



## PUBLIC WORKS COMMISSION MEETING-AMENDED AGENDA

TUESDAY, MAY 09, 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 meeting minutes from April 25, 2023

### 4. BUSINESS

A. Review and Take Action: on agreement with Hydro-Corp Inc., for the industrial and commercial cross-connection control program inspections

B. Review and approve: Wastewater Utility 2022 Compliance Maintenance Annual Report (CMAR)

C. Review and Take Action: on GIS license and maintenance agreement with Environmental Systems Research Institute (ESRI) software support system for the City's geographical information system (GIS) mapping

D. Review and take possible action: Review preliminary report and set public hearing for Edgewater Court curb and gutter assessment

E. 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*

Commission members present: Alders. Bartz, Smith, Wetzels, Comm'r. Thompson

City employees present:

Public Works Director/City Engineer Jaynellen Holloway

Wastewater Utility Manager Pete Hartz

Assistant Wastewater Utility Manager Tim Hayden

City Attorney Steven Chesebro

City Finance Director Mark Stevens

1. Call to order

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

2. Comments and suggestions from citizens present

3. Review and approve minutes

- Public Works Commission meeting minutes from March 14, 2023
- Bike & Ped Task Force meeting minutes from August 23, 2023

Motion to approve Ald. Bartz

2nd Comm'r Thompson

Motion carried by unanimous voice vote

4. Business

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

Mr. Charles Otto of Woodbridge Trail was present to request the City consider reworking his street and Fieldcrest Court. The Engineering Division received an email from a resident (Mr. Otto) sharing concerns about the above two streets and asking when the City would be addressing these streets. Engineering replied back stating that the two streets in question, Woodbridge Trail and Fieldcrest Court, were not in the City's 5 year capital plan for the 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.

Jayne Ellen stated that in a future PW meeting consideration will be included concerning additional streets to be added to the 2023 street program. Mr. Otto and the neighbors will be informed of the time of this meeting.

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

Ald. Bartz recalled the 2020 meeting and asked City Treasurer Stevens to give background as to why these funds were unrestricted

Ald. Bartz also asked if the water quality trading would be jeopardized in any way.

Pete Hartz assured that there would be no infringement on the trading and that there is plenty of room for more trading.

Comm'r. Thompson is there a specific delineation between land to be developed and land not to be developed.

Pete Hartz was not sure

Jaynellen stated that the wetlands delineation was not sure

Ald. Smith asked where the rental revenue for the land has been going since 2020 and Pete Hartz stated that it went to the Wastewater Utility.

Ald. Smith asked why the City is not purchasing the parcel.

Att. Chesebro stated that there is no issue with the City paying nothing.

Ald Smith asked the opinion of the Wastewater manager

Pete Hartz said the property has been under the purview of the Wastewater Utility and the price should be repaid to the Utility whether up front or by payments.

Pete Hartz asked why the Waste Water Utility could not market the property

Att. Chesbro said that Utilities are restricted in marketing product

Everyone was in agreement that the marketing of the property is in the best interest of the City.

Motion Ald Smith:

Postpone the current discussion of this resolution until legal certainty can be authenticated by our legal counsel

2nd Comm'r Thompson

Carried by unanimous voice vote

## 5. Adjournment

Motion to adjourn Ald. Smith

2nd Ald. Bartz

Carried by unanimous voice vote

Meeting adjourned at 6:27 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.

# PROFESSIONAL SERVICE AGREEMENT

This agreement, made and entered into this June 1<sup>st</sup>, 2023 by and between the City of Watertown organized and existing under the laws of the State of Wisconsin, referred to as “Utility”, and HydroCorp™ a Michigan Corporation, referred to as “HydroCorp”.

WHEREAS, the Utility supplies potable water throughout its corporate boundary to property owners; and desires to enter into a professional services contract for cross connection control program inspection, reporting and management services.

WHEREAS, HydroCorp is experienced in and capable of supplying professional inspection of potable water distribution systems and cross connection control program management to the Utility and the Utility desires to engage HydroCorp to act as its independent contractor in its cross connection control program.

WHEREAS, the Utility has the authority under the laws of the State of Wisconsin and its local governing body to enter into this professional services contract.

NOW THEREFORE, in consideration of the mutual agreements herein contained, and subject to the terms and conditions herein stated, the parties agree as follows:

## ARTICLE I. Purpose

During the term of this Agreement, the Utility agrees to engage HydroCorp as an independent contractor to inspect and document its findings on its potable water distribution system in public, commercial and industrial facilities within the community. Each party to this Agreement agrees that it will cooperate in good faith with the other, its agents, and subcontractors to facilitate the performance of the mutual obligations set forth in this Agreement. Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete and accurate, yet due to the inaccessible nature of water piping or due to access constraints within water users’ facilities, complete and accurate data is not always available.

## ARTICLE II. Scope of Services

The scope of services to be provided by HydroCorp under this Agreement will include the inspections/surveys, program administration, answering telephone call inquires, scheduling of inspections, program compliance review, public education materials, preparation of quarterly management reports, and annual cross connection reports with respect to the facilities to the extent specifically set forth in this Article II (hereinafter the “Scope of Services”). Should other reports/services be included within the Scope of Services, the same shall be appended to this Agreement as Exhibit 1.

**2.1 PROGRAM REVIEW/PROGRAM START UP MEETING.** HydroCorp will conduct a Program Startup Meeting for the Cross-Connection Control/Backflow Prevention Program. Items for discussion/review will include the following:

- Review state & local regulations
- Review and/or provide assistance in establishing local Cross-Connection Control Ordinance
- Review/establish wording and timeliness for program notifications including:
  - Inspection Notice
  - Compliance Notice
  - Non-Compliance Notices 1-2, Penalty Notices
- Special Program Notices
- Electronic use of notices/program information
- Obtain updated facility listing, address information and existing program data from Utility
- Prioritize Inspections (City buildings, schools, high hazard facilities, special circumstances.)
- Review/establish procedure for vacant facilities



- Establish facility inspection schedule
- Review/establish procedures and protocol for addressing specific hazards
- Review/establish high hazard, complex facilities and large industrial facility inspection/containment procedures including supplemental information/notification that may be requested from these types of facilities in order to achieve program compliance.
- Review/establish program reporting procedures including electronic reporting tools
- Review/establish educational and public awareness brochures

**2.2 INSPECTIONS.** HydroCorp will perform initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the utility served by the public water supply for cross-connections. Inspections will be conducted in accordance with Wisconsin Department of Natural Resources (DNR) Cross Connection Control Rules.

- *Initial Inspection* – the first time a HydroCorp representative inspects a facility for cross connections. Degree of Hazard will be assigned and/or verified during this facility visit. The Degree of Hazard will dictate future re-inspection frequency/schedule of facility, (facility will be either compliant or non-compliant after this inspection).
- *Compliance Inspection* – subsequent visit by a HydroCorp representative to a facility that was non-compliant during the *Initial Inspection* to verify that corrective action was completed and meets the program requirements.
- *Re-Inspection* – Revisit by a HydroCorp representative to a facility that was previously inspected. The re-inspection frequency/schedule is based on the degree of hazard assigned to the facility during the initial inspection (two, six or ten year re-inspection cycle).

**2.3 INSPECTION SCHEDULE.** HydroCorp shall determine and coordinate the inspection schedule. Inspection personnel will check in/out on a daily basis with the Utility's designated contact person. The initial check in will include a list of inspections scheduled. An exit interview will include a list of inspections completed.

**2.4 PROGRAM DATA.** HydroCorp will generate and document the required program data for the Facility Types listed in the Scope of Services using the HydroCorp Software Data Management Program. Program Data shall remain property of the Utility; however, the HydroCorp Software Data Management program shall remain the property of HydroCorp and can be purchased for an additional fee. Data services will include:

- Prioritize and schedule inspections
- Notify users of inspections, backflow device installation and testing requirements if applicable
- Monitor inspection compliance using the HydroCorp online software management program. (Note: WI Department of Safety & Professional Services (DSPS) manages backflow prevention assembly testing notification and compliance.)
- Maintain program to comply with all DNR regulations

**2.5 MANAGEMENT REPORTS.** HydroCorp will submit comprehensive management reports in electronic, downloadable format on a quarterly & annual basis to the Utility. Reports to include the following information:

- Name, location and date of inspections
- Number of facilities inspected/surveyed
- Number of facilities compliant/non-compliant

**2.6 REVIEW OF CROSS-CONNECTION CONTROL ORDINANCE.** HydroCorp will review or assist in the development of a cross-connection control ordinance. Items for review include:

- Code adoption references, standard operational procedures, program notice documentation, reporting procedures and preference standards.
- Penalties for noncompliance.



- 2.7 VACUUM BREAKERS.** Utility will provide up to six (6) ASSE approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers per facility as required, in order to place a facility into immediate compliance at the time of inspection if no other cross-connections are identified.
- 2.8 PUBLIC RELATIONS PROGRAM.** HydroCorp will assist the Utility with a community-wide public relations program including general awareness brochures and website cross connection control program content.
- 2.9 SUPPORT.** HydroCorp will provide ongoing support via phone, fax, text, website or email for the contract period.
- 2.10 FACILITY TYPES.** The facility types included in the program are as follows:
- Industrial
  - Institutional
  - Commercial
  - Miscellaneous Water users
  - Multifamily
- Complex Facilities.** Large industrial and high hazard complexes or facilities may require inspection/survey services outside the scope of this Agreement. (HydroCorp typically allows a maximum of up to three (3) hours of inspection time per facility.) An independent cross connection control survey (at the business owner's expense) may be required at these larger/complex facilities and the results submitted to the Utility to help verify program compliance.
- 2.11 INSPECTION TERMS.** HydroCorp will perform **(214) Initial inspection, and up to (234)** total inspections over a **two (2)** year contract period. The total inspections include all initial inspections, compliance and re-inspections. *Vacant facilities that have been provided to HydroCorp, scheduled no show or refusal of onsite inspection will count as an inspection/site visit for purposes of the contract.*
- 2.12 COMPLIANCE WITH DEPARTMENT OF NATURAL RESOURCES ADMINISTRATIVE CODE.** HydroCorp will assist in compliance with DNR and Wisconsin Administrative Code cross connection control program requirements for all commercial, industrial, institutional, multifamily and public authority facilities.
- 2.13 POLICY MANUAL.** HydroCorp will review and/or develop a comprehensive cross connection control policy manual/plan and submit to WI-DNR for approval on behalf of the Utility.
- 2.14 INVENTORY.** HydroCorp shall inventory all accessible (ground level) backflow prevention assemblies and devices. Documentation will include: location, size, make, model and serial number if applicable.
- 2.15 DATA MANAGEMENT.** HydroCorp shall provide data management and program notices for all inspection services throughout the contract period.
- 2.16 ANNUAL YEAR END REVIEW.** HydroCorp will conduct an on-site annual year-end review meeting to discuss overall program status and specific program recommendations.
- 2.17 CROSS CONNECTION CONTROL BROCHURES.** HydroCorp will provide approximately **234** cross-connection control educational brochures for the duration of the Agreement.
- 2.18 INSURANCE.** HydroCorp will provide all required copies of general liability, workers compensation and errors and omissions insurance naming the Utility as an additional insured if required.



### ARTICLE III. Responsibilities of the Utility

- 3.1 UTILITY'S REPRESENTATIVE.** On or before the date services are to commence under this Agreement, the Utility shall designate an authorized representative ("Authorized Representative") to administer this Agreement.
- 3.2 COMPLIANCE WITH LAWS.** The Utility, with the technical and professional assistance of HydroCorp, shall comply with all applicable local, state, and federal laws, codes, ordinances, and regulations as they pertain to the water inspection and testing, and shall pay for any capital improvements needed to bring the water treatment and delivery system into compliance with the aforementioned laws.
- 3.3 NOTICE OF LITIGATION.** In the event that the Utility or HydroCorp has or receives notice of or undertakes the prosecution of any actions, claims, suits, administrative proceedings, investigations or other proceedings in connection with this Agreement, the party receiving such notice or undertaking of such prosecution shall give the other party timely notice of such proceedings and will inform the other party in advance of all hearings regarding such proceedings
- 3.4 FACILITY LISTING.** The Utility must provide HydroCorp a complete list of facilities to be inspected, including facility name, type of service connection, address, contact person, and phone number, (if available). *Electronic file format such as Microsoft Excel, etc. is required. An additional one-time fee to manually enter facility listing will be charged at the rate of \$80.00 per hour. Incorrect facility addresses will be returned to the Utility contact and corrected address will be requested.*
- 3.5 LETTERHEAD/LOGO.** The Utility will provide HydroCorp with an electronic file copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only. (300 dpi in either .eps, or other high quality image format for printing.)

### ARTICLE IV. Term, Compensation and Changes in Scope of Services

- 4.1 TERM AND TERMINATION TERM.** Services by HydroCorp under this Agreement shall commence on **June 1<sup>st</sup>, 2023** and end **two (2) years** from such date, unless this Agreement is renewed or terminated as provided herein. The terms of this Agreement shall be valid only upon the execution of this Agreement within ninety (90) days of its receipt. Failure to execute this Agreement within the ninety (90) day period shall deem the proposed terms void.
- 4.2 RENEWAL.** Upon the expiration of this two-year agreement the Utility will have the option to automatically renew for a one (1) year term. Any increases in pricing for the one-year renewal will be equal to the annual Consumer Price Index as measured in the local/regional area at the time of renewal.
- 4.3 TERMINATION.** The Utility or HydroCorp may terminate this Agreement at any time and on any date in the initial and renewal terms of this Agreement, with or without any cause, by giving written notice of such intent to terminate to the other party at least thirty (30) days prior to the effective date of termination. Notice of the intent to terminate shall be given in writing by personal service, by an authorized agent, or by certified mail, return receipt requested. The Utility shall pay the balance of any outstanding accounts for work performed by HydroCorp.
- 4.4 BASE COMPENSATION.** From the Beginning thirty (30) days after execution of this Agreement, the Utility shall pay HydroCorp as compensation ("Base Compensation") for labor, equipment, material, supplies, and utilities provided and the services performed pursuant to this Agreement, the sum of **\$1,278.00** per month, **\$15,336.00** annually for a **two (2)** year contract period totaling **\$30,672.00**.
- 4.5 PAYMENT OF INVOICES.** Upon presentation of invoices by HydroCorp, all payments including base and other compensation shall be due and payable on the first day of each month (due date) after the month for which services have been rendered. All such payments shall be made no later than thirty (30) days after the due date. Failure to pay shall be deemed a default under this Agreement. For any payment to HydroCorp which is not



made within thirty (30) calendar days after the due date, HydroCorp, shall receive interest at one and one-half (1½) percent per month on the unpaid balance.

- 4.6 CHANGES IN SCOPE OF SERVICES.** In the event that the Utility requests and HydroCorp consents to perform additional work or services involving the consulting, management, operation, maintenance, and repair of the Utility’s water delivery system where such services or work exceeds or changes the Scope of Services contemplated under this Agreement, HydroCorp shall be provided additional compensation. Within thirty (30) calendar days from the date of notice of such additional work or services, the parties shall mutually agree upon an equitable sum for additional compensation. This amount shall be added to the monthly sum effective at the time of change in scope. Changes in the Scope of Service include, but are not limited to, requests for additional service by the Utility or additional costs incurred in meeting new or changed government regulations or reporting requirements.
- 4.7 CLIENT CONFIDENTIALITY.** Disclosure of all communications between HydroCorp and the Utility regarding business practices and other methods and forms of doing business is subject to the provisions of Wisconsin Public Records Law, Chapter 19, Wis. Stats. HydroCorp agrees to make available for inspection and copying all records (as defined in sec. 19.32 (2), Wis. Stats.) in its possession created, produced, collected or otherwise related to this Agreement to the same extent as if the records were maintained by the Utility. HydroCorp expressly acknowledges and agrees that its obligations concerning Public Records Law and compliance under this Agreement should not be limited by copyright, license, privacy and/or confidentiality except as authorized under the Public Records Law.
- 4.8 ACCESSIBILITY.** Backflow prevention device information will be completed in full only when the identifying information (i.e. data plate, brass tag, etc.) is accessible and visible from ground level or from a fixed platform/mezzanine.
- 4.9 CONFINED SPACES.** – HydroCorp personnel will not enter confined spaces.

ARTICLE V. Risk Management and General Provisions

- 5.1 INFORMATION.** Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete to the best of their knowledge, yet due to the inaccessible nature of water piping or lack of access provided by property owner/water user, complete accurate data is not always available. Cross-connection control inspection and results are documented as of a specific date. The property owner and/or water user may make modifications to the potable water system after the inspection date that may impact compliance with the program.
- 5.2 LIMITATION OF LIABILITY.** HydroCorp’s liability to the Utility for any loss, damage, claim, or expense of any kind or nature caused directly or indirectly by the performance or non-performance of obligations pursuant to this Agreement shall be limited to general money damages in an amount not to exceed or within the limits of the insurance coverage provided hereunder. HydroCorp shall in no event be liable for indirect or consequential damages, including but not limited to, loss of profits, loss of revenue, or loss of facilities, based upon contract, negligence, or any other cause of action.
- 5.3 HYDROCORP INSURANCE.** HydroCorp currently maintains the following insurance coverage’s and limits:
- |  |             |             |
|--|-------------|-------------|
|  | Occurrence  | Aggregate   |
| Comprehensive General Liability              | \$1 Million | \$2 Million |
| Excess Umbrella Liability                    | \$5 Million | \$5 Million |
| Automobile Liability (Combined Single Limit) | \$1 Million |             |
| Worker’s Compensation/ Employer’s Liability  | \$1 Million |             |
| Errors and Omissions                         | \$2 Million | \$2 Million |

Within thirty (30) calendar days of the start of the project, HydroCorp shall furnish the Utility with satisfactory proof of such insurance, and each policy will require a 30-day notice of cancellation to be given



to the Utility while this Agreement is in effect. The Utility shall be named as an additional insured according to its interest under the general liability policy during the term of this Agreement.

- 5.4 UTILITY INSURANCE.** The Utility will maintain liability insurance on an all risk basis and including extended coverage for matters set forth in this Agreement.
- 5.5 RELATIONSHIP.** The relationship of HydroCorp to the Utility is that of independent contractor and not one of employment. None of the employees or agents of HydroCorp shall be considered employees of the Utility. For the purposes of all state, local, and federal laws and regulations, the Utility shall exercise primary management, and operational and financial decision-making authority.
- 5.6 ENTIRE AGREEMENT AMENDMENTS.** This Agreement contains the entire Agreement between the Utility and HydroCorp, and supersedes all prior or contemporaneous communications, representations, understandings, or agreements. This Agreement may be modified only by a written amendment signed by both parties.
- 5.7 HEADINGS, ATTACHMENTS, AND EXHIBITS.** The heading contained in this Agreement is for reference only and shall not in any way affect the meaning or interpretation of this Agreement. The Attachments and Exhibits to this Agreement shall be construed as integral parts of this Agreement.
- 5.8 WAIVER.** The failure on the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.
- 5.9 ASSIGNMENT.** This Agreement shall not be assigned by either party without the prior written consent of the other unless such assignment shall be to the affiliate or successor of either party.
- 5.10 FORCE MAJEURE.** A party's performance under this Agreement shall be excused if, and to the extent that, the party is unable to perform because of actions due to causes beyond its reasonable control such as, but not limited to, Acts of God, the acts of civil or military authority, loss of potable water sources, water system contamination, floods, quarantine restrictions, riot, strikes, commercial impossibility, fires, explosions, bombing, and all such interruptions of business, casualties, events, or circumstances reasonably beyond the control of the party obligated to perform, whether such other causes are related or unrelated, similar or dissimilar, to any of the foregoing. In the event of any such force majeure, the party unable to perform shall promptly notify the other party of the existence of such force majeure and shall be required to resume performance of its obligations under this Agreement upon the termination of the aforementioned force majeure.
- 5.11 AUTHORITY TO CONTRACT.** Each party warrants and represents that it has authority to enter into this Agreement and to perform the obligations, including any payment obligations, under this Agreement.
- 5.12 GOVERNING LAW AND VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin, regardless of the fact that any of the parties hereto may be or may become a resident of a different state or jurisdiction. Any suit or action arising shall be filed in a court of competent jurisdiction within the State of Wisconsin, venue by the presiding County. The parties hereby consent to the personal jurisdiction of said court within the State of Wisconsin.
- 5.13 COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.
- 5.14 NOTICES.** All notices, requests, demands, payments and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally or sent by nationally recognized overnight carrier, or mailed by certified mail, postage prepaid, return receipt requested, as follows:



If to HydroCorp:  
HydroCorp  
c/o Craig Wolf  
5700 Crooks Road, Ste. 100  
Troy, MI 48337  
(612) 850-8939

If to Utility:  
City of Watertown  
800 Hoffman Dr.  
Watertown, WI 53094


5.15 **SEVERABILITY.** Should any part of this Agreement for any reason, be declared invalid or void, such declaration will not affect the remaining portion, which will remain in full force and effect as if the Agreement has been executed with the invalid portion eliminated.

**SIGNATURES**  
IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date first above written.

**CITY OF WATERTOWN**

\_\_\_\_\_  
By:  
Title:

**HydroCorp**

  
\_\_\_\_\_  
By: Craig Wolf



## Appendix

### Specific Qualifications & Experience

**HydroCorp™** is a professional service organization that specializes in Cross Connection Control Programs. Cross Connection Control Program Management & Training is the main core and focus of our business. We are committed to providing water utilities and local communities with a cost effective and professionally managed cross connection control program in order to assist in protecting the public water supply.

- HydroCorp conducts over 30,000 Cross Connection Control Inspections **annually**.
- HydroCorp tracks and manages over 35,000+ backflow prevention assemblies for our Municipal client base.
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, and USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), American Society for Sanitary Engineering (ASSE). HydroCorp recognizes the importance of Professional Development and Learning. We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- We have a trained administrative staff to handle client needs, water user questions and answer telephone calls in a professional, timely and courtesy manner. Our administrative staff can answer most technical calls related to the cross connection control program and have attended basic cross connection control training classes.
- HydroCorp currently serves over 200 communities in Michigan, Wisconsin, Maryland, Delaware, Virginia & Florida. We still have our first customer!
- HydroCorp and its' staff are active members in many water industry associations including: National Rural Water Association, State Rural Water Associations, National AWWA, State AWWA Groups, HydroCorp is committed to assisting these organizations by providing training classes, seminars and assistance in the area of Cross Connection Control.
- Several Fortune 500 companies have relied on HydroCorp to provide Cross Connection Control Surveys, Program Management & Reporting to assist in meeting state/local regulations as well as internal company guidelines.





## Water Systems

800 Hoffmann Drive • P.O. Box 477 • Watertown WI 53094-0477  
WASTEWATER (920) 262-4085 • WATER (920) 262-4075

To: Chairman Wetzel and members of the Public Works Commission

May 2, 2023

From: Peter Hartz – Water Systems Manager

Re: May 9, 2023, Public Works Commission agenda items

### Water Systems:

1. Review and approve Enter into agreement with Hydro-Corp Inc., for the industrial and commercial cross-connection control program inspections.

Since 2015, Watertown Water Department has hired Hydrocorp as our inspection group for our required program as identified in Wisconsin Administrative Code NR 810.15. A Cross Connection Control Program is required to have establishments inspected based on the level of hazard related to the public water supply contamination at their own cost. The Watertown Water Department conducts this service at our expense, saving our customers money as it's mutually beneficial since it's our system we wish to have in compliance. This service is not a continuous guarantee and is dependent on available funds. Not all public water systems have a program such as ours in good standing. We wish to continue with Hydrocorp, they have scheduled 214 industrial and commercial customer inspections which include an additional 20 inspections based on repeat visits and final compliance visits for a total of 234 inspections that are part of the 2-year program. These are complicated inspections that involve a complete understanding of the Wisconsin State Plumbing Code in addition to drinking water systems. I recommend approval of the two-year contract. A copy of the resolution is included for review and submission to the City Council pending approval. Fiscal impact – funds are in the approved 2023 budget to support this request.

2. Review and approve Wastewater Utility 2022 Compliance Maintenance Annual Report (CMAR).

Included for review and discussion is a copy of the CMAR report for the calendar year 2022. We had 11 months of influent biological oxygen demand (BOD) concentrations over 90% of the plant design, and 9 months with influent BOD concentrations over 100% of the plant design. The plant effluent discharge to the Rock River was well below the permitted limits for all those months, however, we scored poorly on that section of the annual report due to the high loads at the treatment plant. I recommend contacting the consulting engineer that designed the wastewater plant to review the parameters used to build and size the treatment plant. I recommend forwarding a resolution to the Watertown City Council in support of the report with no further action needed due to the high BOD concentrations in 2022.

3. Review and approve GIS license and maintenance agreement with Environmental Systems Research Institute (ESRI) software support system for the City's geographical information system (GIS) mapping.

The current contract expires on 06/11/2023. We have been using ESRI since the inception of the GIS mapping system dating back to 2014. We wish to avoid glitches so would like to proceed with the license agreement in a new one-year term – renewable on an annual basis. The new term is 06/12/2023 – 06/11/2024 for a total of \$16,610. This mapping system is used by many different city departments; however, the cost has been covered by water, wastewater, and stormwater utilities saving the other departments a few thousand dollars on an annual basis.

Sincerely,

*Peter Hartz*

Water Systems Manager

# Compliance Maintenance Annual Report

Watertown Wastewater Treatment Facility

Last Updated: Reporting Per.

5/2/2023

Section 4, Item B.

2022

## Influent Flow and Loading

### 1. Monthly Average Flows and BOD Loadings

#### 1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	2.3962	x	383	x	8.34	=	7,658
February	2.2715	x	302	x	8.34	=	5,717
March	3.1976	x	233	x	8.34	=	6,215
April	4.7796	x	154	x	8.34	=	6,121
May	3.5657	x	235	x	8.34	=	6,977
June	4.6130	x	199	x	8.34	=	7,661
July	3.0749	x	279	x	8.34	=	7,146
August	2.8248	x	303	x	8.34	=	7,136
September	4.0113	x	223	x	8.34	=	7,456
October	2.7924	x	299	x	8.34	=	6,955
November	3.1309	x	268	x	8.34	=	6,992
December	3.0506	x	269	x	8.34	=	6,845

### 2. Maximum Monthly Design Flow and Design BOD Loading

#### 2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	8.8	x	90	=	7.92
		x	100	=	8.8
Design BOD, lbs/day	6600	x	90	=	5940
		x	100	=	6600

#### 2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	1	1
February	1	0	0	0	0
March	1	0	0	1	0
April	1	0	0	1	0
May	1	0	0	1	1
June	1	0	0	1	1
July	1	0	0	1	1
August	1	0	0	1	1
September	1	0	0	1	1
October	1	0	0	1	1
November	1	0	0	1	1
December	1	0	0	1	1
Points per each		2	1	3	2
Exceedances		0	0	11	9
Points		0	0	33	18
<b>Total Number of Points</b>					<b>51</b>

51

# Compliance Maintenance Annual Report

Section 4, Item B.

## Watertown Wastewater Treatment Facility

Last Updated: Reporting Per:  
5/2/2023 **2022**

### 3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

- ☒ Yes Enter last calibration date (MM/DD/YYYY)

2022-10-04

☐ No

If No, please explain:

### 4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

☒ Yes

☐ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

☒ Yes

☐ No

If Yes, please explain:

The city of Watertown Wastewater has four (4) active industrial pre-treatment permits issued to industrial facilities with target limits in place. One (1) of which has a federal pre-treatment program requirement and must meet all limits listed in the discharge permit.

### 5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks Holding Tanks Grease Traps

☒ Yes

☒ Yes

☒ Yes

☐ No

☐ No

☐ No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

☐ Yes  gallons

☒ No

Holding Tanks

☒ Yes 1,079,543 gallons

☐ No

Grease Traps

☐ Yes  gallons

☒ No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

The plant performance does not appear to be negatively impacted, however we are unable to verify with certainty as the plant operations are adjusted daily by operators due to the waste stream fluxuations.

### 6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

☐ Yes

☒ No

# Compliance Maintenance Annual Report

Section 4, Item B.

Watertown Wastewater Treatment Facility

Last Updated: 5/2/2023  
Reporting For: 2022

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?  
☐ Yes  
☒ No  
If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

Total Points Generated	51
Score (100 - Total Points Generated)	49
Section Grade	F

# Compliance Maintenance Annual Report

Section 4, Item B.

Watertown Wastewater Treatment Facility

Last Updated: Reporting Per.

5/2/2023

2022

## Effluent Quality and Plant Performance (BOD/CBOD)

### 1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	5	1	0	0
February	30	27	4	1	0	0
March	30	27	4	1	0	0
April	30	27	4	1	0	0
May	30	27	4	1	0	0
June	16	14.4	5	1	0	0
July	12	10.8	4	1	0	0
August	10	10	5	1	0	0
September	10	10	4	1	0	0
October	12	10.8	5	1	0	0
November	25	22.5	5	1	0	0
December	29	26.1	6	1	0	0

\* Equals limit if limit is  $\leq 10$

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
<b>Total number of points</b>			<b>0</b>

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is  $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

### 2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

- ☒ Yes Enter last calibration date (MM/DD/YYYY)

2022-10-04

- ☐ No

If No, please explain:

### 3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

Daphnia Magna

### 4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

- ☐ Yes

- ☒ No

# Compliance Maintenance Annual Report

Section 4, Item B.

Watertown Wastewater Treatment Facility

Last Updated: 5/2/2023  
Reporting For: 2022

If Yes, please explain:

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?

☐ Yes

☒ No

If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?

☐ Yes

☐ No

☒ N/A

Please explain unless not applicable:

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Watertown Wastewater Treatment Facility

Last Updated: Reporting Per.

5/2/2023

Section 4, Item B.

2022

## Effluent Quality and Plant Performance (Total Suspended Solids)

### 1. Effluent Total Suspended Solids Results

#### 1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	4	1	0	0
February	30	27	4	1	0	0
March	30	27	4	1	0	0
April	30	27	4	1	0	0
May	30	27	4	1	0	0
June	16	14.4	9	1	0	0
July	12	10.8	7	1	0	0
August	10	10	8	1	0	0
September	10	10	7	1	0	0
October	12	10.8	4	1	0	0
November	25	22.5	6	1	0	0
December	29	26.1	4	1	0	0

\* Equals limit if limit is  $\leq 10$

Months of Discharge/yr	12		
<b>Points per each exceedance with 12 months of discharge:</b>		<b>7</b>	<b>3</b>
Exceedances		0	0
Points		0	0
<b>Total Number of Points</b>		<b>0</b>	

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is  $12/6 = 2.0$

#### 1.2 If any violations occurred, what action was taken to regain compliance?

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Watertown Wastewater Treatment Facility

Last Updated: Reporting Per.

5/2/2023

Section 4, Item B.

2022

## Effluent Quality and Plant Performance (Ammonia - NH3)

### 1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceed ance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceed ance
January	20		.114	0					
February	20		.054	0					
March	20		.047	0					
April									
May									
June	17		.133	0					
July	9		.071	0					
August	6.4		.118	0					
September	8.9		.083	0					
October	9.3		.065	0					
November	20		.064	0					
December	20		.067	0					
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
<b>Total Number of Points</b>									<b>0</b>

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Watertown Wastewater Treatment Facility

Last Updated: Reporting Per.

5/2/2023

Section 4, Item B.

2022

## Effluent Quality and Plant Performance (Phosphorus)

### 1. Effluent Phosphorus Results

#### 1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	.8	0.347	1	0
February	.8	0.277	1	0
March	.8	0.315	1	0
April	.8	0.418	1	0
May	.8	0.346	1	0
June	.8	0.502	1	0
July	.8	0.298	1	0
August	.8	0.395	1	0
September	.8	0.329	1	0
October	1	0.413	1	0
November	1	0.345	1	0
December	1	0.254	1	0
Months of Discharge/yr			12	
<b>Points per each exceedance with 12 months of discharge:</b>				<b>10</b>
Exceedances				0
<b>Total Number of Points</b>				<b>0</b>

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is  $12/6 = 2.0$

#### 1.2 If any violations occurred, what action was taken to regain compliance?

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Section 4, Item B.

Watertown Wastewater Treatment Facility

Last Updated: Reporting Per.

5/2/2023

2022

## Biosolids Quality and Management

### 1. Biosolids Use/Disposal

#### 1.1 How did you use or dispose of your biosolids? (Check all that apply)

- ☒ Land applied under your permit  
☐ Publicly Distributed Exceptional Quality Biosolids  
☐ Hauled to another permitted facility  
☐ Landfilled  
☐ Incinerated  
☐ Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

##### 1.1.1 If you checked Other, please describe:

### 2. Land Application Site

#### 2.1 Last Year's Approved and Active Land Application Sites

##### 2.1.1 How many acres did you have?

1960.1 acres

##### 2.1.2 How many acres did you use?

137.4 acres

#### 2.2 If you did not have enough acres for your land application needs, what action was taken?

#### 2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

☐ Yes (30 points)

☒ No

#### 2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

☒ Yes

☐ No (10 points)

☐ N/A

0

### 3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

#### 3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

##### Outfall No. 004 - CAKE SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75	18			25				37		25				0	0
Cadmium		39	85	.27			.4				.51		.52				0	0
Copper		1500	4300	300			300				330		330				0	0
Lead		300	840	17			20				27		28				0	0
Mercury		17	57	<.26			.39				.3		<.23				0	0
Molybdenum	60		75	6.3			7.3				8.6		9.6			0		0
Nickel	336		420	39			35				46		55			0		0
Selenium	80		100	<11			<16				<22		<18			0		0
Zinc		2800	7500	470			530				620		580				0	0

# Compliance Maintenance Annual Report

Watertown Wastewater Treatment Facility

Last Updated: Reporting Per.

5/2/2023

Section 4, Item B.

2022

## Outfall No. 002 - LIQUID SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75														0	0
Cadmium		39	85														0	0
Copper		1500	4300														0	0
Lead		300	840														0	0
Mercury		17	57														0	0
Molybdenum	60		75													0		0
Nickel	336		420													0		0
Selenium	80		100													0		0
Zinc		2800	7500														0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- 0 (0 Points)
- 1-2 (10 Points)
- > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- Yes
- No (10 points)

- N/A - Did not exceed limits or no HQ limit applies (0 points)
- N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

- 0 (0 Points)
- 1 (10 Points)
- > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- Yes (20 Points)
- No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

## 4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	<b>002</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2022 - 12/31/2022
Density:	76,000
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digestion is utilized to meet list 3 requirements prior to land application. Operated mesophilic 95 to 98 degrees Fahrenheit, sample origin is on conveyor after the centrifuge.

# Compliance Maintenance Annual Report

Section 4, Item B.

## Watertown Wastewater Treatment Facility

Last Updated: Reporting Per:  
5/2/2023 **2022**

Outfall Number:	<b>004</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2022 - 12/31/2022
Density:	76,000
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digestion is utilized to meet list 3 requirements prior to land application. Operated mesophilic 95 to 98 degrees Fahrenheit, sample origin is on conveyor after the centrifuge.

Outfall Number:	<b>004</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2022 - 12/31/2022
Density:	79,000
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digestion is utilized to meet list 3 requirements prior to land application. Operated mesophilic 95 to 98 degrees Fahrenheit, sample origin is on conveyor after the centrifuge.

Outfall Number:	<b>004</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2022 - 12/31/2022
Density:	100,000
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digestion is utilized to meet list 3 requirements prior to land application. Operated mesophilic 95 to 98 degrees Fahrenheit, sample origin is on conveyor after the centrifuge.

# Compliance Maintenance Annual Report

Section 4, Item B.

## Watertown Wastewater Treatment Facility

Last Updated: Reporting Per:  
5/2/2023 **2022**

Outfall Number:	<b>004</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2022 - 12/31/2022
Density:	37,000
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digestion is utilized to meet list 3 requirements prior to land application. Operated mesophilic 95 to 98 degrees Fahrenheit, sample origin is on conveyor after the centrifuge.

Outfall Number:	<b>004</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2022 - 03/31/2022
Density:	79,000
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Anaerobic Digestion
Process Description:	Anaerobic digestion is utilized to meet list 3 requirements prior to land application. Operated mesophilic 95 to 98 degrees Fahrenheit, sample origin is on conveyor after the centrifuge.

Outfall Number:	<b>004</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2022 - 06/30/2022
Density:	100,000
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digestion is utilized to meet list 3 requirements prior to land application. Operated mesophilic 95-98 degrees Fahrenheit, sample origin is on conveyor after the centrifuge.

# Compliance Maintenance Annual Report

Section 4, Item B.

## Watertown Wastewater Treatment Facility

Last Updated: Reporting Per:

5/2/2023

2022

Outfall Number:	<b>004</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2022 - 09/30/2022
Density:	37,000
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Anaerobic Digestion
Process Description:	Anaerobic digestion is utilized to meet list 3 requirements prior to land application. Operated mesophilic 95 to 98 degrees Fahrenheit, sample origin is on conveyor after centrifuge.

0

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

o Yes (40 Points)

● No

If yes, what action was taken?

5. Vector Attraction Reduction (per outfall):

5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	<b>002</b>
Method Date:	10/11/2022
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	55.7

Outfall Number:	<b>004</b>
Method Date:	10/11/2022
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	55.7

Outfall Number:	<b>004</b>
Method Date:	01/04/2022
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	53.2

# Compliance Maintenance Annual Report

Section 4, Item B.

## Watertown Wastewater Treatment Facility

Last Updated: 5/2/2023  
Reporting For: 2022

Outfall Number:	<b>004</b>
Method Date:	06/07/2022
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>=38
Results (if applicable):	40

Outfall Number:	<b>004</b>
Method Date:	08/17/2022
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>=38
Results (if applicable):	45.4

Outfall Number:	<b>004</b>
Method Date:	01/04/2022
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	>=38
Results (if applicable):	53.2

Outfall Number:	<b>004</b>
Method Date:	06/07/2022
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>=38
Results (if applicable):	40.4

Outfall Number:	<b>004</b>
Method Date:	08/17/2022
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	>=38
Results (if applicable):	45.4

5.2 Was the limit exceeded or the process criteria not met at the time of land application?

o Yes (40 Points)

● No

If yes, what action was taken?

## 6. Biosolids Storage

# Compliance Maintenance Annual Report

Section 4, Item B.

Watertown Wastewater Treatment Facility

Last Updated: Reporting For:  
5/2/2023 2022

<p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <ul style="list-style-type: none"><li>● <input checked="" type="radio"/> &gt;= 180 days (0 Points)</li><li>○ 150 - 179 days (10 Points)</li><li>○ 120 - 149 days (20 Points)</li><li>○ 90 - 119 days (30 Points)</li><li>○ &lt; 90 days (40 Points)</li><li>○ N/A (0 Points)</li></ul> <p>6.2 If you checked N/A above, explain why.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>0</b>
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <div style="border: 1px solid black; padding: 5px;">Concerns with undetermined future use due PFOS/PFAS</div>	

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Section 4, Item B.

Watertown Wastewater Treatment Facility

Last Updated: Reporting Per.

5/2/2023

2022

## Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none"><li>● Yes</li><li>○ No</li></ul> <p>If No, please explain:</p> <div></div> <p>Could use more help/staff for:</p> <div></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none"><li>● Yes</li><li>○ No</li></ul> <p>If No, please explain:</p> <div></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none"><li>● Yes (Continue with question 2) <input type="checkbox"/><input type="checkbox"/></li><li>○ No (40 points) <input type="checkbox"/><input type="checkbox"/></li></ul> <p>If No, please explain, then go to question 3:</p> <div></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none"><li>● Yes</li><li>○ No (10 points)</li></ul> <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none"><li>● Yes<ul style="list-style-type: none"><li>○ Paper file system</li><li>○ Computer system</li><li>● Both paper and computer system</li></ul></li><li>○ No (10 points)</li></ul>	0
<p>3. O&amp;M Manual</p> <p>3.1 Does your plant have a detailed O&amp;M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none"><li>● Yes</li><li>○ No</li></ul>	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none"><li>○ Excellent</li><li>● Very good</li><li>○ Good</li><li>○ Fair</li><li>○ Poor</li></ul> <p>Describe your rating:</p> <div></div>	

# Compliance Maintenance Annual Report

Section 4, Item B.

Watertown Wastewater Treatment Facility

Last Updated: 5/2/2023  
Reporting For: 2022

I visit and tour other wastewater facilities, when I am on tours I talk to other plant operators and I find that our maintenance program is better than most. I think that most others are good, some are fair, a few are poor, and a couple may be better than ours.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# Compliance Maintenance Annual Report

Section 4, Item B.

Watertown Wastewater Treatment Facility

Last Updated: Reporting Per:  
5/2/2023 2022

## Operator Certification and Education

### 1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

PETER A HARTZ

Certification No:

32167

0

### 2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes				X
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				X
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	X	NA	NA

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance.)

- Yes (0 points)
- No (20 points)

### 3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- ☒ One or more additional certified operators on staff
- ☐ An arrangement with another certified operator
- ☐ An arrangement with another community with a certified operator
- ☐ An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
- ☐ A consultant to serve as your certified operator
- ☐ None of the above (20 points)

If "None of the above" is selected, please explain:

0

### 4. Continuing Education Credits

4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

30

# Compliance Maintenance Annual Report

Section 4, Item B.

Watertown Wastewater Treatment Facility

Last Updated: 5/2/2023  
Reporting For: 2022

OIT and Basic Certification: ○ Averaging 6 or more CECs per year. ○ Averaging less than 6 CECs per year. Advanced Certification: ● Averaging 8 or more CECs per year. ○ Averaging less than 8 CECs per year.	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# Compliance Maintenance Annual Report

Section 4, Item B.

Watertown Wastewater Treatment Facility

Last Updated: Reporting Per.

5/2/2023

2022

## Financial Management

### 1. Provider of Financial Information

Name:

Peter Hartz

Telephone:

920-262-4085

(XXX) XXX-XXXX

E-Mail Address  
(optional):

phartz@watertownwi.gov

### 2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

● Yes (0 points) ☐

○ No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?  
Year:

2022

● 0-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A (private facility)

2.3 Did you have a special account (e.g., CWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

● Yes (0 points)

○ No (40 points)

0

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

### 3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year:

2022

● 1-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A

If N/A, please explain:

### 3.2 Equipment Replacement Fund Activity

#### 3.2.1 Ending Balance Reported on Last Year's CMAR

\$ 1,478,300.07

3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)

\$ 0.00

3.2.3 Adjusted January 1st Beginning Balance

\$ 1,478,300.07

3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)

+

\$ 378,350.00

# Compliance Maintenance Annual Report

Section 4, Item B.

## Watertown Wastewater Treatment Facility

Last Updated: Reporting Per:

5/2/2023

2022

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below\*)

- \$ 280,401.25

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 1,576,248.82

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

New sludge dewatering pump, rebuild of sludge dewatering pump, RAS pump rebuilds, Grit pump rebuilds, new multi-purpose tractor, new air compressor and dryer for primary sludge pumps, new flow meter installation for primary sludge to digester line, sanitary sewer engineering design, CIPP pipe lining, new emergency standby generator for Spaulding lift station, new sludge dewatering conveyor liners, dewatering control electrical upgrades

0

3.3 What amount should be in your Replacement Fund? \$ 1,567,248.82

Please note: If you had a CWWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

● Yes

○ No

If No, please explain.

## 4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

● Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Install new interceptor sewer for highway 26 bypass - west side interceptor	\$25,000,000	2026
2	Add control through Scada at 2nd of 5 lift station panels.	\$35,000	2023
3	Annual CIPP and sewer rehab work on collection System	\$250,000	2023
4	GIS enhancements	\$30,000	2023
5	Continuance of hydraulic study for the sanitary sewer service area. Model updates anticipated in 2023.	\$15,000	2023
6	Bio-gas utilization study - review dryer technologies.	\$2,225,000	2025
7	Alerman lift station rehab - controls and pumps	\$55,000	2024

## 5. Financial Management General Comments

### ENERGY EFFICIENCY AND USE

## 6. Collection System

### 6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

# Compliance Maintenance Annual Report

Section 4, Item B.

Watertown Wastewater Treatment Facility

Last Updated: Reporting For:  
5/2/2023 2022

## COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 18

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	13,949	
February	14,069	
March	12,054	
April	13,183	
May	13,677	
June	11,964	
July	13,298	
August	10,031	
September	9,497	
October	11,014	
November	10,519	
December	12,676	
Total	145,931	0
Average	12,161	0

### 6.1.2 Comments:

## 6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☐ Self-Priming Pumps
- ☒ Submersible Pumps
- ☒ Variable Speed Drives
- ☐ Other:

### 6.2.2 Comments:

## 6.3 Has an Energy Study been performed for your pump/lift stations?

☒ No

☐ Yes

Year:

By Whom:

# Compliance Maintenance Annual Report

Section 4, Item B.

## Watertown Wastewater Treatment Facility

Last Updated: Reporting Per:

5/2/2023

2022

Describe and Comment:

### 6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

New stand-by emergency generator for the Spaulding LS.

## 7. Treatment Facility

### 7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

#### TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/ Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/ Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	256,233	74.28	3,450	237.40	1,079	8,226
February	221,618	63.60	3,485	160.08	1,384	9,858
March	210,873	99.13	2,127	192.67	1,094	11,608
April	236,898	143.39	1,652	183.63	1,290	2,074
May	259,229	110.54	2,345	216.29	1,199	3,604
June	299,390	138.39	2,163	229.83	1,303	1,128
July	311,709	95.32	3,270	221.53	1,407	1,000
August	286,801	87.57	3,275	221.22	1,296	1,140
September	272,212	120.34	2,262	223.68	1,217	2,403
October	288,618	86.56	3,334	215.61	1,339	4,078
November	227,733	93.93	2,424	209.76	1,086	3,611
December	221,928	94.57	2,347	212.20	1,046	4,654
Total	3,093,242	1,207.62		2,523.90		53,384
Average	257,770	100.64	2,678	210.33	1,228	4,449

7.1.2 Comments:

### 7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- ☐ Aerobic Digestion
- ☒ Anaerobic Digestion
- ☐ Biological Phosphorus Removal
- ☐ Coarse Bubble Diffusers
- ☒ Dissolved O2 Monitoring and Aeration Control
- ☐ Effluent Pumping
- ☒ Fine Bubble Diffusers
- ☒ Influent Pumping
- ☒ Mechanical Sludge Processing
- ☒ Nitrification

# Compliance Maintenance Annual Report

Section 4, Item B.

## Watertown Wastewater Treatment Facility

Last Updated: Reporting Per:

5/2/2023

2022

- ☒ SCADA System
- ☒ UV Disinfection
- ☒ Variable Speed Drives
- ☐ Other:

### 7.2.2 Comments:

### 7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

New Turbo Blowers for aeration, biogas use for sludge dryer upgrade

## 8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

☐ No

☒ Yes

If Yes, how is the biogas used (Check all that apply):

- ☒ Flared Off
- ☒ Building Heat
- ☐ Process Heat
- ☐ Generate Electricity
- ☐ Other:

## 9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

☒ No

☐ Yes

☐ Entire facility

Year:

By Whom:

Describe and Comment:

☐ Part of the facility

Year:

By Whom:

Describe and Comment:

# Compliance Maintenance Annual Report

Section 4, Item B.

Watertown Wastewater Treatment Facility

Last Updated: 5/2/2023  
Reporting For: 2022

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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# Compliance Maintenance Annual Report

Watertown Wastewater Treatment Facility

Last Updated: Reporting Per.

5/2/2023

Section 4, Item B.

2022

## Sanitary Sewer Collection Systems

### 1. Capacity, Management, Operation, and Maintenance (CMOM) Program

#### 1.1 Do you have a CMOM program that is being implemented?

- ☒ Yes
- ☐ No

If No, explain:

#### 1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ☒ Yes
- ☐ No (30 points)
- ☐ N/A

If No or N/A, explain:

#### 1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- ☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Attempts to pass a private lateral replacement program to pair with our annual streets and utilities projects received moderate success. We did not pass a new ordinance but we did convince the city to replace the sanitary laterals within the street right of way with new projects. It's not a new lateral up to home, but only the portion in the road - it's a start so a win.

Did you accomplish them?

- ☐ Yes
- ☒ No

If No, explain:

We continue to struggle with a comprehensive program that will address all the issues, funding is an issue - if we remove the foundation tiles from the sanitary sewer the homes will need a sump pump in addition to perhaps an entirely new lateral. The water then may flood neighbors or low lying areas and inundate the undersized storm water conveyance system.

- ☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

- ☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Watertown Municipal Code 508

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2015-06-05

Does your sewer use ordinance or other legally binding document address the following:

- ☒ Private property inflow and infiltration
- ☒ New sewer and building sewer design, construction, installation, testing and inspection
- ☒ Rehabilitated sewer and lift station installation, testing and inspection
- ☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary
- ☒ Fat, oil and grease control
- ☒ Enforcement procedures for sewer use non-compliance

# Compliance Maintenance Annual Report

Section 4, Item B.

## Watertown Wastewater Treatment Facility

Last Updated: Reporting Per.

5/2/2023

2022

### ☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- ☒ Equipment and replacement part inventories
- ☒ Up-to-date sewer system map
- ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- ☒ A description of routine operation and maintenance activities (see question 2 below)
- ☐ Capacity assessment program
- ☒ Basement back assessment and correction
- ☒ Regular O&M training

### ☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- ☒ Construction, Inspection, and Testing
- ☐ Others:

0

### ☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐

Does your emergency response capability include:

- ☒ Responsible personnel communication procedures
- ☒ Response order, timing and clean-up
- ☒ Public notification protocols
- ☒ Training
- ☒ Emergency operation protocols and implementation procedures

### ☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐

### ☒ Special Studies Last Year (check only those that apply):

- ☒ Infiltration/Inflow (I/I) Analysis
- ☐ Sewer System Evaluation Survey (SSES)
- ☐ Sewer Evaluation and Capacity Management Plan (SECAP)
- ☐ Lift Station Evaluation Report
- ☐ Others:

## 2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input type="text" value="32.6"/>	% of system/year
Root removal	<input type="text" value="5"/>	% of system/year
Flow monitoring	<input type="text" value="10"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="7.5"/>	% of system/year
Manhole inspections	<input type="text" value="32.6"/>	% of system/year
Lift station O&M	<input type="text" value="18"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="0.5"/>	% of manholes rehabbed
Mainline rehabilitation		

# Compliance Maintenance Annual Report

Section 4, Item B.

## Watertown Wastewater Treatment Facility

Last Updated: Reporting Per.

5/2/2023

2022

Private sewer inspections  % of sewer lines rehabbed

Private sewer I/I removal  % of system/year

River or water crossings  % of private services

% of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

### 3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

Total actual amount of precipitation last year in inches

Annual average precipitation (for your location)

Miles of sanitary sewer

Number of lift stations

Number of lift station failures

Number of sewer pipe failures

Number of basement backup occurrences

Number of complaints

Average daily flow in MGD (if available)

Peak monthly flow in MGD (if available)

Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

Lift station failures (failures/year)

Sewer pipe failures (pipe failures/sewer mile/yr)

Sanitary sewer overflows (number/sewer mile/yr)

Basement backups (number/sewer mile)

Complaints (number/sewer mile)

Peaking factor ratio (Peak Monthly:Annual Daily Avg)

Peaking factor ratio (Peak Hourly:Annual Daily Avg)

### 4. Overflows

#### LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED \*\*

	Date	Location	Cause	Estimated Volume
0	6/16/2022 12:15:00 AM - 6/16/2022 12:45:00 AM	800 Hoffmann Drive	Rain, Flooding	41,400

\*\* If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

What actions were taken, or are underway, to reduce or eliminate SSO or TFO occurrences in the future?

Treatment Plant control training to better understand the blending operation setpoints.

Praying to GOD for less intense precipitation events.

### 5. Infiltration / Inflow (I/I)

# Compliance Maintenance Annual Report

Section 4, Item B.

## Watertown Wastewater Treatment Facility

Last Updated: Reporting Per:  
5/2/2023 **2022**

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- ☒ Yes
- ☐ No

If Yes, please describe:

During normal or dry times of the year we average approximately 1,000,000 gallons per day of clear water infiltration into the sanitary sewer system. This number is derived from the daily drinking water pump records vs the daily wastewater treated recorded from the influent flow meter.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- ☒ Yes
- ☐ No

If Yes, please describe:

The sanitary sewer overflow this past year was a direct result of clear water entering the sanitary sewer system and overwhelming the ability of the plant to pump and treat all the wastewater. Clear water also dilutes the wastewater strength and makes operational corrections necessary to balance the F:M ratio for optimal plant performance.

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

No changes - discussions continue internally as to best approach the drain tile disconnections from the sanitary sewer system.

5.4 What is being done to address infiltration/inflow in your collection system?

Not much other than discussion on the drain tile connections within the city on homes constructed prior to 1970. There are concerns that this groundwater may overwhelm the storm water conveyance system or neighbors yards and cause more surface flooding.

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Section 4, Item B.

Watertown Wastewater Treatment Facility

Last Updated: Reporting Per:  
5/2/2023 **2022**

## Grading Summary

WPDES No: 0028541

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	F	0	3	0
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
<b>TOTALS</b>			<b>37</b>	<b>136</b>
<b>GRADE POINT AVERAGE (GPA) = 3.68</b>				

### Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

# Compliance Maintenance Annual Report

Section 4, Item B.

Watertown Wastewater Treatment Facility

Last Updated: Reporting For:

5/2/2023

2022

## Resolution or Owner's Statement

Name of Governing  
Body or Owner:

City of Watertown Public Works Commission

Date of Resolution or  
Action Taken:

2023-05-16

Resolution Number:

Date of Submittal:

### ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = F

We will reach out to our engineering consultant and review the plant design parameters for BOD. We do not believe this is an issue for permit compliance as the effluent plant performance has been very good. We tend to look at the quality of the BOD in the effluent as an indicator of the wastewater treatment plant. With our trained staff and dedicated employees, we do not believe this is an issue - the plant effluent is very good.

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

To continue supporting the wastewater treatment facility staff with equipment and infrastructure improvements when and where necessary; pending available funding.

### ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 3.68

# Compliance Maintenance Annual Report

Watertown Wastewater Treatment Facility

Last Updated: 5/2/2023

Section 4, Item B.  
Reporting For: 2022

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**RESOLUTION FOR  
WASTEWATER UTILITY  
2022 COMPLIANCE MAINTENANCE ANNUAL REPORT**

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

**WHEREAS**, it is a requirement under the Wisconsin Pollutant Discharge Elimination System permit issued by the Wisconsin Department of Natural Resources (WDNR) to complete the Compliance Maintenance Annual Report (CMAR), referenced in Wisconsin Administrative Code NR 208; and,

**WHEREAS**, the CMAR is a yearly report which evaluates the physical condition, treatment performance, remaining capacity, financial stability, and the sanitary collection system of the City of Watertown’s Wastewater Treatment Plant; and,

**WHEREAS**, by completing the CMAR for 2022, problems within the entire wastewater treatment system are identified and action can be taken to address these problems; and,

**WHEREAS**, the WDNR requires that the City of Watertown governing body has acknowledged and reviewed the CMAR by resolution prior to the final submission of the report; and,

**WHEREAS**, the Public Works Commission has recommended the following action regarding the influent BOD design exceedance for loading. To reach out to our engineering consultant and review the plant design parameters for BOD. And the following action regarding the storm-related sanitary overflow bypass. To continue supporting the wastewater utility staff with equipment and infrastructure improvements when and where necessary, pending available funding.

**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 approve and adopt a resolution so staff can complete the submission of the CMAR to the Wisconsin Department of Natural Resources.

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

ADOPTED 05/16/2023

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

APPROVED 05/16/2023

\_\_\_\_\_  
MAYOR



Esri Inc  
380 New York Street  
Redlands CA 92373

## Subject: Renewal Quotation

**Date:** 03/13/2023  
**To:** Peter Hartz  
**Organization:** City of Watertown  
Wastewater Treatment Plant  
**Fax #:** 920-262-4087 **Phone #:** 920-262-4085  
  
**From:** Francisco L Mejia  
**Fax #:** **Phone #:** + 19093694281 Ext. 4281  
**Email:** fmejia@esri.com

Number of pages transmitted  
(including this cover sheet): 5

Quotation #26136304  
Document Date: 03/13/2023

Please find the attached quotation for your forthcoming term. Keeping your term current may entitle you to exclusive benefits, and if you choose to discontinue your coverage, you will become ineligible for these valuable benefits and services.

If your quote is regarding software maintenance renewal, visit the following website for details regarding the maintenance program benefits at your licensing level  
<http://www.esri.com/apps/products/maintenance/qualifying.cfm>

All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your coverage at a later date.

Please note: Certain programs and license types may have varying benefits. Complimentary User Conference registrations, software support, and software and data updates are not included in all programs.

Customers who have multiple copies of certain Esri licenses may have the option of supporting some of their licenses with secondary maintenance.

For information about the terms of use for Esri products as well as purchase order terms and conditions, please visit  
<http://www.esri.com/legal/licensing/software-license.html>

If you have any questions or need additional information, please contact Customer Service at 888-377-4575 option 5.



**esri**

380 New York Street  
Redlands, CA 92373  
Phone: + 190936942814281

Section 4, Item C.

## Quotation

Date: 03/13/2023

Quotation Number: 26136304

Contract Number: 2008MPA2644

City of Watertown  
Wastewater Treatment Plant  
800 Hoffman Dr  
Watertown WI 53094  
Attn: Peter Hartz

**Send Purchase Orders To:**

Environmental Systems Research Institute, Inc.  
380 New York Street  
Redlands, CA 92373-8100  
Attn: Francisco L Mejia

**Please include the following remittance address on your Purchase Order:**

Environmental Systems Research Institute, Inc.  
P.O. Box 741076  
Los Angeles, CA 90074-1076

**Customer Number:** 493270

For questions regarding this document, please contact Customer Service at 888-377-4575.

Item	Qty	Material#	Unit Price	Extended Price
10	1	87192 ArcGIS Desktop Basic Single Use Primary Maintenance Start Date: 06/12/2023 End Date: 06/11/2024 Subscription ID: 1732098260	440.00	440.00
1010	1	93303 ArcGIS Desktop Standard Single Use Primary Maintenance Start Date: 06/12/2023 End Date: 06/11/2024 Subscription ID: 1732098260	1,650.00	1,650.00
2010	12	153147 ArcGIS Online Viewer Annual Subscription Start Date: 06/12/2023 End Date: 06/11/2024 Subscription ID: 1732098260	110.00	1,320.00
3010	1	161328 ArcGIS Enterprise Standard Up to Four Cores Maintenance	5,500.00	5,500.00

Please note Esri has introduced a price change and this quote reflects current pricing for your organization. It is important to us that we are able to continue to deliver value through enhancements to products, solutions, and capabilities.

Your renewal provides access to all the benefits you are familiar with, which you can review at <https://go.esri.com/maintenance>  
For questions related to the price change, please reach out to your assigned Esri Account Manager.

**Quotation is valid for 90 days from document date.**

Any estimated sales and/or use tax has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state taxes directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

**To expedite your order, please reference your customer number and this quotation number on your purchase order.**



**esri**<sup>®</sup>

380 New York Street  
Redlands, CA 92373  
Phone: + 190936942814281

## Quotation

Page 2

Section 4, Item C.

**Date:** 03/13/2023

**Quotation Number:** 26136304

**Contract Number:** 2008MPA2644

Item	Qty	Material#	Unit Price	Extended Price
<hr/>				
Start Date: 06/12/2023				
End Date: 06/11/2024				
4010	20	165533	385.00	7,700.00
ArcGIS Online Mobile Worker Annual Subscription				
Start Date: 06/12/2023				
End Date: 06/11/2024				
Subscription ID: 1732098260				

<b>Item Subtotal</b>	16,610.00
<b>Estimated Tax</b>	0.00
<b>Total</b>	<b>USD 16,610.00</b>

**DUNS/CEC:** 06-313-4175 **CAGE:** 0AMS3



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Redlands, CA 92373  
Phone: + 190936942814281

Section 4, Item C.

## Quotation

Page 3

**Date:** 03/13/2023

**Quotation Number:** 26136304

**Contract Number:** 2008MPA2644

Item Qty Material#

Unit Price

Extended Price

### Renewal Options:

- Online: Renew through My Esri site at <https://my.esri.com>
  - Credit Card
  - Purchase Order
  - Email Authorization
- Email or Fax: Email Authorization, Purchase Order or signed quote to:
  - Fax: 909-307-3083
  - Email: [service@esri.com](mailto:service@esri.com)

Requests via email or signed quote indicate that you are authorized to obligate funds for your organization and your organization does not require a purchase order.

If there are any changes required to your quotation please respond to this email and indicate any changes in your invoice authorization.

If you choose to discontinue your support, you will become ineligible for support benefits and services. All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your support coverage at a later date.

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <http://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <http://assets.esri.com/content/dam/esrisites/media/legal/ma-full/ma-full.pdf> apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <http://www.esri.com/en-us/legal/terms/state-supplemental> apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, ELA, SmartBuy GSA, BPA) on your ordering document.



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380 New York Street  
Redlands, CA 92373  
Phone: + 190936942814281

## Quotation

Page 4

Section 4, Item C.

**Date:** 03/13/2023

**Quotation No:** 26136304

**Customer No:** 493270

**Contract No:** 2008MPA2644

Item Qty Material#

Unit Price

Extended Price

US FEDERAL CUSTOMERS: If you are a federal customer or a contractor purchasing on behalf of a federal customer a purchase order is required to receive an invoice. Please email the purchase order to [service@esri.com](mailto:service@esri.com)

By signing below, you are authorizing Esri to issue a software support invoice in the amount of USD \_\_\_\_\_ plus sales tax, if applicable.

Please check one of the following:

\_\_\_\_\_ I agree to pay any applicable sales tax.

\_\_\_\_\_ I am tax exempt. Please contact me if Esri does not have my current exempt information on file.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Title

## MEMO

TO: Chairperson Wetzel and Commission Members  
FROM: Andrew Beyer, P.E.  
DATE: May 4, 2023  
RE: Public Works Commission Meeting of May 9, 2023

Review and take possible action: Review preliminary assessment report and set public hearing for the Edgewater Court curb and gutter replacement assessment

### Background

The property owners of 904 Edgewater Court had previously petitioned the City to replace settled curb and gutter in 2022. The project was bid in 2023 as an alternate and was awarded to the contractor. Approximately 86' of curb and gutter in need of replacement fronting 904 Edgewater Court. The scope of the curb and gutter replacement project would also include pavement restoration and driveway restoration. State Statute dictates the curb and gutter to be a "special assessment" if the City requires either partial or full reimbursement. City policy currently is a one half/one half cost share between the City (1/2) and the property owner (1/2) for resident-requested curb and gutter replacement projects. Part of the special assessment process is to hold a public hearing at City Council to receive public comment. Engineering is seeking approval to set a public hearing for the Edgewater Court Curb and Gutter Replacement Project for Tuesday, June 6, 2023. If approved, the next step will be for the City to post a legal notice for the public hearing and move forward the preliminary resolution to Council on May 16, 2023. Final resolution would come before Council on June 20, 2023. Attached please find the project plans, preliminary estimated special assessment, and draft preliminary resolution for your review.

### Enclosed:

- Draft Preliminary Resolution
- Preliminary Assessment Report
  - o Letter to City Clerk
  - o Project Specifications
  - o Statement of Benefits
  - o Preliminary Assessment Report
  - o Project Plans

**DRAFT A PRELIMINARY RESOLUTION DECLARING INTENT  
EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703  
(4) WISCONSIN STATUTES OF 2017-2018.**

Section 4, Item D.

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Watertown, Wisconsin, hereby declares its intention to exercise its police power under Section 66.0703 (4) Wisconsin Statutes, to levy special assessments upon properties within the following described area for benefits conferred upon such properties by the following improvements:

**AREA TO BE IMPROVED AND NATURE OF IMPROVEMENTS**

**EDGEWATER COURT CURB & GUTTER REPLACEMENT PROJECT AS  
FOLLOWS:**

- I. EDGEWATER COURT – FRONTING 904 EDGEWATER COURT
  - A. Street improvement including concrete curb and gutter, concrete driveway apron, crushed aggregate base course, and asphalt pavement.
- II. The total amount assessed against such district shall not exceed the total cost of the improvements. The Common Council hereby determines that such improvements shall be made under the police power and the amount assessed against each parcel shall be based on assessments per City Ordinances existing at the time of the Public Hearing.
- IV. The City Engineer is directed to prepare a report consisting of:
  - A. Preliminary plans and specifications for said improvements.
  - B. An estimate of the entire cost of the proposed improvements.
  - C. Schedule of proposed estimated assessments.
  - D. A finding of whether or not the abutting properties are benefited by the proposed improvements.

Upon completing such report, the City Engineer is directed to file a copy thereof in the City Clerk's office for public inspection.

- V. Upon receiving the Report of the City Engineer, the Clerk is directed to give a Class 1 Notice of Public Hearing, unless waived pursuant to 66.0703 (7) (b), on such report as specified in Sec 66.0703 (7) (a), Wisconsin Statutes.
- VI. The assessments against any abutting parcel may be paid in cash or in the manner provided in accordance with said above referenced City Ordinances.

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

ADOPTED May 16, 2023\_\_\_\_\_  
CITY CLERKAPPROVED May 16, 2023\_\_\_\_\_  
MAYOR

May 18, 2023

City Clerk  
City of Watertown  
106 Jones Street  
Watertown, WI 53094

City Clerk:

**Re: CITY ENGINEER'S REPORT – Edgewater Court Curb & Gutter Replacement**

This one-page document, supplemented by the attachments listed below, constitutes the Report of the City Engineer to the City Clerk/Treasurer of the City of Watertown, Wisconsin, in compliance with the Common Council Resolution Exhibit #XXXXX (copy attached), on the subject street improvement:

1. Project Plans as prepared by the City Engineering Division. Said Plans contain a total of 1 sheet.
2. Project Specifications as prepared by the City Engineering Division. Of which Section 34 71 00 ROADWAY CONSTRUCTION Specifications are enclosed.
3. Report on the Estimated Preliminary Special Assessments, from the Public Works Commission, dated May 16, 2023. City assessments to property owners abutting the subject project length will be administered pursuant to State of Wisconsin Statutes and City ordinances.
4. Detailed Estimated Project Cost covering the subject project.

The properties listed in the document noted in Item 3 above are declared by the City Engineer's Office to be benefited by the construction of the subject improvement.

Sincerely,



Jaynellen J. Holloway, P.E.  
Director of Public Works/City Engineer

attachments

## SECTION 34 71 00

## ROADWAY CONSTRUCTION

## PART 1 - GENERAL

## 1.01 SECTION INCLUDES

- A. Earthwork.
- B. Base course.
- C. Pavement and surface course.
- D. Incidental construction:
  - 1. Curb and gutter.
  - 2. Sidewalks.
  - 3. Curb ramps.
  - 5. Drive approaches, and driveways.
  - 6. Pavement sawing.
  - 7. Pavement markings.
  - 8. Street signs.
  - 9. Traffic control.
  - 10. Adjustment of existing sanitary sewer manhole castings.

## 1.02 RELATED SECTIONS

- A. 01 22 00 - Unit Prices.
- B. 01 33 00 - Submittal Procedures.
- C. 01 43 26 - Inspection and Testing Agency Qualifications.
- D. 31 22 00 – Grading.
- E. 31 32 19 - Geogrid for Soil Stabilization.
- F. Appendix C – City of Watertown Bituminous Surfacing Specifications.

## 1.03 SUBMITTALS

- A. Action:
  - 1. Follow 01 33 00 for:
    - a. Product data.
    - b. Sieve analyses from State-certified laboratory.
    - c. Concrete Mix design. Submit at least 7 days before paving:
      - 1) Portland cement concrete curb and gutter, pavement, driveways and sidewalks.
      - 2) High-early-strength concrete. Follow State Specification 415.2.1.
    - d. Wisconsin DOT-verified hot mix asphalt (HMA) pavement mix design for each pavement classification specified. Submit at least 7 days before paving.

34 71 00-1

01/20/23

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## B. Informational:

1. Base compaction test reports: Follow 01 43 26 and Appendix C – City of Watertown Bituminous Surfacing Specifications.
2. Subbase compaction test reports. Follow 01 43 26 and Appendix C – City of Watertown Bituminous Surfacing Specifications.
3. Paving mix delivery tickets.
  - a. Asphaltic materials:
    - 1) Furnish ticket before placing material.
    - 2) Display on ticket:
      - a) Project.
      - b) Date.
      - c) Time.
      - d) Ticket number.
      - e) Type of mix.
      - f) Gross weight.
      - g) Tare weight.
      - h) Net weight.
      - i) Job total.
  - b. Concrete:
    - 1) Furnish tickets after delivery.
    - 2) Display on ticket:
      - a) Project.
      - b) Date.
      - c) Time.
      - d) Ticket number.
      - e) Class of concrete.
      - f) Grade of concrete.
      - g) Cement Weight.
      - h) Fly Ash type and weight.
      - i) Fine aggregate weight.
      - j) Coarse aggregate weight.
      - k) Gallons of water.
      - l) Time water was added.
      - m) Additives.
4. Base course delivery tickets that display:
  - a. Project.
  - b. Date.
  - c. Ticket number.
  - d. Type of material.
  - e. Gross weight.
  - f. Tare weight.
  - g. Net weight.
  - h. Job total.
5. Written concrete cylinder compression test results. Submit to Owner.
6. Documentation showing permits have been obtained from Owner and from Regulatory Agencies for excess material disposal sites.

## 1.04 REFERENCES

- A. Appendix C – City of Watertown Bituminous Surfacing Specifications.
- B. ASTM D698 - Standard Methods for Laboratory Compaction Characteristics of Soil Using Standard Effort.
- C. American Association of State Highway and Transportation Officials (AASHTO):

34 71 00-2

01/20/23

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1. AASHTO T22 - Standard Method for Compressive Strength of Cylindrical Concrete Specimens.
2. AASHTO T23 - Standard Method of Test for Making and Curing Concrete Test Specimens in the Field.
3. AASHTO T52 - Standard method of Test for Air Content of Freshly Mixed Concrete by the Pressure Method.

#### 1.05 REGULATORY REQUIREMENTS

- A. Pay for local, county or state permits for Work on right-of-ways. Damage to pavements and to all property, public and private, due to this Work shall be repaired to same condition before construction by Contractor.

#### 1.06 UNIT PRICES

- A. Follow 01 22 00.
- B. Follow Appendix C – City of Watertown Bituminous Surfacing Specifications or State Specifications only if applicable item is not listed in Section 01 22 00.

#### 1.07 QUALITY MANAGEMENT PROGRAM

- A. As a condition of acceptance, arrange, conduct, and pay for tests necessary to demonstrate satisfactory compliance with Contract Documents. Make adjustments at the plant necessary to meet requirements of Specifications including the instructions.
- B. Lab testing:
  1. Follow Appendix C – City of Watertown Bituminous Surfacing Specifications.
- C. Density testing:
  1. Follow Appendix C – City of Watertown Bituminous Surfacing Specifications.
- D. Results and reports:
  1. Make field adjustments to keep material within specified tolerances. If test results fall out of tolerance, increase testing frequency until material is within specification.
  2. Submit test reports within 48 hours to Engineer and Owner.

### PART 2 - PRODUCTS

#### 2.01 EMBANKMENTS

- A. Follow State Specifications 207. Do not use logs, stumps, brush, perishable material, frozen material or humus-bearing materials. No large stones or lumps within 24 inches of the surface within a one-to-one slope distance of the edge of shoulder.

#### 2.02 EXCAVATION BELOW SUBGRADE (EBS) BACKFILL

- A. Follow State Specifications 305. Use 1-1/4-inch or 3-inch crushed limestone as directed by Owner.
- B. Geogrid: Follow 31 32 19.

## 2.03 BASE COURSE

- A. Base course layers under concrete curb and gutter, concrete pavement and asphaltic pavement:
  - 1. Follow State Specifications 305. Use 3-inch crushed limestone (breaker run) in lower layer as directed by Owner.
  - 2. Follow State Specifications 305. Use ¾-inch or 1-1/4-inch crushed limestone in upper layer as directed by Owner.
  - 3. Well graded and suitable reclaimed pulverized material from Site with 100% passing the 1-1/4 inch sieve.
    - a. Use in upper layer for areas shown for full depth reconstruction only if approved by Owner in writing.
- B. Base course layers under sidewalks and driveways:
  - 1. Follow State Specifications 305. Use ¾-inch or 1-1/4-inch crushed limestone as directed by Owner.

## 2.04 ASPHALTIC CONCRETE (HMA) PAVEMENT

- A. Arterial streets (West Milwaukee Street):
  - 1. Binder course (Lower and Intermediate Layers): Follow State Specification 460.2 and:
    - a. Follow Appendix C – City of Watertown Bituminous Surfacing Specifications except use 3 MT 58-28 S mix.
    - b. Maximum recycled content: Follow State Specifications 460.2.5.
  - 2. Surface course (Upper Layer): Follow State Specification 460.2 and:
    - a. Follow Appendix C – City of Watertown Bituminous Surfacing Specifications except use 4 MT 58-28 S mix.
    - b. Maximum recycled material content: Follow State Specifications 460.2.5.
- B. Local streets (Emmet Street, West Madison Street and South Washington Street):
  - 1. Binder and surface course: Follow Appendix C – City of Watertown Bituminous Surfacing Specifications.
    - a. Maximum recycled content: Follow State Specifications 460.2.5.
- C. Tack coat: Follow Appendix C – City of Watertown Bituminous Surfacing Specifications.

## 2.05 CONCRETE PAVEMENT

- A. Follow State Specification 415.
- B. Concrete: Follow State Specifications 501 with:
  - 1. Do not add fly ash or calcium chloride.
  - 2. Slump:
    - a. Slip-formed: 2.5 inches or less.
    - b. Non-slip-formed: 4 inches or less.
  - 3. Compressive strength: 4,000 pounds per square inch minimum.
  - 4. Admixtures (if required):
    - a. Set retarder: Follow State Specifications 501.2.3.2.
    - b. Water reducer: Follow State Specifications 501.2.3.3.
    - c. Air entrainment: Follow State Specifications 501.2.2.
    - d. Evaporation retardant: Eucobar by Euclid.
  - 5. High early strength concrete: Follow State Specifications 415.2.1, submit mix design.

34 71 00-4

01/20/23

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- a. Do not add fly ash or calcium chloride.
- C. Steel reinforcement: Follow State Specifications 505 and:
  - 1. Deformed tie bars:
  - 2. Dowel bars. Follow State Specifications 505.2.6.2. Smooth and:
    - a. Grade: 60.
    - b. Length: 2 feet.
    - c. Size: Follow details on Drawings.
    - d. Epoxy coated.

## 2.05 INCIDENTAL CONSTRUCTION

- A. Concrete for incidental construction items:
  - 1. Follow State Specifications for appropriate item:
  - 2. Do not add fly ash or calcium chloride.
  - 3. Submit mix design.
  - 4. Use high early strength concrete where directed by Owner: Follow State Specifications 415.2.1 and 501, submit mix design.
    - a. Do not add fly ash or calcium chloride.
- B. Concrete curb and gutter:
  - 1. Follow State Specifications 601.
- C. Concrete sidewalk:
  - 1. Follow State Specifications 602.2.
- D. Curb ramps.
  - 1. Detectable warning field color: yellow.
  - 2. Follow State Specifications 602.2. Furnish detectable warning field from the DOT approved products list for the color defined above.
- E. Driveway approaches, and driveways.
  - 1. Concrete: Follow State Specifications 415 and 501.
  - 2. Asphaltic concrete (HMA): Follow specifications for surface course under ASPHALTIC CONCRETE PAVEMENT in this Section.
  - 3. Granular Surfacing: Follow State Specifications 305. Use 3/4-inch crushed limestone as directed by Owner.
- F. Pavement marking: Follow State Specifications 646 and:
  - 1. Epoxy.
  - 2. Glass beads: Follow State Specifications 646.2.3.
- G. Traffic Control: Follow State Specifications 643.

## 2.06 SOURCE QUALITY CONTROL

- A. Asphaltic paving materials scale: Follow State Specification 450.3.1.1.1.
- B. Concrete paving materials scale: Follow State Specification 501.3.4.5.2.
- C. Base course materials scale: Follow State Specifications 109.1.4.

## PART 3 - EXECUTION

### 3.01 EARTHWORK

34 71 00-5

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- A. Stump Removal: Follow 31 11 00.
- B. Abandon or remove and dispose of buried pipelines and structures: Follow SWS 3.2.24.
- C. Remove other miscellaneous items: If awarded by Owner and part of Contract, then follow State Specifications 204.3 for:
  - 1. Curb and gutter.
  - 2. Asphaltic concrete pavement.
  - 3. Concrete pavement.
  - 4. Sidewalk.
  - 5. Asphaltic driveways.
  - 6. Concrete driveways.
- D. Excavation, filling, grading and preparation of roadway foundation: Follow 31 22 00.

### 3.02 BASE COURSE

- A. Base course layers under asphalt and concrete pavement.
  - 1. Layer Thickness:
    - a. Under asphalt pavement: Shown on details or typical cross sections on Drawings.
    - b. Under concrete pavement: Same as for asphalt pavement.
- B. Base course layers under curb and gutter, sidewalks and driveways:
  - 1. Follow State Specifications 301 and 305.
  - 2. Layer thickness:
    - a. Under concrete curb and gutter: Shown on details or typical cross sections on Drawings.
    - b. Under concrete sidewalks: Shown on details or typical cross sections on Drawings.
    - c. Under asphalt and concrete driveways: 6 inches.
  - 2. Compaction: Standard compaction.
    - a. 95 percent of maximum density determined by Modified Proctor.
    - b. Allow Engineer to inspect prepared base course and to witness proof roll test by a fully loaded dump truck. Reconstruct where deflection is greater than 1/2 inch.
    - c. Allowable deviation from design grade: 1/4 inch.
    - d. Utility structures: Set to elevation specified in 33 11 00, 33 30 00 and 00 33 40.

### 3.03 EXCESS MATERIAL

- A. Remove surplus material from Site. Deliver the following surplus material to specified location at Contractor's cost:
  - 1. Concrete and asphalt surfacing and concrete curb and gutter removed from Site by Contractor: Deliver to the City Quarry at 408 Bonner Street.
  - 2. Clean fill material removed from Site by Contractor: Deliver to the North Church Street Fill Site at 1101 N. Church Street.
  - 3. After delivery to the designated location, such material shall be graded level by Contractor as directed by Owner.
- B. All other surplus material shall be disposed of at location secured by Contractor at Contractor's cost. Follow submittal requirements for each disposal site utilized. After delivery to the designated location, such material shall be graded level by Contractor.
  - 1. Do not place excess excavated material, debris, rock, sand or other pollutant in State waters, including wetlands, without prior written approval of Wisconsin DNR.

34 71 00-6

## 3.04 HMA PAVEMENT AND SURFACE COURSES

- A. Tack coat: Follow Appendix C – City of Watertown Bituminous Surfacing Specifications.
  - 1. Apply between each layer of asphaltic concrete.
  - 2. Allow to cure before paving.
- B. Asphaltic concrete pavement: Follow Appendix C – City of Watertown Bituminous Surfacing Specifications.
  - 1. Layer thickness: Shown on Drawings.
  - 2. Compaction: Follow Appendix C – City of Watertown Bituminous Surfacing Specifications.
  - 3. Saw cut, excavate and remove unstable binder course, base course and subgrade materials. Replace removed materials. Clean binder pavement by sweeping or flushing before applying surface pavement.
  - 4. Allow Owner to inspect binder course before applying surface course.

## 3.05. CONCRETE PAVEMENT

- A. Follow State Specification 415 and 501.
- B. Placement delays.
  - 1. If less than 30 minutes: Cover unfinished end with wet burlap.
  - 2. If greater than 30 minutes: Install construction joint.
  - 3. If concrete attains initial set: Install construction joint.
  - 4. If finishing equipment breaks down: Discontinue placement.
  - 5. If finishing and curing operations cannot be kept within their time sequence: Discontinue placement.
- C. Maximum delivery time:
  - 1. Below 60 degrees Fahrenheit: 1-1/2 hours.
  - 2. Above 60 degrees Fahrenheit: 1 hour.
  - 3. Begins with addition of water to cement or cement to aggregates. Time ends when completely discharged.
  - 4. Extend time above 60 degrees Fahrenheit to 1-1/2 hours with approved retarder.
- D. Joints:
  - 1. Saw cut joints to prevent surface shrinkage cracks.
    - a. Longitudinal: Saw cut joints within 36 hours after placing concrete.
    - b. Transverse: Saw cut joints by approximately midnight of the same day of the concrete pour.
  - 2. Spacing: Match existing pattern and as shown on Drawings.
  - 3. Width: 1/4 inch.
  - 4. Depth: One third pavement thickness.
  - 5. Tie bars: Follow details on Drawings.
  - 6. Dowel bars: Follow details on Drawings.
- E. Curing: Apply impervious coating. Follow State Specification 415.3.12
- F. Cold weather concreting:
  - 1. Do not place below 35 degrees Fahrenheit.
  - 2. Do not place on frozen grade.
  - 3. Cover completed Work: Follow State Specifications 415.3.13.2.
- G. Testing:
  - 1. Follow State Specifications 501.3.10.
  - 2. Perform slump test. Follow State Specifications 501.3.7.1

34 71 00-7

3. Measure air entrainment: Follow State Specifications 501.3.2.4.2, AASHTO T152.
4. Cast 6-inch diameter by 12-inch tall compression strength cylinders.
5. Cast 3 test compression cylinders for every 50 cubic yards placed and each day concrete is placed.
6. Allow Owner to observe field testing.
7. Test cylinders in lab:
  - a. 1 at 7 days.
  - b. 2 at 28 days.
  - c. Follow State Specifications 501, AASHTO T22 and T23.

- H. Opening to traffic: Permitted when design compressive strength achieved by lab test samples and with Engineer's approval.

### 3.06 INCIDENTAL CONSTRUCTION

- A. Concrete curb and gutter: Follow State Specification 601.3.

1. Joints.
  - a. Construct expansion joints at:
    - 1) 3 feet from inlets or catch basins.
    - 2) End of curves.
    - 3) 150 feet maximum intervals.
  - b. Construct contraction joints at 10 feet spacing.
    - 1) Minimum spacing: 6 feet.
    - 2) Maximum spacing: 20 feet.
    - 3) Match abutting concrete joints.
    - 4) Depth: Minimum 2 inches.
2. Pedestrian ramp openings: Follow State Specifications 602.3, ADAAG requirements and Details on Drawings.
3. Curing:
  - a. Follow State Specifications 415.3.12.
  - b. Apply impervious coating within one hour of placement.
  - c. Coat all sides of curb including exposed surface after forms removed.
  - d. Apply two coats in perpendicular directions.

- B. Concrete sidewalk, pedestrian ramps, steps and carriage walk landings: Follow State Specifications 602.3.

1. Joints.
  - a. Provide expansion joints abutting existing construction, concrete curb and gutter and structures with 1/2 inch expansion joint filler.
  - b. Provide tooled contraction joints at spacing equal to width of walk and:
    - 1) Minimum 3 feet.
    - 2) Maximum 10 feet.
    - 3) Depth: Minimum 1/2 inch.
    - 4) Width: Approximately 1/4 inch.
2. Ramps: Follow State Specifications 602.3, ADAAG requirements, details on Drawings and updated design information provided by Owner before or during construction.
3. Curing:
  - a. Follow State Specifications 415.3.12.
  - b. Apply impervious coating within one hour of placement.
  - c. Coat all sides of sidewalk including exposed surface after forms removed.
  - d. Apply two coats in perpendicular directions.
4. Steps: Follow State Specifications 602.3.4.

- C. Concrete drive approaches: Follow State Specifications 415.

1. Joints.

34 71 00-8

- a. Expansion Joints abutting curb or walk: Use 1/2-inch expansion joint filler.
    - b. Contraction Joints: Locate at midpoint of drive, perpendicular to curb.
      - 1) Minimum spacing 6 feet.
      - 2) Maximum spacing 12 feet.
  - 2. Curing.
    - a. Follow State Specifications 415.3.12.
    - b. Apply impervious coating within one hour of placement.
    - c. Coat all sides of concrete drive approach including exposed surface after forms removed.
    - d. Apply two coats in perpendicular directions.
- D. Incidental concrete testing (curb and gutter, sidewalk, ramps, drive approaches and driveways):
- 1. Perform slump test. Follow State Specifications 501.3.7.1
  - 2. Measure air entrainment: Follow State Specifications 501.3.2.4.2, AASHTO T152.
  - 3. Cast 6-inch diameter by 12-inch tall compression strength cylinders.
  - 4. Cast 3 test compression cylinders for every 50 cubic yards placed and each day concrete is placed.
  - 5. Allow Owner to observe field testing.
  - 6. Test cylinders in lab:
    - a. 1 at 7 days.
    - b. 2 at 28 days.
  - 7. Opening to traffic: Permitted when design compressive strength achieved by lab test samples and with Owner's approval.
- E. Asphaltic concrete driveways. Follow PAVEMENT AND SURFACE COURSES in this Section, except place single 3-inch layer thickness.
- F. Granular driveway surfacing:
- 1. Compaction: Standard compaction.
  - 2. Layer thickness: 8 inches.
- G. Pavement sawing. Follow State Specifications 690.3. Cut depth: Full pavement thickness.
- H. Pavement marking: Follow State Specifications 646.3.
- 1. Apply same day on pavements open to traffic: State Specifications 646.3.1.
  - 2. Pavement surface temperature:
    - a. Painted: Above 50 degrees Fahrenheit.
    - b. Epoxy: Above 35 degrees Fahrenheit.
  - 3. Provide clean pavement to ensure proper bonding.
- I. Street Signs:
- 1. Remove existing street signs in conflict with the Work. Salvage and deliver signs and posts to Owner
  - 2. Owner will replace street signs that are removed.
- J. Traffic control: Follow State Specification 643.3.
- 1. Warning lights: Type A or C where required.
- K. Adjustment of existing sanitary sewer manhole castings.
- 1. Follow 33 30 00.

END OF SECTION

34 71 00-9

May 18, 2023

## STATEMENT OF BENEFITS

City Clerk  
City of Watertown  
106 Jones Street  
Watertown, WI 53094

City Clerk;

Streets are every community's economic lifeline and the most expensive asset in a community. Facilitating the constant movement of people and goods are essential to modern living. Therefore, the maintenance of a high standard of pavement serviceability is a continuing task deserving the support of all citizens.

With the improvement of streets, adjoining properties receive special benefit that results in efficient and safe traffic flow and managed storm water drainage. It is the policy of the City that this special benefit should be paid for, in part, by the property receiving the special benefit rather than the City as a whole. This is accomplished by specially assessing the benefited property as authorized by State Statute, Section 66.0701(1).

### Highlights

- Stormwater Management Improvements.
- Improved safety with new curb and gutter for snow removal and terrace maintenance.

Sincerely,



Jaynellen J. Holloway, P.E.  
Director of Public Works/City Engineer

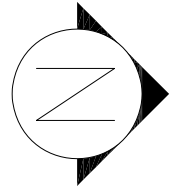
**REPORT ON ESTIMATED PRELIMINARY SPECIAL ASSESSMENTS**

For: 30-inch Concrete Curb & Gutter Replacement  
 2023 Edgewater Court Curb & Gutter Replacement

Prepared:  
 5/3/2023

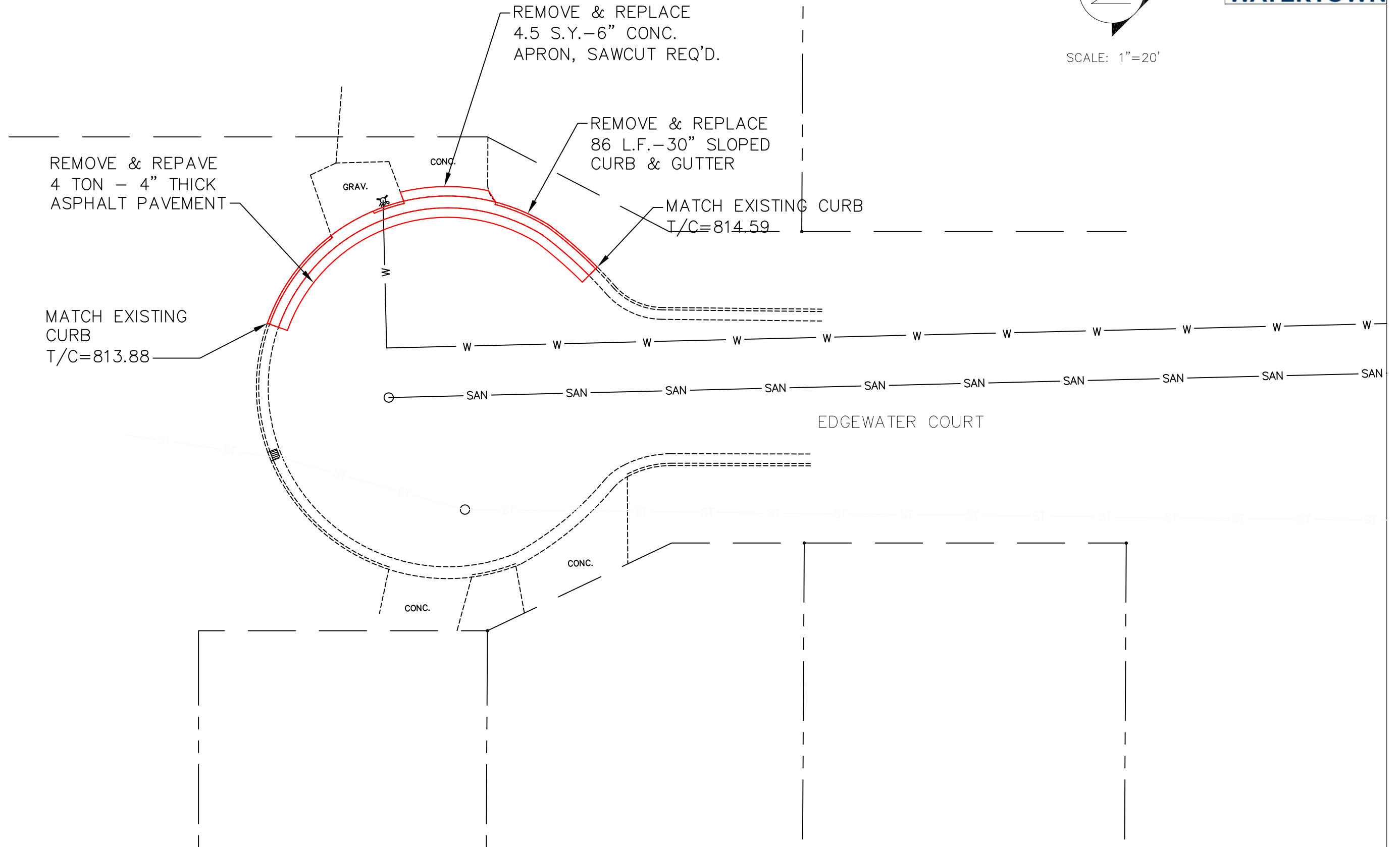
**Approved by Public Works Commission**

PROPERTY OWNER NAME & ADDRESS Duane R. & Beverly I. Raatz 904 Edgewater Court Watertown, WI 53098		PARCEL NUMBER  291-0915-3322-051		FRONT FOOTAGE  172.26	
ITEM DESCRIPTION	UNIT	QTY.	UNIT COST	TOTAL COST	ASSESSMENT
Removing Concrete Pavement	SY	4.50	\$110.00	\$495.00	ESTIMATED
					<b>FINAL</b>
Removing Asphaltic Surface	SY	17.60	\$7.00	\$123.20	
					<b>FINAL</b>
Removing Curb & Gutter	LF	86.00	\$6.00	\$516.00	
					<b>FINAL</b>
Base Aggregate Dense 3/4-Inch	TON	8.00	\$80.00	\$640.00	
					<b>FINAL</b>
Concrete Driveway 6-Inch	SY	4.50	\$90.30	\$406.35	
					<b>FINAL</b>
HMA Pavement 3 LT 58-28 S	TON	2.30	\$197.20	\$453.56	
					<b>FINAL</b>
HMA Pavement 4 LT 58-28 S	TON	1.70	\$232.30	\$394.91	
					<b>FINAL</b>
Concrete Curb & Gutter 30-Inch Sloped	LF	86.00	\$48.00	\$4,128.00	
					<b>FINAL</b>
Total Estimated Cost				\$7,157.02	
<b>Total Final Cost</b>					<b>FINAL</b>
50% of Estimated Cost				\$3,578.51	
<b>50% of Final Cost</b>					<b>FINAL</b>



SCALE: 1"=20'

291-0915-3322-051  
DUANE R. & BEVERLY I. RAATZ  
904 EDGEWATER COURT



**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		
VACANT		
BARTZ		
BLANKE		
SMITH		
SCHMID		
WETZEL		
MP;DEMJAIR		
MAYOR MCFARLAND		
TOTAL		

ADOPTED May 16 2023\_\_\_\_\_  
CITY CLERKAPPROVED May 16, 2023\_\_\_\_\_  
MAYOR



Parcels



THE CITY OF  
WATERTOWN  
Cape Breton Regional Municipality

City of Watertown Geographic Information System

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

SCALE BAR = 1"

DISCLAIMER: This map is not a substitute for an official title survey or similar investigation. The accuracy of this map is limited to the accuracy of the source data from which it was derived.

