



AGENDA
City of Milton
Public Works Committee
Tuesday, August 2, 2016
6:30 PM
MILTON CITY HALL
Council Chambers, 710 S. Janesville Street

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes - Public Works Committee Minutes – July 5, 2016.**

Documents:

[07-05-2016 Public Works Minutes.pdf](#)

4. **Engineer's Report**

Documents:

[Engineer Report for July 2016.pdf](#)

5. **Discussion and Possible Action to Approve Baxter & Woodman South Pressure Zone Booster Station Engineering Services Work Order.**

Documents:

[Memo - South Pressure Zone Booster Station Work Order.pdf](#)
[Work Order for South Pressure Zone Booster Station.pdf](#)

6. **Discussion and Possible Action to Approve Baxter & Woodman Phosphorus Preliminary Compliance Alternatives Plan Engineering Services Work Order.**

Documents:

[Memo - Phosphorus Preliminary Compliance Alternatives Plan Work Order.pdf](#)
[Work Order for Phosphorus Preliminary Compliance Alternatives Plan.pdf](#)

7. **Discussion and Possible Action Regarding Ordinance 78-316 (10) Fences and Tree Trimming Regulation.**

Documents:

[Memo - Fence and tree trimming discussion.pdf](#)
[Ordinance 78-316 - General district regulations..pdf](#)

8. General Items

9. Next Meeting Date – Tuesday, September 6, 2016 at 6:30 p.m.

10. 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, 710 S. Janesville 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 Elena Hilby July 29, 2016 at Dave's Ace Hardware, Piggly Wiggly, Milton City Hall.

City of Milton
Public Works Committee Minutes

7/5/2016 - Minutes

1. Call to Order

Chair Nancy Lader called the July 5, 2016 meeting of the Public Works Committee to order at 6:45 p.m.

Present: Ald. Nancy Lader, Ald. Dave Adams, and Ald. Lynda Clark.

Also Present: DPW Director Howard Robinson, City Engineer Gary Vogel/Mark Langer, and City Clerk Elena Hilby.

2. Approval of Agenda

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

3. Approval of Public Works Committee Minutes - March 1, 2016.

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

4. Engineers Report

City Engineer Gary Vogel reviewed the report.

5. Discussion and Possible Action Regarding Resolution 2016-21 Preliminary Public Works Resolution Allowing Scheduling of a Public Hearing for Potential Curb and Gutter Assessments on Chicago Street.

Ald. Adams moved to approve Resolution 2016-21 allowing a public hearing date for the Chicago Street curb and gutter assessments contingent on the street project being completed. Ald. Clark seconded, and the motion carried.

6. Next Meeting Date - Tuesday, August 2, 2016 at 6:30 p.m.

7. General Items

8. Adjourn

Ald. Clark moved to adjourn the meeting of the Public Works Committee at 6:56 pm. Ald. Adams seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk

CITY OF MILTON, WI
Engineering Status Report
August 2, 2016

- **2016 Water Main Improvements** – Contractor completed Part B – North Janesville Street. Work on Part A – Madison Avenue is beginning Friday.
- **South High Pressure Zone Water Main** – Contractor completed Part A – East Tower Water Main. Work on Part B – Schilberg Park will be completed Monday.
- **Well 2** – Work is ongoing. Contractor is working on electrical work and lighting work.
- **Booster Station/PRV** – The construction project bid opening is July 28th. B&W work order is provided for construction services.
- **CMOM (Capacity, Maintenance, Operation, and Management of Sanitary Sewer System)** – The final document has been provided to City staff for review.
- **WWTP UV/Disinfection** – The draft report has been provided to staff for review.
- **Municipal Drive Ditch Grading** – The project bid opening is July 28th recommendation will be provided.
- **2016 Pavement Improvements** - The project bid opening is July 28th, recommendation will be provided.
- **Phosphorous Implementation Plan** – Work order provided to comply with DNR regulations.

Office of the Director of Public Works

To: City of Milton Public Works Committee
From: Howard Robinson, Director of Public Works
Date: August 2, 2016
cc: Mayor Anissa Welch, Common Council Members
Subject: Discussion and Possible Action to Approve Baxter & Woodman South Pressure Zone Booster Station Engineering Services Work Order.

Discussion

This work order is for the onsite engineering work for observation and construction installation of the South Pressure Zone Booster Station. Bids for the project were opened on July 28, 2016 and the bids will be at the council meeting for possible awards. Funding for this work is included in the water borrowed funds for this project.

Staff Recommendation

I am asking for approval of this work order.

Attachments

- Work order

**CITY OF MILTON, WISCONSIN
SOUTH PRESSURE ZONE BOOSTER STATION
CONSTRUCTION ENGINEERING SERVICES**

WORK ORDER

Engineer's Project No. 150152.60

Project Description:

Provide construction engineering services for the construction of the South Pressure Zone Booster Station and PRV Vault. The Project includes the installation of a prefabricated skid mounted above grade booster pumping station on a concrete foundation and floor, installation of a prefabricated skid mounted above grade pressure reducing vault on a concrete foundation and floor, including water main and sanitary sewer connections, electrical and SCADA improvements, hot mix asphalt pavement, fencing, restoration, and other miscellaneous items of work.

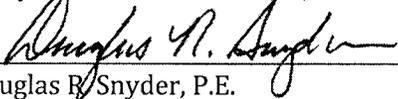
Engineering Services:

The general provisions of this Work Order are enumerated in the Engineering Services Agreement between the Owner and Engineer dated June 17, 2016. Engineer shall provide the services set forth in Attachment A, attached hereto. Manpower Requirements and 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 Engineering Services Agreement dated June 17, 2016. The Owner shall pay the Engineer for the services performed or furnished under Attachment A, based upon the Engineer's standard hourly billing rates included in Attachment B for actual work time performed plus reimbursement of out-of-pocket expenses including travel, which in total will not exceed **\$27,500**.

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

By: 
Douglas R. Snyder, P.E.
Title: Regional Manager

Date: July 25, 2016

Approved by: **City of Milton, WI**

By: _____
Al Hulick
Title: City Administrator

Date: _____

Attest: _____
Elena Hilby, Clerk

Additional Comments and Conditions: None.

PROJECT DESCRIPTION

Provide Construction Services for the construction of the South Pressure Zone Booster Station and PRV Vault. The Project includes the installation of a pre-fabricated skid mounted above grade booster pumping station on a concrete foundation and floor, installation of a pre-fabricated skid mounted above grade pressure reducing vault on a concrete foundation and floor, including water main and sanitary sewer connections, electrical and SCADA improvements, hot mix asphalt pavement, fencing, restoration, and other miscellaneous items of work.

SCOPE OF SERVICES – CONSTRUCTION SERVICES

1. Act as the Owner's representative with duties, responsibilities and limitations of authority as assigned in the construction contract documents.
2. CONSTRUCTION ADMINISTRATION
 - Prepare Award Letter, Agreement, Contract Documents, Performance/Payment Bonds, and Notice to Proceed. Review Contractor insurance documents.
 - Attend and prepare minutes for the preconstruction conference, and review the Contractor's proposed construction schedule and list of subcontractors.
 - Attend periodic construction progress meetings.
 - Shop drawing and submittal review by Engineer shall apply only to the items in the submissions and only for the purpose of assessing, if upon installation or incorporation in the Project, they are generally consistent with the construction documents. Owner agrees that the contractor is solely responsible for the submissions (regardless of the format in which provided, i.e. hard copy or electronic transmission) and for compliance with the contract documents. Owner further agrees that the Engineer's review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to safety programs or precautions. Engineer's consideration of a component does not constitute acceptance of the assembled item.
 - Review construction record drawings for completeness prior to submission to CADD.
 - Prepare construction contract change orders and work directives when authorized by the Owner.
 - Review the Contractor's requests for payments as construction work progresses, and advise the Owner of amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
 - Research and prepare written response by Engineer to request for information from the Owner and Contractor.
 - Project manager or other office staff visit site as needed.
3. FIELD OBSERVATION
 - Engineer's site observation shall be at the times agreed upon with the Owner. Engineer will provide Resident Project Representatives at the construction site on a periodic part-time basis from the Engineer's office of not more than eight (8) hours per regular weekday, not including legal holidays (for up to 160 hours) as deemed necessary by the Engineer, to assist the Contractor with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the

Contractor's progress as related to the Construction Contract date of completion. Through standard, reasonable means, Engineer will become generally familiar with observable completed work. If Engineer observes completed work that is inconsistent with the construction documents, that information shall be communicated to the contractor and Owner to address. Engineer shall not supervise, direct, control, or have charge or authority over any contractor's work, nor shall the Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents, which contractor is solely responsible for its errors, omissions, and failure to carry out the work. Engineer shall not be responsible for the acts of omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or any other person, (except Engineer's own agents, employees, and consultants) at the site or otherwise furnishing or performing any work; or for any decision made regarding the contract documents, or any application, interpretation, or clarification, of the contract documents, other than those made by the Engineer.

- Provide the necessary base lines, benchmarks, and reference points to enable the Contractor to proceed with the work.
- Keep a daily record of the Contractor's work on those days that the Engineers are at the construction site including notations on the nature and cost of any extra work, and provide weekly reports to the Owner of the construction progress and working days charged against the Contractor's time for completion.

4. SUBSTANTIAL COMPLETION OF PROJECT

- Provide construction inspection services when notified by the Contractor that the Project is substantially complete. Prepare written punch lists during substantial completion inspections.
- Prepare Certificate of Substantial Completion.

5. COMPLETION OF PROJECT

- Provide construction inspection services when notified by the Contractor that the Project is complete. Prepare written punch lists during final completion inspections.
- Review the Contractor's written guarantees and issue a Notice of Acceptability for the Project by the Owner.
- Review the Contractor's requests for final payment, and advise the Owner of the amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
- Prepare construction record drawings which show field measured dimensions of the completed work which the Engineers consider significant and provide the Owner with CD or electronic copy within ninety (90) days of the Project completion.

Manpower Requirements and Costs Summary

<u>Deliverable</u>	<u>Employee Class</u>	<u>Hourly Rate</u>	<u>Estimated Hours</u>	<u>Labor Cost</u>
Construction Administration	Senior Engineer IV	\$ 170.00	4	\$ 680.00
	Senior Engineer III	\$ 150.00	16	\$ 2,400.00
	Senior Engineer II	\$ 140.00	4	\$ 560.00
	Engineer III	\$ 115.00	8	\$ 920.00
Construction Administration Totals			32	\$ 4,560.00
Field Observation	Senior Engineer IV	\$ 170.00	20	\$ 3,400.00
	Engineer III	\$ 115.00	140	\$ 16,100.00
Field Observation Totals			160	\$ 19,500.00
Complete Project	Senior Engineer IV	\$ 170.00	4	\$ 680.00
	Engineer III	\$ 115.00	8	\$ 920.00
	CAD/GIS/Survey Tech II	\$ 95.00	4	\$ 380.00
	CAD/GIS/Survey Tech I	\$ 85.00	2	\$ 170.00
Complete Project Totals			4	\$ 2,150.00
Project Closeout	Senior Engineer IV	\$ 170.00	2	\$ 340.00
	Engineer III	\$ 115.00	8	\$ 920.00
Project Closeout Totals			2	\$ 1,260.00
Total Estimated Construction Engineering Fees				\$27,470.00
USE				\$27,500.00

Office of the Director of Public Works

To: City of Milton Public Works Committee
From: Howard Robinson, Director of Public Works
Date: August 2, 2016
cc: Mayor Anissa Welch, Common Council Members
Subject: Discussion and Possible Action to Approve Baxter & Woodman Phosphorus Preliminary Compliance Alternatives Plan Engineering Services Work Order.

Discussion

Baxter and Woodman have sent a work order with a not to exceed price of \$2,000. This work order will allow us to complete our phosphorus preliminary compliance alternatives plan as required by the DNR. The plan is due by 9/30/2016. This plan will show how we will meet our phosphorus compliance limits. Funds for this are included in the STP budget.

Staff Recommendation

I am asking for approval of this work order.

Attachments

- Work order

**CITY OF MILTON, WISCONSIN
PHOSPHORUS PRELIMINARY COMPLIANCE ALTERNATIVES PLAN
ENGINEERING SERVICES
WORK ORDER**

ENGINEERS' PROJECT NO. 160770.30

Project Description:

The Project consists of preparing a preliminary compliance alternatives plan by September 30, 2016 as required in the current WPDES permit. This plan will not include preliminary engineering since upgrading would not necessarily be required if trading phosphorus with the City's MS4 is feasible.

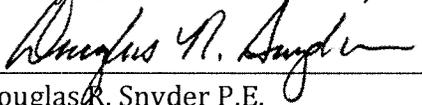
Engineering Services:

Provide engineering services in accordance with the City Engineering Services Agreement dated June 17, 2016. 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 City Engineering Services Agreement dated June 17, 2016. The Owner shall pay the Engineer for the services performed or furnished under Attachment A, based upon the Engineer's standard hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel, which in total will not exceed \$7,000.

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

By: 
Douglas R. Snyder P.E.

Title: Regional Manager

Date: July 22, 2016

Approved: **City of Milton, WI**

By: _____
Al Hulick

Title: City Administrator

Date: _____

Attest: _____
Elena Hilby, Clerk

Additional Comments and Conditions: None

PROJECT DESCRIPTION

The Project consists of preparing a preliminary compliance alternatives plan by September 30, 2016 as required in the current WPDES permit. This plan will not include preliminary engineering since upgrading would not necessarily be required if trading phosphorus with the City's MS4 is feasible.

SCOPE OF SERVICES

This Project includes the following:

1. ADMINISTRATION & MEETINGS – Confer with the City staff and project team to ensure that the goals of the Project are achieved, and to clarify and define the general scope, extent, and character of the Project. Submit a draft Preliminary Compliance Alternatives Plan to City staff for review and incorporate City's comments in final report. Two meetings are anticipated. One with City staff and one with City Council or appropriate City Committee.
2. PRELIMINARY COMPLIANCE ALTERNATIVES PLAN – Prepare a Preliminary Compliance Alternatives Plan using the format of the WDNR Phosphorus Alternatives Report Checklist including:
 - BACKGROUND INFORMATION - Provide a description of existing facilities, collection system, flows and loadings for the facility.
 - OPTIMIZATION PLAN SUMMARY - Provide a summary of the optimization plan efforts and the results of those efforts from 2013 to present.
 - TREATMENT OPTIONS - Develop potential treatment options including biological and chemical treatment, effluent filtration, groundwater discharge or regionalization.
 - WATERSHED INFORMATION – Summarize watershed information including a watershed map, locations of MS4s in the watershed and the non-point source to point source ratio for the watershed.
 - ADAPTIVE MANAGEMENT - Evaluate the feasibility of adaptive management including eligibility and needed load reductions to meet TMDL limits.
 - TRADING - Evaluate the offset needed for trading to be successful, potential trading with the City of Milton MS4 and estimated cost.

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- **FINANCIAL IMPACT OF COMPLIANCE** - Evaluate the potential cost impacts on rate payers from implementing the compliance options.
 - **OPTIONS TO CONSIDER FOR PRELIMINARY DESIGN** – Outline options to reduce effluent phosphorus that should be studied in the future if trading with the City’s MS4 is not a feasible option.

Manpower Requirements and Costs Summary

Task	Employee Class	Hourly Rate	Manhours	Labor Cost
Engineering Report	Project Manager	\$160	34	\$5,440
	GIS Technician	\$85	8	\$680
	Administrative	\$70	8	\$560
Expenses				<u>\$320</u>
Estimated Fee				\$7,000

I:\Madison\MILTC\160770-Pre. Comp. Plan for P\Contract\Pre Comp Plan- Attachment B.docx

Office of the Director of Public Works

To: City of Milton Public Works Committee
From: Howard Robinson, Director of Public Works
Date: August 2, 2016
cc: Mayor Anissa Welch, Common Council Members
Subject: Discussion and Possible Action Regarding Ordinance 78-316 (10) Fences and Tree Trimming Regulation.

Discussion

Currently our fence ordinance restricts the height of a fence to 6 feet in residential areas. This is section 78-316(10). This ordinance is in chapter 78 so a change to it would require a public hearing at Plan Commission.

Concerns have been brought up about creating an ordinance to address tree limbs that cross the property line. Our tree ordinance in the public nuisance sections 26-31(4)(5) only address tree limbs that block streets, signs, sidewalks, etc. Chapter 66-211, 212, and 213 address hazardous trees, and types of trees that can be planted but does not have information about trees that cross the property line. The parks commission also served as the tree board for the city, section 2-323(4). This serves as an overall tree management board for the city properties but does not address the limb situation.

As a policy and from information we have received people can currently trim trees that overhang the property line. We have left this as a matter between property owners. The request made is to consider making an ordinance which allows the city to enforce action to require a property owner to trim trees which cross the property line.

Attachments

- Ordinance 78-316

Sec. 78-316. - General district regulations.

The following regulations set forth requirements that usually do not apply uniformly throughout the city, but rather cover things that are applicable to one or more districts:

- (1) *Erection of more than one principal structure on a lot.* In any district no more than one principal structure housing a permitted or conditional use may be erected on a single lot except in the PUD, M-1, M-2, A-1, A-2 and B-2 districts where the requirements of those districts shall be met for each structure as though it were on an individual lot.
- (2) *Exceptions to height regulations.* The height limitations contained in the requirements for permitted and conditional uses do not apply to spires, belfries, cupolas, antennas, water tanks, fire towers, windmills, ventilators, chimneys, or other appurtenances usually required to be placed above the roof level and not intended for human occupancy.
- (3) *Structures to have access.* Every residential building hereafter erected or moved shall be on a lot adjacent to a public street and all structures shall be so located on lots as to provide safe and convenient access for servicing, fire protection, and required off-street parking.
- (4) *Setback exceptions.* A setback less than the setback required by this chapter may be permitted where there are at least five existing main buildings existing on October 1, 1982, within 500 feet of the proposed site that are built to less than the required setback. In such case, the setback shall be the average of the nearest main building on each side of the proposed site or if there is no building on one side, the average of the setback for the main building on one side and the required setback. Such setback shall be granted by the city plan commission and shall not require a variance.
- (5) *Parking lots.* No parking lot shall be constructed unless and until a building permit is issued. Applications for a permit shall be submitted with two copies of plans for the development and construction of the parking lot. Adequate ingress to the parking lot shall be provided and all parking spaces shall be provide adequate access by means of maneuvering lanes. Provisions of adequate ingress and egress shall be approved by the city engineer or director of public works.
- (6) *Loading and unloading space.* In commercial or industrial districts, sufficient space for loading or unloading of vehicles shall be provided off the highway in connection with any commercial or industrial use so that the highway shall at all times be free and unobstructed to the passage of traffic.
- (7) *Vacation of streets and alleys.* Vacation of public streets, alleys and rights-of-way shall cause the land vacated to be automatically placed in the same district as the abutting side to which the vacated land reverts.
- (8) *Utility lines.* Utility lines which will serve individual lots to include electric lines under 12,000 volts, cable TV, telephone, natural gas, etc. shall be installed underground within the utility easements shown on the map required by the building permit.
- (9) *Overhead utility lines.* No overhead power, telephone or telegraph lines shall be erected within one-half mile of any boundary of the site of any airport, landing field, or landing and takeoff strip.

- (10) *Fences.* In the residential districts, fences shall be permitted, provided that no fence shall exceed six feet in height.
- (11) *Soil designations.* Soil designations used in this chapter are from the "Soil Survey for Rock County, Wisconsin," by the U.S. Department of Agriculture, Soil Conservation Service.
- (12) In B-1 and B-3 district areas, the plan commission may issue a conditional use permit for a second principal structure, provided that both principal structures meet all setback and lot size requirements.
- (13) Polystructures shall not be allowed as a permitted or conditional use in any district except in the M-R, M-1, and M-2 districts where such structures may be allowed as a conditional use.

(Code 1968, § 9.21; Ord. No. 319, § 2, 8-3-2010)