



PUBLIC WORKS COMMISSION MEETING AGENDA

TUESDAY, AUGUST 11, 2026 AT 5:30 PM

**MUNICIPAL BUILDING - 106 JONES STREET, WATERTOWN, WI 53094 - LOWER LEVEL ROOM
0041**

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 July 14, 2026

4. BUSINESS

A. Review and take action: Resolution to sunset Downtown Main Street Reconstruction Task Force and establish an ad hoc communications work group

B. Review and take possible action: Sidewalk Repair Orders for 300, 306, & 308 East Water Street

5. ADJOURNMENT

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

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

PUBLIC WORKS COMMISSION

Tuesday, July 14, 2026

5:30 p.m.

The Public Works Commission met at the above date and time. The following members were present: Alderpersons Ken Berg, Myron Moldenhauer, Gina Nitecki, and Tony Arnett, Citizen member Pete Thompson. Also present: City Staff Andrew Beyer, Pete Hartz, Richie Piltz, Alderperson Fred Smith.

1. **Call to order.** Chairperson Arnett called the meeting to order at 5:30 p.m.
2. **Comments and Suggestions from Citizens Present.** - None.
3. **Review and take possible action. Minutes of PWC meeting of June 23rd, 2026.** Mr. Berg moved to approve the minutes, seconded by Ms. Nitecki. Motion carried by unanimous voice vote.
4. **Review and take possible action: Sidewalk Repair Order for 300 Emerald Street** – Mr. Moldenhauer moved to approve the order, seconded by Mr. Thompson. Motion carried by unanimous voice vote.
5. **Review and take possible action: Report on Preliminary Estimated Assessments for Town of Emmet Utility Extension Project #11-26** – The preliminary estimate report is the first step in special assessment process. If approved by the Commission, it goes to Council for final approval, starting the formal process for preparing the special assessments (with several more meetings and approvals required.) The draft report includes all costs. However, in line with prior practice, Staff recommends excluding the costs related to street reconstruction and storm water, which instead would be covered by City funds. The assessments are calculated bases on linear street frontage. There are some adjustments for particular properties based on existing conditions. Mr. Berg commented on the large amounts most property owners would be assessed and urged a different approach to special assessments in this case. He also commented that the intergovernmental agreement between the City and the Town of Emmet was slanted in favor of the Town (and against the City and the affected property owners.) Alder Smith echoed Mr. Berg’s concern about the large assessment amounts and added that those with existing homes would also face significant costs for the lateral lines to their homes, along with costs for closing up their existing well and septic systems. Mr. Arnett moved to recommend the report to Council, with the exclusion of the street reconstruction and storm water related costs, and the Public Hearing date of August 18. Mr. Moldenhauer seconded. Motion carried on roll call vote 3-2 (Nay: Berg, Moldenhauer.)
6. **Review and take possible action: Phase I Street and Utility Program Design Services with Reukert & Mielke - Hart Street Area** – Mr. Berg recognized the value of using Reukert & Mielke for this project given the time savings that would come from their existing knowledge of our systems and conditions. However, he asked that we periodically look at other consultants just to make sure we’re getting competitive rates. Mr. Thompson moved to approve the contract and Ms. Nitecki seconded. Motion carried by unanimous voice vote.
7. **Adjournment.** Mr. Thompson moved to adjourn, seconded by Mr. Moldenhauer. Motion carried by unanimous voice vote at 6:34 p.m.

Respectfully submitted,

Tony Arnett, Chairperson

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

**RESOLUTION TO
SUNSET DOWNTOWN MAIN STREET RECONSTRUCTION TASK
FORCE AND ESTABLISH AN AD HOC COMMUNICATIONS WORK
GROUP**

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

WHEREAS, the City of Watertown (“City”) formed the Downtown Main Street Reconstruction Task Force in 2021 to provide input, guidance, and stakeholder perspectives to inform the design of the Main Street reconstruction project; and,

WHEREAS, the Downtown Main Street Reconstruction Task Force has fulfilled its original charge by providing recommendations to the City on the design of Main Street; and,

WHEREAS, the City now enters the implementation phase of the project, which requires coordinated, timely, and flexible communication and outreach to residents, businesses, visitors, and stakeholders; and,

WHEREAS, the City is committed to ensuring that Main Street reconstruction is successful, well-understood, and supported through proactive communication, outreach and collaboration; and,

WHEREAS, an adaptable, staff-supported communications work group is necessary to plan, coordinate, and implement outreach strategies and provide regular updates to the Common Council; and,

WHEREAS, the City’s Media and Communications Director, Economic Development Manager, and Public Works Director or designee will lead this work group with opportunities for stakeholder, community, and volunteer involvement as needed, including from the Watertown Main Street Program, the Watertown Area Chamber of Commerce, and Watertown Tourism; and,

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

1. The Downtown Main Street Reconstruction Task Force is hereby sunset, having fulfilled its established purpose and completed its original charge; and
2. The City extends deep gratitude to the former and current members of the Downtown Main Street Reconstruction Task Force for their diligent and conscientious service; and
3. An ad hoc Main Street Reconstruction Communications Work Group is hereby established to develop and execute a comprehensive communication and outreach strategy throughout the implementation phase of this project.

That this Resolution shall be in full force and effect upon its passage and adoption.

	YES	NO
DAVIS		
LAMPE		
BERG		
NITECKI		
BLANKE		
SMITH		
ARNETT		
HAASE		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

ADOPTED _____

CITY CLERK

APPROVED _____

MAYOR

MEMO

Engineering Division of the Public Works Department

To: Chairperson Arnett and Commission Members
From: Andrew Beyer P.E., Director of Public Works/City Engineer
Date: July 30, 2026
Subject: Public Works Commission Meeting of August 11, 2026

Review and take possible action: Sidewalk Repair Orders for 300, 306, & 308 East Water Street

Background

Agenda Item:

Review and take possible action: Sidewalk Repair Orders for 300, 306, & 308 East Water Street

BACKGROUND:

The Sidewalk Repair Notices for 300, 306, & 308 East Water Street were prepared following receipt of a tripping complaint at 308 East Water Street.

Site Address	Estimated cost not to exceed
300 East Water Street	\$951.00
306 East Water Street	\$317.00
308 East Water Street	\$317.00

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

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

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

MEMO

Budget Goal

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

Financial Impact

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

Recommendation

The Public Works Department recommends issuing the sidewalk repair order for 300 Emerald Street for the aforementioned estimated cost.

Motion: Motion to issue the sidewalk repair orders for 300, 306, & 308 East Water Street for the aforementioned estimated costs to be completed by October 1, 2026.

Attachments:

- Sidewalk Repair Order for 300 East Water Street
- Sidewalk Repair Order for 306 East Water Street
- Sidewalk Repair Order for 308 East Water Street



ENGINEERING DIVISION

Andrew Beyer, P.E.
920.262.4050

Maureen McBroom, ENV SP
920.206.4264

Nathan Williams
920.262.4052

Ritchie

Section 4, Item B.

920.262.4034

Christopher Newberry

Administrative Assistant
Wanda Fredrick 920.262.4060

August 12, 2026

Thomas Fleisner
Marie Fleisner
300 E. Water Street
Watertown, WI 53094

TAX PARCEL NUMBER: 291-0815-0342-078

Re: Sidewalk at 300 E. WATER STREET, Watertown, WI

Dear PROPERTY OWNER:

Upon inspecting the sidewalk abutting your property at **300 E. WATER STREET** after having received a complaint, our department has the marked sections of sidewalk **along E. Water Street** that have been found to be a hazard and 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 no later than September 12, 2026.
- 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.

You have until **October 1, 2026** 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 **September 8, 2026**, 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: 300 E. 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"):	60	Sq. ft. @	\$15.85/ Sq. ft. =	\$951.00
Remove & Replace Concrete Sidewalk (6"):		Sq. ft. @	\$17.50/ Sq. ft. =	
REPLACEMENT ESTIMATED TOTAL AMOUNT				\$951.00

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 B.

920.262.4034

Christopher Newberry

Administrative Assistant
Wanda Fredrick 920.262.4060

August 12, 2026

Harold W Finn
Anne M Finn
306 E. Water Street
Watertown, WI 53094

TAX PARCEL NUMBER: 291-0815-0342-076

Re: Sidewalk at 306 E. WATER STREET, Watertown, WI

Dear PROPERTY OWNER:

Upon inspecting the sidewalk abutting your property at **306 E. WATER STREET** after having received a complaint, our department has the marked sections of sidewalk **along E. Water Street** that have been found to be a hazard and 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 no later than September 12, 2026.
- 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.

You have until **October 1, 2026** 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 **September 8, 2026**, 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: 306 E. 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"):	20	Sq. ft. @	\$15.85/ Sq. ft. =	\$317.00
Remove & Replace Concrete Sidewalk (6"):		Sq. ft. @	\$17.50/ Sq. ft. =	
REPLACEMENT ESTIMATED TOTAL AMOUNT				\$317.00

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920.262.4052

Ritchie

Section 4, Item B.

920.262.4034

Christopher Newberry

Administrative Assistant
Wanda Fredrick 920.262.4060

August 12, 2026

Jack Marvin Wohlers
Emily Kay Wohlers
308 E. Water Street
Watertown, WI 53094

TAX PARCEL NUMBER: 291-0815-0342-075

Re: Sidewalk at 308 E. WATER STREET, Watertown, WI

Dear PROPERTY OWNER:

Upon inspecting the sidewalk abutting your property at **308 E. WATER STREET** after having received a complaint, our department has the marked sections of sidewalk **along E. Water Street** that have been found to be a hazard and 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.

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Please advise us before **September 8, 2026**, 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: 308 E. 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"):	20	Sq. ft. @	\$15.85/ Sq. ft. =	\$317.00
Remove & Replace Concrete Sidewalk (6"):		Sq. ft. @	\$17.50/ Sq. ft. =	
REPLACEMENT ESTIMATED TOTAL AMOUNT				\$317.00

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