



Board of Public Works

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Agenda

Monday, July 12, 2021

7:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Public Works** of the City of De Pere will be held on **July 12, 2021 at 7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic access to the meeting is provided below:

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(312\) 757-3117](tel:+13127573117)

Access Code: 154-883-285

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://depercitywi.igmp2.com/>.

I. Call to Order

1. Roll Call

II. Public Comment Period

III. Items

1. Approval of the June 7, 2021 Board of Public Works Meeting Minutes
2. Consideration and possible action on Definitely De Pere's Request for Garbage Can Proposal Utilizing Excess Stadium Tax Funds*
3. Consideration and possible action on installation of audio pedestrian signals at Main Avenue and Ninth Street*
4. Consideration and Possible Action Regarding Feasibility Study for Joint Yard Waste Facility with the Village of Allouez*
5. Consideration and possible action on approval of the State/Municipal Finance Agreement with Wisconsin Department of Transportation for STH 32 Intersections*
6. Consideration and possible action on Request for Proposals for 2022 De Pere Signal Upgrades*
7. Consideration and possible action regarding Alderperson Hansen's request to review Gap Sidewalk Policy*
8. Consideration and possible action on Developing Speed Bump Policy*
9. Consideration and possible action on City Engineer Parking and Traffic Recommendations*

10. Discuss City Engineer Recommendations for No-Action Parking & Traffic Discussion Items

IV. Future Agenda Items

V. Adjournment

***Items with an asterisk require City Council approval.**

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, Monday, July 12, 2021 so that arrangements can be made.

Agenda Sent To:

Mayor

Alderspersons

Department Heads

JT Engineering, Inc.

Claudia Z. Elsner

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Sean J. Gehin

Notice is hereby given that a majority of the members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject (s) over which they have decision-making responsibility.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: July 12, 2021

DEPARTMENT: Public Works

FROM: Betty Sellenheim

SUBJECT: Approval of the June 7, 2021 Board of Public Works Meeting Minutes

ATTACHMENTS:

- 2021 0607 BOPW Draft Minutes (PDF)



Board of Public Works

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Draft Minutes

Monday, June 7, 2021

7:30 PM

Council Chambers and Virtual

I. Call to Order

The meeting was called to order at 7:30 PM by Mayor James Boyd

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Dan Carpenter	Alderman	Present	
Jonathon Hansen	Alderman	Remote	
Shana Defnet Ledvina	Alderman	Present	
Dean Raasch	Alderman	Present	

Others present:

Scott Thoresen, Public Works Director

Eric Rakers, City Engineer

Betty Sellenheim, Recording Secretary

Daniel Lindstrom, Development Services Director (Remote)

Tina Quigley, Definitely De Pere

Jon Kozlovsky

John Nick

II. Public Comment

None

III. Items

1. Approval of May 10, 2021 Board of Public Works Meeting Minutes

Alderman Carpenter moved to approve the May 10, 2021 Board of Public Works Meeting Minutes, seconded by Alderman Raasch.
Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderman
SECONDER:	Dean Raasch, Alderman
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

2. Election of Vice Chairperson for Board of Public Works

Alderman Carpenter nominated Alderman Raasch as vice-chairperson for the Board of Public Works, seconded by Alderman Ledvina.
Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderman
SECONDER:	Shana Defnet Ledvina, Alderman
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

3. Consideration and Approval of Project Approach and Timeline for Gap Sidewalk Installation*

Eric Rakers, City Engineer, explained the gap sidewalk program and project timeline.

Mayor Boyd moved to open the meeting for public comment at 7:34 PM, seconded by Raasch. Upon vote, the motion passed unanimously.

Jon Kozlovsky of E. Scarlet Oak Circle, explained his situation regarding vacant Lot 42 of Pine Trail Crossing and requested an extension. Mr. Rakers explained if construction had started on a vacant lot that was included in this program, prior to the deadline, staff would not install sidewalks, since the construction demonstrates a commitment to the installation by the owner. Scott Thoresen, Public Works Director, explained that in previous similar instances, the Board has granted an extension to the next year for a property that may begin construction around the original deadline.

Aldersperson Raasch moved to return to regular session at 7:39 PM, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

Mayor Boyd moved to approve approach and timeline for gap sidewalk installation with the exception of Lot 42 of Pine Trail Crossing (2562 E. Scarlet Oak Rd) being granted an extension to June 30, 2023, seconded by Aldersperson Raasch.

Aldersperson Hansen asked about a vacant lot depicted in the packet that did not meet the requirements. Mr. Rakers explained that the side of the block in question was at 75%, thus not meeting the 80% requirement. Aldersperson Hansen asked how staff developed the 80% threshold. Mr. Rakers stated staff had researched other communities that had similar programs and that was a common threshold.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Dean Raasch, Aldersperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

4. Consider and Possible Action Regarding Definitely De Pere's Request to Waive Public Works Fees*

Scott Thoresen, Public Works Director, explained the request from Definitely De Pere and the public works fees to be waived. Tina Quigley, Definitely De Pere, was available to answer questions.

Aldersperson Raasch moved to approve Definitely De Pere's request to waive Public Works fees for downtown special events, seconded by Aldersperson Ledvina.
Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	Shana Defnet Ledvina, Aldersperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

5. Consider and Possible Action Regarding Aldersperson Raasch Request to Review Sidewalk Cafe Permit to Allow Outdoor Furniture to be Stored Overnight in the City ROW*

Daniel Lindstrom, Development Services Director, explained the request and staff's recommendations and the police department's concerns should the Board choose to approve amending the ordinance for sidewalk café permits.

Mayor Boyd moved to open the meeting to public comment at 7:49 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

John Nick of Nicky's Lionhead Tavern, expressed his thoughts, concerns, and observations regarding the permanent tables installed at the bump-outs and the potential changes to the ordinance to allow for café furniture to remain outside overnight. Scott Thoresen, Public Works Director, spoke about Mr. Nick's comments. Mr. Lindstrom spoke about Mr. Nick's comments. Alderperson Raasch clarified the request.

Mayor Boyd moved to return to regular session at 8:03 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Alderperson Raasch further explained the request, his thoughts on the ordinance amendments, and conversations with stakeholders regarding the use and seating around the bump-outs on Main Ave. Mr. Thoresen explained concerns from the Public Works Department and reiterated staff's recommendations as outlined in Mr. Lindstrom's memo. Mayor Boyd expressed concerns about vandalism in the area of the Art Alley. Alderperson Carpenter expressed interest in re-introducing parklets. Alderperson Hansen asked to clarify staff recommendation regarding the furniture being stored in City-funded beautification areas. Mr. Lindstrom clarified that it would include the Art Alley and James Street, along with other locations the City may invest in, in the future.

Mayor Boyd moved to open the meeting to public comment at 8:13 PM, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

John Nick further expressed concerns regarding the city-installed tables and chairs.

Mayor Boyd moved to return to regular session at 8:15 PM, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

Mr. Thoresen explained a few options Nicky's has for outdoor seating and agreed to meet with Mr. Nick to look at other options. Alderpersons Raasch, Carpenter, and Ledvina expressed interest in increasing the outdoor restaurant seating in De Pere. Alderperson Hansen asked for clarification regarding the outdoor furniture in the City Right-of-Way. Mr. Thoresen stated the furniture would be allowed in the ROW provided there was 4 foot of clearance for travel on the sidewalk and alley. Alderperson Hansen asked if a permit would need to be issued to businesses wishing to store furniture outside overnight. Mr. Thoresen stated a business that has a permit would need to get it amended for the new requirements if they chose to take advantage of this option if approved. Mayor Boyd asked for a timeline regarding the ordinance changes if approved at the Board. Mr. Lindstrom explained how this item would move forward if approved at Board and reiterated Mr. Thoresen's explanation regarding the sidewalk café permits needing to be amended if a business wished to secure furniture outside overnight.

Aldersperson Raasch moved to approve ordinance amendments for sidewalk cafe permits regarding storing furniture outside overnight in the City Right-of-Way per staff recommendations, seconded by Aldersperson Ledvina.
Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Aldersperson
SECONDER:	Shana Defnet Ledvina, Aldersperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

6. Consideration and Possible Action Regarding Pedestrian and Bike Facilities for the Southern Bridge Corridor Design*

Scott Thoresen, Public Works Director, explained the need to decide if the City preferred to have the Southern Bridge Corridor designed with pedestrian and bike facilities.

Aldersperson Raasch asked a potential cost and design if the city decided to pursue facilities. Mr. Thoresen stated there were potential miles of facilities that may be 100% funded by the city or there might be grants and the design was unknown at this time. Aldersperson Hansen questioned if the decision was for the first phase or the entire corridor. Mr. Thoresen stated this decision would be for the full length of the corridor through De Pere.

Mayor Boyd moved to pursue pedestrian and bike facilities for the Southern Bridge Corridor Design, seconded by Aldersperson Raasch.
Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Dean Raasch, Aldersperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

7. Discuss Ald. Raasch's Request for Participating in NEW Water Municipal Group

Aldersperson Raasch explained his conversations with staff and expressed his gratitude in regards to the relationship the City has with the Green Bay Metropolitan Sewerage District (GBMSD). Scott Thoresen, Public Works Director, further explained how the City works with GBMSD.

No action necessary.

RESULT:	DISCUSSED
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8. Consideration and Possible Action on Award for Proposals for Sanitary Sewer Smoke Testing*

Eric Rakers, City Engineer, explained how smoke testing works and proposal extent and limits.

Aldersperson Carpenter asked if the smoke may get into homes during this process. Mr. Rakers explained it was probable and notices would be sent to all property owners in the project area.

Mayor Boyd moved to accept the proposal from Ruekert & Mielke, Inc. for smoke testing sanitary sewers for leaks that can cause inflow and infiltration, seconded by Alderperson Raasch.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Dean Raasch, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

9. Consideration and Possible Action on Award of Request for Proposals for Project 21-21 Pond Trapping*

Eric Rakers, City Engineer, outlined the project and proposal received.

Alderperson Raasch moved to accept the proposal from Suburban Wildlife Solutions for Project 21-21 Pond Trapping of muskrats at City Detention Ponds in the amount of \$19,873.00, seconded by Alderperson Hansen.

Alderperson Raasch asked if the muskrats that are trapped are relocated. Mr. Rakers stated it was underwater trapping and they are eliminated in the process.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

10. Consider and Possible Action on Compliance Maintenance Annual Report for Wastewater Collection System*

Eric Rakers, City Engineer, outlined the Compliance Maintenance Annual Report with the Wisconsin Department of Natural Resources for wastewater collection systems. The report verifies multiple aspects of funding and maintenance of the system. The City received good grades in all aspects of the report.

Alderperson Carpenter moved to approve the Compliance Maintenance Annual Report for wastewater collection systems, seconded by Alderperson Raasch.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

IV. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:42 PM, seconded by Alderperson Ledvina.

Upon vote, the motion passed unanimously.

***Items with an asterisk require City Council approval.**

Any person wishing to attend this meeting who, because of disability, requires special

accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, Monday, May 10, 2021 so that arrangements can be made.

Agenda Sent To:

MAYOR

ALDERPERSONS

DEPARTMENT HEADS

DEFINITELY DE PERE

HOFKENS, INC.

KEITH SHIER

PAUL VANDEHEI CUSTOM HOMES

BASGIG INVESTORS, LLC

DAVID AND CAROLE RAASCH

DE PERE CHAMBER OF COMMERCE

TV, NEWSPAPERS & RADIO

KRESS FAMILY LIBRARY

TIM HALBROOK BUILDERS

ROBERT KERKHOFF

RONALD AND KATHLEEN VANPRICE

JON AND ALICIA KOZLOVSKY

LEE AND KRISTINA AMBROSIUS

DAWN AMBROSIUS

Notice is hereby given that a majority of the members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject (s) over which they have decision-making responsibility.

Respectfully submitted,
Betty Sellenheim



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: July 12, 2021

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consideration and possible action on Definitely De Pere's Request for Garbage Can Proposal Utilizing Excess Stadium Tax Funds*

Definitely De Pere is requesting the City consider utilizing \$30,000 of the remaining streetscape funds from the Excess Stadium Tax to purchase and place garbage cans throughout the downtown. (See attached proposal)

Staff recommends approving the request.

ATTACHMENTS:

- Garbage Can Proposal and Maps 7-7-2021 (PDF)

Proposed Downtown Garbage Can Upgrade

Submitted by: Definitely De Pere

Funding Request: \$30,000 Streetscape Excess Stadium Tax

Streetscape Project History

The City Council approved \$150,000 for streetscape improvements using Stadium Tax Excess funds based on a proposal submitted by Definitely De Pere. We know that the appearance of a downtown's streetscape is an important part of creating an inviting, interesting shopping environment and helps retain and attract business.

Request Summary

Definitely De Pere is proposing to upgrade garbage cans throughout downtown. Definitely De Pere will work closely with the Department of Public Works on the implementation of the project - placement, design selection, installation details, etc.

Locations

The locations targeted for new garbage cans along the main corridors of downtown are identified on the attached maps.

Project Budget and Payment Process

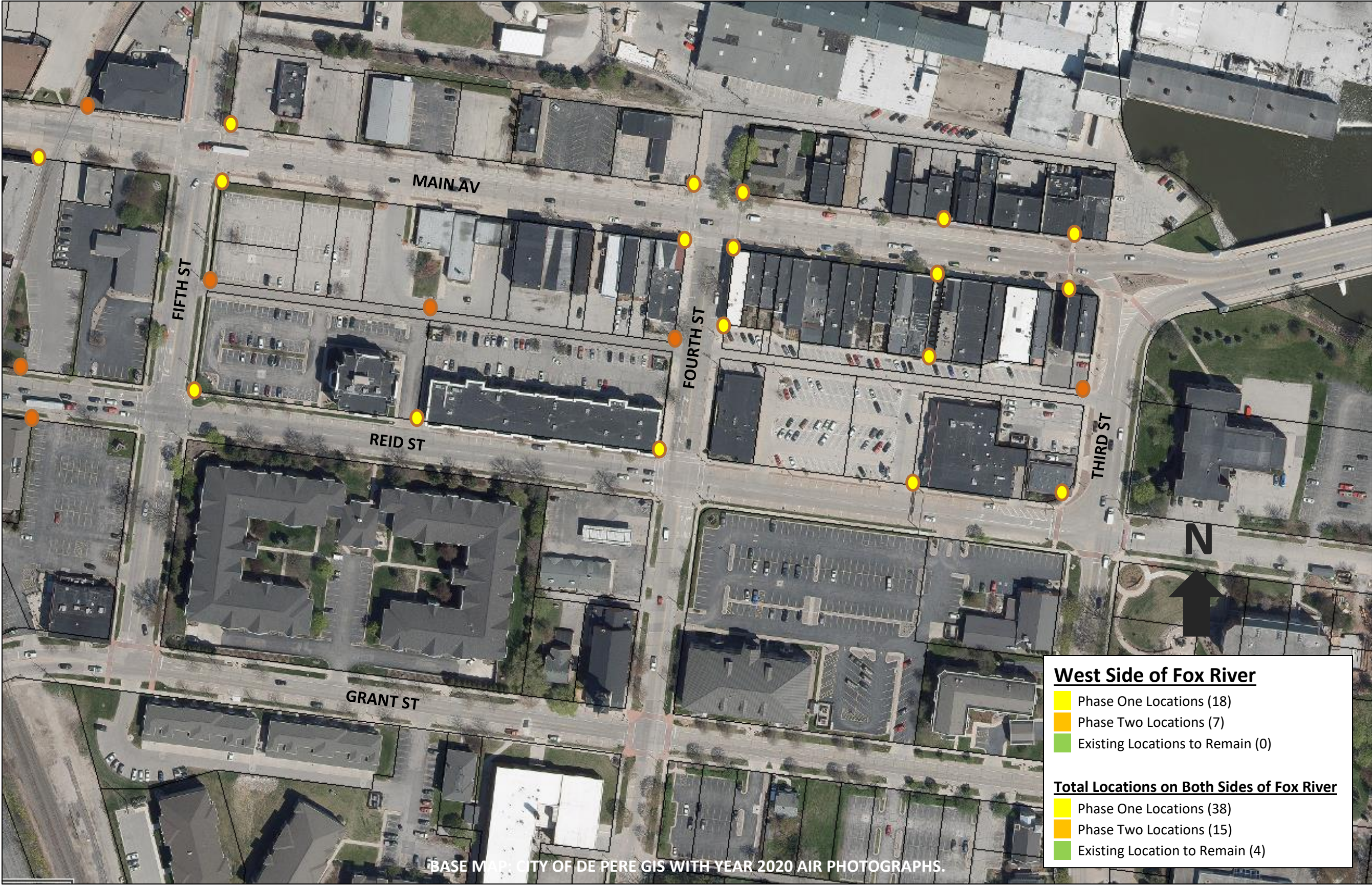
Project Budget \$30,000 - includes cost and delivery of 38 new garbage cans.

Excess Stadium Tax revenue will fund this project in an amount not to exceed \$30,000. Payments are proposed to be made directly by the City to the vendor.

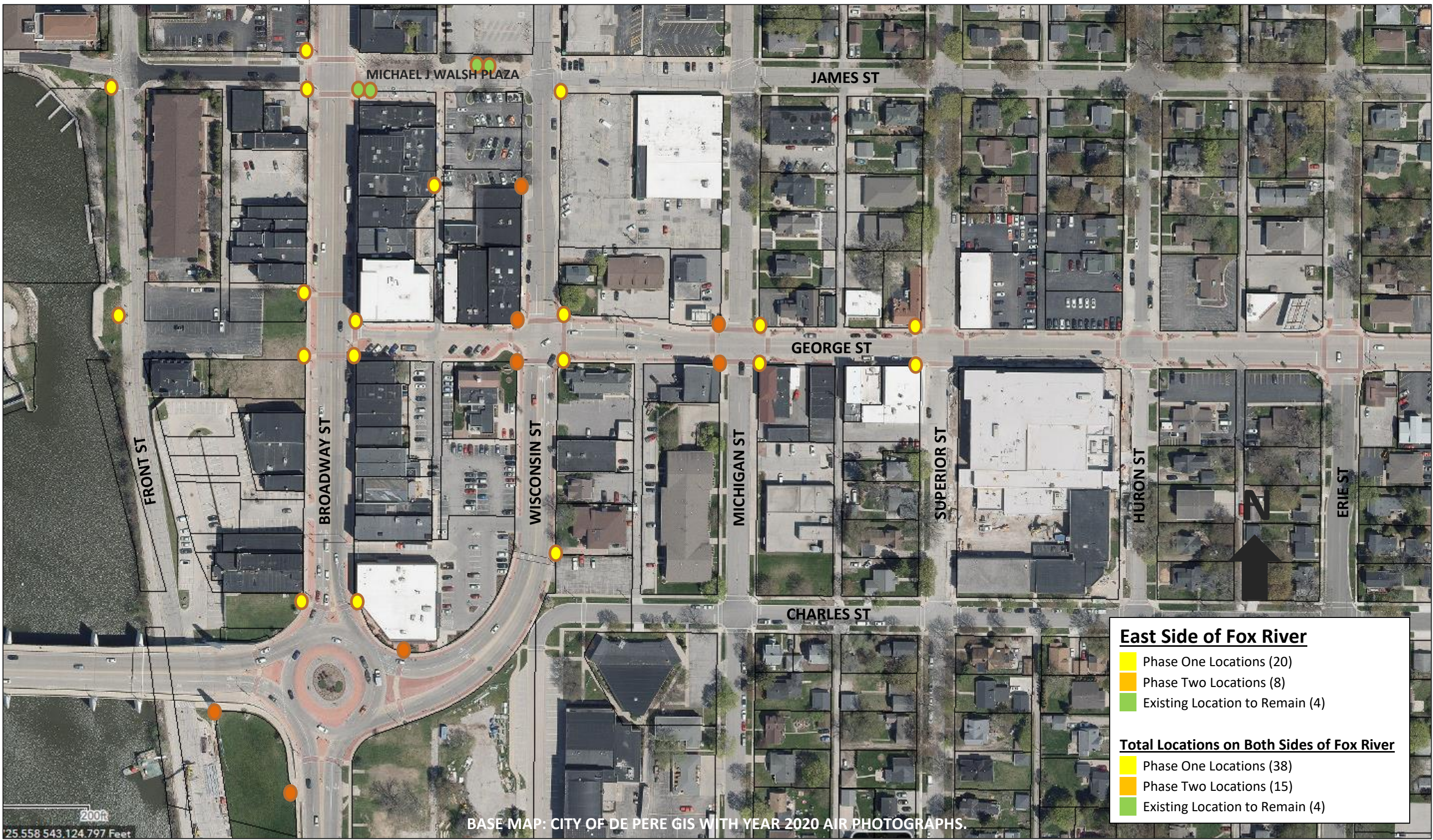
Requested BOPW Approvals

1. We are requesting approval of the project.
2. We are requesting approval of a project budget of \$30,000.

PROPOSED DOWNTOWN DE PERE GARBAGE CAN LOCATIONS



PROPOSED DOWNTOWN DE PERE GARBAGE CAN LOCATIONS





City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: July 12, 2021

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consideration and possible action on installation of audio pedestrian signals at Main Avenue and Ninth Street*

ATTACHMENTS:

- 2021 0712 CI_BOPW_Main & 9th Audio Signal (PDF)
- 3700-30-26 Main Avenue & 8th Street (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: July 12, 2021

RE: **Consideration and possible action on installation of audio pedestrian signals at Main Avenue and Ninth Street***

The Engineering Department has received a request to install audio pedestrian signals at several signalized intersections in the City. One of these intersections was the Main Avenue and Eighth Street intersection which we installed under the SISP Funding from the Wisconsin Department of Transportation. Another location requested is the Main Avenue and Ninth Street traffic signals. Staff evaluated the request and determined that there are City funds in the Main Avenue and Eighth Street project to fund the audio pedestrian signals. A summary of the funding is as follows:

WisDOT SISP Funds for Main and Eighth:	\$207,000.00
Total Project Cost:	\$194,731.33
WisDOT Reimbursement:	\$175,258.19
City Responsibility:	\$ 19,473.14
 City Budget for Main and Eighth	 \$ 72,000.00
Remaining Budget:	\$ 52,526.86

The estimated amount to install the audio pedestrian signals at Main Avenue and Ninth Street is \$10,000.

Staff's recommendation is to install the audio pedestrian signals at Main Avenue and Ninth Street and fund through the traffic signal budget for Main Avenue and Eighth Street.

Attachments:

State/Municipal Finance Agreement – Main Ave & 8th Street

	Original STATE/MUNICIPAL FINANCIAL AGREEMENT FOR A STATE- LET HIGHWAY PROJECT	Date:	February 20, 2019
		I.D.:	3700-30-26
		Road Name:	City of DePere Main Ave & 8 th Street
		Limits:	Signal Retrofit
		County:	Brown
		Project Length:	0.01 MI

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

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

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: The existing signal is outdated and obsolete.

Proposed Improvement - Nature of work: Update the existing traffic signals with a new signal cabinet, conduit, pull boxes, bases, add overhead for WB/EB detection camera and new above ground at the Main Avenue & 8th Street intersection.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality:

TABLE 1

PHASE	ESTIMATED COST				
	Total Estimated Cost	Federal / State Funds	%	Municipal Funds	%
Preliminary Engineering:					
Plan Development	14,000	12,600	90	1,400	10
Construction :					
Signal Items	193,000	173,700	90	19,300	10
TOTAL COST DISTRIBUTION:	207,000	186,300	90	20,700	10

This request is subject to the terms and conditions that follow (pages [2] – [3]) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of the City of De Pere (please sign in blue ink)		
Name	Title	Date

Signed for and in behalf of the State (please sign in blue ink)		
Name	Title	Date

TERMS AND CONDITIONS:

1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds Federal/State financing commitments or are ineligible for Federal/State financing. Local participation shall be limited to the items and percentages set forth in table 1 that shows Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
3. Funding of each project Phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or State transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering is split 90% WisDOT and 10% Local up to a maximum total of \$14,000.
4. Work necessary to complete the improvement to be financed entirely by the Municipality or other Utility or Facility Owner includes the following items:
 - (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
5. As the work progresses, the Municipality will be billed for work completed which is not chargeable to Federal/State funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
6. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State

in behalf of the project.

7. The Municipality shall at its own cost and expense:

- (a) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the State and shall make ample provision for such maintenance each year.
- (b) Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy which has equal or more restrictive controls.

9. Basis for local participation:

Design: Costs for Design are 90% WisDOT and 10% Local up to maximum of \$14,000. Any overages shall be funded by the City.

Construction: Costs for Construction are 90% WisDOT and 10% Local up to maximum of \$193,000. Any overages shall be funded by the City.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: July 12, 2021

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consideration and Possible Action Regarding Feasibility Study for Joint Yard Waste Facility with the Village of Allouez*

Robert E. Lee & Associates (REL) has completed the feasibility to determine if the Village of Allouez's existing compost facility can accommodate an expansion to allow for the yard waste operational needs of Village of Allouez, City of De Pere, and Town of Ledgeview.

As previously discussed, the City currently has a compost facility off of Rockland Road. This facility primarily accepts yard waste and brush from residents of the City as well as the Town of Ledgeview. The Town of Ledgeview shares in the operational costs of this facility. This facility needs to be relocated to another site as this area develops which was the primary reason the feasibility study was done. The Village of Allouez's existing compost facility is located on Le Brun Street.

The attached plans (Pages 1-2) provided by REL show that Allouez's existing site can be expanded to accommodate the yard waste for the three communities. As discussed previously, it is expected the City of De Pere and Town of Ledgeview will be responsible for 100% of the construction costs to expand the Village of Allouez's yard waste site if the project moves forward. The estimated costs for the expansion are \$900,450 (See attached). It is anticipated the City would pay 75% of these costs for a total of \$675,337.50 and the Town of Ledgeview would pay the remaining 25% in the amount of \$225,112.50.

In addition, as part of this study, REL was also asked to evaluate the potential of installation of sidewalk on Le Brun because of the concerns received regarding pedestrians walking on the street. The attached plans (Pages 3 -5) show the sidewalk being installed on the south side of Le Brun Street. The estimated costs (See attached) for the sidewalk installation are \$223,686. It is anticipated these costs would be shared amongst the three communities.

The Village of Allouez will now need to determine if they want to move forward with the expansion as presented. It is anticipated the Village will be discussing this matter on July 14th at their Public Works Committee and then the Village Board on July 20th. If the Village agrees to move forward with this project then the BOPW and Council will have to determine if the City should move forward with the project as well. If Allouez and the City agree to move forward, the next steps would be creating an intergovernmental agreement that can be executed between the Village of Allouez, City of De Pere, and Town of Ledgeview.

At this time, staff recommends moving forward with the project if the Village of Allouez agrees to move forward as well.

ATTACHMENTS:

- Allouez Yardwaste Feasibility Plans - 7-8-2021 (PDF)
- Allouez Yardwaste Cost Estimates - 7-8-2021 (PDF)



SITE DATA

TOTAL AREA = 4.10 ACRES, 178,555 S.F.
BUILDING AREA = 0.00 ACRES, 0 S.F. (0.0%)
GRAVEL/CONCRETE AREA = 2.85 ACRES, 124,102 S.F. (69.5%)
GREEN SPACE = 1.25 ACRES, 54,453 S.F. (30.5%)

-  100-YEAR FLOOD FRINGE AREA
-  RESIDENTIAL DROP OFF - 1.28 ACRES
-  STORAGE AREA - 2.00 ACRES

TRAFFIC DATA

DAILY PEAK - 250
-DE PERE/LEDGEVIEW - ±200
-ALLOUEZ - ±60
DAILY AVERAGE - 100



NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION	DRAWN BDR
								CHECKED
								DESIGNED BDR

ALLOUEZ YARD WASTE FACILITY
809 LEBRUN STREET
VILLAGE OF ALLOUEZ
BROWN COUNTY, WISCONSIN

SITE LAYOUT

DATE 10/20/20
FILE 1882036D
JOB NO. 1882037



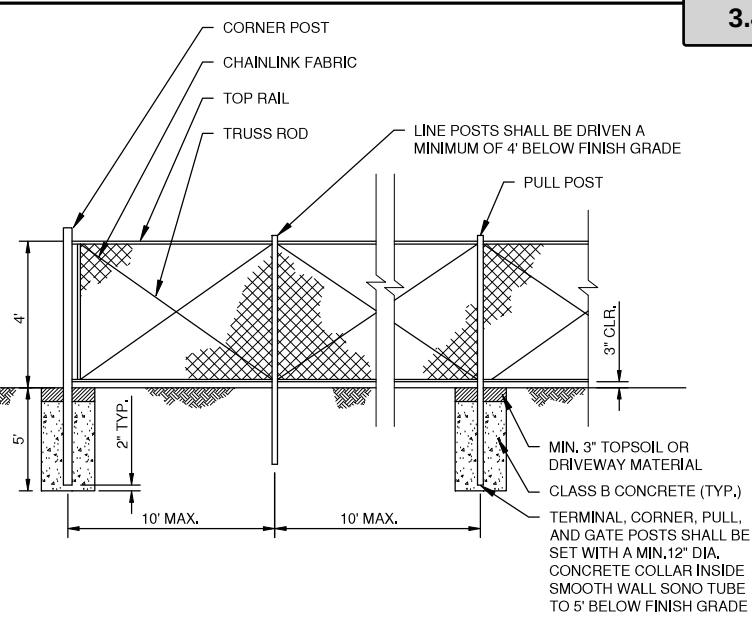
Robert E. Lee & Associates, Inc.
ENGINEERING, SURVEYING, ENVIRONMENTAL
1250 CENTENNIAL CENTRE BOULEVARD HOBAR
920-662-9641 www.releeinc.com

SHEET NO.

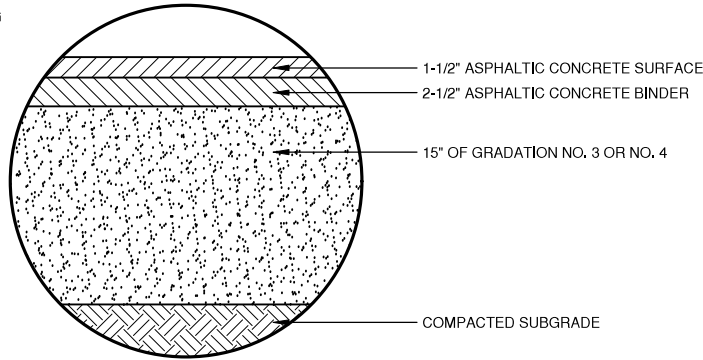
1



GENERAL JERSEY BLOCK DETAIL



CHAIN LINK FENCE DETAIL



HEAVY DUTY ASPHALT PAVEMENT



GATE DETAIL

STORAGE AREA - 2.00 ACRES
50' PROTECTIVE AREA FROM WETLAND BOUNDARY. DEVELOPMENT CAN OCCUR IN PROTECTIVE AREA IF TREATED BY A STORMWATER BMP BEFORE DISCHARGING TO THE WETLANDS.

TREE BRANCH STORAGE AREA - 21,192 S.F.
PROPOSED WET DETENTION POND
PROPOSED BERM

YARD WASTE, LEAVES, AND LAWN CLIPPINGS STORAGE AREA - 27,373 S.F.

PROPOSED GATE

TOTAL YARD WASTE FACILITY - 4.10 ACRES

TRAFFIC DATA
DAILY PEAK - 250
-DE PERE/LEDGEVIEW - ±200
-ALLOUEZ - ±60
DAILY AVERAGE - 100

SITE DATA
TOTAL AREA = 4.10 ACRES, 178,555 S.F.
BUILDING AREA = 0.00 ACRES, 0 S.F. (0.0%)
GRAVEL/CONCRETE AREA = 2.85 ACRES, 124,102 S.F. (69.5%)
GREEN SPACE = 1.25 ACRES, 54,453 S.F. (30.5%)

LEGEND
100-YEAR FLOOD FRINGE AREA
RESIDENTIAL DROP OFF - 1.28 ACRES
STORAGE AREA - 2.00 ACRES

SCALE
0' 50' 100'
SCALE IN FEET

North Arrow

NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION	DRAWN	NO.	DATE	APPROV.	REVISION	DRAWN
								CHKD					CHKD
								DESIGNED					DESIGNED
								BDR					BDR

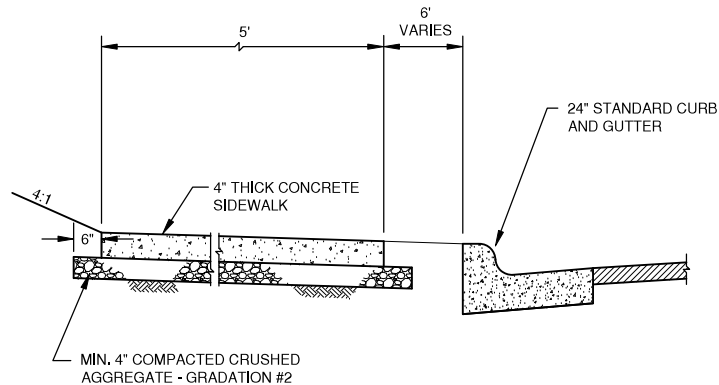
ALLOUEZ YARD WASTE FACILITY
809 LEBRUN STREET
VILLAGE OF ALLOUEZ
BROWN COUNTY, WISCONSIN

SITE LAYOUT DETAILS

DATE: 10/20/20
FILE: 1882036D
JOB NO.: 1882037

Robert E. Lee & Associates, Inc.
ENGINEERING, SURVEYING, ENVIRONMENTAL
1250 CENTENNIAL CENTRE BOULEVARD HOBAR
920-662-9641 www.releeinc.com

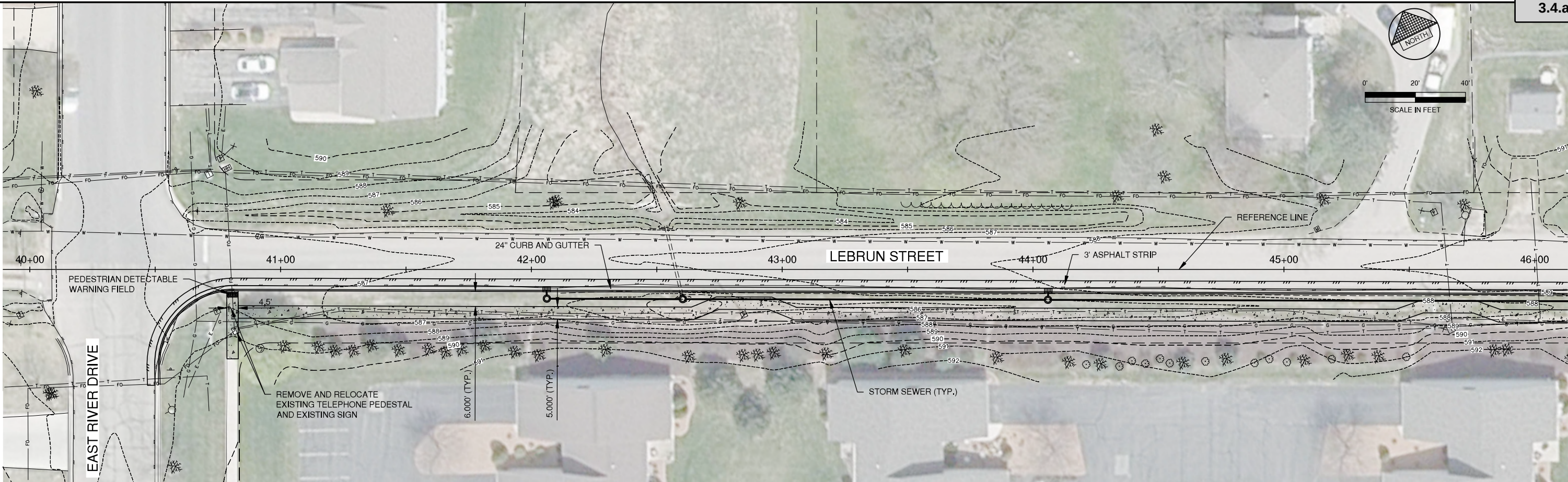
SHEET NO. 2
Packet Pg. 22



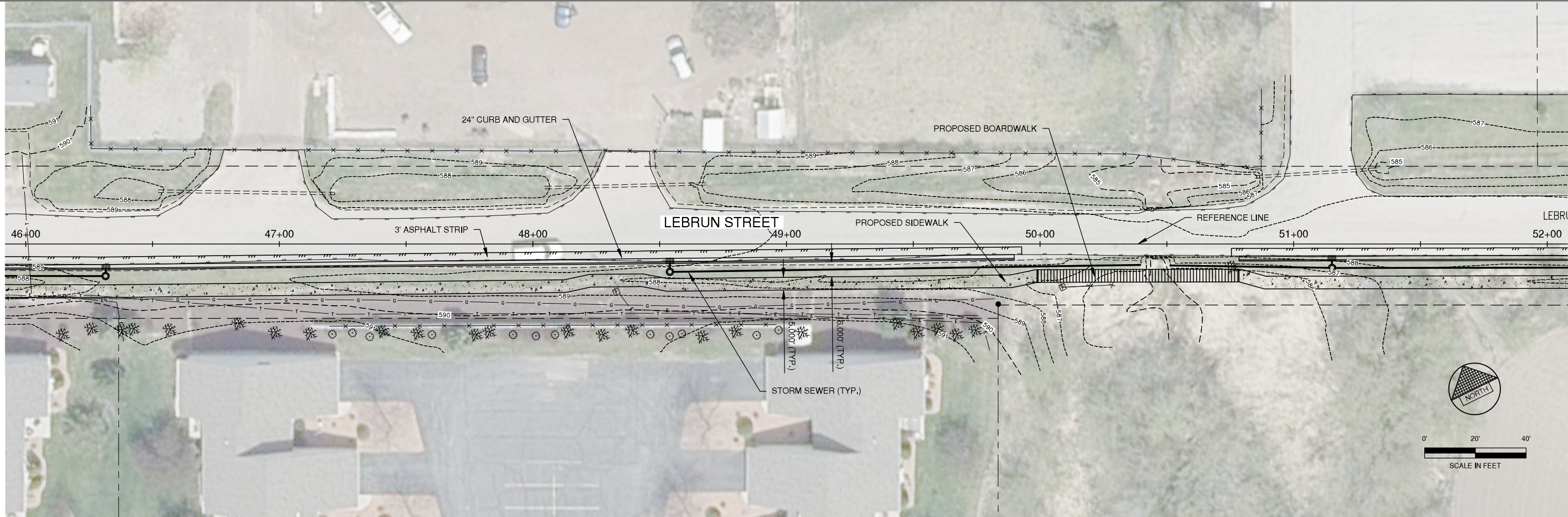
LEBRUN AVENUE SIDEWALK/TERRACE DETAIL



REVISION				REVISION				DRAWN BDR	ALLOUEZ YARD WASTE FACILITY 809 LEBRUN STREET VILLAGE OF ALLOUEZ BROWN COUNTY, WISCONSIN		OVERALL DEVELOPMENT LAYOUT		DATE		 Robert E. Lee & Associates, Inc. ENGINEERING, SURVEYING, ENVIRONMENTAL 1250 CENTENNIAL CENTRE BOULEVARD HOBAR 920-662-9641 www.releeinc.com	SHEET NO. 3
NO.	DATE	APPROV.		NO.	DATE	APPROV.							10/2020	FILE		
													1882036D	JOB NO.		
								DESIGNED BDR					1882037			Packet Pg. 23



FOR CONTINUATION SEE BELOW



FOR CONTINUATION SEE SHEET 2

File: R:\1862037\1862037.dwg
Job: 1862037
Date: 09/20/2020
User: RLE
Title: 2020 STREET CONSTRUCTION
Scale: 1"=40'

NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION	DRAWN
								RLR
								CHECKED
								DESIGNED

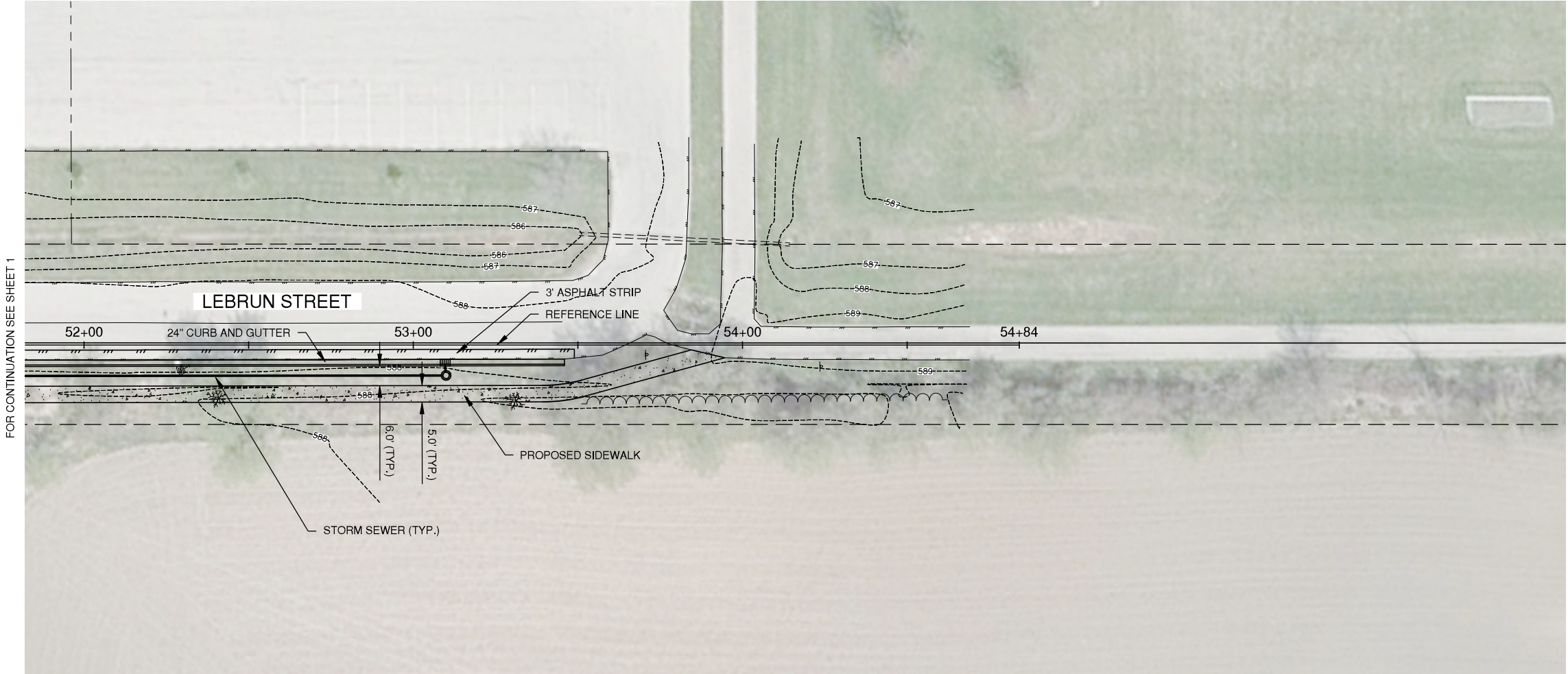
2020 STREET CONSTRUCTION
LEBRUN STREET
VILLAGE OF ALOUEZ
BROWN COUNTY, WISCONSIN

LEBRUN STREET
STA. 40+00 TO STA. 52+00

DATE
09/20/2020
FILE
A:\LEBRUN EAST OF RIVERSIDE DRIVE
JOB NO.
1862037

Robert E. Lee & Associates, Inc.
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
1250 CENTENNIAL CENTRE BOULEVARD, HOUSTON, TX 77057
920-662-9641 www.releeinc.com

SHEET NO.
4
Packet Pg. 24



FOR CONTINUATION SEE SHEET 1

File: R:\1800\1802\1802037\A\LEBRUN_East of Riverside_Driving
Plot Date: Jun 03, 2021 11:23:00am
LAYOUT: (2)

NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION	DRAWN RLR
								CHECKED
								DESIGNED

2020 STREET CONSTRUCTION
LEBRUN STREET
VILLAGE OF ALOUEZ
BROWN COUNTY, WISCONSIN

LEBRUN STREET
STA. 52+00 TO STA. 54+84

DATE 09/20/20
FILE A-LEBRUN EAST OF RIVERSIDE DRIVE
JOB NO. 1802037



Robert E. Lee & Associates, Inc.
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
1250 CENTENNIAL CENTRE BOULEVARD, HOUSTON, TX 77057
920-662-9641 www.releeinc.com



Robert E. Lee & Associates, Inc.

Engineering, Surveying and Environmental Services

OPINION OF PROBABLE COST

OWNER: Village of Allouez
 PROJECT: Yard Waste Facility
 DATE: 6/2/2021

Asphalt Option					
Item		Unit	Qty.	Unit Price	Total Price
1	Topsoil Stripping and Unclassified Excavation	LS	1	\$15,000.00	\$15,000
2	Clearing and Grubbing	LS	1	\$5,000.00	\$5,000
3	Base Course, 15" Depth	SY	12,230	\$10.00	\$122,300
4	4" Asphalt Pavement	SY	12,230	\$15.00	\$183,450
5	Wet Detention Pond Excavation	CY	1,200	\$35.00	\$42,000
6	Erosion Control	LS	1	\$5,000.00	\$5,000
7	Fine Grading, Topsoil, Seeding, and Mulch	SY	6,410	\$3.00	\$19,230
8	Discharge Structure	EA	1	\$4,000.00	\$4,000
9	12" Storm Sewer	LF	500	\$35.00	\$17,500
10	12" Endwall with Rip Rap	EA	2	\$350.00	\$700
11	Storm Inlet	EA	2	\$3,000.00	\$6,000
12	Storm Manhole	VF	5	\$600.00	\$3,000
13	2' x 2' x 6' Jersey Block Barrier	EA	460	\$25.00	\$11,500
14	Gates	EA	3	\$2,500.00	\$7,500
15	Lighting & Cameras	LS	1	\$20,000.00	\$20,000
16	8' Fence (Black Coated)	LF	1,760	\$40.00	\$70,400
TOTAL CONSTRUCTION					\$532,580
Engineering/Contingency (20%)					\$106,516
TOTAL					\$639,096

Gravel Mitigation Area					
Item		Unit	Qty.	Unit Price	Total Price
1	Topsoil Stripping and Unclassified Excavation	LS	1	\$15,000.00	\$15,000
2	Clearing and Grubbing	LS	1	\$10,000.00	\$10,000
3	Gravel Pavement, 18" Depth	SY	8,373	\$15.00	\$125,595
4	Wet Detention Pond Excavation	CY	1,000	\$35.00	\$35,000
5	Erosion Control	LS	1	\$5,000.00	\$5,000
6	Fine Grading, Topsoil, Seeding, and Mulch	SY	5,000	\$3.00	\$15,000
7	Discharge Structure	EA	2	\$4,000.00	\$8,000
8	12" Storm Sewer	LF	100	\$35.00	\$3,500
9	12" Endwall with Rip Rap	EA	2	\$350.00	\$700
TOTAL CONSTRUCTION					\$217,795
Engineering/Contingency (20%)					\$43,559
TOTAL					\$261,354

Sidewalk Construction					
Item		Unit	Qty.	Unit Price	Total Price
1	Topsoil Stripping and Unclassified Excavation	LS	1	\$10,000.00	\$10,000
2	Clearing and Grubbing	LS	1	\$3,750.00	\$3,750
3	Crushed Aggregate Base Course, Gradation No. 3, 4" Depth	SY	700	\$3.50	\$2,450
4	4" Concrete Sidewalk	SF	6,200	\$7.00	\$43,400
5	Concrete Sidewalk, Pedestrian Warning Fields	SF	8	\$35.00	\$280
6	Erosion Control	LS	1	\$2,000.00	\$2,000
7	Fine Grading, Topsoil, Seeding, and Mulch	SY	550	\$3.00	\$1,650
8	18" Storm Sewer	LF	900	\$40.00	\$36,000
9	18" Endwalls	EA	2	\$500.00	\$1,000
10	Storm Inlet	EA	6	\$2,800.00	\$16,800
11	48" Dia. Manhole	VF	35	\$530.00	\$18,550
12	Boardwalk	LS	1	\$30,000.00	\$30,000
13	24" Curb and Gutter	LF	1,250	\$12.00	\$15,000
14	3" Asphalt Pavement	SY	425	\$13.00	\$5,525
15	Existing Utility Relocation	LS	1	TBD	TBD
TOTAL CONSTRUCTION					\$186,405
Engineering/Contingency (20%)					\$37,281
TOTAL					\$223,686



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: July 12, 2021

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consideration and possible action on approval of the
State/Municipal Finance Agreement with Wisconsin Department of
Transportation for STH 32 Intersections*

ATTACHMENTS:

- 2021 0712 CI_BOPW-WisDOT SMA - STH 32 (PDF)
- 37003033_C OF DEPERE MAIN_4TH & REID_4TH & REID_5TH SMFA ORIGINAL
07082021 (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works

From: Eric P. Rakers, P.E., City Engineer

Date: July 12, 2021

RE: **Consideration and possible action on approval of the State/Municipal Finance Agreement with WisDOT STH 32 Intersections***

In late 2019, the City applied for a grant from the Wisconsin Department of Transportation (WisDOT) for partial funding of the signal replacement through the Signals and ITS Standalone Program to replace the existing signals at three locations as follows:

- Fourth Street and Main Avenue
- Fourth Street and Reid Street
- Fifth Street and Reid Street

The City was successful in obtaining a grant for all three intersections. The Fourth Street and Main Avenue intersection was originally approved for 2021. The City entered into a State/Municipal Finance Agreement (SMFA). The funding approved is as follows:

PHASE		ESTIMATED COST			
	Total Estimated Cost	Federal / State Funds	%	Municipal Funds	%
Preliminary Engineering: Plan Development	\$17,000	\$15,300	90	\$1,700	10
Real Estate Acquisition:	-	-		-	
Construction: Signal Items	\$176,000	\$158,400	90	\$17,600	10
TOTAL COST DISTRIBUTION:	\$193,000	\$173,700	90	\$19,300	10

WisDOT postponed the project until 2022. With the addition of Fourth and Reid Street and Fifth and Reid Street intersections, the revised total for all three intersections is as follows:

PHASE		ESTIMATED COST			
	Total Estimated Cost	Federal / State Funds	%	Municipal Funds	%
Preliminary Engineering: Plan Development	\$47,000	\$42,300	90	\$4,700	10
Real Estate Acquisition:	-	-		-	
Construction: Signal Items	\$505,000	\$454,500	90	\$50,500	10
TOTAL COST DISTRIBUTION:	\$552,000	\$496,800	90	\$55,200	10

The project will be constructed by a WisDOT contractor. This work is scheduled to occur in 2022. In order to proceed with WisDOT funding, the City needs to enter into an SMFA. A copy is attached.

Staff recommends the BOPW approve the SMFA and forward to the Council for approval. Funding for the project will be included in the 2022 budget.

 Original STATE/MUNICIPAL FINANCIAL AGREEMENT FOR A STATE- LET HIGHWAY PROJECT	Date: July 8, 2021 I.D.: 3700-30-33 Road Name: City of De Pere Title: HWY 32 (Reid St.) & 4th Street, HWY 32 (Reid St.) & 5th Street, HWY 32 (Main St.) & 4th Street Limits: Signal Retrofit County: Brown Roadway Length: 0.01 mile
--	--

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

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

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: The existing signal is outdated and obsolete.

Proposed Improvement - Nature of work: Update the existing traffic signals with a new signal cabinet, conduit, pull boxes, bases, and overhead for westbound/eastbound detection camera and new above ground at the Hwy 32 (Reid St.) & 4th Street, Hwy 32 (Reid St.) & 5th Street and the Hwy 32 (Main St.) & 4th Street intersections.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality:

TABLE 1: SUMMARY OF COSTS

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
Preliminary Engineering: Plan Development	\$ 47,000	\$ 42,300	90%	\$ 4,700	10%
Real Estate Acquisition: Acquisition	\$ -	\$ -		\$ -	
¹ Construction: Signal Items	\$ 505,000	\$ 454,500	90%	\$ 50,500	10%
Non-Participating	\$ -	\$ -		\$ -	
Total Cost Distribution	\$ 552,000	\$ 496,800	90%	\$ 55,200	10%
1. Estimates include construction engineering.					

Page 1 of 4

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages 2 – 4); is made by the undersigned under proper authority to make such request for the designated Municipality, upon signature by the State, and delivery to the Municipality. The initiation and accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of neither the State/Municipal Financial Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.

Signed for and in behalf of the city of De Pere (please sign in blue ink)	
Name (print)	Title
Signature	Date
Signed for and in behalf of the State (please sign in blue ink)	
Name	Title
Signature	Date

TERMS AND CONDITIONS:

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the

State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.

2. Funding of each project phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter, and structure costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.

Page 2 of 4

- (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
3. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
 - (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Coordinate, clean up, and fund any hazardous materials encountered during construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
 - (d) Damages to abutting property due to change in street or sidewalk widths, grades, or drainage.
 - (e) Conditioning, if required, and maintenance of detour routes.
 - (f) Repair of damages to roads or streets caused by reason of their use in hauling materials incidental to the improvement.
 - (g) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the state and shall make ample provision for such maintenance each year.

- (h) Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy which has equal or more restrictive controls.

4. State Disbursements:

- (a) Payment by the State to the Municipality shall be made on a regular basis upon presentation of vouchers for expenditures incurred during prior periods of the project duration subject to the allowable maximum payment. Exceptions to this schedule will be made as appropriate. In general, State reimbursements will be made after sufficient proof of payment is sent to the State.
- (b) A final adjustment of state payments will be made upon completion of the State's audit of the project. If the State's audit establishes that the State paid more than its share of the eligible project costs, the Municipality shall refund to the State upon demand a sum equal to the overpayment.

5. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.

6. The Municipality shall assume general responsibility for all public information and public relations for the project and to make a fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.

7. Basis for local participation:

- (a) Design: Costs for design are 90% Federal/State and 10% Municipal up to a maximum of \$47,000. Any overages shall be funded by the Municipality.

Page 3 of 4

- (b) Construction: Cost for construction are 90% Federal/State and 10% Municipal up to a maximum of \$505,000. Any overages shall be funded by the Municipality.

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



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: July 12, 2021

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consideration and possible action on Request for Proposals for 2022 De Pere Signal Upgrades*

ATTACHMENTS:

- 2021 0712 CI_BOPW_2022 Signal Upgrades (PDF)
- CE_RFP_2022 De_Pere_Signal_Upgrades (PDF)
- 2021 0624 JT DePere Signals RFP (PDF)
- 2021 0706 Cedar City of De Pere RFP-2022 Signal Upgrades (PDF)
- 2021 0706 RE Lee City of De Pere RFP-2022 Signal Upgrades (PDF)

City of De Pere

Public Works Department

Memo

To: Honorable Mayor Boyd
Members of the Board of Public Works

From: Eric Rakers, P.E., City Engineer

Date: July 12, 2021

Subject: Quote for 2022 De Pere Signal Upgrades*

The Engineering Department received proposals for the Fourth Street Signal Upgrades at Main Avenue and Reid Street (WisDOT Signals and ITS Standalone Program). The City of De Pere was awarded a grant from WisDOT through the Signals and ITS Standalone Program to replace the existing signals at three locations as follows:

- Fourth Street and Main Avenue
- Fourth Street and Reid Street
- Fifth Street and Reid Street

The consultant will assist the City with the design of the signal improvements, construction management (including shop drawing review and reimbursement requests to WisDOT), and construction observation. The proposals received are as follows:

Main and Eighth Signal Upgrades	Total
JT Engineering, Inc.	\$72,300
Cedar Corporation	No Submittal
Robert E. Lee and Associates, Inc.	No Submittal

Unfortunately staff only received one proposal. The costs are in line with the WisDOT estimates.

The City is eligible for 90% reimbursement up to the agreed amount in the State Municipal Agreement (SMA). \$193,000 (\$173,700 WisDOT and \$19,300 City share) was included in the City's 2021 budget for the Fourth Street and Main Avenue signal. WisDOT postponed this intersection until 2022 with the other two intersections. The City will be allowed to start the project design in 2021 for construction in 2022 and submit for the 90% reimbursement during 2021. WisDOT is encouraging the City to start design early due to the lead time in getting signal equipment. Funds from the signal budget for 2021 will be used for the engineering. The additional funds for the added intersections will be included in the 2022 budget.

The staff recommendation is to accept the quote from JT Engineering, Inc. for the 2022 signal upgrades

Attachments:

CE_RFP_2022 De_Pere_Signal Upgrades

2021 0624 JT De Pere Signals RFP

2021 0706 Cedar City of De Pere RFP-2022 Signal Upgrades

2021 0706 RE Lee City of De Pere RFP-2022 Signal Upgrades

**Request for Proposals
For
2022 De Pere Signal Upgrades (WisDOT Signals and ITS Standalone Program)**

The City of De Pere would like to invite your firm to submit a proposal to provide consulting services for the design and construction management of the 2022 De Pere Signal Upgrades which are being partially funded by the WisDOT Signals and ITS Standalone Program.

Your proposal must be submitted to our office by Friday, July 2, 2021 at 10 A.M. Proposals can be submitted via e-mail to Eric Rakers at erakers@deperewi.gov.

GENERAL INFORMATION:

The City of De Pere was awarded a grant from WisDOT through the Signals and ITS Standalone Program to replace the existing signals the following locations:

- Main Avenue and Fourth Street
- Reid Street and Fourth Street
- Reid Street and Fifth Street.

A copy of the application has been included for your information. A summary of the upgrades is as follows.

Main and 4th Street The cabinet is an old Type 10 (T10) with a sidewalk around it revised to accommodate a rectangular DOT standard cabinet. A City lighting cabinet abuts the signal cabinet and actually provides the power to operate the signal installation. Right of way is very limited and any separation of the two cabinets needs to take into account the power source. The controller is an old EPAC M10 which is no longer supported by the manufacturer. There are minimal conduits from the cabinet to the pull boxes but adequate raceways around the intersection. Detectors are evident but based on the pavement may have failed. A proposed improvement would:

- Replace all above ground hardware
- Replace conduit and pull boxes
- Replace electrical cable
- Add detection, video if possible (Gridsmart)
- New cabinet and cabinet base
- Add touchless audible pedestrian buttons (Polara)

Reid and 4th Street The control cabinet is an old T10. The raceway into the cabinet itself is in very poor condition. A nearby lighting cabinet supplies the power for the traffic signal. The controller is an EPAC M40 Series. The underground conduit runs from base to base and looks to have been installed in 1995 according to a DOT As Built Plan. There is one pull box at the

intersection. It is in good condition but is not grounded. The concrete bases are in relatively good condition with the exception of a base in the NW quadrant which is crumbling and a pedestrian head base that is in very poor condition. There is no detection at this intersection. There are four (4) 12-8-8 heads which are PVC painted black. The pedestrian heads are of the LED outline type which is no longer supported by the MUTCD. A proposed improvement would:

- Replace all above ground hardware
- Move NW quad standalone ped to standard and replace with Pull Box
- Replace conduit and pull boxes
- Replace electrical cable
- Add detection, video if possible (Gridsmart)
- New cabinet and cabinet base
- Add touchless audible pedestrian buttons (Polara)

Reid and 5th Street The control cabinet is an old T10 and the mounting is extremely rusted. The electrical service is a socket type and is in very poor condition but shows no holes. The controller is an EPAC M40 series. The underground raceways seem to be nonmetallic and steel pull boxes are in good condition. Recorded As Built Plans are from the early 70's and show steel conduits. WDOT has no record of additional signal improvements available. Conduit may need to be replaced if it is determined that old steel conduits were extended with nonmetallic conduit to the existing pull boxes. No pull boxes were shown in the 70's era As Built Plan. Overall the bases are old but in good condition. There is no vehicle detection used or present. The traffic signal heads are a mix of 12"-3 section heads and three 12-8-8 heads. All are PVC painted black. Pedestrian heads are of the LED outline type and are no longer MUTCD compliant. The signal standards are steel standards that have been painted black over yellow. A proposed improvement would:

- Replace all above ground hardware
- Replace bases that are too high
- Update the electrical service
- New cabinet and controller
- Add detection, video if possible (Gridsmart)
- Add touchless audible pedestrian buttons (Polara)

Pavement and Curb Ramps

The concrete pavement on Reid Street is in much better condition than Main Avenue due to an asphalt overlay. Most of the curb ramps are old screen texture. One ramp at Reid and 5th Street has been upgraded. The older style curb ramps are all in acceptable condition from a pavement perspective but lack accessibility expectations. The pavement condition on Main Avenue would not allow the introduction of inductive loops. Less intrusive means of detection would have to be considered.

Utility Comments

Overhead (OH) utilities are present on the east side of all three intersections. Underground utilities have not been located.

SCOPE OF SERVICES:

Consulting services shall include, but are not limited to:

1. Complete design survey.
2. Design signal improvements
3. Complete Construction staking.
4. Perform construction management which includes:
 - a. Obtaining prices for non-typical items with the WisDOT contractor.
 - b. Shop drawing review. (if applicable)
5. Perform construction observation.
6. Complete record survey and drawings.
7. Meetings (four)

With this program, WisDOT has a contract with a contractor for the installation of the signals. Unit prices have been established for some of the items.

The City will provide the signal timing.

SCHEDULING:

The award of this proposal is scheduled to go to the Board of Public Works on July 12th and the Common Council on July 20th. Design will start in 2021 for construction in 2022.

INSURANCE:

Your company shall effect and maintain insurance to protect from claims under workmen's compensation acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any of the company's employees; and from claims for damages because of injury to or destruction of tangible property including loss of use resulting there from; and from claims arising out of the performance of professional services caused by any errors, omissions or negligent acts for which the company is legally liable.

The company shall indemnify and save harmless the City of De Pere and their representatives from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any person, persons or property resulting from the negligent acts of the company or of any of their sub consultants in prosecuting the work.

FEE:

The proposed fee schedule shall be submitted on the attached form.

A company fee schedule shall be attached for additional services offered that are not shown on the attached form.

PAYMENT:

The City's Consultant Agreement provides for compensation under the contract to be paid up to once a month. Any proposal that seeks an alternative compensation provision shall be included in a specific description of the preferred compensation method for City consideration.

DELIVERY:

Consulting services will be completed via phone and email with engineering staff. Permitting shall be delivered via email, in pdf format. Hard copies will not need to be provided.

ADDITIONAL INFORMATION:

The City will provide additional information requested to assist consulting services and will pay for permitting fees associated with the project.

A sample Consultant Agreement is attached. Terms and conditions of a proposer's Standard Agreement for Services shall not be incorporated into Consultant Agreement absent specific language thereof in the Consultant Agreement itself.

PROPOSED FEE SCHEDULE

Company Name: _____

Company Address: _____

Company Address: _____

Company Representative: _____

Signature: _____

Fee (Total): _____

Item	Description	Quantity	Unit	Unit Price	Amount
A	Survey / Field Work	1	LS	\$	\$
B	Design	1	LS	\$	\$
C	Construction Staking	1	LS	\$	\$
D	Construction Management (all three locations)	90	HR	\$	\$
E	Construction Observation (all three locations)	150	HR	\$	\$
F	Record Survey and Drawings	1	LS	\$	\$
G	Meetings	4	EA	\$	\$
TOTAL PROPOSAL COST					\$

Note: Staff hours for Items D and E are estimated and will be paid based on the actual hours completed.



June 24, 2021

ATTN: Mr. Eric Rakers, PE
City of De Pere
925 South Sixth Street
De Pere, WI 54115-1199

Subject: **Request for Proposal for 2022 De Pere Signal Upgrades**

Dear Mr. Rakers,

I am pleased to present our proposal to complete the 2022 De Pere Signal Upgrades project. Our team of experienced staff is fully dedicated to providing cost-effective transportation solutions for our clients, and we look forward to this opportunity to serve the City of De Pere. We view each project as a partnership and will listen to your needs, goals, and concerns while making successful delivery our top priority.

Our team's project manager will be Bob Schuurmans, PE. Bob has been focused on traffic engineering and signal design for the past 30+ years and has designed and studied traffic and corridors all over northeast Wisconsin and knows the specific intersection in this RFP very well. Bob specializes in traffic signal design and operations, safety analysis, regulations, work zone analysis, lighting design, and constructability review from a traffic operations perspective. Over his career, he has directed over 130 traffic signal installations and 100+ highway lighting installations within 11 counties in NE Wisconsin.

JT Engineering has a large team of highly talented design and construction professionals based within a close proximity to the De Pere area, all of which have experience to help adequately assist with the data gathering, signal design, construction observation, and administration of this project. We work closely together, utilizing our past project experiences and lessons learned to deliver high-quality, cost-effective designs. We appreciate your consideration of JT Engineering, Inc. and look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brian Chlopek'.

Brian Chlopek, PE
Vice President
JT Engineering, Inc.

Proposed Fee Schedule

Company Name: JT Engineering, Inc.

Company Address: 1077 Centennial Centre Blvd.

Company Address: Hobart, WI 54155

Company Representative: Brian Chlopek, P.E., Vice President

Signature: 

Fee (Total): **\$72,330**

Item	Description	Quantity	Unit	Unit Price	Amount
A	Survey / Field Work	1	LS	\$2,400	\$2,400
B*	Design	1	LS	\$44,000	\$44,000
C*	Construction Staking	1	LS	\$0	\$0
D	Construction Management	90	Hours	\$137	\$12,330
E	Construction Observation	150	Hours	\$80	\$12,000
F*	Record Survey and Drawings	1	LS	\$1,000	\$1,000
G*	Meetings	4	Each	\$150	\$600
				Total Proposal Cost	\$72,330

***Notes:**

- For item B – Design: Because construction pricing is agreed to (or bid) up front for many of the items with Bodart Electric, this proposal is bid to use all WisDOT SISP specs and abbreviated plans.
- For item C - On past SISP projects with WisDOT, there has been no construction staking needed. In construction, once utilities are located, the signal bases and cabinet locations are adjusted to avoid those utilities in the field. If the City ultimately does require any staking for any additional items not included in the Scope of services, this will be completed at the construction management rate.
- For Item F – The SISP program is a DOT grant program. The following items are not required or bid in this proposal:
 - Field management software or documentation
 - materials documentation
- For Item G - Meetings are bid one hour long (including travel from the JT office) for design and construction and we intend to only have the Construction Manager attend. Additional time, or desire by the City of De Pere to have other attendees, will be billed at the construction management rate.

Betty Sellenheim

From: Thad Majkowski <thad.majkowski@cedarcorp.com>
Sent: Tuesday, July 06, 2021 12:46 PM
To: Eric Rakers; Betty Sellenheim
Cc: Scott Thoresen
Subject: RE: City of De Pere RFP-2022 Signal Upgrades

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Eric

We appreciate the opportunity; however, at this time our workload is such that we would be utilizing a subconsultant to complete the work. We chose to pass.

If you do not receive any quotes, let us know and I'll see what we can do.

Thanks

Thad M. Majkowski, P.E.

Director
Cedar Corporation
 1695 Bellevue Street | Green Bay | WI | 54311
Office: 920-491-9081 | TF: 800-472-7372
Direct: 920-785-7302 | Mobile: 920-655-7929
thad.majkowski@cedarcorp.com
www.cedarcorp.com | [LinkedIn](#) | [Facebook](#) | [Twitter](#)

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From: Eric Rakers <erakers@deperewi.gov>
Sent: Tuesday, July 6, 2021 12:35 PM
To: Betty Sellenheim <bsellenheim@deperewi.gov>; Thad Majkowski <thad.majkowski@cedarcorp.com>
Cc: Scott Thoresen <sthoresen@deperewi.gov>
Subject: RE: City of De Pere RFP-2022 Signal Upgrades

Hi Thad,

We did not receive a proposal. Is Cedar Corp not interested in this?

Eric

Eric Rakers, P.E.

City Engineer | [City of De Pere](#)
 925 S. Sixth Street | De Pere, WI 54115
 Tel: (920) 339-4061 | Fax: (920) 339-4071



From: Betty Sellenheim
Sent: Wednesday, June 16, 2021 7:07 AM
To: Thad Majkowski (thad.majkowski@cedarcorp.com)
Cc: Eric Rakers; Scott Thoresen
Subject: City of De Pere RFP-2022 Signal Upgrades

Good Morning Thad,

Please find attached a request for proposal for the City of De Pere 2022 Signal Upgrades. Please feel free to contact us with any questions.

Thank you for your firms interest,

Betty Sellenheim
Administrative Assistant | [City of De Pere](#)
925 S Sixth St. | De Pere, WI 54115
Tel: (920) 339-4060



"I dream of a day where I walk down the street and hear people talk about morality, sustainability and philosophy instead of the Kardashians." -Keanu Reeves

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This e-mail and any attachments may contain proprietary and confidential information from Cedar Corporation. Please visit our website at <http://www.cedarcorp.com/disclaimer> for more details.

Betty Sellenheim

From: Jared G. Schmidt <jschmidt@releeinc.com>
Sent: Tuesday, July 06, 2021 2:32 PM
To: Eric Rakers; Betty Sellenheim
Cc: Scott Thoresen
Subject: RE: City of De Pere RFP-2022 Signal Upgrades

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Good afternoon Eric ~ we were interested, unfortunately the submittal deadline came and went and we weren't able to get everything quite pulled together. Sorry I didn't let you know on Friday, we appreciate the opportunity. Please keep us in mind for future work of this nature, Jared



Jared Schmidt, P.E. - VP - Robert E. Lee & Associates, Inc.
 O:920-662-9641 M:920-883-1137 jschmidt@releeinc.com

From: Eric Rakers <erakers@deperewi.gov>
Sent: Tuesday, July 06, 2021 12:36 PM
To: Betty Sellenheim <bsellenheim@deperewi.gov>; Jared G. Schmidt <jschmidt@releeinc.com>
Cc: Scott Thoresen <sthoresen@deperewi.gov>
Subject: RE: City of De Pere RFP-2022 Signal Upgrades

Hi Jared,

We did not receive a proposal on this. Is RE Lee not interested in this?

Eric

Eric Rakers, P.E.

City Engineer | City of De Pere
 925 S. Sixth Street | De Pere, WI 54115
 Tel: (920) 339-4061 | Fax: (920) 339-4071



From: Betty Sellenheim
Sent: Wednesday, June 16, 2021 7:08 AM
To: 'Jared G. Schmidt'
Cc: Scott Thoresen; Eric Rakers
Subject: City of De Pere RFP-2022 Signal Upgrades

Good Morning Jared,

Please find attached a request for proposal for the City of De Pere 2022 Signal Upgrades. Please feel free to contact us with any questions.

Thank you for your firms interest,

Betty Sellenheim

Administrative Assistant | [City of De Pere](#)

925 S Sixth St. | De Pere, WI 54115

Tel: (920) 339-4060



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City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: July 12, 2021

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consideration and possible action regarding Alderperson Hansen's request to review Gap Sidewalk Policy*

ATTACHMENTS:

- Hansen Memo - Gap Sidewalks (PDF)



Memo Re: “Gap Sidewalk” Ordinance

To: Board of Public Works

From: Ald. Jonathon Hansen

Meeting Date: July 12, 2021

A resident who lives on Trailside Ln expressed concern about how there are two undeveloped vacant lots on Roth Rd that have not installed sidewalk, even though the rest of the street has single-family homes with sidewalks. I asked City Engineer Rakers about these properties, and he explained that they do not meet our current criteria for sidewalk installation—which requires 80% development of the total number of lots, or development on 80% of the frontage on said lots—by a very slim margin:

From: Eric Rakers
Sent: Monday, June 7, 2021 7:17 AM
To: Jonathon Hansen; Scott Thoresen; Daniel J. Lindstrom
Cc: Larry Delo; Kelly Ruh
Subject: RE: June Board of Public Works Agenda Packet

Hi Jonathon,

Staff reviewed the two Roth Road vacant parcels. At this time, neither parcel meets the criteria to have sidewalk ordered in. Both vacant parcels are on the same side of the street and do not meet the 80% lot (7/9 or 78%) or 80% (571.11'/726.11' or 79%) frontage threshold. Additionally, Roth Road is not 10 years old having been constructed as a 2013 project.

Eric

Eric Rakers, P.E.

City Engineer | [City of De Pere](https://www.cityofdepere.com/)

925 S. Sixth Street | De Pere, WI 54115

Tel: (920) 339-4061 | Fax: (920) 339-4071

One option to potentially cover more sidewalk gaps, such as the ones on Roth Rd, would be to simply lower the 80% threshold. Another option would be to calculate the developed lot/frontage percentage based on how many lots/frontage have been

developed on both sides of the street, rather than just on one side of the street. The ordinance currently states that sidewalk are required if:

“At least 80% of the lots are developed or 80% of the frontage is on lots that are developed, per side of the street”.

On Roth Rd, while 7 or the 9 lots are developed on the south side of the street (78%), all 7 lots are developed on the north side. Thus, for the street as a whole, 14 of 16 lots are developed with sidewalks, or **87.5%**. Accordingly, given that the vast majority of lots on the street already having sidewalk, these two lots without sidewalk noticeably stick out and interfere with the walking path of pedestrians.

I think it also makes more logical sense to consider development on both sides of a street because pedestrians often walk on both sides. For instance, a pedestrian may walk on one side of the street initially, but then walk on the other side of the street as they make their way back home.

In the interest of not adding to staff's current workload, I would propose delaying the adoption of any ordinance change until **January 1, 2022**. This would allow staff to go through their normal process, like they did this year, of researching what properties need to have sidewalk installed, notifying the property owners, and then having the Board of Public Works considering adopting the project timeline in June 2022, with installation occurring sometime between 2022 – June 2023.

Thank you for your consideration.

Roth Rd Map:



**City of De Pere, Wisconsin****Request For Board of Public Works Action**

MEETING DATE: July 12, 2021

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consideration and possible action on Developing Speed Bump Policy*

The City currently does not have a policy of allowing speed bumps to be installed within the street right-of-way (ROW) for managing traffic concerns. Over the years, the City has received numerous requests to install speed bumps in the street in various locations throughout the City in attempt to reduce speeding. These requests have been denied due to concerns staff has had with the installation of the speed bumps. The intent of the discussion is to determine whether the BOPW and Council want to consider establishing a policy allowing speed bumps to be installed throughout the City.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: July 12, 2021

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consideration and possible action on City Engineer Parking and Traffic Recommendations*

ATTACHMENTS:

- 2021 0712 CI-BOPW-PTTeam-Recommendations (PDF)
- Bomier Crosswalk Exhibit (PDF)
- Tenth Street TWLTL Exhibit (PDF)

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Public Works Department

925 S. Sixth Street, De Pere, WI 54115 | 920-339-4060 | www.de-pere.org



City Engineer Parking and Traffic Recommendations June 23, 2021 Meeting

Pedestrian and Bicycle Items

1. Consider a ladder crosswalk at Broadway and Bomier Street
 - This location meets the criteria for the installation of a ladder crosswalk.

Recommendation:

- Staff recommends installing the ladder crosswalk however waiting until 2022. Staff will be recommending a modification to the crosswalk as part of the 2022 budget (see attached exhibit).

2. Install a crosswalk on Ryan Road at Melcorn Circle
 - Staff performed a pedestrian count. There were 20 people crossing during the peak hour in the am and pm. Our current policy for crosswalks is for placing crosswalks on collector and arterial streets. Ryan Road is neither. The proposed intersection is close to Altmayer School.
 - Staff feels that a crosswalk is warranted at this location due to the high pedestrian traffic, high vehicular traffic during the peak hour pedestrian crossing, and proximity to the school.
 - Staff will be bringing back a policy for crosswalks near schools which will consider:
 - Proximity to school
 - Number of pedestrians crossing
 - Traffic volume during peak pedestrian crossing hour
 - Street is a primary access to school
 - Established Safe Routes to School

Recommendation:

- Staff recommends installing a crosswalk on Ryan Road at Melcorn Circle.

Signs – Other

3. Consider modifications to traffic on Tenth Street north of Main Avenue.
 - Staff has been working with Starbucks to improve traffic conditions and minimize back-ups. Back-ups onto Tenth Street still occur.
 - Staff reviewed alternatives for Tenth Street to maintain parking near other businesses while improving overall traffic flow on Tenth Street.
 - Based on street width and Tenth Street being a local street, staff created a design to include a two way left turn lane (TWLTL), a short left turn lane for southbound traffic, one lane in each direction, and maintain parking on the east side of Tenth.

Recommendation:

- Staff recommends modifying Tenth Street from Main Avenue to Oak Street per the attached exhibit.

SOUTH BROADWAY STREET

PROVIDE PEDESTRIAN
CROSSWALK SIGN(TYP)

PROVIDE 6" WHITE
PAVEMENT MARKING(TYP)

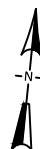
PROVIDE 18" WHITE
PAVEMENT MARKING(TYP)

BOMIER STREET

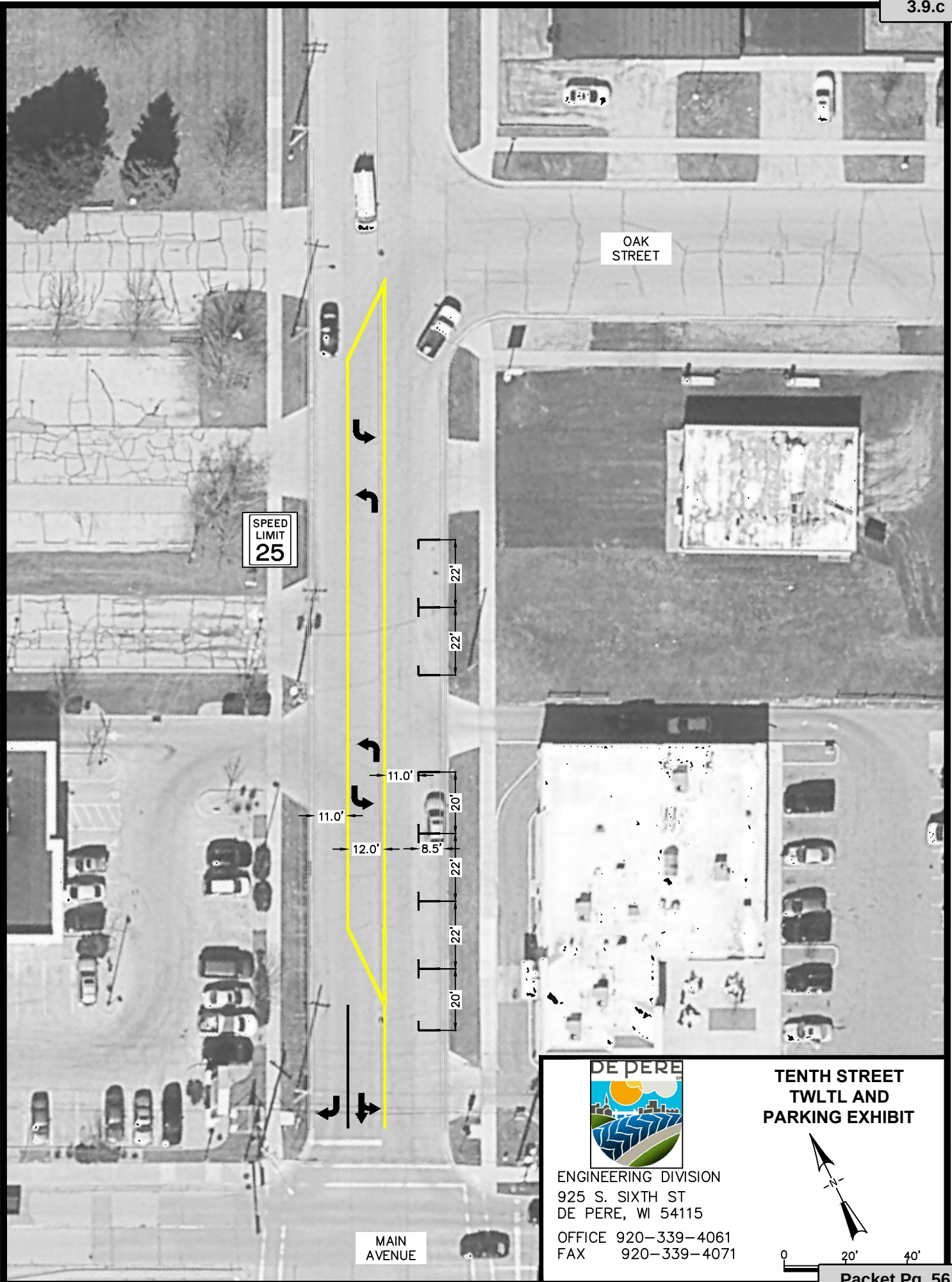


ENGINEERING DIVISION
925 S. SIXTH ST
DE PERE, WI 54115
OFFICE 920-339-4061
FAX 920-339-4071

BOMIER STREET CROSSWALK EXHIBIT



0 10' 20'





City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: July 12, 2021

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Discuss City Engineer Recommendations for No-Action Parking & Traffic Discussion Items

ATTACHMENTS:

- 2021 0712 CI-BOPW-PTTeam-Discussion (PDF)
- Crashes Erie and Cook Street (PDF)

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Discuss City Engineer Recommendations on No Action Parking and Traffic Discussion Items June 23, 2021

Parking and Parking Lot Items:

1. Consider parking restrictions on Erie Street near Optimist Park with Option A preferred or Option B below as an alternate.
 - a. Option A - Consider restricting parking on the east side of S. Erie St between Virginia Drive and Cook Street
 - b. Option B - If staff decides against the request above, that staff alternatively consider restricting parking on the east side of S. Erie Street from Cook Street to around where the bus stop on the west side of the street is located
- At this time, there does not appear to be a safety issue. A summary of the accidents in the area from January 2013 to June 2021 has been attached. There were seven accidents during this time. Based on the day of the week, time of day, or time of year, very few of these accidents appear to have occurred during a large event with parking on both sides of Erie Street.
- Restricting parking on Erie Street will push parking onto adjacent streets. One of the complainants about parking near driveways has their driveway off of Virginia Drive.
- Staff reviewed the location when both sides of the road had parking from Virginia to Cook Street. Traffic was going slow due to the parking, which is the traffic calming effect of parking.
- Vision can be challenging from any side street with parking allowed up to the intersection like Erie Street at Cook Street. The vision to the first parked car on Erie and Cook Street is no different than many locations in the City, including the downtown areas along Broadway Street and along George Street.

No Action.

Policy

1. Staff will be creating a crosswalk policy near schools.
2. Staff has been creating a standard for placing and removing crossing guards. This is being reviewed based on data gathered with the current Police Department placement and procedures.

De Pere Police Department
Crash Reports at/near S Erie St / Cook Street
January 2013 - June 2021

Day	Date Time	Case#	Crash#	Officer	Total Units	Collision With
Monday	02/04/13 14:16	13-002117	13-000069	Holcomb, Russell R-408rh	2	Motor Vehicle In Transport
Monday	03/03/14 07:46	14-003335	14-000135	Zahurones, Kelvin J-453kz	2	Motor Vehicle In Transport
Tuesday	11/08/16 10:00	16-014361	16-000499	Phelps, Anthony R-471ap	2	Motor Vehicle In Transport
Monday	07/24/17 15:18	17-009834	17-000348	Holcomb, Russell R-408rh	2	Motor Veh In Transport
Thursday	8/17/17 5:41	17-011018	17-000383	Holcomb, Russell R-408rh	2	Motor Vehicle In Transport
Tuesday	04/17/18 08:39	18-005354	18-000200	Holcomb, Russell R-408rh	2	Motor Veh In Transport
Tuesday	04/02/19 20:55	19-003940	19-000173	Vande Wetering, Melissa A-410mv	2	Motor Veh In Transport