



**AGENDA**  
**City of Milton**  
**Public Works Committee**  
**Tuesday, October 1, 2013**  
**\*\*6:30 p.m.\*\***  
**SHAW MUNICIPAL CENTER**  
**Council Chambers**  
**430 E. High Street**

1. Call to order
2. Approve Agenda
3. Approve Minutes – September 3, 2013
4. Engineers Report
5. Discussion and possible action authorizing purchase of clarifier covers for the Wastewater Treatment Plant
6. Discussion and possible action authorizing staff to obtain estimates for possible street repair/construction on Merchant Row and Crossridge Park
7. Discussion and possible action authorizing application for the 2014/2015 LRIP grant
8. Discussion and possible action on recommendation for Cross Connection/Backflow Prevention Inspection Services provider
9. Discussion and possible action authorizing an intersection traffic study for 2013/2014
10. Informational Attachments
  - a. Equipment Maintenance Log
11. General Items
12. Next Meeting – November 5, 2013
13. Motion to Adjourn

**\*\*Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's office at 868-6900, 430 E. High Street, Milton, WI 53563.**

Notice is hereby given that a majority of the Common Council may be present at this meeting at the above mentioned date and time to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the City Council will not take any formal action at this meeting.

Posted by: Leanne Schroeder  
09/27/13

**City of Milton  
Public Works Committee  
Tuesday, September 3, 2013**

**Call to order**

Chairperson Striegl called the meeting to order at 6:00 p.m.

Present: Chairperson Ald. Maxine Striegl, Ald. Dave Adams, and Ald. Nancy Lader.

Also Present: City Administrator Jerry Schuetz, Director of Public Works Howard Robinson, City Engineer Gary Vogel, and Assistant to the City Administrator Inga Cushman.

**Approve Agenda**

Ald. Lader moved to approve the agenda. Ald. Adams seconded, and the motion carried unanimously.

DPW Robinson stated that Item #7: Discussion and possible action authorizing purchase of clarifier covers for the Wastewater Treatment Plant was not ready for consideration. Ald. Adams motioned to remove Item #7 from the agenda and approve as amended. Ald. Lader seconded, and the motion carried.

**Approve Minutes – August 6, 2013**

Ald. Adams moved to approve the minutes. Ald. Lader seconded, and the motion carried unanimously.

**Engineers Report**

G. Vogel was present to provide updates on the street projects. He provided an update on the Dickhoff Drive work that should be complete this week. Traffic counters will be out at the end of the month to work on the data for the Intersection Traffic Study. This study will look at intersections effected by the STH 26 Bypass. G. Vogel expects the study will be complete by the end of November.

No action was taken.

**Discussion and possible action regarding a Street Privilege Permit for AT&T**

DPW Robinson stated that AT&T has requested permission to install a 1¼" conduit fiber distribution line. This would be installed in the terrace right-of-way of N. John Paul Road. They have submitted a Street Privilege Permit application. DPW Robinson explained that this will be a permanent utility, and therefore requires Public Works Committee approval to issue the permit. AT&T will be responsible for maintenance, repair, and Diggers Hotline locates similar to Alliant Energy, Charter Communications, and CenturyLink.

Ald. Adams motioned to recommend to the Common Council to issue a Street Privilege Permit for AT&T. Ald. Lader seconded, and the motion carried.

**Discussion and possible action regarding use of City right-of-way for a private lateral on Elm Street**

DPW Robinson stated that the home located at the south end of Elm Street, west of the dog park, does not have City water or sewer services. A possible way to obtain these connections would be to use the City right-of-way adjacent to the dog park. A standard connection usually occurs in front of the house. To connect this property, it would have to cross our property line and one other terrace, if allowed, on the east side of Elm Street. There is difficulty selling this house in its current state because the cost to install regular water and sewer lines to that location is very high.

Ald. Lader asked who would be paying for the work. DPW Robinson said it will need to be completely privately funded.

Ald. Lader motioned to recommend the Common Council authorize the use of the City right-of-way adjacent to the dog park for non-standard connection to water and sewer services for the property located on Elm Street. Ald. Adams seconded, and the motion carried.

**Discussion and possible action regarding concrete work quotes for 2013**

DPW Robinson stated that requests were made for concrete work quotes for possible work in the following areas: disc golf, accessible ramps and sidewalks, curb and gutter, splash park sidewalk and YMCA. DPW Robinson said that the work was anticipated to be less than \$25,000 so quotes were requested instead of bids. The lowest quote was from Dietz Concrete. Accessible stall in front of Milton Family Restaurant is an additional \$1,200, and this does not affect the quotes because it is from Dietz Concrete.

DPW Robinson provided an overview of the various areas where the concrete will be installed for the committee.

Ald. Adams motioned to recommend that the Common Council approve the concrete quote from Dietz Concrete for work to be completed in 2013. Ald. Lader seconded, and the motion carried.

**Discussion and possible action regarding placement of permanent stop sign at Janesville Street and Madison Avenue**

DPW Robinson stated that with the opening of the Highway 26 Bypass, the existing Highway 26 has become a local road, Janesville Street. The WisDOT will be installing a stop sign for southbound Janesville Street traffic (traffic coming from Fort Atkinson) at the intersection of Janesville Street and Madison Avenue. By State Statute and WisDOT, all roads that intersect through highways are required to be stop controlled. DPW Robinson anticipates that these signs will be installed sometime in mid-September. DPW Robinson also plans to have a portable changeable message board placed temporarily on Janesville Street to notify motorists of the new stop condition.

This item was for informational purposes only, and no action was taken.

**Discussion and possible action regarding authorization to administer Backflow Prevention and Cross Connection Program and submit RFPs.**

Treasurer DeKemper stated that she is seeking committee input and direction to assist City staff as they secure the services of a firm to begin an education program and the inspection process for both Backflow Prevention and Cross Connections in the City of Milton. It is staff's request to send the RFP to 3 different firms/organizations as well as post the RFP on the City's website.

Treasurer DeKemper explained that the Wisconsin Department of Natural Resources completed an inspection of the City of Milton last winter. The report that was received as a result of the inspection indicated that the City of Milton must start a backflow/cross connection inspection program as mandated by the Federal Environmental Protection Agency (EPA). After discussions with the DNR, DPW Robinson was able to receive permission to push the implementation date for the program to January 1, 2014. This program ensures the safeguarding of the drinking water in the City of Milton by confirming that the commercial, industrial, and public authority customers in the city are maintaining their water systems such that a contamination from the customer is unlikely to take place.

The City of Milton would like to hire a firm to begin the initial inspections of all commercial, industrial, and public authority customers over a five-year period. These initial inspections will identify the City's customers which will require state certification, outside inspections, and inspections that can be completed by City staff. Treasurer DeKemper stated that the intent is to send out the RFP and have someone hired by October 1, 2013. The organization will then start an educational program as soon as possible to educate the customers about what will be happening with the program starting January 1, 2014.

Administrator Schuetz said that this mirrors the process that the City went through with the stormwater utility. Environmentally it is beneficial, but it is an expense. Administrator Schuetz said this will be one additional item that the utilities needs to manage, so during the budget process Council will see budget requests that relate to this mandate.

Ald. Adams motioned to have staff send out the RFP to provide cross connection / backflow prevention inspection services for the City of Milton. Ald. Lader seconded, and the motion carried.

**Informational Attachments**

Equipment Maintenance Log

No action was taken.

**General Items**

DPW Robinson provided a brochure about Grease-Based Sanitary Sewer Back-Ups. There was a back-up over the weekend due to grease. The brochures will be sent out to restaurants. Assistant Cushman requested that an electronic version be sent to her to add to the City's website.

**Next Meeting – October 1, 2013**

**Motion to Adjourn**

Ald. Lader moved to adjourn the meeting at 6:35 p.m. Ald. Adams seconded, and the motion carried unanimously.

Respectfully submitted

Inga Cushman  
Assistant to the City Administrator



## OFFICE OF THE PUBLIC WORKS DEPARTMENT

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### MEMORANDUM

**To:** Ald. Maxine Striegl - Chairperson  
Public Works Committee

**Cc:** Mayor Frazier  
Common Council

**Subject:** Agenda Review – October 1, 2013 Public Works Committee Meeting

#### **Agenda Item #4 Engineers Report**

**Submitting Staff Member:** Howard Robinson, Director of Public Works, and Gary Vogel, Baxter & Woodman

**Recommended Action:** For informational purposes only; no action required.

**Attachments:** The Engineer's Report will be available at the meeting.

#### **Agenda Item #5 Discussion and possible action authorizing purchase of clarifier covers for the Wastewater Treatment Plant**

**Submitting Staff Member:** Howard Robinson, Director of Public Works

**Recommended Action:** Based on the quotes to be reviewed at the October 1<sup>st</sup> meeting, Staff is requesting permission to purchase three clarifier covers for the WWTP.

**Description:** Staff is requesting permission to purchase three covers for the clarifiers at the Wastewater Treatment Plant. Currently, the 25 feet deep clarifiers do not have covers on them and therefore suffer the effects of the weather. The sun creates a layer of algae and the winter brings layers of ice that Staff must chip away as it appears.

**Attachments:** None.

#### **Agenda Item #6 Discussion and possible action authorizing staff to obtain estimates for possible street repair/construction on Merchant Row and Crossridge Park**

**Submitting Staff Member:** Howard Robinson, Director of Public Works

**Recommended Action:** To authorize staff to obtain estimates for possible completion of street repair on Merchant Row and construction of a walking path to the Crossridge Park parking lot in 2013.

**Description:** I would like to pursue estimates for repairing the parking lane on Merchant Row, adjacent to First Community Bank, and estimates for constructing a walking path from the present path to the Crossridge Park parking lot. Hopefully, these projects would fit into this

year's general street budget. We should also receive some grant money from the Dickhoff Drive project that could possibly supplement these projects. I am requesting permission to obtain estimates on these projects for possible 2013 completion.

**Attachments:** None.

**Agenda Item #7 Discussion and possible action authorizing application for the 2014/2015 LRIP grant**

**Submitting Staff Member:** Howard Robinson, Director of Public Works

**Recommended Action:** To authorize staff to apply for the 2014/2015 Local Road Improvement Projects (LRIP) grant.

**Description:** I am requesting permission to apply for a Local Road Improvement Projects (LRIP) grant. This program pays for up to 50% of the cost of resurfacing, and we have applied for this grant in the past and received funding for Neumann Court and Dickhoff Drive. There is only \$47,000 in grant funds allocated to Rock County for 2014 and 2015, and we may have less chance of receiving the grant this time since we have received grants previously. However, I would still like to apply in case other Rock County cities do not have a project that matches the grant. Beloit and Janesville are not eligible for the grant.

I would like to apply for resurfacing on Agnew Drive and Capman Street. These two streets are small enough that we could use money in our general budget if we receive a grant. We would not have to use separate money or additional funds for this request. In addition to applying for the LRIP grant for these two streets, I would request that these two streets be included on our capital improvement list as projects dependent on funding. The deadline for applying for the grant is November 1<sup>st</sup>.

**Attachments:** None.

**Agenda Item #8 Discussion and possible action on recommendation for Cross Connection/Backflow Prevention Inspection Services provider**

**Submitting Staff Member:** Connie DeKemper, City Treasurer

**Recommended Action:** To authorize staff to contract with a Cross Connection/Backflow Prevention Inspection Services provider, with information on the recommended provider to be provided at the meeting.

**Description:** Staff is seeking committee and Council approval of a firm to provide Cross Connection/Backflow Prevention Inspection Services for the City of Milton water utility. The requests for proposals are due on Monday, September 30, 2013. Staff will have a recommendation at that time.

**Attachments:** None.

**Agenda Item #9 Discussion and possible action authorizing an intersection traffic study for 2013/2014**

**Submitting Staff Member:** Howard Robinson, Director of Public Works

**Recommended Action:** To authorize City Engineer Gary Vogel, of Baxter & Woodman, to conduct an intersection traffic study during 2013/2014.

**Description:** Gary Vogel of Baxter & Woodman has sent us a proposal to conduct a traffic study on various intersections. The purpose of the study is to determine how the recent bypass has affected traffic patterns at various intersections in the city. This study will assist us in future capital project decisions and is funded by our inclusion in the Janesville MPO. I am requesting permission to allow Gary Vogel, Baxter and Woodman, to conduct this study.

**Attachments:**

- Baxter & Woodman Intersection Study Work Order

**CITY OF MILTON, WISCONSIN  
INTERSECTION STUDY  
ENGINEERING SERVICES  
WORK ORDER**

**ENGINEERS' PROJECT NO. 130861.30**

**Project Description:**

The project consists of a study of six intersections throughout the City. The traffic counts at those intersections have been affected by the opening of the new STH 26 bypass. Utilizing traffic counts and analysis, the study will identify alternatives for the individual intersections to account for either increased or decreased traffic capacity.

**Engineering Services:**

Provide engineering services to study intersections in accordance with the City Engineering Services Agreement dated May 2, 2006 and as amended December 3, 2011. The scope of services for this project is listed in Attachment A. Manpower requirements and a fee summary are listed in Attachment B.

**Compensation:**

Compensation for the services to be provided under this Work Order will be in accordance with the Village Engineering Services Agreement dated May 2, 2006 and as amended December 3, 2011. The Engineers' fee will be based upon standard hourly rates of compensation for actual work time performed plus reimbursement of out-of-pocket expenses including travel costs, which in total will not exceed \$27,300.

Submitted by: **Baxter & Woodman, Inc.**

By: Robert W. Benson  
Robert W. Benson, P.E.

Title: Vice President

Date: \_\_\_\_\_

Approved: **City of Milton, WI**

By: \_\_\_\_\_  
Jerry Schuetz

Title: City Administrator

Date: \_\_\_\_\_

**Additional Comments and Conditions:** None.



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## **Project Description**

The opening of the new STH 26 bypass around the City of Milton has changed the traffic patterns throughout the City. This study will identify current traffic counts (post-opening of STH 26) and provide alternatives for potential revisions to specific intersections.

The project includes the following intersections:

- John Paul Road and Madison Avenue
- John Paul Road and East High Street
- Parkview Drive and East High Street
- Parkview Drive and St. Mary Street
- Parkview Drive and Townline Road
- Janesville Street and East High Street

## **Scope of Services**

This project includes the following Scope of Services:

1. **PROJECT MANAGEMENT** – Plan, schedule, and control the activities that must be performed to complete the project.
2. **TRAFFIC COUNTS** – Collect 24-hour automated traffic counts at the project intersections. Collect manual 12-hour traffic counts including turning movements at up to three intersections.
3. **TRAFFIC SIGNAL WARRANTY STUDY** – Based on a review of the ADT for pre-build and post-build traffic volumes, perform a traffic signal installation warrant analysis using traffic data, in accordance with MUTCD guidelines.
4. **TECHNICAL MEMORANDUM** – Complete a technical memorandum summarizing the findings and recommendations of the traffic data analysis, including preliminary opinions of probable cost.

**Manpower Requirements and Costs Summary**

<b>Task</b>	<b>Employee Class</b>	<b>Hourly Rate</b>	<b>Manhours</b>	<b>Labor Cost</b>
Project Management	Project Manager	\$140	6	\$840
Automatic Traffic Counts	Project Manager	\$140	4	\$560
	Project Engineer II	\$100	26	\$2,600
Manual Traffic Counts	Project Manager	\$140	6	\$840
	Project Engineer II	\$100	60	\$6,000
Signal Warrant Analysis	Project Manager	\$140	10	\$1,400
	Project Engineer II	\$100	90	\$9,000
Prepare Report	Project Manager	\$140	4	\$560
	Project Engineer II	\$100	40	\$4,000
	Secretarial	\$70	4	\$280
Fee Subtotal				\$26,080
Traffic Counter Equipment (\$50 each, 24 total)				<u>\$1,200</u>
Total				\$27,280
Engineering Fees				\$27,300



# DPW Equipment Maintenance Log

Wednesday, September 25, 2013  
3:23:58 PM

Emp #	Name	Date	Description	Hours	Veh #	Description	Notes
67	Nicholas	8/12/2013	Public Safety Vehicle Repair	1.00	127	Squad Car	Change oil and check over
67	Nicholas	8/12/2013	Street Vehicle Maintenance	1.00	13	Ford Crown Victoria (HR)	Change oil and check over
67	Nicholas	8/12/2013	Street Vehicle Maintenance	2.00	30	Ford Focus (City Hall)	Install new battery and jump start
67	Nicholas	8/12/2013	Street Vehicle Maintenance	1.00	11	Chevy W-4500 Utility (Sewer)	Check and change ac
67	Nicholas	8/12/2013	Street Vehicle Maintenance	1.00			Enter fuel and receipts
67	Nicholas	8/12/2013	Parks Vehicle Maintenance	1.00			Repair whips
67	Nicholas	8/13/2013	Parks Vehicle Maintenance	0.50	38	Toro Mower 11' Deck	Change blades
68	Aaron	8/13/2013	Street Vehicle Maintenance	6.00	27	New Holland Skid Steer L170	Skidloader Parking Brakes
67	Nicholas	8/13/2013	Street Vehicle Maintenance	0.50	15	Chevrolet Silverado	Drop tires at Barts
67	Nicholas	8/13/2013	Street Vehicle Maintenance	5.00	27	New Holland Skid Steer L170	Install new brakes
67	Nicholas	8/13/2013	Street Vehicle Maintenance	1.00	11	Chevy W-4500 Utility (Sewer)	AC repair
67	Nicholas	8/13/2013	Street Vehicle Maintenance	1.00	15	Chevrolet Silverado	Get parts for #27 at Treibold
67	Nicholas	8/14/2013	Street Vehicle Maintenance	1.50	27	New Holland Skid Steer L170	Finish brake repair
67	Nicholas	8/14/2013	Street Vehicle Maintenance	0.50	15	Chevrolet Silverado	Pick up tires
67	Nicholas	8/14/2013	Parks Vehicle Maintenance	1.50	39	Toro 10.5' Deck Mower	Service, oil, air
67	Nicholas	8/14/2013	Street Vehicle Maintenance	1.00	11	Chevy W-4500 Utility (Sewer)	Repair ac condenser coil
67	Nicholas	8/14/2013	Wastewater Vehicle Maintenance	1.00	36	Woods 4' Mower	Wheel repair
67	Nicholas	8/14/2013	Street Vehicle Maintenance	1.00			Enter receipts to computer
68	Aaron	8/14/2013	Street Vehicle Maintenance	1.00	27	New Holland Skid Steer L170	Repair skid loader
67	Nicholas	8/15/2013	Street Vehicle Maintenance	1.00	35	Woods 4' Mower	Fix drive controls

Emp #	Name	Date	Description	Hours	Veh #	Description	Notes
67	Nicholas	8/15/2013	Street Vehicle Maintenance	1.00	15	Chevrolet Silverado	Pick up parts from Mid-States
67	Nicholas	8/15/2013	Public Safety Vehicle Repair	2.50	123	Squad Car	O2 sensors
67	Nicholas	8/15/2013	Stormwater Equipment Maintenance	1.00	23	Elgin Sweeper P-1986-S	Check over and top fluids
67	Nicholas	8/15/2013	Stormwater Equipment Maintenance	0.50			Prep and start leaf blower
67	Nicholas	8/15/2013	Wastewater Vehicle Maintenance	0.50	20	IHC 7400 Hi-Vac Truck (Sewer)	Install new rear light
70	Kurt	8/16/2013	Stormwater Equipment Maintenance	4.00	23	Elgin Sweeper P-1986-S	Maintenance
67	Nicholas	8/16/2013	Stormwater Equipment Maintenance	2.00	2	Chevy W4500	Repair hoses
59	Donald	8/16/2013	Stormwater Equipment Maintenance	2.50	15	Chevrolet Silverado	Oil leak on sweeper 4:30-7am
62	Mike	8/19/2013	Wastewater Vehicle Maintenance	1.50	2	Chevy W4500	Sewer Truck to Janesville
98	Shane	8/19/2013	Stormwater Equipment Maintenance	3.00	23	Elgin Sweeper P-1986-S	Shop hand
64	Lon	8/19/2013	Wastewater Vehicle Maintenance	1.00	3	Ford Pick UP-Flat Bed	
67	Nicholas	8/19/2013	Street Vehicle Maintenance	1.00	3	Ford Pick UP-Flat Bed	Change blades
67	Nicholas	8/19/2013	Street Vehicle Maintenance	1.50	27	New Holland Skid Steer L170	Repair
67	Nicholas	8/19/2013	Parks Vehicle Maintenance	1.00			Whip repair
67	Nicholas	8/19/2013	Water Vehicle Maintenance	0.50	2	Chevy W4500	Pick up carb from Mid-States
67	Nicholas	8/19/2013	Street Vehicle Maintenance	3.00			Enter fuel and receipt, order supplies
68	Aaron	8/20/2013	Wastewater Vehicle Maintenance	1.50	20	IHC 7400 Hi-Vac Truck (Sewer)	Clean out and load with water

Emp #	Name	Date	Description	Hours	Veh #	Description	Notes
67	Nicholas	8/20/2013	Street Vehicle Maintenance	0.50	15	Chevrolet Silverado	Bobcat for parts
67	Nicholas	8/21/2013	Street Vehicle Maintenance	1.00	35	Woods 4' Mower	Start repairs
67	Nicholas	8/21/2013	Street Vehicle Maintenance	2.50	11	Chevy W-4500 Utility (Sewer)	Install coil
67	Nicholas	8/21/2013	Street Vehicle Maintenance	0.50	27	New Holland Skid Steer L170	Install panels
59	Donald	8/22/2013	Street Vehicle Maintenance	0.50	13	Ford Crown Victoria (HR)	Pick up mower blades
67	Nicholas	8/22/2013	Street Vehicle Maintenance	1.00			Enter fuel and receipts
59	Donald	8/23/2013	Street Vehicle Maintenance	1.00	15	Chevrolet Silverado	Pick up parts at bobcat
67	Nicholas	8/23/2013	Street Vehicle Maintenance	1.00	28	Ford Fusion (pd)	Oil, fluids, check tires