



Board of Public Works

335 South Broadway

Regular Meeting

De Pere, WI 54115
<http://www.de-pere.org>

Agenda

Monday, December 9, 2013	7:30 PM	De Pere City Hall Council Chambers
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Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a Regular Meeting of the **Board of Public Works** of the City of De Pere will be held on **December 9, 2013 at 7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on TW Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

Call to Order

I. Roll Call

II. Minutes Approval

1. Approval of November 11, 2013 Board of Public Works Minutes

III. Public Comment

IV. Action Items

1. Consider Request for a Revocable Occupancy Permit for the Installation of Curb in Right-of-Way at 950 Main Avenue (Dunkin Donuts)
2. Consider HVAC Preventative Maintenance Agreement
3. Consider 2013-2014 Sewer Rate Study
4. Consider Award of Project 13-06 - Hemlock Creek Stream Crossing Rebid
5. Consider Wisconsin State Energy Office Grant
6. Consider Amendment to §6-4(b) De Pere Municipal Code Regarding Traffic and Parking Staff Review Team.

V. Future Agenda Items

VI. Discuss Terra Engineering & Construction Corp. Default on Contract 11-3. PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(g), the Board may convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

The Board may then reconvene in open session to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

VII. Adjournment

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, the previous day so that arrangements can be made.

Mayor
Alderspersons
Department Heads
TV, Newspapers & Radio
Stations
Kress Family Library
De Pere Chamber of Commerce
Dan Roarty, Dunkin Donuts

Brad Ottum, RelyCo
Dave Lemay, Tweet Garot
Mark Velicer, Sonoco
Lee Hammen, Expera

Brian Hesprich, Fox River Fiber
Mike Konecny, Schenk
Greg Archambault, Fox River

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: December 9, 2013

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Approval of November 11, 2013 Board of Public Works Minutes

ATTACHMENTS:

- BOPW November 11, 2013 Meeting Draft Minutes (PDF)



Board of Public Works

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Draft Minutes

Monday, November 11, 2013
7:30 PM
De Pere City Hall Council Chambers

I. Call to Order

The meeting was called to order at 7:30 PM by Mayor Michael J. Walsh

Attendee Name	Title	Status	Arrived
Michael J. Walsh	Mayor	Present	
James Boyd	Alderman	Present	
Jim Kneiszel	Alderman	Present	
Kevin Bauer	Alderman	Present	
Bob Heuvelmans	Alderman	Present	

Others present were City Engineer Eric Rakers, Street Superintendent Al Luberda, City Administrator Larry Delo and Pam Denis, Recording Secretary.

II. Public Comment

None.

III. Action Items

1. Approval of Board of Public Works October 7, 2013 Minutes

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jim Kneiszel, Alderman
SECONDER:	Bob Heuvelmans, Alderman
AYES:	Walsh, Boyd, Kneiszel, Bauer, Heuvelmans

2. Consider Revocable Occupancy Permit – 500 Main Street

Public Works Director Scott Thoresen presented the staff recommendation to grant a revocable occupancy permit for the construction of one set of stairs in the right of way at 500 Main Avenue, pending Department of Transportation (DOT) approval.

Director Thoresen explained that the DOT has been studying alternative traffic patterns for Main Avenue. Depending on the final design, the stairs may need to be removed in the future.. The property owners have been informed that the DOT may require stair removal in the future. City Staff has no issues with the stairs being placed in the right-of-way contingent on the owner assuming the responsibility and cost to remove the stairs in the future if required by the DOT.

Mayor Walsh moved to open the meeting to allow Dan Roarty, the architect working with the developer on this project to speak. Alderman Bauer seconded the motion, upon vote, the motion passed and the meeting was opened at 7:39pm.

Mr. Roarty confirmed that the developer was aware of the potential need to remove the stairs and he understood and concurred with the recommendation.

Mayor Walsh moved to return to regular order at 7:44pm, Alderman Heuvelmans seconded the motion. Upon vote, the motion passed.

Mayor Walsh moved to grant the revocable occupancy permit for 500 Main Avenue, Alderman Bauer seconded the motion. Scott Thoresen, Director of Public Works asked consent to add to the motion that if the DOT deems that the structure needs to be

removed in the future, the removal will be at the owners' expense. All concurred. Upon vote, the motion passed as amended.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Kevin Bauer, Alderperson
AYES:	Walsh, Boyd, Kneiszel, Bauer, Heuvelmans

3. Consider Request for Installation of Terrace Walk at 2101 Ten Mile Drive
City Engineer Eric Rakers presented the staff recommendation to approve the installation of a terrace walk at 2101 Ten Mile Drive. He explained that a terrace walk extends from the front of the house to the curb.

Discussion followed. Mayor Walsh moved to approve the staff recommendation, Alderperson Heuvelmans seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Bob Heuvelmans, Alderperson
AYES:	Walsh, Boyd, Kneiszel, Bauer, Heuvelmans

4. Consider Request for Installation of Terrace Walk at 516 N. Eighth Street
City Engineer Rakers presented the staff recommendation to approve the request for the installation of a terrace walk at 526 N. Eighth Street. He reported that staff reviewed this request with the property owner. Currently the sidewalk at this property extends along Eighth Street and dead ends at the driveway. People have been trying to walk up the steep driveway to enter the building.

Alderperson Bauer moved to approve the recommendation, Alderperson Boyd seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Bauer, Alderperson
SECONDER:	James Boyd, Alderperson
AYES:	Walsh, Boyd, Kneiszel, Bauer, Heuvelmans

5. Consider Celebrate De Pere Request for Public Works Department Services
Director of Public Works, Scott Thoresen reviewed the request from Celebrate De Pere for the City's street department to assist with setting up for their 2014 event. Discussion followed with Director Thoresen explaining that the costs are very similar to last year's costs and that there has been a history of the City supporting Celebrate De Pere with these services. Alderperson Kneiszel moved to approve the request, Alderperson Heuvelmans seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jim Kneiszel, Alderperson
SECONDER:	Bob Heuvelmans, Alderperson
AYES:	Walsh, Boyd, Kneiszel, Bauer, Heuvelmans

6. Consider Matthew Tower Inspection Contract
Director of Public Works Thoresen reported that by Wisconsin Statute the City is required to inspect their water storage facilities every five year. The Matthew Street Water Tower is due for inspection in 2013. Requests for proposals were sent out to four

companies; two companies responded with bids. Staff is recommending approval of the quote from Utility Service Company of Gleason, Wisconsin in the amount of \$2,350.00. The 2013 water utility budget has allocated \$10,000 for this inspection.

Alderman Boyd moved to approve the recommendation, Alderman Kneiszel seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Alderman
SECONDER:	Jim Kneiszel, Alderman
AYES:	Walsh, Boyd, Kneiszel, Bauer, Heuvelmans

7. Consider Postage Machine Lease for the Municipal Service Center
Director of Public Works, Scott Thoresen, reported that the existing postage machine lease for the Municipal Service Center is due in January. He explained that staff obtained quotes for new and refurbished machine leases. Staff is recommending approval of the lease with Mail Finance for a refurbished machine. He explained that the funding for the lease is budgeted at 40% from the general fund, 20% from the storm water utility, 20% from the water utility and 20% from the sewer utility. Discussion followed.

Mayor Walsh moved to approve the staff's recommendation, Alderman Bauer seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Kevin Bauer, Alderman
AYES:	Walsh, Boyd, Kneiszel, Bauer, Heuvelmans

8. Utility Easement Vacation - Grant Street
City Engineer Rakers presented a request the City received to vacate a section of a utility easement on the south side of Grant Street to accommodate some proposed development. He reported that all utility companies in the area have been contacted and have concurred with the vacation request.

The staff recommendation is to vacate the southerly ten feet of the twelve foot easement on Grant Street. Discussion followed.

Mayor Walsh moved to approve the request, Alderman Bauer seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Kevin Bauer, Alderman
AYES:	Walsh, Boyd, Kneiszel, Bauer, Heuvelmans

9. Consider Utility and Water Easement Vacation - Vacated Galway Lane
City Engineer Rakers presented staff recommendation to vacate the water utility easement on Galway Lane now, and the 12' utility easements contingent on the utility companies with facilities in the easements vacating the facilities and agreeing to the vacation. He explained that earlier this year the City vacated a section of Galway Lane east of Tullig Place. The 12' easements on the lots fronting the vacated Galway Lane were not included then. The City is seeking vacation of these easements for development of the lots. City Engineer Rakers explained that with the street being vacated, these easements are no longer required. Staff sent notice to the area utility companies

requesting concurrence with the vacation. AT&T, Time Warner, and WPS have facilities in the easement. The City will work with AT&T, Time Warner, and WPS to abandon the easement.

Alderson Bauer moved to approve the recommendation to vacate the water utility easement on Galway Lane and the 12' utility easements, Alderson Boyd seconded the motion, upon vote the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Bauer, Alderson
SECONDER:	James Boyd, Alderson
AYES:	Walsh, Boyd, Kneiszel, Bauer, Heuvelmans

10. Parking and Traffic Team

City Engineer Eric Rakers shared two items in the packets from the Parking and Traffic Team Meeting on November 4, 2013; one for Recommendations and one for Items of Discussion that Don't Require Actions.

Eric Rakers, City Engineer reviewed the following Recommendations:

1. Recommendation to not allow parking on the west side of Brule from Charles to Ridgeway. Currently parking is allowed on both sides. When cars are parked on both sides, the street is too narrow for emergency vehicles. The process for installing the signs requires that this recommendation go to the next council meeting, then the parking ordinance would be updated, and the street department would work with the signage needs.
2. Recommendation to add a yield sign to the Pedestrian signage for the crosswalk at 9th and Park with advanced crosswalk signing.
3. Recommendation to add "No Outlet" signage for Scotchwood Drive at STH 32/57. City Engineer Rakers stated that this fits within city policy.
4. Recommendation for modification to the intersection of Suburban, Grant and Apollo. City Engineer Rakers explained that this is a unique intersection due to the three busy streets, an offset intersection, and higher pedestrian traffic. The recommended improvements include:
 - a. Grant Street would be modified with bump outs and a relocated crosswalk.
 - b. Pedestrian actuated signage would be added to the intersection.
 - c. The cost for the improvement is estimated to be \$30,000 (\$15,000 for signage and \$15,000 for the concrete work)

Discussion followed. Engineer Rakers stated that the crossing guard could be eliminated with the pedestrian actuated signal. A desire was expressed to maintain the crossing guard for safety. Mayor Walsh commended City Engineer Rakers and the committee for doing something about this intersection with a long history of issues.

Mayor Walsh moved to approve the recommendations as presented, Alderson Boyd seconded the motion. Upon vote the motion passed.

Eric reviewed the items discussed with no action needed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	James Boyd, Alderperson
AYES:	Walsh, Boyd, Kneiszel, Bauer, Heuvelmans

11. Discussion of Commercial Garbage & Recycling Collection
- Director of Public Works Scott Thoresen gave a power point presentation to initiate discussion of commercial property garbage and recycle pick up. He shared that the downtown businesses have expressed concern with the cart placements and unsightliness in the downtown areas. The power point showed examples of this, as well as photos of carts that blocked parking stalls when they were not put away in a reasonable amount of time. Street Superintendent Al Luberdia and Mayor Walsh stated that they had also received citizen complaints regarding cart placements and unsightliness in the business area. Director Thoresen shared survey results of local municipalities regarding their handling of commercial garbage and recycling pick up. He also shared an inventory of carts for the businesses in De Pere, indicating many properties exceed the allowable number of carts (5). Those properties that need more than 5 carts are supposed to contract with a private refuse collector; Director Thoresen stated that the City has a history of allowing businesses to exceed that level. Fifty percent (50%) of the commercial businesses in De Pere are currently using a private contractor for collection.

The following items were discussed:

- Whether to continue with the current system of commercial garbage pick-up or transition to private carriers for De Pere businesses.
- Going private would be an improvement financially as well as improving scheduling of pick-ups for the businesses; private contractors allow clients to schedule the pick-up for more convenient times for the business.
- Some of the unsightliness is due to the number of businesses exceeding the 5 cart limit.
- As shown on the power point, most of the businesses outside of the downtown areas contract with a private carrier.
- Grandfathering businesses in to continue with the current system of pick up would not be appropriate or fair, i.e., picking and choosing which businesses the City would continue to service, nor would it take care of the unsightliness of the numerous carts.
- One suggestion was for the City to pay for the enclosures for the containers, while the businesses would pay for the pick-up service from a private contractor.
- Another suggestion was a 12-15 month implementation, giving businesses time to budget and make arrangements for a private carrier, some may want to share a dumpster.
- Discussion followed on a need to research locations for dumpsters and how big they

should be, the possibility of businesses sharing dumpsters to conserve cost and storage space.

- Questions were raised in regard to what should be done with the old carts, could the City offer a refund, or if the business elected to keep them where they would be stored, or if there are state regulations in regard to buying back the carts at a depreciated value.
- Research should be done regarding the cost of enclosing dumpsters and the space it would require as they may take up parking stalls to build.
- It would not be a financially responsible solution to purchase trucks and equipment to service dumpsters, mainly due to the volume of businesses needing commercial pick up service and the cost of the vehicles.
- Some of the unsightliness of the carts is due to the elimination of some alleys previously used for storage.
- Discussions should begin with the area businesses for their input regarding commercial garbage and recycle pick-up.
- Cost will be an issue, but providing incentives like funding enclosures, rebating carts, convenience of pick-up time could be discussed.

IV. Future Agenda Items

None.

V. Adjournment

Mayor Walsh moved to adjourn the meeting, Alderperson Bauer seconded the motion. The meeting was adjourned at 8:58pm.

Respectfully submitted,
Pam Denis

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: December 9, 2013

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Consider Request for a Revocable Occupancy Permit for the Installation of Curb in Right-of-Way at 950 Main Avenue (Dunkin Donuts)

The Engineering Department received a request (see attached) for a revocable occupancy permit for the installation of curb in the right-of-way along Tenth Street at 950 Main Avenue (Proposed Dunkin Donuts). The curb will be installed adjacent to the sidewalk. A site plan has been included for your reference.

Staff recommends the Board of Public Works approve the revocable occupancy permit for the curb.

ATTACHMENTS:

- CL_ ROP Request Dunkin Donuts (PDF)

Eric Rakers

From: Daniel J. Roarty <djroarty@dimension-iv.com>
Sent: Wednesday, December 04, 2013 9:18 PM
To: Eric Rakers
Cc: slsmits@dimension-iv.com
Subject: Dunkin' Donuts - 950 Main Avenue Sidewalk and Curb
Attachments: 585_CD-SP-1.1 Curb_131204.pdf

Eric,

Attached is a drawing showing the Dunkin' Donuts site and the west elevation. There is a curb needed along the west edge of the drive-thru to help control traffic. If we build the curb on the Dunkin' property there will be plus or minus 6" of dirt between this curb and the sidewalk edge. Also, much of the sidewalk needs to be replaced because of the north drive being so low that the street water flows into the site (and also the sidewalk maybe damaged anyway during construction of the curb.)

We respectfully request consideration of a revocable occupancy permit to allow us to build the curb just west of the property line (build it on the city right-a-way) and to build the sidewalk adjacent to the curb. This will eliminate a maintenance issue with the dirt.

The drawing shows approximately 100' of sidewalk that will be replaced (and possible more). The drawing also shows the 80' of curb that will be along the sidewalk edge and in the city right-of-way.

If there is anything else I might be able to help with, let me know.

Dan

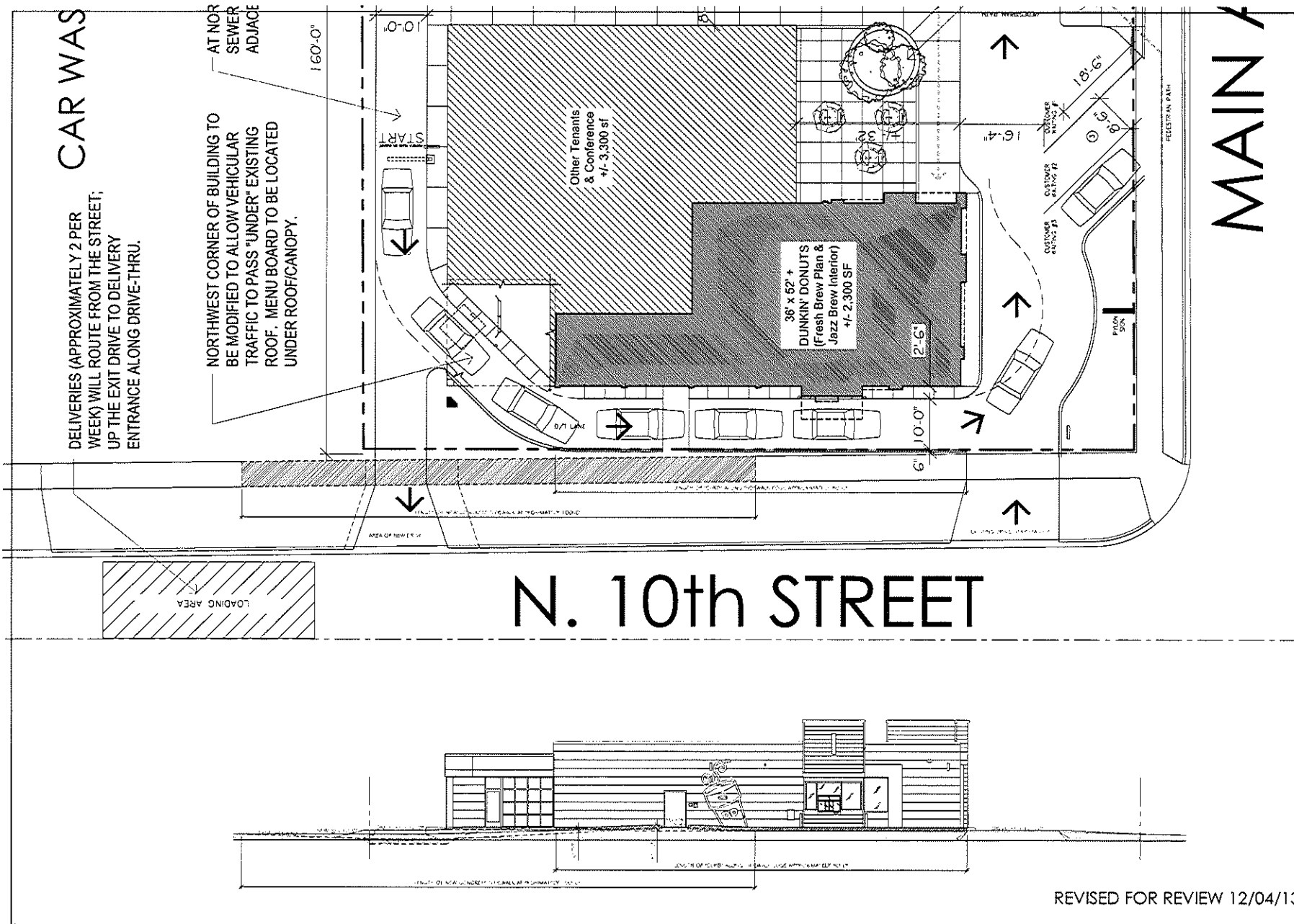
Daniel J. Roarty, AIA, LEED ® AP
President/Owner

DIMENSION IV

Planning, Architecture & Construction Administration

A Division of Idea House, Inc.
211 N. Broadway, Suite 204
Green Bay, WI 54303

Phone: 920.431.3444
Fax: 920.431.3445



City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: December 9, 2013

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider HVAC Preventative Maintenance Agreement

The City's preventative maintenance contract is coming to and end this year, so staff sent out a Request for Proposal. We have received quotes from several companies to conduct preventative maintenance on the City's HVAC equipment. In reviewing the quotes, we established a scoring system to identify the best possible candidate for our work. (See attached table.) In scoring the contractors, we ended up with a tie for the top ranked score (AMA and Tweet Garot). In reviewing the two contractors that are tied for the top score, staff recommends providing the contract to Tweet Garot for a couple of reasons. First, Tweet Garot has the lesser cost for the contract. Second, prior to our current contractor conducting preventative maintenance we had Tweet Garot for conducting preventative maintenance and we were very happy with their work and service.

Preventative maintenance on City's HVAC equipment is an essential function to reduce future repairs costs and ensure our equipment lasts its expected lifetime.

Staff Recommendation: Approve three year Preventative Maintenance Contract with Tweet Garot. I would also ask that we consider allowing for an extension of two years, upon mutual consent.

ATTACHMENTS:

- HVAC Preventative Maintenance Reference Summary (PDF)

HVAC Preventative Maintenance Reference Summary

Company	Quote Price One Year	Quote Price Three Year	Customer Service Ranking	Quality of Work Ranking	Misc Comments	Pts/Rank
Basset Mechanical	\$25,812 (2)	\$78,994	3, 5, 4.5 Total: 12.5 Avg: 4.16 (1)	4, 5, 4 Total: 13 Avg: 4.33 (4)	- Tech are very good, disappointed in representative transition, for most part they were happy. - Great to work with. - Been with them for 30 yrs, ver good resource, meet quarterly, good technicians (0)	Pts: 7 Rank: 5
Tweet Garot	\$13,445 (4)	\$41,155	5, 5, 5 Total: 15 Avg: 5 (5)	5, 4, 4 Total: 13 Avg: 4.33 (4)	- Quick and good - Response time is great. - Do wonderful job, very helpful (1)	Pts: 14 Rank: 1
AMA Heating & Cooling	\$18,420 (3)	\$55,260	5, 5, 5 Total: 15 Avg: 5 (5)	5, 5, 5 Total: 15 Avg: 5 (5)	- Using for 7 yrs, great response time. - Phenomenal, service is outstanding. - Quick response time, good to work with. (1)	Pts: 14 Rank: 2
Reeke-Marold	\$12,900 (5)	\$39,873	4, 4.5 Total: 8.5 Avg: 4.25 (2)	4, 4.5 Total: 8.5 Avg: 4.25 (1)	- Small company, might be thin personnel wise - No issues - Did not receive a call back from one of their references. (0)	Pts: 8 Rank: 4
August Winter & Sons, Inc.	\$25,882 (1)	\$80,002	4, 4.5, 5 Total: 13.5 Avg: 4.5 (3)	4, 4, 5 Total: 13 Avg: 4.33 (4)	- Good at trouble shooting. Service contractor since 90's. - Had them for 7 yrs, they know what to do. - Good working relationship, reasonable pricing, no problems with technicians. (1)	Pts: 9 Rank: 3

Staff Ranking: Staff ranked the bids based on a point total given to the highest/lowest score for Price, Customer Service, and Quality of Work. One additional point was given to a company if a contractor received positive feedback in the general comments section.

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: December 9, 2013

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider 2013-2014 Sewer Rate Study

I have attached the Wastewater Rate Study prepared by Schenck for your consideration for the December 9, 2013 Public Works Committee meeting. Mike Konecny will attend the meeting and go through the details of the report for you. The report includes the recent Green Bay Metropolitan Sewerage District (GBMSD) rate increases which increases the total city treatment costs by approximately 15%.

The attached projected operating statements reflect the need for a City sewer rate increase targeting the 1st quarter billing mailed to general customers in the billing received in late March 2014. The statements reflect the rate increase for billings to the paper mill customers beginning with their January 2014 invoice since they are billed monthly. The analysis indicates that an estimated \$42,783 surplus for 2013 and a projected \$45,514 surplus at December 31, 2014. The 2014 estimated figures account for the GBMSD treatment rate increase of over 15% which we will pass on to our general and paper mill customers beginning January 1st, 2014. The largest part of the increase was roughly 30% for the treatment of BOD's which particularly effects our industrial customers.

The model with the increased 2014 City rate increase shows the need to increase our general customer rate for an **average** quarterly residential bill by \$9.73 from \$95.52 to \$105.25 for the 1st quarter of 2014 which is shown on page 5 of the report. This is a 10.19% increase from the prior 2013 rates. The report also shows on page 6 & 7 the increases for the three operating paper mills. The new rates directly pass on the GBMSD treatment and daily monitoring rates to the paper mills and also include a treatment administrative fee of \$12,000 per year as well as revising the collection fee for the Sonoco and Thilmany mills that do not have their own dedicated pipe that goes directly to the treatment plant as in the case of Fox River Fiber. Their rate increases vary due to this and their particular usage factors and ranges from 14.52% to 25.15% from the 2013 rates and are larger due to the larger BOD treatment increase.

The study assumes the revised sewer rates would be effective for the late November to late February billing cycle sent to general customers in late March and to the paper mills as of January 1st 2014. The study incorporates the rates included the GBMSD budget which was approved on November 27th, 2013. The GBMSD budget revised rates are attached for your review and includes a new fixed charge rate for 2014 which amounts to \$884,519 for

the City of De Pere of which \$327,519 is allocated to general customer billings on a quarterly basis and \$557,000 to our industrial customers on a monthly basis. This new rate methodology was part of the rate study performed by Red Oak Consulting for GBMSD during 2013 to be effective on January 1st, 2014.

You will also find an additional page at the end of the attachment of a calculation of the additional increase needed on the water bills to generate additional cash to address our cash deficit situation that has been noted in the audit management letter over the last few years. The table shows the additional percent increase above the 10.19% indicated in the study that would be required to generate additional cash in \$50,000 increments. This is presented for your review and consideration if you want to propose raising the sewer rates to address the cash deficit situation.

Feel free to contact me should you have any questions on this and I will also be at the Board of Public Works meeting on December 9th.

ATTACHMENTS:

- GBMSD 2014 Municipal Rate Sheet (PDF)
- City of DePere Summary Rates and Collection rates with additional surcharges (PDF)
- City of DePere Proposed Rates 2014 (PDF)

NEW Water
Green Bay Metropolitan Sewerage District
2014 Budget - Adopted 11-27-2013
Municipal Rate Comparison

Parameter	2013	2013 2014 NEW COS Rate	2014 % Increase	ADOPTED 2014 NEW COS Rate with Fixed Charge	Fixed Charge
	Rate				
Volume (1,000 GALS)	1,85682	\$0.86547	+ 1.01%	\$0.76333	0.102
Biochemical Oxygen Demand (BOD) (LBS)	1,30901	\$0.41707	+ 34.97%	\$0.33466	0.082
Suspended Solids (SS) (LBS)	1,34795	\$0.40152	+ 15.40%	\$0.29867	0.103
Phosphorus (PHOS) (LBS)	1,62393	\$0.72908	+ 16.85%	\$0.62124	0.108
Total Kjeldahl Nitrogen (TKN) (LBS)	1,78995	\$0.79695	+ 8.99%	\$0.68741	0.110
Fixed Charge		\$0.00000		\$0.46763	
Total Combined Rate (1,000 GALS)		\$2.63618		\$2.63618	

The Annual interceptor for 2013 East River L.S. was billed, invoice no. 110345 \$31,275 and payment was received in March 2013. Please reference attached information.

Regards,
 Maridey Diaz | Accounting Manager
 Green Bay Metropolitan Sewerage District



T: (920) 438-1051 | E: mdiaz@newwater.us | F: (920) 438-3051
 2231 N. Quincy St., Green Bay, WI 54302 | www.newwater.us

From: Joe Zegers [<mailto:jegers@mail.de-pere.org>]
Sent: Wednesday, November 27, 2013 12:45 PM
To: Diaz, Maridey
Cc: Scott.Sternhagen@schencksc.com
Subject: FW: Fixed Charge in 2014 Budget & 2013 ICR Billing to De Pere

Good Afternoon Maridey:

Could you please reply by e-mail to Scott from Schenck and copy me your response this afternoon? Scott is working on our sewer rate study so we can meet with our industrial users next Tuesday. He needs the information requested to complete the study so it is imperative that we get your response today and sooner than later if possible. I originally emailed this information request on Monday when I noticed a new rate proposal with the fixed charge was posted on your website last Friday. Your quick response would be appreciated and Scott can also be contacted at 1-906-361-

**City of DePere
Summary of Proposed Wastewater Rates- 2014**

Collection Fixed Charges

General Customers	
Meter Size	Quarterly Rate
3/4 Inch	\$ 25.95
1 Inch	\$ 64.88
1.5 Inch	\$ 129.75
2 Inch	\$ 207.60
3 Inch	\$ 389.25
4 Inch	\$ 1,167.75

Paper Mills

Charges are a direct pass through from GBMSD - estimated at \$3,000 per month

Collection Volume Charge- All Customers

\$ 0.99 per 1,000 gallons

Note: Paper Mills volume charge is up to a maximum of 15% of Collection System Expenses allocated to the Flow Rate - for 2014: \$92,739

Treatment Fixed Charges

General Customers	
Meter Size	Quarterly Rate
3/4 Inch	\$ 2.50
1 Inch	\$ 6.25
1.5 Inch	\$ 12.50
2 Inch	\$ 20.00
3 Inch	\$ 37.50
4 Inch	\$ 112.50

Paper Mills

Monthly Administrative Fee \$ 1,000

Annual Fixed Charge \$ 557,000.00

The annual fixed charge will be allocated to the paper mills on a monthly basis based upon actual units each month

Treatment Variable Charges

General Customers

\$ 4.13 per 1,000 gallons

Paper Mills- direct pass through from GBMSD

Flow	\$0.76333/ thousand gallons
BOD	\$0.33466/ pound
TSS	\$0.29867/ pound
Phosphorus	\$0.62124/ pound
TKN	\$0.68741/ pound

City of DePere
Analysis of Collection Volume Charge with Additional Surcharge Amounts

Collection Volume Charge- All Customers

Rate with the following additional surcharges		Volume Charge	% increase in total charges to general customers
\$	-	\$ 0.990 per 1,000 gallons	10.19%
\$	50,000.00	\$ 1.084 per 1,000 gallons	11.66%
\$	100,000.00	\$ 1.178 per 1,000 gallons	13.14%
\$	150,000.00	\$ 1.272 per 1,000 gallons	14.61%
\$	200,000.00	\$ 1.366 per 1,000 gallons	16.09%
\$	250,000.00	\$ 1.460 per 1,000 gallons	17.57%

PRELIMINARY DRAFT

**CITY OF DEPERE
WASTEWATER UTILITY
PROPOSED RATES
DECEMBER 2013**

Attachment: City of DePere Proposed Rates 2014 (1669 : 2013-2014 Sewer Rate Study)

PRELIMINARY DRAFT

**City of DePere Wastewater Utility
Proposed Rates
Table of Contents**

Projected Operating Statements	1
Calculation of Revenue Requirement and Proposed Rates - Treatment	2
Projected Expenses and Calculation of Revenue Requirement - Collection System	3
Proposed Rates - Fixed and Volume Charges - Collection System	4
Proposed Rate Increase - General Customers Summary	5
Proposed Rate Increase - Paper Mill Summary	6
Proposed Rate Increase - Paper Mill Average Bills	7

City of DePere Wastewater Utility
Projected Operating Statements

PRELIMINARY DRAFT

PROJECTED OPERATING STATEMENTS

Revenues

	Actual 2011	Actual 2012	Projected 2013	with increase Estimated 2014
User charges - general customers	\$ 2,740,358	\$ 3,153,321	\$ 3,460,000	\$ 3,830,013
User charges- paper mills				
GBMSD treatment charges	3,202,173	3,671,017	4,477,000	3,043,590
Fixed administrative charges	-	-	36,000	36,000
Collection charges - variable	148,153	157,205	116,650	128,379
Contractor waste loads	620	-	-	-
Forfeited discounts	32,483	35,511	38,000	42,000
Total Revenues	6,123,787	7,017,054	8,127,650	7,079,982

Expenses and Other Uses

Treatment charges				
General customers	1,916,127	1,822,460	2,032,520	1,828,800
Paper mills - pass through	3,202,173	3,671,017	4,477,000	2,486,590
Fixed Charge	-	-	-	
General customers	-	-	-	327,519
Paper mills - pass through	-	-	-	557,000
Operation and maintenance	744,470	739,106	783,339	768,259
Major maintenance projects	300,000	300,000	300,000	300,000
Sewer share of meter reading expenses	115,838	121,429	126,933	130,741
Capital replacement outlay	419,430	430,042	333,800	384,642
Future principal and interest payments	-	-	-	50,000
GBMSD annual debt service requirements	-	-	31,275	200,917
Total Expenses and Other Uses	6,698,038	7,084,054	8,084,867	7,034,468

Excess Revenues (Expenses)

\$ (574,251)	\$ (67,000)	\$ 42,783	\$ 45,514
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**City of DePere Wastewater Utility
Calculation of Revenue Requirement and Proposed Rates - Treatment**

PRELIMINARY DRAFT

GENERAL CUSTOMERS

Costs to be recovered:

Treatment charges
Fixed portion allocated to variable
Totals

2014 Estimated	
Fixed	Variable
327,519	1,828,800
(214,000)	214,000
\$ 113,519	\$ 2,042,800

FIXED CHARGES - GENERAL CUSTOMERS

Meter Size	Number of Customers	User Charge Factor	Per Quarter	Per Year	Annual Revenue
3/4"	8,251	1.00	\$ 2.50	\$ 10.00	\$ 82,510
1"	130	2.50	6.25	25.00	3,250
1 1/2"	114	5.00	12.50	50.00	5,700
2"	83	8.00	20.00	80.00	6,640
3"	45	15.00	37.50	150.00	6,750
4"	20	45.00	112.50	450.00	9,000
	8,643				\$ 113,850

VARIABLE CHARGES - GENERAL CUSTOMERS

Metered Water Flow

Water Gallons Sold

Actual 2012	Projected 2013	Estimated 2014
504,849,570	490,000,000	495,000,000

Proposed Treatment Rate - General Customers

Variable Costs

Proposed Rate per thousand	Metered Water Flow	Recovery of Costs
\$ 4.13	495,000,000	\$ 2,044,350

PAPER MILLS

Actual Expenses

Wastewater treatment charges
Paper Mills- variable charge
Paper Mills- fixed charge

Actual 2011	Actual 2012	Projected 2013	Estimated 2014
\$ 3,202,173	\$ 3,671,017	\$ 4,477,000	\$ 2,486,590
			\$ 557,000

Treatment Rates - Paper Mills

Variable treatment charges will be a direct pass-through from GBMSD

The total annual fixed treatment charge of \$557,000 will be allocated to the paper mills based upon actual units each month

Treatment Fixed Administrative Fee

Allocation of 10% of 2013 budgeted administrative costs - total \$375,000
Charged equally to each paper mill- rate of \$1,000 per month

Allocation of Costs

\$ 36,000

City of DePere Wastewater Utility
Projected Expenses and Calculation of Revenue Requirement - Collection System

PRELIMINARY DRAFT

PROJECTED EXPENSES AND OTHER USES

	Actual		Projected		Allocation of Expenses	
	2011	2012	2013	2014	Fixed	Variable
Operation and maintenance	\$ 744,470	\$ 739,106	\$ 783,339	\$ 1,068,259	\$ 450,000	\$ 618,259
Sewer share of meter reading expenses	115,838	121,429	126,933	130,741	130,741	-
Capital replacement outlay	419,430	430,042	333,800	384,642	384,642	-
Future principal and interest payments	-	-	-	50,000	50,000	-
GBMSD annual debt service requirements	-	-	31,275	200,917	200,917	-
Less: Fixed charges allocated to treatment			(36,000)	(36,000)	(36,000)	-
Total Expenses and Other Uses	<u>\$ 1,279,738</u>	<u>\$ 1,290,577</u>	<u>\$ 1,239,347</u>	<u>\$ 1,798,559</u>	<u>\$ 1,180,300</u>	<u>\$ 618,259</u>

REVENUE REQUIREMENT- COLLECTION SYSTEM

Expenditures and Other Uses

Recovered through fixed charges to general customers

Recovered through volume charges to all customers

\$ 1,180,300

618,259

Total Revenue Requirement - Collection System

\$ 1,798,559

Attachment: City of DePere Proposed Rates 2014 (1669 : 2013-2014 Sewer Rate Study)

**City of DePere Wastewater Utility
Proposed Rates - Fixed and Volume Charges - Collection System**

PRELIMINARY DRAFT

FIXED CHARGES - GENERAL CUSTOMERS

	2014 Estimated
Costs to be recovered:	
Operation and maintenance - fixed portion	\$ 450,000
Sewer share of meter reading expenses	130,741
Capital replacement outlay	384,642
GBMSD annual debt service requirements	200,917
Future principal and interest payments	50,000
Less: Fixed charges allocated to treatment	(36,000)
Total	\$ 1,180,300

Meter Size	Number of Customers	User Charge Factor	Per Quarter	Per Year	Annual Revenue
3/4"	8,251	1.00	\$ 25.95	\$ 103.80	\$ 856,454
1"	130	2.50	64.88	259.50	33,735
1 1/2"	114	5.00	129.75	519.00	59,166
2"	83	8.00	207.60	830.40	68,923
3"	45	15.00	389.25	1,557.00	70,065
4"	20	45.00	1,167.75	4,671.00	93,420
	8,643				\$ 1,181,763

FIXED CHARGE - PAPER MILLS

Charges are a direct pass through from GBMSD- estimated at \$3,000 per month

VOLUME CHARGE- ALL CUSTOMERS

Costs to be Recovered	2013 Estimated
Operation and maintenance - variable portion	\$ 618,259
Less: Allocated to customers where calculated charges exceed 15% of revenue requirement	(92,739)
Net to be Recovered through Volume Charges	\$ 525,520

Gallons sold and wastewater flows

	2013 Estimated
General customers- water gallons sold	495,000,000
Paper Mills with < 15% (wastewater)	36,000,000
Total	531,000,000

Proposed Rates

	Proposed Rate	Billable Flows	Recovery of Costs
Variable Costs	\$ 0.990	531,000,000	\$ 525,690

**City of DePere Wastewater Utility
Proposed Rate Increase - General Customers Summary**

PRELIMINARY DRAFT

WASTEWATER RATES

Current Rates		
Volume charge- treatment		
Treatment	\$3.88/ thousand gallons	

Proposed Rates - 2014		
Volume charge- treatment		
Treatment	\$4.13/ thousand gallons	
Treatment Fixed charge- quarterly		
3/4"	\$	2.50
1"		6.25
1 1/2"		12.50
2"		20.00
3"		37.50
4"		112.50
Volume charge- collection -quarterly		
Collection	\$0.99/ thousand gallons	
Collection Fixed charge- quarterly		
3/4"	\$	25.95
1"		64.88
1 1/2"		129.75
2"		207.60
3"		389.25
4"		1,167.75

AVERAGE RESIDENTIAL BILL

	In thousand gallons	
	Per Year	Per Quarter
Average water use	60.00	15.00

	Current Rates	
	Per Year	Per Quarter
Wastewater	\$ 382.08	\$ 95.52

	Proposed Rates - 2014		Quarterly Increase
	Per Year	Per Quarter	
Wastewater	\$ 421.00	\$ 105.25	\$ 9.73

**City of DePere Wastewater Utility
Proposed Rate Increase - Paper Mill Summary**

PRELIMINARY DRAFT

	Current Rates	Proposed Rates - 2014
COLLECTION RATES	Volume charge- collection- monthly Collection \$0.888/ thousand gallons Up to a maximum of 15% of Collection System Expenses allocated to the Flow Rate - for 2013: \$85,045 GBMSD Daily Monitoring Fixed Charge- monthly Direct pass-through from GBMSD \$3,000 per month estimate	Volume charge- collection- monthly Collection \$0.99/ thousand gallons Up to a maximum of 15% of Collection System Expenses allocated to the Flow Rate - for 2014: \$92,739 GBMSD Daily Monitoring Fixed Charge- monthly Direct pass-through from GBMSD \$3,000 per month estimate
TREATMENT RATES		
Administrative fee	City of DePere - Fixed Treatment Administrative Fee \$1,000 per month	City of DePere - Fixed Treatment Administrative Fee \$1,000 per month
Variable rates	GBMSD unit charges - pass through Flow \$.85682/ thousand gallons BOD \$0.30911/ pound TSS \$0.34795/ pound Phosphorus \$0.62393/ pound TKN \$0.78995/ pound	GBMSD unit charges - pass through Flow \$.76333/ thousand gallons BOD \$0.33466/ pound TSS \$0.29867/ pound Phosphorus \$0.62124/ pound TKN \$0.68741/ pound
Fixed rates	GBMSD fixed charge - pass through Allocated to Paper Mills based upon actual units each month \$ -	GBMSD fixed charge - pass through Allocated to Paper Mills based upon actual units each month \$ 557,000.00

PRELIMINARY DRAFT

SONOCO US MILLS

	Per Year	Per Month
Average units		
Flow (in thousand gallons)	36,126	3,011
BOD (in pounds)	1,355,448	112,954
TSS (in pounds)	452,978	37,748
Phosphorus (in pounds)	416	35
TKN (in pounds)	5,957	496

	Current Rates	
	Per Year	Per Month
Treatment variable charges	\$ 612,379.45	\$ 51,031.62
Treatment fixed charges	-	-
Treatment fixed administrative fee	12,000.00	1,000.00
Collection	32,080.00	2,673.33
GBMSD daily monitoring charge	36,000.00	3,000.00
Total	\$ 692,459.45	\$ 57,704.95

	Proposed Rates - 2014		Monthly Increase
	Per Year	Per Month	
Treatment variable charges	\$ 620,834.56	\$ 51,736.21	\$ 704.59
Treatment fixed charges	162,000.00	13,500.00	13,500.00
Treatment fixed administrative fee	12,000.00	1,000.00	-
Collection	35,764.74	2,980.40	307.06
GBMSD daily monitoring charge	36,000.00	3,000.00	-
Total	\$ 866,599.30	\$ 72,216.61	\$ 14,511.65

EXPERA

	Per Year	Per Month
Average units		
Flow (in thousand gallons)	423,740	35,312
BOD (in pounds)	2,091,353	174,279
TSS (in pounds)	194,942	16,245
Phosphorus (in pounds)	654	55
TKN (in pounds)	27,779	2,315

	Current Rates	
	Per Year	Per Month
Treatment	\$ 1,099,500.04	\$ 91,625.00
Treatment fixed charges	-	-
Treatment fixed administrative fee	12,000.00	1,000.00
Collection	85,045.00	7,087.08
GBMSD daily monitoring charge	30,000.00	2,500.00
Total	\$ 1,226,545.04	\$ 102,212.09

	Proposed Rates - 2014		Monthly Increase
	Per Year	Per Month	
Treatment	\$ 1,101,070.83	\$ 91,755.90	\$ 130.90
Treatment fixed charges	238,000.00	19,833.33	19,833.33
Treatment fixed administrative fee	12,000.00	1,000.00	-
Collection	92,739.00	7,728.25	641.17
GBMSD daily monitoring charge	36,000.00	3,000.00	500.00
Total	\$ 1,479,809.83	\$ 123,317.49	\$ 21,105.40

FOX RIVER FIBER

	Per Year	Per Month
Average units		
Flow (in thousand gallons)	330,645	27,554
BOD (in pounds)	679,354	56,613
TSS (in pounds)	606,664	50,555
Phosphorus (in pounds)	4,321	360
TKN (in pounds)	42,280	3,523

	Current Rates	
	Per Year	Per Month
Treatment	\$ 740,414.25	\$ 61,701.19
Treatment fixed charges	-	-
Treatment fixed administrative fee	12,000.00	1,000.00
Collection	-	-
GBMSD daily monitoring charge	-	-
Total	\$ 752,414.25	\$ 62,701.19

	Proposed Rates - 2014		Monthly Increase (Decrease)
	Per Year	Per Month	
Treatment	\$ 692,684.27	\$ 57,723.69	\$ (3,977.50)
Treatment fixed charges	157,000.00	13,083.33	13,083.33
Treatment fixed administrative fee	12,000.00	1,000.00	-
Collection	-	-	-
GBMSD daily monitoring charge	-	-	-
Total	\$ 861,684.27	\$ 71,807.02	\$ 9,105.83

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: December 9, 2013

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Consider Award of Project 13-06 - Hemlock Creek Stream Crossing Rebid

The Engineering Department received bids on Project 13-06 - Hemlock Creek Stream Crossing Rebid on November 21st, 2013. This project involves relaying a 15" and 18" culvert on Hemlock Creek at the Preserve Trail. The project bid is for 1-96" culvert and 3-84" culverts. The culverts are corrugated steel pipe with polymeric interior.

The Preserve Trail is being overtopped by flow several times a year due to the severely undersized culverts. Erosion is occurring on the trail. The bids received were as follows:

Bidder	Amount
Relyco Inc.	\$116,487.50
De Groot Inc.	\$121,590.30
H&H Civil Construction	\$142,896.00
Jossart Brothers, Inc.	\$143,430.00
PTS Contractors, Inc.	\$154,437.50
Feaker & Sons, Co. Inc.	\$196,470.00
Advance Construction, Inc.	\$202,202.00
Jahnke General Contractors, Inc.	\$225,847.00
Kruczek Construction, Inc.	\$237,237.37

Staff is recommending award of the bid to Relyco Inc. in the amount of \$116,487.50. The budgeted amount for the project from TID #8 is \$187,000. The project was bid earlier this year. The low bid at that time was \$342,521.50. Costs were high in the original bid due to difficulties in accessing the site and the weight of the culverts. The original bid included concrete culverts. This project utilizes corrugated metal culverts which are much lighter. Access to the site will be easier in the winter due to frost in the ground. Additionally, since the original bid, the Preserve Pedestrian Trail has been constructed. This will be used for access to the site after the ground is frozen.

ATTACHMENTS:

- 13-06 ReBid Bid Tab (PDF)

PROJECT 13-06 HEMLOCK CREEK STREAM CROSSING REBID



City of De Pere

				BID TAB									
				BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3		BIDDER NO. 4		BIDDER NO. 5	
				RELYCO INC		DE GROOT INC		H&H CIVIL CONSTRUCTION		JOSSART BROTHERS, INC.		PTS CONTRACTORS, INC	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
STORM SEWER													
ST-1	1-96" Diameter Double Wall Corrugated Steel Pipe with Polymeric Interior, 3-84" Diameter Double Wall Corrugated Steel Pipe with Polymeric Interior, 32 feet in length each, to include Excavation for Structures, Backfilling, Pre-manufactured Aluminum Headwalls and Wingwalls and all appurtenances required within the limits of structure construction.	LS	1	\$84,750.00	\$84,750.00	\$88,874.25	\$88,874.25	\$97,000.00	\$97,000.00	\$104,000.00	\$104,000.00	\$102,500.00	\$102,500.00
ST-2	Provide 12" Corrugated Metal Culvert Pipe	LF	30	\$35.00	\$1,050.00	\$50.62	\$1,518.60	\$64.00	\$1,920.00	\$25.00	\$750.00	\$36.40	\$1,092.00
ST-3	Provide 12" Corrugated Metal Endwalls	EA	2	\$135.00	\$270.00	\$101.00	\$202.00	\$258.00	\$516.00	\$100.00	\$200.00	\$124.00	\$248.00
STREET AND DRAINAGE													
SD-1	Provide Clearing and Grubbing to include removal and disposal of all material.	LS	1	\$1,250.00	\$1,250.00	\$6,565.00	\$6,565.00	\$4,500.00	\$4,500.00	\$5,000.00	\$5,000.00	\$2,965.00	\$2,965.00
SD-2	Provide Unclassified Excavation for Stream Bed and Bank	LS	1	\$6,000.00	\$6,000.00	\$2,525.00	\$2,525.00	\$6,950.00	\$6,950.00	\$12,000.00	\$12,000.00	\$17,790.00	\$17,790.00
SD-3	Provide Unclassified Excavation for the Trail	LS	1	\$1,050.00	\$1,050.00	\$4,545.00	\$4,545.00	\$2,700.00	\$2,700.00	\$1,500.00	\$1,500.00	\$7,700.00	\$7,700.00
SD-4	Provide 3/8-inch Crushed Rock Chips (Soil Class A-8)	TON	50	\$25.00	\$1,250.00	\$13.77	\$688.50	\$50.00	\$2,500.00	\$15.00	\$750.00	\$12.20	\$610.00
SD-5	Provide 1-1/4-inch Crushed Aggregate Base Course, Gradation No. 2	TON	225	\$17.50	\$3,937.50	\$13.77	\$3,098.25	\$16.00	\$3,600.00	\$12.00	\$2,700.00	\$12.20	\$2,745.00
SD-6	Provide Stream Bed Constructions	SY	70	\$30.00	\$2,100.00	\$19.12	\$1,338.40	\$70.00	\$4,900.00	\$60.00	\$4,200.00	\$73.00	\$5,110.00
SD-7	Landscaping - Topsoil, Seed, Fertilize, Mulch	SY	200	\$3.00	\$600.00	\$8.08	\$1,616.00	\$6.00	\$1,200.00	\$4.00	\$800.00	\$5.55	\$1,110.00
SPECIAL CONSTRUCTION													
SP-1	Install, Maintain, and Remove Silt Fence	LF	200	\$3.00	\$600.00	\$3.03	\$606.00	\$3.00	\$600.00	\$2.00	\$400.00	\$3.40	\$680.00
SP-2	Provide Coconut Fiber Channel Erosion Mat, Class II, Type C	SY	200	\$3.50	\$700.00	\$6.84	\$1,368.00	\$4.20	\$840.00	\$5.00	\$1,000.00	\$5.15	\$1,030.00
SP-3	Provide Extra Heavy Riprap to include Excavation, Filter, Fabric, 6-inch Base Construction.	SY	120	\$65.00	\$7,800.00	\$33.58	\$4,029.60	\$62.00	\$7,440.00	\$50.00	\$6,000.00	\$52.75	\$6,330.00
SP-4	Provide Heavy Riprap to include Excavation, Filter Fabric, 6-inch Base Construction.	SY	30	\$55.00	\$1,650.00	\$30.30	\$909.00	\$90.00	\$2,700.00	\$50.00	\$1,500.00	\$52.75	\$1,582.50
SP-5	Install, Maintain, and Remove Rock Filled, Erosion Control Bags	EA	160	\$8.00	\$1,280.00	\$12.12	\$1,939.20	\$8.00	\$1,280.00	\$8.00	\$1,280.00	\$12.00	\$1,920.00
SP-6	Install, Maintain, and Remove Tracking Pad	EA	1	\$2,000.00	\$2,000.00	\$757.50	\$757.50	\$1,850.00	\$1,850.00	\$750.00	\$750.00	\$795.00	\$795.00
SP-7	Apply Anionic Polyacrylamide (PAM) Temporary Soil Binding Agent	SY	200	\$1.00	\$200.00	\$5.05	\$1,010.00	\$12.00	\$2,400.00	\$3.00	\$600.00	\$1.15	\$230.00
TOTAL AMOUNT BID :					\$116,487.50		\$121,590.30		\$142,896.00		\$143,430.00		\$154,437.50



City of De Pere

				BIDDER NO. 6		BIDDER NO. 7		BIDDER NO. 8		BIDDER NO. 9	
				FEAKER & SONS CO., INC.		ADVANCE CONSTRUCTION, INC.		JAHNKE GENERAL CONTRACTORS, INC.		KRUCZEK CONSTRUCTION INC.	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
STORM SEWER											
ST-1	1-96" Diameter Double Wall Corrugated Steel Pipe with Polymeric Interior, 3-84" Diameter Double Wall Corrugated Steel Pipe with Polymeric Interior, 32 feet in length each, to include Excavation for Structures, Backfilling, Pre-manufactured Aluminum Headwalls and Wingwalls and all appurtenances required within the limits of structure construction.	LS	1	\$115,435.00	\$115,435.00	\$151,632.00	\$151,632.00	\$165,000.00	\$165,000.00	\$158,000.00	\$158,000.00
ST-2	Provide 12" Corrugated Metal Culvert Pipe	LF	30	\$34.00	\$1,020.00	\$35.00	\$1,050.00	\$61.00	\$1,830.00	\$34.00	\$1,020.00
ST-3	Provide 12" Corrugated Metal Endwalls	EA	2	\$135.00	\$270.00	\$100.00	\$200.00	\$746.00	\$1,492.00	\$100.00	\$200.00
STREET AND DRAINAGE											
SD-1	Provide Clearing and Grubbing to include removal and disposal of all material.	LS	1	\$3,500.00	\$3,500.00	\$7,000.00	\$7,000.00	\$17,500.00	\$17,500.00	\$19,000.00	\$19,000.00
SD-2	Provide Unclassified Excavation for Stream Bed and Bank	LS	1	\$44,400.00	\$44,400.00	\$12,250.00	\$12,250.00	\$6,000.00	\$6,000.00	\$26,000.00	\$26,000.00
SD-3	Provide Unclassified Excavation for the Trail	LS	1	\$10,500.00	\$10,500.00	\$10,250.00	\$10,250.00	\$6,000.00	\$6,000.00	\$10,000.00	\$10,000.00
SD-4	Provide 3/8-inch Crushed Rock Chips (Soil Class A-8)	TON	50	\$12.00	\$600.00	\$12.00	\$600.00	\$26.00	\$1,300.00	\$14.00	\$700.00
SD-5	Provide 1-1/4-inch Crushed Aggregate Base Course, Gradation No. 2	TON	225	\$11.40	\$2,565.00	\$12.00	\$2,700.00	\$19.00	\$4,275.00	\$14.00	\$3,150.00
SD-6	Provide Stream Bed Constructions	SY	70	\$60.00	\$4,200.00	\$71.00	\$4,970.00	\$16.00	\$1,120.00	\$100.00	\$7,000.00
SD-7	Landscaping - Topsoil, Seed, Fertilize, Mulch	SY	200	\$3.30	\$660.00	\$5.00	\$1,000.00	\$18.00	\$3,600.00	\$4.00	\$800.00
SPECIAL CONSTRUCTION											
SP-1	Install, Maintain, and Remove Silt Fence	LF	200	\$3.50	\$700.00	\$2.00	\$400.00	\$8.00	\$1,600.00	\$2.00	\$400.00
SP-2	Provide Coconut Fiber Channel Erosion Mat, Class II, Type C	SY	200	\$3.85	\$770.00	\$3.75	\$750.00	\$7.50	\$1,500.00	\$5.00	\$1,000.00
SP-3	Provide Extra Heavy Riprap to include Excavation, Filter, Fabric, 6-inch Base Construction.	SY	120	\$60.00	\$7,200.00	\$45.00	\$5,400.00	\$70.00	\$8,400.00	\$47.00	\$5,640.00
SP-4	Provide Heavy Riprap to include Excavation, Filter Fabric, 6-inch Base Construction.	SY	30	\$60.00	\$1,800.00	\$45.00	\$1,350.00	\$61.00	\$1,830.00	\$47.00	\$1,410.00
SP-5	Install, Maintain, and Remove Rock Filled, Erosion Control Bags	EA	160	\$10.00	\$1,600.00	\$10.00	\$1,600.00	\$15.00	\$2,400.00	\$10.00	\$1,600.00
SP-6	Install, Maintain, and Remove Tracking Pad	EA	1	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,200.00	\$1,200.00	\$917.37	\$917.37
SP-7	Apply Anionic Polyacrylamide (PAM) Temporary Soil Binding Agent	SY	200	\$1.25	\$250.00	\$0.25	\$50.00	\$4.00	\$800.00	\$2.00	\$400.00
TOTAL AMOUNT BID :					\$196,470.00		\$202,202.00		\$225,847.00		\$237,237.37

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: December 9, 2013

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider Wisconsin State Energy Office Grant

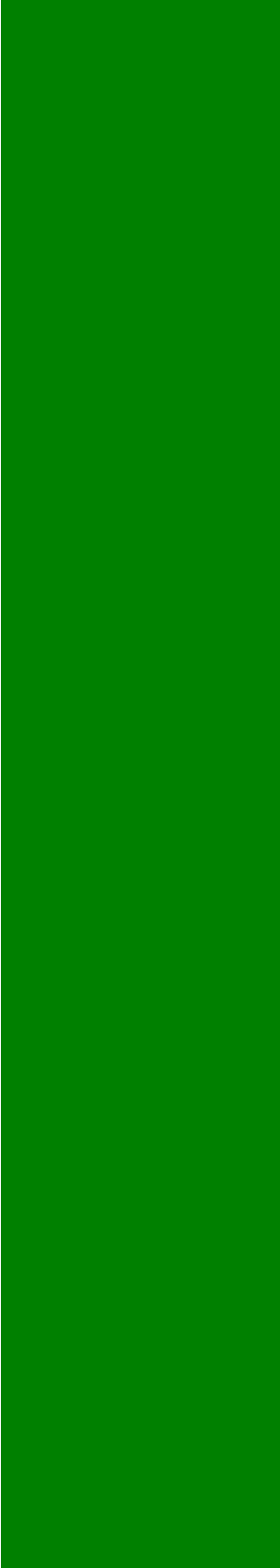
The Wisconsin State Energy Office (SEO) is offering communities the opportunity to apply for a grant for energy saving projects. See attached grant package. The City's planned purchase of compressed natural gas garbage trucks in 2014 is eligible for this grant. The grant application needs to be submitted by December 13, 2013. The maximum award of the grant if we are successful will be \$20,000. The City is not obligated to accept the grant if it is awarded.

It is recommended to authorize staff to apply for this grant.

If you should have any questions or concerns regarding this matter, feel free to contact my office.

ATTACHMENTS:

- Wisconsin State Energy Office Grant Application (PDF)



Planning and Implementing Clean Energy Investments in Wisconsin Communities

Request for Proposals

Issue Date: November 13, 2013

Application Due Date: December 13, 2013

Wisconsin State Energy Office

101 East Wilson St. 6th Floor

Madison, WI 53703

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Table of Contents

Background.....	4
Examples of Eligible Projects.....	4
Eligible Applicants.....	4
Cost-Sharing.....	6
Application Guidelines.....	6
Application Review Information.....	8
Review and Selection Process	9
Contract Terms and Funding	9
Contact Information	9
Cover Page.....	10
Budget Justification Form	11
Budget Summaries.....	12

Background

The Wisconsin State Energy Office (SEO) works with a broad range of partners on energy-related issues impacting the business, agriculture, industrial, and local government sectors. Energy efficiency and waste reduction approaches to energy consumption and generation have the potential to generate renewable energy, reduce waste and save money for local governments of all sizes in Wisconsin. During 2009 and 2010 there were 21 awardees representing almost 50 counties, cities, village, towns and first nation tribes that participated in the Energy Independence Planning process. This group collected energy data from buildings, infrastructure and fleet vehicles to create a baseline to make future energy decisions. Next, each one of the Energy Independence Teams worked with their county board, city council, village board, town chairs, and tribal leaders to select the initiatives, policies and projects that would give their community the best Return On Investment (ROI). Once each community selected their initiatives, policies and projects, a pathway was created to implementation. These items will be worked on in each community for the next fourteen years, until 2025.

As part of its work, the SEO administers the State Energy Program (SEP), funded by the US Department of Energy.

This Request for Proposals (RFP) seeks applicants interested in one of the following areas of interest listed below. Please note that communities without a plan in place that includes a baseline dataset of energy used in buildings, infrastructure and fleet vehicles, will only be considered for award under the planning grant area of interest.

Area of Interest One: Energy Independent Planning Grants:

- 1) Communities applying under this area of interest will agree to compile a baseline of energy consumption (in buildings, vehicles, and infrastructure) which will serve to identify opportunities to save energy in local government operations and to create an action plan based on that information. Grants under this area of interest will be limited to a maximum of \$10,000 with no minimum grant size. Communities will be encouraged but not required to use EPA Portfolio Manager to record and report data.

Area of Interest Two: Implementation Grants for Energy Independent Communities:

- 2) Communities will apply to use funds (between \$5,000 and \$20,000) to implement a cost-effective project that will result in energy savings and serve to fulfill the detailed plan set forth in the communities' energy independence plan.

145 units of Wisconsin local government (counties, towns, cities, villages and tribal governments), have passed resolutions pledging to work to reduce energy use in order to save taxpayer dollars and reduce emissions in their communities. Building on these Energy Independent Communities' initiatives, the State Energy Office is making available approximately half of its discretionary funds (i.e. \$100,000) to provide grants to local governments to carry out one of the above activities (creating a baseline of energy use and action plan or implementing a clean energy project).

All municipalities find themselves in a fiscal environment wherein they welcome reducing energy costs if they can generate cash from those savings. The purpose of this RFP is to identify

Up to ten projects that would receive grants from the SEO for between \$5,000 and \$20,000 each, up to a total of \$100,000.

Examples of potential projects:

1. A municipality deploys energy-efficient lighting at or around public buildings.
2. A tribal government does a baseline survey of energy uses in tribal government buildings and develops a plan to reduce energy consumption.
3. A city purchases a new garbage truck that has a Compressed Natural Gas engine (the incremental cost of the CNG engine would be eligible, UP TO the amount of the grant awarded.
4. Installation of insulation in public buildings.
5. Developing a plan to operate and acquire feedstock for a community anaerobic digester.

Scoring

1. Applicants that have passed resolutions committing to work toward clean energy goals in their communities will receive an additional 5 points (out of 100 possible) to their application score.
2. Proposals that save or create the **most** clean energy per dollar spent on the project will receive higher scores than those proposals which save or create the **least** amount of clean energy
3. Applicants that contribute municipalities' own funds to the project will receive up to 15 additional points (out of 100) on their scores.
4. DNR Legacy Green Tier Communities will receive an additional 5 points for their participation in that program.

Eligible Applicants

Applicants must be:

Wisconsin cities, towns, villages, counties, or tribal governments.

Award Information

1. **Type of Award** – Awards under this RFP will be grants operated under Wisconsin Department of Administration rules, and federal rules applicable to the State Energy Program.
2. **Maximum Award Size** – SEO will award a **maximum** grant of \$20,000
3. **Expected Number of Awards** - Ten grantees will be selected.
4. **Period of Performance** – Awards will be for a period of 6 months. All work on the projects or survey/plan must be finished by June 30, 2014 and all funds must be spent by that time. This rule must be strictly enforced because of US Department of Energy rules applying to this program.

Eligible/Ineligible Expenses

Lobbying expenses are ineligible. All expenses will be reviewed and approved by the SEO.

Expenses incurred before the grant contract is signed will not be eligible for reimbursement.

Budgets will be reviewed prior to an award (via the Budget Justification Form) and are subject to negotiation with the SEO. Land and building construction are ineligible expenses.

Cost-Sharing

There are no cost-sharing requirements under this program, but applicants willing to match or provide additional funding sources are encouraged. Match or other investment dollars may take the form of direct contributions or in-kind staff time and supplies.

Application Guidelines

Please submit 4 copies of the following documents:

1. Cover Page (attached)

2. Project Narrative:

The narrative should be organized with the following headings:

- Introduction to the project
- Applicant background and qualifications
- Detailed description of the project.
- Projected energy savings on an annual basis.

The project narrative must not exceed three (3) pages, including table of contents, charts, graphs, maps, photographs, and other pictorial presentations. When printed, the project narrative must use standard 8.5" by 11" paper with 1-inch margins (top, bottom, left, and right).

EVALUATORS WILL ONLY REVIEW THREE PAGES of project narrative.

The font must not be smaller than 11 point. Do not include any internet addresses (URLs) that provide information necessary to review the application. Narrative should thoroughly address the review criteria in the Application Review Section below.

3. Budget Justification Form (attached):

The applicant must justify the costs proposed in each Object Class Category/Cost Classification category (e.g., identify key persons and personnel categories and the estimated costs for each person or category; provide a list of equipment and cost of each item.

The Budget Justification is not considered in the page count.

4. Personnel

List all personnel and provide resumes of staff who will work on the grant. Include activities and their experience as it relates to the proposed project. Establish a key staff member to coordinate grant activities and serve as a point of contact for this project.

Personnel documents are not considered in the page count.

5. Letters of Reference (optional, but considered if submitted).

Letters of Reference are not considered in the page count.

Application Due Date

Applications must be received by December 13, 2013 at 05:00 PM CDT. Applicants are encouraged to submit their application well before the deadline. APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE REVIEWED OR CONSIDERED FOR AWARD.

Please direct any questions and submit applications by mail to:

Megan Levy, Director
State Energy Programs
Wisconsin State Energy Office
101 East Wilson St. 6th Floor
Madison, WI 53703
megan.levy@wisconsin.gov

Application Review Information

1. **Initial Review Criteria** - Prior to a comprehensive merit evaluation, SEO will perform an initial review to determine that (1) the applicant is eligible for an award; (2) the information required by the announcement has been submitted; (3) all mandatory requirements are satisfied; and (4) the proposed project is responsive to the objectives of this Request for Proposals.
2. **Merit Review** - SEO will select a review panel to evaluate applications using the following factors. SEO will then apply a rating, or score to the application based on the review.

Overall Evaluation Factors:

- *Technical Merit.* All applications must provide sufficient information to demonstrate the applicant's technical capability to successfully undertake the proposed work.
- *Planning and Capabilities.* Provides evidence of a clear and comprehensive plan with a likelihood of achieving success.
- *Effectiveness of the Proposal in Saving Energy (or producing clean) energy.*
- *Complete and detailed budget.* All proposals must also provide a complete and detailed budget.

Specific Evaluation Factors:

- *Ability to achieve the objectives.* Applicants must demonstrate their organizational and staff experience will assist them to achieve the objectives. Applicants may sub-contract activities to achieve the specific objectives.
- *Reporting.* Applicants must also agree to submit quarterly, and on-request, reports to the SEO on the activities and progress of the grant.

Review and Selection Process

Grant applications are due by December 13, 2013 at 05:00 PM CDT.

1. **Selection** - The SEO will consider the merit review recommendations of the review panel to make the final award decision.
2. **Discussions and Award SEO** may enter into discussions with a selected applicant for any reason deemed necessary, including, but not limited to: (1) the budget is not appropriate or reasonable for the requirement; (2) only a portion of the application is selected for award; (3) SEO needs additional information to determine that the recipient is capable of complying with the requirements or (4) special terms and conditions are required. Failure to satisfactorily resolve the issues identified by the SEO, or US DOE, will preclude any award to the applicant.
3. **Anticipated Notice of Selection and Award Dates** – SEO anticipates notifying applicants selected for award by the end of December, 2013 and making awards by January 2014.

Contract Terms and Funding

A contract between the grantee and the SEO will cover the scope of work, timetable and budget. Contracts cover a six-month period after the date SEO signs the contract. Grant payment will be distributed on a *reimbursement basis*, in accordance with State of Wisconsin purchasing rules.

Applicants must agree to abide by applicable state and federal rules and regulations.

Availability is subject to the appropriations process of the US Congress.

No costs for projects may be incurred after June 30, 2014 and all invoices must be submitted by that date in order to be paid. We have no flexibility on this rule because it is federally required.

A short (not to exceed 5 pages) report on each project must be submitted to the SEO by each awardee by no later than June 20, 2014.

Contact Information

Please direct any questions and submit applications **by mail** to:

Megan Levy, Director
 State Energy Programs
 Wisconsin State Energy Office
 101 East Wilson St. 6th Floor
 Madison, WI 53703
megan.levy@wisconsin.gov

Planning/Implementing Municipal Clean Energy Projects

Cover Page

		Application Submission Date:
Organization Name:		
Primary Contact Name (First, Last):		
Primary Contact Title:		
Mailing Address:		
City:	Zip:	County:
Phone:	Fax:	Email:
Employer ID Number (W-9) :		Amount Requested: \$
Signature:		Date:

Submit completed application by December 13, 2013 at 05:00 PM CDT to:

Megan Levy, Director
 State Energy Programs
 Wisconsin State Energy Office
 101 East Wilson St. 6th Floor
 Madison, WI 53703
megan.levy@wisconsin.gov

For Internal Use Only		
Date Received:	Reviewed by:	Score: ☐ A ☐ R
☐ Letter Sent Date:	Contract Start Date:	Contract End Date:

Planning/Implementing Municipal Clean Energy Projects

Budget Justification Form

1. PERSONNEL

Position Title	Pay Rate (\$/hr)	Time (est hours)	Total Compensation (\$)	Requested from SEO (\$)	Leverage (\$)	Work Description
Year One						

Additional Information:

2. FRINGE

Position	Total Compensation (\$)	Rate (%)	Total Fringe (\$)	Requested from SEO (\$)	Leverage (\$)	Rate Basis
Year One						

Additional Information:

3. TRAVEL

Description	In-state or Out-of-State	Total Cost (\$)	Requested from SEO (\$)	Leverage (\$)	Basis of Cost
Year One					

Additional Information:

4. SUPPLIES

Description	Total Cost (\$)	Requested from SEO (\$)	Leverage (\$)	Basis of Cost
Year One				

Additional Information:

5. EQUIPMENT

Description	Total Cost (\$)	Requested from SEO (\$)	Leverage (\$)	Basis of Cost
Year One				

Additional Information:

6. OTHER

Description	Total Cost (\$)	Requested from SEO (\$)	Leverage (\$)	Basis of Cost
Year One				

Additional Information:

7. INDIRECT COSTS

Description	Total Cost (\$)	Requested from SEO (\$)	Leverage (\$)	Basis of Cost
Year One				

Additional Information:

Planning/Implementing Municipal Clean Energy Projects

Budget Summary

SUMMARY

Category	Requested from SEO (\$)	Leverage (\$)	Total
Personnel			
Fringe			
Supplies			
Equipment			
Other			
Total Direct Costs			
Indirect			
Total Year One Budget			

Additional Information:

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: December 9, 2013

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consider Amendment to §6-4(b) De Pere Municipal Code Regarding Traffic and Parking Staff Review Team.

Under §6-4(b) De Pere Municipal Code (DPMC), the Board reviews the recommendations of the employee group identified as the traffic and parking staff review team. For organizational reasons, the Board may wish to consider revising this ordinance so that it reviews parking and traffic recommendations of the City Engineer rather than this employee group.

City of De Pere, Wisconsin



Request For Board of Public Works Action

MEETING DATE: December 9, 2013

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Discuss Terra Engineering & Construction Corp. Default on Contract 11-3.
