



## PUBLIC WORKS COMMISSION MEETING AGENDA

TUESDAY, SEPTEMBER 12, 2023 AT 5:30 PM

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

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

### 1. CALL TO ORDER

### 2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

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

### 3. REVIEW AND APPROVE MINUTES

A. Public Works Minutes from August 22, 2023

### 4. BUSINESS

A. Review and take possible action: Review of Stormwater Utility Rate charges for duplexes and update to Chapter 453, Stormwater Management Utility

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

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

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

### 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 AGENDA

Section 3, Item A.

**TUESDAY, August 22, 2023, AT 5:30 PM**

Commission Members present: Smith, Bartz, Board, Thompson

Commission Members missing: Wetzel

City employees present: Public Works Director / City Engineer Holloway, Water & Wastewater Manager Pete Hartz, Assistant Water & Wastewater Manager Tim Hayden, Streets Division Operations Manager Stacy Winkelman (virtual)

### **1. CALL TO ORDER**

Acting Chairman Smith called the meeting to order at 5:30 PM for Chairman Wetzel

### **2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT**

No citizens present, no comments

### **3. REVIEW AND APPROVE MINUTES**

Public Works minutes from August 8, 2023

Motion to approve: Board, 2<sup>nd</sup>: Thompson. Carried by unanimous voice vote.

### **4. BUSINESS**

A. Review and take possible action: Street repair request for 1100 block of Pleasant Street. PWDCE Holloway reported the issue was resolved prior to the scheduled PW meeting.

Motion to table: Bartz, 2<sup>nd</sup>: Thompson. Carried by unanimous voice vote.

B. Review and take possible action: Establish native prairie plantings at several large open areas owned by the water & wastewater utilities. WWM Hartz and AWWM Hayden explained that they currently have about 40 acres of grass to cut using one PT employee and another FT staff member for all of their landscaping work. They would like to use native prairie plantings which offer a wide variety of plants and flowering species that attract pollinators and other beneficial insects and make for a more aesthetically pleasing impression of open spaces. They suggest a 2-3 year approach to transition from mowed grass to a living prairie. They are proposing to convert about 7.5 acres of grass at 5 remote areas. All sites have been approved for the new native landscaping allowed by city rules and requirements. They plan to contract with Tallgrass Restoration, LLC, of Milton, WI, and expect the cost to be offset by the reduction of mowing costs.

Motion to approve: Thompson, 2<sup>nd</sup> Bartz. Carried by unanimous voice vote.

C. Review and take possible action: Wastewater Department; purchase 2 new spiral heat exchangers from Gooch Thermal Systems, Inc. for the anerobic digestion treatment process for a total of \$93,500.00. WWM Hartz explained that during normal plant operations the staff found that the closed loop hot water heating system was leaking water. After spending several days isolating the system, they discovered a water leak inside one of the spiral heat exchangers. After discussions with the manufacturer regarding the size and location of the leak, it was determined the 20+ year old exchanger could not be repaired. Sufficient funds are available in the wastewater capital account due to a pause placed on the UV disinfection system upgrade.

Motion to approve: Board, 2<sup>nd</sup>: Bartz. Carried by unanimous voice vote.

### **5. ADJOURNMENT**

Motion to adjourn: Thompson, 2<sup>nd</sup>: Board. Carried by unanimous voice vote. Meeting adjourned at 5:57 PM.

Respectfully submitted,

Dan Bartz

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920.262.4050

Andrew Beyer, P.E.  
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Maureen McBroom, ENV SP  
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Ritchie M. Piltz, CSI  
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Administrative Assistant  
Wanda Fredrick 920.262.4060

## MEMO

TO: Chairperson Wetzel and Commission Members  
FROM: Andrew Beyer, P.E.  
DATE: September 5, 2023  
RE: Public Works Commission Meeting of September 12, 2023

### Agenda Item:

Review and take possible action: Stormwater Utility Rate charges for duplexes and update to Chapter 453, Stormwater Management Utility

### BACKGROUND:

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

This came to light when Chapter 453 was revised earlier this year to eliminate inconsistencies in the ordinance regarding Stormwater Utility Charges and was investigated in further detail during the summer of 2023.

City staff is seeking direction on whether to charge duplex customers as described in Section 453-8(B) or modify Chapter 453 to reflect how duplex customers are currently billed. If the former option is direction given by the Commission, Chapter 453-6(1)(B)(1) needs to be modified to a separate line to the table describing the Service Charge Rates for Duplex Residential Units, to be consistent with the rest of Chapter 453-6:

	<u>Monthly Admin.</u>	<u>Monthly Volume</u>	<u>Monthly Pollutant</u>
	<u>Charge</u>	<u>Charge per ERU</u>	<u>Charge per ERU</u>
Duplex Residential Units	\$2.13	\$2.81	\$4.78

Enclosed: Section 453-6, City of Watertown Municipal Code of Ordinances  
Section 453-8, City of Watertown Municipal Code of Ordinances

**§ 453-6. Acquisition of facilities; rates and charges.**

- A. Facilities. The City through the Utility may acquire, construct, lease, own, operate, maintain, extend, expand, replace, clean, dredge, repair, conduct, manage and finance such facilities as are deemed by the City to be proper and reasonably necessary for a system of stormwater and surface water management. These facilities may include, without limitation by enumeration, surface and underground drainage facilities, storm sewers, watercourses, retaining walls and ponds, and such other facilities that will support a stormwater management system.
- B. Rates and charges. Rates and charges for the City of Watertown Stormwater Management Utility are as follows: **[Amended by Ord. No. 12-01; 12-1-2015 by Ord. No. 15-44]**
- (1) ERU definition. One volume equivalent runoff unit (ERU) shall be equal to 2,900 square feet of impervious surface area. The number of ERUs assigned to each parcel shall be rounded to the nearest 0.50 ERU. **[Amended 7-21-2020 by Ord. No. 20-18]**

<b>Service Charge Rates</b>			
<b>Customer Class</b>	<b>Monthly Administrative Charge per Customer</b>	<b>Monthly Volume Charge per ERU</b>	<b>Monthly Pollutant Charge per ERU</b>
Single-family and duplex residential	\$2.13	\$5.61	\$4.78
Public authority	\$2.13	\$5.61	\$2.64
Multifamily residential	\$2.13	\$5.61	\$3.63
Commercial	\$2.13	\$5.61	\$5.14
Industrial	\$2.13	\$5.61	\$4.24
Institutional	\$2.13	\$5.61	\$2.64

- C. Budgeting. The City through the Utility shall prepare an annual budget, which is to include all administrative, regulatory compliance, operation and maintenance costs, debt service, and other costs related to the operation of the Utility. All costs shall be allocated amongst users of the stormwater management system as recommended by the Finance Committee and determined by the Council.
- D. Authority. The City may utilize the full authority provided in § 66.0821, Wis. Stats., with respect to financing methods, stormwater service charges, and other matters therein dealt with, and shall have all legal authority permitted for municipal utilities to impose reasonable charges for services.

**§ 453-8. Stormwater service charges.****A. General.**

- (1) Charges established. There is hereby established a uniform system of stormwater service charges that shall apply to each and every lot or parcel with impervious surface area within the City. It shall be the policy to establish stormwater service charges in such amount in order to pay for all or a part of the following costs relating to the Utility: operations and maintenance costs; administrative costs; contributions to a replacement fund; capital costs and debt service. The Council may establish and modify stormwater service charges as necessary so as to assure that the charges generate adequate revenues to pay the costs of the stormwater management program and that costs are allocated fairly and proportionately to all parcels in the City.
- (2) Service charge categories.
  - (a) Volumetric service charge. A volumetric service charge shall be imposed on all property that has impervious surface area. This charge shall be related to the costs of managing stormwater runoff volume. The charge for each parcel shall be equal to the product of the service charge rate in terms of dollars per ERU and the number of volume ERUs assigned to the parcel. The number of volume ERUs assigned to each lot or parcel shall be determined based on the amount of impervious surface area.
  - (b) Pollutant loading service charge. A pollutant loading service charge shall be imposed on all property that has impervious surface area. This charge shall be related to the costs of managing pollutants in stormwater runoff. The charge for each parcel shall be equal to the product of the service charge rate in terms of dollars per ERU and the number of pollutant ERUs assigned to the parcel. The number of pollutant ERUs assigned to each lot or parcel shall be determined based on the amount of impervious surface area and the land use.
  - (c) Special charge. A special charge may be imposed on property that is in an area specially benefited by a particular stormwater management facility. This charge will be developed to reflect the benefits in a particular area that may not be appropriate to allocate to property throughout the City.
  - (d) Administrative charge. An administrative charge shall be imposed upon each property that has impervious surface area. The administrative charge shall recover a portion of costs related to stormwater flow not directly attributable to users (i.e., stormwater runoff from streets and roads) and customer costs (including accounting and billing). The administrative charge shall be imposed on each user subject to stormwater service charges and will consist of a flat fee per customer account. **[Added by Ord. No. 11-28]**
- (3) Billing and payment.
  - (a) Billing. The City shall compute the amounts due the City for stormwater service charges and shall render a statement thereof, at periodic intervals, to the owner or occupant of any premises subject to such charge.
  - (b) Payment. Property owner is held responsible for all stormwater service charges on real property owned. All stormwater bills and notices of any nature relative to the stormwater management program will be addressed to the owner and delivered to the addressee by first class mail. All amounts due hereunder shall be payable at the office of the City Treasurer. Failure to receive a bill does not relieve a party of his/her obligation, nor relieve him/her of payment of the penalty if not paid before the due date. Claims or complaints

§ 453-8

§ 453-8

- must be made within five days from due date of bill. **[Amended by Ord. No. 10-28; 7-5-2022 by Ord. No. 22-63]**
- (c) Late charges. If stormwater service charges are not paid in full on the due date, a charge shall be made on the balance as set forth in the fee schedule set by Common Council. **[Amended 4-6-2020 by Ord. No. 20-12]**
  - (d) Failure to receive bills. Reasonable care will be taken in the delivery of stormwater service charge bills. Failure of any person to receive bills for stormwater service charges shall not be considered an excuse for nonpayment nor shall such failure result in an extension of the period of time during which the net bill should have been paid.
  - (e) Lien on property. Unpaid stormwater service charges shall be a lien upon the property served and shall be enforced as provided in § 66.0809(3), Wis. Stats.
- (4) Rates set by resolution. All stormwater service charge rates shall be established from time to time by written resolution of the Common Council. The rates shall be reviewed by the Common Council on an annual basis and adjusted as necessary.

**B. Determination of ERUs.**

- (1) For purposes of imposing the service charges, all lots and parcels in the City shall be classified into the following seven customer classifications:
  - (a) Single-family residential.
  - (b) Condominium residential.
  - (c) Duplex and multifamily residential.
  - (d) Industrial.
  - (e) Commercial.
  - (f) Institutional.
  - (g) Undeveloped.
- (2) Volume ERUs shall be calculated for each classification as follows:
  - (a) Single-family residential: one ERU per dwelling unit.
  - (b) Condominium residential. The Public Works Director/City Engineer shall be responsible for determining the total impervious area of each condominium parcel based on the best available information, including but not limited to data supplied by the City Assessor, Building Inspector or Zoning Administrator; aerial photography; the property owner, tenant or developer; or actual on-site measurement. The total impervious area of the parcel shall be divided equally among the condominium units to determine the square feet of impervious area per unit. This amount shall be divided by the number of square feet per ERU as established by the Common Council and set forth in the Stormwater Service Charge Rate Table in § 453-6B(1) to determine the number of ERUs to assign to each unit, except that in no case shall a condominium unit be assigned less than 0.5 ERU. The number of ERUs per unit shall be rounded to the nearest 0.5 ERU. **[Amended 10-4-2016 by Ord. No. 16-18; 7-5-2022 by Ord. No. 22-63]**

§ 453-8

- (c) Duplex and multifamily residential: 0.50 ERU per dwelling unit.
  - (d) Industrial, commercial and institutional property. The Public Works Director/City Engineer shall be responsible for determining the impervious area of each nonresidential parcel based on the best available information, including but not limited to data supplied by the City Assessor, Building Inspector or Zoning Administrator; aerial photography; the property owner, tenant or developer; or actual on-site measurement. The total impervious area of the parcel shall be divided by the number of square feet per ERU as established by the Common Council and set forth in a Stormwater Service Charge Rate Table in § 453-6B(1) to determine the number of ERUs to assign to the parcel. The number of ERUs per parcel shall be rounded to the nearest 0.5 ERU. **[Amended 7-5-2022 by Ord. No. 22-63]**
  - (e) Undeveloped property. For any lot or parcel that has no impervious surface area, no volume ERUs shall be assigned for purposes of imposing service charges under this article.
- (3) Pollutant ERUs shall be calculated for each classification as follows:
- (a) Single-family and duplex residential: one ERU per dwelling unit.
  - (b) Condominium residential. The number of volume ERUs shall be multiplied by a factor of 1.0 to determine the number of pollutant ERUs.
  - (c) Multifamily residential. The number of volume ERUs shall be multiplied by a factor of 0.80 to determine the number of pollutant ERUs.
  - (d) Industrial. The number of volume ERUs shall be multiplied by a factor of 0.90 to determine the number of pollutant ERUs.
  - (e) Commercial. The number of volume ERUs shall be multiplied by a factor of 1.10 to determine the number of pollutant ERUs.
  - (f) Institutional. The number of volume ERUs shall be multiplied by a factor of 0.50 to determine the number of pollutant ERUs.
  - (g) Undeveloped property. For any lot or parcel that has no impervious surface area, no pollutant ERUs shall be assigned for purposes of imposing service charges under this article.
- (4) New construction. For all classifications other than single-family, duplex and multifamily residential, the construction of new or expanded buildings, driveways or other structures or improvements that add impervious surface area to the lot or parcel shall be subject to an increase in the number of ERUs assigned to a lot or parcel. The City shall recalculate the number of ERUs upon completion of new construction.

C. Appeals and credits. **[Amended by Ord. No. 10-01; Ord. No. 11-28]**

- (1) Nonresidential credits for the provision of stormwater mitigation facilities and/or activities. Owners of nonresidential properties that have facilities for on-site detention and runoff control or pollutant loading reduction, that undertake activities designed to reduce the quantity of or pollutant loadings in stormwater runoff from the lot or parcel, or that conduct a public education and information program designed to increase public awareness regarding the water quality impacts of stormwater runoff may be eligible for a reduction in the volumetric and/or pollutant

§ 453-8

§ 453-8

loading service charges for their lot or parcel. In order to be eligible for a credit, the facilities or practices must exceed the City stormwater discharge standards that were in effect at the time that the lot or parcel was developed for its current use. Such property owners may apply for a review of the service charges for the lot or parcel. The amount of the credit or adjustment will be determined based on the amount of reduction in the peak rate or total annual volume of stormwater runoff or the percentage reduction in pollutant loadings that the facilities or activities are designed to achieve. No credits will be provided for the administrative charges.

- (a) Application for credit. Any property owner desiring to apply for a reduction in the stormwater service charge shall submit an application to the Public Works Director/City Engineer on forms supplied by the City. By submitting an application, the applicant is authorizing the Public Works Director/City Engineer to enter the property to obtain information required for the review of the credit request. The application shall be accompanied by the following: **[Amended 7-5-2022 by Ord. No. 22-63]**
- [1] Plans and studies. The applicant shall provide, as applicable, a written description of the proposed practices or public education program, hydrologic and/or hydraulic studies, plans, computations, etc., that demonstrate, to the satisfaction of the City, that the practices, programs or facilities meet the requirements for the credit requested.
  - [2] Maintenance agreement. The applicant shall provide a plan for maintenance of the facilities or practices.
  - [3] Ongoing documentation. For as long as the credit is in effect, the property owner or occupant shall supply to the City copies of any documentation required to demonstrate that the proposed practices or public education program is being carried out in accordance with the plans submitted to the City or that the facilities are being properly maintained in accordance with the maintenance agreement.
- (b) Determination of credit. Within 30 days of receipt of a complete application and supporting documentation, the Public Works Director/City Engineer shall review the application and supporting documentation and shall make a recommendation to the Public Works Commission regarding the credit request. The Public Works Commission shall review said application along with the Public Works Director/City Engineer's recommendation and shall determine whether a reduction in the stormwater service charge is due the applicant. The applicant shall be provided five business days' prior written notice of the time and place of the Commission's consideration of the credit at the address listed in the application. The Commission shall base its decision on the record submitted to it at its meeting. The Public Works Director/City Engineer shall notify the applicant in writing of the Commission's determination by first class mail addressed to the applicant using the address listed in the application. The credit shall be applied to the next practicable billing for stormwater service charges and all subsequent billings for as long as the facilities or practices are operated or carried out in accordance with the plans submitted with the application for the credit. **[Amended 7-5-2022 by Ord. No. 22-63]**
- (c) Amount of credit. Any credit to the stormwater service charge shall be in the form of a reduction in the volume ERUs, a reduction in the pollutant ERUs, or both. The percentage reduction in the number of ERUs shall be equal to the percentage reduction in the peak rate or total annual volume of stormwater runoff or pollutant loadings beyond what is required by the City's stormwater discharge standards, up to a maximum reduction of 75% in the number of volume and/or pollutant ERUs assigned to the parcel.



§ 453-8

§ 453-8

- [1] Parcels developed under current stormwater discharge standards. Parcels developed under the stormwater discharge standards in effect at the time of a credit application shall not be eligible for a reduction in stormwater service charges unless the facilities or practices exceed the City's stormwater discharge standards.
  - [2] Parcels developed prior to current stormwater discharge standards. Parcels that were developed prior to the stormwater discharge standards in effect at the time of a credit application may be eligible for a reduction in stormwater service charges if the facilities or practices exceed the City's stormwater discharge standards that were in effect when the parcel was developed. The credit shall be a percentage reduction in the number of volume and/or pollutant ERUs assigned to the parcel equal to the percentage reduction in the peak rate or total annual volume of stormwater runoff or pollutant loadings beyond what was required by the City's stormwater discharge standards in effect at the time the parcel was developed, up to a maximum reduction of 75% in the number of volume and/or pollutant ERUs assigned to the parcel.
- (d) Appeals. The stormwater service charge, a determination of ERUs or ERU credits may be appealed by filing a written appeal with the Public Works Director/City Engineer prior to the due date, if not paid, or within 30 days of payment. The appeal shall specify all bases for the challenge and the amount of the stormwater service charge the appellant asserts is appropriate. Failure to timely file an appeal waives all right to contest such charge. **[Amended 7-5-2022 by Ord. No. 22-63]**
- [1] The administrative review board shall review said written appeal and shall determine whether the stormwater service charge, the ERU determination or the ERU credit is fair and reasonable or whether an adjustment or refund is due the appellant. The applicant shall be provided five business days' prior written notice of the time and place of the administrative review board's consideration of the appeal to the owner at the address listed in the appeal. The administrative review board shall base its decision on the record submitted to it at its meeting. The Public Works Director/City Engineer shall notify the appellant in writing of the administrative review board's determination by first class mail addressed to the owner using the address listed in the appeal.
  - [2] If as a result of any appeal a refund is due the owner, such refund shall be applied as a credit on the owner's next practicable stormwater charge bill.
- (2) Rebates to residential properties for the provision of stormwater mitigation facilities. Residential properties that provide a rain barrel or construct a rain garden to mitigate the volume of stormwater and/or pollutant loadings discharged from the property shall be eligible for a one-time rebate of \$15. Property owners may apply for the rebate by completing an application supplied by the Public Works Director/City Engineer and supplying a receipt or other appropriate documentation of the purchase or installation of the rain barrel or rain garden. **[Amended 7-5-2022 by Ord. No. 22-63]**

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Administrative Assistant  
Wanda Fredrick 920.262.4060

## MEMO

TO: Chairperson Wetzel and Commission Members  
FROM: Stacy Winkelman  
DATE: September 5, 2023  
RE: Public Works Commission Meeting of September 12, 2023

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### Agenda Item:

Update, no action required: 2023 Salt Brine Program

### BACKGROUND:

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

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

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

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

The 2023 budget has funding for a brine-making machine; however staff have evaluated the program needs and would like to use this funding to make the purchases outlined above as the 2023 budget allows. This will allow for an increase in the use of brine in the City this year, with incremental growth and outfitting of additional trucks and tanks in the next few years. The purchase of a brine-making machine is anticipated once we have the distribution system in place and have the need for additional brine to be ready to go during snow events. Staff will be evaluating the use and results of brine throughout the winters, and will be able to modify the planned use and growth of the program accordingly. The goal of bringing brine into the winter snow and ice control program is to provide faster results on the streets and to ultimately reduce the amount of dry salt purchased and used throughout the City.

Stacy Winkelman  
Operations Manager

Matt Willmann  
Asst. Operations Manager

Jane Flanigan  
Admin. Asst.

Christopher Newberry  
Streets Project Manager

Tom Nickels  
Foreman

Jason Heller  
Foreman

Chris LaCombe  
Foreman

## MEMO

TO: Chairperson Wetzel and Commission Members  
FROM: Stacy Winkelman  
DATE: September 5, 2023  
RE: Public Works Commission Meeting of September 12, 2023

Agenda Item:  
Review and discuss options for Chadwick Drive streetlight installation

### BACKGROUND:

There has been a request for the addition of streetlights on Chadwick Drive between South Street and Arlington Way that goes back a few years now. Former Superintendents have budgeted for this, it has been cut from budgets, added back in, etc. There is money in the 2024 budget (\$32,000.00) allocated for this work. Unfortunately, when I did some leg work trying to get the lights ordered and scheduled to be installed it was brought to my attention that the money allocated will most likely only cover four streetlights – the installation cost was never considered. With that said, I am working with Highway Light and Landscape as well as WE Energies for new prices on the poles and the cost to install them. Installation will be pricy because due to there being a substantial number of homes where the driveway approaches, boulevards, and possibly sidewalks that would be affected with installation, the lines will need to be bored. It is my hope to have a solid number by the day of this meeting so the Commission can provide guidance on how to proceed. Some options to consider:

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

Respectfully,



Stacy Winkelman

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Administrative Assistant  
Wanda Fredrick 920.262.4060

## MEMO

TO: Chairperson Wetzel and Commission Members  
FROM: Andrew Beyer, P.E.  
DATE: September 7, 2023  
RE: Public Works Commission Meeting of September 12, 2023

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### Agenda Item:

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

### BACKGROUND:

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

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

### Enclosed:

- Draft Change Order No. 4
- Site Map

Date of Issuance: September 13, 2023

Effective Date: September 13, 2023

Project: #6-23	Owner: City of Watertown	Owner's Contract No.: 6-23
Contract: 2023 Bituminous Surfacing	Date of Contract: April 3, 2023	
Contractor: Payne & Dolan		

The Contract Documents are modified upon execution of this Change Order:

Description: Pave 2.25" Binder Course, apply Tack Coat, and 1.75" Surface Course on North end of Water Tower Court through Storm Water Utility project.

Approximately: 335 Ton 3LT 58-28 S; 260 Ton 4LT 58-28 S; 167 Gal Tack.

Attachments: N/A

Change in Contract Price: \$57,406.10	Change in Contract Times:
Original Contract Price:	Original Contract times <del>—</del> <input type="checkbox"/> Working Days <del>—</del> <input type="checkbox"/> Calendar Days
<u>\$293,088.40</u>	<del>Substantial completion (days or date):</del> _____
	<del>Ready for final payment (days or date):</del> _____
Increase from previously approved Change Orders No. 1 to No. <u>3</u>	(Increase) (Decrease) from previously approved Change Orders No. _____ to No. _____
<u>\$332,664.65</u>	Substantial completion (days): _____
	Ready for final payment (days): _____
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
<u>\$625,753.05</u>	Substantial completion (days or date): _____
	Ready for final payment (days or date): _____
Increase <del>OR Decrease</del> of this Change Order:	(Increase) (Decrease) of this Change Order:
<u>\$57,406.10</u>	Substantial completion (days or date): _____
	Ready for final payment (days or date): _____
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
<u>\$683,159.15</u>	Substantial completion (days or date): _____
	Ready for final payment (days or date): _____

RECOMMENDED:

By: \_\_\_\_\_  
Engineer (Authorized Signature)

Date: \_\_\_\_\_

ACCEPTED:

By: \_\_\_\_\_  
Owner (Authorized Signature)

Date: \_\_\_\_\_

ACCEPTED:

By: \_\_\_\_\_  
Contractor: (Authorized Signature)

Date: \_\_\_\_\_

Approved by Funding Agency (if applicable) \_\_\_\_\_

Date: \_\_\_\_\_





## Areas



Override 1

Parcels



City Limits



THE CITY OF  
**WATERTOWN**  
*Opportunity runs through it.*

City of Watertown Geographic Information System

Scale: 1 inch = 160 feet

SCALE BAR = 1"

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