



Board of Public Works

Regular Meeting

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

Agenda

Monday, January 9, 2023

6:00 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Public Works** of the City of De Pere will be held on **January 9, 2023 at 6:00 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

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

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

OR

You can also dial in using your phone.

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

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

Access Code: 154-883-285

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

I. Call to Order

1. Roll Call

II. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Board of Public Works. Section 6-3(f) DPMC

III. Items

- 1. Approval of the November 7, 2022 Board of Public Works Meeting Minutes**
- 2. Consider and Possible Action Regarding Christian Outreach Request for Additional Polycarts***
- 3. Consideration and Possible Action on Request to Allow Overnight Parking on City Streets***
- 4. Consideration and possible action on award of Contract 23-14 City Hall Boiler Replacement***
- 5. Consideration and possible action on Project Approach for Requirements for Private Water System Inspection and Maintenance**
- 6. Discuss Water Service Line Material Inventory Program**
- 7. Consider and Possible Action Regarding Green Bay Metropolitan Sewerage District Request to Purchase Surplus Equipment at De Pere Waste Water Treatment Plant***
- 8. Consider and Possible Action Regarding Central Brown County Water Authority First Responder Agreement***

9. Consider and Possible Action Regarding SEH Inc. Proposal for Municipal Service Center Fuel Island Design and Engineering Services*
10. Consideration and possible action on City Engineer Parking and Traffic Recommendations*
11. Discuss City Engineer Recommendation on No Action Parking and Traffic Discussion Items

IV. Future Agenda Items

V. Adjournment

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

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, Monday, January 9, 2023 so that arrangements can be made.

Agenda Sent To:

MAYOR

ALDERPERSONS

DEPARTMENT HEADS

DEFINITELY DE PERE

TWEET-GAROT MECHANICAL

CENTRAL BROWN COUNTY WATER

AUTHORITY

DE PERE CHAMBER OF COMMERCE

TV, NEWSPAPERS & RADIO

KRESS FAMILY LIBRARY

DE PERE CHRISTIAN OUTREACH

SHORT ELLIOT HENDRICKSON, INC

NEW WATER/GBMSD



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: January 9, 2023

DEPARTMENT: Board of Public Works

FROM: Betty Sellenheim

SUBJECT: Approval of the November 7, 2022 Board of Public Works Meeting Minutes

ATTACHMENTS:

- 2022 1107 BOPW_Draft Minutes (PDF)



Board of Public Works

Regular Meeting

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

Draft Minutes

Monday, November 7, 2022

7:30 PM

Council Chambers and Virtual

I. Call to Order

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

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

Scott Thoresen, Public Works Director
Eric Rakers, City Engineer
Tony Fietzer, Street Superintendent (Remote)
Betty Sellenheim, Recording Secretary

II. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Board of Public Works. Section 6-3(f) DPMC

None

III. Items

1. Approval of the October 10, 2022 Board of Public Works Meeting Minutes

Aldersperson Carpenter moved to approve the October 10, 2022 Board of Public Works Meeting Minutes, seconded by Aldersperson Ledvina. Upon vote, the motion passed unanimously (4-0)

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

2. Consideration and possible action on Brown County Solid Waste Management Services Agreement Amendment #1*

Scott Thoresen, Public Works Director, outlined the contents of the amendment to the Brown County Solid Waste Management Services Agreement.

Mayor Boyd moved to approve Brown County Solid Waste Management Services Agreement Amendment #1, seconded by Aldersperson Ledvina. Upon vote, the motion passed unanimously (4-0)

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

3. Consideration and possible action on Dumpster Collection Services at City Dumpster Corals*

Tony Fietzer, Street Superintendent, outlined the proposals received for dumpster collection services at City corals and the increase in cost compared to current services. Mr. Fietzer added that the contract will lock the vendor in to only 5% increases annually, allowing staff to properly budget for these services. Staff recommended approving GFL Environmental for the three year contract with the option of extending two additional years.

Mayor Boyd asked about the increase in cost and whether these services are paid by the businesses utilizing the dumpster locations. Mr. Fietzer explained the cost increase from the last contract to the new pricing and that the cost of these services is assessed back to the commercial property owners utilizing the dumpster locations, dependent on their service type. Alderperson Carpenter verified the City would not be charged a fuel surcharge. Mr. Fietzer confirmed.

Alderperson Carpenter moved to approve dumpster collection services from GFL Environmental at City dumpster corals, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously (4-0)

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

4. Consideration and possible action on Second Amendment to 2021 Agreement for 2023 Consulting Services*

Eric Rakers, City Engineer, outlined amendment to extend the 2021 agreement with Robert E. Lee and Associates for 2023 consulting services. Mr. Rakers explained the ongoing projects that led to the request. Mr. Rakers furthered explained the new hourly rates for Robert E. Lee and Associates were still comparable with 2021 rates from other firms.

Mayor Boyd asked about the TDS work progress. Mr. Rakers explained where work is currently occurring and the projected work schedule.

Mayor Boyd moved to approve second amendment to 2021 agreement for 2023 consulting services, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously (4-0).

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

5. Consideration and possible action regarding online sales of overflow tags

Betty Sellenheim, Administrative Assistant/Recording Secretary, outlined the request and staffs recommendation to approve online sales of overflow tags with a \$1 postage fee and increase the cost of overflow tags, contingent upon approval by the Finance and Personnel Committee.

Mayor Boyd verified that all fees are proposed to be increased by five percent. Scott Thoresen, Public Works Director, verified the fee for overflow tags has not increased and the current fee schedule will be approved by Finance and Personnel Committee after the budget is adopted at the public hearing. Alderperson Carpenter clarified the 2023 cost. Mr. Thoresen explained it would be \$3 for 2023. Alderperson Carpenter verified that two bags are allowed to be set out per tag. Ms. Sellenheim confirmed that to be correct. Alderperson Hansen asked about the convenience fee collected for online sales. Ms. Sellenheim confirmed that online payments would require the resident to pay 2.8% fee that is collected by the credit card company, not the City.

Mayor Boyd moved to approve online sales of overflow tags and an increase from \$2 to \$3 per tag, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously (4-0).

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

6. Consideration and possible action on Reid Street Parking Changes*

Eric Rakers, City Engineer, outlined the proposed changes to Reid Street Parking and explained that it is a return to original restrictions prior to the hotel development.

Alderperson Carpenter asked if staff spoke to all impacted properties and tenants about the changes. Mr. Rakers explained when the parking restrictions were changed, impacted properties knew it would be temporary and staff is noticing parking changes to the alley, now that it is open for use. Mayor Boyd asked the parking restrictions for the stalls in the alley. Mr. Rakers explained there is a combination of unrestricted, three-hour, and tenant/reserved. Mayor Boyd asked about the small lot behind the businesses (by Erbert & Gerbert, etc). Mr. Rakers explained that lot is private.

Mayor Boyd moved to approve Reid Street Parking Changes, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously (4-0)

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

7. Consideration and possible action on City of De Pere Cluster Mailbox Unit Informational Guide and Policy*

Eric Rakers, City Engineer, outlined the new regulations from the US Postal Service to require cluster mailbox units in new subdivisions, the policy staff developed, and informational guide for residents.

Mayor Boyd asked how residents will be assigned to a CBU. Mr. Rakers explained it would be listed on the plat for the subdivision. Each CBU would have about 26 lots assigned to it. CBU assignments would be designated on the units internally and original keys would be handed out from the Municipal Service Center office; staff would be mostly relieved of duties after keys are handed out. Mayor Boyd asked if CBUs are well received by users. Alderperson Carpenter asked why the postal service has flip-flopped on the CBU requirements over the past 20 years. Mr. Rakers stated he was not sure why they changed requirements. Scott Thoresen, Public Works Director, added that staff will be bringing forward changes to City Ordinance regarding mailboxes to include CBU locations.

Alderperson Carpenter moved to approve City of De Pere Cluster Mailbox Unit Informational Guide and Policy, seconded by Mayor Boyd. Upon vote, the motion passed unanimously (4-0).

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

8. Consider and Possible Action on Ald. Hansen's Request Regarding the City's Sidewalk Repair Program Requirements*

Alderperson Hansen, explained his request to have the sidewalk repair requirements reviewed and asked if a separate requirement needs to be listed in the guidelines for vertical displacement within a single slab.

Alderperson Carpenter asked the requirements for a horizontal displacement of a crack within a single slab. Scott Thoresen, Public Works Director, read the guidelines and approved repairs. Alderperson Carpenter asked if there was not a guideline for this type of crack/displacement. Mr. Thoresen explained the guideline for this type of defect and explained they typically occur on a joint. Eric Rakers, City Engineer, offered that staff will follow the direction of the Board and asked how long the guidelines have been in place. Betty Sellenheim, Administrative Assistant/Recording Secretary, stated they have been the same since at least 1994. Mr. Rakers added for consideration that if a specific item is included for mid-slab cracks, it would be applied for everyone; which could incur extra cost for the City and residents. Mayor Boyd asked if staff knew how many cracked slabs may exist. Mr. Rakers stated staff did not know. Mr. Thoresen stated the requirement could be altered to include a vertical displacement anywhere in the slab,

rather than just at the joint. Alderperson Ledvina asked if the vertical displacement could have been ground by the resident. Mr. Thoresen stated vertical displacements can be ground or mudjacked, but this did not meet requirements and was not marked for repair. Mayor Boyd asked at what point it would meet requirements for repair. Mr. Rakers stated in this particular circumstance there shouldn't be much change because it was caused by a tree that is no longer there. Mr. Rakers added that the policy has been used for many years, very effectively across the City. Mr. Rakers stated the sidewalk could develop other defects that would require it to be repaired or replaced. Alderperson Carpenter stated if a resident is afraid of an incident, sidewalks can be repaired outside of the times the City states they have to be. Mayor Boyd added that he is not comfortable having staff complete a random check of the entire City for vertical displacement within a slab if the policy is changed, but it is good to review policies periodically. Mr. Thoresen, asked hypothetically, if the tree was still there growing and caused the sidewalk to heave further, what qualification would the City use to justify the repair or replacement. Mr. Rakers stated staff would use the qualifications included in the packet and further added that he treats all vertical displacements the same no matter where they are in the slab. Alderperson Hansen agreed with the hesitancy to create further work and assessments to residents and thanked staff for bringing the item forward for review. Mr. Rakers added that if staff receives a call about a trip hazard at a location that is not scheduled for review that year, staff does investigate and uses the same criteria to determine if it needs to be repaired or replaced. Alderperson Hansen asked in the particular location he brought forward if the resident or City would pay for that. Mr. Rakers stated it would need to be further investigated and addressed at that time.

RESULT:	NO ACTION
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IV. Future Agenda Items

Alderperson Hansen requested an update of construction projects being carried over to 2023. Eric Rakers, City Engineer, stated that list would be included in the internal Friday Memo.

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:17 PM, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously (4-0)

Respectfully submitted,
Betty Sellenheim



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: January 9, 2023

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider and Possible Action Regarding Christian Outreach
Request for Additional Polycarts*

Christian Outreach is requesting an additional recycle polycart for their food pantry located on the parcel of St. Anne's Church located at 347 S. Libal Street. The existing ordinance only allows for a parcel to have a maximum of three (3) polycarts whether it is two (2) garbage and one (1) recycle or one (1) garbage and two (2) recycle. Any parcel that needs more than three (3) polycarts are required to go with a private hauler.

Staff recently inspected this parcel to verify how many polycarts they currently have. This parcel currently has five (5) polycarts. Three (3) polycarts are City polycarts and two (2) of the polycarts are from a private hauler. This is a current violation of the City's ordinance. The property owner has been sent a notice requiring them to go with a private hauler since they exceed three (3) polycarts.

In addition, per our City Attorney, the ordinance does not allow for the BOPW or Council to make exceptions for additional polycarts. If the BOPW or Council wants the ability to make exceptions for Christian Outreach and other properties throughout the City to allow additional polycarts, then the ordinance would have to be revised accordingly.

Staff does not recommend changing the ordinance to accommodate requests to exceed three (3) polycarts.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: January 9, 2023

DEPARTMENT: Board of Public Works

FROM: Lawrence Delo

SUBJECT: Consideration and Possible Action on Request to Allow Overnight Parking on City Streets*

ATTACHMENTS:

- Request to Allow Overnight Parking memo 1-5-23 (PDF)

CITY OF DE PERE MEMO



To: Board of Public Works

From: Lawrence M. Delo, City Administrator

Date: January 9, 2023

RE: Request to Allow Overnight Parking on City Streets

The Administration received a request from Alderperson Quigley to have an item on the January 2023 Board of Public Works meeting agenda to consider amending the City's current overnight parking restrictions to allow residents to park vehicles on the street overnight. The City's current ordinance is enforced for all 12 months of the year, and allows vehicles to be parked overnight on streets Saturday and Sunday mornings. However, vehicles are not allowed to be parked on City streets from 2:00 AM – 5:00 AM Monday – Friday mornings. Our current ordinance allows citizens to request temporary overnight street parking 15 days per year which is administered and managed by the Police Department. As you are aware, this issue has been discussed by the City Council in the past with the City Council deciding to maintain a prohibition on parking on streets from 2:00 AM to 5:00 AM.

Alderperson Quigley asked me to include the three following reasons / thoughts as to why he is asking for the City to consider amending the parking prohibition at this time:

- 1) Alderperson Quigley was contacted recently by a resident (Adam Turiff) that owns a duplex with limited garage and driveway parking that is creating issues for their tenants. Mr. Turiff submitted plans to widen the driveway and was denied the permit and was told: "you can't widen the drive, but also can't park overnight on the street." Mr. Turiff was told he could resubmit a plan that limits the driveway expansion to five feet. His duplex has garages located in the center of the building which would require cars to park in front of the non-garage portion of the building if the driveway was widened by more than a total of five feet which is prohibited per City ordinance. Alderperson Quigley believes a more fair position for the city would be to allow parking in front of the non-garage area or allow overnight parking on the street.
- 2) As the chairperson of the Sustainability Commission, Alderperson Quigley indicated it concerns him that any time a property does ask for a variance, or permission to pave

over parts of their property, the City is removing existing green space which may have a negative environmental impact. He indicated more pavement creates a greater “heat island” through the city, and studies have shown a greater impact on surface runoff, which might increase erosion, water pollution, etc. By allowing overnight street parking, it would make use of the paved streets the City already has instead of requiring residents to remove green space and pour more concrete.

3) Lastly, Alderperson Quigley wanted to remind everyone about the response the City received regarding overnight parking in the recent SNC survey. A significant majority of our residents support allowing overnight parking per the recently completed community survey (56% supported overnight parking; 31% opposed and 14% indicated they were not sure.

Alderperson Quigley indicated he did not believe overnight parking needs to be allowed on every street on every night if the City implements reasonable exceptions when necessary. The Police Department indicated they received 556 requests for overnight parking from April 1, 2022 through December 31, 2022. This is an average of 62 requests per month. A recent discussion regarding parking restrictions on the Wisconsin City/County Managers Association members website indicated municipalities utilize a wide variety of approaches to manage overnight parking on streets. For example, with just six communities across the State responding to a recent inquiry on overnight parking restrictions, it became apparent that each of the responding communities utilized a different approach to managing overnight parking in their community. The following list is a summary of those approaches:

- 1) *Implemented alternate side parking from 2:00 AM – 7:00 AM; December 1 to April 1.*
- 2) *Prohibit overnight parking on streets between the hours of 2:00 AM - 6:00 AM from November 1st to April 1st. However, they do not enforce the regulation if the street is clear of snow and it is not currently snowing.*
- 3) *All vehicles must be off the streets once there is a snow accumulation of 2 inches or more to allow for snow plowing. This parking restriction remains in effect for 48 hours after the snow has stopped or until the streets are cleared. During this restriction, parking limits in the municipal lots are lifted.*
- 4) *Implemented even - odd street parking November through March 1:00 AM – 6:00 AM. They also have several areas that are hard to plow with cars parked on the street and do not allow any parking on the street 1:00 AM – 5:00 AM (Downtown, some short dead ends, etc.).*
- 5) *Winter parking ban from November 1 - April 1; 2:00 AM – 6:00 AM.*

- 6) *No overnight parking on City streets due to plowing operations from December 1 - March 31; 3:00 AM – 6:00 AM. The four month restriction period has been reduced when they do not have snow predicted in early December or in mid-March.*

I believe the unique approaches these communities implemented to manage parking reinforces the concept that every community needs to evaluate and implement the level of parking restrictions that best meet the needs and expectations of their residents, businesses and visitors. I have also included the following information from the Police Department and Department of Public Works identifying what both departments perceive as the pros and cons of maintaining or eliminating overnight parking restrictions (impacting their departmental operations) for your reference.

POLICE DEPARTMENT

Pros for Restricting Overnight Parking:

- Keeps vehicles closer to their residence, in the driveway which tends to deter thefts from vehicles or stolen autos
- With no vehicles on the streets, we have clear, unobstructed views down streets while patrolling, which can help spot prowlers or kids out after curfew
- Clear unobstructed views for motorists travelling at that time.
- Prevents college neighborhoods from being continually cluttered with vehicles.
- More clear open roads may allow faster response times for emergency vehicles versus streets made narrower by parked vehicles.
- Fewer car crashes. Wide more open roads, and fewer parked cars getting hit or damaged.
- We have on occasion solved cases with information from parking citations
- Less likely to have junked or abandoned vehicles that stay in the same spot on the street for extended periods of time (eyesores, oil stains, etc.)
- Squads or fire trucks may have to double park some of the time as we do not pull into residential driveways. Could delay response or block fire trucks, ambulances, or squads from getting closer to the impacted home.

Cons of Overnight Parking Enforcement:

- With limited night shift staffing, officers do not always have time to enforce
- Administrative time when granting people special permission to park, tracking requests and violations
- Administrative/officer time when dealing with 50-70 tickets on nights when shift has time to enforce parking ordinance
- People complain they were not aware of the rule or guests were not aware of the rule, so we deal with frequent complaints
- Current antiquated parking citation system is very time consuming for officers and staff to issue citations and track payments

DEPARTMENT OF PUBLIC WORKS

Pros:

- Allows residents to park on street who don't have room in their driveways.
- Residents do not have to go through the expense of widening driveways for additional parking if allowed to park on street.
- Parking on street provides traffic calming.
- Allowing parking on the street reduces the need for impervious areas on private property because additional driveway space is not needed.

Cons:

- Impact with plowing operations. This will require trucks to travel back to areas that had parked cars to re-plow the street, causing added fuel cost, salt cost, equipment wear and staff cost.
- Impact with street sweeping operations. Sweeping operations start at 4:00 AM in the downtown areas because vehicles are currently not allowed to park on the street. Allowing overnight parking in the downtown will result in not being able to effectively sweep the streets.
- Potential impact to garbage/leaf/brush/recycle/rubbish collection. Public Works operations start at 6:30 AM. Vehicles that park overnight may not be moved by 6:30 AM and will cause staff to have to not collect if the vehicle is in front of the garbage/recycle carts/ leaf piles/ brush piles/rubbish piles.
- Parking for extended periods of times with vehicle not being moved. Odd/even parking would minimize this.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: January 9, 2023

DEPARTMENT: Mechanical

FROM: Tom Blohowiak

SUBJECT: Consideration and possible action on award of Contract 23-14 City Hall Boiler Replacement*

ATTACHMENTS:

- 2023 0109 CI_BOPW_Award_23-14 (PDF)
- 2022 1219 CE_Project 23-14_Bid Tabulation (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Tom Blohowiak, Maintenance Supervisor
Date: January 9, 2023

RE: **Consideration and possible action on award of Contract 23-14 City Hall Boiler Replacement***

The Engineering Department received bids for Project 23-14 City Hall Boiler Replacement on December 15, 2022. The project consists of the demolition and replacement of boilers and circulating pumps at City Hall. The bids received were as follows:

Contractor	Base Bid
Tweet-Garot Mechanical, Inc.	\$242,324.00
Hurckman Mechanical Industries, Inc.	\$290,943.00
A&J Mechanical Contractors, Inc.	\$296,247.00

The budgeted amount from the capital improvement fund is \$250,000 from the general obligation debt.

Staff's recommendation is to award the bid from Tweet-Garot Mechanical, Inc. in the amount of \$242,324.00.

Attachments:

2022 1219 CE_Project 23-14 Bid Tab (PDF)



Project 23-14
City Hall Boiler Replacement Bid Tabulation

Item	Description	Unit	Qty	Bidder No. 1		Bidder No. 2		Bidder No. 3	
				Tweet-Garot Mechanical, Inc.		Hurckman Mechanical Industries, Inc.		A&J Mechanical Contractors, Inc.	
				Unit Price	Bid Amount	Unit Price	Bid Amount	Unit Price	Bid Amount
SC-01	Demolition of Existing Boilers and Circulation Pumps	LS	1	\$8,800.00	\$8,800.00	\$3,800.00	\$3,800.00	\$4,565.00	\$4,565.00
SC-02	Installation of New Boilers	LS	1	\$209,024.00	\$209,024.00	\$215,960.00	\$215,960.00	\$246,682.00	\$246,682.00
SC-03	Replacement of Circulation Pumps	LS	1	\$24,500.00	\$24,500.00	\$71,183.00	\$71,183.00	\$45,000.00	\$45,000.00
Total Bid:				\$242,324.00		\$290,943.00		\$296,247.00	



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: January 9, 2023

DEPARTMENT: Public Works

FROM: Eric Zygarlicke

SUBJECT: Consideration and possible action on Project Approach for Requirements for Private Water System Inspection and Maintenance

ATTACHMENTS:

- 2023 0109 CI_BOPW_Private Water System (PDF)
- PrivateWater11x17_072022 (PDF)

CITY OF DE PERE

MEMO



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

From: Eric Zygarlicke, Water Department Supervisor

Date: January 09, 2023

RE: Requirement for Private Water System Inspection and Maintenance

To recap, this was first brought to the BOPW in April 2021. Since then, we have put together an extensive list of the private water systems that exist throughout the City of De Pere as well as a GIS map showing the locations of these private systems (see attached map). Pending BOPW approval, we would like to move with the next phase in this process, which would include notifying all these private systems of our intent to require the maintenance portion of these private utilities as described below. This notification would include sending out a letter to inform the property owner that our records show that they have been identified as a private water customer to the City of De Pere, and of our intention to update our ordinance to include a maintenance requirement for those private utilities. The notice would also include a date and time for the public informational meeting for the customer to voice any concerns they may have with the City's intentions.

As discussed in 2021, there are many privately owned and maintained water systems throughout the City. The best example of a larger private water system is that of an apartment or condo complex that may have hundreds or thousands of feet of water main, and a dozen fire hydrants and valves. Examples would be the Coral Street apartment complex, Lake Park Estates, Nicolet Landing, The Gables, and the Nicolet Town Houses. Other examples would be industrial properties, commercial properties, and businesses such as the old ShopKo distribution warehouse on Lawrence Drive, the Walmart and Menards complex, Festival Foods on Main Street, Festival Foods Office complex on Lawrence Drive, and St. Norbert College. These water systems simply consist of extensions of water main distribution piping, valves, fire hydrants and services onto private property. Water flows from De Pere's Water Utility at the utility right of way line, into the private system to be distributed to customers for drinking and firefighting purposes. These systems must perform just like a public system to ensure that water remains clean and flows unrestricted all the way to the customer's tap and allow the Fire Department to fight fire.

Currently there are no statewide requirements for private water system maintenance. Surprisingly neither the Department of Natural Resources (DNR) nor the Department of Safety and Professional Services (private plumbing code) require this very important work. However, in the most recent Water Department Sanitary Survey, the DNR made the following recommendation: *"The department encourages the City to move forward in finalizing the development of a private water main maintenance program. Such a program would allow the City to ensure all private water mains are able to provide firefighting capacity when needed and may help reduce water loss due to locating previously unidentified leaks."*

Other than the Village of Howard, very few area municipalities have done so. Some municipalities may assume that the responsibility falls under someone else's jurisdiction. Nevertheless, private water

systems serve De Pere's customers and citizens. If private systems malfunction it compromises our customer's safety as well. Also, if private systems are leaking water, De Pere's Water Utility suffers because metering doesn't occur until the water finally reaches a building. Thus, a private water system loses water at the public's expense, and has no incentive to look for leaking water, much less fix it.

Because these water systems are private, the City of De Pere has no authority to require inspections or maintenance of this private infrastructure. In fact, City of De Pere Water Utility and Fire staff cannot legally go in to operate or inspect the hydrants or valves, or check for leaks without receiving permission, or being invited to do so. Our Water Department, along with the Engineering Department and the Fire Department would like to inspect the hydrants, and to perform the fire flow tests it relies upon to do its job.

In recent years, the City has been improving the way it operates its utilities especially as it relates to water loss and maintenance practices. The City has been doing a system wide leak detection survey every two (2) years to locate leaks in the system. A natural extension of this is to consider how private water systems maintain their critical infrastructure.

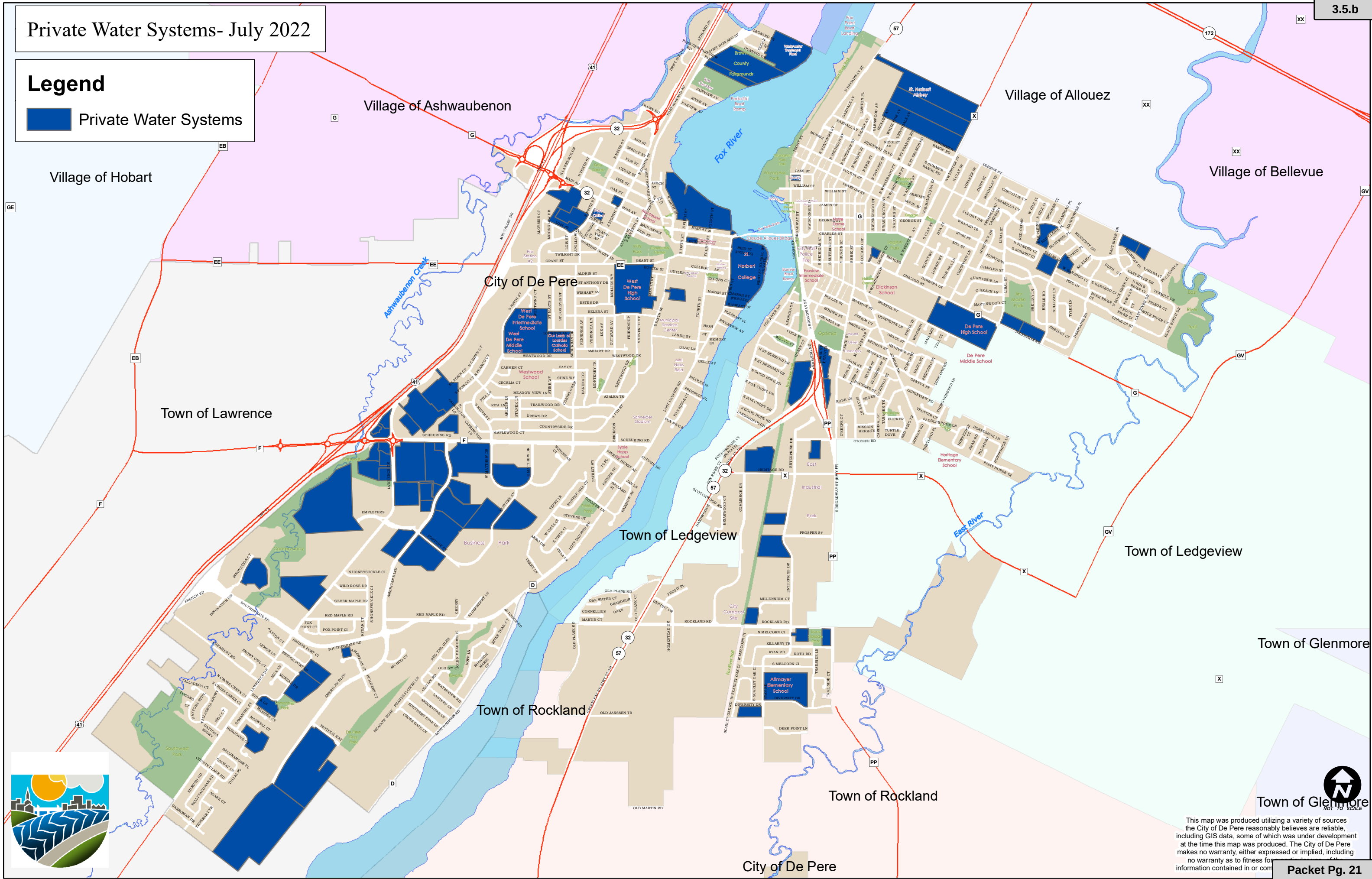
For obvious reasons, it is important that private systems provide basic annual maintenance which would offer some reasonable assurance that those water mains, hydrants, and valves will work when the need arises to fight a fire and maintain clean water. It is also important from a water loss and financial perspective as it affects the De Pere Water Utility's efficiency, and the rates paid by all consumers.

After notification and public informational meeting, staff would then draft a private water system ordinance for the BOPW to consider at a future meeting. Staff intends to invite all the customers affected by this ordinance to the BOPW in the event they want to address any concerns with the Board.

Private Water Systems- July 2022

Legend

 Private Water Systems



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City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: January 9, 2023

DEPARTMENT: Public Works

FROM: Eric Zygarlicke

SUBJECT: Discuss Water Service Line Material Inventory Program

ATTACHMENTS:

- 2023 0109 CI_BOPW_Service Line Material Inventory(PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric Zygarlicke, Water Department Supervisor
Date: January 9, 2023

RE: Water Service Line Material Inventory Program

In Conjunction with the Wisconsin Department of Natural Resources Lead Service Line (LSL) program, the De Pere Water Department is working to complete a citywide inventory of all water service line materials.

40 CFR § 141.84(a) which is part of the EPA's Lead and Copper Rule Revision, and section NR 809.119, Wis. Adm. Code are the basis for our requirement to gather a detailed inventory of all municipal and customer water service line materials and premise plumbing materials. The Water Department will be required to submit our inventory to the DNR on or before October 16, 2024. This information is required to be accessible to the public. The GIS platform is being used to update and track this data. Building Inspection Department housing data, Engineering Department lateral cards, Water Department copper cards and meter installation sheets, as well as Hydro Corp's cross connection inspection documents were used to build this database. However much of this information remains incomplete.

So, as part of that citywide investigation and inventory, De Pere Water staff will need to verify residential water service line materials in various neighborhoods. This is necessary to ensure that all public lead service lines have been identified and can be replaced during future projects.

As part of this program, we will be required to enter De Pere residential homes to gather this information needed to complete this inventory.

To keep things organized, we will be utilizing the established garbage routes to help us focus on particular areas of the City.

Utilizing the guidance of other municipalities, such as Stoughton Utilities, who have also initiated a similar program, we will be going door-to-door and requesting access to the customer's water service line at the water meter, typically located in the basement. The customer should ensure that there are no obstructions on the path to or near the water meter so that water department staff are able to easily access it. City staff will use a Surface Pro or iPhone to document the service line material and internal plumbing material into the GIS database.

If the customer is not home, a door hanger will be left at the home with information regarding the lead service line inventory survey and a follow up letter will be mailed to the residence detailing the intent of the program. The customer will be required to schedule an appointment to complete the inventory.

Over the next two years, an inventory of the City owned portion of the water service lines will also need to be conducted. The City owned section is identified to be from the water main in the street to and through the curb stop valve in front of the home. To complete this portion of the inventory the Water

Department will also be working to identify possible City owned lead service lines by hydro-excavating a small 2–3-foot diameter hole around the curb stop valves located throughout the City. Blue flags and markings will be used to indicate where the water curb stop valve is located in front of the customers home. Not all City owned service lines will need to be hydro-excavated if there is already existing records indicating the service material type. Holes will be filled back in with sand the same day, and water department staff or contractor will return at a later date to cover with black dirt and reseed the areas excavated. Seeding is not completed immediately to avoid creating low spots in the terrace due to settling of the fill materials. Work should not cause any interruptions in water service. A notice will be sent to the customer in advance of the hydro-excavation work to be done.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: January 9, 2023

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider and Possible Action Regarding Green Bay Metropolitan Sewerage District Request to Purchase Surplus Equipment at De Pere Waste Water Treatment Plant*

In 2007, the City and Green Bay Metropolitan Sewerage District (GBMSD) entered into an annexation and consolidation agreement. The agreement is when the GBMSD took ownership of the City's existing wastewater treatment plant (WWTP) and interceptor sewers and the City annexed into the GBMSD's sewer service area becoming a customer of the GBMSD. As part of the agreement, any significant property at the De Pere WWTP that was no longer needed by the GBMSD was turned over to the City. The initial five (5) years of this agreement there was significant property the City had a use for such as a front-end loader, pick up trucks, and miscellaneous tools. The past five (5) years the property being offered by the GBMSD is really of no use to the City. Recently, the GBMSD offered to purchase the remaining assets (see attached list) for \$7,500. Everything that is highlighted in yellow on the attached list the GBMSD needs for their operations and will not be offering these items to the City. Anything not highlighted will be offered to the City. Staff reviewed the list and the only item of interest and can be used for the City's operations is the portable man lift.

The City Attorney has reviewed this request and the only requirement that needs to be done is for the GBMSD to provide some form of document detailing the closing out of this item in the agreement. This way we would have in our files that this item in the agreement has been completed.

Staff recommends accepting the GBMSD's offer to purchase remaining significant property in the amount of \$7,500 except for the portable man lift.

ATTACHMENTS:

- GBMSD De Pere WWTP Remaining Significant Property 12-29-2022 (PDF)

De Pere Asset Inventory

	Returned	Item	Description
9	32048	COMPUTER - DELL	DELL DIMENSION 2400 COMPUTER W/MONITOR
22	32061	STORAGE UNIT	2 X 8 - 3 SHELF STORAGE UNIT
23	32062	STORAGE UNIT	2 X 7 - 5 SHELF STORAGE UNIT
42	32086	PRINTER	HP DESKJET 840C PRINTER
45	32091	CABINET - 4 DRAWER	4 DRAWER METAL FILING CABINET
47	32093	COMPUTER	COMPUTER WITH MONITOR AND KEYBOARD
57	32103	CABINET	5 DRAWER PRINT STORAGE CABINET
59	32105	STORAGE UNIT	2 X 8 - 4 SHELF STORAGE UNIT
115	32163	LADDER 6-FOOT	GREEN BULL 6-STEP LADDER
257	32291	LADDER 6-FOOT	6 FOOT LADDER
264	32079/80/81	COMPUTER - DELL	DELL DIMENSION 3000 W/MONITOR, KEYBD & 2 DRWR DESK
269	Expired	COMPUTER - DELL	DELL DIMENSION 3000 COMPUTER W/MONITOR
270	Expired	COMPUTER - DELL	DELL OPTIPLEX 320 COMPUTER W/MONITOR
271	Expired	COPIER	MITA CD-2055 COPIER
274	Expired	PRINTER	HP LASERJET 300 PRINTER
275	Expired	PRINTER	HP PCL5 PRINTER
277	Expired	PRINTER	HP 5650 PRINTER
284	Returned	COPIER	SAVIN 9920DP COPIER
248	32282	LADDER 10-FOOT	10 FOOT STEP LADDER
261	32295	LADDER 3.5 FOOT	WERNER 3.5 STEP LADDER
122	32170	COMPRESSOR	SEARS AIR COMPRESSOR - PAINT SPRAYER - MOBIL
182	32216	TOTE, WESCO DRUM	WESCO DRUM TOTE (55 GALLON)
183	32217	LADDER 3-STEP	3 STEP TILT-N-ROLL LADDER
195	32229	GANTRY	1/2 TON GANTRY
237	32271	PORTABLE COMPRESSOR	PORTABLE SULLAIR 15 HP ROTARY SCREW COMPRESSOR
238	32272	LADDER 8-FOOT	GREEN BULL 8 FOOT LADDER
239	32273	PORTABLE LIFT	1,000 LB PORTABLE LIFT
241	32275/012591	SHELVING	4 X 8 SHELVING
242	32276/012591	SHELVING	4 X 6 SHELVING
249	32283	LADDER 28 FOOT	LOUISVILLE 24 FOOT EXTENSION LADDER
263	32297	RACK W/4 SHELVES	4-SHELF 4X8 STORAGE RACK
199	32233	CART - 4 WHEEL	4-WHEEL TRANSPORT CART
200	32234	ELECTRIC AIR BLOWER	ALLEGRO ELECTRIC AIR DELIVER BLOWER
201	32235	CABINET W/SAFETY EQUIP	CABINET WITH SAFETY EQUIPMENT
202	32236	PORTABLE LIFT	1000 LB PORTABLE LIFT
203	32237	RACK W/ 4 SHELVES	4-SHELF 2X8 STORAGE RACK
204	32238	CART	RESPIRATORY PROTECTION CART
205	32239	PALLET, SPILL CONTAINMENT	SPILL CONTAINMENT PALLET
206	32240	CABINET	PAINT STORAGE CABINET
207	32241/012861	PAINT SHAKER	MILLER PORTABLE PAINT SHAKER
216	32250	COMPRESSOR	15 HP PORTABLE ROTARY SCREW COMPRESSOR
231	32265	LADDER 8-FOOT	LOUISVILLE 8 FOOT STEP LADDER
193	32227	LEAF BLOWER	TORO LEAF BLOWER
194	32228	ELECTRIC FOGGER	RC CORP ELECTRIC FOGGER
196	32230	CABINET 2-DOOR	2-DOOR TEMSCO METAL STORAGE CABINET
258	32292	LADDER 8-FOOT	8 FOOT STEP LADDER
62	32108	SANDBLASTER	CLEMCO-SILVERADO SANDBLASTER
64	32110/012855	JACK	AIR HYDRAULIC JACK
65	32113	CABINET	WORK AREA 4-DOOR CABINET
67	32115	COME ALONG	1-1/2 TON CM COME-ALONG
68	32116	COME ALONG	3/4 TON DAYTON COME-ALONG
69	32117	COME ALONG	3/4 TON COFFING COME-ALONG
70	32118	COME ALONG	ONE TON LUG-ALL COME-ALONG
71	32119	COME ALONG	1-1/2 TON COFFING COME-ALONG
72	32120	COME ALONG	3/4 TON CM COME-ALONG
73	32121	CABINET	1 DOOR STORAGE CABINET
74	32122	CABINET	2 DOOR STORAGE CABINET
75	32123	BENCH	WORK BENCH
81	32129	COMPUTER - DELL	DELL COMPUTER WITH/MONITOR
82	32130	LADDER 4-FOOT	WERNER 4 STEP LADDER
83	32131	LADDER 6-FOOT	LOUISVILLE 6 STEP LADDER
84	32132	BAND SAW	ELLIS SHOP BAND SAW MODEL #1600
86	32134	PIPE THREADER	RIDGID PIPE THREADER A-700/DIES

87	32135	SAW	MILWAUKEE 14" CHOPSAW (BENCH)
88	32136	BENCH GRINDER	PACKARD BENCH GRINDER
89	32137	BENCH GRINDER	MILWAUKEE BANCH GRINDER - CAT #5051
90	32138	PORTABLE WELDER	MILLER MP-30E D.C. PORTABLE WELDER
92	32140	CART	PREST-O-LITE KANGAROO CART
94	32142	DRY ROD OVEN	DRY ROD WELDING OVEN, TYPE 300 MODEL 16C
96	32144	DOLLY	REFRIGERATOR DOLLY - DAYTON 3W311A
97	32145	DOLLY	DRUM DOLLY (MAGLINER)
98	32146	LADDER 5-STEP	COTTERMAN TILT-N-ROLL 5 STEP LADDER
99	32147	LIFT	SCISSOR LIFT - JLG 2032E2
100	32148	LIFT	GENI AWP 255 SCISSOR PUSHAROUND 25' AERIAL LIFT
101	32149	SAW	CRAFTSMAN 10" TABLE SAW-3HP MODEL 113-298762
102	32150	HYDRAULIC PRESS	OTC 25 TON HYDRAULIC SHOP PRESS-SERIAL #2245
103	32151	CRANE	SHOP JIBE CANTILEVER 1-TON CRANE
104	32152	LATHE	LATHE SOUTH BEND NORDIC 15 CN 15770228M92
105	32153	DRILL PRESS	ELLIS VSC DRILL PRESS MODEL 9000
106	32154	DRILL PRESS	CLAUSING DRILL PRESS MODEL 1649
107	32155	JACK, HYDRAULIC	HYDRAULIC JACK 2-TON FLOOR
108	32156	JACK, FLOOR	BLACK HAWK 10-TON FLOOR JACK MODEL 67410
109	32157	LIFT, ROTARY	ROTARY LIFT
110	32158	JACK	ROLLING JACK, RJ25000BI & RJ25000
111	32159	PIPE ACCESSORIES	GOODWIN DRI-PRIME PUMP MODEL CD150M,6X6,1500 GPM
114	32162	GAS HEATER	LP GAS HEATER, LB WHITE MODEL 296E 155000 BTU
116	32164	BATTERY CHARGER	BATTERY CHARGER, 300 AMP, SILVER, BEAUTY, NO8270
117	32165	GENERATOR-ELECTRIC	HONDA EB2500 ELECTRIC GENERATOR - MOBIL
118	32166	FILTER SYSTEM	HARVARD FILTER SYSTEM, MODEL 87 - MOBIL
119	32167	CRANE	STO-AWAY TRUCK POWER CRANE MODEL SR5T, 2000#
120	32168	CONDUIT BENDER	GREENLEE 555R CONDUIT BENDER 1/2" - 2" SN ADV0930TM
121	32169	PVC	SPECIAL SHOE GROUP 40 MIL PVC COATED RIDID
123	32171	WASTE OIL DRAIN	LIQUID DYNAMICS WASTE OIL DRAIN #H24164
125	32173	DRILL	14.4V CORDLESS DRILL
124	32172	DRAIN CLEANER	HEAVY DUTY ELECTRIC DRAIN CLEANER #0566-1
126	32174	SAW	HEAVY DUTY CIRCULAR SAW 7 1/4 #6365
127	32175	DRILL	MAGNETIC DRILL #4292-1
128	32176	DRILL	HEAVY DUTY ELECTRIC HAMMER DRILL #5370-1
129	32177	GRINDER	HEAVY DUTY 4 1/2" GRINGER #6148
130	32178	DRILL	HEAVY DUTY ELECTRIC HAMMER DRILL #5392-1
131	32179	GRINDER	HEAVY DUTY SANDER-GRINDER 9" #6098
132	32180	HAMMER	HEAVY DUTY ROTARY HAMMER 1-1/2" #5347
133	32181	SAWZALL	HEAVY DUTY SAWZALL #6507-21
134	32182	SANDER	FINISHING SANDER #6016
135	32183	JIG SAW	HEAVY DUTY JIG SAW #6256
136	32184	GRINDER	HEAVY DUTY DIE GRINDER #5192
137	32185	GRINDER	BLACK & DECKER DIE GRINDER TYPE 101
138	32186	DRILL	HEAVY DUTY ANGLE REVERSING DRILL 3/8" #0375-1
139	32187	PISTOL GRIP	HEAVY DUTY PISTOL GRIP 3/8"
140	32188	DRILL	PORTER CABLE 3/8" ELECTRIC DRILL MODEL 2620HD
141	32189	DRILL	HEAVY DUTY 1/2" DRILL #1660-1
142	32190	HOLESHOOTER	HEAVY DUTY MAGNUM HOLESHOOTER 1/2" #0234-1
143	32191	SAW	HEAVY DUTY BAND SAW
144	32192	FLASHLIGHT	HEAVY DUTY FLASHLIGHT
145	32193	BOX CUTTERS	BOX CUTTERS
146	32193	C-CLAMPS	C-CLAMPS
147	32193	CHANNEL LOCKS	BLUE HANDLE CHANNEL LOCKS
148	32193	HAMMER	HAMMER
149	32193	LEVEL	LEVEL
150	32193	PIPE WRENCH	RIGID 48" PIPE WRENCH
151	32193	PIPE WRENCH	RIGID 36" PIPE WRENCH
152	32193	PIPE WRENCH	PIPE WRENCH
153	32193	PLIERS	PLIERS
154	32193	RACK	PARTS STORAGE RACK 48" X 8"
155	32193	SAW	CRAFTSMAN SAW
156	32193	SCREWDRIVER	SCREWDRIVER
157	32193	SQUARE	SQUARE
158	32193	WRENCH	3/8 - 1 1/2 WRENCHS
159	32193	WRENCH	7 - 22 INCL WRENCH

160	32193	WRENCH SET	METRIC WESTWARD WRENCH SET
161	32194	DRILL	HILTI TE 5 HAMMER DRILL, SN 201004
162	32195	WRENCH, ELECTRIC	INGERSOLL-RAND ELECTRIC IMPACT WRENCH 1/2" MODEL 8049
163	32196	WRENCH, PNEUMATIC	CHICAGO AIR PNEUMATIC WRENCH CP9650
164	32197	WRENCH, PNEUMATIC	PORTER CABLE IMPACT WRENCH, MODEL 2210
165	32198	WRENCH, PNEUMATIC	ROCKWELL IMPACT WRENCH MODEL 2210
166	32199	RATCHET, PNEUMATIC	CHICAGO SPEED RATCHET, CP 9429
167	32200	ROUTER	DEWALT HEAVY DUTY 1-1/2 HP ROUTER, DW610
168	32201	NEEDLE GUN	INGERSOLL RAND PNEUMATIC NEEDLE GUN MODEL 182-2
170	32204	STORAGE UNIT	8 X 4 / 6-SHELF STORAGE UNIT
171	32205	STORAGE UNIT	8 X 2 / 6-SHELF STORAGE UNIT
172	32206	STORAGE UNIT	3 SHELF STORAGE UNIT
177	32211	STORAGE BOXES	WALL OF STORAGE BOXES FOR SCREWS/BOLTS
178	32212	LADDER 10-FOOT	WERNER 10 FOOT STEP LADDER
179	32213	LEAF BLOWER	STIHL BG 85 LEAF BLOWER
250	32284	LADDER 6-FOOT	GREEN BULL 6-STEP LADDER
252	32286	LADDER 8-FOOT	WERNER 8 FOOT STEP LADDER
253	32287	SCBA MSA MODEL 401	SCBA MSA MODEL 401
262	32296	LADDER 4-FOOT	BAUER 4 STEP LADDER
276	Expired	PRINTER	HP 842C PRINTER
280	Expired	WALL LOCKERS	WALL WITH 3 LOCKERS
247	32281	PORTABLE HOSE CART	PORTABLE HOSE CART W/3" & 1-1/2" HOSE
255	32289	PORTABLE HOSE CART	PORTABLE HOSE CART W/6" HOSE, DISCHARGE HOSE & FITTINGS
273	Expired	PORTABLE GANTRY	LARGER PORTABLE GANTRY
191	32225	LADDER 12 FOOT	12 FOOT EXTENSION LADDER
211	32245	CART - 4 WHEEL	4 WHEEL TRANSPORT CART
219	32253	LADDER 4-STEP	4 STEP TILT-N-ROLL LADDER
227	32261	LADDER 6-FOOT	WERNER 6 STEP LADDER
228	32262	LADDER 6-FOOT	BAUER 6 FOOT PLATFORM LADDER
233	32267	LADDER 8-FOOT	WERNER 8 FOOT STEP LADDER
251	32285	LADDER 6-FOOT	GREEN BULL 6-STEP LADDER
245	32279	LADDER 40 FOOT	40 FOOT EXTENSION LADDER
214	32248	TABLE W/5 CHAIRS	TABLE WITH 5 CHAIRS
217	32251	PORTABLE WELDER	MILLER STICH PORTABLE WELDER
218	32252	LADDER 7-STEP	COTTERMAN 7 STEP TILT-N-ROLL LADDER
226	32260	LADDER 4-FOOT	LOUISVILLE 4 STEP LADDER
229	32263	LADDER 8-FOOT	GREEN BULL 8 FOOT LADDER
230	32264	LADDER 8-FOOT	8-FOOT PLATFORM LADDER
232	32266	LADDER 8-FOOT	WERNER 8 FOOT STEP LADDER
234	32268	LADDER 10-FOOT	WERNER 10 FOOT STEP LADDER
235	32269	LADDER 10-FOOT	GREEN BULL 10 FOOT STEP LADDER
236	32270	LADDER 12-FOOT	12 FOOT STEP LADDER
246	32280	HYDRAULIC PALLET JACK	HYDRAULIC PALLET JACK
260	32294	SCAFFOLDING-2' WIDE	2' WIDE ALUMINUM SCAFFOLDING W/2'X6' ALUM. PLATFORM
185	32219	RACK W/5 SHELVES	5-SHELF 2X8 STORAGE RACK
186	32220	RACK W/4 SHELVES	4-SHELF 2X4 STORAGE RACK
187	32221	ELECTRICAL CORDS	480 VOLT ELECTRICAL CORDS
188	32222	EXTENSION CORDS	EXTENSION CORDS
189	32223	CONVERTOR-480 VOLT	480 VOLT CONVERTOR TO 220 OR 120 HOMEMADE
192	32226	CART, WESCO DRUM	WESCO CHEMICAL DRUM CART/DOLLY
268	32221 Duplicate	EXTENSION CORDS	480 VOLT EXTENSION CORDS
278	Expired	SUMP PUMP	SUMP PUMP

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

MEETING DATE: January 9, 2023

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider and Possible Action Regarding Central Brown County Water Authority First Responder Agreement*

The Central Brown County Water Authority (CBCWA) currently provides water to the City as well as Village of Allouez, Village of Bellevue, Village of Howard, Town of Lawrence and Town of Ledgeview. The CBCWA's system provides water to the member communities from the City of Manitowoc and is maintained by Manitowoc Public Utilities (MPU). MPU has discussed with the member communities entering into an agreement to assist MPU in the initial response to issues with the CBCWA's transmission main. The agreement would require the City to respond to issues as directed by MPU or otherwise as advised when there is an alarm, an emergency, or other maintenance event at the CBCWA's facilities. In the event City staff is called upon to respond to such event, they would remain on scene until such time MPU arrives on site. The City would not be required to make any repairs, but instead would provide such service such as securing the area, mitigating damages, securing safety of those within the event area and those served by the CBCWA facilities, and advising MPU of the nature of the event to facilitate further MPU's actions. This agreement further allows for the City to invoice MPU for our services when they are needed. In the past, City staff has responded to CBCWA transmission water main breaks and other alarms and we have not invoiced MPU for these services because we did not have an agreement with MPU.

In addition, the City Attorney has reviewed the attached agreement.

Staff recommends approving the CBCWA First Responder Agreement.

ATTACHMENTS:

- CBCWA First Responder Services Agreement 12-28-2022 (PDF)

First Responder Service Agreement

THIS SERVICE AGREEMENT (the “**Agreement**”) is made and entered into this ____ day of _____, 2022 (the “**Effective Date**”), by and between MANITOWOC PUBLIC UTILITIES COMMISSION, Manitowoc, Wisconsin (“**MPU**”), and the _____, Wisconsin, a Municipal Corporation (the “**Service Provider**”).

W I T N E S S E T H:

WHEREAS, MPU is a provider of electric, water and communication services to the inhabitants of the City of Manitowoc; and

WHEREAS, Service Provider is a Municipal Corporation, and recipient of water supplied by MPU under an agreement between MPU and the Central Brown County Water Authority (“**CBCWA**”) under which agreement MPU agrees to provide water to Central Brown County, including the Service Provider, and pursuant to which MPU is responsible for certain duties in the operation of transmission facilities to CBCWA and its members, of which the Service Provider is one; and

WHEREAS, it is administratively feasible and practical that certain services otherwise provided by MPU under its agreement with CBCWA be sub-contracted from the individual members of CBCWA as necessary;

NOW, THEREFORE, in consideration of the mutual covenants and agreements stated below and with the intent to be legally bound, the parties to this Agreement (the “**Parties**”) hereby agree as follows:

1. Services

First Responder Services. Service Provider hereby agrees that it will provide responsive services, as dispatched by MPU in the event there is an alarm or other maintenance event relating to the facilities in Exhibit A. The scope of the responsive services shall be that the Service Provider will be dispatched by MPU, or otherwise as advised that there is an alarm, an emergency, or other maintenance event at the facilities. In response, the Service Provider will dispatch a properly trained and equipped crew who shall remain at the scene of the event until such time as MPU crews arrive. Service Provider shall not be required to make repair, but instead such service shall be limited to, to the extent reasonable and practical, securing the area of the event, mitigating damage,, securing the safety of those within the area and those served by the facilities, and advising MPU of the nature and extent of the event to facilitate further MPU’s actions.

2. Invoices, Payment, Hourly Rates and Fees. Except as otherwise stated in this Agreement or any attachment hereto, Service Provider shall issue invoices on a monthly basis for the Services and shall mail the invoices to Manager of Business Services, c/o MPU at 1303 South 8th Street, Manitowoc, WI 54221-1090. Service Provider shall include the original of each invoice; an itemization of the Services with the cost of each service provided to MPU for which payment or partial payment is invoiced; and the Price. All expenses shall be billed at cost and without mark-up. All straight time labor of Service Provider employees shall be billed at one and one-half times (1.5x) scheduled rates as set forth on Exhibit C, and all overtime and weekend/Holiday labor of service provider employees shall be billed at one and two-tenths times (1.2x) scheduled rates as set forth on Exhibit B, and can be revised on an annual basis. Any out of pocket expenses shall be billed at cost. In the event of any breach by Service Provider of any provision of this Agreement or any attachment hereto MPU shall have the right to retain out of any payments due or to become

due to Service Provider an amount sufficient to protect MPU completely from any and all claims, losses, damages or expenses to the extent of the negligence of Service Provider.

3. **Standards of Performance** Service Provider agrees that Services provided pursuant to this Agreement shall reflect the degree of skill, knowledge, judgment and care required by industry accepted practices and procedures. Upon receipt of oral or written notice from MPU of Services that are nonconforming with this Agreement, Service Provider shall, if required by MPU, at Service Provider's sole cost and expense, correct, repair, replace or re-perform (collectively, the "**Corrections**") any service necessary to cause the Services to become conforming with the requirements of this Agreement.
4. **Indemnity**. Each party agrees to indemnify, save harmless and defend the other, its affiliates and their respective directors, officers, agents and employees from and against any and all claims, actions, demands, damages, costs, losses, liabilities, expenses, and attorneys' fees including attorneys' fees through the appellate level, in any matter relating to, arising out of, resulting from, caused by or in connection with any negligence of the other including, but not limited to personal injury or death to persons and/or damage to property, facilities, fixtures or other personal property of either of the parties or CBCWA.
5. **Insurance**
 12. **Policies and Coverage**. Prior to the commencement of any Services, Service Provider shall obtain and maintain the following policies of insurance during the performance of the Services, with such endorsements as requested by MPU, providing certificates of coverage as requested by MPU, and listing MPU as an additional insured. Nothing herein shall constitute a waiver by MPU, Service Provider, or any insurer of any defense relating to the statutory limits per Wis. Stat. 8.15, 345.05, 893.80 and 895.52 or any other applicable limits on municipal liability.
 1. Worker's compensation insurance as required by Wisconsin law and applicable employers' liability insurance.
 2. Commercial general liability insurance with bodily injury and property damage combined single limits of at least One Million Dollars (\$1,000,000) per occurrence. Such insurance shall include, without limitation, specific coverage for contractual liability encompassing the indemnity provisions in this Agreement, personal injury liability, completed operations liability, and, where applicable, explosion, collapse and underground hazards coverage (protection and indemnity) liability.
 3. Automobile liability insurance with bodily injury and property damage combined single limits of at least One Million Dollars (\$1,000,000) per occurrence covering vehicles owned, rented, hired or non-owned.
 4. Umbrella or excess liability insurance with a single limit of Two Million Dollars (\$2,000,000) per occurrence in excess of the employer's liability, commercial general liability and automobile liability policies.

12. **Termination.** Either party may, without cause, terminate this Agreement at any time (the “**Termination**”), in whole or in part, by providing written notice of termination to the other party. A Termination shall be effective as of the date specified in the notice provided such a date is at least 60 or more days after receipt of the notice (the “**Termination Date**”). Upon termination and payment by MPU of any amount due Service Provider as provided herein, neither party shall have any obligation to the other with respect to the contract.
7. **Compliance with Laws.** Service Provider shall comply with all federal, state and local laws, rules, and regulations applicable to the performance of the Services including, without limitation, any rules, regulations or recommendations of regulatory authorities established by such laws. Any fines or penalties incurred by Service Provider or assessed against MPU shall be the sole responsibility of Service Provider and not reimbursed by MPU.
8. **Permits and Licenses.** Service Provider agrees to obtain any licenses and permits which, under federal, state or local laws, rules or regulations, may be required to perform the Services under this Agreement or any attachment hereto. Service Provider shall hold and maintain such licenses and permits for so long as required to complete the Services.
9. **Notice.** Notices to the Parties concerning this Agreement or any attachment hereto shall be effective only when in writing and delivered personally, by telephone facsimile (provided written confirmation copy follows), or mailed postage prepaid to the authorized representative of the other Party. The date of receipt of such notices sent by mail, except for confirmatory notices, shall be the date the notice shall be deemed to have been given. When speed of notice is essential, written notice shall be preceded by other appropriate communication. For purposes of this Agreement, all notices to the Parties shall be sent to the following addresses and/or facsimile numbers:
- | | |
|---|---------------------------------------|
| <p><u>MPU</u>
 Manitowoc Public Utilities
 Attn: General Manager
 1303 South 8th Street
 Manitowoc, WI 54221-1090
 Phone: 920-683-4600
 Fax: 920-686-4397</p> | <p><u>Service Provider</u></p> |
|---|---------------------------------------|
10. **Assignment and Subcontracting.** Unless MPU grants prior written consent, Service Provider shall not assign any rights or delegate any duties or obligations hereunder or transfer or otherwise dispose of this Agreement, any attachment hereto, or any part hereof or its rights, title and interest herein, nor assign any monies due or to become due hereunder. Any assignment or delegation made without the express written approval of MPU shall be null and void. Any assignment of this Agreement or any attachment hereto so consented to shall not, however, relieve Service Provider of responsibility for the due and full performance thereof. Service Provider shall be liable to MPU for all acts and omissions of its assignees or other transferees.
11. **Unemployment Insurance Taxes, Contributions and Assessments.** Service Provider shall have full and exclusive liability for the payment of any and all taxes and contributions for unemployment insurance, retirement benefits, life pensions, annuities and similar benefits which may now or hereafter be imposed by law, regulation or collective bargaining agreements with respect to persons employed by Service Provider for performance of the Services, whether measured by wages,

salaries, remuneration paid or otherwise. Service Provider shall comply with all laws, rules and regulations applicable to compensation paid its employees.

12. Miscellaneous

- A. Governing Law. This Agreement and all attachments hereto and the rights of the Parties hereunder shall be governed by, construed by and enforced in accordance with the laws of the State of Wisconsin.
- B. Non-Waiver of Rights. The failure of MPU to demand strict performance of the terms of, or to exercise any right conferred in, this Agreement or any attachment hereto shall not be construed as a waiver or relinquishment of its right to assert or rely upon any such term or right in the future, or a consent to any continuing or subsequent failure or breach.
- C. Severability. If any provision of this Agreement or any attachment hereto shall under any circumstances be deemed invalid, inoperative, be declared unlawful, or otherwise unenforceable, this Agreement and all attachments hereto shall be construed as if the invalid or inoperative provision has been deleted and all rights and obligations of the Parties shall be construed and enforced accordingly.
- D. Survival. Neither completion of the Services nor any termination or cancellation of this Agreement shall be deemed to relieve Service Provider of any obligations hereunder that by their nature survive completion of the Services, including but not limited to all promises of indemnity and confidentiality obligations.
- E. Independent Contractor. Service Provider is an independent contractor with respect to the performance of the Services. Neither this Agreement nor any attachment hereto is intended to be a contract of hiring under the provisions of any workers' compensation or other laws and shall not be so construed.
- F. Headings. Article and paragraph headings contained herein are inserted for convenience and shall have no effect on interpretation or construction of this Agreement or any attachment hereto.
- G. Successors and Assigns. Subject to the terms and conditions contained herein, this Agreement and all attachments hereto shall be binding on the Parties hereto and their directors, officers, employees, agents, successors and assigns.
- H. Conflicting Terms. Terms and conditions set forth in any attachment to this Agreement which are in conflict with any term or condition set forth in this Agreement shall be of no force or effect and the Parties agree that any conflict between such terms and conditions and the terms and conditions hereof shall be resolved in favor of this Agreement.
- I. Merger and Modification. This Agreement and any attachment hereto embody the entire

agreement between MPU and Service Provider with respect to the Services and supersedes any prior or contemporaneous agreement or understanding between the Parties. The Parties shall not be bound by or be liable for any statement, representation, promise, inducement or understanding of any kind or nature not set forth or provided for herein. No prior course of dealing, usage of trade or course of performance shall be used to supplement or explain any term, condition or instruction used in this Agreement or any attachment hereto, nor be deemed to effect any amendment. This Agreement and the attachments hereto may only be amended or modified by a written document duly executed by both Parties and attached as an amendment hereto

- J. Non-Exclusive. At its sole discretion, MPU reserves the right to perform all First Responder Services and locating using MPU personnel or other MPU contract crews.

This Agreement, consisting of 5 pages and 2 exhibits, is executed by the persons signing below on the date first listed above, which persons warrant that they have the authority to execute the AGREEMENT.

SERVICE PROVIDER

MANITOWOC PUBLIC UTILITIES

(signature)

(signature)

(print name and title)

Troy Adams, General Manager

(print name and title)

(signature)

(print name and title)

(signature)

(print name and title)

DATE: _____

DATE: _____

WITNESS: _____

WITNESS: _____

BY: _____

BY: _____

EXHIBIT A
FIRST RESPONDER SERVICES

The first responder services shall include the following:

1. Respond to an alarm or emergency condition on the CBCWA member facilities at _____ or on the CBCWA transmission main (refer to attached map).
2. Provide debriefing to MPU on the alarm or emergency condition within 30 minutes of the dispatch.
3. To the extent reasonable and practical, secure the area in the event of an emergency to avoid any further disruption or damage to the equipment or facilities or employees or general public until MPU arrives at the site.

EXHIBIT B
SCHEDULE OF LABOR RATES
(To Be Revised Annually on February 1)

2022 Rates

<u>Classification</u>	<u>Straight Pay</u>	<u>Overtime</u>	<u>Weekends/Holidays</u>
Working Foreman			
Laborer			
Laborer Assistant			
Mechanic 1			
Mechanic 2			
<u>Equipment</u>	<u>Hourly Rate</u>		
Van			
Pickup			
Pickup with Plow			
Trailer			
6' Mower			
Locator			

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

MEETING DATE: January 9, 2023

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider and Possible Action Regarding SEH Inc. Proposal for Municipal Service Center Fuel Island Design and Engineering Services*

The existing fuel tanks and fuel system at the MSC needs to be replaced due to their age and the ability to have insurance coverage for the fuel system. This was going to be done as part of the overall MSC expansion for storage of the City's equipment and vehicles. However, the costs of the MSC expansion is estimated at \$15,000,000 and most likely will be delayed for an undetermined time frame due to other pressing capital expenditures the City faces. Therefore, the intent is to replace the underground fuel tanks to above ground tanks and replace the fuel system. It is proposed to install the new fuel system in the existing location until such time the City pursues the overall expansion of the MSC.

The City is currently under contract with SEH for design services for the MSC expansion. SEH submitted the attached proposal for design and engineering services which would be change ordered into their existing engineering contract. The scope of services would include design, bidding, and construction management to replace the existing underground fuel tanks and fueling system. The new fuel tanks would be above ground fuel tanks. The cost for these engineering services is \$33,488.

Staff recommends approving SEH's proposal in the amount of \$33,488. The 2023 adopted budget includes \$400,000 for construction and engineering.

ATTACHMENTS:

- 2023 MSC Fuel Island Design and Engineering 12-19-22 (PDF)



Building a Better World
for All of Us®

December 19, 2022

RE: Amendment #1
Professional Services Fee Proposal for
Design Services for the Fuel Island Replacement
at the De Pere MSB Facility
City of De Pere, WI

Mr. Scott Thoresen, P.E.
Director of Public Works
City of De Pere
925 S. 6th Street
De Pere, WI 54115

Dear Mr. Thoresen,

Thank you for the opportunity to submit this Proposal for Professional Services for your proposed replacement of the fuel island at the Municipal Services Building (MSB) Short Elliott Hendrickson Inc. (SEH®) is pleased to present you with the following professional services fee proposal for the above referenced project.

Project Understanding:

The city will be required to replace the existing fuel dispensing system and underground storage tanks with an above ground fuel dispensing system. Based on the need for redundancy and the desire to minimize downtime of the fueling system, the consultants will be required to design the new system and locate it to in order to minimize the downtime of the fueling system. SEH will subcontract Jeff Tahtinen of Petroleum Equipment Services of WI to assist with the planning, design and specification of the fuel system. For consistency purposes, we will also engage Brad Hartjes of Ra Smith to design the civil site plan. SEH will provide internal project team coordination and oversight of the design bidding and construction process. SEH will also provide Environmental engineering and monitoring during tank removal and decommissioning.

Scope of Services: The Basic Preliminary Design Services to be provided by Consultant include:

- Visit the site and review existing site plan and make recommendations for the location of the new fuel dispensing system.
- Design and specify the new dispensing system. It is assumed the fuel capacity of the above ground storage tanks will be one ten thousand gallon unleaded gasoline, one ten thousand gallon diesel and one DEF tank. The fuel system will interface with the existing electronic recording and monitoring software
- Update the site master plan to include the proposed location of the fuel dispensing system
- Specify the removal and disposal of the existing underground storage tanks and any dispensing equipment that will not be reused
- Site/Civil engineering for site work to accommodate the new fuel dispensing area
- Environmental Site inspection TSSA services and sample gathering during existing tank removal
- Attendance at all meetings and discussions with City of De Pere staff.
- Assistance with bidding process and award
- Review contractor applications for payment and administer construction
- Punchlist the final installation
- Project close out and compliance assurance

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110
SEH is 100% employee-owned | sehinc.com | 651.490.2000 | 800.325.2055 | 888.908.8166 fax

Deliverables:

- Plans and specifications for the removal and replacement of the fueling system
- Preliminary estimated project costs
- Environmental reporting and sampling

SCHEDULE

The services provided in this proposal shall be performed as expeditiously as is consistent with the orderly progress of the Work. It is anticipated that the scope of services will be complete within approximately 6 weeks of receipt of notice to proceed. This timeline includes the efforts to design the new fuel system but it does not account for time in the schedule to bid the project to prospective contractors or to complete the removal/installation of the new fuel dispensing equipment.

PROJECT FEES

We propose to provide the professional services as defined in this proposal for a lump-sum fee of \$33,488.00 inclusive of reimbursable expenses.

ADDITIONAL SERVICES

Changes to the project scope of work as defined in the Scope of Services above shall be considered as additional services and billed in addition to the fees as quoted in this proposal. Additional Services will be agreed to in writing by both parties prior to the services be provided.

We are prepared to begin providing the services outlined in this proposal upon receipt of a signed copy of an Agreement for Professional Services. If you have any additional questions related to the proposed services in this proposal, please feel free to contact me at 920.585.4320, or at tfrank@sehinc.com. Thank you again for this opportunity, and we look forward to working with you on this project.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Trevor M. Frank, AIA, NCARB, PMP LEED AP
Principal / Project Manager

Project Level of Effort Estimate
City of De Pere



City of De Pere	Project Manager - Frank	Project Architect - Lynch	Fuel Island Specialist- Tahtinen	Civil Engineer- Hartjes	Environmental Engineer Olson			Total Hours	Total Fees
Task 1 - Project Initiation & Information Gathering	1.5	1.5	1	4	4				
Site Visit	4		4	4	4				\$2,140
Tank location recommendation	2	2	8	8	8				\$3,170
Subtotal Hours	7.5	3.5	13	16	16	0	0	56	
Subtotal Fees	\$1,763	\$525	\$1,300	\$1,600	\$1,600	\$0	\$0		\$6,788
Task 2 - Design									
New fuel equipment design and specs	2	2	8						\$1,570
Demolition plans and specs	2	2	8	8	32				\$5,570
Site/Civil engineering	2	2	4	32					\$4,370
									\$0
Subtotal Hours	6	6	20	40	32	0	0	104	
Subtotal Fees	\$1,410	\$900	\$2,000	\$4,000	\$3,200	\$0	\$0		\$11,510
Task 3 -Meetings and coordination									\$0
Internal meeting and coordination	4	4	2	2	2				\$2,140
Pre-bid meeting	4								\$940
Client meetings	8	2	2	2	2				\$2,780
									\$0
Subtotal Hours	16	6	4	4	4	0	0	34	
Subtotal Fees	\$3,760	\$900	\$400	\$400	\$400	\$0	\$0		\$5,860
Task 4 - Bidding and Construction									
Bid process	4	8			2				\$2,340
Field inspection		4			24				\$3,000
Punchlist		4							\$600
Close out	4	4							\$1,540
									\$0
Subtotal Hours	8	20	0	0	26	0	0	54	
Subtotal Fees	\$1,880	\$3,000	\$0	\$0	\$2,600	\$0	\$0		\$7,480
Estimated Project Hours	37.5	35.5	37	60	78	0	0	248	
Estimated Project Labor Cost	\$8,813	\$5,325	\$3,700	\$6,000	\$7,800	\$0	\$0		\$31,638
Estimated Project Expenses	\$1,850	\$0	\$0	\$0	\$0	\$0	\$0		\$1,850
Estimated Project Totals	\$10,663	\$5,325	\$3,700	\$6,000	\$7,800	\$0	\$0		\$33,488

X:\AED\DEPEW161454\Fuel Island and Wash Bay Equipment\2023 Design Proposal\COPY of 2023 Fuel Island Design LOE 2.xlsx\PO #2

Estimated Project Labor Cost \$31,638

Estimated Project Expenses \$1,850

Total Project Cost \$33,488



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: January 9, 2023

DEPARTMENT: Engineering

FROM: Eric Rakers

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

ATTACHMENTS:

- 2023 0109-CI-BOPW-PTTeam-Recommendations (PDF)

CITY OF DE PERE

Public Works Department

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



City Engineer Parking and Traffic Recommendations November 9, 2022 Meeting

Signs – Other

1. Consider the installation of a stop signs on Garroman Drive at American Boulevard and at Lawrence Drive.
 - Lawrence Drive is a collector street with a 25-mph speed limit.
 - American Boulevard is anticipated to be a collector street in the future with a 35-mph speed limit.

Recommendation:

- Staff recommends the stop sign on Garroman Drive at American Boulevard and at Lawrence Drive be installed and the ordinance updated as follows:

Schedule B

Stop Intersections/Right Turn No Stop

Insert:

<i>Traffic On</i>	<i>Stops At</i>
<i>Garroman Drive</i>	<i>American Boulevard</i>
<i>Garroman Drive</i>	<i>Lawrence Drive</i>



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: January 9, 2023

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Discuss City Engineer Recommendation on No Action Parking and Traffic Discussion Items

ATTACHMENTS:

- 2023 0109-CI-BOPW-PTTeam-Discussion (DOCX)
- Ninth Street Traffic Counts (PDF)
- Crosswalk Policy (PDF)

CITY OF DE PERE

Public Works Department

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



Discuss City Engineer Recommendations on No Action Parking and Traffic Discussion Items November 9, 2022 Meeting

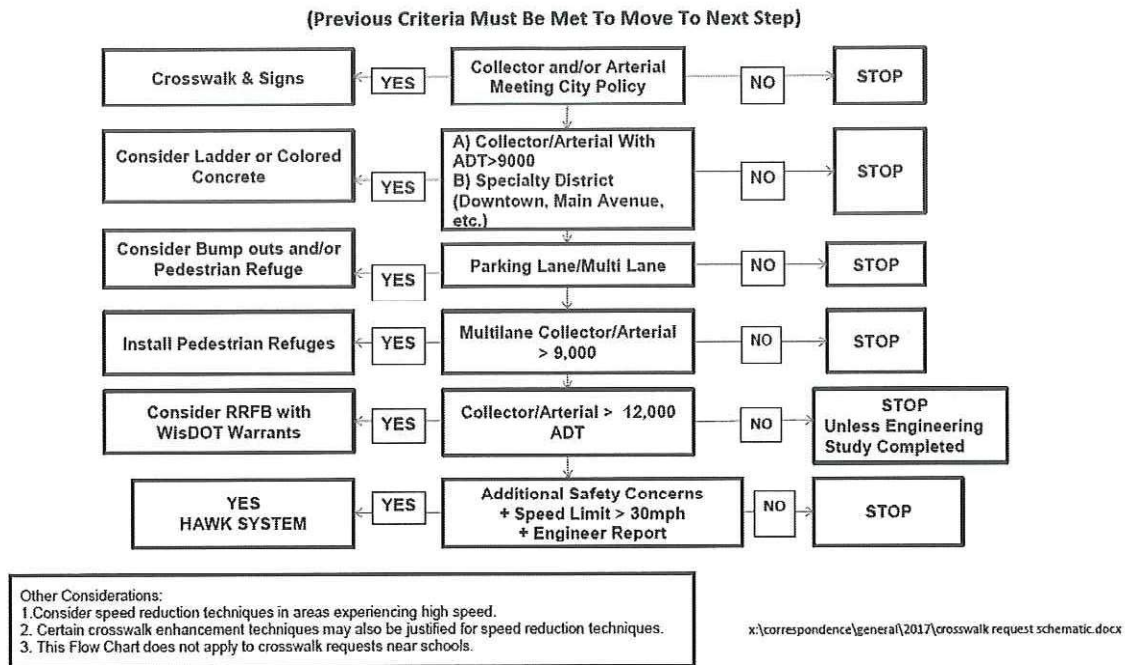
Pedestrian and Bicycle Items

1. Consider an upgrade to the pedestrian crossing at Ninth Street and Park Street to a ladder crossing.
 - The average daily traffic (ADT) on Ninth Street is between 5000 and 7600.
 - A ladder crosswalk is considered an enhanced crosswalk per the City policy. Crosswalk enhancements are considered when the ADT > 9,000 or part of a specialty district (downtown, Main Avenue, etc.)

No action.



Figure 1: Crosswalk Request and Enhancement Process Flow Chart



Traffic Engineering Studies

A traffic engineering study is required to determine if the guidelines in this Policy and *MUTCD* warrants are satisfied for the installation of a marked crosswalk at a particular location. The components of a Traffic Engineering Study will vary by location, but typically should include consideration of:

- Speed and volume on the street involved
- Pedestrian volume, age and level of mobility
- Location of pedestrian origins and destinations and crossing patterns
- Existing sidewalk network and sidewalk ramps
- Adequacy of sight distances and absence of sight obstructions
- Street characteristics including grade, curvature, pavement markings, pavement widths, number of vehicle and bicycle lanes
- Location of adjacent driveways
- On-street parking
- Street lighting
- Location of drainage structures
- Distance to nearest marked crossing
- Traffic signal progression
- Potential for rear-end crashes