



## **PUBLIC WORKS COMMISSION MEETING AGENDA**

**TUESDAY, APRIL 25, 2023 AT 5:30 PM**

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

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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 Commission meeting minutes from March 14, 2023

B. Bike & Ped Task Force meeting minutes from August 23, 2023

### **4. BUSINESS**

A. Review and take possible action: Request for pavement improvements for Woodbridge Terrace and Fieldcrest Court

B. Review and take possible action: transfer up to 58.996 acres of land from the Wastewater Department to General City Fund

### **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  
TUESDAY, MARCH 14, 2023 AT 5:30 PM**

Commission members present: Alders. Bartz, Ruetten, Wetzel, Comm'r. Thompson  
City employees present:  
Public Works Director/City Engineer Jaynellen Holloway  
Stormwater Utility Manager Maureen McBroom  
Assistant City Engineer Andrew Beyer  
City Attorney Steven Chesebro

**1. CALL TO ORDER**

Meeting called to order at 5:34 p.m.

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

**3. REVIEW AND APPROVE MINUTES**

Public Works Commission meeting minutes from February 28, 2023

Motion to approve Ald. Romlein

2nd Ald. Bartz

Motion carried by unanimous voice vote

**4. BUSINESS**

Item B was moved up in the agenda

B. Review and take possible action: Street repair petition for Lafayette Street from S. Church Street west to Termini.

Mr. Eric Schmid spoke before the commission, requesting that his street be added to the 5 year plan. Current practice is to request Public Works Commission review of received street repair petitions and determine if the petitioned street be added to the five-year capital improvement plan. The street has a Paser rating of 2-4 and the street installation was in 1913. The street is not currently in the 5 year plan. According to Ald. Ruetten the street comprises about 2,200' which is about half of the street construction distance.

Motion made by Ald. Ruetten to give Engineering direction to consider placing Lafayette Street on the five year plan.

2nd Ald Romlein

Motion carried by unanimous voice vote

A. Review and take possible action: Hire Visu-Sewer, Inc. to perform storm sewer rehabilitation work for \$126,000.

City owned storm sewer beneath S. Church Street near 1530 Utah Street and the parking lot at 1520 S. Church Street is in need of repair. After reviewing repair options, the most cost effective scope of work entails cementitious lining of the pipe between the 3 o'clock and 9 o'clock positions. The project cost falls within the approved budgeted amount for this project. Funding will come from the Storm Water Utility Capital Outlay Account.

Motion to approve Ald. Cmmm'r. Thompson

2nd Ald. Romlein

Motion carried by unanimous voice vote

C. Review and take possible action: Intergovernmental agreement with Jefferson County for water quality trading program

The WDNR and USEPA approved a Total Maximum Daily Load (TMDL) study for the Rock River Basin in September 2011. The TMDL studied how much Total Suspended Solids (TSS) and Phosphorus would need to be prevented from entering the Rock River and its tributaries each year to return to healthy, fishable, swimmable conditions that meet water quality standards. The Municipal Separate Storm Sewer System (MS4) Permit requires the City to reduce the amount of TSS and Phosphorus reaching local waterways per the pollutant reductions listed in the TMDL. In 2014 the cost for compliance would have been well over \$13 million dollars unless an alternative approach was used. Since then the City has determined that a Water Quality Trading program implemented within two local subwatersheds would be the best option for a more cost effective way to meet the TMDL pollutant reductions.

Engineering staff began working with the Jefferson County Land and Water Conservation Department (County) and the Rock River Coalition (RRC) early in 2022 to develop a Water Quality Trading program to meet the City's TMDL requirements in the MS4 permit.

A motion was made to accept the Intergovernmental Agreement

Motion to approve Ald. Romlein

2nd Comm'r. Thompson

Carried by unanimous voice vote

D. Update, no action required: Wisconsin Department of Transportation Surface Transportation Program  
Local application for roadway repairs

E. Review and take possible action: 2022 Municipal Separate Storm Sewer System (MS4) Report  
submittal to Wisconsin Department of Natural Resources

Once again Maureen McBroom gave an excellent teaching PowerPoint presentation. Gratefulness was expressed by the Commission to Maureen for her tireless work to help Watertown meet the goals and standards set forth by the WDNR.

Motion was presented to submit the report to the Common Council at the March 21st meeting.

Motion to approve Ald. Bartz

2nd Ald. Ruetten

Carried by unanimous voice vote

## 5. ADJOURNMENT

Motion to approve Ald. Romlein

2nd Ald. Bartz

Carried by unanimous voice vote

Meeting adjourned at 6:46 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.

**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.

## MEMO

TO: Chairperson Wetzel and Commission Members

FROM: Jaynellen J. Holloway, P.E.

DATE: April 20, 2023

RE: Public Works Commission Meeting of April 25, 2023

Review and take possible action: Request for pavement improvements for Woodbridge Terrace and Fieldcrest Court

### Background

Engineering Division received an email from a resident sharing concern about the above two streets and asking when the City would be addressing these streets (see attached email). Engineering replied back stating that the two streets in question, Woodbridge Terrace and Fieldcrest Court, were not in the City's 5 year capital improvement plan for Annual Street program. Engineering had identified them as possible additional resurfacing projects for this year, pending budget balance later this summer. Engineering brings these streets before this Commission for discussion and possible action.

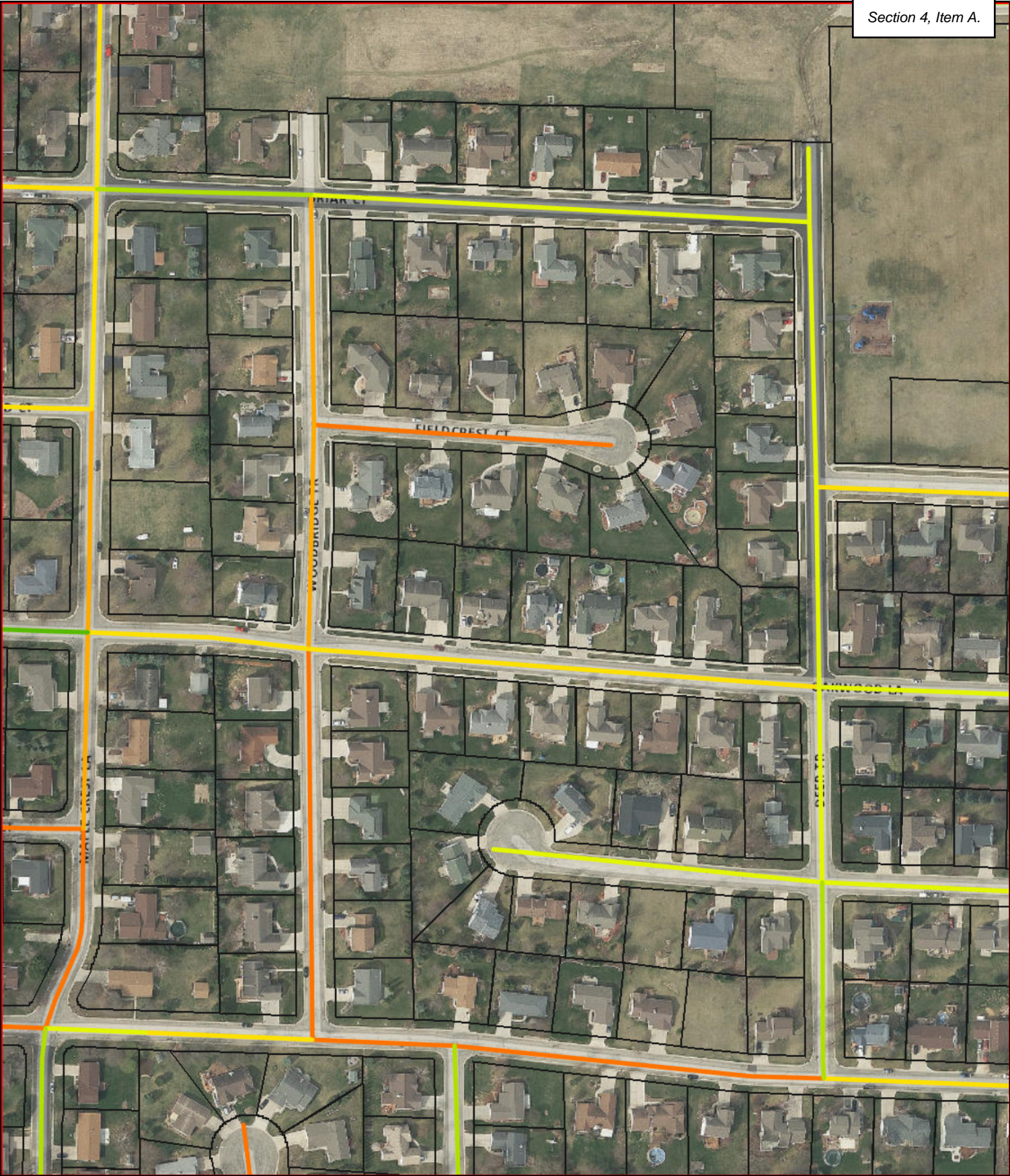
The Commission should note that these two streets are the latest requests in a recent chain of citizen requests for specific street improvements. Attached is a spreadsheet of 2023 street improvement requests.

### Enclosed:

- Site Map
- Email
- 2023 Street improvement requests







**WISLR 2022**

1	2	3	4	5	6	7	8	9	10
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**Parcels**

1 inch = 200 feet

SCALE BAR = 1"

Printed on: April 4, 2023

Author: Private User

DISCLAIMER: This map is not a substitute for an actual field survey or on-site investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. City of Watertown makes no warranty whatsoever concerning this information.

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

**City of Watertown Geographic Information System**

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**From:** [Jaynellen Holloway](#)  
**To:** [cfo3@charter.net](mailto:cfo3@charter.net); [Bob Wetzel](#); [Emily McFarland](#)  
**Cc:** [Andrew Beyer \(AndrewB@CityofWatertown.org\)](#)  
**Subject:** RE: Pic - Woodbridge TRL and Fieldcrest CT.  
**Date:** Thursday, March 30, 2023 9:11:00 AM  
**Attachments:** [image005.png](#)  
[image006.jpg](#)  
[image007.jpg](#)  
[image008.jpg](#)  
[image009.jpg](#)

Mr. Otto, the short answer is budget. The City has funded approximately \$1.5 million dollars for its annual street program for over twenty years, sometimes less and for a few instances more. Costs have risen over two decades, and the dollars don't stretch as far as they use to. The City has for the past couple of years focused on renovating its arterial and collector streets (high traffic streets) to bring them up to speed and thus has had fewer dollars to invest in residential/local streets (lower traffic streets).

Where the two streets you refer to are not currently in the City's five-year capital plan, we have identified them as possible additional resurfacing projects this year, pending budget balance later this summer.

I am happy to place these two streets on the next Public Works Commission's April 10<sup>th</sup> agenda as streets that have been brought to the City's attention by a resident. You are not required but encouraged to attend the meeting. It is held in Council Chambers, City Hall, 106 Jones Street at 5:30 p.m.

Aldersperson Wetzel is copied on this email and is the chair of said commission.

Thank you.

*Jaynellen J. Holloway, P.E.*  
*Director of Public Works/City Engineer*  
*City of Watertown*  
*106 Jones Street*  
*Watertown, WI 53094*  
*Office: 920.262.4050*




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**From:** cfo3@charter.net <cfo3@charter.net>  
**Sent:** Wednesday, March 29, 2023 4:33 PM  
**To:** BWetzel@cityof watertown.org; Jaynellen Holloway <jaynellenh@CityofWatertown.org>; Emily McFarland <EMcFarland@CityofWatertown.org>  
**Subject:** FW: Pic

Recipients:

My name is Charles Otto I live at 609 Woodbridge TRL.

Please look at the attached Photos and explaine why residents living on Woodbridge TRL and Fieldcrest CT. have to put up with this mess.

The snowplows come through, dig up the street and spray asphalt up onto the driveways and deposit large chunks into the parkway, sidewalk and grass.

These streets have been degrading for several years and efforts to cold patch do not last.

I am tired of picking this junk out of my lawn trying to prevent damage to my lawn mower, not to mention the damage this asphalt is doing to the snow blower.

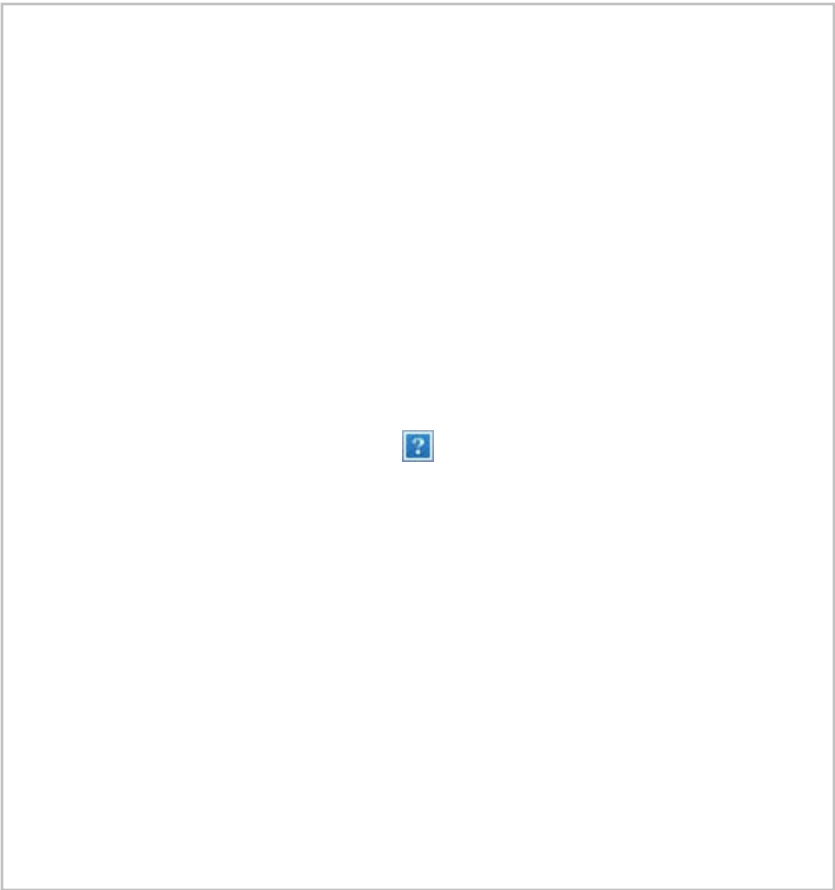
The homeowners in this area work hard to maintain our properties then the city pulls this. Last fall home owners in the area raked the leaves to the curb Saturday before the pickup was due but the city missed it by a month, take a ride through the area and look at all the dead grass in the parkway. Please let me know how you plan on mediating this problem.

Charles Otto

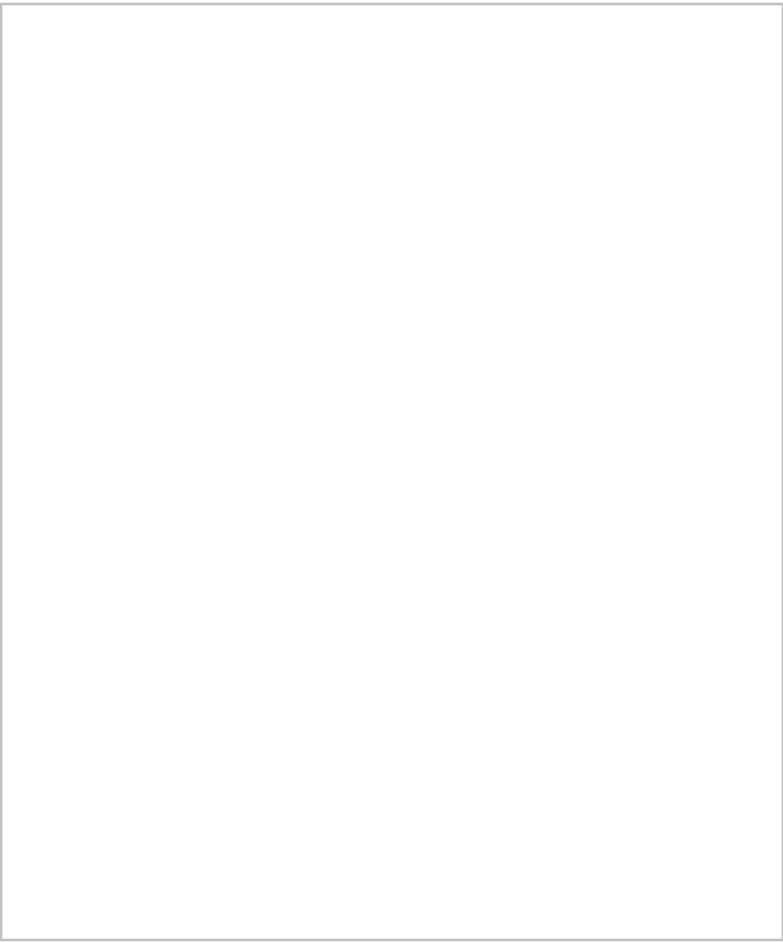
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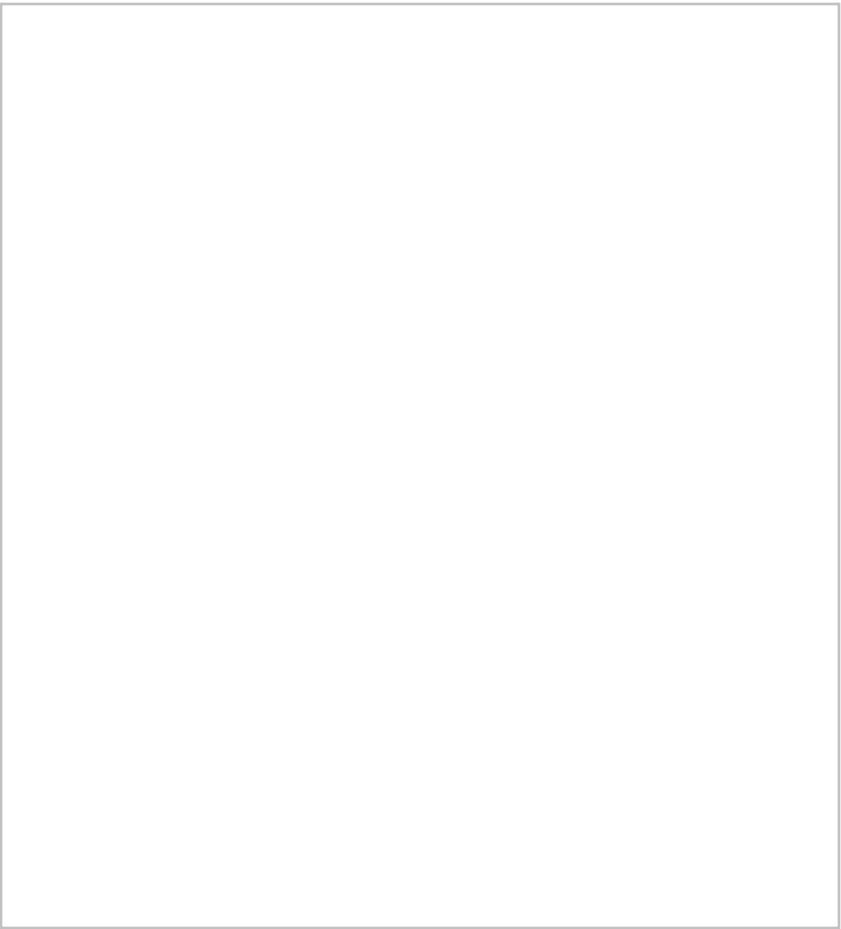
920-261-2923-landline

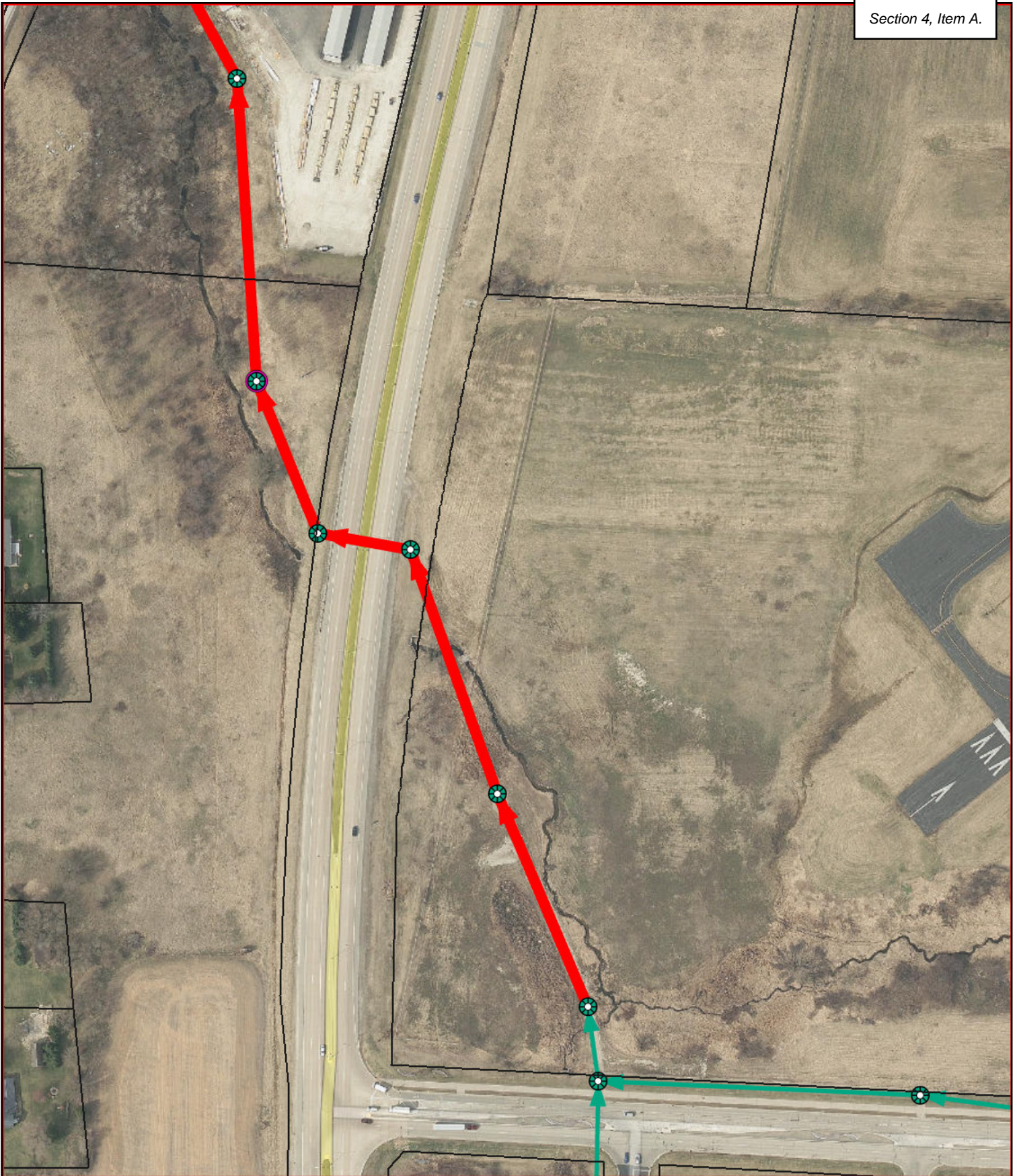












Parcels



Work Orders



Siphon



Sanitary Lift Stations

**Sanitary Main**



Interceptor



Sanitary Manholes



Sanitary Sewer



Private Manholes



Flow Meter



Force Main



Private Main



City of Watertown Geographic Information System

Scale: 1 inch = 200 feet

SCALE BAR = 1"

Printed on: April 10, 2015

Author: Private User

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Project	L.F.	2023 Mill & Overlay	2023 Resurface	2025 Mill & Overlay	2025 Resurface	2025 Watermain
RESURFACING 05-58-11-69						
Crestview Drive - Benton St. to Bittersweet Ln.	2465	\$147,241	\$162,006			
Liberty Lane - South St. to Termini	820	\$48,981	\$53,892			
Woodbridge Trail - Crestview Dr. to Briar Ct.	1260	\$75,263	\$82,810			
Fieldcrest Court - Woodbridge Ct. to Termini	575	\$34,346	\$37,790			
Bittersweet Lane - Crestview Dr. to Oakwood Ln.	630	\$37,631	\$41,405			
Country Lane - Mary Knoll Ln. to Carriage Hill Dr.	607	\$36,258	\$39,894			
Sweetbriar Lane - Mary Knoll Ln. (S) to 100' N. of Country Ln.	1021	\$60,987	\$67,103			
Hoffman Drive - Johnson St. to 156' East	156	\$9,318	\$10,253			
Bayberry Drive - Hus Dr. to Perry St.	1070			\$70,305	\$77,355	\$0
Kiewert Street - Hidde Dr. to Werner St.	567			\$37,255	\$40,991	\$0
				2025 Reconstruction	2025 Watermain	
Bayberry Drive - Perry St. to Hidde Dr.	1527			\$341,575	\$419,925	
Kiewert Street - Bayberry Dr. to Hidde Dr.	870			\$194,610	\$239,250	
Lafayette Street - S. Church St. to Termini *2027/2028				Reconstruction		

Mill & Overlay Cost			Pavement Width=30'
Removing Asphaltic Surface Milling, 2 1/2-Inch	SY	\$3.70	\$12.33
HMA Pavement 4 LT 58-28 S	TON	\$97.80	\$46.86
MS-2 Tack Coat	GAL	\$2.30	\$0.54
Mill & Overlay Cost/L.F. =			\$59.73

Full-Depth Resurface Cost			Pavement Width=30'
HMA Pavement 3 LT 58-28 S	TON	\$83.10	\$35.84
HMA Pavement 4 LT 58-28 S	TON	\$87.50	\$29.35
MS-2 Tack Coat	GAL	\$2.30	\$0.54
Full-Depth Resurface Cost/L.F. =			\$65.72

**RESOLUTION TO TRANSFER  
UP TO 58.996 ACRES OF LAND FROM THE WASTEWATER  
DEPARTMENT TO GENERAL CITY FUND**

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

**WHEREAS**, on or about July 31, 2020 the Wastewater Utility closed on the purchase of two parcels comprising of approximately 172.45 acres of land for \$1,900,000; and,

**WHEREAS**, included in the purchase of land was PIN 291-0815-0831-000 comprised of 169.418 acres of land (hereinafter the “Parcel”); and,

**WHEREAS**, of the funds used to purchase the land \$650,000 was unrestricted funds from the Wastewater Department’s account # 02-01-12-60, which means that approximately 58.996 acres of the land was purchased with unrestricted funds; and,

**WHEREAS**, the City is interested in pursuing development opportunities with the land that is not currently used for water quality trading and was purchased with unrestricted funds by the Wastewater Department.

**WHEREAS**, the City believes that approximately 58.996 acres would provide substantial opportunity for the creation of three to four industrial parcels or a substantial number of residential properties for the City.

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

That the proper City Officials be and are hereby authorized to obtain a CSM for the purposes of dividing PIN 291-0815-0831-000 into two separate parcels, one of which would be suitable for development and shall substantially comply with the draft attached hereto as Exhibit A. One of the parcels may be up to 58.996 acres and the second parcel shall be the remaining portion of the Parcel.

BE IT FURTHER RESOLVED, that the proper City Officials may then divide the parcels accordingly and transfer the smaller of the two parcels from the Wastewater Utility to the City of Watertown. The City of Watertown shall pay for the CSM and any associated costs with dividing the parcels or transferring the parcel from the Wastewater Utility to the City of Watertown from account # 60-51-05-18 Supplies. The City of Watertown shall not be obligated to pay any additional amount to the Wastewater Utility for the transfer.

BE IT FURTHER RESOLVED, that upon the City receiving the parcel from the Wastewater Utility the proper City Officials are instructed to begin marketing the newly created parcel for sale and development or may submit a Request for Proposal regarding the development and sale of the newly created parcel.

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED April 18, 2023\_\_\_\_\_  
CITY CLERKAPPROVED April 18, 2023\_\_\_\_\_  
MAYOR





Parcels

EXHIBIT

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tabbles

THE CITY OF  
WATERTOWN  
Empowering the community

City of Watertown Geographic Information System

Scale: 1 inch = 340 feet Printed on: March 20, 2023

SCALE BAR = 1"

Author: Private User  
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