



NOTICE OF PUBLIC MEETING

Public Works Committee/

Thad Kubisiak, Chairperson

Ryan Austin, Secretary

Matt Zacher

Mayor Blaser

Notice is hereby given of a meeting of the Public Works Committee to be held in the 1st Floor Conference Room at City Hall, 444 West Grand Ave, Wisconsin Rapids and via remote videoconferencing at 6:00 pm on Tuesday, July 6, 2021. **The public may listen to the meeting by calling 1-312-626-6799 Access code: 822 2860 8736 #.** The meeting will also be streamed LIVE on the City of Wisconsin Rapids Facebook page. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at www.wr-cm.org. If a member of the public wishes to submit comments to the Public Works Committee regarding an agenda item and does not wish to be present in person, please contact Committee chair Thad Kubisiak via email at tkubisiak@wirapids.org before the meeting.

Agenda

1. Call to order
2. Review preliminary resolution for West Jackson St from West Grand Ave to the Jackson St Bridge
3. Transportation Utility Model Discussion: Review and discuss draft ordinance language and outline possible scope of public outreach
4. Review DPW monthly report
5. Review referral list
6. Adjourn

Thad Kubisiak, Chairperson



The City of Wisconsin Rapids provides access to meetings to all citizens. If access to this meeting through video or audio means is not possible due to a disability, notification to the City's IT Manager at 715-421-8288 at least 48 hours prior to the scheduled meeting is encouraged to request accommodations.

Resolution # _____ (2021)

Preliminary Resolution Declaring Intent to Levy Special Assessments Under Municipal Police Power Pursuant to §66.0701 and 66.0703, Stats.

IT IS HEREBY RESOLVED by the Wisconsin Rapids Common Council:

- 1. The Common Council hereby declares its intention to exercise its police power under §66.0701 and §66.0703, Stats., to levy special assessments upon property within the assessment district hereinafter described for benefits conferred upon such properties by reason of the following public work and improvements:

Reconstruction of West Jackson Street between West Riverview Expressway and Jackson Street Bridge including permanent street surfacing, concrete sidewalk, concrete driveway approach, curb & gutter, and sanitary & water services.

The property to be assessed lies within the following described assessment district:

Property bordering the following roadways with the following parcel numbers: West Jackson Street between West Riverview Expressway and Jackson Street Bridge; 34-02466, 34-02465, 34-02450, 34-02591, 34-02595, 34-02594, 34-02585, 34-02579, 34-02597, 34-02580, 34-01828, 34-02525, 34-02520, 34-02518, 34-02526, 34-02440

- 2. The Common Council determines that the above improvements constitute an exercise of the police power for the health, safety, and general welfare of the City and its citizens, and that the hearing on the assessments for these improvements shall be held subsequent to the completion of the improvements. The Common Council does approve of the plans and specifications of the project and authorizes the City to proceed with these improvements upon passage of this Resolution.
- 3. The amount assessed against the properties shall not exceed the actual cost of improvements.
- 4. The assessments against any parcel may be paid:
 - (a) in cash before November 1 of the year in which the improvements are made;
 - (b) in full with the first payment of real estate taxes following installation;
 - (c) on the installment payment plan, if eligible, as provided for by Section 5 of the Wisconsin Rapids Municipal Code.

All assessments shall be entered into the tax roll as a special assessment against the property if not paid prior to November 1 of the year in which it was installed.

5. The City Engineer is directed to prepare, at the completion of the improvements and once the final costs have been determined, an Assessment Report consisting of the following:
 - (a) as-built, final plans and specifications for said improvements
 - (b) a schedule of actual assessments, based on actual cost of the proposed improvements, for each affected parcel of property
 - (c) a statement that the properties against which the assessments are proposed are benefited and that the improvements constitute an exercise of the police power
6. The City Engineer shall file the Assessment Report with the City Clerk. The Clerk shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed assessment district, the time and place at which the report may be inspected, and the time and place of the assessment hearing on the matters contained in the Assessment Report, which will occur after completion of the improvements and within 60 days after the actual costs have been determined. This notice shall be published as a Class One notice and a copy shall be mailed, at least ten (10) days before the hearing, to every interested party.
7. The assessment hearing shall be held at the Wisconsin Rapids City Hall, 444 West Grand Avenue, Wisconsin Rapids, at a time set by the City Clerk, in accordance with Section 66.0703(7) of the Wisconsin State Statutes.
8. This resolution shall take effect immediately upon passage.

Adopted this _____ day of **July, 2021**.

Shane Blaser, Mayor

Jennifer Gossick, City Clerk

WHEREAS, as of 2021 the City of Wisconsin Rapids street system includes 150 miles of streets where 62% of streets have pavement older than 40 years old and in need of replacement or repair; and

WHEREAS Wisconsin Rapids is currently replacing street pavement at 1/3 of the rate required to be sustainable; and

WHEREAS Wisconsin Rapids method of financing reconstruction of streets is through Loans and Special Assessments; and

WHEREAS costs for annually bonding for routine street reconstruction projects are significant, costing tens of thousands per year in bond acquisition costs and over \$30,000 per year in interest payments; and

WHEREAS Wisconsin Rapids has acknowledged the high cost of special assessment can be burdensome, especially to residential property owners with fixed incomes; and

WHEREAS Wisconsin Rapids has reviewed funding options to reduce Special Assessments, bonding costs, interest on debt, and develop a sustainable model for its transportation system, including a Transportation Utility, during 2020 and 2021 and determined that establishment of a Transportation Utility with fees based on trips generated by property uses is the most appropriate method to address all three issues; and

WHEREAS, the City Council concluded that a Transportation Utility is the most equitable means to apportion the cost of transportation system improvements as it requires those who make the greatest use of the City's transportation system the most responsible for the cost of said system; and

WHEREAS, the Common Council held a public hearing on the draft ordinance at its meeting on XXXXX, 2021.

NOW, THEREFORE, the Common Council of the City of Wisconsin Rapids, Wood County, Wisconsin ordains as follows:

Ordinance approval language...

51.01	Findings And Declarations Of Policy
51.02	Establishment
51.03	Authority
51.04	Interpretation
51.05	Severability Of Ordinance Provisions
51.06	Definitions.
51.07	Transportation Utility Fund.
51.08	Transportation User Fee
51.09	Credits And Adjustments
51.10	Determination Of Transportation User Fee
51.11	Appeal
51.12	Billing And Collection Of Fees

51.01 FINDINGS AND DECLARATIONS OF POLICY

The City of Wisconsin Rapids finds that the management of the transportation system within the City of Wisconsin Rapids is a matter that affects the health, safety and welfare of the City, its citizens and businesses, and others in the surrounding area. Timely maintenance, construction and reconstruction of the City's transportation system ensures safe and efficient travel throughout the City. A sound transportation system enhances livability, property values and economic vitality. A transportation utility provides an equitable, sustainable source of funds for the maintenance, construction, and reconstruction of transportation infrastructure under the jurisdiction of the City of Wisconsin Rapids. In order to protect the health, safety and welfare of the public, the City of Wisconsin Rapids is exercising its authority to establish a Transportation Utility for transportation management services. The city is acting under the authority of Wisconsin Statutes 62.04, 62.11, 66.0101, 66.0621, 66.0627, 66.0628, 66.0809, and 66.0811.

51.02 ESTABLISHMENT

There is hereby established a Transportation Utility in the City of Wisconsin Rapids. The operation of the Transportation Utility shall be under the supervision of the Director of Public Works.

51.03 AUTHORITY

(1) The City, acting through the Transportation Utility, may acquire, construct, lease, own, operate, maintain, extend, expand, replace, repair, conduct, manage and finance such facilities, operations and activities, as are deemed by the City to be proper and reasonably necessary for a transportation system. These facilities may include, without limitation due to

enumeration, roads, streets, sidewalks and such other facilities as will support the management of a transportation system.

- (2) Street sweeping, snow removal, and stormwater management activities are hereby excluded from the financial and operational authority of the Transportation Utility.
- (3) The common council hereby designates the Director of Public Works to administer and enforce the provisions of this ordinance.

51.04 INTERPRETATION

In their interpretation and application, the provisions of this ordinance shall be interpreted liberally to secure the ends sought hereby and shall not be deemed a limitation or repeal of any other power granted to the City by the Wisconsin Statutes.

51.05 SEVERABILITY OF ORDINANCE PROVISIONS

If any section, provisions or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

51.06 DEFINITIONS.

As used in this chapter, the following terms, phrases, words and their derivatives shall have the meaning given herein:

- (1) **ASSESSED PARTY:** Person or entity who received a special assessment from the City with a designated period of time wherein payment could be made and who still owns or resides in the same parcel.
- (2) **DIRECTOR OF PUBLIC WORKS:** The person appointed by the City Common Council to oversee the various public works operations, or his or her designee.
- (3) **DEVELOPED PARCEL:** A parcel or legal portion of real property, on which an improvement exists or is in the process of being constructed. Improvement on developed property includes, but is not limited to buildings, parking lots, outside storage, and other uses that impact the transportation system.
- (4) **DEVELOPED USE:** The use of a parcel based on how the owner or occupant(s) uses the improvements on the parcel.
- (5) **GROSS SQUARE FOOTAGE:** The area of all structures located on a site, measured along the exterior walls of such structures, and including but not limited to enclosed courtyards and stairwells, but not including fences and parking areas which are not enclosed within a building.
- (6) **ITE MANUAL:** International Traffic Engineer's Manual, 10th Edition September 2017, published by the Institute of Transportation Engineers as may be amended from time to time.
- (7) **TRIP:** A single one-direction person or vehicle movement with either the origin or destination inside a study area. A trip has an origin and a destination at its respective ends.
- (8) **TRIP GENERATION RATE:** The number of vehicle trips on an average weekday, as determined by reference to the ITE Manual.

- (9) UNOCCUPIED: Completely empty, uninhabited and unused, including no janitorial, maintenance, or other regular activities.
- (10) UTILITY ACCOUNT CUSTOMER: The entity in whose name a water, sanitary sewer and/or stormwater account exists and who is responsible for payment of charges for said account.
- (11) UTILITY ACCOUNT: The entity to which the Transportation User Fee will be charged.
- (12) VACANT: A residential building that is not occupied by any inhabitants, or a commercial building that is completely empty, UNOCCUPIED and/or unused continuously for at least 3 months.
- (13) UNDEVELOPED PROPERTY: An unimproved property, having no assessed improvements or built infrastructure.

51.07 TRANSPORTATION UTILITY FUND.

- (1) Revenue generated by the Transportation Utility shall be used only for the following:
 - (a) Transportation related administration costs
 - (b) Street pavement preservation activities (grind/inlay, slurry seal, crack seal, chip seal, or other generally accepted means of maintenance)
 - (c) Street construction and/or reconstruction activities on City streets
 - (d) Sidewalk construction, or reconstruction of sidewalks identified on the official sidewalk map
 - (e) Street lighting and appurtenances
 - (f) Traffic control and signalization maintenance, construction or reconstruction
 - (g) Structures used for the storage, maintenance, and repair of transportation related operational equipment.
- (2) The City shall separately account for Transportation Utility finances. The Director of Public Works shall prepare an annual budget, which is to include costs related to the operation of the Utility. The budget is subject to approval by the Common Council. Any excess of revenues over expenditures in a year will be deposited in a transportation maintenance fund, which shall only be used to defer the costs of capital improvements, retire debt, maintenance, or other transportation management expenses approved by the Director of Public Works.

51.08 TRANSPORTATION USER FEE

- (1) Every developed property owner shall pay a Transportation User Fee.
- (2) The fee shall be based on the developed property's direct and indirect uses of, or benefits derived from the use of the transportation system.
- (3) The fee imposed under this chapter shall become due and payable from and after the effective date of this chapter, and for property developed after the effective date of this chapter, from and after the date the property becomes developed.

- (4) The Transportation User Fee imposed under subsection (1) of this section may be paid by the owner, occupant, business or anyone designated by the owner; however, if the Transportation User Fee is not paid promptly, when due, the City shall proceed to collect such charges from the utility account customer in any manner provided by law, or seek imposition of the charges on the property tax bill for the benefitted property.
- (5) The fee imposed under this chapter shall begin with utility bills issued on or after the effective date of the adoption of this ordinance.

51.09 CREDITS AND ADJUSTMENTS.

- (1) Waiver of fee. The following shall not be subject to the Transportation User Fee:
 - (a) Parking lots which are not associated with any services or uses other than public parking.
 - (b) Undeveloped publicly owned parkland, open spaces, and greenways, unless public off-street parking designed to accommodate the use of such areas is provided.
 - (c) Undeveloped properties.
- (2) VACANCY FEE ADJUSTMENT.
 - (a) When any property within the City becomes VACANT, a waiver of the usage fee may be granted if the utility account customer notifies the City Clerk in writing 30 days prior to the anticipated date of vacancy. All outstanding water, sanitary sewer, stormwater and Transportation User Fee charges must be paid before a waiver will be granted. The minimum vacancy to qualify for a usage fee reduction shall be three (3) months. No waiver will be granted for the base fee.
 - (b) Fees shall be waived in accordance with this section only while the property remains VACANT. The person responsible shall notify the City Clerk within 5 days of the premises being re-occupied, partially occupied or used, regardless of whether water service is restored.
- (3) ASSESSED PARTY FEE ADJUSTMENT
 - (a) The total fee for an ASSESSED PARTY will be reduced by 25% to recognize the burden of having or having paid a special assessment for street replacement during the last 5, 10, or 15 years, as identified by the notice of assessment.
 - (b) An ASSESSED PARTY fee adjustment will expire at the same time the assessment would have ended had the ASSESSED PARTY paid installments consistent with the notice of assessment-.

51.10 DETERMINATION OF TRANSPORTATION USER FEE

- (1) The Transportation User Fee shall be comprised of a base fee and a trip fee as identified in Table A:

- (a) Base Fee — a fee that is equal for all utility accounts that recognizes that each utility account is receiving a uniform benefit of access to the transportation system and includes administrative costs and those fixed capital, operating and maintenance costs of the transportation system that are not recoverable by the usage fee or other confirmed revenue source. The base fee is determined by dividing the total amount of fixed base costs by the total number of utility accounts.
 - (b) Trip Fee — a fee on each utility account that is determined by multiplying the number of trips assigned to the utility account by the per-trip rate. The per-trip rate is determined by dividing the target budget (not including the fixed base costs budget) by the total number of trips generated by all utility accounts. The number of trips assigned to each utility account is calculated using land use trip generation rates from the ITE Manual as amended multiplied by a scale factor and adjusted where appropriate by a deduction factor (i.e. seasonal land uses, K-12 school year, seasonal park properties, direct State or County road access and partial State or County road access).
- (2) The base fee and per-trip rate shall be in an amount set forth from time to time by resolution of the City Common Council and is described in Table A. Staff shall present the City Common Council with a draft resolution proposing an adjustment based on the proposed transportation system improvements budget for the projected improvement program time frame. Any adjustment of the charge shall be effective on the date determined in the resolution.
- (3) For each utility account, the Director of Public Works shall determine the category of use from the ITE Manual that shall apply to each developed utility account within the City. In the absence of a specific use category from within the ITE Manual for a particular developed use, the Director of Public Works shall determine the appropriate category by interpreting the ITE Manual and assigning the ~~category which~~category that most accurately reflects the traffic generated by the particular developed use. After determining the appropriate use category for a developed parcel, the Director of Public Works shall use the trip generation figures for the assigned use category from the ITE Manual to calculate the usage fee using the per-trip rate in the most current resolution. The Director of Public Works may require and consider the results of a traffic study, provided that such study shall be conducted by a registered professional engineer in conformance with the methodology outlined in the WisDOT Bureau of Traffic Operations Traffic Impact Analysis Guidelines, latest edition, Chapter 3, part B titled "Traffic Volumes." The determination of a use category shall not be considered a land use decision ~~for the purpose of~~for land use planning.
- (4) If the use of a property changes such that its impact on the transportation systems either increases or decreases, the person responsible for the property must notify the Director of Public Works within 30 days to obtain a new determination regarding the Transportation User Fee for that property. The request shall be made on forms provided by the City that the property owner will need to complete and submit with information pertinent to the

request. The new fee will be applied with the next City services billing. If the utility account customer neglects to notify the City, and the change would result in a lower monthly Transportation User Fee, no refund will be made for the time between when the change was made and when the City became aware of the change. If the change would result in a higher monthly Transportation User Fee, the City will calculate the amount owed back to the time the change was made and apply that to the next City services billing.

51.11 APPEAL

- (1) Any utility account customer may appeal their category of use determination by filing a written appeal to the Director of Public Works and submitting the proper fee as described in Table A. The written appeal shall specify the grounds for challenge to category of use and shall state the category of use that the appellant considers to be appropriate.
- (2) The appeal shall be made in writing and be filed with the Director of Public Works within 30 days of the date on the utility bill. The appeal submittal must be complete and all fees paid in order for it to be reviewed-.
- (3) The appeal must specify the basis for the appeal and may include a traffic study prepared as noted in Section 51.10(3) above, and shall be limited to the facts related to the developed property improvements, trip generation rates, category of use and other factors material to the calculation of the usage fee.
- (4) The Director of Public Works shall review the petition and make a determination if there is an error in any order, decision or determination made pertaining to the classification of the property or calculation of the usage fee. If the trip generation rate is within 10% of the rate used to generate the usage fee, no adjustments in the usage fee shall be made because this is within the expected margin for day-to-day variations. Once a determination has been made on a reclassification and/or fee, no additional request may be filed for the same parcel unless there has been a significant material change from the prior determination. The decision of the Director of Public Works shall be provided in writing to the applicant.
- (5) A utility account customer may appeal the decision of the Director of Public Works to the Public Works Committee for a recommendation to the City Common Council. The appeal must be filed in writing to the Director of Public Works within 30 calendar days from the date that the decision of the Director of Public Works was mailed to the utility account customer.
- (6) The City Common Council, upon the review and recommendation of the Public Works Committee, shall hear and decide appeals made on the basis other than an alleged error in the determination of the classification of the property or calculation of the Transportation User Fee. The Common Council shall determine whether the classification of the property is fair and reasonable in accordance with the terms of this ordinance and, in the event the appeal is granted, whether or not a refund is due the appellant and the amount of the refund. The Common Council shall conduct a hearing and provide notice to the appellant at least five business days prior to the hearing. The Common Council shall obtain sufficient

facts upon which to make a determination, and the decision shall be based upon the evidence presented.

51.12 BILLING AND COLLECTION OF FEES

- (1) The Transportation User Fee shall be billed and collected monthly with and as part of the combined Ccity utility billing which includes electric, water, wastewater, and stormwater fees through the city's Water Works and Lighting utility. The property owner shall ultimately be responsible for payment of the Transportation Utility fee.
- (2) In the event payments received from the City's billings, described in subsection (1) of this section, are inadequate to satisfy in full all of the electric, water, sanitary sewer, stormwater, and Transportation User Fees, credit shall be given first to penalty fees and interest, and then divided evenly between the funds.
- (3) Failure to pay the charges within 20 days of the billing date will be subject to a late payment charge of three (3) percent of the most recent past due charge.
- (4) If the Transportation User Fee is not paid when due, the City shall proceed to collect such charges in any manner provided by law, or seek imposition of the charges in the property tax bill for the benefitted property.

Table A:

Year: 2022

Utility Budget:

Public Works Construction:

2023: \$1,800,000

2022:\$963,480

2021: \$1,909,163

2020: \$1,482,302

Average:\$1,538,736

Average +10% contingency:\$1,692,609 (Study S2+=\$1.7M)

Asphalt resurfacing: \$450,000 (Study S2+=\$450k)

Total:\$2,142,609 (Study s2+=\$2,237,737)

Costs Allocated to Base Fee (10%)=\$223,738

Number of customers: 7,400

Base Fee (10% of total): \$30.24/year = \$2.52/month

Costs Allocated to Trip Fee (90%)=\$2,013,999

Number of trips: 340,000

Trip Fee (90% of total):\$ 5.92/trip annually

Appeal Administrative Fee: \$150



City of Wisconsin Rapids
 Joseph M. Terry, P.E.
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Director of Public Works Report

Activity highlights for the month of June 2021

Engineering:

Misc.

- 20 Permits/Applications for asphalt paving (1), driveway grades/concrete pour inspections (6), storm water (0), excavating (10), Street Privilege (0), storm connection (0), permit parking (1), banner (2)
- 167 Diggers Locates for Storm Sewer & Sanitary Sewer as of 6/29/2021 (3 Emergencies)
- Degradation fees –
 - June Degradation Fees - \$2,502.06
 - Total fees year to date: \$49,435.17
- Flood modeling along the Wisconsin River near the roundabout and the DOT office building – GEI has completed the modeling report and a flood plain zoning permit application has been submitted. Plans are complete. The DOA and City crews are reviewing the final plans. A DNR permit application is being applied for in July. Construction is expected to occur in late summer / fall of 2021.

Traffic

- Vision Triangle Complaints
 - 8th St S and Grove Ave – Eastbound left – This has been inspected on several occasions over the past month and no vehicles have been parked in the vision triangle.
 - 4th Ave N and W Grand Ave – Southbound left – review is ongoing
- Stop Sign Requests – review is ongoing
 - 4/20/2021 – 12th St and Chestnut St.
 - 3/11/2021 - Apricot St at 15th St or 16th St.
- ITS Standalone Signal Grant
 - The City was noticed via email on 2/1/21 that the \$534,600 grant was approved. Submitted a Standalone Signal Grant through the WI DOT the following intersections along the Expressway: Chase St, W Grand Ave, High St. Design work is intended to take place late in 2021 with installation in 2022.
 - Modified vehicle detection at STH 54/Expressway to better accommodate gaps in vehicles approaching the intersection. Further modifications/tweaks will be made in late January. Monitoring is continuing.

Project Designs/Construction underway:

2021 Projects

- RECC Rail Spur – The City has begun force account work preparing subgrade and sub-ballast for the rail contractor. Engineering will complete the bidding documents the last week of June which will then be sent to the DOT for their final review. We anticipate having bids available at the August Public Works Committee meeting. Contract work would proceed shortly thereafter.

Maintenance Projects

- Concrete Joint Sealing – Joint Sealing work is expected to begin July 6th and will take approximately one week.
- Sidewalk Concrete Cutting (Safe Step) – Work is complete.
- Sidewalk and Curb & Gutter Maintenance – Joslin Concrete continues curb maintenance work. Concrete curb work will be complete by the second week of July. Sidewalk work will commence thereafter.

2021 Reconstruction Projects

- Quadplex project – sewer and water extension permit were received from the DNR in June. Real Estate is still being secured on Grove Ave. Property owners have changed so we are waiting until closing to make contact with the new owners.
- 11th St (Washington St to Apricot St) – Underground work was completed the week of June 14th. Curb and gutter to be installed the week of June 29th.
- 15th St (Apricot to Norton St) – Project is complete.
- 18th Ave (2021 Construction) – Proposed start date is as early as July 6th
- Jefferson St (2021 Construction) – Paving occurred on 6/18 and 6/19

2022 Reconstruction Projects

- Preliminary Construction Estimates are being updated for 2022 projects.
- Preliminary surveys for 2022: 100% complete - Fremont St (13th Ave to 14th Ave), Fremont St from 7th Ave N to 10th Ave N, 100% - Apricot St retaining wall repair and underdrain installation, 0% complete – 9th Ave N (McKinley to Fremont), 0% for Smith St & Cherry St
- Fremont St – 13th to 14th Ave design is 90% complete.
- Fremont St – 7th to 10th Ave design is 30% complete.
- W Jackson St – A second Public Information Meeting is being scheduled in July

Storm Water Utility

- 8th St Culvert Replacement / Rehabilitation design is complete. The bid opening will occur on June 30th. The City has pre-ordered pipe materials as they are expected to take 4-6 weeks to receive. This would put construction in mid-August. Easement documents are being signed the week of June 28th.
- One Mile Cr. – MSA completed final surveying / inspection work on the dams in mid-June.

Streets, Buildings, and Grounds:

Refuse and Recycling

- Garbage Collection estimated 513.99 tons (2020 472.03 tons)
- Recycling Collection estimated 105.68 tons (2020 119.03 tons)

Construction

- *LHS Community Quadplex Project*
 - Continue project Fall of 2021
- *15th Street North (Norton Street – Apricot Street)*
 - Project Complete

- *Jefferson Street (25th Ave N – East Dead End)*
 - *Backfilled curb and gutter after it was poured*
 - *Shaped existing driveways for asphalt pavement, maintaining access for property owners*
 - *Shaped gravel for asphalt*
 - *Project restoration will be completed in fall of 2021 for successful grass growth*
- *11th Street North (Washington St – Apricot)*
 - Installed 600' of 12" Sanitary and one new sanitary manholes
 - Installed 600' of 12" Watermain and two new hydrants
 - Subgrade roadway and hauled in road base
 - Waiting for curb to be installed
- *Matalco Rail Spur*
 - Stripped topsoil from proposed site
 - Cut subgrade and stockpiled sand cut over 2400' rail expansion
 - Hauled out and placed +/- 3,000 cubic yards of Road Base in and +/- 3,000 cubic yards of sand and topsoil out
 - Installed 2- 36' steel casing culverts
 - Installed 3- 60' Class V Concrete utility sleeves
 - Installed 48' of Class V Concrete culvert
 - Project will be ready for track installers
- *18th Ave South (Russel Street – West Grand Ave)*
 - Project expected to start July 6, 2021

Public works Maintenance

- String trimmed grass and weeds along highways
- Mowing the Street Right of Way and Parks on a weekly rotation. Currently mowing with 2 large mowers and 4 smaller mowers. Short a large mower due to COVID 19 backup on computer chips. Expected delivery was March 2021 now hoping to see it in June of 2021. Was able to take one week of from mowing weekly due to high temps
- Maintained trees that were planted in 2020 with watering thru high temperatures
- Completed pool filling and got everything operational for pool opening
- Maintain zoo operations
- Worked with USDA and completed a goose round up and removed 90 geese from the Parks along the river
- Maintained ball diamonds adding ball diamond mix to low spots
- Removed stumps from street right-of-way
- Stump grinding restoration/topsoil work
- Cold patch city streets
- Pulled weeds in multiple landscape areas multiple times
- Dugout 7-manhole's using the Mr. Manhole cutter
- Started to spray cracks and radiuses on roadways that are part of the sealcoating program
- Completed site restoration on curb and gutter repairs and sidewalk maintenance projects
- Provided traffic control for Cranberry Blossom Festival
- Dug out and installed small had patches with asphalt
- Worked with Wood County to install paver patches on Sanitary repairs from this winter and curb and gutter repairs from this spring along with street patches
- Cleaned up 2 properties that were blighted
- Sealed STH 34 bridge deck
- Fixed sidewalk repairs from concrete blowups
- Completed 4 catch basin repairs, 3 of them being complete rebuilds
- Completed 2 city wide brush pickups, with larger piles due to wind storm

- Saw cut asphalt patches
- Provided staff to work on preparing pool for operations

Paint and Signs

- Replaced seasonal banners in downtown area
- Hung Flower baskets in downtown area
- Painted yellow centerline in Downtown area, West Grand Ave, George Road, 3rd St. South, 1st St. South, Downtown on Westside
- Painted yellow curb at 34 and High, Chase and Expressway, 10th Ave South, Downtown streets, 5th St. around the court house and Howe School
- Installed Signs on 15th Street construction project
- Installed Signs on Jefferson Street project
- Removed signs from 11th Street construction
- Installed Cranberry Blossom Festival Banners
- Installed Farmers Market Banners
- Started painting crosswalks and lane dividers on highways
- Repaired damaged signs from accidents
- Installed Flags for Memorial Day

Shop and Repairs

- Completed 500 hour service on new excavator
- Replaced undercarriage on Dozer
- Replacing radiator on Older grader
- Maintaining arms on garbage and recycling truck
- Organizing stockroom to make more operational for mechanics
- Multiple truck services
- Surface heads on unit 190
- Worked with V&H on warranty issues with police cars
- Checked over truck fleet for haul of road base and sand for railroad spur
- Changing lawnmower blades every other day to maintain a good cut

Wastewater:

- Increased spring precipitation continues to create higher than normal influent flows, which poses some challenges with treatment, but plant is operating within permit parameters. The increased I/I is a reminder the City needs to be diligent with sewer rehabilitation/replacement. Staff is progressing towards development of a formal I/I action plan to identify, help remedy, and fund corrections to these issues.
- Staff is busy with summer projects including the Primary Clarifier and Final Clarifier cleaning/preventative maintenance, septage receiving tankage cleaning and upgrading, digester cover maintenance, lift station cleaning/maintenance, and process equipment preventative maintenance.
- Staff is about at the midpoint stage of Phase III with the consultant Black&Veatch. Staff is currently performing full scale RAS fermentation pilot testing. This should help identify if biological phosphorus removal is possible full scale, and could help with our future lower permit concentrations.
- Recent DNR submittals include the annual "Compliance Maintenance Annual Report", the "Ammonia Facility Plan and Compliance Status" report, the "Phosphorus Compliance Alternatives, and Facility Modifications Status" report.
- Collection system crews have been televising sanitary sewers, cutting and cleaning root areas, responding to sewer related calls, and assisting plant staff with maintenance.

Other DPW activities:

- Worked on TUF Q&A and draft ordinance language (primary work effort in June)
- Met, corresponded, and negotiated with property owner relating to the 8th Street storm sewer project. Temporary and permanent easements have been obtained and property owner has agreed to financially participate in the project.
- Meetings/correspondence regarding the proposed Biron wastewater agreement. Audited and discovered issues with the existing agreement wherein it appears Biron has been significantly under billed since at least 2010.
- Met with wastewater management staff to discuss wastewater I&I strategies.
- Meet with street department management staff to discuss operations, and challenges.
- Reviewed rail plans with City Engineer, drafted language requesting the consultant respond to questions and take immediate steps to correct errors and omissions in plan documents. TEA grant has been formally signed and approved by the State
- After receiving concerns relating to a right-of-way permit application and excavation in the right-of-way, researched the situation and met with interested parties to discuss.

PUBLIC WORKS COMMITTEE REFERRAL LIST:

1. Request from Alderperson Tom Rayome to discuss the future of 8th St S. (2016)
2. Request to review a multi-year capital improvements plan (2019)
3. Request to review areas of public access at and around Norton Pond (2019)
4. Request by Alderperson Rayome do develop a policy for developing agendas and the referral process (2020)
5. Request by Alderperson Kellogg to study traffic speed along Chestnut from 8th Street to Hill Street and make recommendations (2020) – study was done when there were no school related activities. Will continue study when school is in session and will report back to committee.
6. Request by Alderperson Kellogg to consider developing a large item garbage collection program (2020)
7. Evaluate and discuss methods of funding street reconstruction (2020)
8. ~~Request by Alderperson Benke for City to donate utilities/services for the proposed WRSD Quad-plex baseball/softball facility~~
9. Request by Alderperson Cattanach to reconsider the City's overnight parking ordinance (2021)
10. ~~Request by Alderperson Benke to consider allowing ATV/UTV traffic on some City streets (2021)~~
11. Request by Alderperson Evanson to review parking ordinance for any inconsistencies between ordinance language and signage throughout the City (2021)