



## PUBLIC WORKS COMMISSION MEETING AGENDA

TUESDAY, NOVEMBER 14, 2023 AT 5:30 PM

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

---

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

### 1. CALL TO ORDER

### 2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

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

### 3. REVIEW AND APPROVE MINUTES

A. Public Works minutes from September 26, 2023

B. Public Works minutes from October 24, 2023

### 4. BUSINESS

A. Review and take possible action: Amend Bicycle and Pedestrian Path Planning Task Force membership voting to include two (2) Engineering staff members as recognized voters

B. Update, no action required: Silver Creek Homeowners Association paving update

C. Review and take possible action: Water Quality Trade protocol and approval methods

D. Update, no action required: Quarry Study request for proposals

### 5. ADJOURNMENT

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

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

PUBLIC WORKS COMMISSION MEETING  
TUESDAY, SEPTEMBER 26, 2023

Section 3, Item A.

Commission members present: Ald. Board, Wetzel, Comm'r Thompson  
City employees present:  
Street Department Manager Stacy Winkleman  
Assistant City Engineer Andrew Beyer

1. CALL TO ORDER at 5:31

2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

None

3. REVIEW AND APPROVE MINUTES from Public Works September 12, 2023

Move to approve Ald. Board

2nd Comm'r Thompson

Carried by unanimous voice vote

4. BUSINESS

A. Review and Discuss: Action to be taken with streetlight installation on Chadwick Drive between South St. and Arlington Dr. (Ald. Blanke joined the discussion via Zoom)

WEnergies submitted the estimated cost at \$27,411 for four (4) lights (coach lights as are already there). Since this came in under budget no vote was needed. Work should be completed this fall.

B. Update, no action required: Labaree Street STP-Urban Grant Submittal

The Engineering Division sought permission from the Finance Committee to submit one application for Wisconsin Department of Transportation (WisDOT) Surface Transportation Program (STP) Urban funding. The upcoming cycle would provide funding between 2024 and 2028. The STP Urban program is a reimbursement program in which the state provides 80% funding for eligible road improvements. The City is responsible for funding the remaining 20% of eligible road improvements. The Engineering Department is recommending that Labaree Street between N. Fourth Street and Boughton Street be submitted for STP Urban funding for a 2028 construction project.

If approved we will apply for an RFP in 2025. Labaree needs water main work and it seemed that this would be good to include for the 2028 time frame. There should be no cost to the property owners from past experience.

Public involvement meetings will commence shortly after 2025. Grant application is due in late October.

C. Update, no action required: S. Church Street Shared-use Path TAP Grant submittal

The Engineering Division has sought approval from the Finance Committee to apply for a Wisconsin Department of Transportation (WisDOT) Transportation Alternatives Program (TAP) Grant to establish a shared use path on the east side of S. Church Street between Jefferson Road and Air Park Drive. This project will help facilitate safe passage for bicyclists and pedestrians in the south side of the City, particularly between residential areas, commercial areas, and other destinations and workplaces in the area. This shared use path will also support tourism in the City, as it will connect the Airport and established hotels with the commercial area south of Air Park Drive. Grant application is due in late October.

5. ADJOURNMENT at 5:45

Move to approve Comm'r Thompson

2nd Ald. Board

Carried by unanimous voice vote

Respectfully submitted,

Bob Wetzel

Public Works Commission Chair

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

PUBLIC WORKS COMMISSION MEETING AGENDA  
TUESDAY, OCTOBER 24, 2023 AT 5:30 PM  
COUNCIL CHAMBERS, SECOND FLOOR, MUNICIPAL BUILDING

Section 3, Item B.

Commission members present: Comm'r. Thompson, Alders Bartz, Board, Smith, Wetzel  
City Employees present: City Engineer/Public Works Director Jaynellen Holloway  
Street Department Operations Manager Stacy Winkelman  
Assistant City Engineer Andrew Beyer  
Stormwater Project Manager Maureen McBroom

1. CALL TO ORDER

Meeting called to order at 5:31 p.m.

2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

NONE

3. REVIEW AND APPROVE MINUTES

Public Works minutes from September 12, 2023

*These minutes were already approved at the September 26 meeting*

*We need the September 26 meeting notes as there was no meeting on October 10.*

4. BUSINESS

Items B and C were moved up on the agenda.

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

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

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

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

The TMDL Implementation Plan will be submitted to WDNR by October 31, 2023 with DNR approval although not totally implemented.

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

The City of Watertown received Urban Nonpoint Source (UNPS) Construction Grant funding for the construction of a stormwater BMP at the City's Yard Waste Site. The City has contracted with McMahon Associates, Inc. for the design of a sand filter to be constructed at the City's Yard Waste Site in 2023. The design kick-off meeting is

scheduled for Friday, October 20<sup>th</sup>. Additional details will be provided to Commissioners during the October 24<sup>th</sup> Public Works Commission meeting. A grant of 41.2% matching and \$150,000 maximum was awarded. The expected cost (before the grant award) is \$300-359K.

Section 3, Item B.

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

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

After meeting with Dorner, Jaynellen and Andrew came to an agreement of \$57,400.

Move to approve Ald Board

2nd Comm'r Thompson

Carried by unanimous voice vote

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

Mr. Dale Tietz of N860 N Water Street has requested garbage and recycle pickup. This is a Watertown address, but is outside the City limits. Mr. Tietz will be invoiced \$19.08 per month for this service. This will not affect our crew as they are already picking up multiple residences in this area. Mr. Tietz understands that he will be invoiced for this service.

Ald Smith asked if in the future a "blanket" approval for future building upon receiving the next request.

Jaynellen suggested getting input from the City attorney before proceeding.

Ald. Board suggested using "development" names for designation.

Comm'r Thompson asked how often the cost is determined.

Stacy said that this situation has always been charged \$5 above the regular city resident.

Move to approve Ald. Smith

2nd Ald. Bartz

Carried by unanimous voice vote

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

Whereas all the main bridge structures in the City are inspected biannually, many of our lesser structures only receive a formal inspection about every ten years – give or take. This year three bridges in Riverside Park were inspected – Hill Court bridge, the service road bridge to the Park maintenance building, and Rotary Island bridge. The weight limits established for each are respectively: 5 tons, 5 tons, and 15 tons. Whereas the Rotary Island bridge and the Park Shop Arch bridge are one lane traffic, the Hill Court bridge is wide enough to support two lanes of traffic.

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

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

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

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

1) Stripe the bridge as one lane and post a sign stating, "one lane traffic only".

2) Close the bridge to vehicular traffic and make it pedestrian only. Move the large boulders from their current location at the west end of the parking lot to the west side of the bridge and have that parking area accessed from Labaree Street. The existing parking lot on the east side of the bridge is unaffected but would need to add boulders on the east side of the bridge to deter vehicular traffic from crossing over.

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

Comm'r. Thompson voiced concern for the residents of Hill Court about the increased vehicular traffic.



Jaynellen has the following concerns in leaving the bridge open to two-way traffic:

1. How to police/enforce the two way traffic ban
2. Possible litigation against the city should an incident happen.

Section 3, Item B.

Motion by Ald. Board to close Hill Court bridge and make it pedestrian only.

2nd Ald. Bartz

Bartz, Board, Smith, Wetzel voted in support

Comm'r Thompson voted in opposition.

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

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

1. Oconomowoc Avenue from ~~Kiewert~~ (should read) Kossuth Street to East Gate Drive
2. S. Eleventh Street from Western Avenue to Wisconsin Street/College Avenue
3. S. Twelfth Street from Western Avenue to Wisconsin Street

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

Move to approve

2nd

Carried by unanimous voice vote

5. ADJOURNMENT

Move to adjourn Ald. Board

2nd Ald Bartz

Meeting adjourned at 6:24 p.m.

Respectfully submitted,

Bob Wetzel

Public Works Commission Chair

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

Jaynellen J. Holloway, P.E.  
920.262.4050

Andrew Beyer, P.E.  
920.262.4052

Maureen McBroom, ENV SP  
920-262-4036

Ritchie M. Piltz  
920.262.4034

Secretary, Wanda Fredrick  
920.262.4368

## MEMO

TO: Chairperson Wetzel and Commissioners  
FROM: Jaynellen J. Holloway, P.E.  
DATE: November 7, 2023  
RE: Public Works Commission Agenda Narrative for November 14, 2023

---

### Agenda Items:

Review and take possible action: Approve October 24, 2023 Bicycle & Pedestrian Path Plan Task Force Meeting Minutes

### BACKGROUND

Review and take possible action: Approve October 24, 2023 Bicycle & Pedestrian Path Plan Task Force Meeting Minutes: Attached for your review are the meeting minutes for the above referenced Task Force meeting. An outcome of that meeting was to move forward to this Commission a resolution to approve two Engineering Division staff members as voting members. This was moved forward to the Task Force so that the Task Force can meet the quorum requirement to hold official meetings and move forward the programs and projects it initiates. A draft resolution is attached for your review. Additionally, back in 2022 a Parks, Recreation, and Forestry staff member was approved to be added as a voting member of the Task Force. However, it appears a resolution didn't follow, so that staff position is also included in the draft resolution. Meeting minutes from the August 23, 2022 are attached to this narrative for your review.

### Attachments:

- Task Force meeting minutes from August 23, 2022
- Task Force meeting minutes from October 24, 2023
- Dodge County Recreation Map
- Draft Resolution

## MEMO

TO: Task Force Commissioners/Public Works Commissioners  
FROM: Jaynellen J. Holloway, P.E., Chairperson  
DATE: October 24, 2023  
RE: October 24, 2023, Bicycle & Pedestrian Path Plan Task Force Meeting Minutes

### **Bicycle, Pedestrian Path Task Force Room 2044**

October 24, 2023, 4:30 – 5:30 PM (America/Chicago)

PRESENT: Maureen McBroom, Jaynellen Holloway, Carol Quest, Eric Schmid, Rod Laudenslager, Carol Quest, Steve Board, Joe Kallas

#### Agenda Items:

- 1) Meeting was called to Order by Maureen McBroom at 4:34 p.m. Introductions were made.
- 2) Review and take possible action: Approve minutes of March 14, 2023, meeting and forward to the Public Works Commission for review and acknowledgement.  
Motion: Quest  
Second: Laudenslager  
Passed Unanimously.
- 3) TAP Grant Update: City-Wide Bike & Pedestrian Plan Proposed Schedule: WisDOT Contacts Start next winter. Draft RFP at WisDOT for review and approval. This body will be a reviewer of the plan. It will be a master plan for the City to connect to both counties and state trails. Add grant amount. This would be a six-month, possibly up to nine-month study.
- 4) TAP Grant Update: S. Church Street Grant Application: Grant application due this week. S. Church between Air Park Drive and Jefferson Road. This will be the third time we have applied. It is an 80/20 grant.
- 5) Review and take possible action: Amend membership voting to include two (2) Engineering staff members as recognized voters.  
Motion: Kallas  
Second: Quest  
Passed Unanimously.
- 6) Dodge County Trails Update by Bill Ehlenbeck, Director, Dodge County Land Resources & Parks Dept: Bill will attend the next meeting. In the interim, Maureen gave an overview of the Dodge County Parks, Outdoor Recreation, and Open Space Plan. See attached. They are

currently working on trails in and around Horicon. They are interested in getting the trails along N. Second St/Rd off road.

Section 4, Item A.

- 7) Review and discuss: Future agenda items.
  - 1) Development of the Collective property to plan for pedestrian/bike trails in it.
  - 2) Update bike trails on the City's GIS – as an update in a future meeting.
  
- 8) Adjourn. Adjourned at 5:07 pm.  
Motion: Laudenslager  
Second: Schmid.  
Motion approved.

Next meeting: First Quarter of 2024.

**City Wide Bicycle and Pedestrian Path Planning Task Force**

**Draft** Minutes of August 23, 2022

Room 2044, 2nd Floor, City Hall, 106 Jones St., Watertown, WI 53094

4:30 pm Local Time

Members in Attendance:

Andrew Beyer  
Maureen McBroom  
Carol Quest  
Kevin Weismann (Jefferson County)  
Mary Truman (Jefferson County)  
Rod L  
Eric Schmid  
Bob Wetzel  
Pedro Galleos  
Kristine B.  
Jeff Doyle

Chairperson Andrew Beyer called meeting to order at 4:30 pm

Review and Approve April 12, 2022, Task Force Meeting Minutes

After reading through the minutes from the last task force drafted meeting minutes, motion was made by Carol Quest and seconded by Eric Schmid to approve and forward meeting minutes to the Public Works Commission.

Follow Ups: National Bike Month in May, Get Healthy Watertown's Weekly Walk Watertown Routes Social Media Posts, Tour Da Goose

The City had previously prepared a few nice social media posts as they pertained May to be National Bike month. The Task Force reviewed said social media posts from May during the meeting. It was brought up that National Bike to School Day was in May and Engineering was requested to find another day in October when kids could bike to school.

Get Healthy Watertown has asked that if you have not already "liked" the Get Healthy Watertown Facebook page, that you would "like" and/or sign up to get the weekly emails.

Tour Da Goose wrapped up on June 25<sup>th</sup>. There were approximately 312 riders. It was a rainy day, but there was good participation and an all-around great ride for everyone who participated. This year was our 10<sup>th</sup> year of doing the Tour Da Goose in Watertown. The fundraiser for the Rock River Community Clinic raised \$27,000. It began and ended at Riverside Park where there was music and food for bikers and supporters to listen to and enjoy. 12-22 miles of the race were on the Interurban Trail.

Visit from Jefferson County to Hear About Trails and Discuss Communities Bicycling Future

Kevin Weismann came from Jefferson County to talk about the progress and what Jefferson County has been doing to improve the on-road and off-road bicycle facilities. Discussion was started by stating that

the progress for the Interurban Trail is continuing to move forward. Maps and plans were then handed out. Items handed out included...

- Jefferson County Wisconsin Bicycle Routes Pamphlet
- Glacial River Trail Pamphlet
- Executive Summary Jefferson County Bikeway/Pedestrianway Plan
- Jefferson County Wisconsin Bicycle Plan Emphasis Summary (2010 Countywide Plan Update)

After all items were handed out, the County routes, wayfinding, and markers to communities were discussed. The Task Force then reviewed presented slides. The 2010 plan had included the Interurban Trail, which was first proposed 12 years ago.

Task Force then moved on to discuss the Glacial River Bike Trail that goes through Jefferson County. The Task Force mentioned that is a multi-use trail with 52 miles to bike, run, walk, etc. with parts of the trail in city.

Kevin Weismann brought up some interesting history of the trail stating that the Interurban Trail was an old Milwaukee electric railway line. The peak operations of the rail line were from 1920-1930. The earliest recorded date of plans to turn the rail line into an Interurban trail was in 1874 by a UW Extension Agent.

After discussing the history of the trail, the Task Force deliberated more on the progress of the Interurban Trail and the project phases. Phase One is 100 percent complete, from Watertown to River Road. Phase Two is 4.7 miles and still under construction. However, Phase Two is said to be done October of 2022. Phase Three is working on fundraising and still to come. The Task Force is currently working with the City of Oconomowoc and Waukesha County, as a grant is need for the one mile of trail in Waukesha County. Jefferson County had the \$249,000 Knowles-Nelson Grant approved which will go to help with Phase Three. Connection in next 2-3 years from the end of phase two to Oconomowoc. The Department of Transportation and the Department of Natural Resources have voiced that they would like to fund the final phases of the Interurban Trail.

Jeff D. mentioned the Augie Tietz Bench was put in on the trail. Jefferson County mentioned that they can adjust two of the planned routes to meet with city planning.

Eric Schmid asked if flashing signs could be put in along the County Highway E and the Interurban Trail, however Jefferson County representatives felt that flashing lights would lead to a false sense of security for bikers. Eric Schmid brought up the point that when leaving the city, you lose sense of where the trail goes because of shadows. Rod L. asked why not reduce the speed. Kevin Weismann replied that the traffic study did not warrant it. Which coincides with the study the City also did. However, it was brought up that maybe the city should do another study with the Interurban Trail now in. Rod L. mentioned that starting on an incline on bike is hard. Kevin Weismann responded that petitions and be sent to the County for review. Eric Schmid also mentioned the increase in sheriff department patrols in the area. Carol Quest asked if Ben W. of Jefferson County should be looped in, and it turned out that he had already been talked to, but that any concerns should be sent to Ben. Eric Schmid asked if lights would be beneficial at this area for night. Rod L brought up motion detector lights or solar powered, either of which would provided less of a sense of security. Kevin Weismann found probability there for lights but is looking for the best options.

Andrew spoke about moving forward on Agenda. Motion was made by Carol Quest and seconded by Bob Wetzel.

#### Review and Take Possible Action: Add Park & Recreation/Forestry as an Official Member of Task Force

As Park and Rec oversees bike paths in the City and is look to develop a more current bike map of the trails in the city, it is appropriate that they have representation on the Task Force to oversee and

maintain bike and pedestrian paths. Motion was made by Carol Quest and seconded by Rod L. to add a Park and Recreation representative to the Task Force.

#### Discuss Proposed Bicycle & Pedestrian Infrastructure Project Status Worksheet

Carol Quest took lead on project and found it naturally fit to bring the Bike Plan and Parks and Open Space Plan together. Future Bike Plan will help blend these. Andrew & Maureen mentioned that it would fall under the Transportation Alternative Program (TAP) and not just recreational. Carol Quest mentioned that the hospital area, at E. Main was getting a new sidewalk put in. Mary Trume, representative from Jefferson County, added that there would be more grant applications and opportunities because where the trails lead to would be important. The next steps for this project are to see it again at the next meeting after have time to digest the information as requested by Rod L.

#### Interurban Trailhead Facility Update

Kristine brought up that the Interurban Trail should connect to the City trails. Mary and Carol replied with the fact that the Glacial River comes in on 12<sup>th</sup> Street. Andrew & Maureen said that they'd make sure there was a connection to Interurban Trails and the City routes.

The Interurban Trailhead had it ribbon cutting on June 4<sup>th</sup>. The Stewardship Grant funded part of the trailhead project. Kevin Weismann said that there was probably three times the number of people out at the ceremony than what was expected. It was also mentioned that roadside parking is a County concern and will need land acquisition. Rod L. said that as he crossed E near the WE Energies Plant there is a gate open to the Conservation Club. It was a grassy area, but it is not open to public. After discussion it was added that people are parking along the street at Clark Street, which was the County's concern.

#### TAP Grant Update

The City has four Transportation Alternative Program (TAP) grant applications into the State: N. 4<sup>th</sup> Street Shared Use Plan, S. Church Street Shared Use path, City wide bike and pedestrian path network plan, and Tivoli Island Inspection and Restoration study. In May the City-wide Bike and Pedestrian master plan document was received with 80-20% and was an \$80,000 grant that was recommended. The Task Force says that a lot of work was put into that grant application. There are future TAP Grant opportunities, of which Andrew & Maureen summarized. The Task Force anticipates the first application award announcement any day and award announcements on the latter two applications by late summer.

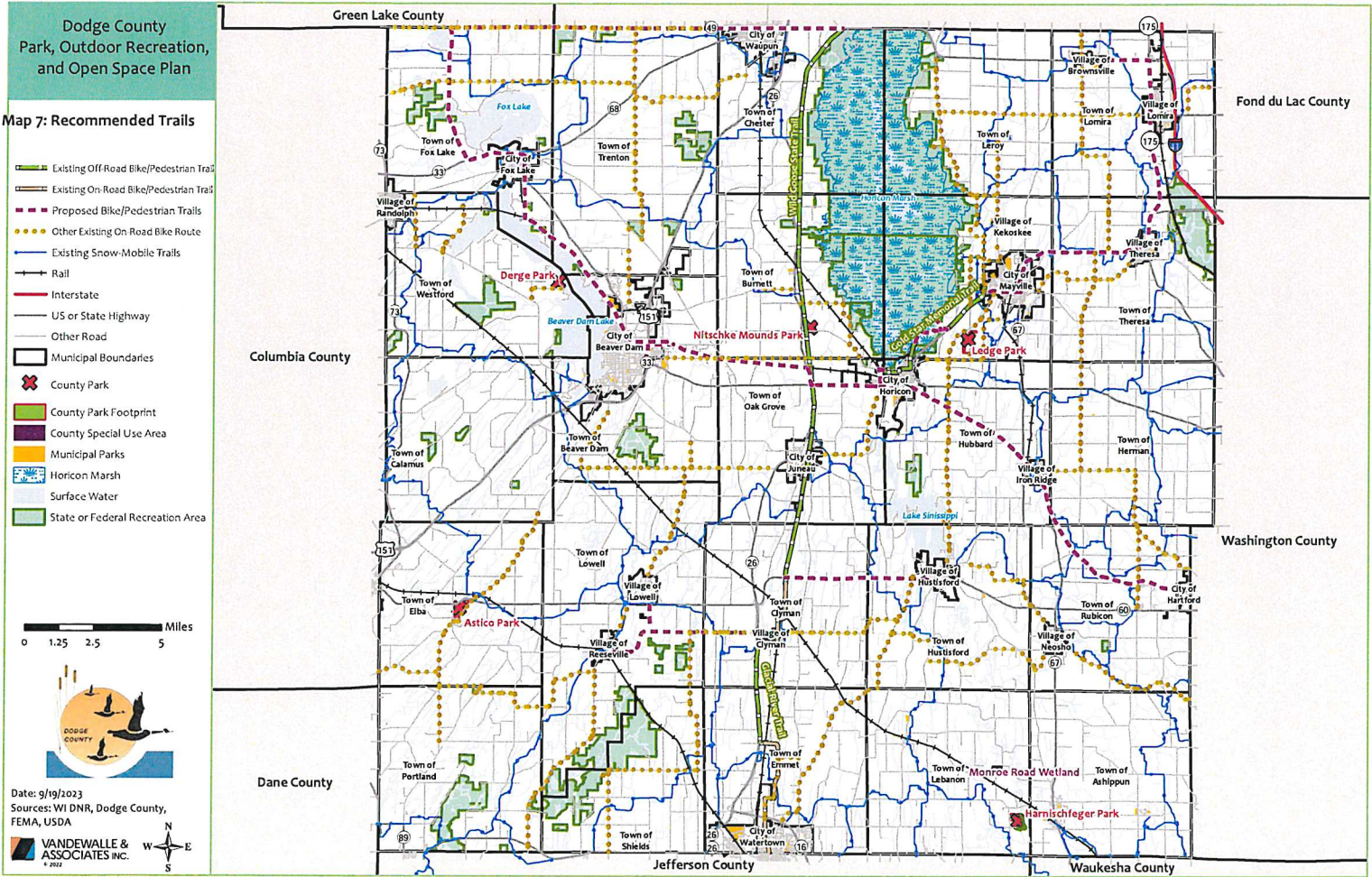
#### Upcoming Agenda Items

- Strategic
- Bicycle Friendly Community: New Process and Program

Given that there was no further information to discuss a motion was made by Carol Quest to adjourn the meeting. That meeting was seconded by Eric Schmid.

Meeting adjourned at 5:30 pm.







## RESOLUTION TO AMEND FORMATION OF CITY-WIDE BICYCLE AND PEDESTRIAN PATH PLAN TASK FORCE

**SPONSOR: ALDERPERSON WETZEL  
FROM: PUBLIC WORKS COMMISSION**

**WHEREAS**, Resolution #8270 to form a City Wide Bicycle and Pedestrian Path Plan Task Force was approved by the full Common Council at their regularly Scheduled February 15, 2016 meeting; and,

**WHEREAS**, it is determined to be in the best interests of the City of Watertown to support on- and off-road pedestrian and bicycle facilities; and,

**WHEREAS**, the City of Watertown intends to continue to establish on- and off-road pedestrian and bicycle facilities throughout the community; and,

**WHEREAS**, the City of Watertown has a 2005 City Wide Bicycle Path Plan; and,

**WHEREAS**, the City of Watertown recognizes the need of a formalized group to oversee, delineate, and update the 2005 Plan so it reflects the most advantageous locations for said paths that will bring the biggest benefit to the City; and,

**WHEREAS**, the City wishes to create such a group to update the City Wide Bicycle and Pedestrian Path Plan for the citizens of Watertown; and,

**WHEREAS**, the City authorizes the Public Works Commission to create said task force; and,

**WHEREAS**, the Public Safety & Welfare Committee is in full support of said task force; and,

**WHEREAS**, the task force shall be made up of at least two Alderpersons, ~~one~~ **two** Engineering ~~Department~~ **Division** staff members, one Health Department staff member, one Police Department staff member, a Watertown Unified School District representative, ~~one~~ **Parks, Recreation, & Forestry Department staff member**, and two citizens at large; and,

**WHEREAS**, the attending Engineering ~~Department~~ **Division** staff members, attending Health Department staff member, attending Police Department staff member, ~~attending Parks, Recreation, & Forestry Department staff member~~, and attending Watertown Unified School District representative at any given meeting shall be considered a voting member at that meeting; and,

**WHEREAS**, the staff member acting as the “attending Engineering ~~Department~~ **Division** staff members”, “attending Health Department staff member”, “attending Police Department staff member”, “attending **Parks, Recreation, & Forestry Department staff member**”, and “attending Watertown Unified School District representative” may vary from meeting to meeting.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:** that the City of Watertown Common Council does hereby go on record in support of the Public Works Commission forming a Task Force to update the City-Wide Bicycle and Pedestrian Path Plan for the City of Watertown; and,

**BE IT FURTHER RESOLVED** that the Common Council does hereby approve the Task Force as approved and recommended by the Public Works Commission and supported by the Public Safety & Welfare Committee.

**BE IT FURTHER RESOLVED** that the City of Watertown Common Council does hereby approve the amended City-Wide Bicycle and Pedestrian Path Plan Task Force resolution #8270.

	YES	NO
DAVIS		
LAMPE		
BOARD		
BARTZ		
BLANKE		
SMITH		
SCHMID		
WETZEL		
MOLDENHAUER		
MAYOR MCFARLAND		
TOTAL		

ADOPTED November 21, 2023

\_\_\_\_\_  
CITY CLERK

APPROVED November 21, 2023

\_\_\_\_\_  
MAYOR

Jaynellen J. Holloway, P.E.  
920.262.4050

Andrew Beyer, P.E.  
920.262.4052

Maureen McBroom, ENV SP  
920-262-4036

Ritchie M. Piltz  
920.262.4034

Secretary, Wanda Fredrick  
920.262.4368

## MEMO

TO: Chairperson Wetzel and Commissioners  
FROM: Jaynellen J. Holloway, P.E.  
DATE: November 8, 2023  
RE: Public Works Commission Agenda Narrative for November 14, 2023

---

Agenda Items:

Update Only: Silver Creek Condo Thank You

### BACKGROUND

Update Only: Silver Creek Condo Thank You: The Public Works Commission was copied on a thank you letter to the Mayor from the Silver Creek Homeowners Association. See attached.

### Attachments

- Thank you letter

Silver Creek Homeowners Association  
P. O. Box 606  
Watertown Wisconsin 53094

October 30, 2023

Ms. Emily McFarland, Mayor  
106 Jones Street  
PO Box 477  
Watertown, WI 53094

Received by  
City of Watertown

OCT 30 2023

Engineering Department  
By: \_\_\_\_\_

Dear Mayor McFarland:

The Homeowners of Silver Creek Condo Association would like to thank the City of Watertown for assisting with your intervention with the final surfacing of the roads located at Creekside Court and Laurie Ann Circle. The work was completed on October 25, 2023, by Poblocki Paving Corporation.

While there are many public servants that offered support and answered questions, we want to thank the following for their tolerance of our efforts to finalize this milestone. This would not have been possible without the support of the following people:

Ms. Emily McFarland, Mayor  
Mr. Jonathan Lampe, District 2 Representative  
Mr. Steven Chesebro, City Attorney  
Mr. Robert Wetzel, Chair, Public Works  
Mr. Andrew Beyer, City Engineering Dept.  
Watertown Public Works Commission

With your collective guidance and effort, the City of Watertown made it possible for a successful conclusion and has shown the value of development but insists on making good on agreed promises. The finished road is a tangible benefit to any present and future families that wish to locate and invest in their own place to call home.

We can assure you that our existing and future members of the voting and tax paying public will remember with positive thoughts all the people in public office that heard our plea and fostered a positive outcome.

Sincerely yours,



The Board of Directors  
John Thompson, President  
JT/msm

cc:

Mr. Jonathan Lampe  
Mr. Steven Chesebro  
Mr. Robert Wetzel  
Mr. Andrew Beyer  
Watertown Public Works Commission

e-mail:

Silver Creek Homeowners Association Members  
Mr. Peter Turke, Attorney

Jaynellen J. Holloway, P.E.  
920.262.4050

Andrew Beyer, P.E.  
920.262.4052

Maureen McBroom, ENV SP  
920-262-4036

Ritchie M. Piltz  
920.262.4034

Secretary, Wanda Fredrick  
920.262.4368

## MEMO

TO: Chairperson Wetzel and Commissioners  
FROM: Jaynellen J. Holloway, P.E.  
DATE: November 7, 2023  
RE: Public Works Commission Agenda Narrative for November 14, 2023

---

### Agenda Items:

Review and take possible action: Approve Water Quality Trade Protocol and Approval Methods

### BACKGROUND

Review and take possible action: Approve Water Quality Trade Protocol and Approval Methods Review:

The new Watertown Waterways Improvement Program (WWIP) successfully started in August with a kick-off meeting to introduce the program to local property owners. This local water quality trading program will be implemented to meet the pollutant reductions listed in the Rock River Total Maximum Daily Load (TMDL) and is required by the Wisconsin Department of Natural Resources (WDNR) Municipal Separate Storm Sewer System (MS4) Permit no. WI-S050075-3.

The Watertown Waterways Improvement Program (WWIP) was developed by City and Jefferson County staff with assistance from the Rock River Coalition. The expertise and experience of the Jefferson County Land & Water Conservation Department staff, including their in-depth knowledge of the local landscape and property owners in the area, is the foundation for the successful implementation of this local water quality trading program. Once County staff have identified a possible pollutant reduction practice with an interested local property owner, the City will review the proposed project and approve or deny its inclusion in the Watertown Waterways Improvement Program (WWIP). The City's process to evaluate and select proposed projects to be installed to capture pollutants is described in detail in the Watertown Waterways Improvement Program (WWIP) Project Selection & Approval Process.

### Attachments:

- Checklist
- Protocol
- Draft Resolution

**Watertown Waterways Improvement Program (WWIP)  
Project Selection Checklist**

*Section 4, Item C.*

**Proposed Project Information:**

**Evaluation Questions:**

**Y/N**

<b>TMDL Reachshed #28/29</b>		<b>Are additional projects in this reachshed still needed?</b>	
<b>Jefferson County</b>		<b>Are the project costs less than the budgeted amount?*</b>	
<b>Parcel #</b>		<i>*Proposed projects that exceed the annual budgeted amount are required to follow the City's budget amendment process.</i>	
<b>Address</b>		<b>Is this project, plus other projects previously approved this year, below the total budgeted amount for this year?</b>	
<b>Type of Practice</b>		<b>Is the modeled Phosphorus reduction comparable with recent projects?</b>	
<b>Installation Cost</b>		<b>Is the cost per pound of Phosphorus comparable with recent projects?</b>	
<b>Annual Cost</b>			
<b>Length of Agreement</b>			
<b>Max.-Min. Phosphorus Reductions</b>			
<b>Max.-Min. TSS Reductions</b>			
<b>Cost per Pound of Phosphorus</b>			
<b>Proposed Installation Timeline</b>			

**Watertown Waterways Improvement Program (WWIP)  
Project Selection Checklist**

*Section 4, Item C.*

<b>Notes:</b>		<b>Project Approved for Selection in WWIP?</b>	
---------------	--	--	--

## Watertown Waterways Improvement Program

### Project Selection & Approval Process

November 2023

The Watertown Waterways Improvement Program (WWIP) was developed by City of Watertown (City) and Jefferson County (County) staff with assistance from the Rock River Coalition. The expertise and experience of the Jefferson County Land & Water Conservation Department staff, including their in-depth knowledge of the local landscape and property owners in the area, is the foundation for the successful implementation of this local water quality trading program. The WWIP will be implemented to meet the pollutant reductions listed in the Rock River Total Maximum Daily Load (TMDL) and is required by the City's Wisconsin Department of Natural Resources (WDNR) Municipal Separate Storm Sewer System (MS4) Permit no. WI-S050075-3.

Once County staff have identified a possible pollutant reduction practice with an interested local property owner, the City Director of Public Works/City Engineer or designee will review the proposed project and approve or deny its inclusion in the Watertown Waterways Improvement Program (WWIP). Typical project evaluation criteria include:

- Project Location
- Overall and Annual Costs
- Number of Projects Completed in Budget Year/Remaining Budget
- Amount of Pollutant Reduction
- Cost per Pound of Phosphorus

Additional site or project-specific criteria may be evaluated depending on the type of project that is proposed.

### **Project Selection & Approval Sequence**

1. County forwards a potential project to City.
2. Director of Public Works/City Engineer or designee (DPW) reviews the proposed project.  
*Use WWIP Project Selection Checklist.*
3. DPW approves (or not) whether to include this project in the WWIP.
4. DPW notifies County staff of decision.
  - a. If not approved by DPW, County staff may still decide to work with property owners under alternative conservation programs.
5. County works through project details with property owner.
6. DPW or designee meets with County and property owner when property owner signs agreement.
7. DPW sends project agreement through normal City contract cover letter and agreement process, with Mayor completing the final signature on the agreement signed by the property owner.
8. Agreement is recorded with County.
9. Project is shared with Public Works Commission as an update after contract is signed.



PAYMENT RATES TABLE

Practice	One Time Installation Rate (\$/ac.)	Annual Payment Rate (\$/ac.)	Estimated Practice Lifespan* (Years)	Contract Period	Comments
Harvestable Vegetated Filter Strips	225 Upfront	400 Annually	10+	10	<ul style="list-style-type: none"><li>• Width of Buffers/Filters is 30' min. and 150' max.</li><li>• Potential for larger widths so long as it provides additional P-reduction.</li><li>• Additional funding for native species may be available.</li></ul>
Vegetated Filter Strips (Introduce or Native Species)	225 Upfront	400 Annually	10+	10	
Grassed Waterways	All installation expenses paid, one time payment		10+	10	
Roof Runoff Structures	All installation expenses paid, one time payment		Min. of 15	10	
Other Accepted Practices	If other phosphorus reducing practices can be utilized, LWCD will work with the City of Watertown to establish guidelines and conditions.				

\* Proper maintenance and management will provide longer lasting functioning practices that will outlive the contract period

PARTNERS

The Watertown Waterways Improvement Program (WWIP) is a collaborative effort between the City of Watertown, Jefferson County Land and Water Conservation Department (LWCD) and Rock River Coalition, a local nonprofit that works to improve water quality in South Central Wisconsin.



dhoffman@jeffersoncountywi.gov



920-674-7115

QUESTIONS?

Watertown Waterways Improvement Program Contact:

David Hoffman  
Jefferson County Land & Water Conservation Department



www.rockrivercoalition.org/watertown-waterways-improvement-program/

For more information on water quality trading and the City of Watertown Waterways Improvement Program please visit the Rock River Coalition website:



THE CITY OF WATERTOWN  
WATERWAYS  
IMPROVEMENT  
PROGRAM

Landowner incentives for conservation practices that improve local water quality



Section 4, Item C.



THE CITY OF WATERTOWN

# WATERWAYS IMPROVEMENT PROGRAM

The City of Watertown is implementing *water quality trading* as an innovative way to achieve clean water goals and reduce the amount of phosphorus entering local waterways. Water quality trading gives municipalities the ability to partner with area landowners on implementing conservation practices that will achieve pollutant reductions.

Watertown’s water quality trading will be facilitated by the *Watertown Waterways Improvement Program (WWIP)*, a partnership between Jefferson County Land and Water Conservation Department (LWCD), Rock River Coalition and the City of Watertown. This program will involve area landowners with the goal of reducing phosphorus in a way that is more effective and less expensive than the City working individually.

To help meet water quality requirements, the City of Watertown will reimburse private landowners for implementing voluntary conservation practices through WWIP. These conservation practices will

help decrease the amount of phosphorus runoff and improve water quality in the watershed at large. Eligible landowners who participate in this program will sign 10-year contracts, will be paid a fixed rate upon installation, and in some cases will receive annual payments for the length of the contract (see rates on back page).

**Landowner Benefits:**

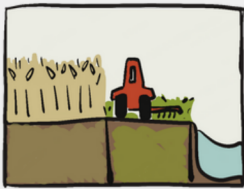
- **Receive economic incentives offered through the City of Watertown.**
- **Reduce soil erosion on your property.**
- **Improve your local water quality.**
- **Improve your farm’s sustainability.**



# CONSERVATION PRACTICES

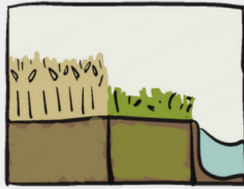
Examples include:

**HARVESTABLE VEGETATED FILTER STRIPS**



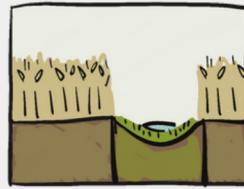
Strip of vegetation along the edge of a cropped field and/or adjacent to a waterway. The strips can be harvested as forage throughout the growing season.

**VEGETATED FILTER STRIPS**



Strips of vegetation (native species optional) along the edge of a cropped field and/or adjacent to a waterway that reduce suspended solids and contaminants.

**GRASSED WATERWAYS**



Graded channels with vegetation suitable to transport surface water to a less erodible site, which allows fields to shed water and reduces further erosion.

Additional practices:

- Roof runoff structures
- Other acceptable best management practices may be eligible.

# PARTICIPATION PROCESS

Section 4, Item C.

- 1. Site Visit:** The landowner and LWCD meet and determine which conservation practice(s) works best for the land and landowner.
- 2. Design of Practice:** LWCD prepares a proposed conservation practice plan.
- 3. Modeling & Paperwork:** LWCD models phosphorus reduction based on the proposed plan.
- 4. Practice Approval:** The City of Watertown approves the conservation practice plan for funding.
- 5. Contracting:** The landowner signs a conservation practice contract.
- 6. Practice Installation:** The landowner or contractor installs the conservation practice (with oversight by LWCD if applicable).
- 7. Practice Certification & Payment:** Once installed, LWCD visits the property to certify practice. The City of Watertown pays the landowner the contracted initial payment.
- 8. Recording of Practice:** The City of Watertown records the conservation practice on the property deed.
- 9. Annual Visits:** LWCD conducts yearly site visits. If applicable, the City of Watertown pays the landowner an annual payment.
- 10. Termination:** Upon completion of contact, the City of Watertown files termination of agreement on property deed (unless the contract is renewed).

**RESOLUTION TO  
APPROVE WATER QUALITY TRADE PROTOCOL AND APPROVAL  
METHODS**

**SPONSOR: ALDERPERSON WETZEL  
FROM: PUBLIC WORKS COMMISSION**

**WHEREAS**, the new Watertown Waterways Improvement Program (WWIP) successfully started in August of this year; and,

**WHEREAS**, This local water quality trading program will be implemented to meet the pollutant reductions listed in the Rock River Total Maximum Daily Load (TMDL) and is required by the Wisconsin Department of Natural Resources (WDNR) Municipal Separate Storm Sewer System (MS4) Permit no. WI-S050075-3; and,

**WHEREAS**, The Watertown Waterways Improvement Program (WWIP) was developed by City and Jefferson County staff with assistance from the Rock River Coalition; and,

**WHEREAS**, The expertise and experience of the Jefferson County Land & Water Conservation Department staff, including their in-depth knowledge of the local landscape and property owners in the area, is the foundation for the successful implementation of this local water quality trading program; and,

**WHEREAS**, Once County staff have identified a possible pollutant reduction practice with an interested local property owner, the City Director of Public Works/City Engineer or his/her designee will review the proposed project and approve or deny its inclusion in the Watertown Waterways Improvement Program (WWIP); and,

**WHEREAS**, The City's process to evaluate and select proposed projects to be installed to capture pollutants is described in detail in the Watertown Waterways Improvement Program (WWIP) Project Selection & Approval Process; and,

**WHEREAS**, additionally, the City's process to evaluate and select proposed projects to be installed will include the project location, the overall and annual costs, the number of projects completed in that budget year and the remaining budget, the amount of pollutant reduction, and cost per pound of phosphorous for each project; and,

**WHEREAS**, Additional site or project-specific criteria may be evaluated depending on the type of project that is proposed; and,

**WHEREAS**, Each project is shared with Public Works Commission as an update after the contract is signed with the property owner and recorded with the County; and,

**WHEREAS**, the Watertown Waterways Improvement Program (WWIP) Project Selection & Approval Process has been reviewed and approved by the Public Works Commission.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE  
CITY OF WATERTOWN, WISCONSIN:**

**(November 21, 2023) Exhibit #XXXX**



That the proper City officials be and are hereby authorized to approve the Watertown Waterways Improvement Program water quality trade and approval methods.

	YES	NO
DAVIS		
LAMPE		
BOARD		
BARTZ		
BLANKE		
SMITH		
SCHMID		
WETZEL		
MOLDENHAUER		
MAYOR MCFARLAND		
TOTAL		

ADOPTED November 21, 2023

CITY CLERK

APPROVED November 21, 2023

MAYOR

Jaynellen J. Holloway, P.E.  
920.262.4050

Andrew Beyer, P.E.  
920.262.4052

Maureen McBroom, ENV SP  
920-262-4036

Ritchie M. Piltz  
920.262.4034

Secretary, Wanda Fredrick  
920.262.4368

## MEMO

TO: Chairperson Wetzel and Commissioners  
FROM: Jaynellen J. Holloway, P.E.  
DATE: November 8, 2023  
RE: Public Works Commission Agenda Narrative for November 14, 2023

---

Agenda Items:

Update Only: Quarry Study Update

### BACKGROUND

Update Only: Quarry Study Update: Engineering Division prepared and advertised a Request for Proposal for the Quarry Study earlier this summer. Engineering received zero proposals. The Public Works Department and Parks, Recreation & Forestry met and retooled the request for proposal and readvertised it only to again receive zero proposals.

Next steps:

- Contact the Department of Natural Resources and inquire as to firms they might suggest would respond to a quarry study
- Contact a local nonmetallic mine/quarry in the area and see who they work with for their reclamation reports, etc.
- Once we have some potential contacts, discuss with those contacts what specifics should and should not be in the next request for proposal
- Prepare and advertise a third time (third time's a charm)