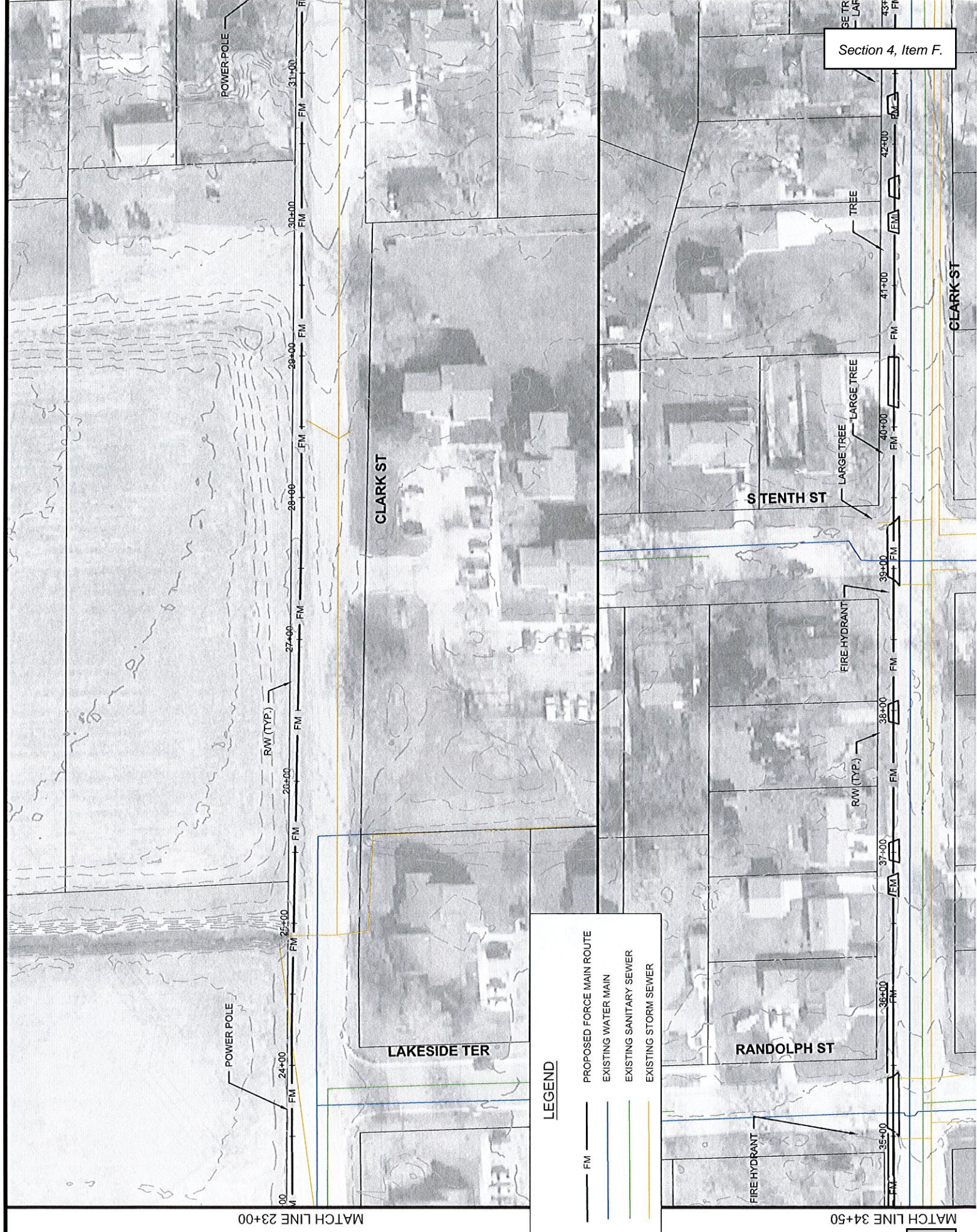


APPENDIX D
ALTERNATIVE ROUTE NO. 3 DRAWINGS



LEGEND

FM	PROPOSED FORCE MAIN ROUTE
---	EXISTING WATER MAIN
---	EXISTING SANITARY SEWER
---	EXISTING STORM SEWER



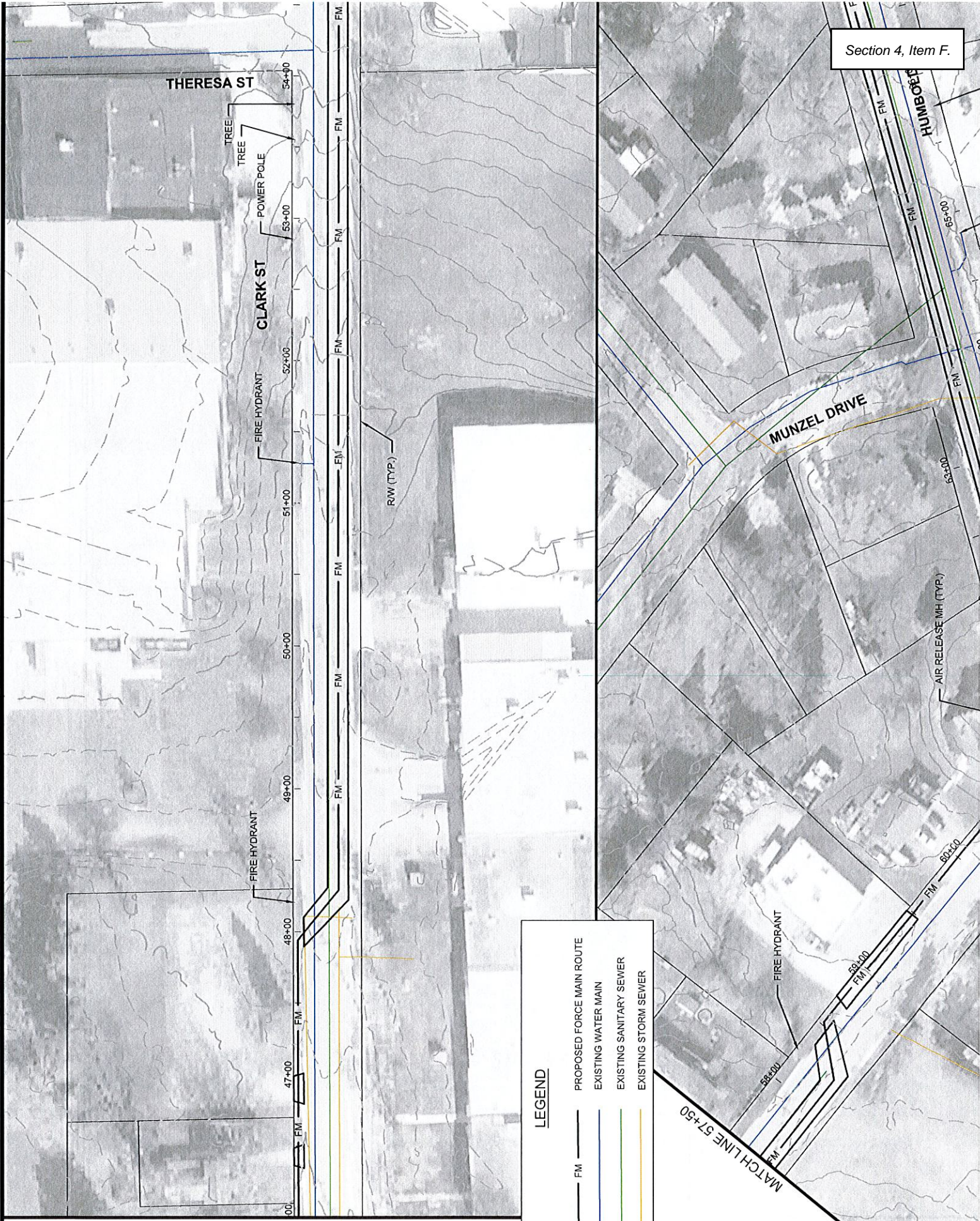
Section 4, Item F.

LEGEND

FM	PROPOSED FORCE MAIN ROUTE
—	EXISTING WATER MAIN
—	EXISTING SANITARY SEWER
—	EXISTING STORM SEWER

MATCH LINE 23+00

MATCH LINE 34+50



MATCH LINE 46+00

LEGEND

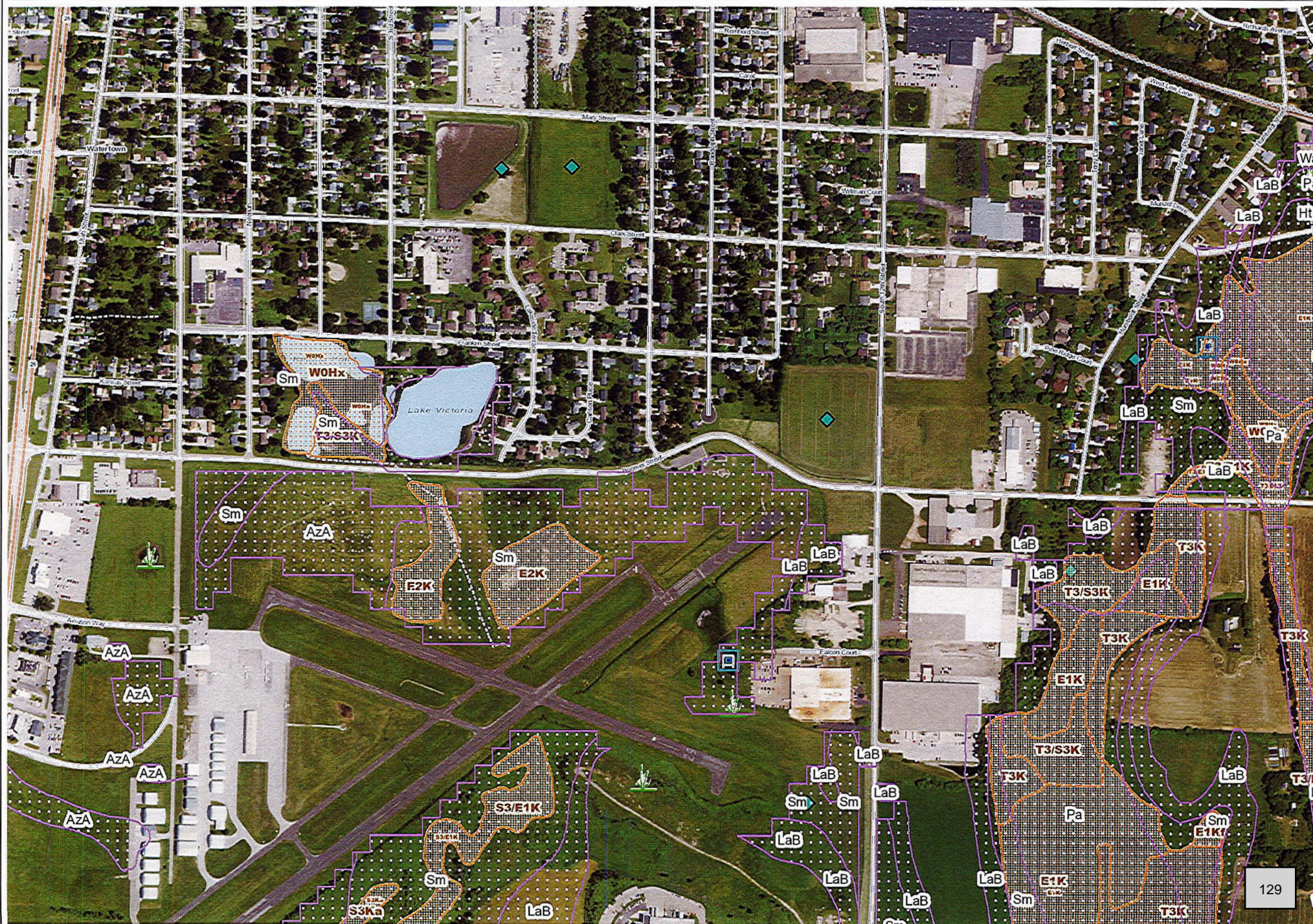
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---	EXISTING WATER MAIN
---	EXISTING SANITARY SEWER
---	EXISTING STORM SEWER

APPENDIX E
WDNR SWDV



Surface Water Data Viewer Map - Allerman Lift Station and F

Section 4, Item F.



MEMO

Engineering Division of the Public Works Department

To: Chairman Arnett & Commission Members

From: Andrew Beyer, P.E.

Date: June 19, 2025

Subject: Review and take possible action: S. Fifth Street Right-of-Way Improvements

Background

In May, the Public Works Commission reviewed the right-of-way improvements associated with the proposed development of 1013 S. Fifth Street. At that time, the Commission determined that both the cost and administration of street and utility improvements within the right-of-way would be the responsibility of the subdivider/developer. The Commission also noted that TID 7 funding could be pursued by the subdivider/developer to help offset these costs, but any such request would need to be reviewed and approved by the Finance Committee.

On June 10, 2025, the Finance Committee approved the use of Tax Increment District (TID) 7 funds to support right-of-way improvements along the 1000 block of S. Fifth Street. This investment is tied to the proposed development of 1013 S. Fifth Street by the First Brigade Band. The Band has expressed a desire to begin site work as soon as possible, having already secured materials and a contractor.

City staff, including the Mayor, Engineering, Economic Development, and Building Safety & Zoning, have met with representatives of the Band to discuss a path forward.

Project Administration Discussion

The current understanding is that public right-of-way improvements would be administered by the developer. Following discussions with the developer, City staff believes there may be efficiencies in cost and schedule if the City were to lead design and construction of these improvements. Benefits of this approach include:

MEMO

- Reducing design review cycles,
- Incorporating the work into the City's Annual Street & Utility Reconstruction Project for 2026, potentially gaining bid volume discounts, and
- Ensuring City street and utility standards are met.

At this time, the City is seeking Commission feedback on whether to administer the project directly, with design beginning in 2025 and construction potentially occurring once site work at 1013 S. Fifth is complete. This would streamline project implementation while meeting the needs of the developer.

If the Commission supports this approach, Engineering will proceed with design development and coordinate closely with the First Brigade Band to finalize project scope and timing.

Staff will also prepare the necessary Common Council actions, including a budget amendment to allocate TID 7 funds and approval of the development agreement, if necessary.

Budget Goal

1. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
2. Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities

Financial Impact

The Finance Committee approved amending the TID 7 budget and allocate \$110,000 in fund balance to design and construct right-of-way improvements on the 1000 block of S. Fifth Street.

There are potential cost and time savings to the project if the City would administer project design and construction.

Recommendation

City staff recommends that the City administer the design and construction of the public right-of-way improvements on S. Fifth Street to maximize cost and schedule efficiencies.

Site development at 1013 S. Fifth Street should be allowed to proceed first, with roadway improvements to follow once construction traffic has subsided.