



Board of Public Works

Regular Meeting

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

Agenda

Monday, February 11, 2019

7:30 PM

De Pere City Hall Council Chambers

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 **February 11, 2019** 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.

I. Call to Order

1. Roll Call
2. Approval of BOPW January 7, 2019 Meeting Minutes.

II. Public Comment

III. Items

1. Discuss Definitely De Pere's Sculpture Walk Project*
2. Consider Definitely De Pere Artistic Seating Project*
3. Discuss MSC Rubbish Drop Off Site
4. Discuss Sustainable Partnership Linking Area Services and H2O (SPLASH) Study
5. Consider Private Use of Public Streets & Alleys*
6. Discuss Tree Replacement Policy for Street Construction Projects*
7. Consider Engineering Technical Services Regarding Installation of AT&T's Wireless Antennae Facilities on Merrill Water Tower*
8. Consider Award of Contract 19-02 Ryan Road Reconstruction.*
9. Consider Award of Contract 19-03 Pipe Lining - CIPP*
10. Consider Award of Contract 19-15 Sewer Cleaning and Televising.*
11. Consider Award of Contract 19-20 Police Flooring Replacement.*
12. Consider Quote for 2019 Ashwaubenon Creek Interceptor Abandonment.*

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 January 9, 2018 so that arrangements can be made.

Agenda Sent To:

Mayor
Alderspersons
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Tina Quigley, Definitely De Pere
James Anderson
Dave McKewin, Sommers
Construction
Keith Alexander, Visu-Sewer
Tim Potts, Northern Pipe
Ryan Baker, Macco's Commercial
Interiors
Jared Schmidt, Robert E Lee & Associates

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: February 11, 2019

DEPARTMENT: Public Works

FROM: Grace Lahtela

SUBJECT: Approval of BOPW January 7, 2019 Meeting Minutes.

ATTACHMENTS:

- Draft Minutes 1-7-19 (PDF)



Board of Public Works

Regular Meeting

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

Draft Minutes

Monday, January 7, 2019

5:00 PM

De Pere City Hall Council Chambers

I. Call to Order

The meeting was called to order at 5:00 PM by Mayor Michael J. Walsh

Attendee Name	Title	Status	Arrived
James Boyd	Aldersperson	Present	
Dan Carpenter	Aldersperson	Present	
Jonathon Hansen	Aldersperson	Excused	
Dean Raasch	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

Others present were Scott Thoresen, Director of Public Works, Eric Rakers, City Engineer, and Grace Lahtela, Recording Secretary.

2. Approval of BOPW December 10, 2018 Meeting Minutes.

Aldersperson Carpenter moved to approve the January 7, 2019 Board of Public Works meeting minutes, Aldersperson Raasch seconded the motion. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Aldersperson
SECONDER:	Dean Raasch, Aldersperson
AYES:	James Boyd, Dan Carpenter, Dean Raasch, Michael J. Walsh
EXCUSED:	Jonathon Hansen

II. Public Comment

None

III. Items

1. Consider Award of Contract 19-09 Pond and Drainage System Construction.*

Eric Rakers, City Engineer explained that this project is to improve the swales and ponds at the West Industrial Park and the Honeysuckle pond. The low bid is from Jossart Brothers, Inc. in the amount of \$460,647.50, which is under the budgeted amount from TID #11 and TID #12. Staff would recommend awarding the contract to Jossart Brothers, Inc.

Mayor Walsh moved to award contract 19-09 for Pond and Drainage System Construction to Jossart Brothers, Inc., seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Dean Raasch, Aldersperson
AYES:	James Boyd, Dan Carpenter, Dean Raasch, Michael J. Walsh
EXCUSED:	Jonathon Hansen

2. Consider Quote for 2019 Materials Testing and Soil Borings.*

Eric Rakers, City Engineer, explained that this is the annual proposal for testing services, which is estimated based on previous year's quantities. Staff recommends accepting the low quotes from Bay Area Testing and Consulting in the amount of \$58,217.00 for material testing, and ECS in the amount of \$4,153.00 for soil boring.

Alderson Raasch moved to accept the quotes from Bay Area Testing and Consulting for material testing and ECS for soil boring, seconded by Alderson Carpenter. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderson
SECONDER:	Dan Carpenter, Alderson
AYES:	James Boyd, Dan Carpenter, Dean Raasch, Michael J. Walsh
EXCUSED:	Jonathon Hansen

3. Consider 2019 Storm Lateral Assessment Charge - Residential

Eric Rakers, City Engineer, explained that this item is to establish the annual special assessment charge for existing residential developments where storm water mains and laterals are being installed. The annual rate is established by taking a 3 year average of prior year's assessments. Staff recommends the 2019 rates for storm laterals be \$1,621.19 and for storm mains be \$371.66.

Mayor Walsh moved to approve the 2019 storm lateral and main special assessment charge for existing residential developments, seconded by Alderson Boyd. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	James Boyd, Alderson
AYES:	James Boyd, Dan Carpenter, Dean Raasch, Michael J. Walsh
EXCUSED:	Jonathon Hansen

4. Consider 2019 Storm Lateral Assessment Charge - Existing Non-Residential Properties.

Eric Rakers, City Engineer, explained that non-residential properties would include everything larger than a duplex. Storm lateral size for non-residential properties can be 6", 8" or 12", based on land use and lot size, and storm main charges are calculated per foot. The annual rates are established by taking a 3 year average of prior year's assessments. Staff recommends the 2019 rates for non-residential storm lateral assessment be \$1,852.20 for 6", \$1,860.51 for 8", and \$2,136.87 for 12" laterals, and non-residential storm mains being assessed at \$7.22 per foot of parcel frontage.

Alderson Carpenter moved to approve the 2019 storm lateral and main assessment charges for existing non-residential properties, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderson
SECONDER:	Dean Raasch, Alderson
AYES:	James Boyd, Dan Carpenter, Dean Raasch, Michael J. Walsh
EXCUSED:	Jonathon Hansen

5. Consider Proposed Easements - Project 19-09*

Eric Rakers, City Engineer, explained there are two easements required in conjunction with project 19-09 for the upgrade and modification of the Southwest Business Park and Honeysuckle ponds. The easements are needed from Humana and VHC and approval is contingent upon getting signatures from property owners.

Mayor Walsh moved to approve the easements for project 19-09, seconded by Alderperson Boyd. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	James Boyd, Alderperson
AYES:	James Boyd, Dan Carpenter, Dean Raasch, Michael J. Walsh
EXCUSED:	Jonathon Hansen

6. Consider Truck Route Signage.*

Eric Rakers, City Engineer, explained that heavy truck routes are identified in code and a heavy truck route map is posted on the City website. The current procedure is to place no truck route signs on adjacent streets that are not on the official truck route. Staff has recently been notified by the State that current procedures are incorrect and the actual truck route needs to be signed. This can be done by either placing signage along the truck route showing which way trucks are allowed to go; or by placing a sign when entering the City stating certain color street signs designate truck routes. As indicated in the packet, staff recommends updating the truck route signage to mark the truck route with signs. Also to eliminate and add some no truck route signage.

Mayor Walsh moved to approve the truck route signage as proposed, seconded by Alderperson Boyd.

Discussion followed.

Alderperson Carpenter questioned who would be responsible for paying for the additional signs and if the signage will be completed this year.

Scott Thoresen, Director of Public Works explained that the signs will be made in the sign shop, so the cost will be just for the materials. The intent is to complete the project in 2019 with the street sign replacement budget, but at this time we do not know if there will be enough funding in the budget.

Upon vote, the above motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	James Boyd, Alderperson
AYES:	James Boyd, Dan Carpenter, Dean Raasch, Michael J. Walsh
EXCUSED:	Jonathon Hansen

7. Approval of City Engineer Parking and Traffic Recommendations.*

Eric Rakers, City Engineer, reviewed each of the recommended action items for Parking and Traffic. Discussion followed on all items, with a detailed discussion on the consideration of installing a yield sign on Bruss Street at Mount Olivet Drive.

Alderperson Raasch moved to approve all the City Engineer parking and traffic recommendations, seconded by Alderperson Boyd. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	James Boyd, Alderperson
AYES:	James Boyd, Dan Carpenter, Dean Raasch, Michael J. Walsh
EXCUSED:	Jonathon Hansen

8. Discuss City Engineer Recommendations on No-Action Parking and Traffic Items.
Eric Rakers, City Engineer, reviewed each discussion item in detail.
Discussion followed.

RESULT:	DISCUSSED
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IV. Future Agenda Items

None

V. Adjournment

Mayor Walsh moved to adjourn the meeting at 5:45 pm, seconded by Alderperson Boyd.
Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: February 11, 2019

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Discuss Definitely De Pere's Sculpture Walk Project*

Definitely De Pere is requesting the approval of the project concept for their sculpture walk project. (See attached submittal from Definitely De Pere)

Staff recommends approving Definitely De Pere's sculpture walk project as outlined in Definitely De Pere's submittal.

ATTACHMENTS:

- Definitely De Pere Sculpture Walk Project Update 2-6-19 (DOCX)

Sculpture Walk Project Update

Submitted by: Definitely De Pere

Project Summary

The Board of Public Works and Council recently approved the Sculpture Walk Project on Broadway. Definitely De Pere submitted the project proposal as part of the streetscape improvements for downtown De Pere using Stadium Tax Excess funds.

The purpose of the Sculpture Walk Project is to integrate art to enliven the streetscape. The project will feature an ongoing seasonal public art exhibit of original outdoor sculpture temporarily installed along Broadway. The work will be welded to concrete pads and will be exhibited for 6 - 8 months. Sculptures will be safe and able to withstand all weather conditions, extreme temperatures, and the interaction of the public. The work remains the property of the artist and is on loan for the duration for the exhibit.

Year One Approved Project Costs

\$15,000 was allocated to this project to cover 10 concrete pads to temporarily install the work on and a \$1,000 stipend to be paid to each of the 10 artists for use of their work and to cover costs of transportation, installation and removal of the work.

Project Update

Since approval of the project, the Definitely De Pere Public Art Committee has been developing project details and putting together specifications to issue a Call for Artists. After continuing to research programs in other communities, the Committee proposes the addition of a People's Choice Award (as determined by popular vote).

Additional Project Funding Request

Definitely De Pere would like to request additional funding to support the purchase of one of the sculptures that will be on display. This People's Choice purchase award would be for up to \$15,000. The winning sculpture would be purchased and permanently installed downtown De Pere at a location along Broadway.

Project Payment Process Request

It is also requested that payment be made directly to Definitely De Pere (following the same process approved for Public Art Projects that are funded through Stadium Tax Excess funds). Definitely De Pere will submit invoices and supporting material to the City for review and administrative approval. Upon completion of the project, a report will be submitted to the City that includes information and associated costs.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: February 11, 2019

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider Definitely De Pere Artistic Seating Project*

Definitely De Pere is requesting the approval of the project concept for their artistic seating project. (See attached submittal from Definitely De Pere)

Staff recommends approving Definitely De Pere's artistic seating project as outlined in Definitely De Pere's submittal.

ATTACHMENTS:

- Definitely De Pere Artistic Seating Project 2-6-19 (DOCX)

Artistic Seating Project

Submitted by: Definitely De Pere

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. The streetscape project proposal included plans for adding street furniture to the downtown streetscape. Definitely De Pere is proposing to develop an artistic seating project as described below. Since the decorative benches will be placed in the City right of way, Definitely De Pere will work closely with the Department of Public Works on the implementation of the project.

Artistic Seating Project Goal

Definitely De Pere is preparing to issue an RFP to artists for artistic seating to be installed at various locations along the main corridors of downtown. The goal of the project is to provide seating that is both functional and artistically interesting. Definitely De Pere hopes that the RFP will result in the design, development and fabrication of an original and contemporary alternative to the traditional public street bench.

The ideal bench will be useful, beautiful, and specific to downtown De Pere so that it can be installed throughout the streetscape. We envision the street benches to provide respite and relaxation opportunities, and to make architectural or sculptural statements in public spaces.

Design Criteria

The pieces will be custom designed and different materials may be used to create the benches including steel, concrete, wood, stainless steel, glass tiles, and other mixed media. Selection criteria will be considered to ensure that the design is relevant within the cultural, historical, social, and environmental context of downtown De Pere.

Application and Review Process

The selection process will happen in two phases. Artists, designers and fabricators will be asked to submit sketches of proposed benches that will be reviewed by the Public Art Committee and City staff. Finalists will be invited to further develop their proposals and prototypical bench to include detailed working drawings showing dimensions and placement, materials and methods

of installation, anticipated process and timeline, and maintenance plan. The Committee and City staff will select the preferred design.

Locations

The following locations are targeted for bench installation: George Street corridor from Superior west to Broadway; Broadway from the bridge roundabout north to James Street; and Main Avenue from the bridge west to 4th Street.

Project Budget and Payment Process

Project Budget \$30,000 - includes design development, artist labor, materials, and installation.

Excess Stadium Tax revenue will fund this project in an amount not to exceed \$30,000. The Council approved Excess Stadium Tax funds for Streetscape with the following proposed process:

1. Definitely De Pere proposes potential projects.
2. City Staff reviews potential projects and brings proposal to Board of Public Works and Common Council.
3. Upon approval, City (Primarily Public Works), designs, bids and constructs project.

Due to the unique nature of this proposal, the traditional design and bid process would not be efficient or effective. Therefore, it is requested that the funds be allocated directly to Definitely De Pere in the same process approved for the Public Art Projects.

1. 50% Payment provided upon artist selection
2. 50% Payment provided upon project completion
3. Definitely De Pere to submit invoices to the Public Works Director for review and administrative approval.

Upon completion of the project, a report will be submitted to the City that includes information and associated costs.

Timeline

Definitely De Pere will issue a Request for Proposals in early March. The submission deadline will be early April. Finalists will be selected and notified by mid- April. Final submissions will be due by mid-May. Installation will be determined by artist schedule but we anticipate will occur no later than September 1, 2019.

Requested BOPW Approvals

1. We are requesting approval of the project concept and authorization to approve art and final bench locations in collaboration with City staff.
2. We are requesting approval of a project budget of \$30,000.
3. We are requesting that payment be made directly to Definitely De Pere after review of supporting documentation by the Public Works Director.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: February 11, 2019

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Discuss MSC Rubbish Drop Off Site

Jim Anderson of 915 Memory Lane, De Pere requested(See attach request) to be put on the BOPW agenda so he could address Board with concerns regarding the MSC rubbish drop off site operations. At the January 15, 2019 Council meeting Mr. Anderson handed out to the Council a document regarding his some of his concerns. (See attached document)

In addition, please see the attached email correspondence from Alderperson Crevier.

In addition, please see the attached email correspondence from Jim Anderson.

ATTACHMENTS:

- Jim Anderson Request BOPW Agenda 2-11-19(PDF)
- 2019-01-15 MSC rubbish drop off (PDF)
- Alderperson Crevier Email Correspondence (PDF)
- Jim Anderson Email Correspondence (PDF)

Scott Thoresen Director of Public Works

I would like to on the agenda for your Feb.11 Public Works meeting.

I have questions about the 96% change in availability of the rubbish drop off site. Especially the fact that is now closed 4 months a year.

Does the committee look at comparable communities in terms of service provided?

When the Public Works committee decides something is that final or does it have to be approved by some other body?

How do you decide what you will accept or not accept at the rubbish drop off site?

Jim Anderson

915 Memory Lane DePere WI 54115

Municipal Service Rubbish Drop Off Site Sixth Street

Are you aware of magnitude of the changes in hours of operation?

Drop off was available 12 months a year from 7a.m. to 7p.m. seven days a week plus 2 curbside pickups **4368** hours a year.

Now the drop off will be available 8 months a year Wed. 3 p.m. to 7 p.m. and Sat. 8 a.m. until 4 p.m. plus 2 curbside pickups. **420** hours a year.

That is a 96 % decrease in availability!

Comparable communities

Allouez curbside pickup 12 times a year. No drop off site.

Ashwaubenon curbside pickup 12 times a year. No drop off site.

Green Bay 2 curbside pickups and drop off Mon.-Thur. 7 a.m. to 3 p.m.

Friday 7 a.m. to 6 p.m. and second and third Sat. 7 a.m. to noon

Possible adjustments more in line with other communities

1. At the very least. Some type of service 12 months a year. Such as first and third Saturday. Dec. Jan. Feb. and March
2. Service 12 months a year. Monday 7 a.m. to 12 p.m. Wed. 3 p.m. to 7 p.m. and Sat. 8 a.m. to 4 p.m.
3. Curbside 4 times a year (once a quarter) and drop off Wed. 3 p.m. to 7 p.m. and Sat. 8 a.m. to 4 p.m.

Scott Thoresen

From: Scott Crevier <scott@crevier.us>
Sent: Wednesday, January 16, 2019 7:30 AM
To: Scott Thoresen
Cc: Jim Anderson
Subject: new MSC rubbish collection hours
Attachments: 2019-01-15 MSC rubbish drop off.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Scott, I've attached a copy of the document that Jim Anderson passed out at the city council meeting last night. I had previously spoken to Jim and a few other residents about the changes in hours, and I defended our changes mostly due to the abuse of the facility and the fact that we had to solve it without spending a lot of money.

As a side note, one neighbor who asked me about the changes later told me that the only reason he new we changed it is because his son, who doesn't live in De Pere, arrived at the MSC to leave some junk and found it closed. So he asked his dad about it, who then asked me. So it's definitely been abused, and I appreciate all your efforts to resolve this.

I was originally okay with all the changes. But I think Jim makes a great suggestion in his document, asking that we at least figure a way to keep it open year 'round. Obviously December and January are now passed. But for this year, I'd like to see if we can offer some limited hours in February and March to get us through the winter. Jim's specific suggestions are pretty good, but I think anything would help. Even if you do something during the week that spans into the evening so people can drop off after work, that would be great.

I don't know the logistics of opening for a just a day or two each month, but I hope you can take this to the Board of Public Works and see if you can figure something out.

Thanks for your work on this. I know it's not easy.

--

Scott Crevier
 Alderman, District 3
 De Pere City Council
 920-550-1890, home/text
<http://www.crevier.us/>
<http://www.facebook.com/crevierdepere>

Be real. Be there.



Attachment: Alderperson Crevier Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

Municipal Service Rubbish Drop Off Site Sixth Street

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Scott Thoresen

From: Scott Thoresen
Sent: Wednesday, January 16, 2019 8:06 AM
To: Scott Crevier
Cc: Jim Anderson; Larry Delo; Steve Bloemer
Subject: RE: new MSC rubbish collection hours
Attachments: MSC Rubbish Drop Off Presentation 7-3-18.pdf

Good Morning Scott:

Thanks for the email.

I will be putting this on the February 11th BOPW meeting so Mr. Anderson can discuss this with the BOPW. It is not staff's intent at this meeting to make any recommendations to change what the BOPW has already approved.

I also attached a detailed presentation that was discussed with the BOPW that somewhat explains how the new hours of operations were established.

Any increase in hours of operations for the rubbish drop off site as approved would result in increased costs for the City that was **not** budgeted for.

Any questions please let me know.

Make it a great day!

Thanks,

Scott J. Thoresen, P.E.
 Director of Public Works
 City of De Pere
 925 South Sixth Street
 De Pere, WI 54115-1199

Office Phone (920) 339-8095
 Cell Phone (920) 639-1003
 Fax (920) 339-4071

Email: sthoresen@mail.de-pere.org
 Facebook: [City of De Pere Facebook](#)

From: Scott Crevier [<mailto:scott@crevier.us>]
Sent: Wednesday, January 16, 2019 7:30 AM
To: Scott Thoresen
Cc: Jim Anderson
Subject: new MSC rubbish collection hours

Attachment: Alderperson Crevier Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

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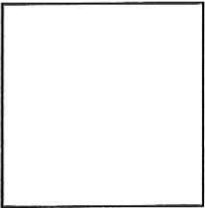
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Thanks for your work on this. I know it's not easy.

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Scott Crevier
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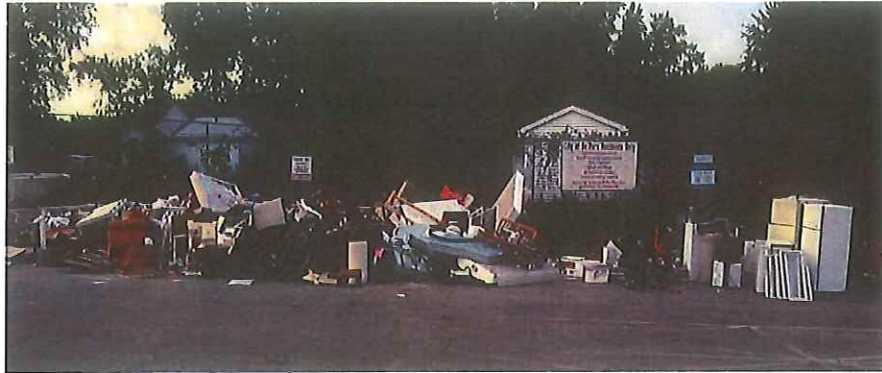
Be real. Be there.



Attachment: Alderperson Crevier Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

07/03/2018

MSC RUBBISH



DROP OFF SITE

MSC RUBBISH TEAM

AMANDA BARBER

STEVE BLOEMER

DARYL CARTER

ERIC RAKERS

SCOTT THORESEN

Attachment: Alderperson Crevier Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

07/03/2018

Overview

- History
- Issues
- Monitoring of Site
- Comparison of Surrounding Communities
- Opportunities
- Recommendation

MSC Rubbish Drop Off History

- December 2006 – BOPW approves rubbish and metal drop off at the MSC during the business hours of 7:30 am to 2:30 pm. No fees for drop off. Resident needs to check in at front office and fill out a form for materials dropping off.
- April 2010 – BOPW approved all rubbish and oil drop off services at MSC on a 24-7 basis under camera surveillance.
- May 2010 – BOPW revised rubbish drop off services from 24-7 to 7 am to 7 pm seven (7) days per week due to neighboring residents concerns.

Attachment: Alderperson Crevier Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

07/03/2018

MSC Rubbish Drop Off History

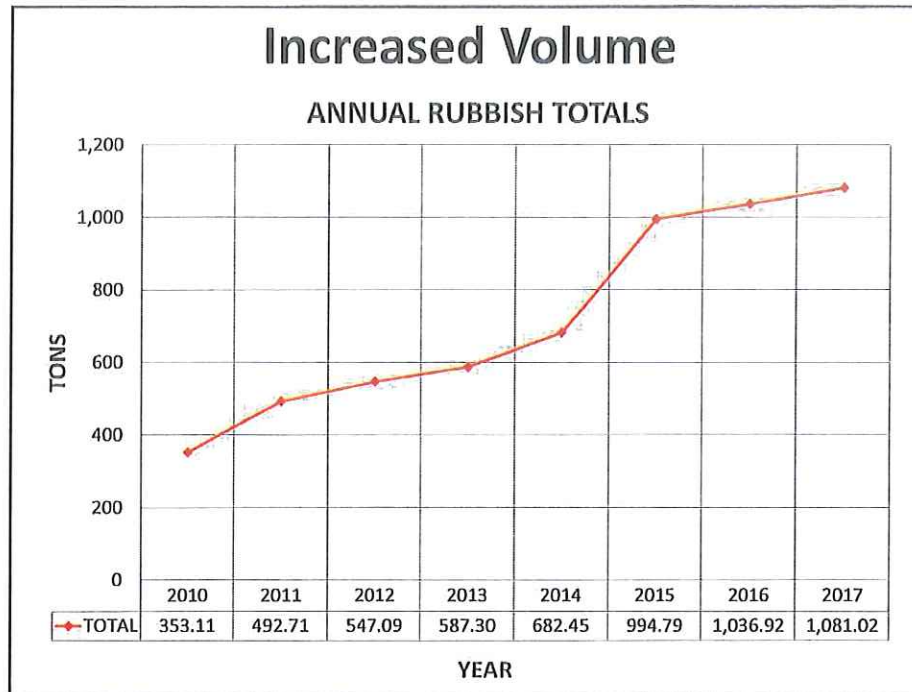
- December 2011 – BOPW requests staff to install signs: “Please be considerate of our neighbors regarding noise while using this facility”.
- March 2015 – BOPW approves prohibiting salvaging at MSC.

Issues

- Increased volume
- Increased cost
- Increased employee time
- Police Involvement
- Fire & Rescue Involvement
- Litter nuisance
- Non-residents dumping
- Dumping of non-accepted items
- After hours violators
- Scrapping/Salvaging
- Vehicle damage
- Increased liability to City
- Neighbor Impact

Attachment: Alderperson Crevier Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

07/03/2018



Increased Cost/Employee Time

ANNUAL RUBBISH SITE TOTALS

YEAR	RUB LOADS	TOTAL TONS	TIPPING FEES	LABOR & EQUIP COST	TOTAL ANNUAL COST
2010	265	353.11	\$13,418.19	\$45,307.05	\$58,725.24
2011	291	492.71	\$19,215.69	\$50,040.36	\$69,256.05
2012	299	547.09	\$21,883.60	\$51,718.03	\$73,601.63
2013	302	587.30	\$23,474.40	\$52,548.00	\$76,022.40
2014	335	682.45	\$27,874.20	\$58,641.75	\$86,515.95
2015	478	994.79	\$41,308.85	\$84,185.36	\$125,494.21
2016	489	1,036.92	\$42,772.98	\$86,655.69	\$129,428.67
2017	484	1,081.02	\$45,259.82	\$86,311.72	\$131,571.54

Attachment: Alderperson Crevier Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

Police Involvement

- 2016 Calls for Service – **15**
- 2017 Calls for Service – **17**

Litter Nuisance



07/03/2018

Litter Nuisance



Litter Nuisance



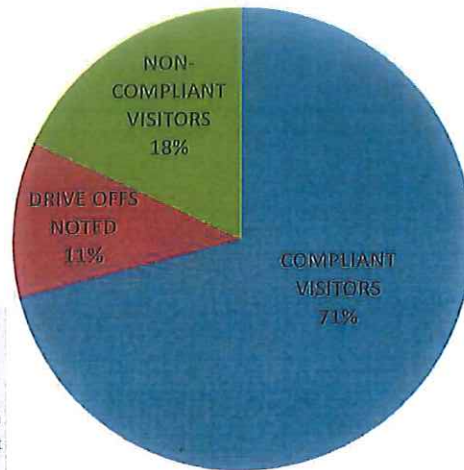
Attachment: Alderperson Crevier Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

07/03/2018

Dumping of Unacceptable Items, Dumping by Non-residents

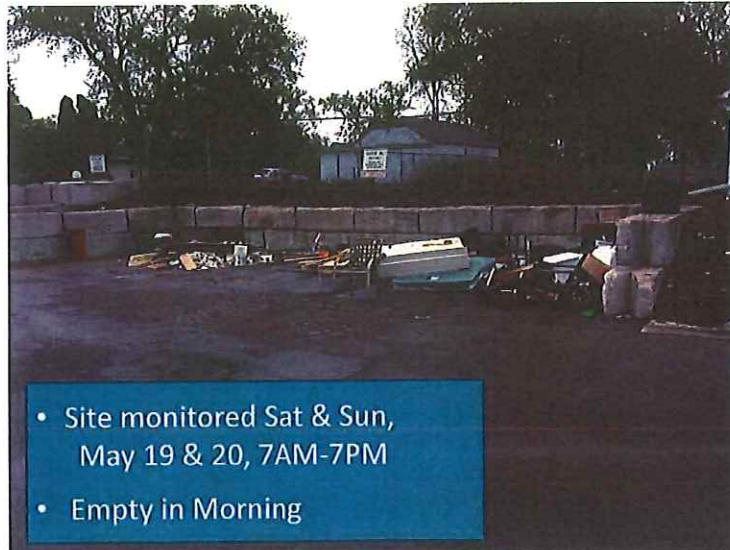
*MSC Rubbish Site Monitoring
Sat & Sun - May 19 & 20, 2018*

TOTAL COUNT	COMPLIANT VISITORS	DRIVE OFFS NOTED	NON- COMPLIANT VISITORS
321	228	35	58
		Sat - 8	41-Construction
		Sun - 27	10-Non-resident
			5-Cardboard
Sat - 142			1-Compost
Sun - 179			1-No ID



MSC RUBBISH SITE MONITORING: MAY 19 & 20

Saturday, May 19 — 7:00 AM

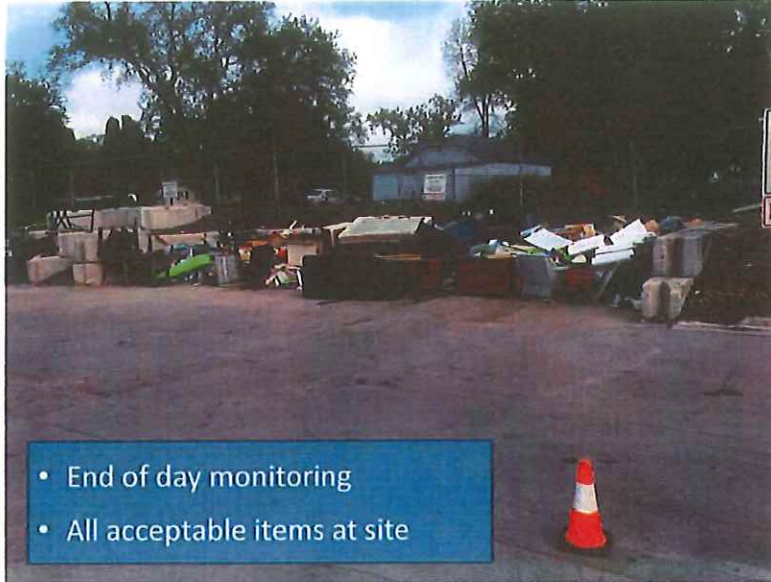


- Site monitored Sat & Sun, May 19 & 20, 7AM-7PM
- Empty in Morning

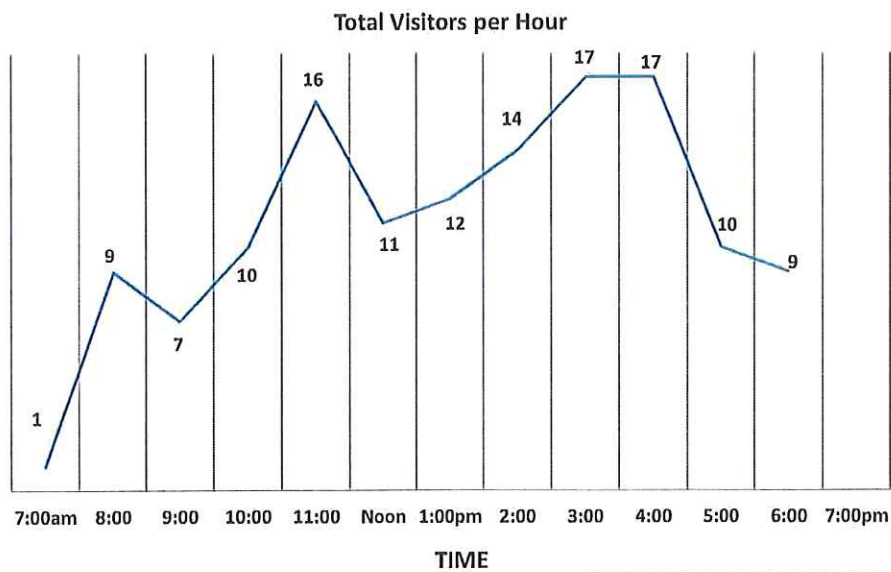
Attachment: Alderperson Crevier Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

07/03/2018

Saturday, May 19 – 7:00 PM



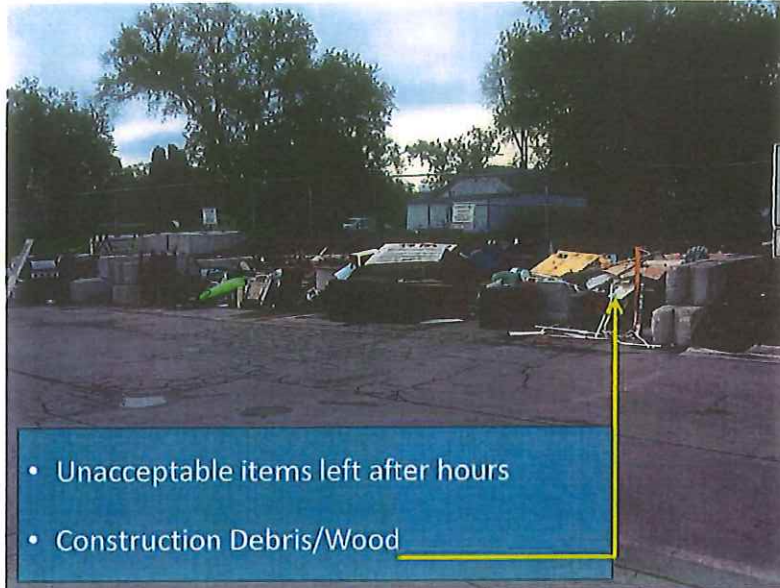
Number of Rubbish Drop Offs – Sat. 5/19/18



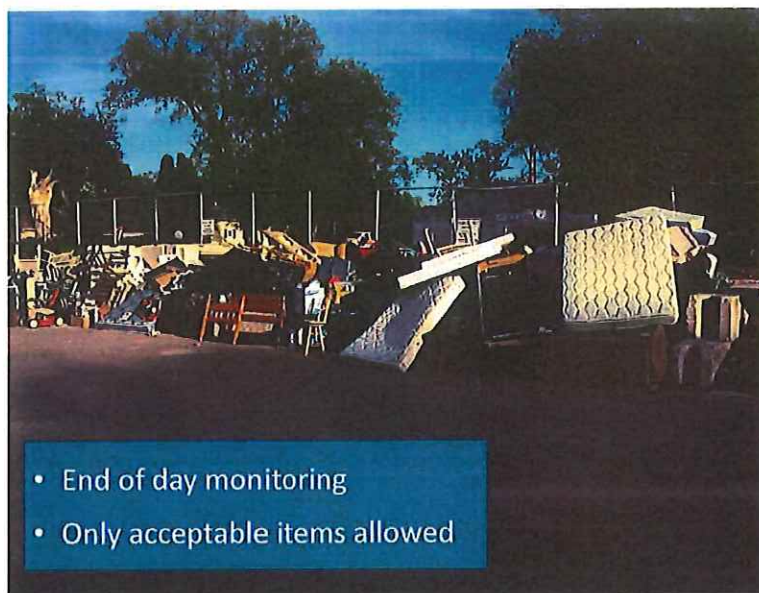
Attachment: Alderperson Crevier Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

07/03/2018

Sunday, May 20 – 7:00 AM



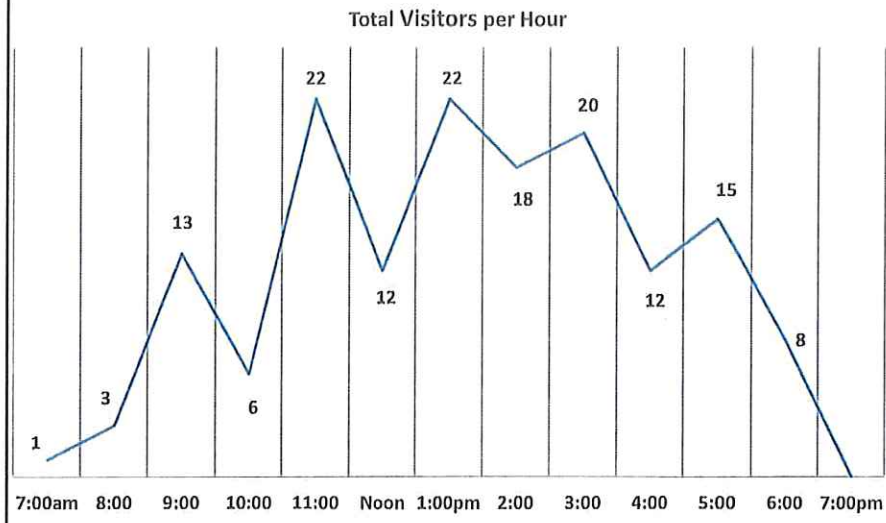
Sunday, May 20 – 7:00 PM



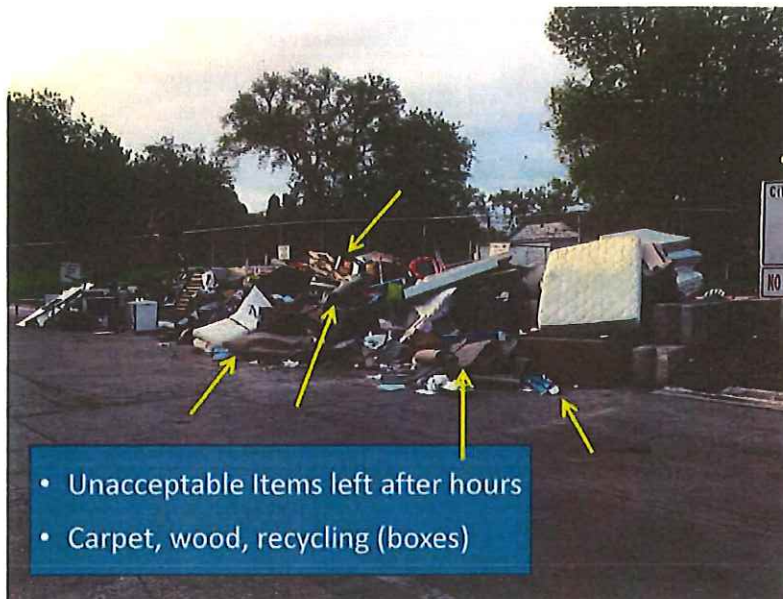
Attachment: Alderperson Crevier Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

07/03/2018

Number of Rubbish Drop Offs – Sun. 5/20/18

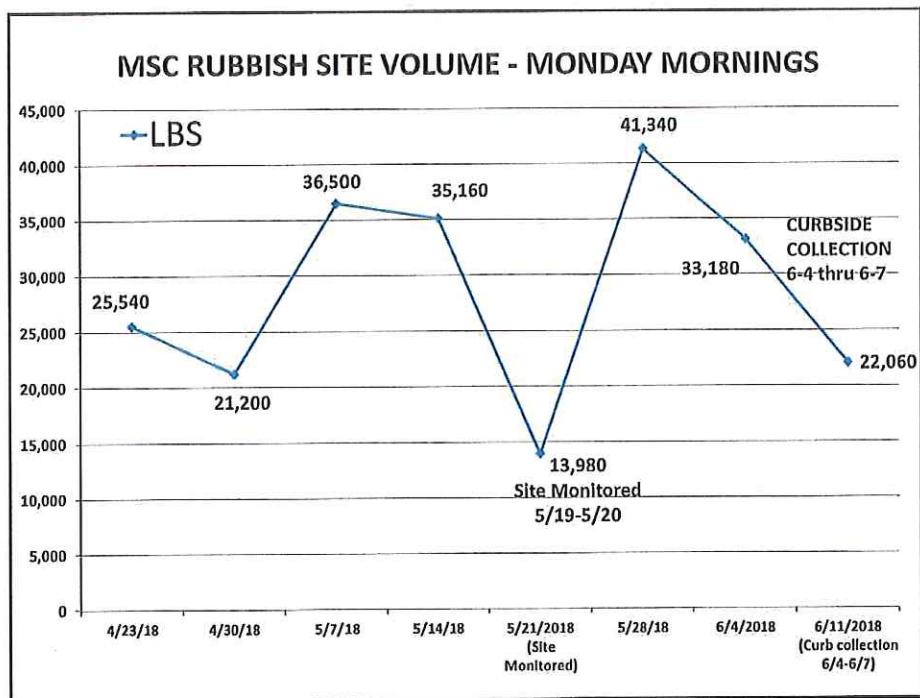
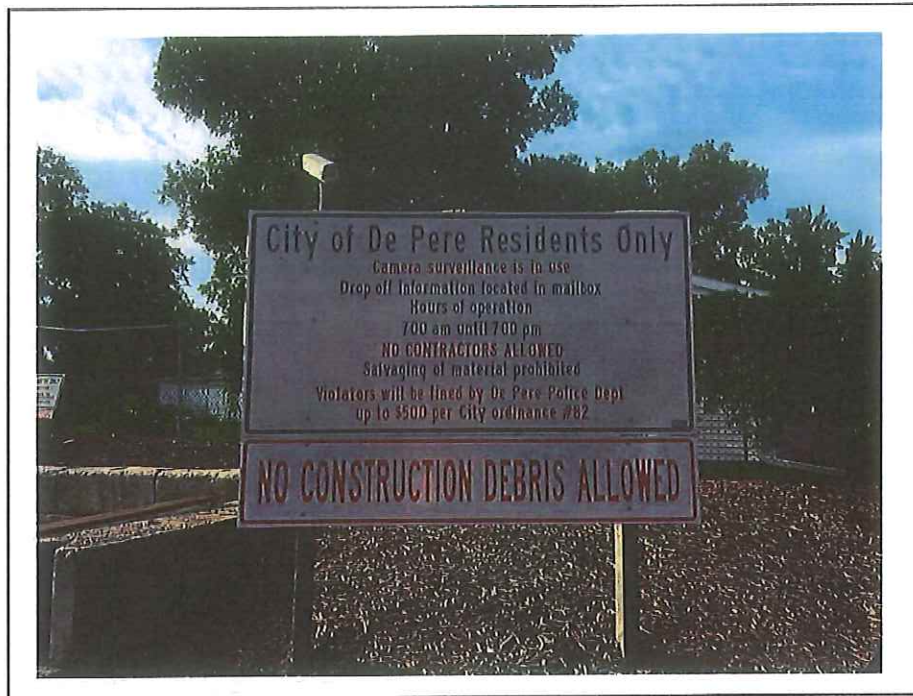


Monday, May 21 – 7:00 AM



Attachment: Alderperson Crevier Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

07/03/2018



Attachment: Alderperson Crevier Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

07/03/2018

What do other communities provide for drop off sites?

NO Rubbish Drop Off Sites:

- Lawrence
- Ledgeview
- Hobart
- Bellevue
- Ashwaubenon
- Allouez (Oil drop off only)
- Howard (Electronic drop off only)

MSC Site has turned into a Brown County dumping site for non-residents.

Rubbish Sites provided:

- Green Bay (2 sites): M-Th 7am-3pm, Fri 7am-6pm,
2nd & 3rd Sat of month 7am-noon
(Gated, not staffed)

07/03/2018

What do other communities provide for rubbish services?

MUNICIPALITY	RUBBISH DROP OFF SITE	OTHER SITE	HOURS OF OPERATION	CURBSIDE COLLECTION	CURBSIDE INFORMATION
LAWRENCE	NO			NO	
LEDGEVIEW	NO			NO	
HOBART	NO			NO	
BELLEVUE	NO			NO	
ASHWAUBENON	NO			YES	❖ 2nd week of month ❖ Free of charge, if pile is larger than 8 feet, fees may apply.
ALLOUEZ	NO	LeBrun Yard Waste & Oil Drop-off	Vary throughout the year	YES	❖ 1st full week of month (except April & Nov - leaf collection) ❖ Up to 2 cubic yards free of charge
HOWARD	NO	Electronic Drop Off Site at PW Building	24/7	YES	❖ Must request special pick up on Monday for collection on Tuesday ❖ No charge
GREEN BAY	YES - 2 Sites		M-Th 7am-3pm, Fri 7am-6pm, 2nd & 3rd Sat of month 7am-noon	YES	❖ 2 collections per year (spring & fall) ❖ Up to 2 cubic yards free of charge.
DE PERE	YES		7 days a week, 7am - 7pm	YES	❖ 2 collections per year (1st weeks of June & Sept) ❖ Special collection – (minimum fee of \$40)

Attachment: Alderperson Crevier Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

07/03/2018

MSC RUBBISH SITE OPPORTUNITIES				
ISSUES	X = ELIMINATES ISSUE V = LIMITS ISSUE			
	#1	#2	#3	#4
	DO NOTHING	LIMITED HOURS - FENCE + GATE	LIMITED HOURS - FENCE + GATE & ATTENDANT	CLOSE
	Increased volume	V	V	X
	Increased cost	V	V	X
	Increased employee time	V	V	X
	Non-residents dumping		X	X
	After hours violators	V	X	X
	Unacceptable dumping		X	X
	Police Involvement		V	X
	Fire & Rescue Inv		V	X
	Scrapping/Salvaging		X	X
	Vehicle damage		V	X
	Litter nuisance			X
	Increased liability to City		V	X
	Neighbor Impact		V	X

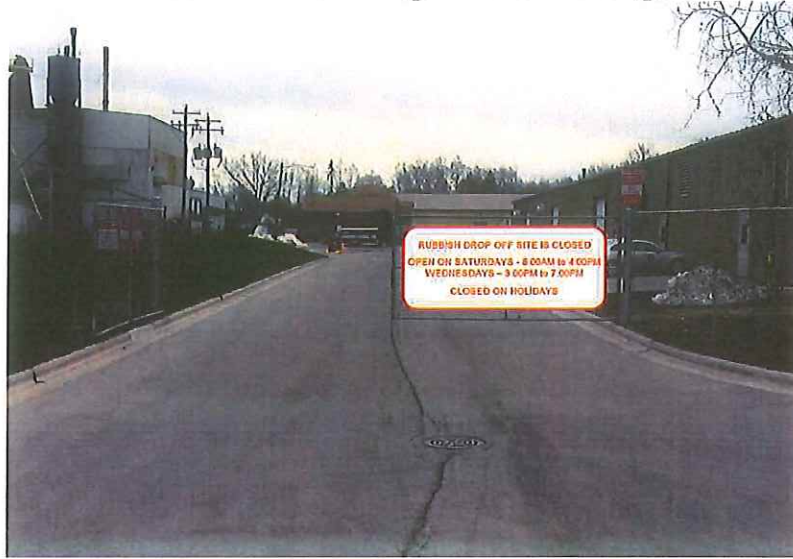
Rubbish Team Recommendation

- Change location to existing MSC rear rubbish site
- Install new sliding gate
- Limited Hours
- Attendant

Attachment: Alderperson Crevier Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

07/03/2018

FENCE/GATE Install Sliding Gate & Sign



Existing Rear MSC Rubbish Drop Off Site



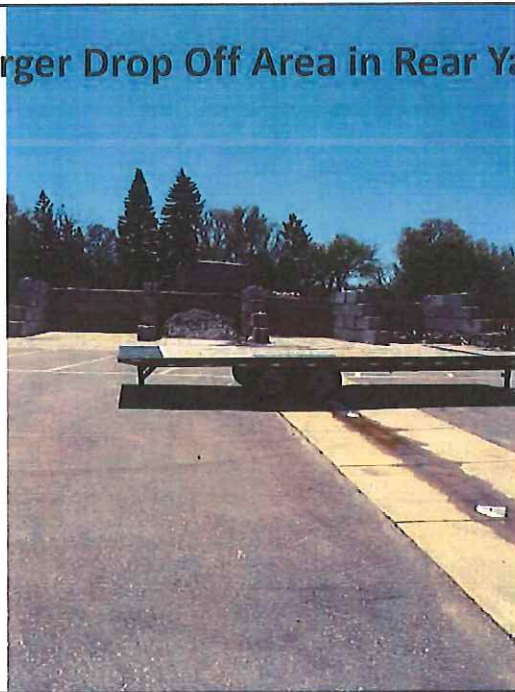
Attachment: Alderperson Crevier Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

07/03/2018

Existing Rear Yard Bins



Larger Drop Off Area in Rear Yard



Attachment: Alderperson Crevier Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

07/03/2018

Limited Hours

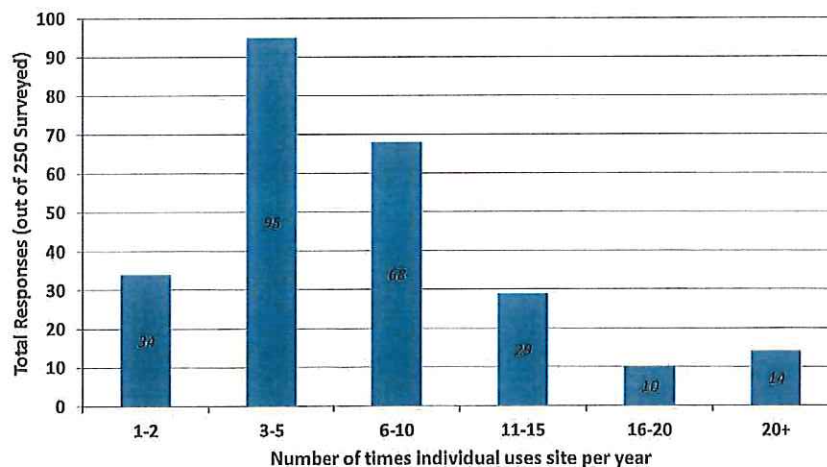
- April 1 – November 30
- Saturdays, 8:00am – 4:00pm
- Wednesdays, 3:00 pm – 7:00pm
- Closed on Holidays

❖ Rubbish site would provide residents 68 times per year to utilize

Site Use

Survey Question:

How many times a year do you use this site?

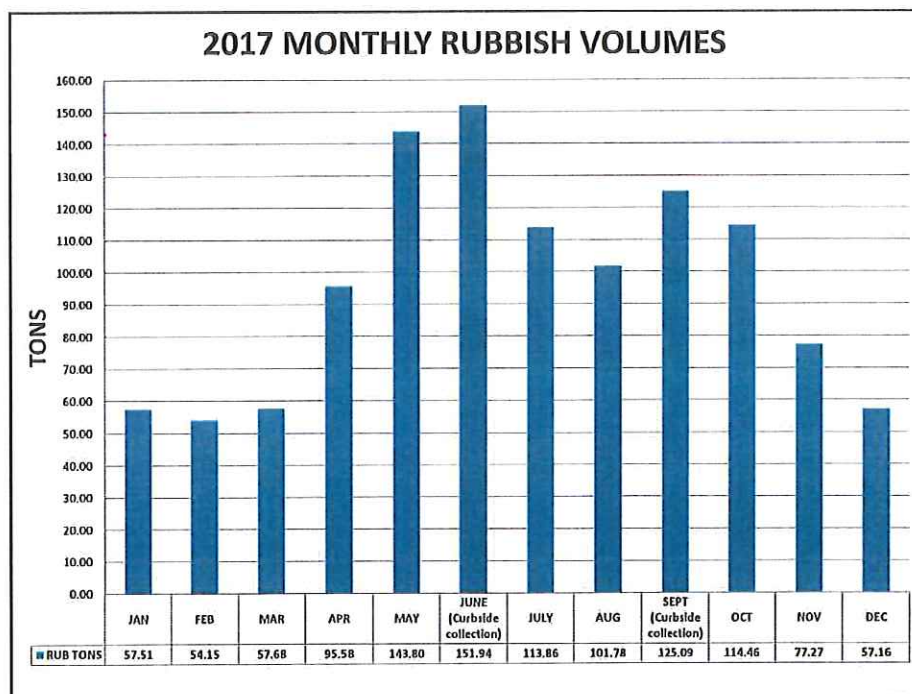


07/03/2018

April 1 – November 30

WHY??

- Winter months – Snow Operations
- Volume is significantly higher April through November
- Staffing during severe cold winter months will be a challenge



Attachment: Alderperson Crevier Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

07/03/2018

Staffed by Attendant

Estimated Annual Cost:

- 34 Saturdays at 8 hrs = 272 hrs x \$15/hr = \$4080
- 34 Wednesdays at 8 hrs = 136 hrs x \$15/hr = \$2040
- TOTAL = **\$6,120**

Estimated Cost Savings:

Approximately 30% = **\$39,500**

Questions???



Scott Thoresen

From: James Anderson <jojiander@gmail.com>
Sent: Wednesday, January 16, 2019 5:15 PM
To: Scott Thoresen
Subject: Feb 11 Public Works agenda
Attachments: Scott Thoresen Director of Public Works.docx

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Scott I would like to be on the agenda.
Please see attached question

Attachment: Jim Anderson Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

Scott Thoresen Director of Public Works

I would like to on the agenda for your Feb.11 Public Works meeting.

I have questions about the 96% change in availability of the rubbish drop off site. Especially the fact that is now closed 4 months a year.

Does the committee look at comparable communities in terms of service provided?

When the Public Works committee decides something is that final or does it have to be approved by some other body?

How do you decide what you will accept or not accept at the rubbish drop off site?

Jim Anderson

915 Memory Lane DePere WI 54115

Scott Thoresen

From: Scott Thoresen
Sent: Thursday, January 17, 2019 9:12 AM
To: James Anderson
Cc: Steve Bloemer; Amanda Barber; Grace Lahtela
Subject: RE: Feb 11 Public Works agenda
Attachments: MSC Rubbish Drop Off Presentation 7-3-18.pdf

Good Morning Mr. Anderson:

Thanks for the email.

I will put your request on the next Board of Public Works (BOPW) meeting agenda scheduled for February 11th at 7:30 P.M. in the Council Chambers at City Hall.

Attached is the presentation that was presented to the BOPW that contains a lot of information and explanation as why the City changed the operations for the rubbish drop off site. This is the same attachment that I included in the email to Alderperson Crevier that you were copied on.

Please see my answers in “red” to your questions:

Does the committee look at comparable communities in terms of service provided? Please refer to pages 12 & 13 in the attached document that refers to what other communities are doing for rubbish collection or drop off sites. As seen in the attached presentation, evaluating what other communities do was part of the discussion. The interesting thing, Green Bay is the only other community in the area that offers a rubbish drop off site. They started their drop off collection after evaluating ours. Originally, they ran their site similarly to what we used to do. Green Bay then scaled back and now has set hours of operations due to similar issues we were having. These issues as indicated on page 3 of the attached are the reasons we are changing our drop off operations.

When the Public Works committee decides something is that final or does it have to be approved by some other body? Sec. 82-5 of our municipal code makes the BOPW the governing body that establishes the operational policies of the rubbish drop off site.

Attachment: Jim Anderson Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

How do you decide what you will accept or not accept at the rubbish drop off site?
Per Sec. 82-1 of our municipal code, establishes what will be acceptable items for drop off at the rubbish site.

If you have further questions please let me know.

Make it a great day!

Thanks,

Scott J. Thoresen, P.E.
 Director of Public Works
 City of De Pere
 925 South Sixth Street
 De Pere, WI 54115-1199

Office Phone (920) 339-8095
 Cell Phone (920) 639-1003
 Fax (920) 339-4071

Email: sthoresen@mail.de-pere.org
 Facebook: [City of De Pere Facebook](#)

From: James Anderson [<mailto:jojiander@gmail.com>]
Sent: Wednesday, January 16, 2019 5:15 PM
To: Scott Thoresen
Subject: Feb 11 Public Works agenda

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 Please see attached question

Attachment: Jim Anderson Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

Scott Thoresen

From: Scott Thoresen
Sent: Friday, January 18, 2019 8:27 AM
To: James Anderson
Cc: Steve Bloemer
Subject: RE: Feb 11 Public Works agenda
Attachments: 20190118084652300.pdf

Good Morning Mr. Anderson:

The titles of the rubbish team:

- Scott Thoresen – Director of Public Works
- Steve Bloemer – Street Superintendent
- Eric Rakers – City Engineer
- Daryl Carter – Street Department Lead Person
- Amanda Barber – Public Works Admin Assistant

As indicated in my previous email, what is acceptable or not acceptable is from our solid waste ordinance. Staff then has created a list (see attached) of acceptable items based off the ordinance.

Any further questions please let me know.

Make it a great day!

Thanks,

Scott J. Thoresen, P.E.
 Director of Public Works
 City of De Pere
 925 South Sixth Street
 De Pere, WI 54115-1199

Office Phone (920) 339-8095
 Cell Phone (920) 639-1003
 Fax (920) 339-4071

Email: sthoresen@mail.de-pere.org
 Facebook: [City of De Pere Facebook](#)

From: James Anderson [<mailto:jojiander@gmail.com>]
Sent: Thursday, January 17, 2019 12:39 PM
To: Scott Thoresen
Subject: Re: Feb 11 Public Works agenda

Attachment: Jim Anderson Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Scott

Thanks for all the details.

Two questions? What are the titles of the people on the rubbish team?

Amanda Barber, Steve Blomer, Daryl Carter, and Eric Raker.

How do you decide what is acceptable or not acceptable at the drop off?

Jim Anderson

On Thu, Jan 17, 2019 at 9:12 AM Scott Thoresen <sthoresen@mail.de-pere.org> wrote:

Good Morning Mr. Anderson:

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Attachment: Jim Anderson Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

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How do you decide what you will accept or not accept at the rubbish drop off site? **Per Sec. 82-1 of our municipal code, establishes what will be acceptable items for drop off at the rubbish site.**

If you have further questions please let me know.

Make it a great day!

Thanks,

Scott J. Thoresen, P.E.

Director of Public Works

City of De Pere

925 South Sixth Street

De Pere, WI 54115-1199

Office Phone (920) 339-8095

Attachment: Jim Anderson Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

Cell Phone (920) 639-1003

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Subject: Feb 11 Public Works agenda

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Scott I would like to be on the agenda.

Please see attached question

Attachment: Jim Anderson Email Correspondence (7823 : Discuss MSC Rubbish Drop Off Site)

**MUNICIPAL SERVICE CENTER
RUBBISH DROP OFF SITE
925 S Sixth St in West De Pere
DE PERE RESIDENTS ONLY**

HOURS OF OPERATION:

April 1 – November 30
Wednesdays: 3:00pm – 7:00pm
Saturdays: 8:00am – 4:00pm

CLOSED:

December 1 – March 31 & Holidays

 PLEASE CONSIDER DONATING ITEMS IN GOOD CONDITION TO A NON-PROFIT ORGANIZATION 

ACCEPTABLE ITEMS

Appliances
Artificial Trees
Bed Frame
Bicycles
Birdbath
Bookcase (free standing)
Box spring
Doors
Entertainment Center
Exercise Equipment
Furniture
Grill (remove propane tanks)
Hot tub cover
Ironing Board
Ladders
Lawn chairs
Lawnmower
Lawn/Holiday display items
Mattress
Patio furniture
Rugs
Snow blower
Styrofoam (large)
Swing set
Tables
Toilets
Water Heaters
Water Softener
Wheelbarrows

Acceptable items small enough
to fit in green polycart should be
placed in cart for curbside
collection.

UNACCEPTABLE ITEMS

Bagged household waste
Bathtub
Cabinets
Cardboard
Carpet/pad
Ceiling tiles
Concrete/stone/asphalt/bricks
Construction Debris
Countertops
Drywall/plaster
Fencing
Flooring
Hot tubs
Insulation
Junk wood
Landscape timber/railroad ties
Pallets
Paneling
Rain gutters/downspouts
Roofing materials
Sheds
Shingles
Showers
Siding
Sinks
Sod/dirt
Tires
Windows
Yard waste/brush/stumps

**Dispose of unacceptable items at
BC Transfer or Advanced Disposal**

**HAZARDOUS WASTE MATERIAL
AND DISPOSAL FACILITIES:**

Antifreeze
Batteries – automotive batteries
Brake Fluid
Cooking Oil
Fertilizer/Weed Killer
Fluorescent Fixtures & Ballasts
Gasoline
Light Bulbs
Propane Tanks
Paint Thinner/Solvents
Paint – in liquid form

**Items above should be brought
to the Brown County Hazardous
Material Recovery.**



**Brown County Hazardous
Material Recovery**

2561 S. Broadway
Call 920-492-4950 for rates/hours.

**Brown County Waste Transfer
Station**

3734 W. Mason St, in Oneida
Call 920-490-2706 for rates/hours.

Advanced Disposal Services

1799 County PP
Call 920-983-3341 for rates/hours.

SEE REVERSE FOR CYBER GREEN RECYCLING OF ITEMS (TVs, Electronics, Appliances – FREE OR MINIMAL CHARGE)



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: February 11, 2019

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Discuss Sustainable Partnership Linking Area Services and H2O (SPLASH) Study

ATTACHMENTS:

- SPLASH Email 2-6-19 (PDF)
- SPLASH Summary Presentation 2-6-19 (PDF)

Scott Thoresen

From: Larry Delo
Sent: Monday, January 21, 2019 11:50 AM
To: Scott Thoresen
Subject: CBCWA information for BOPW

Scott:

All of the CBCWA member communities and Green Bay Water Utility (and municipal customers) are planning to share the SPLASH study initiative information with their various boards, etc. by no later than February 11th with a press release coming out shortly thereafter. Please place this item on your February 11th BOPW agenda. Nic will be sending information to all of the CBCWA members to use for their public official meeting agenda packets.

Larry Delo, ICMA - CM
City Administrator
City of De Pere
920-339-4044
Ldelo@mail.de-pere.org



SPLASH STUDY

TAPPING INTO THE FUTURE

More than **225,000 people and thousands of businesses** in our region rely on **Green Bay Water Utility and Central Brown County Water Authority** to deliver high quality, reliable water and service.

As water providers, **we work 24/7/365** to run large, intricate water systems and are continually looking to improve service and reduce costs, just like we've already done by partnering on billing services and joint purchasing agreements. We believe we can expand our collaboration into the future.

Together we've launched the **SPLASH Study – Sustainable Partnership Linking Area Services and H2O: “Tapping into the Future.”**

SPLASH is a collaboration study driven by a regional need to continue to provide excellent water services efficiently and affordably by:



Improving the quality of services and customer satisfaction



Reducing costs to keep water rates affordable



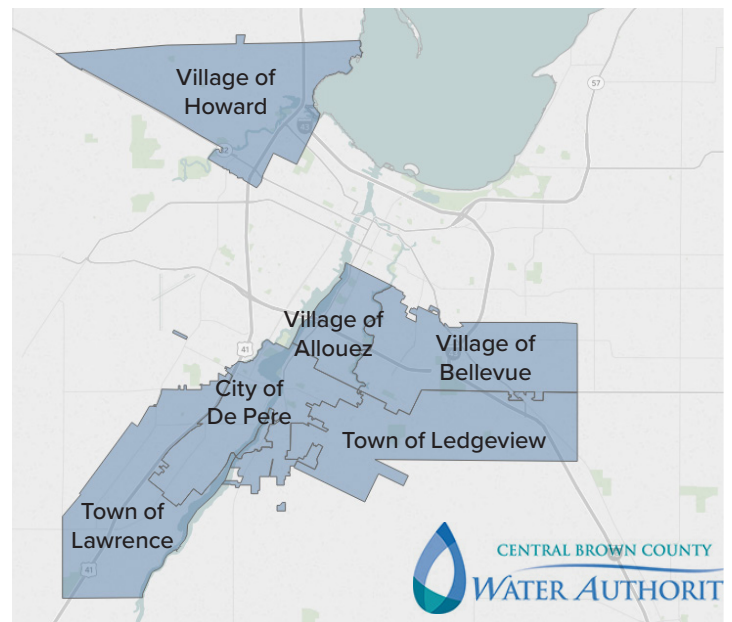
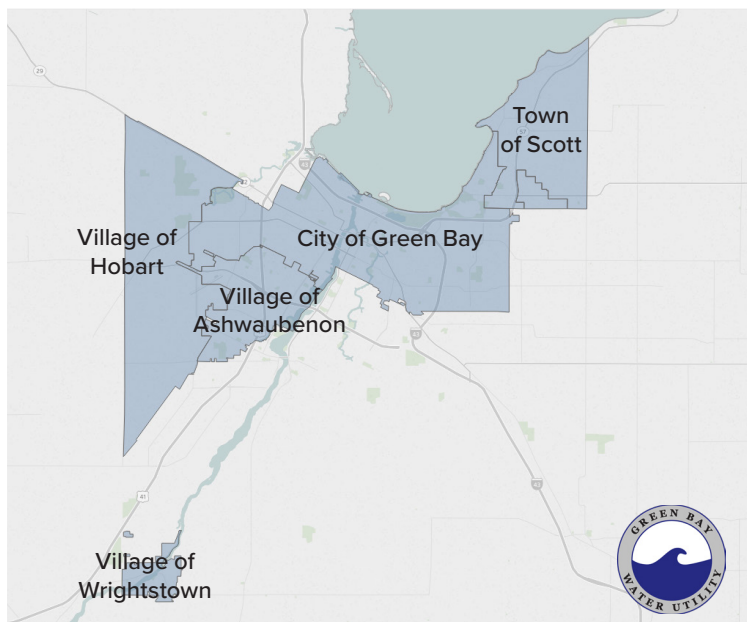
Ensuring high-quality water remains our standard



Using staff, equipment and capital resources efficiently

In our region and across the nation, water providers are facing challenges including more expensive and complex regulations, an aging and retiring workforce, aging infrastructure, and budgets that are increasingly demanding. SPLASH has the potential to be a national model as the trend toward partnership and shared services is growing among our peer utilities.

Wrapping up by mid-2019, SPLASH will identify mutually beneficial opportunities to share services that create savings while allowing each entity to continue to provide the high quality water and service its customers expect.





City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: February 11, 2019

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider Private Use of Public Streets & Alleys*

ATTACHMENTS:

- Mayor&BPW private use of public alley-street (James St-Main Ave Alley) (PDF)

MEMORANDUM

TO: Mayor Michael J. Walsh, Chair
Board of Public Works Members
Common Council Members

FROM: Judith Schmidt-Lehman, City Attorney

DATE: February 11, 2019 (meeting date)

RE: Private Use of Alley/Limited Access Right of Way

City staff has recently received an informal request to use/reserve the Main Avenue – Nicolet Square alley (“Main Alley”) in September, 2019 (after improvements to the alley are completed) for a private wedding ceremony. While details are general, pre and post ceremony activities will take place in neighboring establishments.

Currently, requests to close streets/rights of way for private use are handled either by a street closure permit issued by the Director of Public Works or the Police Chief, and, depending on the size of the event, with a special event permit, issued by the City Clerk-Treasurer. Closure of Wisconsin St. at George St. has been approved on various recent occasions using this process. However, the soon-to-be-improved Main Alley and James Street Plaza,¹ which to staff’s knowledge have not previously been the subject of closure for private purposes, may generate additional interest in the private use of these “limited access type” rights-of-way. Therefore, before making these types of spaces readily available, it was thought prudent to get approval from the Board of Public Works and Council in order to avoid confusion.

The Main Alley and James Street Plaza are both short² segments of public right-of-way/sidewalk³ that are currently used by the public as access points to other locations, which will be transformed in 2019 to encourage their use as places of activity and gathering. Other areas, such as the alley between Broadway and Front Streets, from James St. to George St. landing, may become areas of interest for private events as downtown areas are made more inviting and the cultural district takes shape.

It is important therefore to balance the continued transportation needs of these areas with the desire for use of the venues for private gatherings. Staff is therefore asking the Board and

¹ Funds have been budgeted and agreements signed for art improvements to the Main Alley and for pedestrian and street scape improvements to James Street east of Broadway for ½ block.

² The Main Alley is 14’ wide and 120’ long; the James Street Plaza is approximately 140’ long and 28’ wide.

³ The Main Alley was taken by condemnation in 1972 for the stated purpose of “municipal parking and sidewalk”; James Street was dedicated as right-of-way in.

Council if these “limited access type” right-of-way areas should be available for private functions, and if so, under what parameters.

Below are possible areas to consider for discussion by the Board and Council in balancing the transportation requirements for these spaces with the desire for private gathering spaces:

- Consider whether time limits should be imposed on the private use. Current “limited access type” street closure requests to date have not included city imposed time limits. With the expansion of the number of desirable ‘limited access type’ areas, now may be the time to consider whether time limits are necessary. Limits could be placed on length of individual events and/or on the maximum hours per day the area could be closed. Limits might also include allowing “partial” closures where the user has to keep the area open while “set-up” is occurring, with a “full” closure for the private part of the event.
- Current City ordinance prohibits possession of alcohol beverages on public property unless done in conjunction with a sidewalk café permit where the area served is within view of and immediately adjacent to the licensed premises. The Board/Council may wish to amend city ordinances to allow the consumption of alcohol beverages during the private event without the sidewalk café requirements.
- All requests for private use of these areas should be required to obtain a street closure permit in conjunction with a special event permit, which includes barricade requirements, review by all impacted city departments to identify city service needs, clean-up requirements and imposes insurance requirements on the permit holder.
- Consider a program review after one year to determine if the proper balance of public use with regulated private use has been met and to determine whether the program should continue.

City staff will be at the February 11, 2019 meeting to discuss this matter. In the meantime, if you have any questions ahead of the meeting, feel free to call me at 339-4042.

J:\Law\Memos\2019\Mayor&BPW private use of public alley-street(James St-Mail Ave Alley)2-11-19.docx



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: February 11, 2019

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Discuss Tree Replacement Policy for Street Construction Projects*

At the 12/10/18 BOPW meeting, the Board discussed tree replacement for trees removed in street construction projects. The Board reviewed the discussion held by the Board of Parks Commissioners (see attached). The BOPW referred this back to staff to develop a policy.

The City Forester (Don Melichar) has informed me the City does have a tree policy (See attached Arboricultural Specifications Manual) that regulates and controls the planting, transplanting, removal, maintenance, and protection of public trees and shrubs. Since the City already has a policy, there is no need to create a new policy.

Staff would suggest the City Forester review annually where trees were removed as part of a street construction projects and determine whether the existing policy would allow for another tree to be replanted in the terrace area. If it is determine a tree could be replanted, the City Forester would contact the adjacent property owner and offer them the opportunity to have a tree replanted at no expense to the property owner. The actual costs to replant a tree would be charged to the City's annual street construction program.

ATTACHMENTS:

- Tree Replacement Memo 12-10-18 (PDF)
- Arbor Specs manual - update 1-3-19 (PDF)



Memorandum

To: Board of Public Works

From: Marty J. Kosobucki, Director of Parks, Recreation and Forestry *MJK*

Re: Paying for street trees lost in construction

Date: December 10, 2018

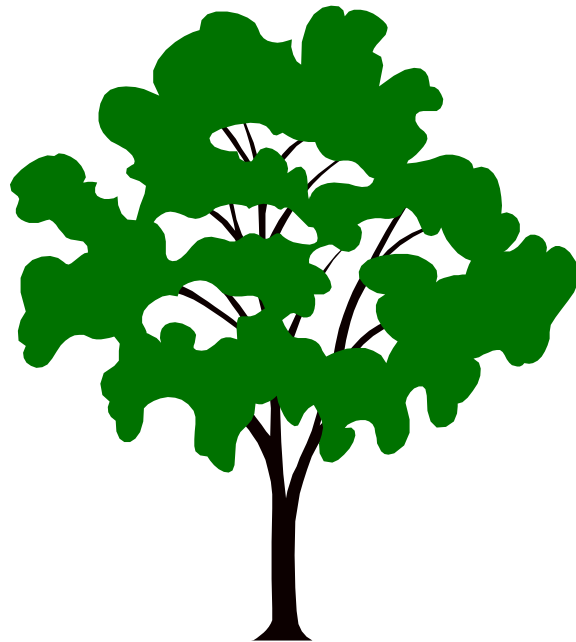
Summary: Recently Alderperson Hansen requested the Board of Park Commissioners consider paying for street trees that are taken down due to City construction projects. The Board of Park Commissioners discussed the topic, and with recommendations from City Administration, is deferring the topic to the Board of Public Works for consideration. The Board of Park Commissioners would like to provide the following input to the Board of Public Works on this matter.

The Park Board agrees that if street trees are taken down due to a City Construction project, the City should consider having the trees replaced under the following criteria.

- The cost of the tree(s) shall be paid for within the City's project cost.
- The City's Forestry Division will be responsible for managing the replanting of the trees.
- Replacement of the tree(s) will be limited to trees only removed at the time of construction.
 - It is possible trees can be impacted by construction and die 6 months (or more) later. Due to the difficulty in analyzing a tree's cause of death we do not recommended replacing trees after the construction project.
- The home owner is asked if they want the trees replaced prior to replanting any trees. (Some home owners do not want trees.) If the home owner requests to not have trees replaced, the City shall honor this request.
- The trees are replaced using the Tree Planting and Specification Manual adopted by the City. (This may lead to some or all trees not able to be replanted.)

CITY OF DE PERE

ARBORICULTURAL SPECIFICATIONS MANUAL



Revised: January 2019

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INTRODUCTION

FUNCTION: The purpose of the Arboricultural Specifications Manual is to enable the City of De Pere to maintain and manage all trees located within the parkways, along City streets, and within the acres of public parks and recreational land by specifying proper treatments. This involves all phases of arboricultural work from planting to maintenance to removal. To carry out these functions, certain guiding policies and procedures have evolved and been adopted. Through these policies, the Parks, Recreation, and Forestry Department makes every effort to produce maximum public service for the City's urban forest.

PURPOSE: The policy of the City is to regulate and control the planting, transplanting, removal, maintenance, and protection of public trees and shrubs in the City in order to maximize utility and function of the urban forest and minimize and guard against dangerous conditions which may result in injury to persons using the streets, alleys, sidewalks, or other property of the City. It is also City policy to promote and enhance the beauty and general welfare of the City, and protect trees and shrubs located in the public areas from undesirable and unsafe planting, removal, treatment, and maintenance practices. (Exceptions - public school sites are not included.)

ORGANIZATION: The City's forestry effort is administered and managed by the City Forester of the Parks, Recreation, and Forestry Department. The City Forester maintains an office at the Municipal Service Center located at 925 S. Sixth Street. The Board of Park Commissioners and the Director of Parks, Recreation, and Forestry oversee and provide urban forestry guidance and input.

PERSONNEL: The City's forestry effort is supervised and managed by the Director of Parks, Recreation and Forestry and City Forester and is staffed by full-time and seasonal employees or contracted out to professional services. Recruiting and utilizing volunteers is also an important part of staffing.

"This document was funded in part by an urban forestry grant from the State of Wisconsin Department of Natural Resources Forestry Program as authorized under Wis. stat. 23.097."

I. MASTER STREET TREE PLANTING PLAN

The Master Street Tree Planting Plan covers the street tree planting programs, installation time periods of street tree plantings, planting permits, recommended street tree species selection list, and banned street trees. This document should be referenced for all questions regarding how street tree planting is laid out, paid for, requirements for what trees are allowed and banned from planting in the right-of-way.

A. Street Tree Planting Programs:

1. Neighborhood Tree Program – This program is to allow property owners the opportunity to have the City plant trees along the street in front of their home or business. This is a cost share program where the owner can purchase a tree(s) thru the City at wholesale cost and the City will plant and maintain the tree for life. The City Forester will select and give property owners a choice of bare root trees in a size range of 1.25" – 1.75" diameter (caliper) at 6" above the ground line. Trees will only be planted where an established lawn exists.
2. Replacement – Trees destroyed by vandalism, vehicles, lawn equipment, etc. may be replaced at a cost to the person causing the damage, if known. If such person is unknown, the adjacent homeowner may request and pay for a new tree if conditions and space allow for a replacement planting. The City Forester, the Director of Parks, Recreation and Forestry or the Board of Park Commissioners may also request a new tree to be planted at no cost to the property owner to replace the lost tree.
3. Unimproved Streets – Trees shall not be planted in the terrace where curbing and/or established lawn area does not exist.
4. Memorial Tree Planting – Individuals or groups may choose to purchase (on their own or through the City), and have planted by the City, a tree to honor someone special. This planting can take place in a park of their choice if space and conditions allow. Planting can occur at various times of the year if weather and species permit.

B. Installation Time Periods:

1. Street tree plantings will normally take place during two time periods per year. The first plantings will be in the spring, typically mid-April until the end of May. The other planting period occurs in the fall, approximately from Mid-October to early November.
2. Some tree species can only be transplanted in the spring for optimal establishment so these species will only be available once per year.
3. Evergreen trees (not an approved street tree, but may be planted in parks) should only be planted in the spring or summer to ensure establishment prior to freezing weather in the fall. Evergreens continue to transpire throughout winter so they should not be planted after October 1st since optimal establishment would not take place.

- C. Planting Permit: Property owners who wish to plant trees themselves in the City right-of-way must first complete a planting permit application (Appendix A). Upon completion, the City Forester will accept or deny this application following a site inspection and administer a planting permit for such plantings (Appendix B). Planting permit recipients must follow the tree planting procedures as outlined in Section III of these specifications.

- D. Recommended Street Tree Planting List: (Appendix E)

- E. Banned Tree List: (Appendix F)

II. DIGGERS HOTLINE AND LOCAL UTILITIES

Diggers Hotline and the local utility companies must be notified of all locations before any digging commences including planting, root repair, staking and stump removal. It takes three to ten days for the utilities to locate all facilities. This is required so that no underground utility facilities are damaged. This not only prevents the disruption of service to residents, but it also could prevent a serious accident to employees or property owners.

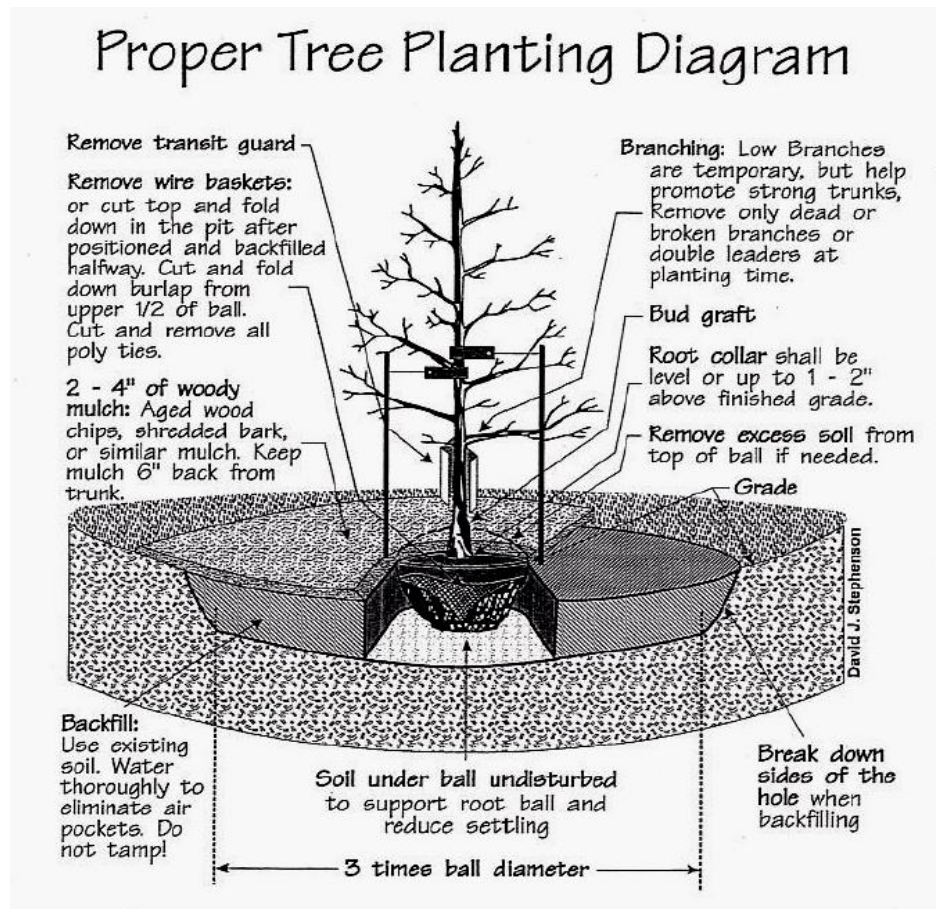
III. TREE PLANTING STANDARDS

- A. Condition and Recommended Varieties: All trees must be in healthy condition with evidence of vigorous growth during the previous year. Shade trees must have single trunks, with a dominant central leader, which will develop into a desirable crown. Ornamental trees may have multiple leaders, but only in areas of non-street right-of-ways. Varieties must be selected from the recommended tree planting list in Appendix E, unless prior approval is granted from the City Forester.
- B. Diameter of Tree Trunk: All trees planted along public streets must be of sufficient size to absorb the abuse and conditions common to street trees. Unless otherwise permitted for special reasons, the minimum size will be 1 1/4" diameter and may not exceed 3" diameter.
- C. Location: Generally all street trees shall be planted midway between the sidewalk and curb, following all guidelines listed below:
1. 30' in either direction from the street intersection
 2. 20' from a street light
 3. 10' from a driveway or carriage walk
 4. 10' from a fire hydrant
 5. 15' from man holes in terrace
 6. 10' from underground utility valves and t's
 7. 5' from adjacent property lines
 8. 25' from an approaching sign (front of sign)
 9. 10' from a non-approach sign (back side of sign)
- D. Parkway Width: No trees will be planted where the grassy terrace between the sidewalk and curb is less than 3 feet wide.
- E. Planting Depth: The planting depth is determined by root collar. All new plantings should be placed so that the root collar is even with the soil surface or slightly higher, where conditions and species favor the tree being slightly above grade.
- F. Spacing: All small trees will be planted a minimum of 25' apart. Medium trees will be spaced a minimum of 30' - 35' apart and large trees will be spaced a minimum of 35'-40' apart. Greater spacing may be needed depending on each species mature form.
- G. Transplanted Trees: When digging and planting trees bare root, care must be taken to prevent unnecessary injury to roots. All broken roots should be pruned. When digging balled and burlap trees, the following guide should be used to determine the diameter of the ball:

<u>Tree Diameter</u>	<u>Root Ball Diameter</u>	<u>Approximate Root Ball Weight</u>
1 1/2"	22"	270#
2"	24"	350#
2 1/2"	28"	625#
3"	32"	850#
4"	38"	1250#
5"	46"	2500#

H. Tree Planting Procedures:

1. Select the right tree for the right place:
 - a. Carefully review all aspects of the site.
 1. How much physical space is available above ground and below ground? Will the tree you want fit within this space at maturity? Don't plant a tree that will grow to a large size under power lines.
 2. Closely review the soil. Find out about the ability of moisture to drain through the soil. What is the pH?
 3. Consider environmental factors such as exposure to the sun, drying winds, and pollution.
 - b. Choose a tree species that matches, or is adaptable, to the growing conditions you have found during the site analysis.
2. Select a healthy tree from a reputable nursery.
 - a. Avoid plants that have damaged or broken twigs, branches, trunk, and/or roots.
 - b. Is the tree well anchored in the pot or burlap root ball?
 - c. Don't buy plants that look unhealthy and have dried out roots.
3. Plant the tree properly. The following is a diagram of proper installation for a balled and burlapped tree. Potted or bare root trees require similar steps with minor differences.



Wisconsin Dept. Of Natural Resources - Oct. 2000

- a. Prepare the site by digging a hole equal to the depth of the root ball/system and three times as wide. Digging too deeply can cause settling of the root system.
 - b. Find the root collar and plant the tree even or slightly higher than this point.
 - c. Remove at least ½ of the wire basket and burlap from the top part of the ball on balled and burlapped trees. On either balled and burlapped or bare root trees, cleanly prune any torn, jagged or broken roots.
 - d. Use the soil removed from the hole as backfill. As a general rule, you should not add any amendments to the backfill. Discard any rocks, sod, and large objects from the soil before backfilling.
 - e. Water the soil thoroughly to remove air pockets. Don't pack the soil down (water will do this naturally with the help of gravity). Fill in any voids with more soil after watering.
 - f. Create a mulch bed using wood chips that extends approximately 6" from the trunk outward to at least the drip line of the canopy to a depth of 3-4". (Don't pile the woodchips up around the trunk!)
 - g. Stake the tree only if it will not remain upright in a moderate wind.
 - 1. If you must stake, use a soft, wide belt-like material when supporting the tree to avoid injuring the bark.
 - 2. Trees need to move in the wind. Make sure there is some play in the support system to allow the trunk to sway without being uprooted.
 - 3. Check tree following one (1) year and remove stakes if tree is stable.
 - h. Wrapping the trunk is not necessary. If rodent damage is a concern, place a plastic tile tree protector around trunk.
 - i. Prune any broken, dead, or dying limbs without damaging the branch collar at the time of planting. Routine pruning to train branching structure should be started one year after planting. Do not use pruning paint or wound dressing on the pruning cuts.
 - j. Wait until one year after planting to fertilize, if needed.
 - k. Diggers Hotline and the local utility companies must be notified of all locations before any digging occurs.
- I. Additional Care: Additional care should be given to newly planted trees in the following years, including pruning, mulching and fertilizing as needed.

IV. MAINTENANCE OF NEWLY PLANTED TREES

- A. Fertilization & Amendments: Fertilization of newly planted trees in the first year is not recommended. Typically a tree can be fertilized once it has become established, usually 2 or 3 years after planting. Fertilization is typically applied in spring or fall. Sulfur may be applied to bring down soil pH and provide an environment for trees to take up of some nutrients that aren't available in some soils. In addition to general fertilization or sulfur treatments, a micronutrient fertilizer may be used to supplement some specific deficiencies.
- B. Mulching: A layer of wood chip mulch around the drip line of the tree will help conserve the soil moisture, help protect the tree from lawn mower damage, and reduce competition from grass for nutrients and moisture. It will also decompose over the years to provide nutrients, organic matter, and to improve soil structure. Mulch should not be piled around the trunk, most specifically known as "mulch volcanoes". A pile of mulch at the base of trees provides a home for small rodents that may chew bark and can cause damage to the trunk. Mulch holds moisture by the trunk promoting fungal problems and it provides protection for insect pests that could cause structural damage. Mulch belongs on the ground, not on trees!
- C. Tree Pruning: No pruning should occur at the time of planting. Pruning at this time will reduce the amount of stored energy that the tree contains and could cause added stress to the tree. The exceptions to this rule are the pruning of any broken, dead, or dying limbs without damaging the branch collar at the time of planting. Routine pruning to train branching structure should be started one year after planting and continue every 3rd year for the first 15 years. Do not use pruning paint or wound dressing on the pruning cuts.
- D. Tree Staking: Stake only trees that will not stand in a moderate wind. If staking is required, use soft, wide bands of nylon strap, carpet, or canvas to support the tree. Make sure that the tree has a small amount of room to move. **It is advisable to never use garden hose with wire through it to go around the tree trunk.**
- E. Tree Wrapping: Is not normally necessary and should be avoided.
- F. Tree Guards: Plastic tree guards may be put on for winter protection from rodents. The guards should be removed in early spring to avoid damage to the tree.
- G. Watering: The City waters all trees at the time of planting. Following planting, the City requests that the homeowner water the tree for at least the first three years and in any period of dry weather thereafter. Trees and shrubs require 1" of water per week for optimal growth and maintenance.

V. PRUNING

STREET TREE PRUNING PLAN AND POLICY: The City of De Pere is divided into 10 different management units for management, maintenance, and increased efficiency by reducing crew travel time. To establish an orderly way of pruning street trees for an appearance of uniformity and tree health, a "Rotation Prune Schedule" is in operation.

- A. Training Pruning (Trees up to 15 years of age) – These trees are pruned on a rotation of every three years after planting for the following reasons:
 1. Develop a central leader
 2. Raise the crown
 3. Establish good branch structure
 4. Eliminate poor branch angles
 5. Heading of temporary branches
 6. Remove damaged, dead, or diseased branches
- B. Routine Pruning (Trees older than 15 years old) – Routine pruning of mature trees on a 6 year cycle. With this pruning system, street trees are thoroughly pruned for low hanging branches, deadwood, and clearance of branches overhanging buildings. Class II type pruning will be used in most cases, which is standard pruning. The selective removal of plant parts for specific reasons, such as:
 1. Policy: See Above.
 2. Sanitation: Remove dead, dying, or diseased branches.
 3. Traffic Clearance: Provide for 12' minimum over sidewalks and at least 14' over streets, along with providing a clear line of site to street signs and intersections.
 4. Light Clearance: Remove sufficient branch wood to allow adequate street lighting pattern on pavement.
 5. Tree Structure: Remove interfering branches and those that form weak branch unions. Prune for proper balance around the tree and proper branch spacing to equalize wind resistance and weight.
 6. Storm Damage Repair: Preserve as much of the tree as possible, and train new growth for the future.
 7. Building Clearance: Remove interfering branches extending over buildings, and a minimum of a 10' clearance from buildings.

VI. PRUNING SPECIFICATIONS

All specifications shall be in accordance with ANSI A300 Standards.

- A. Pruning Cuts
 1. All cuts should be made sufficiently close to the trunk or parent limb without cutting into the branch bark ridge or branch collar so that callus growth can readily start under normal conditions.
 2. Branches too large to support with one hand shall be precut (3 cut method) to avoid tearing or splitting of the bark. (See figure 1)
 3. Removal of dead branches shall have the final cut outside of the collar of live tissue.
 4. All limbs 4" in diameter or larger should be lowered to the ground by proper ropes when hazards are present on the ground.
 5. No more than 1/4 of the foliage on mature trees should be removed within one growing season.
 6. Heading cuts should consist of cutting the parent branch back to a lateral branch at minimum 1/3 the size of the parent limb.
 7. Topping of trees shall not be allowed. Topping consists of cutting a branch between lateral branches or pruning the parent limb to a lateral branch that is less than 1/3 the size of the parent limb.

B. Wound Treatment

1. Pruning paints and wound dressings shall not be used to cover pruning cuts. Research has shown that wound dressings do not improve wound closure and may actually promote disease at site of application. *The only exceptions to this rule are if oaks or elms need to be pruned in the months of banned activity (as seen in Section IX, DISEASE AND INSECT PROBLEMS); then anything over a 2" cut should be covered with pruning paint to discourage disease-carrying insects. Stumps should also be removed or covered for this same reason.
2. Repairing of bark wounds should only include the removal of loose bark, disturbing as little of the live tissue as possible, and using rounded edges.
3. Tree cavities shall not be filled with concrete, bricks, wire, or any other non-flexible substances. If cavity filling is required, expandable foam should be used.

C. Miscellaneous Specifications

1. Climbing spikes or spurs shall not be used during pruning operations.
2. Vehicle and pedestrian warning devices shall be properly placed prior to any tree work being performed.
3. On thin bark species, just enough limbs are to be removed to obtain necessary results. Sucker growth can result from too much pruning.
4. All girdling roots visible to the eye, where practicable, should be treated with one of the following: Cutting of the root at either end, notching of the root in center with chisel, or removing the root without injury to bark or parent stem.
5. All wires are to be considered as "HOT" or "LIVE"; any branches that are within 10' should not be pruned. All tree workers shall abide by clearance standards outlined in the ANSI Z133.1 Standards. Call the appropriate utility for assistance if necessary. Any branches that accidentally fall against or hang on wires must be removed by the appropriate utility.
6. All cabling, bracing and lightning protection shall be in accordance with ANSI A300 Standards.
7. Chainsaws shall be handled in an appropriate manner and as directed in the newest revision of ANSI Z133.1.

- D. Tree Work Permit: Property owners who wish to remove, maintain or protect trees themselves in the City right-of-way, must first complete a tree work permit application (Appendix C). Upon completion, the City Forester will accept or deny this application following a site inspection and administer a tree work permit (Appendix D). Tree work permit recipients must follow the procedures as outlined in Section VI of these specifications.

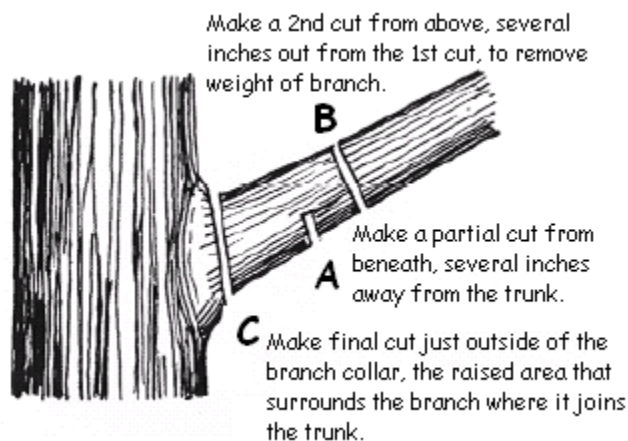


Figure 1

Tree City USA Bulletin #2

VII. PRUNING OPERATIONS

A. Section Pruning:

1. The City is divided into 10 management units. Trees will be pruned on the appropriate cycle (3 or 6 year) depending on age. All public trees are to be inspected at the time of pruning and appropriate maintenance will be performed if needed.
2. Vehicle and pedestrian traffic must be adequately warned and controlled during operations.
3. Trees found to be in unsafe condition and/or require major repair or maintenance are to be reported immediately to the City Forester.
4. All residents and pedestrians are to be treated with respect and courtesy at all times, regardless of conditions.
5. At the end of each working day, all limbs, branches, twigs, and debris shall be cleaned up before leaving work area.
6. No equipment shall be left at the work site overnight.
7. Report all unusual situations or conditions to the City Forester.
8. Update tree inventory.

B. Spot & Request Pruning:

1. Pruning for special purpose: Safety, light clearance, traffic clearance, building clearance, house moving, and construction. These are special assignments and should be handled as such.
2. Whenever possible, contact with adjoining property owner should be made before work is assigned. Exceptions may include pruning for immediate public safety, storm damage or construction.
3. Homeowner requests for pruning will be inspected by the City Forester and appropriate maintenance will be scheduled at earliest available time.

VIII. TREE PROTECTION

A. Bridging, Tunneling, Drilling, Etc.: The protection of trees shall involve bridging, tunneling, drilling or boring underneath the existing trees. The surface area directly adjacent to the tree shall not be disturbed under the following guidelines (where DBH = diameter at breast height):

1. 3" DBH trees or less - three feet on either side of tree with a minimum three foot depth
2. 3" to 8" DBH trees - six feet on either side of tree with a minimum three foot depth
3. 8" to 14" DBH trees - eight feet on either side of tree with a three foot minimum depth
4. 14" to 19" DBH trees - ten feet on either side of tree with a three foot minimum depth
5. 19" DBH trees + - fifteen feet on either side of tree with a three foot minimum depth

B. Depositing Material Near Trees: No person shall place and maintain upon the ground in a public street or right-of-way of the City of De Pere any soil, stone, cement, lumber, or other substance or material which shall impede the free passage of water and air to any tree or shrub without leaving an open space of ground outside of said tree or the base of said shrub of an area as is determined in Section A above. Before depositing any such materials near to trees or shrubs, the person so depositing said material shall place such guards around the trees and shrubs as shall effectively prevent injury to them.

C. Moving of Buildings: The property owner shall notify the City Forester at least 48 hours in advance of moving any buildings. If any pruning is necessary as the building is being moved or if any plant material is required to be relocated, the City Forester will coordinate the activity and the property owner will incur the costs. Should such pruning or relocating cause the death of such plant material, the property owner shall replace the same at his/her expense.

D. Root Care: Exposed tree roots shall be covered with backfill as soon as possible following curb and gutter removal. Torn, jagged or broken roots should be cleanly cut with approved root pruning equipment.

E. Sidewalk, Driveway, and Curb and Gutter Removal:

1. Caution should be used during removal to avoid any unnecessary damage to the tree or its root system.
2. Roots requiring removal shall not be cut by means of mechanical root cutting machines. If root removal is essential, roots shall be manually cut with sharp hand implements.
3. Root systems on the sidewalk or driveway side of the tree shall be cut no deeper than 9 inches below the finished grade of the new walk and not more than 4 inches from the edge of the new walk or driveway.
4. Root systems on the curb side shall be cut not more than 4 inches behind the back of the new curb and not more than 21 inches in depth when constructing new curb and gutter.

F. Tree Replacement: The City Forester may remove and replace, at the contractor's expense, any tree(s) and/or shrub(s) that has/have been excessively damaged due to construction activities.

G. Trunks and Lines:

1. At least 48 hours before start of construction, the contractor shall contact the City Forester or engineer to discuss problems with overhanging branches that might be damaged in spite of his/her exercising care in construction.
2. Tree trunks shall be enclosed with wood slats, rubber tires, or snow fence wired in place where contractor's operation may scar the trunk or compact the root zone of the tree. The contractor shall exercise care to assure tree trunks, limbs, and roots are not damaged by its operation.
3. Damage to branches of the trees due to contractor's negligence will be repaired by the City Forestry Division and may be billed to the contractor by the Parks, Recreation, and Forestry Department.

IX. DISEASE AND INSECT PROBLEMS

- A. Dutch Elm Disease: Dutch Elm Disease is caused by the fungus *Ceratocystis ulmi* attacking American elms by infecting the water carrying xylem vessels resulting in wilting and eventual death of the tree. Spread of this disease is either via root grafts or from overland spread via sap feeding elm bark beetles. Stopping the spread is virtually impossible; however, sanitation and removal of dead elms to try and prevent the spread where practical can limit or slow the spread of the disease. Wood from infected trees should either be debarked or destroyed to prevent further spread to new areas. Pruning of all American elms is prohibited in the City of De Pere from **April 1 to September 1**.
- B. Gypsy Moth: The gypsy moth is an exotic insect that feeds on leaves of trees and shrubs and can defoliate many species, most especially oaks. The City of De Pere has been monitoring their numbers and has worked with the WDNR to aerial spray *Bacillus thuringiensis kurstaki* (Btk) on high population areas since 2002. This is a cost share program in which the City is reimbursed a portion of the money spent in monitoring and spraying for the gypsy moth. This insect has become established in our area and we will need to continue to monitor and control pockets of higher populations for a long time. The Forestry Division also applies Golden Natural Pest Spray Oil to egg masses on public trees and burlaps those same trees during the caterpillar stage to aid in the control of the gypsy moth.
- C. Oak Wilt: The City of De Pere has an Oak Wilt Policy that imposes a ban on the pruning or wounding of any Oak trees growing within the City limits during the period from **April 1 to September 1**. This ban is necessary to prevent the further spread of Oak Wilt Disease, which can be spread by sap feeding Picnic Beetles.

- D. **Emerald Ash Borer:** The Emerald Ash Borer (EAB) is an exotic beetle from Asia that has become established in a majority of the states east of the Mississippi and causes damage to all ash (*Fraxinus spp.*) trees. The larvae of the EAB feed in the cambium between the bark and the wood, producing galleries that eventually girdle the branches and/or trunk and in effect kill the tree. In July and October of 2016 the City identified our first cases of Emerald Ash Borer in De Pere. Research has shown that if an infestation breaks out within 15 miles of your property you may reasonably choose to treat your trees. There are numerous options available to you – you can treat yourself with various products (if your tree is less than about 47 inches in circumference [i.e., 15 inches in diameter at breast height (DBH)]) or you can have a professional treat your trees (for trees typically over that size). If you choose to do nothing, unfortunately the ash in your yard are likely to succumb to EAB.

X. NUISANCE TREES

- A. **Nuisance Tree Policy:** Governed by the City of De Pere Ordinance Chapter 78, Nuisances.
- B. **Hazardous Tree Policy:** See Section XI. Tree Removal Policy, subsection A. Reason for Removal.

XI. TREE REMOVAL POLICY

- A. **Reason For Removal:**
1. Trees located in the City right-of-way, parks, and other public properties are removed only when they are dead, dying, dangerous or condemned (due to insect, disease, storm damage, or construction). The City Forester will make a determination for removal based on a tree evaluation and/or examination from field crews. The cost of removal will be assumed by the City of De Pere.
 2. The City Forester will determine public trees that must be removed due to street reconstruction and the City of De Pere or that same reconstruction project funding shall assume cost of said removals.
 3. Damage to any public tree that is determined, by the City Forester, to require removal may be assumed by and charged to the individual causing damage, if known.
 4. Property owner requests for the removal of any public tree will be evaluated and a determination made by the City Forester and/or the Parks, Recreation & Forestry Director. The decision can also be appealed to the Board of Park Commissioners at the next regularly scheduled meeting.
 5. The City Forester will determine the removal of any undesirable tree species.
- B. **Safety Standards:** All safety standards shall be in accordance of, but not limited to, ANSI Z133.1 Standards. Proper PPE shall be worn at all times while performing tree work.
- C. **Site:**
1. Check location and description of tree on work order before starting removal.
 2. Vehicle and pedestrian traffic must be adequately warned and controlled prior to and during removal operations according to the Work Zone Safety manual.
 3. If both lanes of traffic are to be closed in the removal operations, the Public Works Director, Police, and Fire & Rescue must be notified prior to work commencing.
 4. Note the locations of overhead power lines, utilities, homeowner obstructions, etc. and avoid or take necessary precautions to work around.
 5. All residents and pedestrians are to be treated with respect and courtesy at all times, regardless of conditions.
- D. **Removal Procedure:**
1. The tree shall be removed using the safest and most efficient arboricultural procedures.
 2. All precautions shall be made to prevent damage to any public or private property. A walk around should be conducted before hand to determine any preexisting conditions, problems

- or concerns. Any damage that occurs should be reported to the City Forester immediately.
- 3. To avoid damage to property below, any limb that cannot be appropriately controlled while being cut off shall have a rope or ropes attached.
- 4. No equipment shall be left at the work site overnight.
- 5. Climbing spikes or spurs may be used **only** during the removal of a tree.

E. Clean Up:

- 1. At the end of each working day, all limbs, branches, twigs, and debris shall be cleaned up before leaving work area.
- 2. Any wood generated from the removal process can be offered to the property owner at the location where the tree is being removed providing:
 - a. The wood is placed off of the right-of-way.
 - b. The City employee is not to perform extra work for said property owner (i.e. cutting wood into firewood size pieces, stacking wood, etc.)
- 3. If the property owner does not want the wood, then any wood remaining shall be hauled to the City of De Pere compost site prior to the end of the following day, unless circumstances dictate removal on that same day. Large, oversized wood will be hauled on the day of the removal. All wood to be transported, unless in an enclosed box, shall be tied or strapped down to prevent movement.
- 4. At no time is wood to be left in the street or right-of-way without safety cones.
- 5. Report all unusual situations or conditions to the City Forester as soon as possible.

XII. STUMP REMOVAL PROGRAM

The City of De Pere's stump removal program consists of removal of stumps where trees were formally standing on the street right-of-way, in City Parks or on other public property within the City.

- A. Underground Utilities: Diggers Hotline shall be contacted at least 3 days prior to any stump grinding operations.
- B. Stump Removal Operations:
 - 1. This operation will be performed by qualified City of De Pere employees or will be contracted out to a professional service.
 - 2. All precautions shall be made to limit flying debris and damaging private property.
 - 3. All stumps are to be removed completely or to a depth of 18", whichever is reached first.
 - 4. All surface roots and mounded turf shall be ground down to final grade for a 10' radius around the stump.
 - 5. Any stump grindings and holes that are not immediately cleaned up should be barricaded or coned to alert vehicles and pedestrians of a hazardous situation.
- C. Stump Clean Up Operations:
 - 1. All of the debris generated from stump grinding operations located outside of hole and at least ½ of the debris in the hole shall be removed from the site.
 - 2. Topsoil is placed in hole and graded to a finish grade.
 - 3. Initial seeding of the area is to be done by the City and it is the responsibility of the property owner to water and establish the grass in these locations.

XIII. STREET TREE EVALUATION AND ASSESSMENT PLAN

Street trees are recommended, at a minimum, to have an annual inspection to evaluate their condition regarding public safety. Inspections can often identify repairable problems that left unchecked could lead to tree decline or failure. Inspecting will be accomplished during regular Forestry maintenance operations, during a windshield survey by the City Forester and as a walking survey in areas of increased risk. This will be done on a yearly basis. The documentation will be both a page indicating all City trees were inspected and a list detailing each street that may require closer inspection. The

documentation will be signed and dated by inspecting personnel and supervisor. The age, species, and condition of a tree or trees may deem them necessary to provide more frequent inspections.

XV. INTER DEPARTMENTAL COORDINATION AND COOPERATION

- A. Due to the complex nature and often conflicting interrelationships between living plants such as trees, shrubs and turf; and public improvements such as streets, sidewalks and underground facilities; it is recognized that there is a need to manage both plants and improvements in a manner that will minimize conflict and maximize the benefits to be realized from each.
- B. Therefore, it is hereby declared to be the intent of the City of De Pere, Wisconsin that there shall exist at all times, a policy of open communication and coordination between the various departments and divisions of city government regarding the management, installation and maintenance of the plants or improvements for which they are each responsible.

Appendix A

CITY OF DE PERE

TREE PLANTING PERMIT APPLICATION

As required by Ordinance # 30-8

A planting permit is required before planting any tree within the City Right-of Way. This is the area from the curb to the back of the sidewalk (or where the sidewalk would be). The location of the sidewalk can often be seen in the driveways. If you are unsure please contact the City Forester.

The City Forester MUST approve tree species and location prior to any planting in the City right-of-way.

Site Address: _____

Name of Applicant: _____

Street Address: _____

City-State-Zip: _____ Phone: _____

Estimated date of planting _____

Species of tree(s) to be planted (choose from recommended street trees on back page).

Specific location of tree(s) to be planted (i.e. number of feet from property line or driveway, left or right side, etc.) NOTE: Trees shall be planted ½ the distance from the curb to the street side of the sidewalk. No trees will be planted in a terrace that is three feet or less in width.

Number of trees to be planted (using guidelines found in Section III) _____

Diameter (caliper) at 6" above the ground line of the tree(s) to be planted. (1.25"–3") _____

Signature of Applicant: _____ Date _____

PLEASE RETURN TO: **CITY OF DE PERE**
 Attn: City Forester
 925 S. Sixth Street
 De Pere, WI 54115

GUIDELINES: *(keep for your records)*

- ❖ **There are tree restrictions!** Please see “Recommended and Banned Street Tree Planting Lists”, Appendix E & F in the Standards and Specifications.
- ❖ Trees must be single stem form. No multi-stem specimens will be allowed.
- ❖ Species selection should be based on surrounding space, soil type and microenvironment.
- ❖ Minimum Clearances:
 - 30' in either direction from the street intersection
 - 20' from a streetlight
 - 10' from a driveway or carriage walk
 - 10' from a fire hydrant
 - 15' from manholes in terrace
 - 10' from underground utility valves and t's
 - 5' from adjacent property lines
 - 25' from an approaching sign (front of sign)
 - 10' from a non-approach sign (back side of sign)
- ❖ All trees shall be planted in the center of the terrace, ½ the distance between the curb and the street side of the sidewalk (or where the sidewalk would be).
- ❖ The City Forester will mark the planting location with a wooden stake or a paint mark in the terrace.
- ❖ Minimum caliper size is 1.25” at 6” above the root collar.
- ❖ Trees shall be planted with root collar at grade; contact City Forester for proper tree planting procedures.
- ❖ Trees shall be mulched to a depth of 2 - 4” and a diameter of 5’ with wood mulch following planting. Mulch shall not be mounded around the tree trunk.
- ❖ If trees need to be staked for stability please contact the City Forester.
- ❖ Plastic trunk protectors can be obtained from the City free of charge for street trees.
- ❖ Obtain a “post planting care” informational handout from the City Forester following tree planting.
- ❖ Trees become the property of the City of De Pere following planting and will be maintained by the City for the life of the tree.

**Before you dig please call
Diggers Hotline 1-800-242-8511**

Appendix B

CITY OF DE PERE

RIGHT-OF-WAY PLANTING PERMIT

As required by Ordinance # 30-8

Permit No. _____

Site Address: _____

Name of Applicant: _____

Street Address: _____

City-State-Zip: _____ Phone: _____

Approved: _____

Tree Species 1. _____

2. _____

Quantity _____

Location of Planting _____

Tree Caliper _____ inches

Comments _____

Allowable Planting Period

From _____ to _____ 20____

Denied: _____

Reason for Denial: _____

If work is not completed within this allowable planting period, and planting is still desired, another planting permit must be obtained.

City Forester_____
Date

Appendix C

CITY OF DE PERE

TREE WORK PERMIT APPLICATION

As required by Ordinance # 30-8

A permit is required before removing, maintaining or protecting any tree within the City Right-of-Way or parkland areas. A City ROW is typically the area from the curb to the back of the sidewalk (or where the sidewalk would be). The location of the sidewalk can often be seen in the driveways. If you are unsure please contact the City Forester.

The City Forester MUST approve tree removal, maintenance or protection prior to any work in the City right-of-way.

Site Address: _____

Name of Applicant: _____

Street Address: _____

City-State-Zip: _____ Phone: _____

Estimated date of work: _____

Location of proposed work (if different from above): _____

Briefly describe the proposed work to be done (attach any blueprints): _____

Work to be done by whom: _____

Signature of Applicant: _____ Date _____

PLEASE RETURN TO: CITY OF DE PERE
Attn: City Forester
925 S. Sixth Street
De Pere, WI 54115

Appendix D**CITY OF DE PERE
WORK PERMIT**

As required by Ordinance # 30-8

Permit No. _____

Site Address: _____

Name of Applicant: _____

Street Address: _____

City-State-Zip: _____ Phone: _____

Approved: _____ Tree Species and Nature of Allowable Work _____

Location of Work _____

Additional Comments, Directions or Restrictions _____

Allowable Work Period

From _____ to _____ 20____

Denied: _____ Reason for Denial: _____

If work is not completed within this allowable period and is still desired, another work permit must be obtained.

City Forester_____
Date

Attachment: Arbor Specs manual - update 1-3-19 (7807 : Discuss Tree Replacement Policy for Street Construction Projects*)

Appendix E

Recommended Street Tree Planting List

(Other cultivars/varieties may be acceptable upon City Forester approval)

SMALL TREES (30' Maximum Height) - Acceptable trees for terraces w/overhead power lines and/or if terrace is 3-5 feet wide. These can be planted in wider terraces.

<u>Scientific Name</u>	<u>Common Name</u>	<u>Cultivars</u>
<i>Acer ginnala</i>	Amur Maple (Tree Form)	
<i>Acer platanoides</i>	Norway Maple	'Crimson Sentry', 'Globosum'
<i>Acer tataricum</i>	Tartarian Maple	
<i>Amalanchier canadensis</i>	Serviceberry	'Autumn Brilliance'
<i>Carpinus caroliniana</i>	American Hornbeam/Musclewood	
<i>Crataegus crusgalli</i> var. <i>inermis</i>	Cockspur Thornless Hawthorn	
<i>Ginkgo biloba</i>	Ginkgo (male)	'Saratoga'
<i>Maackia amurensis</i>	Amur Maackia	
<i>Malus spp.</i>	Flowering Crab	'Bob White', 'David', 'Sugar Tyme', 'Prairiefire', 'Snowdrift', 'Spring Snow', (other cultivars/varieties upon approval)
<i>Ostrya virginiana</i>	Ironwood	
<i>Prunus cerasifera</i>	Newport Plum	
<i>Prunus nigra</i>	Princess Kay Plum	'Princess Kay'
<i>Prunus virginiana</i>	Canada Red Chokecherry	'Canada Red'
<i>Syringa pekinensis</i>	Peking Tree Lilac	'China Snow', 'Summer Charm'
<i>Syringa reticulata</i>	Japanese Tree Lilac	'Ivory Silk', 'Summer Snow'

MEDIUM TREES (30' - 45' Maximum Height) - Acceptable trees for terraces that are 5-6 feet wide. These can be planted in wider terraces if desired. Some species may also be acceptable under power lines.

<i>Acer platanoides</i>	Norway maple	'Cleveland', 'Columnar', 'Crimson King', 'Royal Red'
<i>Acer truncatum x platanoides</i>	Shantung Hybrid Maple	'Norwegian Sunset', 'Pacific Sunset'
<i>Corylus colurna</i>	Turkish Filbert	
<i>Phellodendron amurense</i>	Amur Cork Tree	'Macho', 'Shademaster'
<i>Pyrus calleryana</i>	Callery Pear	'Aristocrat', 'Autumn Blaze', 'Bradford', 'Cleveland Select', 'Chanticleer', 'Red Spire'
<i>Sorbus alnifolia</i>	Korean Mountain Ash	

LARGE TREES (50' Minimum Height) - Acceptable trees for terraces of 6 feet and wider.

<i>Acer x freemanii</i>	Freeman Maple	'Armstrong', 'Autumn Blaze', 'Celebration', 'Marmo', 'Sienna Glen'
<i>Acer miyabei</i>	State Street Maple	'State Street'
<i>Acer platanoides</i>	Norway Maple	'Crystal', 'Deborah', 'Emerald Lustre', 'Emerald Queen', 'Schwedleri', 'Superform'
<i>Acer saccharum</i>	Sugar Maple	'Green Mountain', 'Fairview', 'Goldspire', 'Legacy'
<i>Aesculus hippocastanum</i>	Horsechestnut	'Baumannii', 'Ruby Red'
<i>Celtis occidentalis</i>	Hackberry	'Prairie Pride', 'Windy City'
<i>Cercidiphyllum japonicum</i>	Katsuratree	
<i>Eucommia ulmoides</i>	Hardy Rubber Tree	
<i>Fraxinus mandshurica</i>	Manchurian Ash	
<i>Ginkgo biloba</i>	Ginkgo (male)	
<i>Gleditsia triacanthos</i>	Thornless Honeylocust	
<i>Gymnocladus dioica</i>	Kentucky coffeetree	
<i>Liriodendron tulipifera</i>	Tuliptree	
<i>Tilia americana</i>	American Linden	
<i>Tilia cordata</i>	Littleleaf Linden	
<i>Tilia tomentosa</i>	Silver Linden	
<i>Ulmus x</i>	Hybrid Elm	

'Mancana'
'Autumn Gold', 'Magyar', 'Princeton Sentry'
'Imperial', 'Moraine', 'Shademaster', 'Skyline',
'Sunburst'
'Espresso', 'Prairie Titan'

'Redmond', 'Sentry'
'Fairview', 'Glenleven', 'Greenspire', 'Prestige'
'Sterling Silver'
'Accolade', 'Frontier', 'Homestead', 'New
Horizon', 'Pioneer', 'Prospector', 'Regal',
'Triumph', 'Valley Forge'

Appendix F

Banned Street Tree Planting List

Nuisance Species – banned from planting in the right-of-way

<u>Scientific Name</u>	<u>Common Name</u>	<u>Reason</u>
	All Evergreen & Coniferous Species	Obstruct visibility
<i>Acer negundo</i>	Boxelder	Weak wooded, attracts boxelder bug
<i>Salix spp.</i>	All Willow Species	Weak wooded, diseased foliage
<i>Juglans nigra</i>	Black Walnut	Undesirable and large fruit
<i>Populus spp.</i>	Cottonwood, Poplar	Weak wooded, heaves pavement, heavy seed crop
<i>Ginkgo biloba</i>	Ginkgo (female)	Messy and smelly fruit
<i>Robinia pseudoacacia</i>	Black Locust	Weak wooded, thorns, spread from root suckers

Undesirable Species – unacceptable for planting in the right-of-way

<u>Scientific Name</u>	<u>Common Name</u>	<u>Reason</u>
<i>Acer rubrum</i>	Red Maple	Intolerant of alkaline soils
<i>Acer saccharinum</i>	Silver Maple	Weak wooded, heaves pavement, heavy seed crop
<i>Betula spp.</i>	Birch	Susceptible to insect & disease, intolerant of disturbed sites, iron chlorosis
<i>Carya spp.</i>	Hickory	Littering fruit
<i>Catalpa spp.</i>	Catalpa	Littering fruit
<i>Fraxinus spp.</i>	Ash	Susceptible to insect infestations (EAB)
<i>Malus spp.</i>	Common Apple	Fruit tree
<i>Morus spp.</i>	Mulberry	Littering fruit
<i>Prunus serotina</i>	Black Cherry	Fruit tree
<i>Prunus spp.</i>	Garden Plum, Cherry	Fruit tree
<i>Pyrus communis</i>	Common Pear	Fruit tree
<i>Quercus species</i>	Oak	Undesirable acorn crops
<i>Sorbus americana</i>	American Mountain Ash	Susceptible to disease & fungal rot, heavy fruit set
<i>Sorbus aucuparia</i>	European Mountain Ash	Susceptible to disease & fungal rot, heavy fruit set
<i>Ulmus parvifolia</i>	Chinese Elm	Weak wooded
<i>Ulmus pumila</i>	Siberian Elm	Weak wooded



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: February 11, 2019

DEPARTMENT: Public Works

FROM: Scott Thoresen

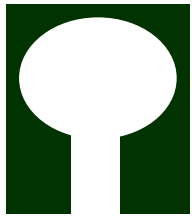
SUBJECT: Consider Engineering Technical Services Regarding Installation of AT&T's Wireless Antennae Facilities on Merrill Water Tower*

The City received a request from AT&T regarding installation of wireless antennae facilities on the City's Merrill Street water tower. As part of this request, the City will need to hire Dixon Engineering to perform engineering technical services for the City to make sure there is no impact to the City's water tower with the work being proposed by AT&T. Staff has received payment from AT&T for funding the engineering services (See attached engineering agreement) to be performed by Dixon Engineering.

Staff recommends approving the engineering services agreement with Dixon Engineering for the AT&T's wireless upgrade on the Merrill Street water tower.

ATTACHMENTS:

- Dixon - Merrill Tower - AT&T- 1-10-19 (PDF)



DIXON

**ENGINEERING & INSPECTION SERVICES
FOR THE COATING INDUSTRY**

4811 S. 76th Street
Suite 109
Greenfield, WI 53220
Telephone: (414) 529-1859
Fax: (414) 282-7830

Proposal/Contract Agreement for Antennas

(De Pere, Wisconsin 250,000 Legged Merrill Street 49-05-11-02)

The agreement is between Dixon Engineering, Inc. (DIXON) and City of De Pere, Wisconsin (OWNER) to contract with DIXON for technical services for AT&T (CONTRACTOR). This agreement inclusive together with any expressly incorporated appendix or Schedule, constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument. This agreement includes pages 1 through 4 and Schedules A, B, and C.

1.01 Payment

DIXON shall provide, or cause to be provided, services detailed in Scope of Services and OWNER agrees to pay DIXON as compensation for their services the (not to exceed/lump sum) fee of Four Thousand Six Hundred dollars \$4,600. Terms of charges and payments per details in Schedule B. (Prices quoted are subject to change 90 days after proposal date, if not contracted.)

2.01 SCOPE OF SERVICES

Design Review, Attend a Precon Meeting, and Installation Inspections

3.01 SIGNATURES

Joseph T. Hoban

December 3, 2018

PROPOSED by DIXON (Not a contract until approved by an officer)

PROPOSAL DATE

CONTRACT APPROVED by OWNER POSITION DATE

CO SIGNATURE (if required) POSITION DATE

CONTRACT APPROVED by DIXON OFFICER EFFECTIVE CONTRACT DATE

4.01 ADDITIONAL SERVICES

- A. If additional services are **Requested and authorized** by the OWNER which are not within the proposed Scope of Services or because of changes in the Project, these additional services will be on a time and material basis per fee schedule of attached SCHEDULE C.
- B. **Delay by the Contractor** in completing the work, which is the responsibility of the Contractor and which extends the amount of time required for DIXON to complete their work, will be charged as an Additional Service.
- C. **Failure by the Contractor to notify** DIXON of the necessity to change inspection dates more than twenty-four (24) hours in advance and which results in unnecessary travel and/or expense to DIXON shall cause this travel and expense to be charged as Additional Service.
- D. **Failure by the Contractor to Meet Specifications** and/or to complete work prior to requesting an inspection is considered a failed inspection. Services provided by DIXON during or for a failed inspection include travel, inspector, and project manager time will be charged as an Additional Service.

5.01 Termination

- A. The obligation to provide further services under this Agreement may be terminated:
 - 1. For cause,
 - a. By either party upon thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Agreement will not terminate as a result of substantial failure under paragraph 5.01.A.1.a if the party receiving such notice begins, within seven (7) days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than thirty (30) days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such thirty (30) day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, sixty (60) days after the date of receipt of the notice.
 - b. By DIXON upon seven days written notice:
 - 1) If Owner fails to pay invoices by 60 days.
 - 2) Upon seven(7) days written notice if the DIXON's services for the Project are delayed or suspended for more than ninety (90) days for reasons beyond DIXON's control.
 - 3) If DIXON believes that Engineer is being requested by Owner to furnish or perform services contrary to engineer's responsibilities as a licensed professional.
 - 4) DIXON shall have no liability to Owner on account of such termination.

- 2. For Convenience,
 - a. By OWNER effective upon the receipt of notice by DIXON.
 - B. The terminating party may set the effective date of termination at a time up to thirty (30) days later to allow Engineer to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.
- 6.01 Controlling Law
- A. This Agreement is to be governed by the law of the state in which the Project is located.
- 7.01 Successors, Assigns, and Beneficiaries
- A. OWNER and DIXON and their successors are hereby bound to successors and legal representatives of the other to the extent permitted by law in respect of all covenants, agreements, and obligations of this Agreement.
 - B. Neither OWNER nor DIXON may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement.
- 8.01 General Considerations
- A. The **Standard of Care** for all professional engineering and related services performed or furnished by DIXON under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. DIXON makes no warranties, expressed or implied, under this Agreement or otherwise, in connection with DIXON's services. DIXON and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.
 - B. DIXON shall **Not** at any time **Supervise**, direct, or have control over any of the **Contractor's** work, nor shall DIXON have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

- C. Engineer does not guarantee the performance of any contractor and does **Not Assume Responsibility** for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.
- D. Engineer shall **Not be Responsible For the acts or Omissions of any Contractor**, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any of the construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Engineer.
- E. The **General Conditions** for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee (No. C-700, 2007 Edition) or equally protective document provided by Owner.
- F. All **Design Documents** prepared or furnished by DIXON are instruments of service, and DIXON retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.
- G. DIXON agrees to defend, **Indemnify**, and hold harmless the Owner, its officers, agents, and employees, from and against legal liability for all claims, losses, damages, or expenses to the extent such claims, losses, damages, or expenses are directly caused by Engineer's negligent or intentional acts, errors, or omissions. Limits of liability for negligence is based on the comparative negligence principle.
- H. The parties acknowledge that DIXON's scope of services does not include any services related to a **Hazardous Environmental Condition** (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). DIXON acknowledges that some hazardous metals may be encountered in coatings.

8.02 Severability

- A. If any clause or paragraph or sentence is found to be in opposition to any law in the state of the Project, that clause or paragraph or sentence may be severed from the Agreement with no effect on remaining clauses.

8.03 Headings

- A. Article and paragraph headings are inserted for convenience only and do not constitute parts of these General Conditions. Words in the first sentence are in bold to act as secondary headings and should not be interpreted any different than a numbered heading.

SCHEDULE A

(De Pere, Wisconsin 250,000 Legged Merrill Street 49-05-11-02)

- I. Design Drawings and Structural Calculations Review:
 - a. Staff Engineer to review designs created by others. No calculations or Professional Engineering seal are included.
- II. Site Work for:
 - a. Attend and participate in a Preconstruction Meeting.
 - b. Perform Installation inspections as the project progresses and or a final post inspection to compare with design criteria. These inspections include letter report and photographs.

SCHEDULE B

(De Pere, Wisconsin 250,000 Legged Merrill Street 49-05-11-02)

I. PAYMENT

- a. When service is rendered Owner shall pay DIXON the following line item prices:
 - i. Schedule A, Item I, Design Drawings and Structural Calculations Review, the lump sum of **\$1,450**.
- b. Owner shall pay DIXON the following line items times the number of units used:
 - i. Schedule A, Item II
 - 1. **(1)** Preconstruction Meeting **\$1,050** per meeting
 - 2. **(2)** Installation Inspections **\$1,050** per inspection

II. INVOICES

- a. Invoices will be compiled monthly.
- b. All DIXON services that are outstanding more than thirty (30) days from date of issue shall be assessed (DIXON's favor) one and a half percent (1.5%) per month interest starting from 30 days after date of issue.

Schedule C
Employee Billable Rates and Terms
Antennas and Western WI

<u>Labor Class</u>	<u>Per Hour</u>	<u>Overtime Rate*</u>
Principal	\$250.00	
Project Manager	\$150.00	\$275.00
Registered Professional Engineer	\$155.00	\$277.50
Structural Engineer	\$150.00	\$240.00
CWI Welding RPR	\$165.00	\$275.00
Certified NACE RPR	\$130.00-\$145.00	\$195.00-\$217.50
NACE Level 2 or DIXON Level 3 RPR	\$105.00-\$135.00	\$157.50-\$202.50
NACE Level 1 or DIXON Level 2 RPR	\$90.00-\$115.00	\$135.00-\$162.00
Resident Project Representative – Level 1	\$85.00-\$95.00	\$127.50-\$142.50
Contract Support Staff	\$110.00-\$135.00	\$165.00-\$202.50
<u>Expenses</u>	<u>Metropolitan</u>	<u>Out-State</u>
Mileage	\$0.70/mile + tolls	\$0.60/mile
Lodging	\$120.00 per diem	\$110.00 per diem
Meals	\$35.00 per diem	\$30.00 per diem

FEES EFFECTIVE THROUGH: December 31, 2019 (Revised: 09/20/2018)



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: February 11, 2019

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consider Award of Contract 19-02 Ryan Road Reconstruction.*

ATTACHMENTS:

- CI_BOPW_Consider_Award_of_Contract_19-02_2-11-2019 (DOC)
- CE_Project_19-02_Bid_Tab_1-31-19 (PDF)

City of De Pere

Public Works Department

Memo

To: Honorable Mayor Walsh
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: February 11, 2019
Subject: Consider Award of Contract 19-02 Ryan Road Reconstruction*

The Engineering Department received bids on Project 19-02 Ryan Road Reconstruction on January 31, 2019. The project consists of the reconstruction of Ryan Road from 850 feet north of Diversity Drive to 470 feet south of Diversity Drive. The bids received are as follows:

Contractor	Amount
Sommers Construction Company, Inc.	\$431,246.50
Peters Concrete Company	\$434,610.00

The budgeted amount from the capital improvement budget is \$450,000 from the general obligation debt.

Staff's recommendation is to accept the bid from Sommers Construction Company, Inc. for \$431,246.50.



**PROJECT 19-02 RYAN ROAD RECONSTRUCTION
BID TAB**

				BIDDER NO. 1		BIDDER NO. 2	
				Sommers Construction Company, Inc.		Peters Concrete Company	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
STORM SEWER							
ST-01	Abandon/Remove Existing Storm Sewer Appurtenances	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
STREET AND DRAINAGE							
SD-01	Unclassified Excavation	CY	5,400	\$ 10.95	\$ 59,130.00	\$ 9.13	\$ 49,302.00
SD-02	Provide 1 1/4" Crushed Aggregate Base Course	CY	2,300	\$ 18.70	\$ 43,010.00	\$ 19.50	\$ 44,850.00
SD-03	Provide Asphaltic Concrete Pavement Type 4 LT 58-28 S, 2" Upper Layer	TON	35	\$ 193.25	\$ 6,763.75	\$ 195.00	\$ 6,825.00
SD-04	Provide Asphaltic Concrete Pavement Type 3 LT 58-28 S, 2" Lower Layer	TON	35	\$ 193.25	\$ 6,763.75	\$ 195.00	\$ 6,825.00
SD-05	Provide 24" Integral Curb	LF	2,600	\$ 13.00	\$ 33,800.00	\$ 13.00	\$ 33,800.00
SD-06	Provide 9"-Inch Doweled Concrete Pavement with Integral Curb	SY	5,400	\$ 40.20	\$ 217,080.00	\$ 40.20	\$ 217,080.00
SD-07	Remove and Replace 6" Concrete Sidewalk, Ramp, and Driveway	SY	95	\$ 71.00	\$ 6,745.00	\$ 78.00	\$ 7,410.00
SD-08	Provide 8" Concrete Sidewalk, Ramp, and Driveway	SY	70	\$ 61.00	\$ 4,270.00	\$ 65.00	\$ 4,550.00
SD-09	Provide 6" Concrete Sidewalk, Ramp, and Driveway	SY	90	\$ 57.00	\$ 5,130.00	\$ 61.00	\$ 5,490.00
SD-10	Provide 4" Concrete Sidewalk, Ramp, and Driveway	SY	50	\$ 50.00	\$ 2,500.00	\$ 50.00	\$ 2,500.00
SD-11	Drilled Tie Bars (Existing Sidewalk, Driveway, and Curb and Gutter)	EA	14	\$ 12.00	\$ 168.00	\$ 12.00	\$ 168.00
SD-12	Drilled Tie Bars (Concrete Pavement)	EA	40	\$ 15.00	\$ 600.00	\$ 15.00	\$ 600.00
SD-13	Provide Detectable Warning Field (Natural)	EA	8	\$ 300.00	\$ 2,400.00	\$ 300.00	\$ 2,400.00
SD-14	Pavement Marking Stop Line Epoxy 12-Inch White	LF	75	\$ 10.50	\$ 787.50	\$ 10.50	\$ 787.50
SD-15	Pavement Marking Epoxy 6-Inch White	LF	250	\$ 8.25	\$ 2,062.50	\$ 8.25	\$ 2,062.50
SD-16	Pavement Marking Epoxy 4-Inch Yellow	LF	330	\$ 6.50	\$ 2,145.00	\$ 6.50	\$ 2,145.00
SD-17	Pavement Marking Epoxy 4-Inch White	LF	40	\$ 6.50	\$ 260.00	\$ 6.50	\$ 260.00
SD-18	Pavement Marking Arrows Epoxy Type-2	EA	2	\$ 275.00	\$ 550.00	\$ 275.00	\$ 550.00
SD-19	Landscaping – Topsoil, Seed, Fertilizer and Mulch	SY	6,400	\$ 4.45	\$ 28,480.00	\$ 3.95	\$ 25,280.00
SPECIAL CONSTRUCTION							
SC-01	Inlet Protection Type B	EA	6	\$ 46.00	\$ 276.00	\$ 50.00	\$ 300.00
SC-02	Adjust Inlet	EA	6	\$ 275.00	\$ 1,650.00	\$ 275.00	\$ 1,650.00
SC-03	Adjust Manhole	EA	7	\$ 325.00	\$ 2,275.00	\$ 325.00	\$ 2,275.00
SC-04	Traffic Control	LS	1	\$ 1,900.00	\$ 1,900.00	\$ 15,000.00	\$ 15,000.00
	TOTALS			\$ 431,246.50		\$ 434,610.00	



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: February 11, 2019

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consider Award of Contract 19-03 Pipe Lining - CIPP*

ATTACHMENTS:

- CI_BOPW_Consider_Award_of_Contract_19-03_2-11-2019 (DOC)
- CE_Project_19-03_Bid_Tab_1-31-19 (PDF)

City of De Pere

Public Works Department

Memo

To: Honorable Mayor Walsh
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: February 11, 2019
Subject: Consider Award of Contract 19-03 Pipe Lining - CIPP*

The Engineering Department received bids on Project 19-03 Pipe Lining - CIPP on January 31, 2019. The project consists of pipe lining and internal repairs of deteriorated sewers at locations around the City. The bids received are as follows:

Contractor	Amount
Visu-Sewer, Inc.	\$297,851.50
Insituform Technologies USA, LLC	\$328,683.50
Michels Corporation	\$365,177.00
National Power Rodding Corporation	\$728,021.50

The budgeted amount from the capital improvement budget is \$316,000. Funding will be from the sewage revenue fund.

The staff recommendation is to accept the bid from Visu-Sewer, Inc. in the amount of \$297,851.50.



**PROJECT 19-03 CIPP SEWER LINING
BID TAB**

3.9.b

ITEM	DESCRIPTION	UNIT	QTY	BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3		BIDDER NO. 4	
				Visu-Sewer, Inc.		Insituform Technologies USA LLC		Michels Corporation		National Power Rodding Corporation	
				UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
SANITARY SEWER LINING											
SP-01	Merrill Street - Erie to Jordan (18")	315	LF	\$ 46.00	\$ 14,490.00	\$ 34.20	\$ 10,773.00	\$ 62.00	\$ 19,530.00	\$ 188.50	\$ 59,377.50
SP-02	Merrill Street - Jordan Road (8")	1699	LF	\$ 22.50	\$ 38,227.50	\$ 24.00	\$ 40,776.00	\$ 23.00	\$ 39,077.00	\$ 46.80	\$ 79,513.20
SP-03	Ontario Street - Lewis to Chicago (12")	481	LF	\$ 30.25	\$ 14,550.25	\$ 30.50	\$ 14,670.50	\$ 35.00	\$ 16,835.00	\$ 79.30	\$ 38,143.30
SP-04	Outward Avenue- Helena to Westwood (8")	1213	LF	\$ 22.50	\$ 27,292.50	\$ 23.10	\$ 28,020.30	\$ 24.00	\$ 29,112.00	\$ 46.80	\$ 56,768.40
SP-05	Park Street-Allard to Ninth (8")	920	LF	\$ 22.50	\$ 20,700.00	\$ 22.40	\$ 20,608.00	\$ 27.00	\$ 24,840.00	\$ 46.80	\$ 43,056.00
SP-06	Sunrise Court (8")	105	LF	\$ 22.50	\$ 2,362.50	\$ 44.30	\$ 4,651.50	\$ 50.00	\$ 5,250.00	\$ 46.80	\$ 4,914.00
SP-07	Ash Street - 9th to Interceptor (8")	428	LF	\$ 22.50	\$ 9,630.00	\$ 21.80	\$ 9,330.40	\$ 21.00	\$ 8,988.00	\$ 46.80	\$ 20,030.40
SP-08	Azalea Trail - Ouward to Seventh (8")	329	LF	\$ 22.50	\$ 7,402.50	\$ 33.40	\$ 10,988.60	\$ 25.00	\$ 8,225.00	\$ 46.80	\$ 15,397.20
SP-09	Cardinal Street - Hockers to Cook (8")	578	LF	\$ 22.50	\$ 13,005.00	\$ 21.90	\$ 12,658.20	\$ 21.00	\$ 12,138.00	\$ 46.80	\$ 27,050.40
SP-10	Fort Howard - Main to Sixth (8")	223	LF	\$ 22.50	\$ 5,017.50	\$ 28.90	\$ 6,444.70	\$ 31.00	\$ 6,913.00	\$ 46.80	\$ 10,436.40
SP-11	Fort Howard - Parkview to Leonard (8")	1480	LF	\$ 22.50	\$ 33,300.00	\$ 25.60	\$ 37,888.00	\$ 25.00	\$ 37,000.00	\$ 46.80	\$ 69,264.00
SP-12	Leonard Street - Fort Howard to Termini (15")	708	LF	\$ 43.00	\$ 30,444.00	\$ 46.10	\$ 32,638.80	\$ 54.00	\$ 38,232.00	\$ 96.20	\$ 68,109.60
SP-13	Easement-Franklin/Franklin to Huron/Erie (8")	147	LF	\$ 22.50	\$ 3,307.50	\$ 36.70	\$ 5,394.90	\$ 38.00	\$ 5,586.00	\$ 46.80	\$ 6,879.60
SP-14	Main Street - 9th to 10th (10")	577	LF	\$ 22.50	\$ 12,982.50	\$ 30.00	\$ 17,310.00	\$ 42.00	\$ 24,234.00	\$ 54.60	\$ 31,504.20
SP-15	Lewis-Erie Intersection (12")	309	LF	\$ 30.25	\$ 9,347.25	\$ 34.30	\$ 10,598.70	\$ 45.00	\$ 13,905.00	\$ 79.30	\$ 24,503.70
SP-16	Prosper Street - Enterprise to HWY PP (10")	1344	LF	\$ 22.50	\$ 30,240.00	\$ 28.70	\$ 38,572.80	\$ 28.00	\$ 37,632.00	\$ 54.60	\$ 73,382.40
SP-17	Erie Street - Fulton to Ridgeway (8")	159	LF	\$ 22.50	\$ 3,577.50	\$ 34.60	\$ 5,501.40	\$ 50.00	\$ 7,950.00	\$ 46.80	\$ 7,441.20
SP-18	Televising Sanitary Laterals	35	EA	\$ 180.00	\$ 6,300.00	\$ 176.10	\$ 6,163.50	\$ 300.00	\$ 10,500.00	\$ 850.00	\$ 29,750.00
SP-19	Internal Grouting	10	EA	\$ 520.00	\$ 5,200.00	\$ 512.80	\$ 5,128.00	\$ 1,246.00	\$ 12,460.00	\$ 2,500.00	\$ 25,000.00
SP-20	CIPP Patch	5	EA	\$ 2,000.00	\$ 10,000.00	\$ 2,020.00	\$ 10,100.00	\$ 1,266.00	\$ 6,330.00	\$ 6,500.00	\$ 32,500.00
SP-21	Poured in Place Bench	1	EA	\$ 475.00	\$ 475.00	\$ 466.20	\$ 466.20	\$ 440.00	\$ 440.00	\$ 5,000.00	\$ 5,000.00
	TOTALS			\$ 297,851.50		\$ 328,683.50		\$ 365,177.00		\$ 728,021.50	

Attachment: CE_Project_19-03_Bid_Tab_1-31-19 (7892 : Consider Award of Contract 19-03 Pipe Lining -



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: February 11, 2019

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consider Award of Contract 19-15 Sewer Cleaning and Televising.*

ATTACHMENTS:

- CI_BOPW_Consider_Award_of_Contract_19-15_2-11-2019 (DOC)
- CE_Project_19-15_Bid_Tab_1-31-19 (PDF)

City of De Pere

Public Works Department

Memo

To: Honorable Mayor Walsh
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: February 11, 2019
Subject: Consider Award of Contract 19-15 Sewer Cleaning and Televising*

The Engineering Department received bids on Project 19-15 Sewer Cleaning and Televising on January 31, 2019. The project includes cleaning and televising of sewers. The bids received are as follows:

Contractor	Amount
Northern Pipe, Inc.	\$34,631.00
Great Lakes TV Seal, Inc.	\$38,353.10
Green Bay Pipe & TV, LLC	\$42,706.80
PLC Water Jetting Service, Inc.	\$58,201.00
Diversified Infrastructure Services, Inc.	\$97,171.80
National Power Rodding Corporation	\$195,220.00
Michels Corporation	\$338,222.50

The budgeted amount for the project from the capital improvement fund is \$55,000. Funding will be \$50,000 from the storm water utility fund and \$5,000 from the sewage revenue fund.

Staff recommendation is to award the bid to Northern Pipe, Inc. in the amount of \$34,631.00.



**PROJECT 19-15 SEWER CLEANING AND TELEVISIONING
BID TAB**

3.10.b

ITEM	DESCRIPTION	UNIT	QTY	BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3		BIDDER NO. 4		BIDDER NO. 5		BIDDER NO. 6	
				Northern Pipe, Inc.		Great Lakes TV Seal, Inc.		Green Bay Pipe & TV, LLC		PLC Water Jetting Service, Inc.		Diversified Infrastructure Services, Inc.		National Power Rodding Corporation	
				UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
STORM SEWER															
SP-01	Storm Sewer Cleaning (8-27 Inch)	42400	LF	\$ 0.33	\$ 13,992.00	\$ 0.34	\$ 14,416.00	\$ 0.35	\$ 14,840.00	\$ 0.40	\$ 16,960.00	\$ 0.84	\$ 35,616.00	\$ 0.75	\$ 31,800.00
SP-02	Storm Sewer Cleaning (30-48 Inch)	4500	LF	\$ 0.33	\$ 1,485.00	\$ 0.34	\$ 1,530.00	\$ 0.35	\$ 1,575.00	\$ 0.45	\$ 2,025.00	\$ 1.03	\$ 4,635.00	\$ 2.00	\$ 9,000.00
SP-03	Storm Sewer Cleaning (54 Inch and Larger)	500	LF	\$ 0.33	\$ 165.00	\$ 0.34	\$ 170.00	\$ 0.42	\$ 210.00	\$ 0.90	\$ 450.00	\$ 1.49	\$ 745.00	\$ 3.00	\$ 1,500.00
SP-04	Storm Sewer Heavy Cleaning (8-27 Inch)	4240	LF	\$ 0.10	\$ 424.00	\$ 0.09	\$ 381.60	\$ 0.42	\$ 1,780.80	\$ 0.40	\$ 1,696.00	\$ 0.97	\$ 4,112.80	\$ 3.00	\$ 12,720.00
SP-05	Storm Sewer Heavy Cleaning (30-48 Inch)	450	LF	\$ 0.10	\$ 45.00	\$ 0.09	\$ 40.50	\$ 0.42	\$ 189.00	\$ 0.45	\$ 202.50	\$ 1.16	\$ 522.00	\$ 4.00	\$ 1,800.00
SP-06	Storm Sewer Heavy Cleaning (54 Inch and Larger)	50	LF	\$ 0.10	\$ 5.00	\$ 3.00	\$ 150.00	\$ 0.42	\$ 21.00	\$ 5.00	\$ 250.00	\$ 1.86	\$ 93.00	\$ 40.00	\$ 2,000.00
SP-07	Storm Sewer Televising (8-27 Inch)	42400	LF	\$ 0.30	\$ 12,720.00	\$ 0.32	\$ 13,568.00	\$ 0.34	\$ 14,416.00	\$ 0.40	\$ 16,960.00	\$ 0.72	\$ 30,528.00	\$ 1.50	\$ 63,600.00
SP-08	Storm Sewer Televising (30-48 Inch)	4500	LF	\$ 0.30	\$ 1,350.00	\$ 0.34	\$ 1,530.00	\$ 0.35	\$ 1,575.00	\$ 0.40	\$ 1,800.00	\$ 0.72	\$ 3,240.00	\$ 2.00	\$ 9,000.00
SP-09	Storm Sewer Televising (54 Inch and Larger)	500	LF	\$ 0.30	\$ 150.00	\$ 0.34	\$ 170.00	\$ 0.42	\$ 210.00	\$ 0.40	\$ 200.00	\$ 0.72	\$ 360.00	\$ 4.00	\$ 2,000.00
SP-10	Sewer Pipe Root Cutting (8-48 Inch)	1000	LF	\$ 0.10	\$ 100.00	\$ 0.48	\$ 480.00	\$ 0.37	\$ 370.00	\$ 1.00	\$ 1,000.00	\$ 1.80	\$ 1,800.00	\$ 10.00	\$ 10,000.00
SP-11	Removal Mineral Depsoits	1000	LF	\$ 0.10	\$ 100.00	\$ 0.50	\$ 500.00	\$ 0.37	\$ 370.00	\$ 1.00	\$ 1,000.00	\$ 1.80	\$ 1,800.00	\$ 10.00	\$ 10,000.00
SP-12	Storm Sewer Cleaning in Easement (8-27 Inch)	4950	LF	\$ 0.33	\$ 1,633.50	\$ 0.45	\$ 2,227.50	\$ 0.55	\$ 2,722.50	\$ 0.75	\$ 3,712.50	\$ 1.20	\$ 5,940.00	\$ 2.00	\$ 9,900.00
SP-13	Storm Sewer Cleaning in Easment (54 Inch and Larger)	1550	LF	\$ 0.33	\$ 511.50	\$ 0.52	\$ 806.00	\$ 0.55	\$ 852.50	\$ 5.00	\$ 7,750.00	\$ 2.00	\$ 3,100.00	\$ 5.00	\$ 7,750.00
SP-14	Storm Sewer Televising in Easement (8-27 Inch)	4950	LF	\$ 0.30	\$ 1,485.00	\$ 0.35	\$ 1,732.50	\$ 0.55	\$ 2,722.50	\$ 0.55	\$ 2,722.50	\$ 0.72	\$ 3,564.00	\$ 3.00	\$ 14,850.00
SP-15	Storm Sewer Televising in Easement (54 Inch and Larger)	1550	LF	\$ 0.30	\$ 465.00	\$ 0.42	\$ 651.00	\$ 0.55	\$ 852.50	\$ 0.95	\$ 1,472.50	\$ 0.72	\$ 1,116.00	\$ 6.00	\$ 9,300.00
	TOTALS			\$ 34,631.00		\$ 38,353.10		\$ 42,706.80		\$ 58,201.00		\$ 97,171.80		\$ 195,220.00	

Attachment: CE_Project_19-15_Bid_Tab_1-31-19 (7894 : Consider Award of Contract 19-15 Sewer



**PROJECT 19-15 SEWER CLEANING AND TELEVISIONING
BID TAB**

3.10.b

				BIDDER NO. 7	
				Michels Corporation	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID
STORM SEWER					
SP-01	Storm Sewer Cleaning (8-27 Inch)	42400	LF	\$ 3.70	\$ 156,880.00
SP-02	Storm Sewer Cleaning (30-48 Inch)	4500	LF	\$ 2.80	\$ 12,600.00
SP-03	Storm Sewer Cleaning (54 Inch and Larger)	500	LF	\$ 6.40	\$ 3,200.00
SP-04	Storm Sewer Heavy Cleaning (8-27 Inch)	4240	LF	\$ 3.10	\$ 13,144.00
SP-05	Storm Sewer Heavy Cleaning (30-48 Inch)	450	LF	\$ 3.50	\$ 1,575.00
SP-06	Storm Sewer Heavy Cleaning (54 Inch and Larger)	50	LF	\$ 6.60	\$ 330.00
SP-07	Storm Sewer Televising (8-27 Inch)	42400	LF	\$ 2.20	\$ 93,280.00
SP-08	Storm Sewer Televising (30-48 Inch)	4500	LF	\$ 1.40	\$ 6,300.00
SP-09	Storm Sewer Televising (54 Inch and Larger)	500	LF	\$ 3.00	\$ 1,500.00
SP-10	Sewer Pipe Root Cutting (8-48 Inch)	1000	LF	\$ 9.90	\$ 9,900.00
SP-11	Removal Mineral Depsoits	1000	LF	\$ 9.92	\$ 9,920.00
SP-12	Storm Sewer Cleaning in Easement (8-27 Inch)	4950	LF	\$ 3.11	\$ 15,394.50
SP-13	Storm Sewer Cleaning in Easment (54 Inch and Larger)	1550	LF	\$ 3.18	\$ 4,929.00
SP-14	Storm Sewer Televising in Easement (8-27 Inch)	4950	LF	\$ 1.45	\$ 7,177.50
SP-15	Storm Sewer Televising in Easement (54 Inch and Larger)	1550	LF	\$ 1.35	\$ 2,092.50
	TOTALS			\$	338,222.50

Attachment: CE_Project_19-15_Bid_Tab_1-31-19 (7894 : Consider Award of Contract 19-15 Sewer



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: February 11, 2019

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consider Award of Contract 19-20 Police Flooring Replacement.*

ATTACHMENTS:

- CI_BOPW_Consider_Award_of_Contract_19-20_2-11-2019 (DOC)
- CE_Project_19-20_Bid_Tab_1-31-19 (PDF)

City of De Pere

Public Works Department

Memo

To: Honorable Mayor Walsh
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: February 11, 2019
Subject: Consider Award of Contract 19-20 Police Flooring Replacement*

The Engineering Department received bids on Project 19-20 Police Flooring Replacement on January 31, 2019. The project consists of removing and replacing carpeting and stairway treads within the Police Department at City Hall. The bids received are as follows:

Contractor	Amount
Macco's Commercial Interiors, Inc.	\$45,715.40
H.J. Martin and Son, Inc.	\$47,795.00

The budgeted amount from the capital improvement budget is \$41,800. The remaining \$3,915.40 would need to be approved and allocated from undesignated reserves.

Staff's recommendation is to accept the bid from Macco's Commercial Interiors, Inc. in the amount of \$45,715.40 and allocate \$3,915.40 to the project from undesignated reserves.



**PROJECT 19-20 POLICE FLOORING REPLACEMENT
BID TAB**

3.11.b

ITEM	DESCRIPTION	UNIT	QTY	BIDDER NO. 1		BIDDER NO. 2	
				Macco's Commercial Interiors, Inc.		H.J. Martin and Son, Inc.	
				UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
SC-01	Remove and replace existing broadloom carpet with new Milliken Tectonic 19x19 carpet tile	SF	5,850	\$ 6.12	\$ 35,802.00		\$ -
SC-02	Remove and replace walk-off carpet tile with new Van Gelder Champion Super Nop-Tile Goods (Color to be determined)	SF	220	\$ 7.04	\$ 1,548.80		\$ -
SC-03	Remove and replace flooring in two stairwells with new Johnsonite vinyl stair treads on steps, lower, middle and top landings	EA	2	\$ 2,396.00	\$ 4,792.00		\$ -
SC-04	Remove flooring and appurtenances	SF	110	\$ 1.06	\$ 116.60		\$ -
SC-05	Remove and replace 4-inch vinyl cove base (Match Color)	LS	1	\$ 3,456.00	\$ 3,456.00		\$ -
SC-06	Move Furniture	LS	1	\$ -	\$ -		\$ -
	TOTALS			\$ 45,715.40		\$ 47,795.00	

Attachment: CE_Project_19-20_Bid_Tab_1-31-19 (7893 : Consider Award of Contract 19-20 Police



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: February 11, 2019

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consider Quote for 2019 Ashwaubenon Creek Interceptor Abandonment.*

ATTACHMENTS:

- CI_BOPW_2019_Ashwaubenon_Creek_Interceptor_Abandonment_2-11-2019 (DOC)
- Merged Proposal_020119 (PDF)
- P- 2019 Ashwaubenon Creek Interceptor Abandonment Cedar Corp Proposal w Fee Schedule (PDF)

City of De Pere

Public Works Department

Memo

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

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

Date: February 11, 2019

Subject: Consider Quote for 2019 Ashwaubenon Creek Interceptor Abandonment*

The Engineering Department received design proposals for the 2019 Ashwaubenon Creek Interceptor Abandonment that will be completed in conjunction with the City's 2019 construction projects. This proposal consists of design and construction management of the abandonment of the old Ashwaubenon Creek Interceptor which was replaced in 1996. The following quotes were received for consideration:

Materials Testing	Estimate
Robert E. Lee & Associates, Inc.	\$47,790.00
Cedar Corporation	\$53,310.00

The actual amount for the proposal will vary based on the amount of construction management services required, which is dependent on the length of time for construction.

Staff requested a third proposal from Mead and Hunt. However, two days prior to the proposal deadline, Mead and Hunt informed staff that they would not deliver a quote for this work as they do not have the capacity to provide the necessary services this summer.

The budgeted amount from the capital improvement budget for the engineering is \$83,000. Funding will be from the sewage revenue fund.

The staff recommendation is to accept the proposal from Robert E. Lee & Associates, Inc. for the 2019 Ashwaubenon Creek Interceptor Abandonment for an estimated amount of \$47,790.00. Funds for this work are budgeted in the sewerage revenue fund.

Attachments:

REL Proposal Merged Proposal_020119 (PDF)
Cedar Proposal P- 2019 Ashwaubenon Creek Interceptor Abandonment Cedar
Corp Proposal w Fee Schedule (PDF)



Robert E. Lee & Associates, Inc.
Engineering • Surveying • Environmental Services

1250 Centennial Centre Boulevard • Hobart, WI 54155 • 920-662-9641 • www.releeinc.com

February 1, 2019

Mr. Eric Rakers, P.E.
CITY OF DE PERE
925 South Sixth Street
De Pere, WI 54115-1199
erakers@mail.de-pere.org

RE: Request for Proposal ▲ 2019 Ashwaubenon Creek Interceptor Abandonment

Dear Mr. Rakers:

Robert E. Lee & Associates, Inc., (REL) is pleased to submit this proposal to assist the City of De Pere (the City) with the design, bidding, and provide construction services for the 2019 Ashwaubenon Creek Interceptor Abandonment project. It is REL's understanding that the City's desire is to abandon the interceptor sewer that was originally installed in 1962.

REL intends to self-perform the entire scope of work requested within this proposal from its Green Bay area office. The requested scope of work encompasses tasks that REL is very familiar with. Our team will be led by Lee Novak, P.E. and Paul Welter, Senior Project Manager, each having more than 30 years of experience with sanitary sewer, specifically interceptor sewers. Paul and Lee will then be supported by the full staff of REL as needed. Their history and knowledge will be invaluable when it comes to the process and procedure of abandoning the existing line.

Services REL will provide will be consistent with the requirements presented within the Request for Qualifications received January 11, 2019, following the project scope and schedule outlined, and reiterated on the following page.

REL will provide/complete the following for this Project:

- Complete a field survey of the structures to be abandoned
- Provide detailed plans and details for the abandonment
- Provide technical specifications with bid items
- Provide shop drawing review

Attachment: Merged Proposal_020119 (7895 : Consider Quote for 2019 Ashwaubenon Creek Interceptor Abandonment.*)

February 1, 2019
 Mr. Eric Rakers, P.E.
 CITY OF DE PERE
 Page 2

- Attend (4) four meetings: kickoff meeting, preliminary design meeting, final design, and preconstruction meeting. The majority of correspondence and review may be completed via e-mail
- Provide construction services to include Construction Administration and Observation
- Deliver plans in AutoCAD and PDF for insertion in the bid documents (11x17 PDF plan set)
- Provide record drawings of the project

We understand the City will prepare the bid documents and bid the Project 19-14 Ashwaubenon Creek Interceptor Abandonment. Additionally, the City will provide the other components to the bid documents, such as notice to bidders, instructions to bidders, agreement, and general conditions.

It is assumed that the City will provide the following information:

- Parcel information in CAD format
- Assist in locating existing manholes
- Copies of Record Drawings for the 1962, 1996, and 2010 Ashwaubenon Creek Interceptor projects
- Existing utility plans for adjacent roadways
- Televising reports, as feasible

REL will complete the required scope of work for the fees identified on the attached proposed fee schedule. REL greatly appreciates the opportunity to offer this proposal to the City of De Pere, and continue our long-standing relationship. Please feel free to contact us if you have any questions or require additional information for your review process.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.



Jared G. Schmidt, P.E., V.P.
 Civil/Municipal Engineering Manager

JGS/JME

ENC.

Attachment: Merged Proposal_020119 (7895 : Consider Quote for 2019 Ashwaubenon Creek Interceptor Abandonment.*)

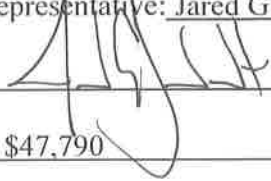
Proposed Fee Schedule

Company Name: Robert E. Lee & Associates, Inc.

Company Address: 1250 Centennial Centre Blvd

Company Address: Hobart, WI 54155

Company Representative: Jared G. Schmidt, P.E., V.P

Signature: 

Fee (Total): \$47,790

Item	Description	Quantity	Unit	Unit Price	Amount
A	Survey / Field Work	1	LS	\$2,800	\$2,800
B	Planset Preparation	1	LS	\$9,200	\$9,200
C	Technical Specification Preparation	1	LS	\$1,625	\$1,625
D	Attend Preconstruction Meeting	1	LS	\$375	\$375
E	Review Shop Drawing Submittals	1	LS	\$750	\$750
F	Perform Construction Administration (Estimate)	40	HR	\$105	\$4,200
G	Perform Construction Observation (Estimate)	320	HR	\$82	\$26,240
H	Design / Progress Meetings	3	EA	\$400	\$1,200
I	Complete Record Drawings	1	LS	\$1,400	\$1,400
TOTAL PROPOSAL COST					\$47,790

Attachment: Merged Proposal_020119 (7895 : Consider Quote for 2019 Ashwaubenon Creek Interceptor Abandonment.*)

January 30, 2019

Eric Rakers, P.E., City Engineer
City of De Pere
925 South Sixth Street
De Pere, WI 54115-1199

c: erakers@mail.de-pere.org

RE: Letter Proposal – Engineering Services
City of De Pere – 2019 Ashwaubenon Creek Interceptor Abandonment

Dear Eric:

Cedar Corporation (Cedar) appreciates the opportunity to submit our proposal to assist the City of De Pere (City) with design, plan and specification preparation, and construction services for the proposed 2019 Ashwaubenon Creek Interceptor Abandonment.

Cedar has been in business since 1975. We have completed numerous projects that involved sanitary sewer abandonment such as yours. Cedar has the staff and resources to complete the City's project within the required schedule.

PROJECT UNDERSTANDING

Based on a review of the Request for Proposal (RFP) issued on January 11, 2019, a site visit, and our meeting with you on January 23, 2019, we have the following project understanding.

The City of De Pere would like to abandon the original 1962 interceptor sewer (approximately 7,000 feet), dispose of the sewer's contents (if applicable), and abandon the sewer and structures with a flowable fill. Based on this request and the design completed by Cedar, the City plans to bid the abandonment of the 1962 Ashwaubenon Creek Interceptor for 2019 construction.

We also understand some of the areas may be abandoned with two Projects being completed in 2019: Parkview Road Intersection Reconstruction with WisDOT, and the City of De Pere Project 19-01 Sewer and Water Relay and Street Resurfacing. All of these Projects will be coordinated with the City.

All manholes and sanitary sewer will be abandoned with a flowable fill; structures will be broken down 5 feet below grade and restoration with like materials.

SCOPE OF SERVICES

Based on our project understanding as described above and per the Scope of Services and City Responsibilities provided in the RFP, we offer the following scope of services:

- Survey of existing manhole facilities with GPS data including pictures of each site to be utilized in the design and restoration. This is not a full topographic field survey of the area and access.

- Inspect each manhole structure for depth, flow line elevations, other pipes entering the structure, and to verify the pipe sizes.
- Complete a site visit to review all access for construction equipment and determine if additional clearing and grubbing is required.
- Complete the design of the Ashwaubenon Creek Interceptor Abandonment.
- Provide plans using aerial data for the access routes, locations of the abandonment and restoration details for the inclusion in the City Project.
- Provide technical specifications for the inclusion in the City Project.
- Contact the regulatory agencies for comments regarding necessary permitting based on discussion with the City staff. If permits are required, prepare the applications. All permit fees will be the responsibility of the City.
- Provide bid items and a preliminary cost estimate.
- Attend the Preconstruction Meeting.
- Provide approximately eight weeks of construction administration consisting of answering contractor's questions during construction, review payment requests prepared by others, prepare change orders as necessary, and shop drawing review
- Perform construction observation for an eight-week period.
- Provide record drawings from information provided by the contractor.

In addition, three (3) design meetings will consist of the following:

- Kickoff meeting, including review of the site to verify the approach and existing conditions.
- Two design review meetings — Preliminary Design and Final Design.

The main method of correspondence and review will be completed via email with the Project Team.

DELIVERY

Cedar will provide the deliverables for the project, as outlined in the Delivery section of the RFP. Our deliverables will be provided in the following formats:

1. Construction plans and details will be in AutoCAD Civil 3D .dwg format.
Electronic submittals will be in .pdf format.
(The City will online bid the Project with the 11" x 17" .pdf plan set.)
2. Technical specifications for bidding in Microsoft Word format.
3. Bid items, quantities, engineer's estimates in Microsoft Word and/or Excel format.
4. Hard copy documentation and electronic files including photos of inspection notes and findings.
5. Regulatory approvals.
6. At the project's completion, record drawings of the work completed.

OWNER RESPONSIBILITIES

Cedar understands that the City of De Pere will be responsible for and/or provide the following information to the Consultant for the Ashwaubenon Creek Interceptor Abandonment:

- Copies of record drawings for the 1962 Ashwaubenon Creek Interceptor Sewer construction, the 1996 Ashwaubenon Creek Interceptor construction, and the 2010 Ashwaubenon Creek Interceptor Rehabilitation project.
- Provide access to each manhole and assist with City staff in locating existing manholes.
- Provide tree removal on the access routes to allow construction equipment to complete the work, if necessary.
- Provide easement and right of way documentation for access.
- Parcel information in a CAD format.
- Existing and proposed utility plans for adjacent roadways.
- Televising of the sanitary sewer, if feasible.
- Permit fees, if necessary.
- Wetland delineation, if necessary.
- City will notify the Village of Ashwaubenon of the proposed Project.

The City will prepare the bid documents and will bid the Ashwaubenon Creek Interceptor Abandonment. The plans and details will be inserted into a City plan set with the City providing the cover sheet. Additionally, the City will insert the technical specifications into the bid documents. The City will provide the other components to the bid documents, such as notice to bidders, instructions to bidders, agreement, and general conditions.

SCHEDULE

Cedar is prepared to complete the projects based on the Scheduling information listed in the RFP. The proposed Schedule is as follows:

February 1, 2019	Proposals Due
February 11, 2019	Review & Approval — Board of Public Works
February 2019	Project Kickoff Meeting — End of Month
February–April 2019	Design/Permit Phase
April 5, 2019*	Final Plans & Project Advertisement for April 12 and 19
April 12, 2019*	Final Plans & Specifications posted on QuestCDN.com (by City); Final Construction Cost Estimate
May 2, 2019*	Construction Bid Opening
May 13, 2019	Award of Construction Bid — Board of Public Works
May 21, 2019	Award of Construction Bid — Common Council
June 3, 2019	Construction Commence (8 weeks of Administration/Observation)
November 1, 2019	Construction Completed

* Based on the current weather, an extension may be requested to allow access to the existing system for the site investigation and fieldwork.

FEE

Cedar proposes to complete the work scope as identified on the Proposal Fee Schedule in the RFP and attached to this proposal.

INSURANCE

Cedar will provide a certificate of insurance per the RFP requirements at the time of contract execution.

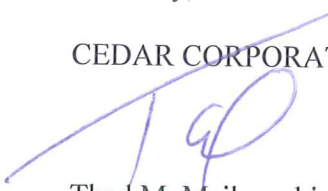
CONTRACT

The consultant agreement for professional services will be prepared by the City utilizing the agreement utilized on previous Cedar Project for review and execution by Cedar.

In closing, Cedar looks forward to the opportunity to provide services to the City of De Pere. Do not hesitate to call if you have questions or would require additional information regarding our proposal.

Sincerely,

CEDAR CORPORATION



Thad M. Majkowski, P.E.
Director

TMM/cap

Attachment: Proposal Fee Schedule

cc: Chase Kuffel, P.E., Assistant City Engineer, City of De Pere (ckuffel@mail.de-pere.org)
Dean Zanon, P.E., Cedar Corporation

Proposed Fee Schedule

Company Name: Cedar Corporation

Company Address: 1695 Bellevue Street

Company Address: Green Bay, WI 54311

Company Representative: Thad Majkowski, P.E.

Signature: 

Fee (Total): \$53,310

Item	Description	Quantity	Unit	Unit Price	Amount
A	Survey / Field Work / MH Inspection	1	LS	\$ 3,700	\$ 3,700
B	Planset Preparation	1	LS	\$ 13,500	\$ 13,500
C	Technical Specification Preparation	1	LS	\$ 1,900	\$ 1,900
D	Attend Preconstruction Meeting	1	LS	\$ 550	\$ 550
E	Review Shop Drawing Submittals	1	LS	\$ 890	\$ 890
F	Perform Construction Administration (Estimate)	40	HR	\$ 95	\$ 3,800
G	Perform Construction Observation (Estimate)	320	HR	\$ 81	\$ 25,920
H	Design / Progress Meetings	3	EA	\$ 600	\$ 1,800
I	Complete Record Drawings	1	LS	\$ 1,250	\$ 1,250
TOTAL PROPOSAL COST					\$ 53,310