



# Public Works Committee Meeting

Cravath Lakefront Room, 2nd floor  
312 W. Whitewater St.  
Whitewater, WI 53190  
\*In Person and Virtual

**Tuesday, August 12, 2025 - 5:15 PM**

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## AGENDA

Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone.  
Citizen participation is welcome during topic discussion periods.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/84170103284?pwd=91zoWLLZqr39PD7bxi8AhYGCvs2cWo.1>

**Telephone:** +1 (312) 626-6799 US (Chicago) (Houston)  
**Webinar ID:** 841 7010 3284  
**Passcode:** 601871

Please note that although every effort will be made to provide for virtual participation, unforeseen technical difficulties may prevent this, in which case the meeting may still proceed as long as there is a quorum. Should you wish to make a comment in this situation, you are welcome to call this number: (262) 473-0107.

### CALL TO ORDER

### ROLL CALL

### APPROVAL OF AGENDA

*A committee member can choose to remove an item from the agenda or rearrange its order; however, introducing new items to the agenda is not allowed. Any proposed changes require a motion, a second, and approval from the Committee to be implemented. The agenda shall be approved at each meeting even if no changes are being made at that meeting.*

### APPROVAL OF MINUTES

1. Approval of minutes from July 8, 2025

### HEARING OF CITIZEN COMMENTS

*No formal Committee action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Committee discusses that particular item.*

***To make a comment during this period, or during any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see these controls. On a traditional telephone, dial \*6 to unmute your phone and dial \*9 to raise your hand.***

**NEW BUSINESS**

- [2.](#) Discussion and Possible Action regarding Request for Proposal for City Engineering Services.
- [3.](#) Discussion and Possible Action regarding Strand Task Order 25-08, Water Supply Service Area Plan.
- [4.](#) Discussion and Possible Action regarding Amendment No. 1 to Strand Task Order 24-08, Jefferson Street Reconstruction.
- [5.](#) Discussion and Possible Action regarding listing Wastewater Department portable generator on Wisconsin Surplus auction site.
- [6.](#) Discussion and Possible Action regarding State/Municipal Financial Agreement for curb ramp improvements along State Highway 59 (Newcomb Street).

**FUTURE AGENDA ITEMS****ADJOURNMENT**

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

**Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk (262-473-0102) at least 72 hours prior to the meeting.**



# Public Works Committee Meeting Item 1.

Cravath Lakefront Room, 2nd Floor  
312 W. Whitewater St.  
Whitewater, WI 53190  
\*In Person and Virtual

**Tuesday, July 08, 2025 - 5:15 PM**

## MINUTES

### CALL TO ORDER

The Public Works Committee meeting was called to order by Board President Hicks at 5:15 p.m.

### ROLL CALL

PRESENT: Board Member Hicks, Board Member Majkrzak

ABSENT: Board Member M. Smith

OTHERS: Marquardt

### APPROVAL OF AGENDA

Motion made by Board Member Majkrzak to approve the agenda for Tuesday, July 8, 2025, seconded by Board Member Hicks.

Voting Yea: all via voice (2)

Voting Nay: None

### APPROVAL OF MINUTES

1. Approval of minutes from May 13, 2025, and June 10, 2025

Motion made by Board Member Majkrzak, seconded by Board Member Hicks to approve the minutes from May 13, 2025, and June 10, 2025.

Voting Yea: all via voice (2)

Voting Nay: None

### HEARING OF CITIZEN COMMENTS

None

### NEW BUSINESS

5. **Discussion and Possible Action regarding Edge Broadband Water Tower Lease Agreement Renewal.**

Marquardt stated Edge Broadband (Whitewater Wideband) has existing internet antennae facilities on the Cravath Street water tower. Their last Lease Agreement expired June 1, 2025. They have requested a renewal for an additional three years.

City Council approved a Space Lease Agreement in June 2015, and June 2020.

Payment for the last year on the expiring Agreement was for \$8,346.77. The yearly rent payment in the previous Agreement was increased at a 3% rate. Edge Broadband is asking for the rent payment to be fixed at \$8,600 for the term of the new Agreement. If a 3% escalation rate was applied as in previous Agreements, the rent payments would be \$8,600 for Year 1, \$8,858.00 for Year 2, and \$9,123.74 for Year 3.

Toni Faulkner, 10 W. Evergreen Parkway, Elkhorn, WI 53121 attended the meeting on behalf of Edge Broadband. Faulkner stated they proposed a fixed agreement because they plan on transitioning their fiber infrastructure. Therefore, they don't foresee the need for the full duration of the lease.

Marquardt asked if the intent was to remove the antennae from the tower once they go to full fiber. Faulkner stated that was correct. Edge Broadband would fulfill the three-year lease even if they don't have a need for it.

Board Member Hicks stated if the Board approves the renewal at a rate of \$8,600 per year, it should be documented in the minutes that, in the event Edge returns in five years requesting to go back on the water tower and proposes starting again at the \$8,600 rate, the Board would expect to recoup the revenue lost during the intervening years. He further stated that he would be agreeable to a rate of \$8,600 per year for a term of three years.

Majkrzak did not have any objections with the request.

Staff did not have any objection knowing that this was Edge Broadband's intent.

Motion made by Board Member Hicks to approve the Edge Broadband Water Tower Lease Agreement Renewal for a cost of \$8,600 per year for up to three years and seconded by Board Member Majkrzak with a clarification of the document labeled First Amendment to Space/Lease Agreement - B. 1. Renewal Terms., "~~Shall have the right to~~ renew for three years."

Voting Yea: Board Member Majkrzak, Board Member Hicks

Voting Nay: None

Absent: Board Member M. Smith

Faulkner inquired whether a new lease agreement needed to be submitted to the City. Marquardt responded he will update the lease agreement and forward it to the City Council for review and approval at the next scheduled meeting on July 17, 2025. Upon approval, the agreement will be returned to Faulkner for execution.

## 2. **Discussion and Possible Action regarding encroachment on City owned land by Cravath Street Water Tower.**

City staff noticed the property owner at 418 E. Cravath Street has encroached onto City property near the Cravath Street Water Tower. The parcel outlined in red, attached to the Public Works agenda and supporting documents, was the parcel in question, which is owned by the city. Based on aerial photography the encroachment took place between 2015 and 2020. Based on GIS records, the property at 418 E. Cravath Street switched owners in 2018. The screenshot from 2024 Google Maps shows the retaining wall garden and the trampoline on City property. The property owner of 418 has been cutting the grass and maintaining the City property.

The City Attorney was consulted and suggested a couple of options:

1. Send a cease-and-desist letter telling the neighbor to remove items from the City property and that they cannot use it in this manner.
  2. Negotiate an agreement with the neighbor that they can use the property, but assume all liability.
  3. Continue as is, but since the City is aware of the encroachment, the City may now be liable.
- Staff does not have an issue with the property owner using the property, especially if they are maintaining it. Staff would recommend to negotiate an agreement with the neighbor.

Motion made by Board Member Hicks to direct staff to work with legal counsel to negotiate an agreement with the neighbor at 418 E. Cravath Street indicating they can use City property, but assume all liability and maintenance of the property, seconded by Board Member Majkrzak.

There is no financial impact at this time.

Voting Yea: Board Member Hicks, Board Member Majkrzak

Voting Nay: None

Absent: Board Member M. Smith

3. **Discussion and Possible Action regarding Walworth Avenue and Prince Street intersection safety ideas.**

At the May 20, 2025, Council meeting, the placement of stop signs on Walworth Avenue at Prince Street was denied. Council asked for this item to be brought to the Public Works Committee for discussion on other possible alternatives. According to the Police accident report, 10 of the 15 accidents were due to vehicles pulling out from Prince Street from the stop sign. Included in the committee packet were views from the southbound and northbound approaches. Alternatives could range from additional signage to a round-a-bout, which would probably be cost prohibited.

Marquardt's suggestion was to add additional "Cross Traffic Does Not Stop" signs located on the back of the stop signs on each approach. However, once stopped, motorists do not see these signs. Therefore, staff would recommend to add additional "Cross Traffic Does Not Stop" signs across the street.

An additional suggestion Marquardt mentioned was to move the information signs located on Walworth Avenue further east and west on Walworth Avenue. This would give drivers a chance to see those signs and know they need to turn up ahead instead of seeing those signs right at the intersection. Marquardt stated drivers are stopping at the stop sign on Prince Street, but then pulling out into traffic on Walworth Avenue.

Hicks liked the idea but commented when you are southbound on Prince there are two utility poles in the corner that create about a three-foot blind spot. Marquardt stated they have asked WE-Energies to remove the old poles and was told it's up to Charter, who needs to transfer their lines onto the new poles, before they can remove the old poles. Marquardt stated they will continue to work with WE-Energies.

Marquardt will report back to Council with a staff update on this issue.

4. **Discussion and Possible Action regarding the Netwurx Water Tower Space/Lease Agreement**

Marquardt stated Councilperson Hicks requested a review of the Netwurx Water Tower Space/Lease Agreement. When the Agreement was initially presented, Netwurx requested a reduced lease rate due to the assumption that they would be responsible for installing electrical service and paving the access road, as Verizon had not yet signed their own Agreement yet.

The Public Works Committee and Council approved the Netwurx Agreement in June 2024, with lease terms set at \$7,000 per year with a 4% annual escalator, for a five-year term.

Since that approval, Verizon has signed their Agreement and began installation work in May 2025, which includes covering the cost of the electric installation and paving the access road. Netwurx has not yet begun construction.

As the initial justification for the reduced lease rate no longer applies, Councilperson Hicks inquired whether Netwurx is currently paying their lease. Staff confirmed they are paying on a yearly basis.

Councilperson Hicks noted the City recently signed a lease with Edge for \$8,600 per year, and suggested aligning Netwurx's rate with that figure. Councilperson Majkrzak agreed with Hicks, indicating that the new proposed amount is in line with comparable agreements.

Hicks recommended staff prepare an item for the August Council agenda to consider amending the Netwurx lease to a rate of \$8,600 per year for three years.

**FUTURE AGENDA ITEMS**

None

**ADJOURNMENT**

Motion made by Board Member Majkrzak to adjourn the Public Works meeting at 5:33 p.m., seconded by Board Member Hicks.

Voting Yea: all via voice (2)

Voting Nay: None

Absent: Board Member M. Smith

Respectfully submitted,

*Alison Stoll*

Alison Stoll, Administrative Assistant  
Department of Public Works

\*Minutes Approved on \_\_\_\_\_



## Public Works Agenda Item

Meeting Date:	August 12, 2025
Agenda Item:	RFP for Engineering Services
Staff Contact (name, email, phone):	Brad Marquardt, <a href="mailto:bmarguardt@whitewater-wi.gov">bmarguardt@whitewater-wi.gov</a> , 262-473-0139

### BACKGROUND

(Enter the who, what when, where, why)

The Agreement with Strand Associates for City Engineering Services expires at the end of 2025. It has been a number of years (possibly 2012) since the City issued a Request for Proposal for these services. Staff has no issues with the work being performed by Strand, however, to make sure the City is receiving the best services at the best value and to be transparent in procuring these services, staff is looking to issue a Request for Proposal.

Some items for discussion include:

- Selection Committee
- In person presentation or not and if so when
- Selection Process

### PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

### FINANCIAL IMPACT

(If none, state N/A)

There is no financial impact to issue the Request for Proposal. The financial impact for City Engineering Services is based solely on the projects being requested.

### STAFF RECOMMENDATION

Staff recommends a motion to approve the Request for Proposal and forward to the full Council.

### ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. RFP Whitewater City Engineer – 2025-08-07



**CITY OF WHITEWATER  
REQUEST FOR PROPOSALS**

**City Engineering Services**

Date Issued: Monday, August 25, 2025

**SUBMIT RFP TO**

City of Whitewater

City Clerk

312 W. Whitewater Street

Whitewater, WI 53190

**SUBMISSION DEADLINE**

Thursday, September 25, 2025, 3:30 PM



## I. Summary

The City of Whitewater is soliciting proposals from qualified consulting firms to provide City Engineering Services for the Public Works Department. Engineering services include, but not limited to: Design and bidding of streets, water, wastewater, and storm water infrastructure; Construction inspection and management; Developer site reviews; and Studies.

## II. General Information

The City of Whitewater has an estimated population of 15,000, which includes the campus of the University of Wisconsin – Whitewater (UWW). UWW is responsible for their utilities and streets that are internal to their campus. However, there could be some projects where the City and UWW may partner together. One such example is the proposed shared underground detention basin currently being designed to help both entities move toward their respective MS4 requirements for TSS and TP.

In general, Engineering services will cover, but no limited to, the following:

**Streets:** The City currently has about 50 miles of local streets. The City will need assistance with planning, cost estimates, design, etc., for the repair, upgrade and reconstruction of infrastructure based on the City's approved two-year budget cycle. This will include, but not limited to, curb and gutter, pavement design, sidewalk, signage, and striping. Typically, streets are designed in the odd numbered years and constructed in the even number years. The City is responsible for 8 traffic signals. The City may ask for intersection studies or timing adjustments at these intersections.

**Water:** The City currently has 5 wells and 2 above ground storage tanks. The Water Utility pumps an average of about 1,600,000 gallons per day through approximately 56 miles of pipe. Water Utility personnel use a SCADA system to control pumping, treatment and distribution. All aspects of pumping, treatment and distribution repair, upgrade, planning, cost estimates and replacement of infrastructure will be considered.

**Wastewater:** The City currently has 6 lift stations and approximately 52 miles of sanitary sewer pipe. The Wastewater Treatment Facility is an activated sludge plant with biological phosphorus removal. The maximum month flow design is 3.8 MGD with a maximum monthly BOD design of 4,015 lb/day. Currently, the average day flow is 1.41 MGD with an average 2,704 pounds of BOD. Wastewater personnel use a SCADA system to control all processes. All aspects of wastewater collection and treatment, including SCADA shall be considered for tasks related to repair, upgrade, planning, cost estimates and replacement of infrastructure.



[www.whitewater-wi.gov](http://www.whitewater-wi.gov)

Telephone: 262-473-0139

Fax: 262-473-0579

**Office of Public Works**

312 W. Whitewater St.

Whitewater, WI 53190

**Storm Sewers:** The City has a collection of storm sewers, water ways and ditches to convey storm water. For the most part, the City will need assistance with cost estimates, planning, design, etc., for the repair, upgrade and reconstruction of infrastructure in conjunction with street reconstruction projects.

**Storm Water Management:** The City currently has 33 municipally owned BMPs for Storm Water Management. The City is currently undergoing an update to its 2017 Storm Water Management Plan. In 2017, the City had a 47.7% TSS reduction and a 37.1% TP reduction. As part of the Rock River TMDL, the City is required to have a 49% TSS reduction and a 66% TP reduction. Additional BMPs have been put in place since 2017. The City is a member of the Rock River Storm Group and uses this platform to meet its Public Education and Outreach, and Public Involvement and Participation requirements of its MS4 permit. The City currently uses a third party to perform outfall and IDDE inspections. The City will need assistance in planning, design and implementing additional BMPs to help meet the requirements of the Rock River TMDL. Also, the City will need assistance with review of developer submitted Storm Water Management Plans to ensure they meet City requirements on a case-by-case basis.

**Sidewalks:** Sidewalks shall be considered for all reconstruction of City streets. The City is in the process of implementing a sidewalk replacement program, first to replace tripping hazards and second to update curb ramps. The intention would be to include a section of the City every two years for sidewalk improvements. The City will need assistance with cost estimates and design.

**Construction Management/Inspection:** There may be multiple projects ongoing within the City at any one time. The firm will be asked to assist with conducting construction inspection and project management on various projects. This shall include but not be limited to assisting with pre-construction meetings, progress meetings, pay requests, and project closeout. As-Builts should be provided in .PDF format to the Director of Public Works within six (6) months of substantial completion of the project. As-Builts shall also be provided in a shapefile for insertion into the City's ArcGIS Online layers.

**Studies:** Studies to support any of the above areas may be required.

**Subdivision review:** Review of subdivision plans for compliance with City Ordinances. Construction inspection of developer installed infrastructure may be required to ensure infrastructure is installed according to plans.

### **III. Agreement**

The general Agreement for City Engineering Services will include the ability to provide independent Task Orders for specific projects. Each specific Task Order should include Project Information, Detailed Scope of Services, Compensation and Schedule. The City will compensate the firm on an hourly rate basis plus expenses a not-to-exceed fee.

The Agreement will be for five years with the possibility of two (2), one-year extensions.

The Agreement should also be written to allow flexibility for the City to solicit proposals for design of individual projects if a competitive process is required.

### **IV. Submission of Proposal**

Proposals are to be submitted to:

City of Whitewater  
Attention City Clerk  
312 W. Whitewater Street  
Whitewater, WI 53190

by **3:30 pm, Thursday September 25, 2025**. Please indicate “City Engineering Services” on the outside of the envelope. Please provide four (4) hard copies of the proposal and one electronic version (flash drive).

The selection committee will review the proposals and it is anticipated the results will be shared with the Public Works Committee on October 14, 2025. The Public Works Committee may forward a recommendation onto the City Council for their October 21, 2025 meeting, or may ask selected firms to provide a presentation and answer questions. Date for the presentation would be Monday October 27 after 5:00 pm.

Questions regarding the Request for Proposal should be directed to Brad Marquardt, Public Works Director, at 262-473-0139 or [bmarquardt@whitewater-wi.gov](mailto:bmarquardt@whitewater-wi.gov).

### **V. Proposal Requirements and Evaluation**

Submitted Proposals should include the following:

1. Firm name, address, telephone, and e-mail of the Contact Person.
2. Brief history of the firm.
3. A one-page statement of your interest, qualifications and familiarity with City of Whitewater’s facilities, infrastructure and geography.
4. Identification of key personnel to be assigned to various services. Please provide an organization chart with the roles & responsibilities of each identified person with resumes of key personnel.

5. Indicate the location of the office from where specific services will be provided.
6. Provide a list of municipalities with contact information for those municipalities where you currently perform City Engineering Services.
7. Provide a list of relevant projects completed or underway in 2025.
8. Provide the following information for a completed 2024 Wisconsin municipal street reconstruction project.
  - a. Address & phone number of contact person
  - b. Brief project description
  - c. Scope of Services/Task Order
  - d. Engineers Estimate
  - e. Bid Price
  - f. Dollar value of Change Orders
  - g. Final Construction Cost
  - h. Engineering
    - i. Design Cost (thru signed contracts)
    - ii. Contract Administration Cost
    - iii. Construction related services costs, including project inspection
    - iv. Sample drawings (11 x 17). Do not need to send the full set of plans.
    - v. The role key personnel in #4 above had in the project

## **VI. Selection Process**

The City will evaluate the proposals using the following criteria:

- Firm History and Qualifications
- Evaluation of assigned personnel
- Familiarity with local area geography and facilities Ability to relate to project requirements
- Reference Check
- Engineering Experience:
  - Streets/Transportation
  - Utilities
  - Storm water and Storm water management
  - Contract administration
- Cost – Include in a separate envelope, or in a separate file for the electronic version, your proposed 2026 costs per hour for key personnel to be assigned to various services as listed in the provided organization chart. Indicate what has been past practice for per hour increases and what can be anticipated for 2027 per hour increases.



[www.whitewater-wi.gov](http://www.whitewater-wi.gov)  
Telephone: 262-473-0139  
Fax: 262-473-0579

**Office of Public Works**  
312 W. Whitewater St.  
Whitewater, WI 53190

Item 2.

## **VII. Additional Information**

All proposal costs are the expense of the proposer. Elaborate proposals beyond that sufficient to present a complete and effective proposal are not necessary or desired.

The City will award the contract to the most responsive and responsible consultant after all criteria are considered. The City reserves the right to waive any informalities or to reject any or all proposals and to award the contract to the consultant, who in the judgement of the City, will best serve the interests of the City.

The City will honor confidentiality requests to the extent possible. If you feel certain aspects of your proposal are proprietary in nature, please indicate so.



## Public Works Agenda Item

Meeting Date:	August 12, 2025
Agenda Item:	Task Order 25-08 Water Supply Service Area Plan
Staff Contact (name, email, phone):	Brad Marquardt, <a href="mailto:bmarguardt@whitewater-wi.gov">bmarguardt@whitewater-wi.gov</a> , 262-473-0139

### BACKGROUND

(Enter the who, what when, where, why)

The Water Utility is required by State Statute and Administrative Code NR 854 to update the Water Supply Service Area Plan by December 31, 2025. According to the State Statute, the plan needs to include:

- Inventory of sources and quantities
- Forecast of the demand for water
- Existing population and density and forecasts of expected population for the period the plan covers
- Options for supplying water
- Cost effectiveness of regional and individual water supply and conservation alternatives
- Assessment of environmental and economic impacts of carrying out specific recommendations of the plan
- Demonstration plan will effectively utilize existing water supply storage and distribution to extent practicable
- Procedures for implementing and updating the plan
- Analysis of how the plan supports and is consistent with applicable comprehensive plans and applicable approved areawide water quality management plans

The proposed Task Order covers all these requirements.

### PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

### FINANCIAL IMPACT

(If none, state N/A)

Compensation for Task Order 25-08 is on an hourly rate basis plus expenses an estimated fee not to exceed \$24,000.

### STAFF RECOMMENDATION

Staff recommends a motion to approve Task Order 25-08 and forward to the full Council.

### ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Task Order 25-08 Water Supply Service Area Plan



## OWNER REVIEW

Strand Associates, Inc.®

910 West Wingra Drive

Madison, WI 53715

(P) 608.251.4843

www.strand.com

**DRAFT**

Task Order No. 25-08

City of Whitewater, Wisconsin (OWNER)

and Strand Associates, Inc.® (ENGINEER)

Pursuant to Agreement for Technical Services dated December 30, 2020

**Project Information**

Services Name: Water Supply Service Area Plan (WSSAP)

Services Description: Update the 2017 Water System Study, prepared by ENGINEER, to include the new WSSAP criteria in the Wisconsin Department of Natural Resources (WDNR) Administrative Code, Chapter NR 854.

**Scope of Services**

ENGINEER will provide the following services to OWNER:

1. Review existing OWNER-provided documentation including the ENGINEER-prepared 2017 Water System Study.
2. Update the existing ENGINEER-prepared 2017 Water System Study to include additional criteria in the WDNR Administrative Code, Chapter NR 854.
  - a. Summarize and describe OWNER's water withdrawals and water quality.
  - b. Describe OWNER's current water use and population density and summarize the number of retail customers with a listing of the ten largest customers.
  - c. Inventory the sources and quantities of water supplies within OWNER's service area limits.
  - d. Discuss the projected sales of water during the planning period.
  - e. Provide the demand estimate for the planning period through 2037 broken down by water use and service area.
  - f. Review the consistency of the Utility Master Plan with the City of Whitewater 2010 Comprehensive Plan, the 2009 Southeastern Wisconsin Regional Planning Commission Multi-Jurisdictional Comprehensive Plan Update for Walworth County, and 2021 Jefferson County Comprehensive Plan.
  - g. Incorporate OWNER-provided public participation documents.
  - h. Incorporate documentation of local governmental plan submission.
  - i. Incorporate OWNER-provided procedures used to implement and enforce the plan.
3. Prepare a draft study report and submit to OWNER.
4. Participate in one virtual review meeting with OWNER.
5. Incorporate OWNER comments, as appropriate, and finalize the WSSAP.

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**OWNER REVIEW**

City of Whitewater, Wisconsin

Task Order No. 25-08

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July 16, 2025

Strand Associates, Inc.®

**DRAFT****Compensation**

OWNER shall compensate ENGINEER for Services under this Task Order on an hourly rate basis plus expenses an estimated fee not to exceed \$24,000.

**Schedule**

Services will begin upon execution of this Task Order, which is anticipated the week of July 28, 2025. Services are scheduled for completion on December 31, 2025.

**TASK ORDER AUTHORIZATION AND ACCEPTANCE:**

ENGINEER:

OWNER:

STRAND ASSOCIATES, INC.®

CITY OF WHITEWATER, WISCONSIN

**DRAFT****DRAFT**

\_\_\_\_\_  
Joseph M. Bunker  
Corporate Secretary

Date

\_\_\_\_\_  
John Weidl  
City Manager

Date





## Public Works Agenda Item

Meeting Date:	August 12, 2025
Agenda Item:	Amendment #1 Task Order 24-08 Jefferson Street
Staff Contact (name, email, phone):	Brad Marquardt, <a href="mailto:bmarguardt@whitewater-wi.gov">bmarguardt@whitewater-wi.gov</a> , 262-473-0139

### BACKGROUND

(Enter the who, what when, where, why)

Strand Associates is in the process of developing plans for the reconstruction of Jefferson Street. As part of the design, and due to known possible environmental concerns, a Phase I Environmental Assessment was completed. This Assessment did produce high readings for some hazardous materials. Due to this, a Phase II Assessment is required to determine the extent and required handling of the materials. This Amendment covers the cost of the additional work required for a Phase II Assessment. Also included in the Amendment, Strand will be submitting a Low-Hazard Grant of Exemption to the DNR in order to place some low hazard material as supplemental cover material on the closed landfill site. This would eliminate the need to have to take this material to a landfill site.

### PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

The Public Works Committee and Common Council approved Task Order 24-08 in November 2024. The design of Jefferson Street was included in the approved 2025 CIP budget.

### FINANCIAL IMPACT

(If none, state N/A)

The Amendment raises the compensation of the Task Order \$39,000 from \$196,000 to \$235,000. The additional work is still based on a per hour basis. The design costs are funded equally between Streets, Water, Wastewater and Storm Water. The estimate for the actual reconstruction of Jefferson Street is \$3,300,000.

### STAFF RECOMMENDATION

Staff recommends a motion to approve Amendment #1 to Task Order 24-08 and forward to the full Council.

### ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Amendment #1 to Task Order 24-08

Amendment No. 1 to Task Order No. 24-08  
City of Whitewater, Wisconsin (OWNER)  
and Strand Associates, Inc.® (ENGINEER)  
Pursuant to Agreement for Technical Services dated December 30, 2020

This is Amendment No. 1 to the referenced Task Order.

Project Name: Jefferson Street Reconstruction

Under **Scope of Services**,

Design Services, ADD the following:

- “18. Conduct a Phase 2 hazardous materials investigation of the project area based on known contamination as follows:
- a. Request a proposal for environmental borings, boring testing and categorization, temporary wells, and sampling services. Drilling and sampling services shall be contracted and paid for by OWNER.
  - b. Observe sampling at eight borings. Borings will be sampled continuously from the ground surface to the boring termination depth (anticipated to be up to 15 feet deep).
  - c. Field-screen each soil sample with a photoionization detector (PID). Select up to two soil samples from each soil boring for laboratory analysis based on field observations and PID readings.
  - d. Collect groundwater samples from temporary wells installed in three borings. Analyze groundwater samples for eight RCRA metals, polycyclic aromatic hydrocarbons, and volatile organic compounds (VOCs).
  - e. Summarize the findings of the Phase 2 investigation in a letter. Include soil boring logs, soil boring abandonment forms, a comparison of sample analytical results to soil standards, an assessment of site conditions, and recommendations.
  - f. ENGINEER will pay laboratory testing fees for Item Nos. 18.b and 18.d.
19. Conduct confirmation soil sampling of the original geotechnical borings in the project area as follows:
- a. Request a proposal for environmental Geoprobe sampling services. Geoprobe sampling services shall be contracted and paid by OWNER.
  - b. Observe soil sampling at seven locations. The seven locations will correspond to the previously completed geotechnical borings where high PID readings were encountered.
  - c. Field-screen each soil sample with a PID.
  - d. Submit seven soil samples for laboratory analysis for VOCs. OWNER shall pay laboratory fees.

City of Whitewater, Wisconsin  
Amendment No. 1 to Task Order No. 24-08  
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Date { }

- e. Summarize the investigation findings in a letter that includes a table of PID readings, a comparison of sample analytical results to soil standards, and recommendations.
- 20. Prepare a Low-Hazard Grant of Exemption as follows:
  - a. Prepare a Low-Hazard Grant of Exemption for reuse of contaminated soils that will be excavated on Jefferson Street north of Starin Road as supplemental cover material on OWNER’s closed landfill.
  - b. Submit the exemption request and supporting documentation through the Wisconsin Department of Natural Resources (WDNR) Submittal Portal. Facilitate the review of the exemption request with the WDNR.
  - c. WDNR fees shall be paid by OWNER.”

Under **Compensation**, CHANGE \$196,000 to “\$235,000.”

TASK ORDER AMENDMENT AUTHORIZATION AND ACCEPTANCE:

ENGINEER:  
  
STRAND ASSOCIATES, INC.®

OWNER:  
  
CITY OF WHITEWATER, WISCONSIN

\_\_\_\_\_  
Joseph M. Bunker  
Corporate Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
John Weidl  
City Manager

\_\_\_\_\_  
Date





## Public Works Agenda Item

Meeting Date:	August 12 <sup>th</sup> , 2025
Agenda Item:	Approval of Sale Wastewater Portable Onis Generator
Staff Contact (name, email, phone):	Brad Marquardt, <a href="mailto:bmarguardt@whitewater-wi.gov">bmarguardt@whitewater-wi.gov</a> , 262-473-0139

### BACKGROUND

(Enter the who, what when, where, why)

A permanent generator was installed as part of the new Vanderlip lift station upgrades. Historically, in the event of a power outage, this lift station was powered via a portable generator. Now that this lift station has a permanent generator, there is no need for the portable generator. The Utility purchased a smaller newer generator several years ago that can be used for other lift stations in the event of a power loss. We would like to put this generator on Wisconsin Surplus auction site.

### PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

### FINANCIAL IMPACT

(If none, state N/A)

Any proceeds from the sale will be put in the Wastewater Utility Fund.

### STAFF RECOMMENDATION

Staff recommends a motion to approve the sale of the portable generator and forward to Council.

### ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. N/A



## Public Works Agenda Item

Meeting Date:	August 12, 2025
Agenda Item:	State/Municipal Financial Agreement STH 59
Staff Contact (name, email, phone):	Brad Marquardt, <a href="mailto:bmarguardt@whitewater-wi.gov">bmarguardt@whitewater-wi.gov</a> , 262-473-0139

### BACKGROUND

(Enter the who, what when, where, why)

The State Department of Transportation is planning on updating the curb ramps along the Connecting Highway portion of STH 59. This would include the section of Newcomb Street from Main Street to Starin Road and the round-a-bout area at Clay Street, Bluff Road and Milwaukee Street. The project entails replacing all the curb ramps to meet current ADA guidelines. Sidewalk will also be installed across driveways that do not have sidewalk. The overall DOT project includes the City's of Whitewater, Elkhorn and Delevan. The project is currently scheduled for 2032, but could be advanced to 2030.

### PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

### FINANCIAL IMPACT

(If none, state N/A)

The vast majority of the project will be the responsibility of the State. Any regular sidewalk that is installed or replaced will be the City's cost. \$10,000 has been included in the State/Municipal Agreement as a place holder.

### STAFF RECOMMENDATION

Staff recommends a motion to approve the State/Municipal Financial Agreement and forward to the full Council.

### ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. State Municipal Financial Agreement



**STATE/MUNICIPAL FINANCIAL  
AGREEMENT FOR A STATE- LET  
HIGHWAY PROJECT**

Date: July 23, 2025  
 I.D.: 1000-54-06/26/76  
 Road Name: STH 59  
 Title: SOUTHEAST REGION, ADA CURB RAMPS  
 Limits: CHICAGO ST-EXECUTIVE DR  
 County: Walworth  
 Roadway Length: 0.47 miles

The signatory **City of Whitewater**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

**NEEDS AND ESTIMATE SUMMARY:**

**Existing Facility - Describe and give reason for request:** Improvement (of a connecting highway)

**Proposed Improvement - Nature of work:** As determined by project scoping.

**Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality:** A nominal amount is included to cover items in paragraph 4 (to be adjusted in the final plan). Items to be 100% locally funded include replacement sidewalk

**TABLE 1: SUMMARY OF COSTS**

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
1000-54-06 Preliminary Engineering: Plan Development	\$ 800,000	\$ 800,000	100%	\$ -	0%
1000-54-26 Real Estate Acquisition: Acquisition	\$ 150,000	\$ 150,000	100%	\$ -	0%
1000-54-76 <sup>1</sup> Construction: Roadway	\$ 1,460,000	\$ 1,460,000	100%	\$ -	0%
Replacement Sidewalk	\$ 10,000	\$ -	0%	\$ 10,000	100%
subtotal 1000-54-76	\$ 1,470,000	\$ 1,460,000		\$ 10,000	
Non-Participating	\$ -	\$ -		\$ -	

**Total Cost Distribution**      \$      **2,420,000**    \$      **2,410,000**                      \$      **10,000**

1. Estimates include construction engineering.

See Item 8 of Terms and Conditions.

This request is subject to the terms and conditions that follow (pages [2] – [4]); is made by the undersigned

under proper authority to make such request for the designated Municipality, and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. The initiation and accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of neither the State/Municipal Financial Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.

Signed for and in behalf of the <b>City of Whitewater</b>	
Name	Title
Signature	Date
Signed for and in behalf of the <b>State</b>	
Name Tony Barth	Title: SE Region Planning Chief
Signature	Date

#### TERMS AND CONDITIONS:

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.
2. Funding of each project phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
  - (a) Design engineering and state review services.
  - (b) Real Estate necessitated for the improvement.
  - (c) Compensable utility adjustment and railroad force work necessitated for the project.
  - (d) The grading, base, pavement, curb and gutter, and structure costs to State standards, excluding the cost of parking areas.
  - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
  - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
  - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
  - (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
  - (i) Replacement of existing driveways, in kind, necessitated by the project.

- (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
3. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
- (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
  - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
  - (c) Roadway and bridge width in excess of standards.
  - (d) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
  - (e) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
  - (f) Parking lane costs.
  - (g) Coordinate, clean up, and fund any hazardous materials encountered during construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
  - (h) Damages to abutting property due to change in street or sidewalk widths, grades, or drainage.
  - (i) Conditioning, if required, and maintenance of detour routes.
  - (j) Repair of damages to roads or streets caused by reason of their use in hauling materials incidental to the improvement.
4. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
5. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
6. The work will be administered by the State and may include items not eligible for federal/state participation.
7. The Municipality shall, in cooperation with the State, assist with public relations for the project and announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
8. Basis for local participation:
- a. Funding for preliminary engineering for a Standalone Curb Ramp Improvement Program (SCRIP) project on a connecting highway 100% State.
  - b. Funding for real estate required for standard roadway construction, 100% State
  - c. Funding for construction of standard roadway items – 100% State.
  - d. Funding for non-participating items (replacement sidewalk) 100% Municipality.



Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right-of-way, or participate in construction of a project that merits local involvement.