



## **PUBLIC WORKS COMMISSION MEETING AGENDA**

**TUESDAY, APRIL 22, 2025 AT 5:30 PM**

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

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**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 April 8, 2025

### **4. BUSINESS**

A. Review and take possible action: Sidewalk repair orders for 514 N. Water Street; 415 N. Sixth Street; 1508 Doctors Court

B. Review and take possible action: Award Rebidding of Plaza Phase II ADA Concrete Ramp Improvements Contract #10-25 Alternate Bid B to Maas Brothers Construction Co., Inc. for \$145,170.00

### **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](mailto: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*

**The City of Watertown  
Public Works Commission Meeting  
April 8, 2025**

1. Call to Order

Meeting called to order at 5:30 p.m. by chairperson, Steve Board.

Alders Bartz, Board, Smith, and Wetzel, and Commissioner Thompson present. Also present: DPW Director/Engineer Andrew Beyer, City Attorney Steven Chesebro, Park and Recreation Director Kristine Butteris, Streets Manager Stacy Winkleman, and Zach Goodrow Watertown Daily Times.

2. Comments and Suggestions from Citizens Present

***None Received.***

3. Review and Approve Minutes

A. Public Works Minutes from March 25, 2025

***Motion by Wetzel, supported by Smith, to approve the minutes of March 25, 2025, as corrected. Motion carried unanimously.***

4. Business

A. Convene into closed session per §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Riverside Park Restrooms).

***Motion by Smith, supported by Bartz, to convene into closed session to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Riverside Park Restrooms).***

***Motion carried unanimously by roll call vote.***

B. Reconvene into open session.

***Motion by Wetzel, supported by Smith, to reconvene into open session.***

***Motion carried unanimously by roll call vote.***

C. Review and take possible action: Riverside Park Restrooms.

***Motion by Board, supported by Bartz, that the Public Works Commission authorizes the city attorney to negotiate with Granit Re for the release and walk away provisions of the contract for the construction of the Riverside Park Restrooms and that the city retain \$96,522.25 of the contract monies.***

***Motion carried unanimously.***

***Motion by Board, supported by Thompson, that the commission authorizes the city staff to negotiate contracts with K&K Masonry and RJ Construction and to***

***schedule that work for the repairs to the Riverside Park Restrooms.  
Motion carried unanimously.***

- D. Review and discuss: Intergovernmental Agreement for Right-of-Way Permit Review Services between the County of Jefferson, WI and the City for the Bug Tussel Wireless fiber optic construction project.

Attorney Chesebro presented the Intergovernmental Agreement for Right-of-Way Permit Review Services between Jefferson County and the city of Watertown.

Specific concerns identified by attorney Chesebro and Public Works Director Beyer include:

- Single permit fee of \$100; there are six-eight permits (projects) identified.
    - City engineering seeks \$150 permit fee per permit.
    - City seeks \$6,000 of inspection services per project for those projects that city staff cannot oversee.
  - No county review of construction or construction closeout.
  - County seeks to be held harmless for all activities.
- E. 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 (Intergovernmental Agreement for Right-of-Way Permit Review Services between the County of Jefferson, WI and the City for the Bug Tussel Wireless fiber optic construction project).

***Motion by Bartz, supported by Thompson, to convene into closed session 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 (Intergovernmental Agreement for Right-of-Way Permit Review Services between the County of Jefferson, WI and the City for the Bug Tussel Wireless fiber optic construction project).***

***Motion carried by unanimously by roll call vote.***

- F. Reconvene into open session.

***Motion by Smith, supported by Bartz, to reconvene into open session.***

***Motion carried unanimously by roll call vote.***

- G. Review and take possible action: Approval of Intergovernmental Agreement for Right-of-Way Permit Review Services between the County of Jefferson, WI and the City for the Bug Tussel Wireless fiber optic construction project.

***Motion by Smith, supported by Wetzel, that the Public Works Commission does not approve the Intergovernmental Agreements proposed this***

***evening.***

***Motion carried unanimously.***

5. Adjournment

***Motion by Bartz, supported by Board, to adjourn.***

***Motion carried unanimously.***

Meeting adjourned at 6:42 p.m. Respectfully submitted by Steve Board, Chair.

# MEMO

## Engineering Division of the Public Works Department

To: Chairperson Board and Commission Members

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

Date: April 16, 2025

Subject: Public Works Commission Meeting of April 22, 2025

Review and take possible action: Sidewalk repair order for 514 N. Water Street; 415 N. Sixth Street; 1508 Doctors Court

### Background

Agenda Item:

Review and take possible action: Sidewalk repair orders for 514 N. Water Street; 415 N. Sixth Street; 1508 Doctors Court

### BACKGROUND:

The Sidewalk Repair Notice for 514 N. Water Street was prepared at the property owner's request. The remaining two Sidewalk Repair Notices for 415 N. Sixth Street and 1508 Doctors Court were prepared following inspection of the sidewalk at each property.

Site Address	Estimated cost not to exceed
514 N. Water Street	\$335.58
415 N. Sixth Street	\$428.40
1508 Doctors Court	\$1,200.00

A repair inspection report for the property with detailed a estimate of cost to repair sidewalk and photos are 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 \$335.58 will initially be charged to the Sidewalk Reserve Account (05-58-11-??). 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 514 N. Water Street for the aforementioned estimated cost.

Motion: Motion to issue the sidewalk repair order for 514 N. Water Street for the aforementioned estimated cost.

Attachments:

- Sidewalk Repair Order for 514 N. Water Street
- Sidewalk Repair Order for 415 N. Sixth Street
- Sidewalk Repair Order for 1508 Doctors Court

## 2025 Operational Goals

2. Proactively maintains and improves our parks and infrastructure in an effort to ensure quality, safety and compliance
3. Maintains a safe and healthy community, and expands community education on safety and health



## 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 A.

920.262.4034

Christopher Newberry  
920-390-3164

Administrative Assistant  
Wanda Fredrick 920.262.4060

April 23, 2025

Loretta McGregor  
415 N. Sixth Street  
Watertown, WI 53094

TAX PARCEL NUMBER: 291-0815-0411-150

Re: Sidewalk at 415 N. SIXTH STREET, Watertown, WI

Dear PROPERTY OWNER:

Upon inspecting the sidewalk abutting your property at **415 N. SIXTH STREET** at your request, our department has the marked sections of sidewalk **along N. Sixth 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 **June 23, 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 **June 16, 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

**CITY CONTRACT PRICES**

(Estimated Costs Only)

Estimate for: 415 N. SIXTH 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"):	24.0	Sq. ft. @	\$17.85/ Sq. ft. =	\$428.40
Remove & Replace Concrete Sidewalk (6"):		Sq. ft. @	\$20.00/ Sq. ft. =	
<b>REPLACEMENT ESTIMATED TOTAL AMOUNT</b>				<b>\$428.40</b>

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

**IMPORTANT: THIS NOTICE SHALL ACCOMPANY TRANSFER OF PROPERTY**







## 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 A.

920.262.4034

Christopher Newberry  
920-390-3164

Administrative Assistant  
Wanda Fredrick 920.262.4060

April 23, 2025

Lora L. Schroeder  
514 N. Water Street  
Watertown, WI 53098

TAX PARCEL NUMBER: 291-0915-3334-042

Re: Sidewalk at 514 N. WATER STREET, Watertown, WI

Dear PROPERTY OWNER:

Upon inspecting the sidewalk abutting your property at **514 N. WATER STREET** at your request, our department has the marked sections of sidewalk **along N. Water 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 **June 23, 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 **June 16, 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

**CITY CONTRACT PRICES**

(Estimated Costs Only)

Estimate for: 514 N. WATER 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"):	18.8	Sq. ft. @	\$17.85/ Sq. ft. =	\$335.58
Remove & Replace Concrete Sidewalk (6"):		Sq. ft. @	\$20.00/ Sq. ft. =	
<b>REPLACEMENT ESTIMATED TOTAL AMOUNT</b>				<b>\$335.58</b>

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## 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 A.  
920.262.4034

Christopher Newberry  
920-390-3164

Administrative Assistant  
Wanda Fredrick 920.262.4060

April 23, 2025

Beautiful You LLC  
1508 Doctors Court  
Watertown, WI 53094

TAX PARCEL NUMBER: 291-0815-0324-030

Re: Sidewalk at 1508 DOCTORS COURT, Watertown, WI

Dear PROPERTY OWNER:

Upon inspecting the sidewalk abutting your property at **1508 DOCTORS COURT** at your request, our department has the marked sections of sidewalk **along Doctors Court** 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.
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Please advise us before **June 16, 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

**CITY CONTRACT PRICES**

(Estimated Costs Only)

Estimate for: 1508 DOCTORS COURT

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"):		Sq. ft. @	\$17.85/ Sq. ft. =	
Remove & Replace Concrete Sidewalk (6"):	60.0	Sq. ft. @	\$20.00/ Sq. ft. =	\$1,200.00
<b>REPLACEMENT ESTIMATED TOTAL AMOUNT</b>				<b>\$1,200.00</b>

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## MEMO

TO: Chairperson Board and Commission Members  
FROM: Andrew M. Beyer, P.E.  
DATE: April 15, 2025  
RE: Public Works Commission Meeting of April 22, 2025

Review and take possible action: Award Rebidding of Plaza Phase II ADA Concrete Ramp Improvements Contract #10-25 Alternate Bid B to MAAS Brothers Construction Co., Inc. for \$145,170.00

### Background

The Engineering Division publicly opened bids for the Rebidding of Plaza Phase II ADA Concrete Ramp Improvements contract on April 15, 2025. Three bids were received. The Engineering Division is recommending awarding the following Alternate Bid to MAAS Brothers Construction Co., Inc.:

Alternate Bid B: \$145,170.00

Total cost to perform the proposed work is \$145,170.00 from funding account #05-58-11-41, Seawall Reserve.

Attached are the bid results. Work being awarded is within the approved 2025 budget.

### Enclosed:

- Bid Results



Rebidding of Plaza Phase II Improvements (#9574626)  
Owner: City of Watertown  
Solicitor: Watertown WI, City of  
04/15/2025 01:00 PM CDT

						LaLonde Contractors, Inc.		Maas Bros. Construction Co., Inc.		VJS Construction Services, Inc.	
Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Alternate Bid A: Split-Face Wall Ramp Improvements							\$216,034.03		\$154,370.00		\$157,417.00
	1A	1A	Excavation and Wall Foundation Demo, complete	LS	1	\$42,191.15	\$42,191.15	\$13,000.00	\$13,000.00	\$17,792.00	\$17,792.00
	2A	2A	Base Aggregate Dense 3/4-Inch	TON	20	\$86.84	\$1,736.80	\$28.50	\$570.00	\$26.25	\$525.00
	3A	3A	ADA Compliant Ramp Structure with 12-Inch Split-Face Concrete Block with 2 1/4-Inch high Precast Capstone and Lighting, complete	LS	1	\$172,106.08	\$172,106.08	\$140,800.00	\$140,800.00	\$139,100.00	\$139,100.00
Alternate Bid B: Cast-in-Place Wall Ramp Improvements							\$258,148.08		\$145,170.00		\$174,054.00
	1B	1B	Excavation and Wall Foundation Demo, complete	LS	1	\$42,191.15	\$42,191.15	\$13,000.00	\$13,000.00	\$17,792.00	\$17,792.00
	2B	2B	Base Aggregate Dense 3/4-Inch	TON	20	\$86.84	\$1,736.80	\$28.50	\$570.00	\$26.25	\$525.00
	3B	3B	ADA Compliant Ramp Structure with 12-Inch Cast-In-Place Concrete Wall with Form-Liner Finish and 2 1/4-Inch high Precast Capstone and Lighting, complete	LS	1	\$214,220.13	\$214,220.13	\$131,600.00	\$131,600.00	\$155,737.00	\$155,737.00
Alternate Bid C: Cast-in-Place Brush-Finished Wall Ramp Improvements							\$218,372.37		\$138,470.00		\$162,907.00
	1C	1C	Excavation and Wall Foundation Demo, complete	LS	1	\$42,191.15	\$42,191.15	\$13,000.00	\$13,000.00	\$17,792.00	\$17,792.00
	2C	2C	Base Aggregate Dense 3/4-Inch	TON	20	\$86.84	\$1,736.80	\$28.50	\$570.00	\$26.25	\$525.00
	3C	3C	ADA Compliant Ramp Structure with 12-Inch Cast-In-Place Concrete Wall with Brushed-Finish and 2 1/4-Inch high Precast Capstone and Lighting, complete	LS	1	\$174,444.42	\$174,444.42	\$124,900.00	\$124,900.00	\$144,590.00	\$144,590.00