



## OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Public Works Committee of the City of Stoughton, Wisconsin will hold a regular Public Works Meeting as indicated on the date, time and location given below.

Meeting of the: **Public Works Committee of the City of Stoughton**

Date /Time: **Thursday, September 16, 2021 at 6:00 pm**

Location: **This meeting will be Held Virtually**

Join the meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/510255989>

You can also dial in using your phone.

United States: +1 (408) 650-3123

Access Code: 510-255-989

Members: Tom Majewski, Lisa Reeves, Fred Hundt, Rachel Venegas, Kay Rashka, Kathy Engelberger, and Mayor Tim Swadley

### Item # CALL TO ORDER

1. Communications
2. Approve Minutes of the August 19, 2021 Meeting

### Item # OLD BUSINESS

3. Update from the Friends of the Stoughton Prairies Task Force (Kathy)
4. Review Round-about Landscaping Design Proposal
5. Update on Amundson Park Superfund Site Use

### Item # NEW BUSINESS

6. Downtown LED Lighting Program Update
7. Future Agenda Items
  - a. Minimum Terrace Width for New Development
  - b. Minimum Landscape Maintenance Standards for Commercial Properties
  - c. Pedestrian Safety Features at Round-about
  - d. Tour of the Public Works Facility
8. Adjourn

### ADJOURNMENT

cc: Council Members, City Leadership Team, City Attorney Matthew P. Dregne, Library Administrative Assistant Sarah Monette, City Clerk Holly Licht, Tim Onsager Stoughton School District, Judi Krebs, [stoughtonreporter@wcinet.com](mailto:stoughtonreporter@wcinet.com), [stoughtoneditor@wcinet.com](mailto:stoughtoneditor@wcinet.com), Stoughton Newspaper/WI State Journal/Capital Times

**NOTE:** AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE CITY COUNCIL

**Public Works Committee**  
**Thursday, August 19<sup>th</sup>, 2021**  
**(Virtual Meeting)**

**Members Present:** Tom Majewski, Rodney Scheel, Lisa Reeves, Kathy Engelberger, Kay Rashka, Rachel Venegas and Mayor Swadley

**Absent/Excused:** Fred Hundt and Mayor Swadley

**Staff:** Public Works Director Brett Hebert and Jennifer Wagner – Administrative Assistant

**Guests:**

**Call to Order:** *Majewski* called the meeting to order at 6:01 PM

1) **Communications:**

- *Hebert* announced that the Public Works Department was awarded the Safe Step Award from CVMIC and along with that came \$5K that they plan to use for a sidewalk grinder
- *Hebert* stated there was a lot of storm damage that was done by the recent storm that went through but appears to be more private property vs public. Brush pick up for this will begin the week of August 23<sup>rd</sup>.
- *Hebert* stated the most recent construction Lincoln to Roby Rd. is complete with a few items that need attention. Roby Rd. to Kings Lynn will be complete by next week with sidewalk work to follow

2) **Approve July 15, 2021 Meeting Minutes:** Motion by Reeves seconded by Engelberger to approve the minutes. Motion carried 5-0.

**Old Business:**

3) **Update on the Friends of the Stoughton Prairies Task Force Structure and Maintenance Plan:**

*Hebert* reported that they have received 2 additional people to be approved by Council; both in which have background in native plantings. He also presented the Prairies Task Force link that is currently on the City website; with intentions to expand more depth as the group grows.

*Engelberger* announced there have been 2 work days that were successful and she is continuing to add plant diversity to each prairie.

4) **Review Round-about Landscaping Options on Hwy 51**

*Hebert* presented several new ideas as well as reached out to Strahan & Associates who is very knowledgeable on specifics of what is allowed through the DOT. They will be providing a proposal within the next week.

**New Business:**

**5) Discuss the Amundsen Park Superfund Site Use Restrictions and Maintenance**

*Hebert* presented original documents; with the most recent one being in 2010, showing the DNR is responsible for maintaining and cannot be used until they deem it appropriate. *Scheel* suggested we write a letter to the DNR stating what we would like to see change in terms of what would be more environmentally friendly.

**6) Future Agenda Items:**

Update on Prairie Maintenance Plan

Revisit Round-about Recommendations

Minimum Terrace Width for New Development

Minimum Landscape Maintenance Standards for Commercial Properties & parking lots

Pedestrian Safety Features at Round-abouts

Tour of the Public Works Facility

**7) Adjourn: Motion to adjourn by Reeves, seconded by Venegas to adjourn the meeting at 6:40 pm. Motion carried 5-0.**

Respectfully submitted by Jen Wagner



August 25, 2021

Mr. Brett Hebert  
Director of Public Works  
City of Stoughton

Re: Roundabout Landscape Design Services

Dear Mr. Hebert,

Thank you for taking the time to share your initial thoughts and vision for the landscape renovation of the existing roundabout at Hwy 138 and the future landscape for new roundabouts at Hwy51/Hoel Ave., Hwy 51/Hwy 138 and Hwy 51/Roby Rd. We also understand that a future roundabout is being planned for the intersection of Hwy 51/Hwy B and although there may be some landscape themes or commonalities, this roundabout is not considered part of this scope of services.

We understand that we will be working with the transportation engineering teams at MSA and Strand to obtain base files, with WisDOT for review and oversight of the landscape plans, and with the City of Stoughton for initial input, periodic review, and contracting. We do not anticipate any public input focus groups, community-wide presentations, stakeholder input sessions, etc. above and beyond an appearance at the Board of Public Works meeting, which is open to the public.

Our general scope will consist of:

- Facilitating the review of roundabout landscape plans with WisDOT.
- Producing planting and landscape restoration plans, details and specs of a quality that can be publically bid in January/February 2022.
- Providing and updating opinion of probable costs for the work.
- Providing modest bidding assistance by reviewing bids with the City.
- Providing construction administration and oversight during construction at periodic intervals.

Additional clarification on our intended scope of services and exclusions can be found in the attached fee schedule. We would provide the services listed as an hourly not to exceed contract. Additional services authorized as part of this contract or a separate contract can be provided at the hourly rates listed. Itemized invoices are prepared by our office monthly and are due within 30 days.

If you find this proposal outlining base scope of services acceptable, please sign and return one (1) copy to Saiki Design, Inc. This proposal is good for 60 days.

Sincerely,

Rebecca de Boer, Principal  
Saiki Design, Inc.

Abbie Moilien, Vice President  
Saiki Design, Inc.

LANDSCAPE ARCHITECTURAL SERVICES					
CITY OF STOUGHTON ROUNDABOUT LANDSCAPE					
Saiki Design-Landscape Architects 08-25-2021					
Task Description	Principal	Associate Principal/Land. Arch. II	Project Manager / Designer II	Designer I	Comments
	\$165.00/hr.	\$135.00/hr.	\$110.00/hr.	\$95.00/hr.	
<b>PROJECT INITIATION AND START-UP</b>					
<b>PRELIMINARY DESIGN</b>					
Project Initiation, Administration	0	1	0	4	Contracting, assembly and review of base files, CAD set-up for project documents.
Field Investigation	0	0.5	0	2	Includes 1 initial site visit to US 51 corridor to review existing roundabout landscape.
Kickoff Meeting with Client (City of Stoughton)	0	3	0	1.5	Includes 1 initial conference call with Planning Director+Director of Public Works (and other staff they invite) to introduce the project understanding, preview RAB landscape design principles, and spur discussions and gather initial input on likes/dislikes, maintenance requirements, budget, etc. Includes preparation of materials. Assumes meeting is 1.5 hours.
Coordination with WisDOT	0	1.5	0	1	Includes 1 conference call with WisDOT personnel to understand the current design standards for Connecting Highways RAB projects (will happen prior to Board of Public Works appearance). Assumes call is 1.0 hours with follow-up call notes collated and distributed.
Roundabout Preliminary Design	0	4	0	12	Includes 1 plan view and 1 section view for typical RAB with simple, annotative labels with proposed plantings, mulch/surfacing material, and any other miscellaneous landscape items included and called out. Suitable for review meetings. Includes estimate of probable cost for all 4 RABs even though only 1 is being illustrated at this stage.
Preliminary Design review meeting with Client (City of Stoughton)	0	1.5	0	1	Includes 1 conference call with Planning Director+Director of Public Works (and other staff they invite) to review preliminary design drawings for RAB landscapes and get input/direction. Assumes meeting is 1.0 hours with follow-up call notes collated and distributed.
Project Management and Coordination	0	4	0	0	General communication with other consultants (MSA, Strand), client, etc.
<b>SECTION SUBTOTALS</b>	<b>0</b>	<b>15.5</b>	<b>0</b>	<b>21.5</b>	<b>37</b>
	<b>\$0.00</b>	<b>\$2,092.50</b>	<b>\$0.00</b>	<b>\$2,042.50</b>	
				<b>SUBTOTAL</b>	<b>\$4,135.00</b>
<b>DESIGN DEVELOPMENT</b>					
Roundabout Design Development	0	2	0	16	Includes roundabout plans for all 4 RABs and 1 typical section to address comments received at Preliminary Design review meeting with City of Stoughton. Includes updates to estimate of probable costs.
Review meeting with Client (City of Stoughton)	0	1.5	0	1	Includes 1 conference call with Planning Director+Director of Public Works (and other staff they invite) to review design development drawings for RAB landscapes and get input/direction. Assumes 1.0 hours per call with follow-up call notes collated and distributed.
Appearance at Board of Public Works	0	3	0	0	Includes 1 appearance at monthly BPW meeting to present the design development drawings and get final input/feedback. Includes preparation of presentation materials.
Project Management and Coordination	0	5	0	0	General project management and communication with client and other consultants.
<b>SECTION SUBTOTALS</b>	<b>0</b>	<b>11.5</b>	<b>0</b>	<b>17</b>	<b>28.5</b>
	<b>\$0.00</b>	<b>\$1,552.50</b>	<b>\$0.00</b>	<b>\$1,615.00</b>	
				<b>SUBTOTAL</b>	<b>\$3,167.50</b>
<b>FINAL DESIGN / CONSTRUCTION DOCUMENTS</b>					
Final Plans for Bidding & Construction	0	4	0	24	Assumes 11x17, black and white format, with titleblock to be standard City TB or consultant's standard format.
Specifications for Bidding & Construction	0	6	0	0	Assumes use of standard WisDOT SSHSC specs with custom-crafted SPV sections to cover any landscape items not included in SSHSC standard sections.
Review meeting with Client (City of Stoughton)	0	1	0	1	Includes 1 conference call with Planning Director+Director of Public Works (and other staff they invite) to review final documents and coordinate bidding process.
Project Management and Coordination	0	4	0	0	
<b>SECTION SUBTOTALS</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>25</b>	<b>40</b>
	<b>\$0.00</b>	<b>\$2,025.00</b>	<b>\$0.00</b>	<b>\$2,375.00</b>	
				<b>SUBTOTAL</b>	<b>\$4,400.00</b>
<b>BIDDING</b>					
Review Bidder Qualifications, Bids and Provide Input to City	0	3.5	0	0	
Project Management & Coordination	0	2	0	0	
<b>SECTION SUBTOTALS</b>	<b>0</b>	<b>5.5</b>	<b>0</b>	<b>0</b>	<b>5.5</b>
	<b>\$0.00</b>	<b>\$742.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	
				<b>SUBTOTAL</b>	<b>\$742.50</b>
<b>CONSTRUCTION (SUBMITTALS &amp; CHANGES IN THE WORK)</b>					
Submittal reviews, response to RFIs and Preparation of SI's	0	2	0	0	
On-site Observations and Reports	0	1	0	8	2 site visits total: 1 interim and 1 final punchlist. Includes field reports and/or punchlist follow-up documentation.
Project Management and Coordination	0	2	0	0	No attendance at preconstruction meeting included
<b>SECTION SUBTOTALS</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>8</b>	<b>13</b>
	<b>\$0.00</b>	<b>\$675.00</b>	<b>\$0.00</b>	<b>\$760.00</b>	
				<b>SUBTOTAL</b>	<b>\$1,435.00</b>
<b>TOTAL BASE DESIGN FEE</b>					
				<b>\$13,880.00</b>	

<b>ADDITIONAL SERVICE ITEM</b>					
3-D model of corridor and photorealistic rendering of 1 view per roundabout	0	6	0	50	
	<b>\$0.00</b>	<b>\$810.00</b>	<b>\$0.00</b>	<b>\$4,750.00</b>	
				<b>SUBTOTAL</b>	<b>\$5,560.00</b>
<b>ADDITIONAL SERVICES (Services can be added on an hourly basis)</b>					
Record Drawings					
Phased construction or other project division resulting in preparation of more than one (1) bid package					
Preparation for or attendance at other committee meetings, public meetings, etc., above and beyond those listed above					
Attendance at additional internal meetings, presentations, reviews above and beyond those listed above					
ROW plans, real-estate plans, or additional City or WisDOT documentation					
Irrigation plans (plan layout of irrigation system), including water service design and/or coordination to central island of roundabouts					
Colored presentation renderings and/or 3-D renderings of site design(s) above and beyond those outlined above					
Archaeological investigation, documentation or plan/report preparation					
Specialty items: overhead structures, 'gateway' features, walls, integrated public art, water features, etc.					
<b>EXCLUSIONS (Services provided by others or contracted separately)</b>					
Bid forms, bid posting, solicitation and/or advertisement of bids (by City)					
Front-end specifications for general procedures, contracting, compliance, bidding, etc (by City)					
Fire department and/or life safety coordination, plans or submittals					
Traffic and/or pedestrian control and signage design and coordination					
Directional/wayfinding or regulatory signage design					
Construction access/staging/phasing coordination, diagrams and/or plans					
Roadway traffic control, striping and/or signing plans, details and/or specs					
Site erosion control (plans, details specs)					
Site clearing and demolition (plans, details, specs)					
Site grading, layout (plans, standard pavement details, specs)					
Specification sections for demo/clearing, utilities, std. pavements					
Design or design support for any cast-in-place concrete site walls					
Lighting Design					
Stormwater Management Calculations/Submittals					
Site Utilities Design					
Permitting					
Surveying					
Geotechnical					

# Downtown LED Lighting Project Usage and Costs Overview

*\*Projected costs using 2020 real costs*

		Main & 4th		Main & Division		Main & Paige		Com
		kwh	Cost	kwh	Cost	kwh	Cost	kwh
<b>2021</b>	*December	825	\$ 98.76	328	\$ 50.31	1007	\$ 116.51	2160
	*November	792	\$ 93.96	322	\$ 49.08	923	\$ 106.48	2037
	*Ocober	696	\$ 97.12	300	\$ 52.29	814	\$ 110.48	1810
	September	556	\$ 83.83	286	\$ 52.02	773	\$ 109.39	1615
	August	509	\$ 80.68	262	\$ 50.42	704	\$ 104.57	1475
	July	473	\$ 68.13	261	\$ 45.82	658	\$ 87.62	1392
	June	567	\$ 74.63	270	\$ 45.12	729	\$ 90.72	1566
	May	622	\$ 75.81	279	\$ 44.06	753	\$ 87.91	1654
	April	732	\$ 86.12	308	\$ 46.85	866	\$ 98.52	1906
	March	728	\$ 85.31	378	\$ 53.10	898	\$ 100.95	2004
	February	837	\$ 95.42	378	\$ 53.14	996	\$ 110.06	2211
	January	943	\$ 106.78	395	\$ 55.38	1136	\$ 124.89	2474
	<b>Total</b>	<b>8280</b>	<b>\$ 1,046.55</b>	<b>3767</b>	<b>\$ 597.59</b>	<b>10257</b>	<b>\$ 1,248.10</b>	<b>22304</b>
<b>2020</b>	December	825	\$98.76	328	\$50.31	1007	\$116.51	2160
	November	792	\$93.96	322	\$49.08	923	\$106.48	2037
	October	696	\$97.12	300	\$52.29	814	\$110.48	1810
	September	598	\$84.95	328	\$54.87	674	\$93.42	1600
	August	963	\$123.58	554	\$78.88	1412	\$172.67	2929
	July	1339	\$160.20	610	\$82.41	1760	\$205.12	3709
	June	1514	\$178.42	666	\$88.19	2034	\$233.75	4214
	May	1659	\$170.62	701	\$82.10	2162	\$217.10	4522
	April	1976	\$196.15	732	\$83.58	2532	\$246.48	5240
	March	2025	\$203.63	729	\$84.40	2560	\$252.85	5314
	February	2267	\$224.76	790	\$89.62	2922	\$284.70	5979
	January	2513	\$240.24	856	\$93.26	3316	\$311.46	6685
	<b>Total</b>	<b>17167</b>	<b>\$1,872.39</b>	<b>6916</b>	<b>\$888.99</b>	<b>22116</b>	<b>\$2,351.02</b>	<b>46199</b>
<b>2019</b>	December	2456	\$241.08	730	\$83.83	3017	\$292.17	6203
	November	2271	\$226.71	667	\$78.82	2787	\$274.29	5725
	October	1809	\$209.27	669	\$88.31	2440	\$276.22	4918
	September	1719	\$213.64	650	\$91.56	2218	\$270.63	4587
	August	1385	\$167.46	593	\$81.61	1993	\$233.37	3971
	July	1284	\$157.93	569	\$79.63	1957	\$231.62	3810
	June	1229	\$130.65	634	\$75.79	2179	\$218.24	4042
	May	1780	\$186.61	703	\$84.18	2323	\$238.25	4806
	April	1912	\$197.06	898	\$101.74	2649	\$266.34	5459

	March	1956	\$205.50	928	\$106.60	2686	\$275.72	5570
	February	2258	\$223.94	1053	\$113.68	3158	\$306.29	6469
	January	2575	\$253.46	1131	\$121.05	3533	\$341.31	7239
	<b>Total</b>	<b>22634</b>	<b>\$2,413.31</b>	<b>9225</b>	<b>\$1,106.80</b>	<b>30940</b>	<b>\$3,224.45</b>	<b>62799</b>
<b>2018</b>	December	2265	\$232.74	1018	\$114.14	3160	\$317.84	6443
	November	2065	\$208.97	877	\$98.72	2846	\$281.44	5788
	October	1741	\$208.84	752	\$100.05	2413	\$282.76	4906
	September	1583	\$191.78	718	\$96.45	2279	\$268.48	4580
	August	1331	\$171.86	623	\$89.66	2004	\$250.00	3958
	July	1380	\$164.99	610	\$82.60	1981	\$229.30	3971
	June	1538	\$167.90	671	\$83.02	2164	\$229.18	4373
	May	1587	\$163.81	761	\$87.57	2227	\$222.88	4575
	April	1954	\$203.55	937	\$106.62	2727	\$277.21	5618
	March	1913	\$208.82	908	\$108.23	2686	\$286.20	5507
	February	2230	\$234.98	1028	\$117.66	3016	\$311.69	6274
	January	2464	\$249.44	1112	\$122.08	3351	\$332.99	6927
	<b>Total</b>	<b>22051</b>	<b>\$2,407.68</b>	<b>10015</b>	<b>\$1,206.80</b>	<b>30854</b>	<b>\$3,289.97</b>	<b>62920</b>
<b>2017</b>	December	2284	\$250.30	970	\$116.27	3100	\$333.53	6354
	November	2068	\$223.72	852	\$102.36	2764	\$293.18	5684
	October	1689	\$215.28	724	\$102.19	2314	\$288.53	4727
	September	1600	\$215.73	693	\$103.26	2149	\$283.81	4442
	August	1351	\$183.23	582	\$88.80	1880	\$248.19	3813
	July	1419	\$177.39	599	\$84.90	1964	\$238.87	3982
	June	1520	\$172.52	649	\$83.60	2047	\$226.33	4216
	May	1576	\$174.45	638	\$80.94	2124	\$229.10	4338
	April	2071	\$210.62	878	\$98.13	2886	\$287.48	5835
	March	1923	\$205.52	829	\$97.32	2668	\$279.20	5420
	February	2297	\$229.41	988	\$107.41	3210	\$314.50	6495
	January	2467	\$266.97	1078	\$125.29	3351	\$357.14	6896
	<b>Total</b>	<b>22265</b>	<b>\$2,525.14</b>	<b>9480</b>	<b>\$1,190.47</b>	<b>30457</b>	<b>\$3,379.86</b>	<b>62202</b>



bined	
Cost	
\$	265.58
\$	249.52
\$	259.89
\$	245.24
\$	235.67
\$	201.57
\$	210.47
\$	207.78
\$	231.49
\$	239.36
\$	258.62
\$	287.05
<b>\$</b>	<b>2,892.24</b>
\$	265.58
\$	249.52
\$	259.89
\$	233.24
\$	375.13
\$	447.73
\$	500.36
\$	469.82
\$	526.21
\$	540.88
\$	599.08
\$	644.96
<b>\$</b>	<b>5,112.40</b>
\$	617.08
\$	579.82
\$	573.80
\$	575.83
\$	482.44
\$	469.18
\$	424.68
\$	509.04
\$	565.14

	Combined	
	kwh	Cost
<b>2021</b>	22,304	\$ 2,892.24
<b>Avg 2017-2019</b>	62,640	\$ 6,914.83
<b>Annual Savings</b>	<b>40,336</b>	<b>\$ 4,022.59</b>

Project Cost and ROR	
LED Lights and Intallation	\$ 11,016.20
<b>Rate of Return (years)</b>	<b>2.7</b>

\$ 587.82
\$ 643.91
\$ 715.82
<b>\$ 6,744.56</b>
\$ 664.72
\$ 589.13
\$ 591.65
\$ 556.71
\$ 511.52
\$ 476.89
\$ 480.10
\$ 474.26
\$ 587.38
\$ 603.25
\$ 664.33
\$ 704.51
<b>\$ 6,904.45</b>
\$ 700.10
\$ 619.26
\$ 606.00
\$ 602.80
\$ 520.22
\$ 501.16
\$ 482.45
\$ 484.49
\$ 596.23
\$ 582.04
\$ 651.32
\$ 749.40
<b>\$ 7,095.47</b>