



## PUBLIC WORKS COMMISSION MEETING AGENDA

TUESDAY, AUGUST 08, 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 Minutes from July 25, 2023

### 4. BUSINESS

A. Update, no action required: Stormwater Utility Program Updates

B. Update, no action required: Cady Street Bridge project

C. Review and take possible action: Main Street (Cole Memorial) Bridge Underlighting

D. Review and take possible action: hire GRAEF for 2024, 2025, & 2026 Annual Street and Utility Program design

### 5. ADJOURNMENT

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

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

PUBLIC WORKS COMMISSION MEETING AGENDA  
TUESDAY, JULY 25, 2023 AT 5:30 PM

Section 3, Item A.

Commission Members present Ald's. Bartz, Wetzel Comm'r Thompson  
City Employees Present  
Public Works Director/City Engineer Jaynellen Holloway  
Engineering Project Manager Ritchie Piltz (Online)  
Street Department Operations Manager Stacy Winkelman (Online)

1. CALL TO ORDER

Chairman Wetzel called the meeting order at 5:33 p.m.

2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

NONE present

3. REVIEW AND APPROVE MINUTES Public Works Commission meeting minutes from July 11, 2023

Move to approve Ald Board

2nd Comm'r Thompson

Carried by unanimous voice vote

4. BUSINESS

As no constituents were present, agenda items D and E were moved to the beginning of the agenda to accommodate Winkelman.

D. Review and take action: Request for garbage and recycling service at W6874 Silver Creek Rd E. at a cost of \$19.08 per month

Move to approve Ald Smith

2nd Ald Bartz

Carried by unanimous voice vote

E. Review and take action: Approve 2023 equipment rates for DPW - Street/Solid Waste Division

Ald Smith asked what is the main factor in the increase in cost. SDOM Winkelman stated that fuel costs appear to be the driving factor.

Winkelman said she would be provide last year's rate sheet per Ald Board's request before the next Council meeting

This sharing of equipment is designed for disaster relief, FEMA requirements, etc.

DPWCEHolloway shared that these are statewide rates

Motion to approve Comm'r Thompson

2nd Ald Smith

Carried by unanimous voice vote

A. Review and take possible action: approve revised Watertown Functional Classification Street Map

The State of Wisconsin Department of Transportation (WisDOT) maintains functional classification maps for communities throughout the State showing which roads are classified as arterial streets, collector streets, and local streets. Typically, every decade these maps are updated. The Public Works Commission reviewed the draft updated functional classification map in February of 2022 and approved proposed map changes suggested by WisDOT and the City Engineering Division. Following the passage of a resolution by the Common Council further approving the functional classification map (included in the Public Works Packet dated July 25, 2023 and emailed to members on July 21, 2023. WisDOT forwarded the map to the Federal Highway Administration (FHWA) for final approval. FHWA suggested Gypsy Road in the Town of Watertown and West Street between E. Horseshoe Road and Gypsy Road be classified as local roads vs. collectors. After an extensive review of Watertown's functional classification map with WisDOT and FHWA, the City's Engineering Division is recommending the approval of the revision which reclassifies Gypsy Road as a local road but maintains collector roadway status of West Street between E. Horseshoe Road and Gypsy Road.

PWDCE Holloway answered that Gypsy Road could be reclassified as a truck route in the future per Commr question

Move to approve Comm'r Thompson revised highway functional classification map for the City of Watertown  
It was asked if Gypsy Road is outside the city limits and JEH shared that is true but the road falls within the city's jurisdictional area

2nd Ald Board

Carried by unanimous voice vote

B. Review and take possible action: Sidewalk repair orders for 308 N Monroe St, 311 N Monroe St, 326 N Warren St, 400 N Warren St, 406 N Warren St, 408 N Warren St, 417 N Warren St, 420 N Warren St, and 503 N Warren St.

Move to approve Ald Bartz

2nd Ald Board

Carried by unanimous voice vote

C. Review and take possible action: Riverside Park Stone Walls Rehabilitation Project Change Order No. 1 for \$150,775.00 to K & K Masonry. The original scope of work to repair the public areas of stone walls and foot bridges minus the three end sections of stone walls either side of the Boughton Street entrance to the park was \$291,000 with the cost of insurance and bonds. One of the requirements to receive funding assistance from the Watertown Area Community Foundation was to restore the three end sections of stone walls either side of the Boughton Street entrance to the park. The city sought a quote from K & K Masonry to restore those six sections and he did submit a quote of \$22,175.00. Additionally, extra stones most likely will be needed to replace missing ones in the walls. City crews attempted to salvage some stones by removing an approximate 20' section of existing stone wall at the east most area of the Park. However, the stones retrieved were limestone and were whole, not split face. The stones needed in the repair work should be granite and split face. Engineering has sought a quote to have granite stones split in half. Engineering has located a free source of said stones. It is the inside face of a split stone that is placed outward facing in the stone wall repair as that is the face that sparkles and is showy. Depending on the cost to split stones, we would have the remaining approximately \$9K to work with.

Ald Smith asked how much work has been done

JEH stated that 0%, but all PPW is signed and delivered

Work will begin the week before Riverfest and continue after Riverfest with work to be completed from the maintenance shop to Labaree

Ald Smith also asked if property owners have been notified and JEH said "yes"

Move to approve Ald Board Change order No. 1 for \$150,775.00 to K & K Masonry and to spend up to \$6K to split stones to create a stockpile of spare stones for K & K Masonry to use in wall repair.

2nd Ald Smith

## 5. ADJOURNMENT

Motion to adjourn Ald Bartz

2nd Ald Smith

Carried by unanimous voice vote.

Meeting adjourned at 5:57 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.

## MEMO

TO: Chairperson Wetzel and Commission Members  
FROM: Andrew Beyer, P.E.  
DATE: August 2, 2023  
RE: Public Works Commission Meeting of August 8, 2023

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### No action required: Stormwater Utility Updates

#### Background

The City's Stormwater Utility programs are progressing. Updates on the following programs and initiatives will be presented:

- Wisconsin Stormwater Week: August 5 – 13, 2023
- Stormwater Partnerships
  - Rock River Stormwater Group
  - Rock River Coalition
  - Dodge County
  - Jefferson County
- Recent Results of Stormwater Ordinance Updates
- New Stormwater Best Management Practices (BMPs)
  - Permeable Pavers
  - Biofilters
  - New Street Sweeper
- Storm System and Best Management Practice (BMP) Maintenance
  - Preliminary Findings of Storm System Cleaning & Televising
  - BMP Maintenance Efforts
- City-wide Flood Control Master Plan
- Illicit Discharge Detection and Elimination Program
  - 2023 Results and Analysis of Annual Sampling Results since 2017
- Water Quality Trading (to meet the MS4 Permit – TMDL Requirements)
  - Upcoming Outreach Events, Next Steps

## MEMO

TO: Chairperson Wetzel and Commission Members  
FROM: Andrew Beyer, P.E.  
DATE: August 2, 2023  
RE: Public Works Commission Meeting of August 8, 2023

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### No action required: Cady Street Bridge Update

#### Background

The City of Watertown received Wisconsin Department of Transportation (WisDOT) Local Bridge Program funding to rehabilitate the Cady Street Bridge prior to the replacement of the Main Street (Cole Memorial) Bridge in 2024. Cady Street would be used as a local detour during the Main Street (Cole Memorial) Bridge replacement project and needs to be rehabilitated prior to use as a local detour route.

The scope of the project includes removing the existing concrete overlay (originally installed in 1989); install a new concrete overlay to protect the bridge deck slab; concrete surface repairs to sidewalk, deck, and piers; and bridge approach reconstruction.

The project was let by WisDOT on May 9<sup>th</sup>. The project was awarded by WisDOT to the lowest responsive, responsible bidder, Zenith Tech of Waukesha, WI in the amount of \$313,947.31. The City is responsible for 20% of construction costs, or \$62,789.46 based on the low bid. This is within the dollar amount budgeted for this project. Zenith Tech intends to begin work shortly after Labor Day.

## MEMO

TO: Chairperson Wetzel and Commission Members

FROM: Andrew Beyer, P.E.

DATE: August 2, 2023

RE: Public Works Commission Meeting of August 8, 2023

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Review and take possible action: Main Street (Cole Memorial) Bridge Underlighting

### Background

The Engineering Division has sought quotes for design for the underlighting of the above referenced bridge. A number was placed in the 2023 budget of \$25K for the design. Design quotes came in at \$39,000 from Mead & Hunt and \$51,906 from AECOM. It should be noted that the bridge can be underlit at any time in the future, it does not have to be done at the time of construction. With the City's expanded responsibilities for the NE & NW quadrants of the bridge reconstruction, the budgeted amount for the design can be and most likely will be allocated to those expected costs.

## MEMO

TO: Chairperson Wetzel and Commission Members

FROM: Andrew Beyer, P.E.

DATE: August 2, 2023

RE: Public Works Commission Meeting of August 8, 2023

Review and take possible action: Award 2024 2025 & 2026 Annual Street Program Design Contract to Graef for \$289,766

### Background

The Engineering Division prepared and advertised a request for proposals for the above-referenced project. Engineering Division received eight proposals. In recent years the City has experienced construction delays of the annual street program due to private utility conflicts and those not being addressed in a timely fashion, thus slowing down completion of the annual street work. The Public Works Team wishes to keep this momentum going, thus the three-year design scope of work in this contract. We will most likely still have possible conflicts in 2024, but moving forward from there, we should be good.

A review team of five Public Works team members reviewed and ranked proposals using Qualification Base Selection (QBS) process. The top two firms were Graef out of Milwaukee, WI and Ruekert & Mielke out of Waukesha, WI. Graef's score was 78 out of 90 for a fee of \$289,766 for all three years of design. Ruekert & Mielke's score was 72 out of 90 for a fee of \$369,990 for all three years of design. Graef's fee proposal and a draft resolution is attached for your review.

The following streets are slated for reconstruction as follows:

### 2024 Reconstruction Project Table (Subject to alterations and/or additions):

Street	At:	Towards:	Approx. Length	Exist. Width	Boring No.	Scope
S. Twelfth Street	Western Ave	College Ave	265'	35'	1	Street Reconstruction, Storm Sewer Reconstruction, Water Main Reconstruction
S. Eleventh Street	Western Ave	Wisconsin St	574'	28'	2	Street Reconstruction, Storm Sewer Reconstruction, Water Main Reconstruction
See next page						

Oconomowoc Avenue	Kossuth St	East Gate Dr	2735'	37'	9	Street Reconstruction, Storm Sewer Reconstruction, Water Main Reconstruction	Section 4, Item D.
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2025 Reconstruction Project Table: Design shall comply with WisDOT Design Standards for STP-Local Construction Grant funded projects.

Street	At:	Towards:	Approx. Length	Exist. Width	Boring No.	Scope
Western Ave/S First St	S Third St	E Milwaukee St	850'	Varies	3	Street Reconstruction, Storm Sewer Reconstruction, Water Main Reconstruction

2026 Reconstruction Project Table (Subject to alterations and/or additions):

Street	At:	Towards:	Approx. Length	Exist. Width	Boring No.	Scope
Market St	S Seventh St	S Eighth St	420'	37'	1	Street Reconstruction, Storm Sewer Reconstruction, Water Main Reconstruction
S Eighth St	Market St	E Main St	300'	29'	1	Street Reconstruction, Storm Sewer Reconstruction, Water Main Reconstruction
The following shall be included in the design scope but may be bid as Add Alternate Bids.						
Willman Ct	S Twelfth St	Termini	260'	33'	1	Street Reconstruction, Storm Sewer Reconstruction, Water Main Reconstruction
S Twelfth St	Falcon Ct	Boomer St (east)	1,000'	37'	6	Street Reconstruction, Storm Sewer Reconstruction, Water Main Reconstruction
The following shall be included in the design scope as Watermain Projects.						
S Twelfth St	Clark St	Willman Ct	325'	37'	1	Water Main Reconstruction Project
S Twelfth St	Boomer St (east)	Clark St	1370'	37'	4	Water Main Reconstruction Project

Attachments:

- Graef's fee proposal
- Draft resolution



**DRAFT RESOLUTION TO  
AWARD 2024, 2025, & 2026 ANNUAL STREET & UTILITY PROGRAM  
DESIGN PROJECT TO GRAEF**

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

**WHEREAS**, It is determined to be in the best interests of the City of Watertown as it pertains to regarding authorizations required involving city assets; and,

**WHEREAS**, the City of Watertown historically contracts with an engineering consulting firm to prepare plans and specifications, and to assist during advertising and opening of bids; and,

**WHEREAS**, the scope of work for the 2024, 2025, & 2026 Annual Street & Utility program is to select a professional engineering consultant who will provide services to incorporate the reconstruction of various City streets into a set of plans and specifications following the guidelines set by the City of Watertown and the State of Wisconsin Department of Transportation. The reconstruction projects include new asphalt pavement, curb and gutter, sidewalks, driveway aprons, replacement of storm sewers, replacement of water main systems and minor adjustments of the sanitary sewer. Scope includes surveying, stormwater analysis, soil borings, design, technical specifications, all private utility and railroad coordination and permitting, and all coordination and permitting required from Local, State, and Federal agencies; and,

**WHEREAS**, the City of Watertown advertised request for proposals and received eight (8) proposals; and,

**WHEREAS**, the Public Works Department Review Team used qualification based selection process to determine the top ranked firm; and,

**WHEREAS**, the Public Works Department Review Team presented the top two ranked firms to the Public Works Commission; and,

**WHEREAS**, the Public Works Commission reviewed and approved Graef's proposal; and,

**WHEREAS**, the funding for the 2024, 2025, & 2026 Annual Street & Utility Program Design contract will come from Annual Streets #05-58-11-69 (1/4: \$72,441.50), Stormwater Utility Capital #16-58-16-60 (1/4: \$72,441.50), Water Utility #03-99-99-98 (1/4: \$72,441.50) and Wastewater Utility #02-97-30-11 (1/4: \$72,441.50).

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:** that the City of Watertown Common Council approves the proper City Officials be and are hereby authorized to enter into an agreement for the 2024, 2025, & 2026 Annual Street & Utility Program Design contract with Graef of Milwaukee, WI for a total lump sum design fee of \$286,961.00.

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

ADOPTED August 15, 2023\_\_\_\_\_  
CITY CLERKAPPROVED August 15, 2023\_\_\_\_\_  
MAYOR

GENERAL INFORMATION	
Project Name:	Annual Street and Utility Project
Client Name:	City of Watertown
Date:	7/21/23



DISCIPLINE SUMMARY				
Discipline	Total Hours	Total Labor	Total Expenses	Total Cost
2024 Reconstruction Project	494	\$61,272	\$260	\$61,532
2025 Reconstruction Project (WisDOT)	1385	\$164,913	\$2,415	\$167,328
2026 Reconstruction Project	491	\$60,776	\$130	\$60,906
Total Fee	2370	\$286,961	\$2,805	\$289,766
				100%

DESIGN PHASE SUMMARY				
Design Phase	Total Hours	Total Labor	Total Expenses	Total Cost
Project Setup / Kickoff	488	\$66,345	\$455	\$66,800
Preliminary Design (60%)	1097	\$125,445	\$2,350	\$127,795
Preliminary Final Design (90%)	565	\$66,525	\$0	\$66,525
Construction Documents	205	\$26,774	\$0	\$26,774
Bidding and Negotiation	16	\$1,872	\$0	\$1,872
Construction Administration	0	\$0	\$0	\$0
Total Fee	2370	\$286,961	\$2,805	\$289,766
				100%

\*GRAEF will provide proper fee separation, for each project, based on survey, soil borings, storm sewer, street, water main, and meetings once selected for this project.

Key GRAEF Team Rates	
Classification	Rate/hr
Paulos	\$213
Komorowski	\$159
Meyer	\$135
Hansel	\$120
Schaser	\$96
Slovik	\$87
McGilllicuddy	\$129
Barrett	\$102
Redding	\$96
Diesch	\$117
Motl	\$138
Schowalter	\$180