

BOARD OF PUBLIC WORKS MEETING NOTICE

Pursuant to Section 19.84, Wisconsin Statutes, 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 Monday, November 12, 2012, 7:30 p.m. in the Council Chambers of the City Hall, 335 S. Broadway, WI 54115.

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.

*** Items marked are to be forwarded to City Council for approval.**

AGENDA FOR SAID MEETING:

1. Roll Call
2. Approve minutes of the regular meeting held on October 8, 2012 which were previously forwarded to Board Members.
3. Public Comment.
4. Discussion on Scheuring Sidewalk/Trail Snow Removal
5. Consider Celebrate De Pere Request.*
6. Consider Approval for the State Municipal Agreement (SMA) with WisDOT for Eighth Street (STH 32) Reconstruction from Main Avenue to Ash Street (WisDOT Project ID 4085-42-00/71)*
7. Future Agenda Items
8. Adjournment

Scott J. Thoresen, P.E.
Public Works Director

Agenda Sent to:

Alderspersons
Mayor Michael J. Walsh
Larry Delo, City Administrator
Judy Schmidt-Lehman, City Attorney
Shana Defnet, Clerk-Treasurer
City Hall 1st & 2nd Floor
Eric P. Rakers, City Engineer
Karen M. Heyrman, Assistant City Engineer

De Pere Journal
Green Bay Press Gazette
TV and Radio Stations
De Pere Area Chamber of Commerce
De Pere Area Business Alliance
North American Communications
WI Public Service Corporation
Brown County Library, De Pere
Scott Simmons, DOT

Any person wishing to attend whom, because of disability, requires special accommodations should contact the office of the Clerk-Treasurer at 339-4050 by noon on the day of the meeting so that arrangements can be made.

**BOARD OF PUBLIC WORKS
CITY OF DE PERE, WISCONSIN – October 8, 2012**

The Board of Public Works of the City of De Pere, Wisconsin, met in regular session at the Council Chambers in City Hall, on Monday, October 8, 2012.

1. Roll Call: Mayor Walsh called the meeting to order at 7:30 p.m. Roll call was taken and the following members were present: Alderpersons Boyd, Bauer, and Kneiszel. Alderperson Crevier was excused. Others present were: Scott Thoresen, Public Works Director; Eric Rakers, City Engineer and Karen Hornick, Recording Secretary.
2. Approval of Minutes: Alderperson Bauer moved, seconded by Alderperson Kneiszel, to approve the minutes of the September 10, 2012, regular meeting. Upon vote, motion carried unanimously.
3. Approval of Minutes: Alderperson Boyd moved, seconded by Alderperson Bauer, to approve the minutes of the October 2, 2012, special meeting. Alderperson Kneiszel stated that the spelling of his name is incorrect the minutes from both September 10 and October 2 minutes. Upon vote, with corrections being made, motion carried unanimously.
4. Public Comment: None.
5. Review and consider Central Brown County Water Authority 5th Amendment to Water Purchase & Sale Contract: Scott Thoresen, Director of Public Works presented this item and stated it is the staff's recommendation for approval. Discussion followed. Moved by Mayor Walsh and seconded by Alderperson Bauer to approve the request for the Brown County Water Authority 5th Amendment to Water Purchase and Sale Contract. Upon vote, motion carried unanimously.
6. Review and consider 2013 Snow and Ice Removal Rates. Scott Thoresen, Director of Public Works presented this item to the Board and stated that staff is recommending a 3% increase over last year's rates. Discussion followed. Alderperson Boyd requested information regarding Snow and Ice Removal, as well as the rates be placed on Channel 4. Alderperson Bauer moved, seconded by Alderperson Boyd, to approve increase in rates. Upon vote, motion carried unanimously.
7. Review and consider Easement Off of S. Melcorn Circle. Eric Rakers, City Engineer presented this item to the Board recommending approval. Discussion followed. Moved by Alderperson Kneiszel seconded by Alderperson Bauer to approve accepting easement. Upon vote, motion carried unanimously.

8. Review Parking and Traffic Team Report: Eric Rakers, City Engineer presented this item to the Board. The Parking and Traffic Team are recommending approval of Item #1, Install stop sign on Innovation Court, Item #2, Install yield sign at Galway and Tulig, Item #3, Install yield sign on Moonglow Dr. at Lois. Moved by Mayor Walsh and seconded by Alderperson Bauer to approve installation of signs. Discussion followed. Upon vote, motion carried unanimously. Eric Rakers, City Engineer then went through the balance of the report explaining items that were reviewed by the Team with no action needed by the Board of Public Works, with discussion following.

9. Future Agenda Items: None

10. Adjournment: Moved by Mayor Walsh, seconded by Alderperson Kneiszel, the Board of Public Works unanimously voted to adjourn at 7:48 pm.

Respectfully submitted,
Karen Hornick,
Recording Secretary

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 *ER*
Date: November 12, 2012
Subject: Discussion on Scheuring Sidewalk/Trail Snow Removal

The purpose for this discussion item is to update the Board on the issue of snow removal for the sidewalk/trail along Scheuring Road. As the Board is aware, there is currently an asphalt sidewalk/trail on the south side of Scheuring Road from American Boulevard to Patriot Way. In the past, snow removal on the asphalt sidewalk has not been completed by the adjacent property owners or by city staff. As a sidewalk facility however, snow and ice removal on the asphalt sidewalk needs to be enforced similar to other sidewalks in the city.

When this issue was first discussed by the Board in early 2010, the Board agreed with the need to enforce snow/ice removal on these sidewalks as in other areas of the city, but instructed staff to notify abutting property owners before beginning enforcement activities. Doing so became difficult as staff became immersed in other snow/ice removal issues in other areas of the city. City staff is now at a point where it can clarify with property owners abutting these asphalt sidewalks the need to maintain them in a manner similar to concrete sidewalk. Before staff sends the notification letters to impacted properties on Scheuring Road, it wishes to update the Board on the issue and seek input on notifying the impacted property owners.

City of De Pere

Public Works Department

Memo

To: Honorable Mayor Walsh
 Members of the Board of Public Works Committee
From: Scott J. Thoresen, Director of Public Works 557
Date: November 12, 2012
Subject: Consider Celebrate De Pere Request

Celebrate De Pere is requesting the City's street department to assist with setting up for their event for 2013.

The estimated costs for the street department is based on the 2013 Union contract wages and was based on set up and take down time we had for the 2012 event:

Labor:

4 Employees for three (3) days –

1 – Sign Maintenance Employee	25.17 x 24 hrs	\$ 604.08
35% Fringe Benefit	\$8.81 x 24 hrs.	\$ 211.44
3 – Truck Drivers	\$24.71 x 3 = \$74.13 x 24 hrs.	\$ 1,779.12
35% Fringe Benefit	\$8.65 x 3 = \$25.95 x 24 hrs.	\$ 622.80
Total Labor		\$ 3,217.44

Equipment:

1 – Bobcat for 8 hrs.	\$81.86 x 8 hrs.	\$ 654.88
2 – 1 Ton Dump Trucks for 3 days	\$10.62 x 2 = \$21.24 x 24 hrs	\$ 509.76
1 – Trailer for 8 hrs.	\$10.70 x 8 hrs	\$ 85.60
Total Equipment		\$ 1,250.24

10% Administration Fee

Sub-Total	\$ 4,467.68
	\$ 446.77
TOTAL	<u>\$ 4,914.45</u>

If you have any questions on this matter please feel free to contact me.



The Celebrate Committee, Inc.

Organizers of

Celebrate De Pere

905 George Street #138

De Pere, WI 54115

www.celebratedepere.com

October 18, 2012

Board of Directors:

Brenda Gauger

President

920-336-9558

Cell: 920-366-3869

Carl Castelic

Vice President

920-227-3364

Gerard Ambrosius

Treasurer

920-336-7980

Cell: 920-362-7900

Kristina Ambrosius

Treasurer

Cell: 920-883-9227

Mark Hubert

Member-at-Large

Cell: 920-713-1443

Dennis Koltz

Member-at-Large

Rick Steeber

Member-at-Large

City of De Pere

Department of Public Works

Attn: Scott Thoresen, Director of Public Works Department

925 S. Sixth Street

De Pere, WI 54115

Dear Mr. Thoresen:

We, The Celebrate Committee, Inc., in our continuing effort to put on a festival that will showcase our City would like to petition the Public Works Department for the following services for the "Celebrate De Pere" 2013 festival:

1. Put up and take down the fence that surrounds the perimeter of Voyageur Park. The posts and orange fencing are stored at our storage shed (Lawrence Leasing, located on Mid-Valley Drive, De Pere). The install would need to be done on Thursday, May 23rd and Friday, May 24th with take down done on Tuesday, May 28th. We would also ask the Public Works Department to pickup and bring back these materials from our storage shed.
2. We would also need our front gate items and a pallet of electrical items to be delivered to Voyageur Park from our storage shed the morning of Thursday May 23rd and brought back on Tuesday May 28th.
3. Provide trash barrels to Voyageur Park. The Celebrate Committee Inc. will furnish the plastic trash bags.
4. Provide a 55-gallon drum to Voyageur Park to be used to dump any hot coals in.
5. Install the banner over Reid Street. The Celebrate Committee, Inc. will provide the banner. The Celebrate Committee, Inc. will also obtain the necessary permit.
6. We ask that these items be included along with the items that are included in the standard contract we signed with the Parks Department last year.

Members of our staff will be on vacation and available on Thursday, May 23rd, Friday, May 24th and also on Tuesday, May 28th to assist your staff. The Celebrate Committee Inc. would like to thank the Public Works Department and the Parks Department in advance for all their help in making the 2012 a successful event. It was greatly appreciated! Attached is a letter outlining the recipients and dollar amount raised from the 2012 festival.

Thanking you in advance;

The Celebrate Committee, Inc.

Organizers of "Celebrate De Pere"

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 *EPR*

Date: November 12, 2012

Subject: Consider Approval for the State Municipal Agreement (SMA) with WisDOT for Eighth Street (STH 32) Reconstruction from Main Avenue to Ash Street (WisDOT Project ID 4085-42-00/71)

Attached is the State/Municipal Agreement (SMA) for the improvements to Eighth Street (STH 32) reconstruction from Main Avenue to Ash Street. Eighth Street is an urban 2-lane non-divided street with parking on each side, concrete curb and gutter, and sidewalk. The street has a concrete surface that was constructed in 1953. The existing pavement is deteriorated and reconstruction is required. Additionally, the City's sanitary sewer and water main are aged and replacement is required. The attached SMA is for the work proposed by WisDOT in the City.

The costs for the project and City allocation are provided in the attached SMA. A summary of the appendices with costs is as follows:

Description	Total Estimated Cost	Federal/State Funds	Municipal (City) Funds
Preliminary Engineering	\$225,000	\$168,750	\$56,250
Construction	\$1,955,000	\$1,854,317	\$100,683 (1)
Total	\$2,180,000	\$2,023,067	\$156,933(2)

Notes:

- (1) The City's cost for construction is for the construction of parking lanes on Eighth Street. This cost could be decreased by reducing the amount of parking on Eighth Street.
- (2) The estimated City cost does not include additional amenities/community sensitive design components that the City may request as part of the project. Examples include LED lights, decorative street lights, pedestrian activated cross-walk warning signs, decorative concrete, etc. Additionally, the estimate does not include sanitary sewer and water main replacement, which will be completed prior to street reconstruction.

Staff recommends the BOPW approve this agreement and forward to the Council for approval.



**Original
STATE/MUNICIPAL AGREEMENT
FOR A STATE- LET HIGHWAY
PROJECT**

Date: August 24, 2012

I.D.: 4085-42-00 / 71

Road Name: 8th Street City of DePere

Limits: Main street – Ash Street

County: Brown

Roadway Length: 0.45 MI

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

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

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: The existing facility is an urban 2-lane non-divided section with 2 sided parking, curb & gutter and sidewalk. Turn lanes are provided at various intersections. The pcc pavement is from 1953 and has not been overlaid. The ride is poor and the underground utilities are at their service lives.

Proposed Improvement - Nature of work: Reconstruct the existing roadway including replacement of water, sanitary and storm systems.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality: Design of sanitary and water systems if the City wants to combine let them with WisDOT's project.

PHASE	ESTIMATED COST				
	Total Estimated Cost	Federal / State Funds	%	Municipal Funds	%
Preliminary Engineering:					
Plan Development	225,000	168,750	75	56,250	25
Real Estate Acquisition 1:					
Acquisition	TBD	TBD	100	0	0
City Acquisition Costs 2	TBD	TBD	100	0	0
Construction (Participating) 3:					
Normal Participating	1,854,317	1,854,317	100	0	0
New Lighting 4			50		50
Construction (Non – Participating)					
Parking Lanes 5	100,683	0	0	100,683	100
Hazardous Material Clean-Up			0		100
Sanitary & Water			0		100
CONSTRUCTION SUBTOTAL:	1,955,000	1,854,317		100,683	
TOTAL COST DISTRIBUTION:	2,180,000	2,023,067		156,933	

- 1) All Real Estate costs required to meet FDM standards are eligible for WisDOT funding.
- 2) The City of DePere must acquire real estate in their name. The City's cost to acquire parcels is eligible for WisDOT funding.
- 3) Construction costs shown are an estimate based on historical bid item prices and contain 15% construction delivery. The Project Agreement will be revised as cost share items are determined.
- 4) New lighting is a continuous system. The 50/50 split is for a standard cobra head lighting system.
- 5) The City is responsible for the actual cost of bid items needed to construct parking lanes. Items typically include common excavation, breaker run, base course, and pavement.

This request is subject to the terms and conditions that follow (pages [3] – [5]) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

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

TERMS AND CONDITIONS:

1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds Federal/State financing commitments as per WisDOT's cost share policy or are ineligible for Federal/State financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table that shows Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
3. Funding of each project Phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or State transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter and bridge costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
 - (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk meeting trans 75 requirements at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components. WisDOT will have LED as a standard option by 2018.
4. Work necessary to complete the improvement to be financed entirely by the Municipality or other Utility or Facility Owner includes the following items:
 - (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Roadway and Bridge width in excess of standards.
 - (d) Construction inspection, staking and material testing and acceptance for construction of sanitary sewer and water main.
 - (e) Parking lane costs.

- (f) Coordinate, clean up, and fund any hazardous materials encountered during construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
 - (g) Damages to abutting property assessment value due to change in street or sidewalk widths, grades or drainage.
 - (h) Conditioning, if required and maintenance of detour routes.
 - (i) Repair of damages to roads or streets not designated as a haul road caused by reason of their use in hauling materials incidental to the improvement.
5. As the work progresses, the Municipality will be billed for work completed which is not chargeable to Federal/State funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
6. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
7. The work will be administered by the State and may include items not eligible for Federal/State participation.
8. The Municipality shall at its own cost and expense:
- (a) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the State and shall make ample provision for such maintenance each year. This agreement does not remove the current municipal maintenance responsibility.
 - (b) Maintain all items outside the travel lane along the project, to include but not limited to parking lanes, curb and gutter, drainage facilities, sidewalks, multi-use paths, retaining walls, pedestrian refuge islands, landscaping features and amenities funded by community sensitive solutions.
 - (c) Maintain and accept responsibility for the energy, operation, maintenance, repair and replacement of the lighting system.
 - (d) Prohibit angle parking.
 - (e) Regulate or prohibit all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street. Regulate and prohibit, by ordinance, parking at locations determined by the City during preliminary design.
 - (f) Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy which has equal or more restrictive controls.
 - (g) Provide complete plans, specifications and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions or claims resulting from the sanitary sewer and water system construction. Sanitary sewer and water may be done concurrently with the street construction if requested by the municipality.
 - (h) Maintain all community sensitive solutions and/or enhancement funded items.
 - (i) Coordinate with the state on changes to highway access within the project limits.
 - (j) Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.

9. Basis for local participation:

Design: Costs are split at a 75/25 WisDOT / Local Ratio as per WisDOT's cost policy for connecting Highways.

Real Estate: Real Estate costs will be determined in Preliminary Design. WisDOT will fund Real Estate needed to meet FDM standards.

Construction: Construction costs shown are based on similar project bid item prices. Items requiring a cost share are listed on the first page and will be adjusted in future Project Agreement revisions as they are determined via input from the City during preliminary design.