



Board of Public Works

Regular Meeting

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

Agenda

Monday, November 11, 2019

7:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Public Works** of the City of De Pere will be held on **November 11, 2019 at 7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

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

I. Call to Order

1. Roll Call
2. Approval of Board of Public Works October 7, 2019 Meeting Minutes

II. Public Comment

III. Items

1. Consideration and possible action regarding a Parklet-Pedlet Policy and Ordinance*
2. Consideration and possible action on a request for installation of terrace walk at 875 Lawrence Drive
3. Consideration and possible action on an RFP for City Hall Complex Backup Generator Design and Construction Management*
4. Consideration and possible action on purchasing Bobcat Toolcat*
5. Consideration and possible action on snow removal services for Nicolet Alley*
6. Consideration and possible action on a request from Alderperson Hansen to purchase Fish Sculpture*
7. Consideration and possible action on STP-U Grant Application for Lawrence Drive Reconstruction*

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 November 11, 2019 so that arrangements can be made.

Agenda Sent To:
Mayor
Alderspersons
Department Heads
Tom Alger

De Pere Chamber of Commerce
TV, Newspapers & Radio Stations
Kress Family Library
Tina Quigley

Curb 'n Décor

Midwest Design Solutions, LLC

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



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: November 11, 2019

DEPARTMENT: Board of Public Works

FROM: Betty Sellenheim

SUBJECT: Approval of Board of Public Works October 7, 2019 Meeting Minutes

ATTACHMENTS:

- 2019 1007 BOPW Draft Minutes (PDF)



Board of Public Works

Regular Meeting

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

Draft Minutes

Monday, October 7, 2019

7:30 PM

De Pere City Hall Council Chambers

I. Call to Order

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

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

Others present:

Scott Thoresen, Director of Public Works

Eric Rakers, City Engineer

Betty Sellenheim, Recording Secretary/Administrative Assistant for Public Works

Tina Quigley, Definitely De Pere

2. Approval of Board of Public Works August 12, 2019 Meeting Minutes

Mayor Walsh moved to approve the August 12, 2019 Board of Public Works meeting minutes, seconded by Aldersperson Carpenter.

Upon vote, the motion passed unanimously.

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

II. Public Comment

None

III. Items

1. Consideration and possible action on Nicolet Square Planter Project*

Scott Thoresen, Director of Public Works, outlined the proposal submitted by Definitely De Pere for planters to be installed in the Nicolet Square Parking Lot area. The funds were budgeted for this project as part of the 2019 budget. A drawing of the planters and map of locations was included in the packet. Mr. Thoresen explained that the planters would be planted by the Beautification Committee annually. Mr. Thoresen is working with the City Attorney to draft an agreement to be executed with the artist for the fabrication and installation of the planters.

Aldersperson Raasch moved to approve the fabrication and installation of planters as outlined by Definitely De Pere, contingent upon execution of an agreement with the artist, seconded by Aldersperson Boyd.

Mayor Walsh questioned the reinforced concrete in the schematic/drawing. Mr. Thoresen explained that was the type of sidewalk presently in place and the metal base plate of the

planter stand will be attached to the sidewalk. Alderperson Hansen questioned where the flowers will be hung on the planter stand. Mr. Thoresen deferred to Ms. Quigley of Definitely De Pere.

Mayor Walsh moved to open the meeting to public comment at 7:37 pm, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

Ms. Tina Quigley, Definitely De Pere, introduced herself and explained the intention of the planters is to change seasonally and be decorated all year long. Ms. Quigley anticipates working with the private owners abutting the planters to provide a dramatic lighting effect in the winter months. Alderperson Hansen asked about the planter in the design. Ms. Quigley stated the artist is working with the Botanical Garden on the final design of the planter and liner. Alderperson Hansen asked how the lights would be displayed in the winter. Ms. Quigley explained there hasn't been a final design but was working on ideas to have the lights inside the planter and glowing. Mayor Walsh outlined the cost the of the project at \$15,000 for six planters.

Mayor Walsh moved to return to regular order at 7:40 pm, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Upon Vote the motion passed unanimously.

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

2. Consideration and possible action on a request from Ald. Hansen Requiring Sod Instead of Seed for All Restoration in Street Right of Way or Easements

Alderperson Hansen outlined the concerns of constituents from Horseshoe Court where AT&T did excavation work that resulted in a large portion of their front lawn being removed. When the lawns were originally established, sod was used and after excavation, AT&T used standard grass seed. The owners requested that going forward, if a lawn was originally planted in sod, if the right-of-way or easement is excavated, it should be replaced with sod by the contractor. Alderperson Hansen outlined an email from City Administrator Lawrence Delo regarding sod versus seed in his personal lawn and not being able to tell a difference after the first year. Alderperson Raasch explained his personal experience with sod versus seed and not being able to tell a difference within a short time.

Alderperson Raasch moved to deny the request to require sod instead of seed for restoration in the street right-of-way and/or easements, seconded by Alderperson Carpenter.

Alderperson Boyd questioned the cost difference between seed and sod restoration. Scott Thoresen, Director of Public Works, stated it would add \$50,000-\$100,000 annually to city projects, it would also affect the Water Department for restoration after water main breaks, and ultimately be quite costly if instituted for all restoration. Alderperson Boyd explained his personal experience with sod versus seed and stated that sod was much more labor intensive as well to keep watered. Alderperson Carpenter asked if sod can be

done in-house. Mr. Thoresen stated that seed restoration can be done in-house but sod could not be.

Upon vote the motion passed unanimously.

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

3. Consideration and possible action on Quote for Main Avenue and Eighth Street Signal Upgrades*

Eric Rakers, City Engineer, explained the City has received a grant from the DOT to upgrade the signals at Main Avenue and Eighth Street. The City requested quotes for a consultant to assist with the design of the signal improvements, construction management (including drawing review and reimbursement requests), and construction observation. The low responder was JT Engineering in the amount of \$25,490.

Mayor Walsh asked if left turn signals will be installed with the signal upgrade. Mr. Rakers stated it is a grant to replace what we have. Also, the traffic study conducted stated that without left turn designated lanes, the left turn signal is not effective and ultimately the intersection needs to be reconstructed. Staff is replacing the signals due to age and damage from being struck by trucks. Alderperson Raasch asked if there was a plan for reconstruction of that intersection. Mr. Rakers stated it was scheduled multiple times over with the Main Avenue reconstruction through DOT. Alderperson Raasch asked if the signals will be moved to accommodate truck movements. Mr. Rakers stated that they are hoping to be able to move them but there is only so much that can be done with the intersection staying as-is.

Mayor Walsh moved to accept the quote from JT Engineering for signal upgrades at Main Avenue and Eighth Street in the amount of \$25,490, seconded by Alderperson Raasch.

Upon vote the motion passed unanimously.

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

4. Consideration and possible action on Quote for Inflow and Infiltration Study and Clear Water Mitigation Plan*

Eric Rakers, City Engineer, explained the review of inflow and infiltration into the city sanitary system. The city operates over 100 miles of sanitary system that discharges to the Green Bay Metropolitan Sewerage District and during high rain events, large amounts of clear water are entering the sanitary system. Staff requested proposals to study two basins identified to have high I&I and monitor flow at key areas where city flow discharges to the GBMSD and help establish processes for the city to eliminate I&I. The city has been doing sewer lining, lateral replacements to the back of the curb, and spot replacements but these are not addressing the private side. The budgeted amount of this project was \$60,000. One proposal was received from Ruekert and Mielke in the amount of \$66,225. Staff is recommending accepting the quote from Ruekert and Mielke for

\$60,000 with flow monitoring sites being reduced from 21 to 18 locations. Alderperson Carpenter questioned one of the areas of concern at Suburban Drive. Mr. Rakers stated he was surprised by that area as well and proposed a few meters be placed in that area and perhaps that area can be scaled back for monitoring. Alderperson Hansen questioned where the funding is coming from. Mr. Rakers stated it was included in the Sanitary CIP. Alderperson Boyd asked what the ideal outcome would be of the study. Mr. Rakers stated that as a Board and Council a decision will need to be made on how to handle private I&I remedies and staff is hopeful that the report can assist as well. Mayor Walsh questioned what a realistic goal would be for reduction over time. Mr. Rakers stated that would be something staff would discuss with the consultant.

Mayor Walsh moved to approve quote from Ruekert and Mielke for \$60,000 with the flow monitoring sites reduced to 18 locations, seconded by Raasch.
Upon vote the motion passed unanimously.

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

5. Consideration and possible action on amending Chapter 82 De Pere Municipal Code regarding Solid Waste/Curbside Recyclable Collection*

Scott Thoresen, Director of Public Works, outlined the three ordinance changes being presented. Section 82-12 to be amended with the construction of the Marquette Square dumpster enclosure. Section 82-5 to be amended to prohibit commercial use of the MSC Rubbish Site. Section 82-2 to be amended to include “the city shall not collect from any parcel which receives private garbage and/or recyclable collection services”. Alderperson Carpenter asked if there were locations that were being collected that are private. Mr. Thoresen stated there is one in the industrial park.

Mayor Walsh moved to approve changes to Chapter 82 De Pere Municipal Code regarding Solid Waste/Curbside Recyclable Collection, seconded by Alderperson Carpenter.

Upon vote the motion passed unanimously.

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

6. Consideration and possible action on 2019-2020 Snow & Ice Removal Rates

Scott Thoresen, Director of Public Works, explained that annually the Board of Public Works approves the snow removal rates for the upcoming winter season. Prices are for snow removal and compacted snow/ice removal. Costs are charged by the city for removal after staff is notified that a sidewalk has not been cleared within the allotted time. Snow removal rates per linear foot will remain the same from the 2018-2019 winter season. Compacted snow/ice removal rates per linear foot will increase \$0.02 based on salt costs. In 2016, a minimum charge was established of \$75 and there will be no changes for 2019-2020 season. Alderperson Raasch asked approximately how many times staff had to remove snow or snow/ice from sidewalks. Mr. Thoresen stated that

about 60-80 locations are charged annually and approximately 10% of those are for compacted snow/ice.

Aldersperson Raasch moved to approve 2019-2020 Snow & Ice Removal Rates, seconded by Aldersperson Carpenter.
Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	Dan Carpenter, Aldersperson
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

7. Consideration and possible action on a request from Ald. Hansen to Install Flags in Street Right of Way

Aldersperson Hansen stated there are three traffic medians on Webster Avenue between LeBrun and Ridgeway and one just south of Ridgeway. Each median has a flag pole and in the past the Beautification Committee would install flags. Aldersperson Hansen reached out to staff to install the new city flag to coincide with the rebranding efforts. Flags were available but were too large for the size of the poles and would disproportionate. Aldersperson Hansen offered to donate flags for the medians and requested the following flags for approval: one city flag, one Wisconsin state flag, and one American flag. Aldersperson Raasch stated his approval of the three flags (city, state, US) but mentioned his concerns regarding lighting of the American Flag. Aldersperson Raasch questioned the use of solar to light the flag at night. Mayor Walsh stated it is not reliable enough. Mayor Walsh questioned needing the approval of the Beautification Committee and what was currently planted in the medians. Scott Thoresen, Director of Public Works, stated one median is no-mow grass and the Committee has been discussing different options for these medians including the purchase of one of the art fixtures on display downtown. Aldersperson Carpenter asked if the flags in question would be appropriate for the poles. Aldersperson Hansen stated they would be and he had reached out to staff to get the appropriate size flag for the poles. Mr. Thoresen stated concerns about getting power to the medians and the cost associated (initial and ongoing). Eric Rakers, City Engineer, also stated that any changes to the medians should be approved through Brown County since it is a county highway. Mayor Walsh stated concerns about flag height as well and mentioned doing only city and state flags. Aldersperson Boyd commended Aldersperson Hansen on his wish to donate the flags but asked if there was any city funding for them to be purchased. Mayor Walsh stated he was unsure of potential available quantities of flags or funding.

Mayor Walsh moved to approve request from Aldersperson Hansen to donate and install two city flags and one state flag in Street Right of Way on Webster Avenue, seconded by Aldersperson Hansen.
Upon vote, the motion passed unanimously.

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

8. Consideration and possible action on City Engineer Parking and Traffic Recommendations*

Eric Rakers, City Engineer, stated he would go through each item individually and answer questions on each one as they are discussed. Item one was for “vehicle with trailer parking only” signage at boat launches which does not exist in the city ordinances. Item two was to add No stopping/standing/parking restrictions on the west side of Ryan Road and allow parking on the east side with the reconstruction. Alderperson Hansen questioned the difference between “no stopping/standing/parking” and “no parking”. Mr. Rakers stated the main difference is that with “no parking” you can stop but cannot exit the vehicle. Item three was to restrict parking on Enterprise Drive near Durr-MEGTEC northerly entrance to allow for oversized vehicles/loads leaving and/or entering. Alderperson Carpenter asked if parking has been an issue at this location. Mr. Rakers stated it has not been an issue but it was a compromise with Durr-MEGTEC due to road narrowing with the street reconstruction. Item four was to restrict parking on Drift Inn Drive. Item five was to restrict parking near the driveway for 1733 Suburban Drive, to allow truck access. Item six was to install mid-block crossings with bump-outs and Rapid Rectangular Flashing Beacons (RRFB) on Grant Street, Ninth Street, and Superior Street for school modifications at school expense. Item seven was to install stop signs on Drift Inn Drive due to Parkview realignment. Item eight was to convert Superior Street to one-way (southbound only). Scott Thoresen, Director of Public Works, stated that as part of the street closure, Superior is currently one-way in the section. Item nine was to request a “park” or “drive slow” sign on Samantha Drive at Samantha Park. Alderperson Hansen asked what the park warning sign looked like. Mr. Rakers stated it is yellow with a teeter-totter. Item ten was to install pavement markings on the west side of Michigan Street between Merrill Street and the first driveway south (currently signed as no stopping/standing/parking).

Mayor Walsh moved to approve all Parking and Traffic recommendations as listed except item nine, seconded by Alderperson Carpenter.
Upon vote, the motion passed unanimously.

Mayor Walsh moved to not install the “drive slow” sign on Samantha Drive by Samantha Park, but denied installing a “park” warning sign, resulting in no signage to be installed, seconded by Alderperson Carpenter.
Upon vote the motion passed 4-1 with Hansen voting no.

9. Discuss City Engineer Recommendations for No-Action Parking and Traffic Discussion Items

Eric Rakers, City Engineer, discussed the Parking and Traffic Team discussion-only items. Item one was to review the use of “no parking this side of street” versus “no parking”. Item two was a request to restrict parking on one side of Huron Street from George Street to Ridgeway Boulevard. Alderperson Hansen stated this came from a resident in his district with concerns about passing if cars were parking parallel to each other on this section of street. Mr. Rakers stated there was space for another car to pass based on the spacing of driveways in that area. Item three was a downtown parking discussion of underutilization of certain sections/stalls downtown. Item four was a review of pedestrian crossing at Chicago Street and Crestview Lane. Alderperson Hansen stated the concerns surrounding this request were for younger kids not feeling safe to cross even with a median. Mr. Rakers stated that staff has been conducting pedestrian safety campaigns multiple times and many motorists are becoming more aware and pedestrians should make their intentions to cross known. Alderperson Carpenter and Mr. Rakers explained that a motorist should remain stopped for the entire interval of crossing from

curb to curb. Item five was to evaluate the number of speed limit signs placed at a location when there is a speed limit change. Item six was a request for a three-way stop at Fox River Drive and Cook Street. In the future, Parking and Traffic Team will be evaluating parking modifications on Superior Street due to the new Notre Dame School, parking restrictions on the east side of Tenth Street (just north of Main Avenue), and amendments to the crosswalk policy considering changes by schools.

Discussion item only.
No action necessary.

IV. Future Agenda Items

None

V. Adjournment

Mayor Walsh moved to adjourn the meeting at 8:51 PM, seconded by Alderperson Raasch.

Upon vote, the motion passed unanimously.

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

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, Monday October 7, 2019 so that arrangements can be made.

Agenda Sent To:

Mayor

Alderpersons

Department Heads

De Pere Chamber of Commerce

TV, Newspapers & Radio Stations

Kress Family Library

JT Engineering, Inc.

Ruekert and Mielke, Inc.

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

Respectfully submitted,
Betty Sellenheim



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: November 11, 2019

DEPARTMENT: Board of Public Works

FROM: Kimberly Flom

SUBJECT: Consideration and possible action regarding a Parklet-Pedlet Policy and Ordinance*

ATTACHMENTS:

- Parklet Pedlet BOPW 11-12-19 (PDF)
- Parklet Pedlet - Draft Ordinance (DOCX)
- Parklet-Pedlet Draft Guidelines and App (PDF)
- Parklet-Pedlet Outreach and Comments (PDF)

CITY OF DE PERE MEMO



To: Board of Public Works
 From: Kim Flom, Development Services Director
 Date: November 11, 2019
 RE: **Draft Parklet/Pedlet Ordinance ***

Parklets and Pedlets are temporary and seasonal spaces that are installed in existing on-street parking stalls in order to increase and enhance the public realm to promote pedestrian activity. Since their inception, several communities have implemented policies and programs that permit parklets and pedlets. More information is included in the Draft Parklet/Pedlet Guideline Booklet attached to this agenda item.

Based on inquiry from Downtown business owners, and from discussion that occurred during the Main Avenue bump out projects, staff has prepared draft ordinance changes and a draft guideline booklet that would facilitate a parklet/pedlet program in De Pere.

Several attachments are included for your review of this item, including:

1. Draft Ordinance to allow parklets and pedlets.
2. Draft Parklet/Pedlet Guideline Booklet and Application that describe requirements and application/review process.
3. Notes from phone interviews with two communities that already have programs.
4. BID Annual Meeting Notification memo announcing public comment period.
5. BID Annual Membership Meeting minutes related to parklet/pedlet discussion.
6. Several emails with public comment related to the proposed parklet/pedlet program.

The guideline booklet and memo were prepared after researching existing policies and ordinances in several other communities and also after discussion and review with the City Development Team.

We solicited a public comment period on the draft guidelines in September and October. The draft guidelines were shared with Definitely De Pere and several interested downtown stakeholders via email. Additionally, we requested review and comment via the BID Annual Meeting notification letter, which was sent to every property owner in the BID District.

During the public comment period, staff received numerous emails that included significant concerns about the policy. The emails are attached for review. Attendees at the BID Board meeting also spoke against the policy.

The guideline memo was revised after receiving public comments to limit the available area for parklet/pedlets to only the east side of Downtown De Pere.

Attachment: Parklet Pedlet BOPW 11-12-19 (8886 : Consider parklet-pedlet policy and ordinance)

Policy Considerations:

- Administration of a parklet/pedlet program, while feasible, is very complicated and requires multiple reviews and coordination between the applicant, the Development Services Department and the Board of Public Works.
- The two other Wisconsin communities interviewed as part of our research have noted that very few organizations actually install parklets.
- We did not receive comments from a large overall number of property/business owners, but those who took the time to comment expressed deep concerns.

The Board of Public Works recommendation will be forwarded to Common Council for consideration. Please contact me with any questions regarding this item.

Sec. 106-6(b)(2)(D)

D. *Parklet and Pedlet Permits.* In addition to the requirements of (b)(1) above, requests for a parklet or pedlet permit shall meet the following:

i. Definitions:

a. *Parklet* shall mean a platform that is located in the parking lane of the street, is at the same level as the abutting sidewalk, and is intended to provide additional space and amenities for the adjacent business establishment and its patrons.

b. *Pedlet* shall mean a structure that acts as a sidewalk extension beyond the curb line and acts as a new route for pedestrians, which allows for a business to use the existing sidewalk as an extension of the business.

ii. Application.

a. All applications for a parklet or pedlet permit shall include a Stakeholder Support Form, site plan and supporting design documents, maintenance plan, and Design Standards Form.

b. All applications must be received between January 1 and March 15.

iii. Location.

a. Parklets and pedlets may only be installed at eligible locations on the East Side of Downtown De Pere in specific locations on Broadway Street, Wisconsin Street, and George Street, as identified by the Parklet & Pedlet Guidelines established by Development Services.

b. The Board of Public Works may consider allowing installation of a parklet or pedlet at a location which has not been previously identified as eligible.

iv. Design.

a. Parklets and pedlets must be publicly accessible. Parklets and pedlets cannot be closed to conduct private business.

b. All parklets and pedlets must conform to the applicable provisions, rules and regulations of the Americans with Disabilities Act (ADA). Specific ADA guidelines can be obtained from Development Services.

c. Parklets and pedlets must include all components and comply with all design standards identified by the Parklet & Pedlet Guidelines established by Development Services.

v. Duration, Installation and Removal.

a. Issued permits will be valid for a minimum of one (1) year and a maximum of three (3) years.

- b. Issued permits will expire on November 1st of each permitted year.
- c. Installation and operation of all parklets and pedlets may begin on May 1 of the first permitted year.
- d. The permit holder and the Department of Public Works shall agree on an installation date. Once construction begins, installation must be complete within 24 hours. If more time is required, the Department of Public Works may authorize an extension.
- e. Parklets and pedlets must be removed by November 1 of the final permitted year. If the permit holder wishes to remove the parklet or pedlet before the permit expires, the permit holder shall notify the Department of Public Works of the date of removal.
- f. If the permit holder wishes to extend their permit, the permit holder shall submit a renewal application which shall be reviewed by Development Services.
- g. The permit holder is responsible for installation and removal of any parklet or pedlet.

CITY OF DE PERE

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for Review/Comment



Parklet & Pedlet Guidelines

AUGUST 2019



**CITY OF DE PERE PARKLET/PEDLET
AUTHORIZED BY ORDINANCE #19-XX**

Parklets/Pedlets are not currently permitted in the City of De Pere. This is a DRAFT guideline manual provided for public review and comment. Please review and submit any comments & questions to Kim Flom at kflom@deperewi.gov no later than October 1, 2019.



Attachment: Parklet-Pedlet Draft Guidelines and App (8886 : Consider parklet-pedlet policy and ordinance)

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The City of De Pere Ordinance #19-XX includes regulations for parklets/pedlets. This guidebook includes important information for those interested in having a parklet or pedlet.

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The History

In 2005, urban designer John Bela installed the first Park(ing) intervention on a street in downtown San Francisco by converting a parking space into a mini park. Within minutes of installation, a man sat down on the bench and began to eat lunch. Another person joined soon after, and the two began having a conversation. That's when Bela and his collaborators knew they were on to something: "We created an opportunity for social interaction that wasn't there before". Since then many cities have started to convert formerly automobile-occupied spaces into multi-use spaces for pedestrians. Like De Pere, many Main Street Districts have narrow sidewalks which prevent pedestrians and customers from sitting and enjoying the downtown.

Parklets and pedlets solve this issue and are attractive due to their low installation and maintenance costs, small size, less permanent nature, and partnerships between downtown businesses. Since 2015 several Wisconsin cities such as La Crosse, West Allis, Fond Du Lac, and Milwaukee have implemented flourishing and successful parklet/pedlet programs.



Goals of Permitting Parklets/Pedlets



- Increase pedestrian activity
- Increase public outdoor gathering
- Increase opportunities for public art
- Increase outdoor seating/dining
- Increase streetscape amenities
- Increase passive or active recreation



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Applicant Responsibility

Application
Public engagement
Design
Permitting
Construction
Maintenance
Liability (+ all associated costs)

City Responsibility

Program management
Application review
Design review/approval
Permit issuance
Site inspection
Installation of traffic devices
Oversight/enforcement

Calendar



Parklet/Pedlet Notice of Intent & Applications Received: **January 1 to March 15**

Review and Permit Issuance: **March 15 – April 15**

Parklet/Pedlet installation and operation: **May 1 – November 1**

Step 1: Choose between a parklet or pedlet



Parklet

A parklet is a platform located in the parking lane of the street at the same level as the sidewalk. Parklets are typically constructed with benches, planters, tables and chairs, umbrellas, and bike racks and other decorative landscaping. Parklets provide additional space and amenities to businesses and the public. Parklets are open to the public and cannot be closed to conduct private business.



Pedlet



A Pedlet is a structure that acts as a sidewalk extension beyond the curb line. It is utilized to allow for a business to use the existing sidewalk as an extension of the business and the pedlet acts as a new route for pedestrians. A pedlet may provide an adequate pedestrian path in order to permit a patio or seating area adjacent to a building.

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Step 2: Select your location

Parklets/Pedlets are only permitted on the East Side of Downtown De Pere in specific locations on Broadway, Wisconsin, and George Street.



Location Requirements

In addition to the locations identified on the map, the following apply:

- Parklet/Pedlet shall not be allowed in front of a fire hydrant, over a manhole cover or public utility valve.
- Parklet/Pedlet shall not be located over a catch or near enough to a catch basin to impede drainage.
- Parklet/Pedlet shall be located 40' from a bus stop.
- Pedlet locations will be reviewed to ensure adequate access around existing street lights, street trees and other terrace appurtenances.
- ADA accessible pathway available from sidewalk to parklet/pedlet (specific review of terrace conditions).
- Parklets and Pedlets must be open to the public. Designated food service or alcohol services is not permitted in a parklet or pedlet. An establishment's sidewalk café and/or alcohol beverage license premise may be extended to cover an adjacent sidewalk café associated with a pedlet. **
- If a pedlet is used to extend an alcohol beverage license permit, hours of operation are defined by the Municipal Code.
- Only two parklets/pedlets are permitted for every 500' linear feet on any side of one block. In the event that more than two parklet/pedlets are proposed for the same area, Development Services staff will use the Design Guidelines to rank the applications and provide that ranking to the Board of Public Works in order to determine what parklet/pedlets are approved.
- Proposed parklet/pedlet locations that are not shown as eligible on the City Map will be reviewed on an individual basis by City Staff and the Board of Public Works.

*** In instances where existing obstructions prevent the installation of a pedlet in order to extend a sidewalk café or alcohol license premise, an exception to the above regulations may be considered.*



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Step 3: Notify The City of Location



- Submit notice of intent for a proposed location to Development Services Staff via email: kflom@deperewi.gov



- Include adjacent address and photographs of proposed location.



- Development Services Staff & Public Works Department will review and confirm or deny eligibility of the location.

Step 4: Neighbor Outreach

Parklet/Pedlet approval requires support from:



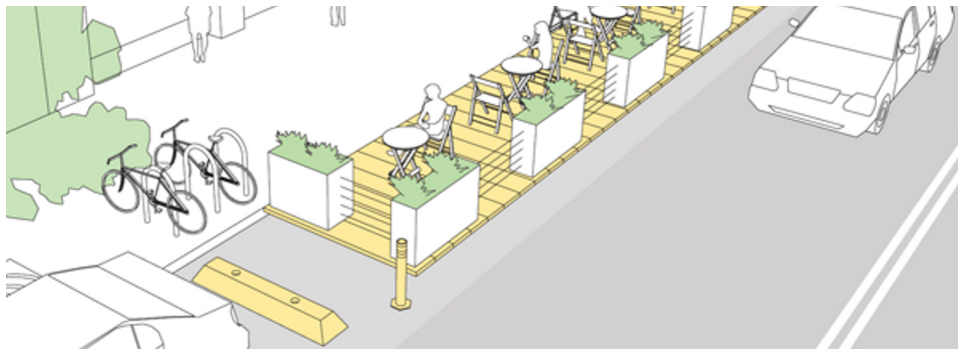
1. Property owner
2. Adjacent properties
3. Definitely De Pere



Complete the Stakeholder support form or obtain letters from each of the above to include in your application.

Step 5: Parklet/Pedlet Design

1. Develop a site plan and supporting design documents for the proposed parklet/pedlet.
2. Drawings should include dimensions, all details, finishes, colors.
3. Parklets/Pedlets must meet City Design Standards.



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Parklet/Pedlet Design Components

Platform

The base of the parklet must be designed to allow for drainage and to be flush with the curb and sidewalk. Acceptable materials include stone, wood, concrete, synthetic lumber, metal, or combination. Surface should be slip resistant.

Enclosure

The enclosure delineates the edge of the parklet/pedlet and also buffers the space from the street.

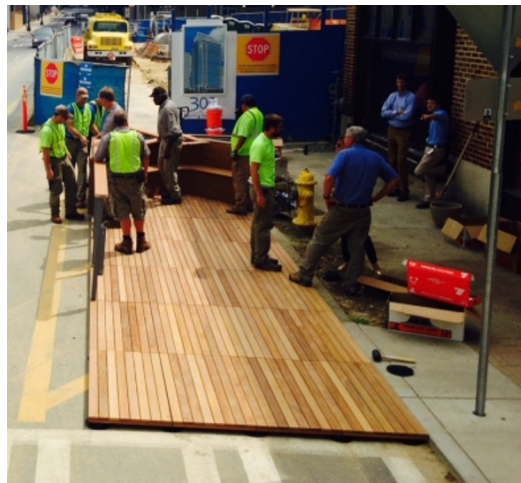
The enclosure height should be between 36" and 42". Taller and overhead elements will be considered on a case by case basis with a minimum vertical clearance of 84". Enclosures should be designed to not only be a buffer, but also be a feature of the parklet. They should be decorative and can incorporate planting areas and be an opportunity to showcase public art.

Features

All parklets must include a seating element in order to encourage gathering and enjoyment. Seating may be fixed benches or moveable furniture. Vegetation, in the form of planters and seasonal plants, is strongly encouraged. Vegetation should be selected based on hardiness, durability and interest and must be maintained in order to maintain clear sight lines to and from the street.

Other Elements

Other elements that would create a sense of place but are not noted specifically above will be reviewed on a case by case basis. The City invites a range of designs and layouts that reflect and promote arts and culture in De Pere.



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Design Standards



- All parklets/pedlets to be publicly accessible and will be identified as such by a required sign provided by the Department of Public Works.
- Because parklets and pedlets are seasonal, they should be designed for easy removal.
- A sign no bigger than 2' x 2' is permitted in order to recognize project sponsors and material donors but no advertising, logos or other branding is permitted.
- Constructed to conform to the applicable provisions, rules and regulations of the Americans with Disabilities Act (ADA).
 - At least one accessible entry point must be incorporated into the parklet design.
 - Minimum vertical gap between curb and parklet platform is ¼". Level changes exceeding ¼" may require ramps.
 - The parklet must meet ADA requirements for wheelchair turning movements (60" x 60").
 - The parklet must meet ADA requirements for resting space of a wheelchair (30"x48").
 - An accessible route must connect the sidewalk to the parklet entry, platform surface, wheelchair turning space, and wheelchair resting space. The path must be a minimum of 36" wide on the sidewalk and must not pass over grates containing openings that permit the passage of a ½" diameter sphere.
 - Platforms shall not exceed a 2% cross slope.
- Must be offset 1' on all sides of the parking stall, except the curb side.
- Cannot be wider than 7' or longer than 38'
- Platform must be flush with the sidewalk using slip resistance materials. No more than a ½ inch gap permitted between the curb and the parklet.
- The platform may not be bolted into the curb, but may be bolted into the roadway, with the submittal an approval of a restoration plan and bond.
- Must include a continuous physical barrier (36 minimum) along the three street edges.
- Must not block curbside drainage. A gap of 6" should be maintained between the body of the deck and the curb, to facilitate movement of water.
- Must maintain clear and unobstructed sightlines to and from the street.
- Electrical connections to buildings must be designed in order to not impeded pedestrian traffic and will require a separate electrical permit. Solar powered lighting is permitted and encouraged. Connection to City light poles is not permitted.
- Public Works will provide wheel stops and flexible bollards for each approved parklet, additional traffic devices may be required.

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Step 6: Maintenance Plan

Develop a written maintenance plan that addresses the day to day management of the parklet/pedlet including upkeep, repairs, debris removal, garbage clearing, plant pruning/watering, graffiti removal and securing furniture. See sample maintenance checklist in the appendix.

Step 7: Application Submittal



Requirements:

1. ROP Application (\$32 fee)
 - A. Insurance Requirements
2. Parklet/Pedlet Application (\$100 fee)
 - A. Application
 - B. Complete Stakeholder Support Form
 - C. Site Plan and Supporting Design Documents
 - D. Maintenance Plan
 - E. Design Standards Form

Submit no
later than
March 15

- If a Pedlet is proposed in order to provide room for a sidewalk cafe, the ROP application should include information for both.
- If alcohol beverage sales are proposed for a sidewalk café associated with a parklet, the liquor license premise amendment request will need to be requested from the Common Council.
- Refer to the appendix for the forms needed to complete an application.

Step 8: Review and Approval

City Staff reviews application to:

March 15- April 15



- A. Determine if application is complete.
- B. Determine if application meets requirements.
- C. Review aspects related to streetscape enhancement, location, community support etc.

All decisions shall be in writing. Decisions to deny the application shall state the reasons for denial and provide the applicant information on how to appeal the denial determination to the City Board of Public Works.

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Step 9: Construction, Inspection & Maintenance



- Installation date to be coordinated with the Public Works Department.
- Department of Public Works to provide City parklet sign. Applicant to install.
- Parklet/Pedlet construction to be overseen by an insured and certified contractor.
- Parklets should be assembled offsite to the extent possible in order to reduce the installation time in the street.
- Parklets must be constructed within 24 hours, or are subject to removal by the City.
- Before parklet/pedlet is open to the public:
 - Building Inspection Division to complete inspection to confirm conformance to design standards.
 - Department of Public Works to provide sign, install wheel stops and bollards.

Step 10: Removal

Remove no later than November 1st

- Coordinate removal date with the Department of Public Works.
- Public Works to remove sign, wheel stops and bollards.

Oversight/Enforcement



City reserves the right to order removal of a parklet in the following instances:

- Municipal Code Violations
 - Parklet not removed by November 1 each season
 - Parklet/Pedlet not maintained per maintenance plan
 - Parklet/Pedlet not ADA accessible
 - For unseen safety issues, natural or man-made emergencies or to accommodate ROW access for emergency repairs
- Upon receiving notice to remove parklet/pedlet or portion of parklet/pedlet from the City of De Pere, applicant must remove within 48 hours. If applicant has not removed within 48 hours, the Public Works Department shall have the right to remove the parklet/pedlet and place the item into storage. Once in storage, the applicant shall be notified of its location and have five days to pick up the materials from the date of notification. If the applicant does not pick up the materials, the Public Works Department may recycle or discard the materials. The City reserves the right to remove a parklet or pedlet immediately in the event of an emergency.
 - Any parklet/pedlet permit holder who fails to remove the parklet or comply with parklet guidelines may be banned from having a parklet/pedlet the following permit season.

CITY OF DE PERE

PARKLET/PEDLET GUIDELINES PAGE 10

DRAFT

- **TIPS AND RESOURCES**

- Consider programming your parklet with activities in order to generate activity. Parklet activities could include: Book club, knitting circle, kids activities, gardening workshop, game events, poetry reading, performances and more.
- See the below links for more information on parklets:
- LADOT Kit of Parts for Parklets:
 - <http://peoplest.lacity.org/wp-content/uploads/2015/10/parkletKOP2015.pdf>
- City of Phoenix Parklet Design & Build Kit:
 - https://issuu.com/designrepublicus/docs/designrepublic_cityofphoenixparklet
- Toolkit for Creating and Implementing Parklets by UCLA Luskin School of Public Affairs
 - https://nacto.org/docs/usdg/reclaiming_the_right_of_way_brozen.pdf
- City of Boston Tactical Public Realm Guidelines on Parklets
 - https://www.boston.gov/sites/default/files/document-file-08-2018/final_parklets_0.pdf



CITY OF DE PERE

PARKLET/PEDLET GUIDELINES

APPENDIX A

DRAFT

● PERMITTED
● NOT PERMITTED



East De Pere Parklet/Pedlet Location Map

City of De Pere

335 S. Broadway

De Pere, WI 54115

(920) 339-4053

dpbldg@mail.de-pere.org



Parklet/Pedlet Permit Application Application and Record

Permit #: _____

Fee: \$100

Receipt #: _____

Date: _____

- ☐ Please check if you have already submitted a notice of intent for a proposed location.

Application Process & Requirements Checklist :

- ☐ Parklet/Pedlet Application
- ☐ ROP Application (Insurance Requirements)
- ☐ Stakeholder Support Form
- ☐ Site Plan & Design Documents
- ☐ Maintenance Plan
- ☐ Design Standards Form

Applicant Information

Name:	Name of hosting business:	
Address:	Street address of proposed parklet/pedlet:	
Phone #:		
E-mail:	Name of property owner in front of parklet/pedlet:	
Liquor Licence # (if applicable):	Property Owner Phone:	Property Owner Email:

Designer Information**Calendar**

Designer: ☐ I don't know yet ☐ I will design parklet/pedlet myself ☐ I will hire a designer Designer Name: Phone Number: Email:	Notice of Intent & Applications Received: January 1-March 15 Review and Permit Issuance: March 15-April 15 Parklet/Pedlet Installation & Operation: May 1-November 1 Timing: Permit may be issued for up to three years @ \$100/year 1 year: \$100 2 years: \$200 3 years: \$300
--	---

Steps for Parklet/Pedlet Authorization:

1. Notice of Intent is emailed to Community Development Staff
2. Application Submittal (Application, Stakeholder Support Form, Site Plan, Maintenance Plan, Design Standards Form)
3. Request for more information or determination by city.
4. Construction (Complete within 24 hours of start).
5. Inspection (Schedule with Building Services before opening to public).
6. Grand Opening (May 1st or later)
7. Removal- No later than November 1st - (Notify Public Works 1 week in advance).

Signatures:

Signature of Applicant/Authoried Agent	Signature of property owner in front of parklet/pedlet

CITY OF WEST ALLIS PHONE CALL

[Notes from other Communities.docx](#)

Shawn Mueller
414-302-8470
smueller@westalliswi.gov

How was policy received by business/property owners in the beginning?

In the beginning West Allis was one of the first communities in Wisconsin to propose a parklet/pedlet policy in 2014/15. They limited the policy to cover their downtown area which accommodates around 8 blocks. Originally businesses and the downtown bid board were skeptical of the policy, however the City of West Allis constructed a model parklet as a pilot and this greatly helped in expanding awareness and acceptance of them.

How many groups have constructed parklet/pedlets?

Currently there are 2 parklets that have been here for a few years and they keep returning every year.

What are the most common accolades of the program?

The most common accolades have been the City of West Allis, along with the downtown BID board who got along with the project after a pilot model was built and introduced by the City.

Most common complaints?

Initially during the process starting up, the city attorney had a lot of internal disputes about insurance requirements. Initially they wanted the business to cover too much of the parklet, and the cost in insurance rates for the business made any possibility of a parklet not financially feasible. Later on the insurance debate was settled with lowering the limit of coverage by businesses.

Most common questions?

After the pilot program many questions were answered by the businesses, and concerns and safety worries were quenched. Some inquiries do come up here and there about if the city would help assist or support a business in their pedlets, but nothing has come to fruition.

Is there anything they'd do differently if they were starting over? Or – have they made changes to the policies that have been significant?

None.

Is the popularity of parklet/pedlets growing, decreasing or staying the same?

The popularity has been slightly growing, as the city has received more inquiries every year.

What is the character of the streets where they most often see the pedlets (lanes of travel, speed, noise, etc?)- Their downtown actually is located on a state highway (Greenfield Ave), so it's very busy. However since a parklet is a temporary structure, the jurisdiction and maintenance of the policy surrounding it falls on the city.

CITY OF LA CROSSE PHONE CALL

[Notes from other Communities.docx](#)

Lewis Kuhlman
6087897361
kuhlmanl@cityoflacrosse.org

How was policy received by business/property owners in the beginning?

The policy was instigated by the Downtown Main St development organization and other businesses in the Pearl Street district along with push from the city. The initial response was varied, with many not supporting since alcohol service was not allowed. However no general objections were formed.

How many groups have constructed parklet/pedlets?

1 group has constructed a parklet

What are the most common accolades of the program?

The most common accolades are the City of La Crosse. Since in the 5 years since the program has been implemented, only one submission has been completed. The Main Street program sees the parklet policy as not being successful, due to the fact that the alcohol license has not been extended to the parklet space, and the parklet has remained public instead of private or semi-private.

Most common complaints?

Initially there were complaints about vehicles running into parklets or pedlets, but a local landscaping company was able to create a parklet as a model and most constituents and businesses were able to see that they were not dangerous or their complaints were not warranted as they thought.

Most common questions?

The most common questions have been “will the parklet be private”, and can alcohol be served on the parklet. Many businesses have called interested in building a parklet, but in the 5 years only one parklet has been constructed. Lewis the planner at La Crosse commented that there should be a better follow-up process and more assistance from the city.

Is there anything they’d do differently if they were starting over? Or – have they made changes to the policies that have been significant?

They would change the permit fee from 200\$ to 100\$. The really is no reason to create additional financial burden on applicants, and the cost to the city is not great as it takes one inspection to approve it.

Is the popularity of parklet/pedlets growing, decreasing or staying the same?

The popularity has not grown, largely due to the fact that the alcohol license has not been extended to include parklets and the parklets have remained public.

What is the character of the streets where they most often see the pedlets (lanes of travel, speed, noise, etc?)

The character of the streets that the parklet policy was targeted toward has been pedestrian-orientated downtown shopping and commercial districts. The street in particular Pearl Street is a slow moving one-way street. The sidewalk-street space is 15ft in width compared with our sidewalk width of 11ft.

CITY OF DE PERE

335 South Broadway, De Pere, WI 54115 | www.de-pere.org



August 23, 2019

To: De Pere Business Improvement District (BID) Property Owners
From: Kim Flom, Development Services Director

2019 De Pere Business Improvement District Annual Meeting

The 2019 Annual Business Improvement District Meeting is scheduled for Friday, September 20 at 9:00 am at De Pere City Hall in the Council Chambers (second floor).

The Annual meeting is for the membership (all property owners within the district are automatically members of the BID) to discuss items pertaining to the BID with the BID Board. The BID Board is a separate entity from the Definitely De Pere Board. This meeting will also include review of and action on the 2020 BID Operating Plan.

The complete packet will be posted on the City's webpage at www.deperewi.gov a few days before the meeting. Click on the Agendas tab, and then select the Business Improvement District Board from the Meeting Groups drop-down box or select by meeting date. You can also review past BID Board meetings at this web location.

BID District Survey

Let us know what you think. Please take this very short online survey to share your thoughts on the Business Improvement District. <https://www.surveymonkey.com/r/deperebid>

De Pere Parklet Policy

The City of De Pere is considering a parklet/pedlet policy that would permit on-street parking spaces to be converted to seasonal public realm amenity areas. As a property (and possibly business) owner, we seek your feedback on the draft guideline manual. You can review it via the Development Services section of the City website under 'Recent News' or at the following link:

<http://www.deperewi.gov/departments/index.php?structureid=15>. Please provide any comments to me by October 1, 2019.

Contact me with any questions regarding the BID, BID Board, or items on the agenda (920-339-2370 or kflom@deperewi.gov). Hope to see you on September 20!

Attachment: Parklet-Pedlet Outreach and Comments (8886 : Consider parklet-pedlet policy and ordinance)

DRAFT Minutes from BID Board Annual Membership Meeting

September 20, 2019

7. Informational - Parklet/Pedlet Draft Policy.

Development Services Director Kim Flom explained that this draft came out of conversations at Board of Public Works and Council related to the proposed Main Av bumpout project. Council members encouraged staff to explore the creation of a parklet/pedlet policy. The draft has been shared for public comment and review, with a deadline of October 1st to provide feedback. Kim noted that there will also be an opportunity to provide input at upcoming Board of Public Works and Council meetings. If approved, staff anticipates a program start date of January 2020. Discussion followed regarding review of the pilot program and the opportunity to make adjustments. Kim also answered Board members' questions. Larry Delo stated that the City is aware that there are concerns about alcohol sales which will have to be vetted as part of this process as well. Toni Minor, representing BID stakeholder Walgreens (East), stated that parking is always a concern, and losing an additional stall or two would be even more of an issue. She asked if there are any plans in the works for alternative parking. Kim stated that there is a proposal for additional parking behind the Kress Library, and the potential to add a few additional stalls by Ahlstrom Munksjo. These proposals are in the conceptual phase and would not be implemented for 2020. Larry stated that, while not in the budget yet, the City is considering the development of a strategic plan for parking in the entire downtown. He does not know if Council will agree to do this next year or not; however there is a need to do something more aggressive and comprehensive. Discussion followed regarding ongoing problems with parking, including perception issues and the need for education. Tom Gavic asked if the development of this draft policy provides an opportunity to address nuisance issues, such as prohibiting smoking in the parklets. Kim replied that staff can certainly include something like that in the draft; however, if the concern is more about smoking in general rights-of-way, that would be better addressed by City ordinance. Larry stated that when buildings became smoke free several years ago, the Council at that time decided not to prohibit smoking in public; this could however be revisited. BID member Bridget O'Connor read a statement from a fellow business owner, Mary Alexis Manning, who could not attend the meeting. Her statement described the features of successful downtowns that she has visited. She noted that she has not seen any parklets/pedlets during her travels. Mary Alexis would like to see more BID funds devoted to cleanliness, parking, and signage. Bridget said that she is a huge fan of public gathering areas, public art, and enhancing the downtown. She feels that this policy would negatively impact parking and safety, given that Main Av is a state highway. She encouraged the City to proceed cautiously and begin with a more restrictive policy, because she feels it would be difficult to pull back and take away something after it has been implemented. She challenged the Board and the City to consider how this great idea can be applied in different locations and spaces such as alleyways, side streets, back entrances, empty lots, etc. rather than on a state highway.

Attachment: Parklet-Pedlet Outreach and Comments (8886 : Consider parklet-pedlet policy and ordinance)

From: Timothy Howald <Timothy.Howald@tweetgarot.com>
Date: October 9, 2019 at 10:25:50 PM EDT
To: "tgavic@credohighered.com" <tgavic@credohighered.com>
Subject: BID Board Actions

Tom,

At the recent board annual meeting, a draft plan for DePere was approved that is not at all consistent with my recommendation to your board. I continue to maintain that parklets and pedlets are not appropriate for West DePere's busy thoroughfares. As a construction company that goes out of our way every minute of every day to avoid unsafe circumstances, it is almost incomprehensible that your board is voting at the same time to create unsafe opportunities for disaster. As a major employer in the area I respectfully request that you reconsider the wisdom of your proposed actions.

Also, consider the tremendous liability for the city the first time a distracted driver crashes through a decorative barricade on the way to potential tragedy. Regretfully, at that time, letters like this and others will be damning evidence for the first lawyer who subpoenas all correspondence on the fateful decision that you are making.

I do not mean to be an obstructionist. We moved our business to De Pere because of the casual, friendly, urban environemt that is DePere. But, we always need to temper that small-town feel and ambiance with the reality that both Main St. and Reid St. are highly-trafficked thoroughfares providing vital access to a very necessary and overcrowded bridge. Be realistic, it is no place for parklets or pedlets.

Sincerely,

Tim Howald
 Tweet/Garot Mechanical

From: MaryAlexis [mailto:maryalexis@new.rr.com]
Sent: Friday, September 13, 2019 6:27 PM
To: Lindsay Brooks
Cc: Jen Berres; Mark Patel; Ryan Jennings; Gavic, Thomas; Ron Manning; Bridget Oconnor; Kimberly T. Flom; Tina Quigley; Dave Wegge; Rich Starry; Jason Tadych; Kimberlee Gast; Dr. Thomas Matzke; Mike Paroubek; amy.sorenson@snc.edu; Al Jamir; Angela Patel; Scott Hemauer; Shanna Zeitler; Ryan Jennings; Scott Crevier; Andy Krans
Subject: Re: Friday Committee Meeting

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

Greetings Tim and Lindsay!

It was I that circulated this thread to as many business folks as I could think of, both property and non property owners. We need more voices to be part of all of the ideas and proposals put forth by city and definitely DePere. It is the role of Definitely DePere to include property and business owners in these discussions. I would appreciate it if they would be front and center in disseminating this kind of information through their business information newsletter and other formats.

Thankyou for your thoughtful information and please stay in the discussion as much as possible. We value your presence and contribution to our community.

Cheers

MaryAlexis

345 Main

Sent from my iPad

On Sep 13, 2019, at 12:21 PM, Lindsay Brooks <info@runspoon.com> wrote:

Hello Neighbors,

Thank you to whoever included us — Tim and Lindsay Brooks from Runaway Spoon on Broadway in east De Pere — in this chain. We've read through the responses, and appreciated the dialogue. We have lived in De Pere most of our lives, we own three properties, and we're residents. We wanted to share our input, though our small business is swamped right now, and we don't have time to put things more eloquently, please no offense to any individuals for/against these proposals.

ALCOHOL: People are already drinking in public, and it's already a problem. We had someone vomit a large amount in our parking lot just a few days ago, and smash some of the flowers and herbs in our planters. We have been in our building for 8+ years, and our property and planters are REGULARLY used as trash bins by the public, most especially beer cans, bottles, and cigarette butts. Patrons of the nearby bar/s regularly loiter in our parking lot and smoke, the amount of cigarette butts is disgusting. We have people urinate in our parking lot, smash beer bottles, vomit. We've had very minor vandalism. This is already a tremendous nuisance, we cannot imagine it getting even worse, and we literally do not have time to clean up after other businesses' patrons. We don't think we should be encouraging more people to drink outside, and honestly can't believe that this is actually being discussed.

PARKLET/PEDLET: We reviewed the proposal materials that were previously circulated, and while we appreciated the thoroughness and spirit of the idea, we would never, never support any initiative that resulted in less parking. This seems like a "solution that is searching for a problem." We have a unique perspective on this, as we own a small parking lot in front of our building, at the corner of James and Broadway. While we are not a retail business per se, we are still very much affected by the lack of parking in De Pere. Our parking lot is a hot commodity, especially nights and weekends, when our catering company is most busy. We leave and return from events quite literally 24/7, and have large vehicles and trailers that barely fit in our tiny parking lot, and only one way. As a result we try to keep people from parking here, we always ask with a "please" and "thank you," we give them a 15 minute grace period, etc. "Where am I supposed to park?!?" is the number one response, by far that we receive. We have been called

every profanity known, screamed at, told that we were horrible people, we should get out of De Pere. My wife was called the “C word” by one of our neighbors (a fellow business owner!) when she asked him to please move his car as it was blocking her from leaving. All of this anger and conflict over parking!

With the concentration of businesses and offices in the small area of Broadway, there isn’t enough parking for the workers, let alone customers. For example, the office building behind our property has probably 8-10(?) people working in it, and there are 9 parking spots on this side of our block. We should be adding parking, not taking it away.

We are not engaged much in the local business/property owner scene, simply because our business is our life, and we don’t have time for anything else. But we chose to locate our business and invest in De Pere because we believe it to be a place that will take care of the best interests of its citizens and businesses ... and we won’t have to worry about that. This response has been all negative, but we have been incredibly PROUD of all the new initiatives — public art, beer gardens, etc — and look forward to all the wonderful things to come!!

Thanks for reading, and sincerely best wishes to all.

Lindsay and Tim Brooks
The Runaway Spoon

On Sep 13, 2019, at 9:28 AM, Jen Berres <jen@jenstaryoga.com> wrote:

Good morning from Colorado!

I understand as property owners you get the first communication and insight on what is going on economic development wise in De Pere. Whomever cc’d me into this- I thank you because as a business who has invested years my time to establish myself in DePere, I would ask why this is trying to get pushed through so fast?

Isn’t it important to know what the businesses (along with building owners) who have invested their time and money think?

Here’s my two cents: A pop-up in front of Jenstar Yoga could be a business killer. Imaging trying to take a yoga class with people potentially drinking, screaming and smoking outside your front door? Would you all come to my classes? Probably not. Without proper regulation on where these pop-ups happen it could be a disaster for a small business like mine.

Then there is parking, which I echo all the other West De Pere folks on. If people can’t park- they go elsewhere.

I think the idea could be developed into something more thoughtful utilizing properties that are vacant or very strategic spots that don't take away parking or affect the businesses around. There are some good ideas in this email chain. It's not a bad proposal by any means, it's just not well thought out. This is coming from someone who really values arts, culture and community. Let's rework the vision a little. I'd be willing to help. We all want people to spend their time and money in De Pere!

Thanks for letting me voice my opinion! Hope the meeting was productive today.

Best,

Jen Berres
Jenstar Movement Studio

On Sep 13, 2019, at 6:25 AM, Mark Patel <coffee@lunacafe.com> wrote:

Please keep in mind that the parking issues on the east and west sides of town are quite different. Thanks.

From: Ryan Jennings [mailto:fitfamilyllc@gmail.com]

Sent: Friday, September 13, 2019 6:09 AM

To: Mark Patel

Cc: Gavic, Thomas; MaryAlexis; Ron Manning; Bridget Oconnor; Kimberly T. Flom; Tina Quigley; Dave Wegge; Rich Starry; Jason Tadych; Kimberlee Gast; Dr. Thomas Matzke; Mike Paroubek; amy.sorenson@snc.edu; Al Jamir; Angela Patel; Scott Hemauer; Lindsay Brooks; Shanna Zeitler; Yoga / Crossfit Jenn & Ryan; Ryan Jennings; Scott Crevier; Andy Krans

Subject: Re: Friday Committee Meeting

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

Hi everyone: This is the first I have seen of this policy. Well done! Kim put a lot of work into it and it shows. Downtowns must be worth the walk. We've got plenty of parking if business owners and staff park away from customer parking. Public Art, beautifully maintained planters, clean sidewalks and streets and yes, parklets all make a downtown worth walking. I'm loving all the progress we've been making!

I'm sure we will wrangle this at council, but I would be in favor of an alcohol premise extension to a parklet only being allowed to businesses that are considered restaurants (over 50% food) and perhaps only when the kitchen is open. I don't know how difficult it is to rescind an alcohol premise extension once it has been granted, but I would want it to be immediate if it is identified as a nuisance and reinstated by council action (not the other way around). Not sure if we can parse the municipal code this way for parklets but it would be good to be upfront about the desired use and consequences for misuse.

A minor point is that I'd like to see all the dimensions listed in inches for the construction for ease of understanding with the exception of the overall dimensions in feet. Have a great conversation! -Ryan.

From: Bridget O'Connor [mailto:bridget@oconnorconnective.com]

Sent: Thursday, September 12, 2019 10:00 AM

To: MaryAlexis; Gavic, Tom; Ron Manning

Cc: Kimberly T. Flom; Tina Quigley; Dave Wegge; Rich Starry; Jason Tadych; Kimberlee Gast; Dr. Thomas Matzke; Mike Paroubek; amy.sorenson@snc.edu; Al Jamir; Angela Patel; Scott Hemauer; coffee@lunacafe.com; Lindsay Brooks; Shanna Zeitler; Yoga / Crossfit Jenn & Ryan; Ryan Jennings; Scott Crevier; Andy Krans

Subject: Re: Friday Committee Meeting

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

Friends,

Tom invited me to join you on Friday, but I too will not be able to join in. I will be at a client meeting in Appleton all Friday morning.

I would like to second MaryAlex's comments.

I am a HUGE fan of the idea of public gathering places, public art, and enhancing our Downtown. Let me begin with saying we have made tremendous strides since I purchased my first building in De Pere in 2014. At that time, we had human trafficking happening on the East side of my building and illegal activity happening within and outside a bar on the West side of my building. We have resolved those issues—but it was painful, expensive, and hard-fought to get there.

Further improving our street, we have had more local investment in our properties on Main Avenue and that is promising. My personal commitment increased when I also purchased 355 Main—doubling our commitment to enhancing our community.

It is in that spirit that I ask the Economic Development Committee to look closely at the unintended consequences of Parklets/Pedlets. If our intent is to enhance the community, why not take the essence of this idea, as defined in the draft policy booklet, and apply the idea to open/empty lots that are awaiting development? We have many of them on both the East and West sides. We have a lot of places where we could put up “pop up” spaces or parklet-type environments without restricting parking or bringing public drinking on to our streets.

While I am certainly a fan of enhancing our community's ability to creating gathering spaces and increase beautification of our downtown, I fear the draft parklet policy is shortsighted in five primary ways:

1. Parking. Certainly this will negatively impact parking spaces on Main and Reid on the West side. This is a big concern for businesses. While trying to rent spaces in our 355 Main Avenue property, the biggest concern I hear from possible tenants is parking.
2. Alcohol on the street. While this policy doesn't directly address how it would manage altering the current City requirements of no drinking on the street or sidewalk, it alludes to how a business could apply for approval through their liquor license. This would be a matter for the Council to approve. Based on dialogue that has already occurred at City Council meetings, it appears there is a pre-drawn conclusion that bars will be granted that right. This is a HUGE concern for me. Keeping alcohol inside taverns is the safest way for us to control what happens when crowds and alcohol mix. If you'd like to see this, I have plenty of video evidence of what occurs when people have drinks in their hands outside the walls of their bars.
3. Safety. If I am reading this correctly, pedlets put pedestrians off the sidewalk and create a space to walk in the street. That's not terribly safe given the State Highway we have on Main. Second, if the public has to walk through a party scene to get from point A to B, it may create a counter-effect where people will not want to walk around our downtown due to the smoking and drinking on the sidewalks.
4. Public Nuisances. As business owners, we are keenly aware of what happens on the sidewalk. Smoking. Litter. And I am sorry, but vomit, peeing, etc. Quality bars have great management and control public nuisances—however, we know that one way our businesses are protected by this behavior is having alcohol contained inside a bar. That was how we held bad actors accountable in the past. Further, the smoking that will now occur in front of our businesses will increase—making walking our streets more challenging if you seek clean air. Again, if you don't think this will happen, take a look at where people congregate outside bars. It's outside their front and back doors—and when the weather is bad, they step into other business doorways. I even have people standing on our grates, risking their life that they could fall through, only to avoid the wind. By bringing more drinking onto the street, we will be bringing more smoking onto the street.
5. The Main Avenue highway. The amount of traffic and speed of semis and other vehicles is significant. How do we propose to keep people safe if we are putting more pedestrians and patrons into the street. Is this even allowed by the State? If you do not know what it feels like to be 10 inches from a semi speeding by on Main, just stand in one of those parking spaces. You will feel how the wind, noise, and vibration impacts you. It's not relaxing or enjoyable. And semis make mistakes. My husband was completely sideswiped by a semi here this year. What if that was a parklet?

So, I would encourage the Economic Development Committee to consider how you can take the best of this idea and redirect it to something off the streets, that leaves alcohol off the sidewalks, helps us control public smoking and cigarette littering, and ensures public safety on our State Highway. My recommendation is to look at how you might use the open lots as an alternative to temporary public parkways.

Thank you. I regret that I cannot join you in person. Please do call on me if you have further questions.

With appreciation for your good work,

Bridget

Bridget Krage O'Connor

Owner/Principal



355 Main Avenue | De Pere, Wisconsin 54115
920.288.2980 (office) | 920.265.9391 (mobile)

www.oconnorconnective.com

On Sep 12, 2019, at 9:10 AM, MaryAlexis <maryalexis@new.rr.com> wrote:

Greetings All

I write you from the road as I won't be able to attend the EE meeting. This is a road trip and I have been to and through a number of cities big and small. Notable is the revival of downtown. Most impressive is the attention to the sensory experience. Downtowns have cleaned themselves up and control garbage, cigarette butts, smells, sounds (there is a no bark ordinance in Steamboat Springs) and sights. There are beautiful walkways past rivers, artwork, botanic gardens big and small.

Absent from these scenes are parklets and pedlets. I see sidewalks no wider than the ones we have in DePere with the kind of close to the building seating we currently have. The only alcohol served outside is at restaurants that are able to enclose the seating area with access through the establishment. We already accommodate this in situations such as we have at Stella's and Smoked to the bone.

There is plenty of downtown parking in most cities and the downtown streets are unobstructed for parking. In short, so far DePere is doing what other up and coming downtowns are doing. Parklets and pedlets will obstruct and eliminate parking on downtown streets. They are costly for the business owner and have a limited life throughout the year. I get feedback everyday from business owners about wanting to maintain the parking we have. I don't get feedback asking for ways to widen the sidewalk.

I encourage the city to continue to restrict serving alcohol outdoors. Any discussion of changing that ordinance should be a separate issue from the Parklet and pedlet discussion. Let's keep doing the things that make the downtown experience a quality time for residents, visitors and businesses.

Cheers

MaryAlexis Pfutzenreuter

345 Main Avenue

DePere, WI

Sent from my iPad

Attachment: Parklet-Pedlet Outreach and Comments (8886 : Consider parklet-pedlet policy and ordinance)



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: November 11, 2019

DEPARTMENT: Board of Public Works

FROM: Eric Rakers

SUBJECT: Consideration and possible action on a request for installation of terrace walk at 875 Lawrence Drive

ATTACHMENTS:

- 2019 1111 BOPW Memo_Terrace Walk_875 Lawrence Drive (PDF)
- 2019 1008 875 Lawrence Terrace Walk (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Walsh
Members of the Board of Public Works
From: Eric Rakers P.E., City Engineer
Date: November 11, 2019

RE: **Consideration and possible action on a request for installation of terrace walk at 875 Lawrence Drive**

The Engineering Department received a request (see attached) from the property owner at 875 Lawrence Drive to install a terrace walk.

The additional sidewalk in the terrace requires Board of Public Works (BOPW) approval per the following from the Ordinance:

Sec. 22-21. Terraces.

- (a) Generally. "Terrace", as used in this section, means all that portion of any public way, street or highway right-of-way that is not paved or surfaced for vehicular traffic, not including boulevards. Every owner of land in the city whose land abuts any terrace is required to maintain, or have maintained by its tenant, the terrace directly abutting such land as follows:
- (2) All that part of the terrace not covered by a sidewalk shall be kept free and clear of all noxious weeds, as defined in section 94-6(3), and shall not be paved, surfaced, or covered with any material which shall prevent the growth of plants and shall be maintained as a lawn, except in areas specifically approved by the board of public works.

Staff recommends the BOPW approve the installation of the terrace walk with the cost for installation, maintenance, and future replacement to be paid by the property owner at 875 Lawrence Drive.

<Title>



Attachment: 2019 1008 875 Lawrence Terrace Walk (8887 : Consider request for terrace walk at 875 Lawrence Drive)

DE PERE



This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising this map.

W

Map of De Pere, WI Provided By The De Pere Planning/GIS Department 2010

10/08/2019

Packet Pg. 44



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: November 11, 2019

DEPARTMENT: Board of Public Works

FROM: Tom Blohowiak

SUBJECT: Consideration and possible action on an RFP for City Hall Complex Backup Generator Design and Construction Management*

ATTACHMENTS:

- 2019 1111 City Hall Backup Generator Memo (PDF)
- City Hall Complex Backup Generator Design and Construction Management (PDF)
- Proposed Fee schedule for Performa Inc. (PDF)
- Proposed Fee schedule for Hansen Design Group (PDF)
- Proposed Fee Schedule for Midwest Design Solutions, LLC (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Walsh
Board of Public Works

From: Thomas Blohowiak, Maintenance Supervisor

Date: November 11, 2019

RE: **Consideration and possible action on an RFP for City Hall Complex Backup Generator Design and Construction Management***

The City Hall complex has one smaller 45 KW Generator to maintain critical equipment in the event of power loss. This generator is over loaded and the system needs to be inspected. The plan is to have a portable generator large enough to power up the entire complex when there is a power loss event. There is equipment running on the backup generator like an air handler unit for City Hall that can be removed from backup power and will come back on line when a portable generator is installed. The Council has approved \$320,000 in the 2019 budget for the entire project. This phase is to get the correct sized generator and insure the system will meet electrical code when complete. Based off the design we will bid out the rest of the project.

The City of De Pere requested quotes from seven (7) vendors for this service. The following three (3) quotes were received for consideration.

Vendors	Performa, Inc.	Midwest Design Solutions	Hanson Design Group
Design Phase Fees	\$11,300.00	\$4,900.00	\$7,050.00
Construction Phase Fees	\$10,050.00	\$5,900.00	\$4,350.00
Grand Total	\$21,350.00	\$10,800.00	\$11,400.00

Attached

1. Request for Proposals For City Hall Complex Backup Generator Design and Construction Management
2. Proposed Fee schedule for Performa Inc.
3. Proposed Fee schedule for Hanson Design Group
4. Proposed Fee Schedule for Midwest Design Solutions, LLC

Staff completed reference checks on the vendor with the lowest proposal. Staff recommendation is to accept the quote from Midwest Design Solutions for the backup generator design and construction management estimated at \$10,800.

Request for Proposals For City Hall Complex Backup Generator Design and Construction Management

The City of De Pere would like to invite your firm to submit a proposal for the design and construction management for the insulation of a backup generator for the City Hall complex.

Your proposal must be submitted to our office at the Municipal Service Center, 925 South Sixth Street, De Pere, WI 54115 by Tuesday November 5, 2019 at 10:00 A.M. Proposals can be submitted either by paper copy or via email to Thomas Blohowiak at tblohowiak@mail.de-pere.org

BACKGROUND INFORMATION:

The City Hall complex has one smaller 45 KW Generator to maintain critical equipment in the event of power loss. This generator is over loaded and the system needs to be inspected. The plan is to have a portable generator large enough to power up the entire complex when there is a power loss event. There is equipment running on the backup generator like an air handler unit for city hall that can be removed from backup power and will come back on line when a portable generator is installed.

SCOPE OF SERVICES:

The scope of services for this project is to include the following:

- Complete a design of where to power up the complex with a portable generator.
 - Design shall be compliant with all local and state regulations.
 - Design to accommodate the installation of “Big Plug” and the main transfer switch.
 - Specify the size of the portable generator to allow room for future expansion.
- The evaluation of current emergency power panels to meet code and not overload the current generator.
- Provide detailed plans for the electrical work and backup generator.
- Provide technical specifications to be included in bid packet.
- Provide bid items and cost estimate.
- Provide construction management services for the installation of the portable generator and wiring upgrades to meet electrical code.
 - Should include initial site visit with contractor, part time site visits during critical times of construction, final inspection, and review of payment requests from contractor.
- Coordinate and manage the installation of backup generator and electrical upgrades to be completed by August 1, 2020.

Meetings

The consultant should include:

- Design Phase
 - Kickoff meeting with City staff, including review of the project site.
 - Final design meeting.
- Construction Management
 - Initial site visit and project kick off meeting with contractor.
 - Periodic site visits during installation.
 - Final meeting and inspection of the backup generator and electrical upgrades.

The Proposed Fee Schedule is included with this document. If there are any specific work items which the Consultant believes are not identified in any unit price item, but is required to provide a functionally completed project, then the identified specific work items shall be included in the appropriate unit price item.

The City will bid the construction project. Additionally, the City will insert the technical specifications into the bid document. The City will provide the other components to the bid documents, such as notice to bidders, instructions to bidders, agreement, and general conditions.

A sample consultant agreement is attached.

SCHEDULING:

The proposals will be taken to the Board of Public Works on November 11, 2019 and Common Council on November 19, 2019. We anticipate the design to be completed by February 2020, with bidding of the project to be completed in March 2020, and construction to be completed by August 1, 2020.

INSURANCE:

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

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

PAYMENT:

The City's Consultant Agreement provides for compensation under the contract to be made in a lump sum upon completion of the contract. This project will be paid in two lump sum payments by Project Phase (Design Phase and Construction Phase) Any proposal that seeks an alternative compensation provision shall be included in a specific description of the preferred compensation method for City consideration.

FEE:

A fee schedule has been included for use on your proposal.

DELIVERY:

The deliverables for this project include the following:

1. Provide project plans for in AutoCAD and .pdf for insertion into the bid documents. The City will bid the project on-line with 11"x17" .pdf plan set.
2. Provide technical specifications in a word document for bidding of the City Hall complex backup portable generator design.
3. Provide bid items, quantities, summary of work, and an engineer's estimate. The estimate is to be provided in an Excel document. Provide the remaining items in a Word document.
4. Provide all required permits and regulatory approvals for construction of the City Hall complex backup portable generator design.
5. Provide a timeline of events to include (but not limited to) kick off meeting, design phase, final design, completion of items for bid document, permit applications as needed, state approval (if needed), bid award, and construction/installation.

The City will prepare the bid documents and bid the City Hall complex backup portable generator project. The plans will be inserted into a City plan set. The City will provide the cover sheet. Additionally, the City will insert the technical specifications into the bid document. The City will provide the other components to the bid documents, such as notice to bidders, instructions to bidders, agreement, and general conditions. The consultant shall be involved once the contractor has been selected to oversee construction management of the project.

ADDITIONAL INFORMATION:

The City will provide a copy of the current building plans to help size the proper backup generator. The City has a copy of the hourly power usage from WPS for 2019 to help with sizing the generator.

The City will pay for permitting fees associated with the project.

A sample Consultant Agreement is attached. Terms and Conditions of a proposer's Standard Agreement for Service shall not be included into Consultant Agreement absent specific language thereof in the Consultant agreement itself.

For questions, please contact Thomas Blohowiak at 920-339-4072 (EXT 2250), or e-mail at tblohowiak@mail.de-pere.org.

Proposed Fee Schedule

Company Name:

Company Address:

Company Address:

Company Representative:

Signature:

Design Backup Generator Hookup for City Hall Complex Design Phase (bid items)		Fee
Design Size of Portable Generator and Hook-up to Complex		
Inspect Emergency panels and Recommend Repairs		
Project Meetings (Two)		
Total Design Fee		

Design Backup Generator Hookup for City Hall Complex Construction Phase (bid items)				Fee
Description	Unit	Unit price		Amount
Attend Preconstruction Meeting	LS	\$		
Review Shop Drawings	LS	\$		
Perform Construction Administration (Estimate) 20 Hrs	HR	\$		
Perform Construction Observation (Estimate) 40 Hrs	HR	\$		

Proposed Fee Schedule

Company Name: Performa, Inc.

Company Address: 124 N Broadway, De Pere, WI, 54115

Company Representative: Matthew Marek, PE – VP of Capital Strategies

Signature:



Design Backup Generator Hookup for City Hall Complex Design Phase (bid items)		Fee
Design Size of Portable Generator and Hook-up to Complex		\$9,200
Inspect Emergency panels and Recommend Repairs		\$1,500
Project Meetings (Two)		\$600
Total Design Fee		\$11,300 (Lump Sum)

Design Backup Generator Hookup for City Hall Complex Construction Phase (bid items)			Fee
Description	Unit	Unit price	Amount
Attend Preconstruction Meeting	LS	\$150/hr	\$450
Review Shop Drawings	LS	\$150/hr	\$600
Perform Construction Administration (Estimate) 20 Hrs	HR	\$150/hr	\$3000 @ 20 hours (T&M) *
Perform Construction Observation (Estimate) 40 Hrs	HR	\$150/hr	\$6000 @ 40 hours (T&M)

*T&M is a time and material estimate. The project will be billed as needed for these services at our time and material rate stated.

\$ 21,350 00

Proposed Fee Schedule

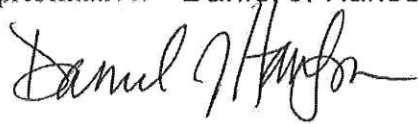
Company Name: Hanson Design Group, LLC

Company Address: 5056 Big Valley Road

Company Address: De Pere, WI 54115

Company Representative: Daniel J. Hanson

Signature:



Design Backup Generator Hookup for City Hall Complex Design Phase (bid items)		Fee
Design Size of Portable Generator and Hook-up to Complex		\$5,600.00
Inspect Emergency panels and Recommend Repairs		\$900.00
Project Meetings (Two)		\$550.00
Total Design Fee		\$7,050.00

Design Backup Generator Hookup for City Hall Complex Construction Phase (bid items)				Fee
Description	Unit	Unit price	Amount	
Attend Preconstruction Meeting	LS	\$ 250.00	\$250.00	
Review Shop Drawings	LS	\$ 500.00	\$500.00	
Perform Construction Administration (Estimate) 20 Hrs	HR	\$ 60.00	\$1,200.00	
Perform Construction Observation (Estimate) 40 Hrs	HR	\$ 60.00	\$2,400.00	

\$11,400.00

Proposed Fee Schedule

Company Name: Midwest Design Solutions, LLC

Company Address: 2676 Bay Settlement Rd

Company Address: Green Bay, WI 54311

Company Representative: Harland Matthews

Signature: 

Design Backup Generator Hookup for City Hall Complex Design Phase (bid items)		Fee
Design Size of Portable Generator and Hook-up to Complex		\$2700.00
Inspect Emergency panels and Recommend Repairs		\$1500.00
Project Meetings (Two)		\$700.00
Total Design Fee		\$4900.00

Design Backup Generator Hookup for City Hall Complex Construction Phase (bid items)				Fee
Description	Unit	Unit price		Amount
Attend Preconstruction Meeting	LS	\$250.00		\$250.00
Review Shop Drawings	LS	\$250.00		\$250.00
Perform Construction Administration (Estimate) 20 Hrs	HR	\$90		\$1800.00
Perform Construction Observation (Estimate) 40 Hrs	HR	\$90		\$3600.00

\$ 10,800.00



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: November 11, 2019

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consideration and possible action on purchasing Bobcat Toolcat*

ATTACHMENTS:

- Consider Purchasing Bobcat Toolcat 10-29-19 (PDF)

City of De Pere

Public Works Department

Memo

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

From: Scott J. Thoresen, Director of Public Works
Marty Kosobucki, Director of Parks, Recreation, & Forestry

Date: October 29, 2019

Subject: Consider Purchasing Bobcat Toolcat

The City Council approved replacing the 2006 Holder as part of the 2019 budget (See attached capital worksheet). The existing Holder is an articulating tractor that is used all year round in a variety of operations such as snow plowing and cutting grass. The budgeted amount if the City were to purchase a new holder is \$150,000. This would be funded by the general fund and storm water utility. Staff researched other equipment in the industry and found we could replace the Holder with a Bobcat Toolcat which includes the attachments of bucket, sander, plow, broom, and blower for \$88,395. We are moving forward with this purchase because the Bobcat Toolcat can perform the same functions as the Holder, Bobcat has a service center in De Pere, and it is significantly cheaper. As a result, there is a budget balance of \$61,605.

In 2019, the parks department requested to purchase a Bobcat Toolcat to replace their existing UTV. This was eliminated from the 2019 budget. In 2020, the parks department has requested to replace the UTV with another UTV (See attached capital worksheet) in the amount of \$13,000. Ideally, the Bobcat Toolcat is a much more versatile piece of equipment than the UTV and can be used all year round for many more operational tasks between the parks and public works departments. One of the tasks this equipment would be used for is snow removal on the Claude Allouez and Scheuring Road bridges using the broom attachment. The current method of plowing the bridges has been damaging the expansion joints and has created costly annual repairs. Utilizing a broom would eliminate the damages to the expansion joints.

Staff is requesting to use the remaining balance of \$61,605 and purchase another Bobcat Toolcat in the amount of \$59,767 (does not include attachments) instead of purchasing a UTV. The attachments do not need to be purchased at this time because the attachments being purchased mentioned previously can be used. If this is approved, the 2020 budget of \$13,000 for the purchase of a UTV can be eliminated from the proposed budget.

Staff would recommend purchasing a second Bobcat Toolcat for \$59,767 using the excess monies from the 2019 general fund and storm water utility budgets.

Attachment: Consider Purchasing Bobcat Toolcat 10-29-19 (8866 : Consider Purchasing Bobcat Toolcat)

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 – 2025**

3.4.a

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: July 29, 2018

DESCRIPTION OF PROJECT:

Replacement of 2006 Holder #101

NEW: **or** **REPLACEMENT: X**

PROJECTED COST: \$ 150,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

\$ 52,500

SPECIAL ASSESSMENT

GRANTS

OTHER

Storm Water Utility = \$ 97,500

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The MSC fleet team reviewed the vehicle and equipment replacement ratings for all City vehicles and equipment. The replacement ratings are based on the American Public Works Association's guidelines for vehicle and equipment replacement. These guidelines rate vehicles and equipment based on condition, maintenance & repair costs, reliability, type of service, miles / hours, and age. Points are given for each criteria. Total point ranges rate the equipment as:

Under 18 points –	Excellent condition
18 to 22 points -	Good condition
23 to 27 points -	Qualifies for replacement
28 points and above -	Needs immediate consideration for replacement

The existing 2006 Holder is currently rated at 26 in 2018 and needs immediate consideration for replacement. The holder is used all year round for various public works activities.

The MSC fleet team reviewed the required repairs that are currently needed for the holder which are:

- 1) Cab wire harness replacement = \$1,500
- 2) Hydraulic hoses under cab = \$1,000
- 3) AC compressor hoses = \$1,000
- 4) Oil leak around the drive motor = \$4,000
- 5) Throttle cable and controls = \$600
- 6) Wiper motor arm assembly = \$300

Total repairs needed = \$8,400

The MSC fleet team recommends the holder be replaced.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

Packet Pg. 57

Attachment: Consider Purchasing Bobcat Toolcat 10-29-19 (8866 : Consider Purchasing Bobcat Toolcat)

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2020 - 2026**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Marty Kosobucki

DATE PREPARED: July 23, 2019

DESCRIPTION OF PROJECT:

Replace #302 UTV. (Four wheel drive utility vehicle with dump box.)

NEW: or REPLACEMENT: X

PROJECTED COST: \$ 13,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

\$13,000

100

SPECIAL ASSESSMENT

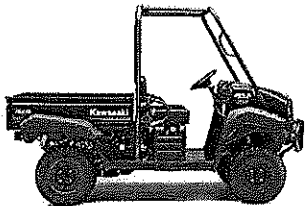
GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Park Department currently owns a Kawasaki Mule UTV. Due to maintenance issues (clutch failing and drive belt burnt up), the score of the UTV jumped to a 27 (recommended for immediate replacement) and is currently not operational. The Mechanics division has identified the vehicles value is not worth investing the repair dollars (\$1,000) into the unit. While not used extensively the UTV has many valuable functions within our department such as back up diamond groomer, used for jobs on Riverwalk due to weight restrictions crossing the bridge, convenience of use for projects on our trails, used in setting up and winterizing sprinkler system at Southwest Park.



PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

3

Goal No.

Attachment: Consider Purchasing Bobcat Toolcat 10-29-19 (8866 : Consider Purchasing Bobcat Toolcat)



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: November 11, 2019

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consideration and possible action on snow removal services for Nicolet Alley*

Nicolet Alley was recently renovated with artwork. In order to maintain this area for pedestrian access in the winter months in a timely manner, the City needs to contract snow removal services. The City solicited eight (8) vendors for quotes (See attached email) for snow removal services. Only two (2) quotes were received. See attached quotes.

Staff is recommending hiring Curb 'n Decor LLC for sidewalk snow removal services for Nicolet Alley.

ATTACHMENTS:

- Snow Removal Vendor Solicitation (PDF)
- Curb n Decor Snow Removal Quote (PDF)
- Earth Development Snow Removal Quote (PDF)
- Contractor Agreement Template4-2-19(PDF)

Scott Thoresen

From: Tony Fietzer
Sent: Tuesday, October 15, 2019 8:29 AM
To: Scott Thoresen
Cc: Tony Fietzer
Subject: Snow Contractor

FYI this is the status update on trying to secure contractors for Nicolet Alley

Lizer-Not interested-not taking additional contracts
 Donnie Mac-Waiting on Don to return call 965-2222
 Earth Development-Waiting on quote from Adam 406-7501
 Landscape Artisans-Not interested
 Apple Valley-Waiting on return call from Jerry 371-3011
 Grunt Work LLC-Waiting on return call from Justin 819-2500
 Curb n Décor-Waiting on call back from Bowie 562-4105
 Green Cut-Spoke to owner, waiting on him to review area 360-5345

Tony Fietzer, CPWP-M

Street Superintendent | [City of De Pere](#)
 925 South Sixth Street | De Pere, WI 54115
 Tel: (920) 339-8325 | Fax: (920) 339-4071

DE PERE



Email: tfietzer@deperewi.gov
 Facebook: [City of De Pere Facebook](#)

Attachment: Snow Removal Vendor Solicitation (8876 : Consider Snow Removal Services for Nicolet Alley)

Curb 'n Decor, LLC
 4651 Sportsman Dr.
 De Pere, WI 54115 US
 920-562-4105
 bowie@curbndecor.com
 www.curbndecor.com

Estimate 146

ADDRESS

Tony Fietzer
 City of De Pere
 925 S 6th St
 De Pere, WI 54115
 United States

DATE
10/31/2019

TOTAL
\$0.00

ACTIVITY	QTY	RATE	AMOI
Snow Removal Commercial - 1" to 3" per event 1" to 3"	0	55.00	0
Snow Removal Commercial - 3.1" to 6" per event 3.1" to 6"	0	70.00	0
Snow Removal Commercial - 6.1" to 10" per event 6.1" to 10"	0	85.00	0
Snow Removal Commercial - 10.1" and over per event 10.1" and over	0	100.00	0
Snow Removal Commercial - Salting per event salting parking lot and walks	0	75.00	0

Estimated pricing provided above. If you would like to be placed on our schedule we ask that you sign and send the estimate back. Our address is: 4651 Sportsman Dr. De Pere, WI 54115.

TOTAL

\$0.0

THANK YOU

Agreement

By signing this estimate you are agreeing to our terms and conditions of this contract. We ask for monthly payments according to how many visits are made each month. Snow billing will be sent out within the first week of each month with net 15 terms. Outstanding balances will incur a 1.5% monthly interest charge with an 18% APR. If signed, this snow contract is valid from November, 2019 thru April, 2020.

Accepted By

Accepted Date

Payment Schedule - Curbing only jobs \$200 down, Remaining balance due upon completion.
 Snow Accounts - Payments Due in full within 15 days
 All other jobs 10% Deposit, 45% Down payment at start of job, 45% Final payment upon completion.
 Outstanding balances will incur a 1.5% monthly interest charge compliant with Wisconsin State Law.
 Deposit Required to secure placement in schedule.

**CONTRACT FOR CONTRACTOR SERVICES BETWEEN THE
CITY OF DE PERE AND _____**

THIS AGREEMENT made and entered into this _____ day of _____, 2019, by and between the City of De Pere, Wisconsin, ("City"), and _____ ("Contractor").

I. SCOPE OF CONTRACTING SERVICES

Contractor agrees to perform those _____ services described in the City's Request for Proposals, _____, dated _____, attached and incorporated as Exhibit A. No standard terms or conditions of Contractor's Proposal are incorporated into this Agreement unless such term is specifically written into the Agreement. Any change to the scope of services as identified therein shall be defined in writing and authorized by both parties prior to performing such work. Such writing shall include the scope of work to be done, schedule for commencing and completing the work and the basis for compensation for such work.

II. COMPENSATION

Contractor shall be paid as provided in Contractor's proposal attached and incorporated as Exhibit B.

III. INSURANCE

The Contractor shall maintain during the course of the project, the following minimum public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages which may arise from the performance of work under the Agreement as stated below:

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than \$1,000,000 per occurrence; with additional umbrella liability insurance coverage to a total of not less than \$5,000,000.

2. Automobile Liability

(A) Coverages must include the following extensions:

Comprehensive Form

- (1) All Owned Autos
- (2) All Hired Autos
- (3) All Non-Owned Autos
- (4) Mobile Equipment
- (5) Specialized Equipment
- (6) Contractual Liability
- (7) Uninsured Motorists to Limit of Policy

(8) Additional Insured Endorsement naming City of De Pere, its employees, agents and assigns

(B) Limits of Liability:

Combined Single Limit/Bodily Injury and Property Damage:
\$1,000,000 per person/per accident

Uninsured/Underinsured Motorists:

Limits equal to above combined single limit

3. Worker's Compensation and Employers' Liability Insurance

Limits of Liability: Statutory

The Contractor shall provide City with a certificate of insurance outlining the required coverage and naming the City as an additional insured thereunder for purposes of the Contract.

IV. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the City, its officers, agents and employees from and against all claims, damage, losses, and expenses including reasonable attorney's fees arising out of or resulting from the performance of the work specified in this Contract, provided that any such claim damage, loss or expense is caused in whole or in part by any negligent or intentional act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a part indemnified hereunder.

V. LEGAL RELATIONS AND PUBLIC RESPONSIBILITY

1. LAWS TO BE OBSERVED. The Contractor shall at all times observe and comply with all federal, state, and local laws, regulations and ordinances which are in effect or which may be placed in effect during the contract period and which in any manner affect the conduct of the work. The Contractor shall indemnify and save harmless the City and all of its officers, agents and employees against any claim or liability arising from or based on the violation of any such law, ordinance, or regulation, whether by himself or his employees, subcontractors, or agents.
2. CONTRACTOR RECORDS. Contractor acknowledges that, as a contractor of a Wisconsin Municipality, Wis. Stats. §19.36(3) applies to it and records produced by it pursuant to this contract are subject to the public records law to the extent that they would otherwise be if maintained by the City of De Pere. Contractor agrees that, within 10 business days of a written request of the City of De Pere, it shall forward such records as are requested by the City of De Pere. Such records shall be in the format requested by City of De Pere provided that such records are kept and maintained in that format.

3. **PERMITS AND LICENSING.** The Contractor shall procure all permits and licenses necessary and incidental to the work required hereunder.
4. **SAFETY, HEALTH AND SANITATION.** The Contractor shall comply with all federal, state and local laws governing the safety, health and sanitation, and shall provide all safeguards, safety devices and protective equipment and take any other needed actions, on his own responsibility or as the City Engineer may determine, reasonably necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the work covered by the contract
5. **RESPONSIBILITY FOR DAMAGE CLAIMS.** The Contractor and its surety shall indemnify and save harmless the City and all of its officers, officials, agents and employees from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons, or property on account of the operations of the said Contractor; or on account of or in consequence of any neglect in safeguarding the work, or through use of unacceptable materials in constructing the work; or because of any act or omission, neglect or misconduct of said Contractor; or because of any claims or amount recovered for any infringement of patent, trademark or copyright; or from any claims or amounts arising or recovered under the worker's compensation law; or any other law, ordinance, order or decree; and so much of the money due the said Contractor under and by virtue of this contract as shall be considered necessary by the Board of Public Works for such purposes, may be retained for the use of the City; or, in case no money or insufficient money is retained, the Contractor's surety shall be held.

The City shall not be liable to the Contractor for damages or delays resulting from work by third parties or by injunctions or other restraining orders obtained by third parties.

It shall be the Contractor's responsibility to see that all of the contract operations incidental to the completion of this contract are covered by public liability and property damage liability insurance in order that the general public or any representative of the contracting authority may have recourse against a responsible party for injuries or damages sustained as a result of said contract operations. This requirement shall apply with equal force, whether the work is performed by the Contractor, or by a Subcontractor or by anyone directly or indirectly employed by either of them.

6. **CONTRACTOR'S RESPONSIBILITY FOR WORK.** Until acceptance of the Work by the City Engineer, the Contractor shall have the charge and care thereof and shall take every precaution against injury or damage to any part thereof by the action of the elements, or from any other cause, whether arising from the execution or non-execution of the Work. The Contractor shall rebuild, repair, restore and make good all injuries or damages to any portion of the Work occasioned by any of the above causes before acceptance and shall bear the expense thereof, except damage to the Work due

to unforeseeable causes beyond control of and without the fault or negligence of the Contractor, including but not restricted to acts of God, of public adversaries or of governmental authorities. In case of suspension of work from any cause whatever, the Contractor prior to suspension shall take such precautions as may be necessary to prevent damage to the project, provide for normal drainage and shall erect any necessary temporary barricades, signs or other facilities, at the Contractor's expense, as directed by the Engineer.

7. **PERSONAL LIABILITY OF PUBLIC OFFICIALS.** In carrying out any of the provisions of this contract or in exercising any power or authority granted to them thereby, there shall be no personal liability upon the City, its officers, officials, agents and employees, it being understood that in such matters they act as agents and representatives of the City. Any right of action by the Contractor against the City, or its agents or employees, is hereby expressly waived.

VI. GUARANTEE OF MATERIALS AND WORKMANSHIP

The Contractor shall guarantee all materials furnished and all work performed under the Contract against all defects in materials and workmanship for a period of one year following the date of acceptance of the Work, which date shall be understood to be the date of which final payment of all monies due the Contractor under the contract is authorized by the Director of Public Works. Should any defect appear during the guarantee period, the Contractor shall make the required repairs or replacement upon receipt of written notification from the Director of Public Works to do so.

VII. MEDIATION

All claims, disputes and other matters in question between the parties of this Agreement arising out of or relating to this Agreement or breach thereof, which are not disposed by mutual agreement of the parties, shall be subject to mediation as a condition precedent to the institution of legal proceedings by either party. If such claim, dispute or other matter involves a lien arising out of the Contractor's services, the Contractor may proceed in accordance with applicable law to comply with lien notice and filing deadlines prior to resolution of the matter by mediation.

The City and Contractor shall attempt to resolve claims, disputes and other matters in question between them by mediation in accordance with the Rules of the American Arbitration Association currently in effect unless the parties agree otherwise. A request for mediation shall be filed in writing with the other party to this Agreement and, if applicable, the American Arbitration Association. The request may be made concurrently with the filing of a civil action, but mediation shall proceed in advance of legal proceedings, which may be stayed pending mediation for a period of 60 days from the date of filing unless a longer period is agreed to by the parties or required by a court order.

The parties shall share the mediator's and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon.

Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

VIII. NOTICES

Any notification required or needed under the contract shall be sent to the following:

If to City:

City of De Pere
Attention:
925 South Sixth Street
De Pere, WI 54115

If to Contractor:

Name of Business
Attention:
Address:

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

Name of Contractor

By:

CITY OF DE PERE

By:

Michael J. Walsh, Mayor

Carey E. Danen, Deputy City Clerk

Approved as to Form:

City Attorney

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

MEETING DATE: November 11, 2019

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consideration and possible action on a request from Alderperson Hansen to purchase Fish Sculpture*

Alderperson Hansen has requested consideration for purchasing the fish sculpture to become a permanent public art piece in the downtown. Definitely De Pere has informed Alderperson Hansen the sculpture is still available for purchase in the amount of \$8,000. The funding of this purchase would come from the available monies dedicated for the streetscape from the Stadium Tax. If this is approved staff would work with Definitely De Pere in selecting a location for the sculpture as well as coordinating the installation.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: November 11, 2019

DEPARTMENT: Board of Public Works

FROM: Eric Rakers

SUBJECT: Consideration and possible action on STP-U Grant Application for Lawrence Drive Reconstruction*

ATTACHMENTS:

- 2019 1111 CE_STP U Grant Memo (PDF)
- 2019-10-23-WisDOT_stp-u-app (PDF)
- ExhibitPG1 (PDF)
- ExhibitPG2 (PDF)
- Exhibit-Typical Sections (PDF)

CITY OF DE PERE MEMO



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

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

Date: November 11, 2019

RE: **Consideration of STP-U Grant Application for Lawrence Drive Reconstruction***

City staff has submitted a preliminary application for an STP-U Grant for the reconstruction of Lawrence Drive from 400 feet south of Fortune Drive to 650 south of Scheuring Road. The project scored very high in will be awarded a grant with the formal submittal. The project involves several updates including the installation of a pedestrian refuge island where the Preserve Trail crosses Lawrence Drive 1,000 feet north of Fortune Avenue. Rapid rectangular flashing beacons will be installed at the crossing. Bike lanes will be included in the project. The proposed project involves reducing the four lanes down to two lanes from the south project limits to 1,000 feet north of Fortune Avenue. Lawrence Drive will remain four lanes from 1,000 feet north of Fortune Avenue to the north project limits.

Under this program, the City receives grant funding for up to 80% of eligible project costs. The project schedule is to complete design in 2023 and 2024 and construction in 2025. A summary of costs is as follows:

Roadway	Costs
• Construction Cost	\$2,545,000
• Construction Engineering Costs	\$483,550
• State Review for Construction	\$20,400
• Total Construction	\$3,048,950
Design	
• Plan Development	\$559,900
• State Review for Design	\$22,200
• Total Design	\$582,100

Staff recommends the BOPW approve the formal submittal of the grant for City signature.



WisDOT 2020-2025 STP-Urban Program Application

NOTE: This application is required for each new potential 2020-2025 program cycle project. Please review the application instructions (see link below) to assist you in completing the application.

[STP-Urban Application Instructions](#)

Project Description

Project Sponsor: **City of De Pere** Facility Owner: **City of De Pere**

Project Location:

Municipality: **City of De Pere**

County: **Brown**

On Route: **Lawrence Drive**

At Route (Start): **Fortune Ave**

Offset: **.1 mile south** (tenths of a mile)

Toward Route (End): **Scheuring Rd**

Is the project a planning, administration, or other non-infrastructure project? ☐ Yes ☒ No If yes, please select the type of project and provide a brief explanation: **SELECT**

Please indicate the project's distance from the applicable urban/urbanized area boundary: **SELECT**

NOTE: Attach an 8½ x 11 map showing the project location. A WISLR map is REQUIRED (refer to the following link: <http://wisconsindot.gov/Pages/doing-bus/local-gov/wislr/default.aspx>)

Length of Project: **0.53** (tenths of a mile)

Average Daily Traffic (ADT): **14,700** ADT Year: **2016** Posted or Statutory Speed Limit(s): **35** (mph)

Functional Classification: **Minor Arterial**

Functional classification map change anticipated during this program cycle? ☐ Yes ☒ No

NOTE: Roadway must be functionally classified as a Collector or higher to be eligible for funding.

Existing Facility

Number of Lanes: **4** Lane Width: **10.5' & 11'** Cross Section: ☐ Rural ☒ Urban

Pavement Type: **Concrete** If Combination, explain: Pavement Width: **43**

Pavement Rating: **5** Pavement Condition: **2019** Year Last Improved: **1986**

Shoulder Type: **SELECT** If Combination, explain: Shoulder Width:

Existing Sidewalk? ☒ Yes ☐ No

Are sidewalks designated as part of a regional or local bicycle or pedestrian system? ☒ Yes ☐ No

Existing bicycle/pedestrian accommodations? ☐ Yes ☒ No

Are bicycle/pedestrian accommodations designated as part of a regional or local bicycle or pedestrian system?

☒ Yes ☐ No

☒ Lighting: **SELECT** Lighting Style: **Standard**

Attachment: 2019-10-23-WisDOT_stp-u-app (8901 : Consider and possible action on STP-U Grant App for Lawrence Dr)

Sub-standard alignment? Horizontal: ☐ Yes ☒ No

Vertical: ☐ Yes ☒ No

Any federal-aid-eligible structures within the existing facility? ☐ Yes ☒ No If yes, please indicate the structure ID #(s):

Does a railroad facility exist within 1000 feet of the project limits? ☐ Yes ☒ No If yes, specify: **SELECT**

Known Safety Issues? ☐ Yes ☒ No If yes, specify: (consider applying for Highway Safety Improvement Program [HSIP] funds if applicable)

Project Justification

Explain why the project is needed, including the scope and appropriate detail on the project's uniqueness and complexity. Describe specific deficiencies such as pavement cracking, edge raveling, surface deterioration, substandard geometrics, etc. Include and separately identify any 100% locally funded components of the project that are part of the overall improvement.

Project involves several updates including the installation of a pedestrian refuge island at a popular trail that crosses Lawrence Drive 1000 feet north of Fortune Avenue. Rapid rectangular flashing beacons will be installed at the crossing. Bike lanes will be included in the project. The proposed project involves reducing the four lanes down to two lanes from the south project limits to 1000 feet north of Fortune Avenue. Lawrence Drive will remain four lanes from 1000 feet north of Fortune Avenue to the north project limits.

Proposed Improvement

NOTE: Applicants should refer to the traffic data and design standards information in the instructions prior to completing this section of the application.

Improvement Type: **Reconstruction** If Combination, explain: Overall Length: (feet)

☐ Rural Cross Section Length: (tenths of a mile)

☒ Urban Cross Section Length: **.53** (tenths of a mile)

Will the project add lanes? ☐ Yes ☒ No If Yes, describe which part(s) of the project will receive additional lanes:

Grading: ☒ Minimal ☐ Moderate ☐ Extensive

New Pavement Type: **Concrete** If Combination, explain: Width: **54 & 46** Length: **2200**

New Shoulder Type: **SELECT** If Combination, explain: Width: Length:

☐ Sidewalk Width: Length:

Are bicycle/pedestrian accommodations required? ☒ Yes ☐ No If yes, specify: **Bike lanes, 5'**

☒ Curb and Gutter Length: **2200**

☐ Signals ☐ Roundabout **NOTE: Refer to FDM 11-26 for modern roundabout information (<http://wisconsin.dot.gov/rdwy/fdm/fd-11-26.pdf>).**

☐ Railroad improvements

☐ Freight-related improvements

☒ Lighting: **Spot** Lighting Style: **Standard**

☐ Beam Guard

☒ Permanent and Temporary Pavement Marking

☒ Permanent and Temporary Signing

☒ Storm Sewer:

- ☒ Lateral Storm Sewer Lines Estimated Total Length: **300** Estimated Diameter(s): **12**
- ☐ Trunk Storm Sewer Lines Estimated Total Length: Estimated Diameter(s):
- ☐ Storm Sewer Included in Non-participating Construction Cost estimate (see page A-5)

☐ Structure Structure Type: **SELECT** Work Required: **SELECT**

Structure #(s):

Sizes and Descriptions:

Traffic Management During Construction: **Road Open with Staged Construction**

Do you anticipate submittal of an exception to standards request? ☐ Yes ☒ No

If yes, please describe:

Environmental/Cultural Issues

Agriculture	☐ Yes	☐ No	☒ Not Investigated	Comments:
Archaeological sites	☐ Yes	☐ No	☒ Not Investigated	Comments:
Historical sites	☐ Yes	☐ No	☒ Not Investigated	Comments:
Lakes, waterways, floodplains	☐ Yes	☐ No	☒ Not Investigated	Comments:
Wetland	☐ Yes	☐ No	☒ Not Investigated	Comments:
Stormwater management	☐ Yes	☐ No	☒ Not Investigated	Comments:
Hazardous materials sites	☐ Yes	☐ No	☒ Not Investigated	Comments:
Hazardous materials on existing structure	☐ Yes	☐ No	☒ Not Investigated	Comments:
Upland habitat	☐ Yes	☐ No	☒ Not Investigated	Comments:
Endangered/threatened/migratory species	☐ Yes	☐ No	☒ Not Investigated	Comments:
Section 4(f)	☐ Yes	☐ No	☒ Not Investigated	Comments:
Section 6(f)	☐ Yes	☐ No	☒ Not Investigated	Comments:
Through/adjacent to tribal land	☐ Yes	☐ No	☒ Not Investigated	Comments:

Miscellaneous Issues

Construction Schedule Restrictions (trout, migratory bird, local events):

Has there been any real estate acquired or transferred in anticipation of this project? ☐ Yes ☒ No

If yes, please explain.

Right of Way: **(NOTE: It is recommended that local funds be used to acquire right of way.)**

Check all that are applicable.

- ☐ None ☐ Less than ½ acre ☐ More than ½ acre
- ☐ Parklands ☐ Large parcels ☐ Strips ☒ Temporary interests

Other Funding Sources: Has the municipality anticipated, requested or been approved for other federal or state funding from WisDOT for the improvement? ☐ Yes ☒ No If yes, please indicate all of the other funding sources that are anticipated, have been requested, or approved with the associated project ID(s):

Highway Safety Improvement Program (HSIP)	☐ Anticipated	☐ Requested	☐ Approved	ID:
Local Roads Improvement Program (LRIP)	☐ Anticipated	☐ Requested	☐ Approved	ID:
Railroad Programs (see instructions)	☐ Anticipated	☐ Requested	☐ Approved	ID:

Local Bridge Program	☐ Anticipated	☐ Requested	☐ Approved	ID:
Surface Transportation Program - Rural	☐ Anticipated	☐ Requested	☐ Approved	ID:
Congestion Mitigation and Air Quality (CMAQ)	☐ Anticipated	☐ Requested	☐ Approved	ID:
Transportation Alternatives Program	☐ Anticipated	☐ Requested	☐ Approved	ID:
Transportation Economic Assistance Program	☐ Anticipated	☐ Requested	☐ Approved	ID:
Disaster Damage Aids	☐ Anticipated	☐ Requested	☐ Approved	ID:
Other:	☐ Anticipated	☐ Requested	☐ Approved	ID:

Other Concept Notes: Provide any additional relevant project information that has not been covered in another section of the application.

Cost Estimate, Project Priority, and Scheduling (do not include pages A-5 and A-6 in the Concept Definition Report [CDR])

Applicants should reference the following WisDOT web page prior to completing this section of the application:
<http://wisconsin.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/tools.aspx>

NOTE: Requesting design and construction projects in the same fiscal year is not allowed. All applications must include a sheet documenting the calculations performed to create the estimate(s).

☒ Tied Projects? All requests for design must be tied to a construction project. Please indicate which projects will be tied (if applicable): Design and construction of Lawrence Drive

☒ Construction:

Basis for Construction Estimate: ☒ Itemized ☐ Per Mile ☐ Past Projects
☐ Other, specify:

Project Priority: 1

☐ FY 2021 ☐ FY 2022 ☐ FY 2023 ☐ FY 2024 ☒ FY 2025

Roadway:

Federal Share of the Participating Construction Cost (80%)	\$2,036,000
Local Share of the Participating Construction Cost (20%)	\$509,000
Non-Participating Construction Cost (100% Local)	\$0

Structure(s) (if applicable):

Federal Share of the Participating Construction Cost (80%)	\$
Local Share of the Participating Construction Cost (20%)	\$
Non-Participating Construction Cost (100% Local)	\$

A. Subtotal Construction Costs \$2,545,000

B. Construction Engineering Costs \$483,550

C. State Review for Construction (see instructions, page I-8, Table 1) \$20,400

Construction with State Review Cost Estimate (sum lines A, B and C) \$3,048,950

☒ Design:

☐ 100% Locally Funded (state review is required to be included as 100% locally funded) OR
☒ 80% Federally Funded ("state review only" projects are not allowed)

Project Priority: 2

☐ FY 2021 ☐ FY 2022 ☒ FY 2023 ☐ FY 2024 ☐ FY 2025

A. Plan Development (see instructions page I-9, Table 1) Percentage: 22 % \$559,900

B. State Review for Design (see instructions, page I-9, Table 1) Percentage: % \$22,200

Design with State Review Cost Estimate (sum lines A and B) \$582,100

NOTE: WisDOT Region staff may revise estimates in the Plan Development, State Review for Design, and State Review for Construction categories based on the complexity of the project or other factors.

Attachment: 2019-10-23-WisDOT_stp-u-app (8901 : Consider and possible action on STP-U Grant App for Lawrence Dr)

CONFIDENTIAL INFORMATION (continued)

☐ **Real Estate:** (Recommend funding with local funds.)

Project Priority:

☐ FY 2021 ☐ FY 2022 ☐ FY 2023 ☐ FY 2024 ☐ FY 2025

Total Real Estate Cost (Round to next \$1,000) \$

Cost Estimate, Project Priority, and Scheduling (do not include pages A-5 and A-6 in the Concept Definition Report [CDR])

☐ **Utility:** (Compensable utility costs must be \$50,000 minimum per utility. Recommend funding with local funds.)

Project Priority:

☐ FY 2021 ☐ FY 2022 ☐ FY 2023 ☐ FY 2024 ☐ FY 2025

Total Utility Cost (Round to next \$1,000) \$

NOTE: WisDOT Utility Policy link: <http://wisconsin.gov/rdw/fdm/fd-18-01.pdf>

☐ **Other (Planning, Administration, or Other Non-infrastructure):**

Project Priority:

☐ FY 2021 ☐ FY 2022 ☐ FY 2023 ☐ FY 2024 ☐ FY 2025

Total Other Cost (Round to next \$1,000) \$

WisDOT Information – Shaded area to be completed by WisDOT staff only.

Additional Confidential Information			
FOR WISDOT USE ONLY – enter the following information at application review			
WisDOT Region Reviewer:		Date:	
WisDOT Region Comments on Application:			
FOR WISDOT USE ONLY – enter the following information after project approval			
Approved Federal Funding Amount: Construction: \$		Design: \$	Real Estate: \$
Other: \$			Utility: \$

Please confirm your understanding of the following project conditions by **typing your name, title and initials** in the boxes at the bottom of this page. **A Head of Government/Designee with fiscal authority for the project sponsor, not a consultant, must initial below AND sign the next page of this application.**

- a. All Federal Funding will be limited at the estimate amount unless an increase is approved by WisDOT. Additional costs incurred over the limit will be 100% the responsibility of the project sponsor.
- b. A federally funded design project must be tied to a construction project. Stand alone design projects are no longer eligible for funding (this does not apply to MPO area projects).
- c. Only new projects may apply, existing projects are ineligible for additional funds through the new cycle process. Existing projects requiring additional funds are encouraged to use the existing Project Change and Cost Increase processes.
- c. Federally-funded projects must be designed in accordance with all applicable federal design standards (even if the design for a federally-funded project was 100% locally funded).
- d. The sponsor must provide matching dollar funding of at least 20% of project costs.
- e. The sponsor must not incur costs for any phase of the project until that phase has been authorized for federal charges and the WisDOT Region has notified the sponsor that it can begin incurring costs. Otherwise, the sponsor risks incurring costs that will not be eligible for federal funding.
- f. As the work progresses, the state will bill the project sponsor 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. If reviews or audits show any of the work to be ineligible for federal funding, the project sponsor will be responsible for any withdrawn costs associated with the ineligible work.
- g. The project sponsor will pay to the state all costs incurred by the state in connection with the improvement that exceed federal financing commitments or are ineligible for federal financing. In order to guarantee the project sponsor's foregoing agreements to pay the state, the project sponsor, through its 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.
- h. If the project sponsor should withdraw the project, it will reimburse the state for any costs incurred by the state on behalf of the project.
- i. For 100% locally funded design projects, costs for design plan development and state review for design are 100% the responsibility of the local project sponsor. Project sponsors may not seek federal funding for only state review for design projects.
- j. The sponsor agrees to state delivery and oversight costs by WisDOT staff and their agents. These costs include review of design and construction documents for compliance with federal and state requirements, appropriate design standards, and other related review. These costs will vary with the size and complexity of the project. The sponsor agrees to add these costs to the project under the same 80% federal and 20% local match requirements.
- k. Transportation construction projects using federal funds except sidewalks, are likely general improvements that primarily benefit the public at large and for which special assessments cannot be levied under s. 66.0703, Wis. Stats. Municipalities desiring to obtain the required local project funding through special assessments levied against particular parcels should seek advice of legal counsel. See Hildebrand v. Menasha, 2011 WI App 83.

Attachment: 2019-10-23-WisDOT_stp-u-app (8901 : Consider and possible action on STP-U Grant App for Lawrence Dr)

I confirm that I have read and understand project conditions (a) through (k) listed above:

3.7.b

Name: Eric Rakers

Title: City Engineer

Accepted (please type your initials here): EPR

Contact Information and Signatures

Application prepared by a consultant? ☐ Yes ☒ No If yes, consultant information and signature required below.

Consultant Company Name:

Company Location (City, State):

Consultant Signature (electronic only):

Date:

NOTE: On Local Program projects, it is not permissible for a consultant to fill out applications gratis (or for a small fee) for a municipality and then be selected to do the design work on a project. A municipality could start their consultant selection process early enough and make the application part of the scope of services with the understanding that all costs incurred prior to authorization will be the responsibility of the local municipality.

See FDM 8-5-3 for additional information: <http://wisconsindot.gov/rdwy/fdm/fd-08-05.pdf>

Sponsor Agency:

Contact Person:

(Note: must be Head of Government or Designee)

Title:

Address:

Telephone:

Email:

Only one project sponsor is allowed per project. As a representative of the project sponsor, the individual that signs below confirms that the information in this project application is accurate. A local official, not a consultant, must sign the application. I understand that completion of this application does not guarantee project approval for federal funding.

Head of Government/Designee Signature (electronic only):

Date:

Local Unit of Government Agency (when owner differs from sponsor):

Owner Signature (when owner differs from sponsor) (electronic only):

Date:

WisDOT Information – Shaded area to be completed by WisDOT staff only.

FOR WISDOT USE ONLY – enter the following information at application review

NOTE: Please add any WisDOT application comments in the comments section on the Confidential page A-6.

Subprogram: Project Improvement Type:

Anticipated Environmental Document Type (e.g., CE, ER, EA, EIS):

Region Reviewer's Name:

Reviewer's Title:

Date Received:

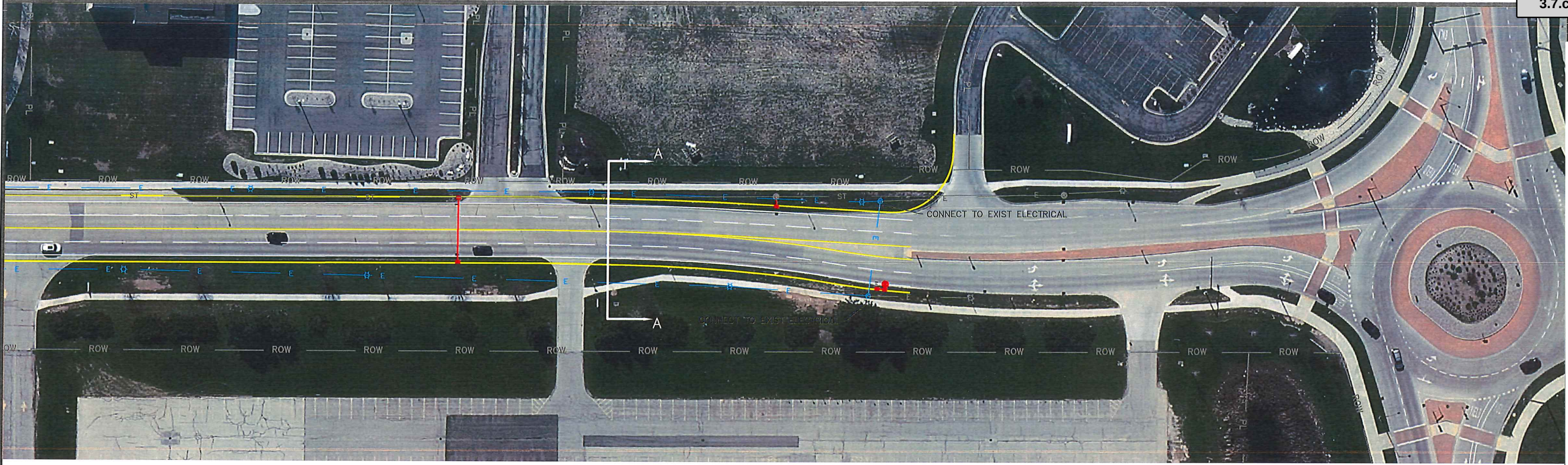
WisDOT Region Reviewers Signature:

Date:

FOR WISDOT USE ONLY – enter the following information after project approval

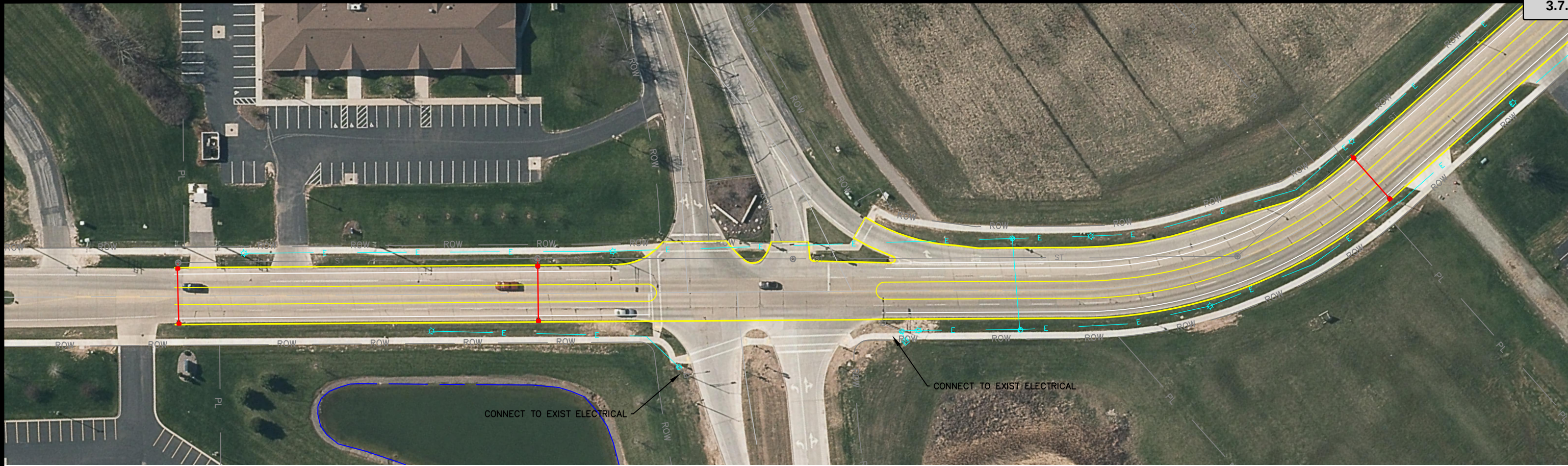
Project ID(s):

Attachment: 2019-10-23-WisDOT_stp-u-app (8901 : Consider and possible action on STP-U Grant App for Lawrence Dr)



	CITY OF DE PERE		LAWRENCE DRIVE		NAME: EXHIBIT		BY		DATE	REVISIONS / ISSUES		EXHIBIT NO.
	ENGINEERING DIVISION 925 S. SIXTH ST DE PERE WI 54115		FROM FORTUNE AVENUE TO SCHEURING ROAD		PROJECT #		JML		06-2019	NO. DATE BY REMARKS		
	OFFICE 920-339-4061 FAX 920-339-4071											

Attachment: ExhibitPG1 (8901 : Consider and possible action on STP-U Grant App for Lawrence Dr)



3.7.d

Attachment: ExhibitPG2 (8901 : Consider and possible action on STP-U Grant App for Lawrence Dr)



CITY OF DE PERE

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

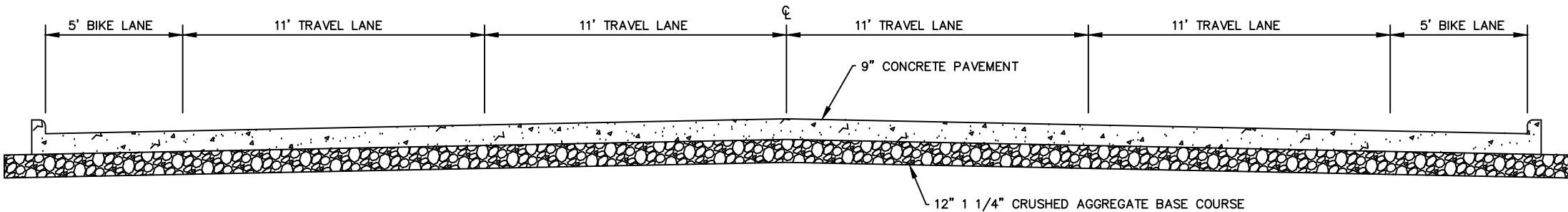
LAWRENCE DRIVE
FROM 500' S/O FORTUNE AVENUE TO FORTUNE
AVENUE

NAME: EXHIBIT
PROJECT #

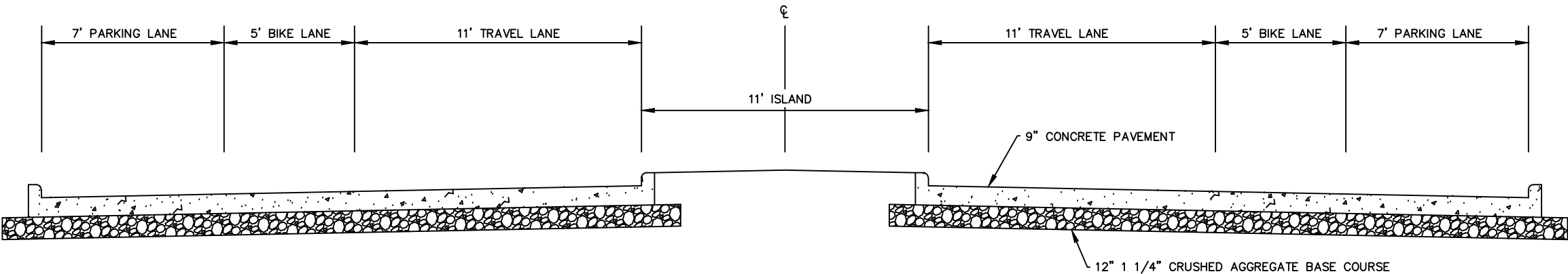
BY	DATE
JML	06-2019
DESIGNED	
CHECKED	

REVISIONS / ISSUES			
NO.	DATE	BY	REMARKS

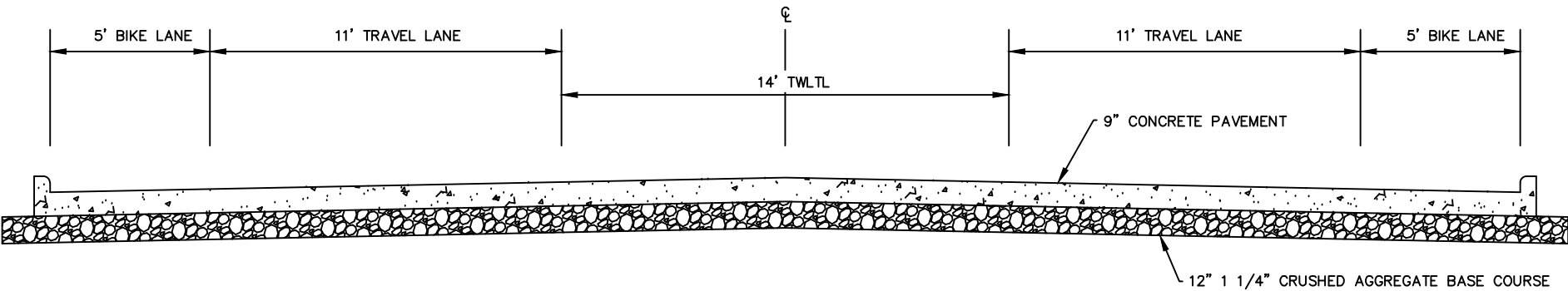
EXP NO.



SECTION A-A



SECTION B-B



SECTION C-C



CITY OF DE PERE

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

LAWRENCE DRIVE
FROM FORTUNE AVENUE TO SCHEURING ROAD

NAME: TYPICAL SECTIONS EXHIBIT
PROJECT #

BY	DATE
SRL	5-2016

REVISIONS / ISSUES			
NO.	DATE	BY	REMARKS

EXH NO.