



Board of Public Works

Regular Meeting

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

Agenda

Monday, October 8, 2018

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 **October 8, 2018** at **7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

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

I. Call to Order

1. Roll Call

2. Public Hearing to Levy Special Assessments for Storm Sewer Main and/or Laterals for Legion Ct.

A. Notice of Public Hearing

B. Recommendation from the Board of Public Works

C. Final Resolution Authorizing Levying Special Assessments for Storm Sewer Main and/or Laterals for Legion Court.

II. Public Comment

III. Items

1. Approval of the Board of Public Works September 10, 2018 Meeting Minutes.
2. Consider Request for Installation of Terrace Walks on Stewart Street.
3. Consider Preferred Streetscape Design for James Street.*
4. Resolution #BOPW 18-05 Declaring Public Emergency Exception to Public Bid Requirements for Chiller System Replacement at the De Pere Ice Recreation Center.
5. Discuss Customers Refusing New Water Meter Installation*
6. Consider User Fees for MSC Rubbish Drop Off Operations
7. Discuss Acceptable Rubbish Items
8. Consider Engineering Technical Services Regarding Installation of T-Mobile's Wireless Antennae Facilities on Merrill Water Tower*
9. Consider 2018-2019 Snow & Ice Removal Rates
10. Approval Parking and Traffic Recommendations
11. Discuss Parking and Traffic Committee Non-Action Items.

IV. Future Agenda Items

V. Adjournment

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

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, Monday October 8, 2018 so that arrangements can be made.

Agenda Sent To:

Mayor

Kenneth & Marlyn J Trinkner

Alderspersons

Sean D. & Ann M. Schroepfer

Department Heads

David R. Smith

TV, Newspapers & Radio Stations

Don Chilson

Kress Family Library

Patrick Wren

De Pere Chamber of Commerce

Definitely De Pere

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.



Request For Board of Public Works Action

MEETING DATE: October 8, 2018

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: C. Final Resolution Authorizing Levying Special Assessments for Storm Sewer Main and/or Laterals for Legion Court.

The purpose for this item is to approve a final resolution for special assessment for storm sewer and/or storm lateral construction on Legion Court in response to a backyard drainage complaint.

Background

The City has received a drainage complaint on the east side of Legion Court. Because of this, the City is proposing to install storm sewer laterals to the properties on the east side of this block. The installation of storm laterals conforms to the City Municipal Code Section 26-5-5 which states that:

“(d) Without other construction

(1) Installation. “Mini” storm sewer, defined herein to mean storm sewer main of a smaller diameter than the traditional storm sewer main, intended to provide drainage for sump pumps and backyard drains and laterals, may be installed behind the curb line when:

- a. Requested by a property owner to address storm drainage issues; or*
- b. When ordered by the director of public works to address drainage issues.*

The extend of “mini” storm sewer shall be determined by the city engineer or designee based upon the drainage needs of the immediate vicinity.”

Assessments for these services were calculated per Code Section 13-7.

As calculated per Code Section 13-7 and approved by the Board of Public Works (BOPW), the costs for the 2018 storm sewer special assessment is as follows:

- Residential Properties
 - Storm Lateral Assessment - \$1650.24 per each
 - Storm Main Assessment - \$364.24 per parcel

The locations impacted by storm sewer assessments include:

- 327 Legion Court
- 335 Legion Court

- 343 Legion Court

Property owners have been notified of this project including:

- July 26, 2018 – Letter Notifying of Proposed Work and Assessment
- August 21, 2018- Letter Notifying of Board of Public Works Meeting
- September 20, 2018 – Letter Notifying of the Public Hearing for Special Assessments

Code Section 13-7 d. further identifies procedures and pay options for the storm sewer special assessments as follows:

- d. *Public hearing. The board shall hold a public hearing on the assessments and after the hearing may by resolution approve, disapprove, modify, or refer the report with such directions as it deems necessary. The board shall provide for the following payment alternatives if it determines to assess for any of the improvements:*
 - i. *No interest imputed if payment of assessment made in full within 30 days of invoice;*
 - ii. *Payment in such number of yearly installments as deemed reasonable by the board, together with interest thereon at the rate of one percent over the interest rate paid by the city on its latest bonding issue, with payment in full due upon transfer of the property;*
 - iii. *Deferred payment of assessment with interest to accrue at the rate of one percent over the interest rate paid by city on its last bond issue, with the total becoming due on the earliest of the following:*
 - A. *Transfer of the benefited property to any other person or entity;*
 - B. *Subdivision of the benefited property;*
 - C. *Connection to the storm sewer;*
 - D. *The expiration of 25 years from the date of the adoption of the final assessment resolution, at which time the assessment plus accrued interest shall be made in full against the benefited property.*
 - iv. *Interest on alternatives ii. and iii. above shall stop accruing after a period of ten years.*

Note under item ii., the BOPW can establish a number of yearly establishments for payback. Also, under iii., property owners are not required to pay until they connect to the storm lateral, sell or subdivide the property, or 25 years, whichever occurs first.

Recommendation

Staff recommends that the Board of Public Works adopt the final resolution.

ATTACHMENTS:

- Schedule_B (PDF)
- Schedule_C (PDF)
- Report-Spec_Assess_Sch_D_LegionCt_Preliminary (PDF)
- Legion Court Assessment Map(PDF)

SCHEDULE B
EXISTING DEVELOPMENT RESIDENTIAL
UP TO TWO UNITS PER BUILDING

Schedule B
2018 Storm Sewer Improvement Cost Existing Development Residential up to Two Units per Building
Calculations Based on Municipal Code 13-7 - Approved By the Board of Public Works on February 12, 2018
City of De Pere
Date: 3/5/2018

Mainline Cost

Project	Bid Item	Bid Item Description	Unit	Quantity	Cost	Total	Comment
15-01	ST-04	Remove and Replace 12" PCV or RCP Storm Sewer	LF	648	\$49.00	\$31,776.50	
15-07	ST-01	Remove and Replace 12" PCV or RCP (Class III) Storm Sewer	LF	797	\$50.51	\$40,276.67	
16-02	ST-06	Provide 12" PVC Storm Sewer	LF	609	\$45.00	\$27,405.00	
16-07	ST-02	Remove and Replace 12" PVC or RCP (Class III) Storm Sewer	LF	119	\$62.00	\$7,378.00	
17-01	ST-02	Remove and Replace 12" PVC or RCP (Class III) Storm Sewer	LF	479	\$47.00	\$22,489.50	
17-02	ST-03	Provide 12" PVC or RCP Class III Storm Sewer	LF	1555	\$38.00	\$59,071.00	
17-07	ST-02	Remove and Replace 12" PVC or RCP CL III Storm Sewer	LF	91	\$36.00	\$3,276.00	
Total				4297		\$191,672.67	
Average Cost Per Foot						\$44.61	

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Storm Sewer Manhole

Project	Bid Item	Bid Item Description	Unit	Quantity	Cost	Total	Comment
15-01	ST-09	Remove and Replace 4' Diameter Storm Manhole	VF	55.89	\$377.00	\$21,070.53	
15-07	ST-06	Install 4' Diameter Storm Manhole	VF	60.30	\$454.61	\$27,412.98	
16-02	ST-20	Remove and Replace 4' Diameter Storm Manhole	VF	73.74	\$275.00	\$20,278.50	
16-07	ST-07	Remove and Replace 4' Diameter Storm Manhole	VF	24.96	\$490.00	\$12,230.40	
17-01	ST-10	Remove and Replace 4' Diameter Storm Manhole	VF	26.80	\$365.00	\$9,782.00	
17-01	ST-12	Provide 4' Diameter Storm Manhole	VF	31.40	\$350.00	\$10,990.00	
17-02	ST-12	Provide 4' Diameter Storm Manhole	VF	96.20	\$310.00	\$29,822.00	
17-07	ST-06	Remove and Replace 4' Diameter Storm Manhole	VF	4.10	\$600.00	\$2,460.00	
Total				373.39		\$134,046.41	
Cost Per Foot						\$359.00	
Cost for a 5 foot Deep Manhole						\$1,794.99	
Average Per Foot Cost with a 300 Foot Spacing						\$5.98	

Schedule B
2018 Storm Sewer Improvement Cost Existing Development Residential up to Two Units per Building
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Lateral Cost

Project	Bid Item	Bid Item Description	Unit	Quantity	Cost	Total	Comment
16-02	ST-17	Provide 6" PVC Storm Sewer Lateral	LF	3053	\$42.00	\$128,226.00	
16-07	ST-04	Provide 6" PVC Storm Sewer	LF	187	\$41.00	\$7,667.00	
17-01	ST-06	Provide 6" PVC Storm Sewer Lateral	LF	2463	\$38.00	\$93,605.40	
17-02	ST-05	Provide 6" Storm Sewer Lateral	LF	1564	\$39.50	\$61,785.90	
Total				7268		\$291,284.30	
Average Cost Per Foot						\$40.08	
Average Cost per Lot at 30 Feet of Lateral (100% to Resident)						\$1,202.41	Average length of lateral is based on a 60 foot right of way and several laterals being connected to inlets.

Storm Wye Cost

Project	Bid Item	Bid Item Description	Unit	Quantity	Cost	Total	Comment
16-02	ST-10	Provide 6" Connection (Core or Tee) to 36" Storm Sewer	EA	14	\$200.00	\$2,800.00	
16-02	ST-11	Provide 6" Connection (Core or Tee) to 24" Storm Sewer	EA	14	\$200.00	\$2,800.00	
16-02	ST-12	Provide 6" Connection (Core or Tee) to Existing Storm Sewer on Eighth Street.	EA	15	\$200.00	\$3,000.00	
16-02	ST-13	Provide Storm Tee 15"x6"	EA	12	\$300.00	\$3,600.00	
16-02	ST-14	Provide Storm Tee 12"x6"	EA	9	\$200.00	\$1,800.00	
17-01	ST-07	Provide 12"x6" Storm Tee	EA	7	\$75.00	\$525.00	
17-01	ST-08	Provide 8"x6" Storm Tee	EA	20	\$50.00	\$1,000.00	
17-02	ST-06	Provide Storm Branch 18"x6"	EA	7	\$350.00	\$2,450.00	
17-02	ST-07	Provide Storm Branch 15"x6"	EA	22	\$190.00	\$4,180.00	
17-02	ST-08	Provide Storm Branch 12"x6"	EA	17	\$110.00	\$1,870.00	
17-02	ST-09	Provide Storm Branch 8"x6"	EA	3	\$55.00	\$165.00	
Total				140.00		\$24,190.00	
Average Cost Per Wye						\$172.79	

Schedule C
2018 Storm Sewer Improvement Cost Existing Development Residential up to Two Units
per Building
Calculations Based on Municipal Code 13-7 - Approved By the Board of Public Works on
February 12, 2018
City of De Pere
Date: 3/5/2018

Storm Mainline Cost

Item Description	Cost Per LF	Comment
12" Storm Sewer Main	\$44.61	300 foot spacing with a 5' depth
4' Diameter Storm Manhole	\$5.98	
Mainline Cost Per Street Foot	\$50.59	60 foot wide lot
Cost Per Side of Street	\$25.29	
Cost Per Lot	\$1,517.68	
Assessable Amount (20%)	\$303.54	Remaining 80% funded by Storm Water Utility
Engineering and Administration	\$60.71	
Total Mainline Costs	\$364.24	

Storm Lateral Cost

Item Description	Cost Per EA	Comment
6" Storm Lateral	\$1,202.41	30 foot average length. Some laterals will be connected to inlets.
Storm Wye Cost	\$172.79	
Assessable Amount (100%)	\$1,375.20	
Engineering and Administration	\$275.04	
Total Lateral Costs	\$1,650.24	

Total Cost

Mainline	\$364.24
Storm Lateral	\$1,650.24
Total Cost	\$2,014.48

SCHEDULE D - SCHEDULE OF PRELIMINARY ASSESSMENTS
PRELIMINARY ASSESSMENTS
TYPE OF IMPROVEMENT: STORM SEWER MAIN AND LATERALS
LOCATION - LEGION COURT FROM CHICAGO STREET NORTH 180 FEET

COST PER UNIT - STORM MAIN:

\$364.24

COST PER UNIT - STORM LATERAL:

\$1,650.24

<u>PROPERTY OWNER</u>	<u>LOT NO.</u> <u>PROPERTY ADDRESS</u> <u>PARCEL NUMBER</u>	<u>STORM MAIN ASSESSMENT</u>		<u>STORM LATERAL ASSESSMENT</u>		<u>TOTAL ASSESSMENT</u>	<u>COMMENT</u>
		<u>UNIT</u>	<u>COST</u>	<u>UNIT</u>	<u>COST</u>		
KENNETH & MARLYN J TRINKNER 327 LEGION CT DE PERE, WI 54115-3453	327 LEGION CT ED-1158	1	\$364.24	1	\$1,650.24	\$2,014.48	
SEAN D & ANN M SCHROEPFER 335 LEGION CT DE PERE, WI 54115-3453	335 LEGION CT ED-1157	1	\$364.24	1	\$1,650.24	\$2,014.48	
DAVID R SMITH 343 LEGION CT DE PERE, WI 5415-3453	343 LEGION CT ED-1156	0	\$0.00	1	\$1,650.24	\$1,650.24	Storm Sewer Inlet abutting property.
	TOTAL	2	\$728.48	3	\$4,950.72	\$5,679.20	

Attachment: Report-Spec_Assess_Sch_D_LegionCt_Preliminary (7474 : C. Final Resolution Authorizing

STORM SEWER ASSESSMENT MAP LEGION COURT



City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 8, 2018

DEPARTMENT: Public Works

FROM: Pam Denis

SUBJECT: Approval of the Board of Public Works September 10, 2018 Meeting Minutes.

ATTACHMENTS:

- Draft BOPW Sept. 10, 2018 Meeting Minutes (PDF)



Board of Public Works

Regular Meeting

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

Draft Minutes

Monday, September 10, 2018

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	Excused	
Michael J. Walsh	Mayor	Present	

Others present were Chase Kuffel, Assistant City Engineer, Scott Thoresen, Director of Public Works, and Pam Denis, Recording Secretary

2. Public Hearing to Levy Special Assessments for Storm Sewer Main and/or Laterals for 1134 Stine Way

A. Notice of Public Hearing

The Notice of Public Hearing was read into the record by the Recording Secretary.

B. Recommendation from the Board of Public Works

C. Final Resolution Authorizing Levying Special Assessments for Storm Sewer Main and/or Laterals at 1134 Stine Way

1. Resolution #18-03 , Final Resolution Authorizing Levying Special Assessments for Storm Sewer Main and/or Laterals for 1134 Stine Way.

The Mayor opened the meeting for public input at 7:32pm. No one responded to the invitation to speak and the Mayor closed the public input at 7:33pm.

Chase Kuffel, Assistant City Engineer, reviewed the final resolution process for 1134 Stine Way.

Mayor Walsh moved to approve the Final Resolution for Assessment for Storm Sewer Main and/or Laterals for 1134 Stine Way and Aldersperson Hansen seconded the motion. Upon vote, the motion was approved unanimously.

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

II. Public Comment

There was no public comment.

Aldersperson Carpenter wished to thank Larry Delo, Public Works staff, and all staff that helped with the Southbridge problem in the past week.

III. Items

1. Approval of the Board of Public Works August 13, 2018 Meeting Minutes.

Alderpersion Carpenter moved to approve the August 13, 2018 Board of Public Works meeting minutes, Alderpersion Boyd seconded the motion. Upon vote, the motion passed unanimously.

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

2. Consider Preliminary Resolution for Special Assessment for Storm Sewer Main and/or Laterals for Legion Court.

Chase Kuffel, Assistant City Engineer, reviewed the preliminary storm sewer lateral/main assessment process. He explained that a drainage complaint had arisen at Legion Court and City code allowed for the installation of a mini sewer behind the sidewalk to alleviate the flooding. He stated that the Board needed to set a number of years for payback.

Alderpersion Boyd moved to put 5 years in the recommendation for payback in the resolution and to adopt the Preliminary Resolution authorizing levying special assessments for Storm Sewer Main and/or Laterals for Legion Court. Alderpersion Hansen seconded the motion. Upon vote, the motion passed unanimously.

Alderpersion Boyd moved to open the meeting to allow public input, Alderpersion Carpenter seconded the motion. Upon vote, the motion passed and the meeting was opened. Mr. Sean Schroepfer stated that his drainage problem was backyard flooding that kept two sump pumps running and a wet basement. He wanted to know what this would do to alleviate his backyard drainage problem. Scott Thoresen explained that at the moment should he put in a backyard drain he would have nothing to connect it to. What the City is proposing is running a storm sewer lateral to the property which would allow him to connect the back yard drain to it. Discussion followed, including, but not limited to discussion of payment and exactly where the lateral would locate. Scott Thoresen, Director of Public Works, stated that years ago the City did not have this option.

Through a recently created program, storm sewer installation has been linked with street reconstruction or by request by a property owner, such as here. Director Thoresen also explained that this is just a Preliminary Resolution, that he will be invited back for the Final Resolution meeting where he will also have an opportunity to speak.

Aldepersion Boyd moved to return to regular session, Alderpersion Hansen seconded the motion. Upon vote, the motion passed and the meeting returned to regular session at 7:47 PM.

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

3. Consider Street Light Inventory Proposal.*

Scott Thoresen, Director of Public Works, stated that \$10,000 had been budgeted in 2018 to do a city wide study on city lights. The intent of the study was to develop, inventory

and format lights to identify structural problems and maintenance issues. The original Request for Proposal drew one proposal which came in very high. Director Thoresen explained that after a second round of requests were made only one proposal for the second round was received and is being presented here. Discussion followed.

Mayor Walsh moved to approve the proposal from Elmstar Electric Corporation in the amount of \$29,766.61 and additional funding of \$19,766.61 to come from the City's undesignated fund to cover the difference of the original \$10,000 budgeted in 2018. Alderperson Carpenter seconded the motion. Upon vote, the motion passed unanimously.

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

4. Consider Award of Contract for Project 18-14 Pine Trail Crossing Street & Utility Construction.*

Alderperson Carpenter moved to approve the award of contract to Kruczek Construction, Inc. in the amount of \$1,755,000.00, contingent upon the official recording of the subdivision plat, Alderperson Boyd seconded the motion. Upon vote the motion passed unanimously.

Discussion followed. Scott Thoresen, Director of Public Works, stated that the subdivision plat had been officially registered today. Alderperson Hansen wanted to verify that sidewalks would be going in in that subdivision. Director Thoresen explained that for the contractor to get final occupancy the sidewalks would have to be installed when the homes are built.

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

IV. Future Agenda Items

None.

V. Adjournment

Mayor Walsh moved to adjourn the Board of Public Works meeting, Alderperson Hansen seconded the motion. Upon vote, the motion passed unanimously and the meeting was adjourned at 8 pm.

Respectfully submitted,
Pam Denis

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 8, 2018

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Consider Request for Installation of Terrace Walks on Stewart Street.

The Engineering Department received a request (see attached) from St Norbert to install two terrace walks five feet wide on Stewart Street. See the attached e-mail and photos for the location.

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 St Norbert on Stewart Street.

ATTACHMENTS:

- CI-BOPW-Stewart E-mail (PDF)
- CI-BOPW-Sidewalk Photo II (JPG)
- CI-BOPW-Sidewalk Photo III (JPG)

Eric Rakers

From: Patrick Wrenn <patrick.wrenn@snc.edu>
Sent: Thursday, September 13, 2018 2:27 PM
To: Scott Thoresen
Cc: Chase Kuffel; Eric Rakers; Dennis Jensen; Joseph LaRock
Subject: Re: Possible Sidewalk
Attachments: Sidewalk II.JPG; Sidewalk III.JPG

Hi Scott,

SNC is interested in installing two sidewalk extensions on the south side of the Mulva Family Fitness and Sports Center along Stewart Street. Attached are two pictures showing the location of these sidewalk extensions in relation to the existing sidewalk. These extensions would measure roughly 5' wide by 9' long and span the distance from the existing sidewalk to the curb. The goal with these extensions is to provide a walking surface that is safe for students and staff especially during inclement weather. We would like to request that the City of De Pere put this on the agenda for their next City meeting in hopes that we could get approval to move forward with this work. Please let me know if you need any additional information or have questions that I can answer.

Thank you,
 Pat

On Wed, Sep 5, 2018 at 3:13 PM, Scott Thoresen <sthoresen@mail.de-pere.org> wrote:

Good Afternoon Mr. Wrenn:

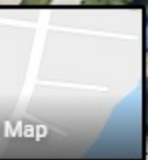
Not sure what assistance you need so I would suggest that we meet on site and take a look at what you have planned and the obstacle SNC may have with WPS. Once I know the details there may be some approval processes you will need to go through with the City as well.

Let me know some dates and times you are available to meet.

Make it a great day!

Thanks,

Attachment: CI-BOPW-Stewart E-mail (7461 : Consider Installation of Terrace Walks)





Mulva Family Fitness
and Sports Center

Stewart St

Google

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 8, 2018

DEPARTMENT: Economic Development

FROM: Bill Boyle

SUBJECT: Consider Preferred Streetscape Design for James Street.*

Background/Summary

In December 2017, the City Council approved the streetscape design project on James Street. The project included developing three design options for public review, and refinement into a preferred design.

Since that time, we have worked collaboratively with our consultant Graef USA Inc., our nearby business owners and other interested parties to create three design options, at three different price levels, that reflect the preferences of the stakeholders. As part of our efforts to address public engagement, we held a stakeholder group meeting to begin exploring community preferences for the area. In August an open house was held to display the design options and gather feedback on them, just prior to the Plan Commission meeting, where Graef provided insight on the design process. Additionally, an online public survey was made available to reach those unable to attend the open house and public meeting. Both the open house and the online survey had great participation by the community.

After considering the public feedback Graef developed a preferred alternative that essentially combined the best alternatives from two of the options. The preferred alternative includes a water wall, wind wall, additional landscaping and shaded seated areas. The preferred design was developed strategically to minimize costs, but also provide a statement public space in Downtown.

This type of improvement is supported by the Downtown Master Plan and has become timely due to the filling of the fountain in front of the Union Hotel. The fountain mechanics had been deteriorating for a number of years. At a meeting in February of 2016, a group of stakeholders (including business owners, property owners, Historic Preservation Commission representatives and Definitely De Pere representatives) unanimously supported fountain removal and the consideration of a broader streetscape project to enhance the pedestrian realm. The Development Services Department seeks to move forward the preferred design alternative for James Street between Broadway and Wisconsin Streets.

Dependent on any changes made to the plan the preliminary construction cost opinion by Graef is estimated at \$380,000-\$390,000 and associated soft costs, engineering and contingencies are estimated at \$151,940. This project is proposed to be funded from TID 7. These estimates cover the pedestrian realm portion of the streetscape. The Public Works Department will pursue a road reconstruction project, to be funded out of the street utility, parallel with this effort. This will result in a full reconstruction of the street and pedestrian realm areas in 2019.

Recap of Public Feedback Process

Public feedback to help inform the preferred alternative was solicited in the following ways:

Stakeholder group meeting: on July 17th a group of area business owners, residents and other interested parties met with Graef to develop the basis for the design options.

Public Open House: Graef and City staff conducted an open house before the Plan Commission meeting on August 27th in order to hear feedback on the three designs.

Plan Commission: Graef presented the three designs to the Plan Commission and utilized the meeting in order to gain additional public feedback.

Online Survey: An online survey was available and promoted from August 27 to September 4. The online survey included information on each alternative and accompanying questions to garner feedback. 223 responses were provided.

Recommendation

Staff recommends approval of the preferred design alternative to be forwarded to City Council for discussion on October 16th.

ATTACHMENTS:

- 2018-10-04 GRAEF Schematic Review Public Works COMMENTS (PDF)
- 2018-10-04 James Street Schematic Review Public Works DRAWING (PDF)
- 2018-10-04 James Street Schematic Review - SITE IMAGERY(PDF)



collaborāte / formulāte / innovāte

MEMORANDUM

DATE: October 4, 2018

SUBJECT: James Street Streetscape: Comments for Public Works Review

James Street Design Notes

Accompany drawing dated 10/04/2018

The current preferred design (illustrated on the attached drawing) uses design ideas from the past “Alternatives A, B and C” and creates this new design scheme. This design creates a serpentine sidewalk through a garden-like planting area on both the east and west sides of the project area. In between is a more formalized allée of ornamental trees set in 8’x8’ grates, connecting two plaza-like areas: one with a water wall feature, and the other with a wind wall feature. Seating of fixed benches and non-fixed tables and chairs surrounds the two features.

This drawing represents the Schematic Design preferred concept, and following City review with the Board of Public Works and City Council, the design team will continue with the Design Development phase. As such, some of the design features and placement – particularly the specialty wind and wall features – may be adjusted to accommodate this development of the design.

The Schematic Design Opinion of Probable Costs for the current scheme is approximately \$380,000 - \$390,000.

The attached drawing illustrates the existing conditions (grey line work) and proposed elements (black line work with color shade added). The existing to be demolished items are not illustrated on the drawing.

The following are notes and assumptions the GRAEF team is using during design:

1. Existing sanitary sewer, storm sewer, and water are to remain and are not a part of this project scope, except connection to existing water and sanitary sewer lines as required for the water wall and irrigation, and rim adjustments to manholes and other utility structures as required during construction.
2. The water wall will also require a new electrical service and will have to be either manually or automatically filled periodically and drawn down and blown out for winterization.
3. Water line servicing existing fountain to be abandoned in place due to location under the existing westernmost trees.
4. The plan intends to keep eight of the existing honeylocust trees along the north side of the street. As previously discussed, demolition and construction around



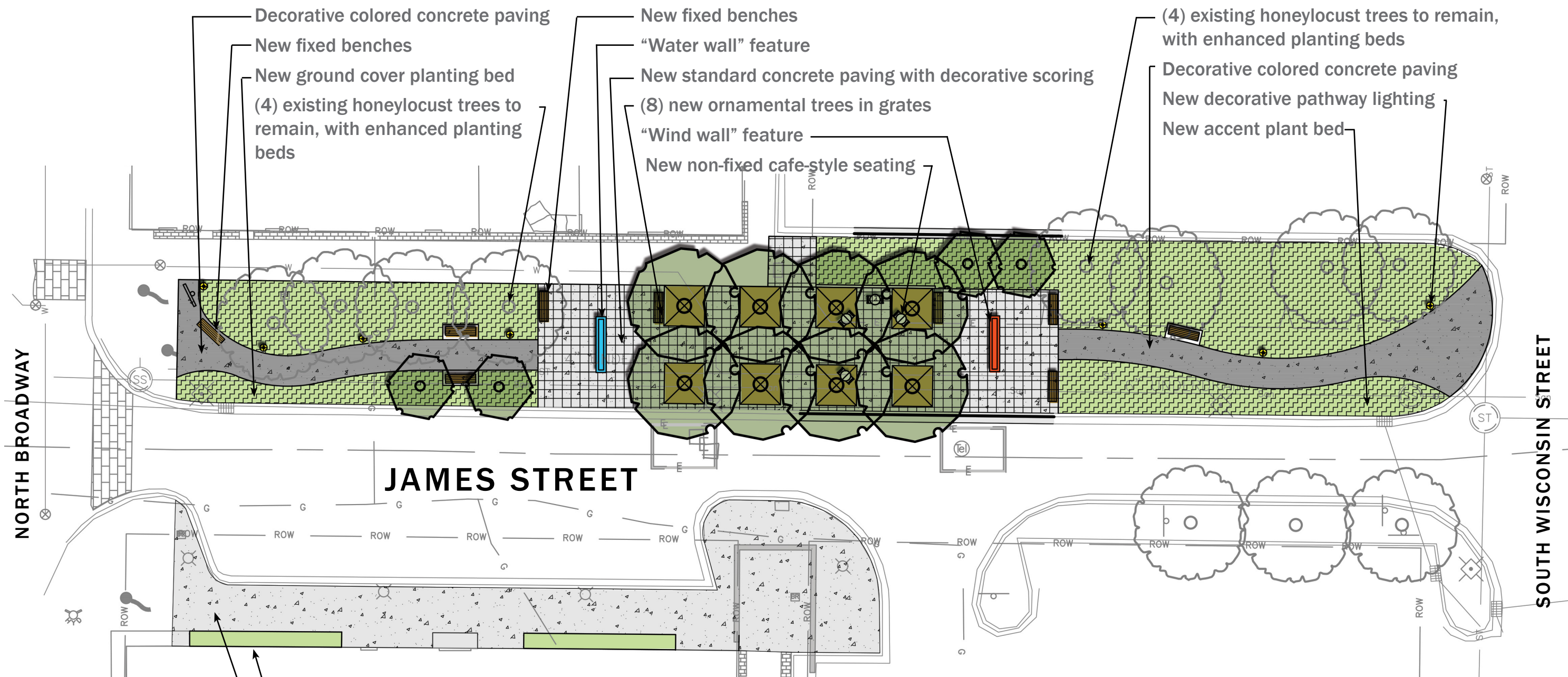
collaborāte / formulāte / innovāte

those existing trees may cause unavoidable damage. All other trees would be removed.

5. The project scope does not include reconstruction of the vehicular travel lanes or the curbs, except the northern driveway access as indicated on the drawing.
6. The plan shows new pedestrian lighting. During Design Development the team will explore the options of leaving some or all of the existing pedestrian lighting in place or relocating but reusing the existing fixtures as a cost savings measure.
7. The existing roadway lighting (three) along the north side of the street are existing to remain.
8. Our preliminary cost opinion includes two bike racks and four trash and recycling receptacles, to be located during Design Development.
9. Portions of the existing concrete sidewalk near the intersection of Broadway are indicated to remain for budget considerations, as the design indicates the majority of the new sidewalk to be concrete also. The existing red brick would be removed, with the exception of the band along the Union Hotel. This band is adjacent to existing concrete that will remain.
10. The three existing flags near Broadway are outside of the construction area and we have indicated those as remaining at this time.
11. The existing historic marker will be relocated to allow for pedestrian movement along the serpentine path, but will remain generally in the same area.
12. The northern driveway entrance to the parking lot (mid-block) will be demolished and new concrete curb and sidewalk will be constructed.

JAMES STREET STREETScape SITE PLAN: PUBLIC WORKS REVIEW / SCHEMATIC DESIGN

NOTES FOR NORTH SIDE OF JAMES STREET:



SITE PLAN

1"=20'

GRAEF | 2108-1013.00 | INTERIM SCHEMATIC REVIEW FOR PUBLIC WORKS 10/04/2018

GRAEF

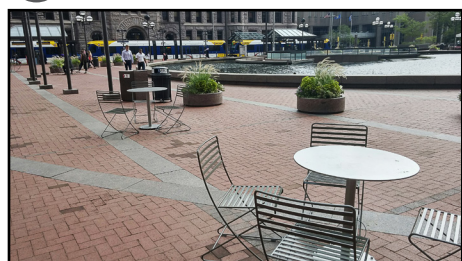
① Litter/Recycling Receptacles



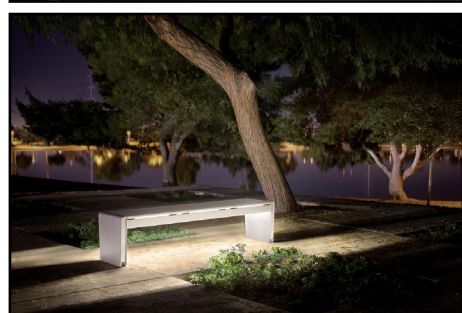
② Bike Racks



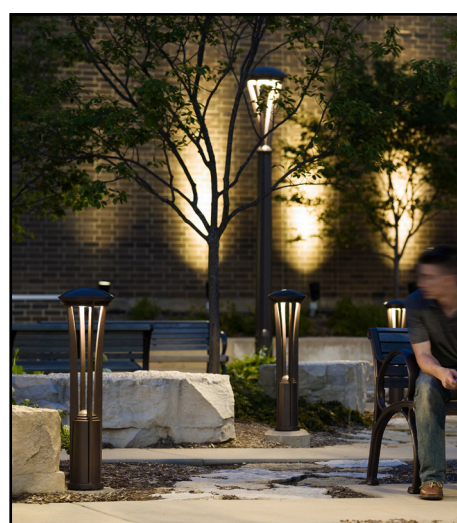
③ Non-fixed cafe style tables/chairs



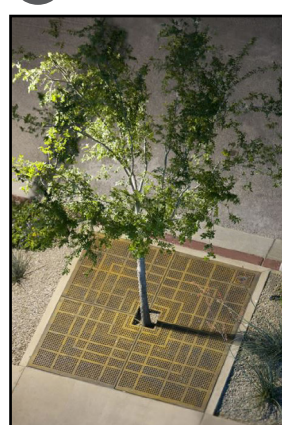
④ Benches with under-lighting



⑤ Pedestrian lighting



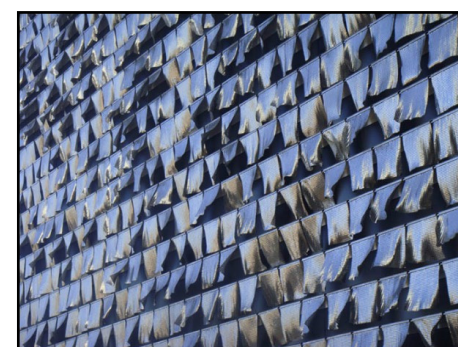
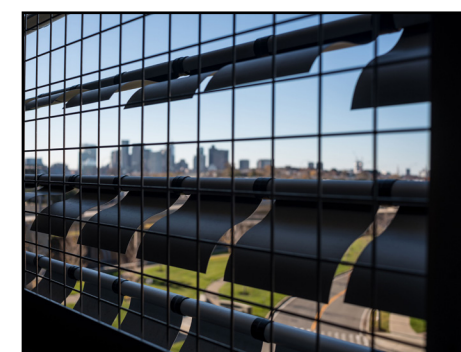
⑥ Tree Grates



⑦ Water Feature



⑧ Wind Wall



SITE IMAGERY

(not final - for discussion only)

GRAEF | 2108-1013.00 | INTERIM SCHEMATIC REVIEW FOR PUBLIC WORKS 10/04/2018

GRAEF

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 8, 2018

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Resolution #BOPW 18-05 Declaring Public Emergency Exception to Public Bid Requirements for Chiller System Replacement at the De Pere Ice Recreation Center.

Staff is asking for the Board of Public Works to waive the requirements for replacing the Chiller System at the De Pere Ice Arena. As Brown County Ice Management staff was starting up the rink for the season, the Chiller Barrel failed and caused major damage to the refrigeration plant. In order to get the rink up and running in a timely manner for the Ice Skating and Hockey season we must act quickly. The project is expected to cost (all totaled) close to \$250,000 which includes a temporary chiller system, replacement of chiller barrel, replacement of pumps, and cleaning of the lines.

ATTACHMENTS:

- ResoBOPW18-05 (DOCX)

BOARD OF PUBLIC WORKS
RESOLUTION #BOPW 18-05

DECLARING PUBLIC EMERGENCY EXCEPTION TO PUBLIC BID REQUIREMENTS
FOR CHILLER SYSTEM REPLACEMENT AT THE DE PERE ICE RECREATION CENTER

WHEREAS, the De Pere Ice Recreation Center (“Ice Arena”), constructed in the 1960’s, is a vital part of the inventory of ice time available in the City of De Pere and Brown County to meet the needs of local college, high school, recreation and occasional ice skaters; and

WHEREAS, Ice Arena Management discovered during the ice season start-up process on September 25, 2018 that the rink chiller system, built in 2011, had unexpectedly and catastrophically failed and was damaged beyond repair; and

WHEREAS, the season for all ice users starts on October 15, meaning all ice time commitments for existing rinks in Brown County are already in place; and

WHEREAS, in order to meet the user needs for ice time, a replacement system must be designed and fabricated without delay; and

WHEREAS, a replacement system will exceed \$25,000, necessitating delays caused by mandatory advertisement for bids under Wis. Stats. § 62.15, which would threaten the 2018-2019 season for Ice Arena users and the welfare of the Community.

NOW THEREFORE, BE IT HEREBY RESOLVED, by the Board of Public Works of the City of De Pere, Wisconsin, that:

The unexpected catastrophic damage to the Ice Arena’s Chiller System creates an emergency necessitating an exception to the public bid requirements of Wis. Stats. § 62.15 *et seq.* It is determined therefore that the requirements of Wis. Stats. § 62.15 *et seq.* need not be complied with for the design and replacement of the chiller system, including incidentals therefor.

BE IT FURTHER RESOLVED:

Resolution #BOPW 18-05
Page 2 of 2

All City officials, officers, employees, and agents are further authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Board of Public Works of the City of De Pere, Wisconsin, this 8th day of October, 2018.

APPROVED:

Michael J. Walsh, Mayor
Chair, Board of Public Works

Ayes: _____

Nays: _____

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 8, 2018

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Discuss Customers Refusing New Water Meter Installation*

In 2013, as part of a joint collaboration with Appleton, Grand Chute, Allouez, Bellevue, and Howard, the City entered into an agreement to joint purchase Sensus water meters. In 2014, the City started replacing the existing water meters with the new Sensus meters. Staff has replaced approximately 10,000 meters over the past four (4) years. Currently, we have less than ten (10) water meters to install.

When we first started replacing the existing meters, we discussed how to handle water customers who objected to the installation of the new Sensus meters. We determined that:

1. Since the installation of the meters is a multi-year process, property owners that object to the installation of the meter will be told that the installation of their meter will be deferred until the final phase of the installation and that they will receive additional information from the City updating them on the installation at that time.
2. The City of Madison received approval of an opt-out policy by the Public Service Commission (PSC). The City could look at offering an opt-out policy. The logical time to consider if we want to offer an opt-out policy would be in connection with our next full rate case before the PSC. We could also end up in a complaint case if one is filed by objectors, in which case the approval of an opt-out policy would play out in connection with that case.
3. It will be up to the Board of Public Works (BOPW) and possibly Council to determine whether to provide customers an opt-out option. If the BOPW and Council want to pursue the opt-out option then staff would need to request the PSC consider this as part of our full rate case.
4. The water department will monitor the number of objections and handle calls on objections. As of today, we only have one (1) customer objecting to the installation of the new water meter. Staff has recently contacted the PSC regarding the customer objecting the installation of the meter. Per the PSC, the City does not have a non-standard meter schedule in our rate tariffs which would allow for a customer to an opt-out option. This means the City would have to disconnect the water service until such time the new meter is installed. However, since the City is pursuing a full rate case study with the PSC, the City could request the PSC to consider a rate for the opt-out option. It would then be up to the PSC to approve the opt-out option. If the PSC does not approve it then the City would need to pursue disconnecting the water service until such time a new meter is installed.

It is the intent of this discussion to see if whether or not the BOPW wants to request the PSC to consider a rate for the opt-out option.

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 8, 2018

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider User Fees for MSC Rubbish Drop Off Operations

ATTACHMENTS:

- Discuss MSC Rubbish Drop Off User Fees 9-28-18 (DOC)

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
Date: September 28, 2018
Subject: Consider User Fees for MSC Drop Off Operations

At the July 9, 2018 BOPW meeting, the Board approved the following for the MSC rubbish drop off site:

- Change rubbish drop off site from the current location to the rear of the MSC.
- Install a new sliding gate to secure the site. This would be funded in the 2019 budget.
- Rubbish drop off site would have limited hours. Site would be open April 1st thru November 30th. Site would be open on Saturdays 8:00 AM to 4:00PM and Wednesdays 3:00 PM to 7:00 PM. Site would be closed on holidays.
- Rubbish drop off site would be staffed. An additional seasonal employee would be added in the 2019 budget.
- These changes would start December 1, 2018.

The BOPW also requested as a future agenda item the discussion of possibly having user fees to use the rubbish drop off site.

Staff met several times to discuss the possibilities of implementing a fee. The following ideas were discussed:

YEARLY PASS - \$40 (Assumption – Use once per month)

PROS

- Easy for staff to verify
- Easy for staff to administer (one transaction per year for office staff)
- No handling of cash

CONS

- Affixed to vehicle (similar to compost sticker used in the past)
- Sticker hard to see in sun
- Need new sticker if sell vehicle
- Resident needs to get new sticker each year
- Overuse of site (want to get money's worth)

PUNCH CARD

PROS

- Doesn't encourage overuse of site
- Users can buy multiple visits
- Rubbish site attendant doesn't have to take payments

CONS

- Increased office staff time
- Users would need to have purchased punch card during regular office hours or cannot use site
- Need to make sure not easy to replicate/duplicate

CASH

PROS

- Doesn't encourage overuse of site
- Convenient for user

CONS

- Accountability
- Less safe for attendant
- Increased staff time to reconcile

CREDIT CARD

PROS

- Doesn't encourage overuse of site
- Less office staff time
- Convenient for user

CONS

- Could cause backup at site
- Increased work/responsibility for attendant
- Credit card processing fees
- Machine malfunctions

Staff will leave it up to the BOPW to determine whether or not to establish a user fee.

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 8, 2018

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Discuss Acceptable Rubbish Items

In preparing for the new operational changes for the MSC rubbish drop off site, staff is reviewing the acceptable rubbish items allowed. In doing so, staff wanted to review with the BOPW what is currently acceptable or not acceptable and determine if any revisions should be made to our existing ordinance. The City's existing ordinance defines rubbish as miscellaneous waste material that is bulky or of such a size that will not fit in polycart and as is not normally collected with garbage including but not limited to furniture, appliances, bicycles, exercise equipment, play equipment, and other household items, mattresses, screen/storm doors, swing sets, plumbing fixtures, ovens, washtubs, wheelbarrows, bikes, box springs, and similar items. Rubbish excludes construction debris, electronics such as televisions, stereos, microwaves, computers, cell phones, telephones systems, keyboards, servers, copiers, video equipment, business equipment, printers, and similar equipment. Rubbish also excludes air conditioners, dehumidifiers, freezers, refrigerators, water coolers, and others similar equipment containing Freon. The director of public works shall maintain a list of acceptable items falling within the rubbish classification. Attached is a revised list of acceptable or not acceptable rubbish items. Staff looked at items that are normally attached to a house and would not be taken if a person were to move as items that should not be acceptable as rubbish items. The items in the list highlighted in "yellow" the City accepted in the past. Staff felt these items should be considered not acceptable items because the items could be considered attached to the house.

The intent of the discussion is to get some feedback and guidance from the BOPW as to what should be allowed for acceptable rubbish items. Staff will make the necessary revisions to the ordinance and will bring back to the BOPW at a future meeting for approvals. It is staff's intent to make any necessary revisions and have the ordinance revised for when we open up the MSC rubbish drop off site on April 1, 2019.

ATTACHMENTS:

- Acceptable-Unacceptable Drop Off List (Differences Highlighted) 9-28-18 (DOCX)

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

HOURS OF OPERATION:

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

CLOSED:

December 1 – March 31 & Holidays



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

ACCEPTABLE ITEMS

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

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

UNACCEPTABLE ITEMS

Bagged household waste
Bathtub
 Cabinets
 Cardboard
 Carpet/pad
 Ceiling tiles
 Concrete/stone/asphalt/bricks
 Construction Debris
 Countertops
Doors (no longer take screen/storm)
 Drywall/plaster
 Fencing
 Flooring
Hot tubs
Insulation
 Junk wood
 Landscape timber/railroad ties
 Pallets
 Paneling
 Rain gutters/downspouts
 Roofing materials
 Sheds
 Shingles
Showers
 Siding
 Sinks
 Sod/dirt
 Tires
Toilets
 Windows
 Yard waste/brush/stumps
 Dispose of unacceptable items at BC
 Transfer or Advanced Disp

HAZARDOUS WASTE MATERIAL

AND DISPOSAL FACILITIES:

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

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



**Brown County Hazardous
 Material Recovery**

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

**Brown County Waste Transfer
 Station**

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

Advanced Disposal Services

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

Attachment: Acceptable-Unacceptable Drop Off List (Differences Highlighted) 9-28-18 (7493 : Discuss Acceptable Rubbish Items)

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 8, 2018

DEPARTMENT: Public Works

FROM: Scott Thoresen

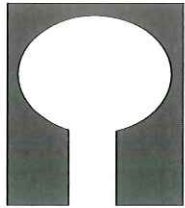
SUBJECT: Consider Engineering Technical Services Regarding Installation of T-Mobile's Wireless Antennae Facilities on Merrill Water Tower*

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

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

ATTACHMENTS:

- Dixon - Merrill Tower - T- Mobile 9-28-18 (PDF)



DIXON

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

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

Proposal/Contract Agreement for Antennas

T-Mobile Upgrade

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

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

1.01 BASIC AGREEMENT

DIXON shall provide, or cause to be provided, services detailed in Scope of Services and OWNER agrees to pay DIXON as compensation for their services the (not to exceed/lump sum) fee of Six Thousand Four Hundred Fifty dollars \$6,950. Terms of charges and payments per details in Schedule B. (Prices quoted are subject to change 90 days after proposal date, if not contracted.)

2.01 SCOPE OF SERVICES

Initial Site Walk Through, Design Review, Attend a Precon Meeting, and Installation Inspections

3.01 SIGNATURES

Joseph T. Hoban, P.E.

August 21, 2018

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

PROPOSAL DATE

CONTRACT APPROVED by OWNER

POSITION

DATE

CO SIGNATURE (if required)

POSITION

DATE

CONTRACT APPROVED by DIXON OFFICER

EFFECTIVE CONTRACT DATE

4.01 ADDITIONAL SERVICES

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

5.01 Termination

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

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

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

8.02 Severability

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

8.03 Headings

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

SCHEDULE A*T-Mobile Upgrade**De Pere, Wisconsin 250,000 Legged Merrill Street 49-05-11-02*

- I. Initial Site Inspection – Site Walk:
 - a. Site visit by two Dixon employees to completely map current tank conditions. This includes as-built sketches, existing antenna equipment, site conditions, steel thicknesses, and photos. Information to be used for the review of design drawings and structural analysis.
- II. Design Drawings and Structural Calculations Review:
 - a. Staff Engineer to review designs created by others. No calculations or Professional Engineering seal are included. Initial Site Inspection – Site Walk is a prerequisite to Design Drawings and Structural Calculations Review.
- III. Site Work for:
 - a. Attend and participate in a Preconstruction Meeting.
 - b. Perform Installation inspections as the project progresses and a final post inspection to compare with design criteria. These inspections include letter report and photographs.

SCHEDULE B

T-Mobile Upgrade

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

I. PAYMENT

- a. When service is rendered Owner shall pay DIXON the following line item prices:
 - i. Schedule A, Item I, Initial Site Inspection-Site Walk, the lump sum of \$1,300.
 - ii. Schedule A, Item II, Design Drawings and Structural Calculations Review, the lump sum of \$1,450. (Site Walk prerequisite \$1,300)
- b. Owner shall pay DIXON the following line items times the number of units used:
 - i. Schedule A, Item III
 1. (1) Preconstruction Meeting \$1,050 per meeting
 2. (3) Installation Inspections \$1,050 per inspection

II. INVOICES

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

SCHEDULE C
Antennas and Northern Wisconsin
Employee Billable Rates and Terms

<u>Labor Class</u>	<u>Per Hour</u>	<u>Overtime Rate*</u>
Principal.....	\$259.00	
Expert Witness (Office, Travel & Court).....	\$250.00	
Associate.....	\$181.00	\$270.00
Project Manager.....	\$155.00	\$233.00
Assistant Project Manager.....	\$104.00	\$158.00
Registered Professional Engineer.....	\$155.00	\$233.00
Structural Engineer.....	\$155.00	\$233.00
Staff Engineer.....	\$129.00	\$195.50
CAWI or CWI Welding Inspector.....	\$129.00	\$195.50
Certified NACE Inspector.....	\$129.00	\$195.50
Inspector – Level III.....	\$98.00	\$150.50
Inspector – Level II.....	\$88.00	\$135.50
Inspector – Level I.....	\$78.00	\$120.50
Contract Support Staff.....	\$104.00	\$158.00
Project or Board Meetings.....	Time & Expenses – Including Preparation Time**	

* All Saturday, Sunday, and holiday inspections, plus any time over 40 hours per week are at overtime rate.
Overtime rate is 1 ½ times the hourly rate. Overtime rate does not apply to Principal.

** All meetings held on Saturday, Sunday, or holidays are considered overtime for invoicing purposes.

<u>Expenses</u>	<u>Metropolitan</u>	<u>Out-State</u>
Mileage.....	\$0.70/mile + tolls	\$0.60/mile
Meals & Lodging.....	\$155.00 per diem (may be increased based on location)	\$145.00 per diem
Without Lodging.....	\$40.00 per diem	\$35.00 per diem
Air Travel.....	Business fare from Chicago O'Hare or Milwaukee + full size car rental	
Material (gaskets, cathodic caps, light bulbs, vent screens, etc.)	Labor & Material + 20%	

FEES EFFECTIVE THROUGH: December 31, 2018

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 8, 2018
DEPARTMENT: Public Works
FROM: Scott Thoresen
SUBJECT: Consider 2018-2019 Snow & Ice Removal Rates

ATTACHMENTS:

- 2018-2019 snow & ice removal rates 9-28-18 (DOC)
- 2018-2019 Snow & Ice Removal Rates(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
Date: September 28, 2018
Subject: Consider 2018-2019 Snow & Ice Removal Rates

The City's Snow Removal Ordinance Sec. 22-18 (f), regulating snow removal from sidewalks, requires the Director of Public Works to report the cost for the removal of snow and compacted snow and ice to the Board of Public Works. (See attached ordinance) The Board is then required to establish snow and ice removal rates that will be in effect for the year 2018-2019 snow season. These rates are charged to property owners who fail to remove snow and ice from the sidewalk resulting in the City performing the work.

After review of the labor and equipment utilized for sidewalk snow removal during last year's storms, I have computed (see attached spreadsheet) the following unit costs for inspection, billing and removal utilizing a projected 2.25% increase in 2018 labor rates in addition to updating the equipment rates. It takes on an average approximately one hour to perform the inspections, removal of snow and ice, and billing for each lot.

Item	2018 Unit Cost	2019 Unit Cost	2018 Cost Per 90 Ft Lot	2019 Cost Per 90 Ft Lot
Snow Removal	\$1.02	\$1.04	\$91.80	\$93.60
Compacted Snow/Ice Removal	\$1.62	\$1.64	\$145.80	\$147.60

- Recommended minimum charge of \$75.00 per lot. 2018 minimum charge was \$75 per lot. The minimum charge has been \$75.00 per lot since 2016.

Staff recommends the above-mentioned 2018-2019 rates be approved.

Attachment: 2018-2019 snow & ice removal rates 9-28-18 (7481 : Consider 2018-2019 Snow & Ice Removal Rates)

**2018-2019
Snow Removal Rates**

Labor	Equipment Operator	Office Assistant	City Forester	Total
Hours	0.5	0.25	0.5	
**Rate (hourly wage & benefits)	\$38.37	\$31.98	\$50.93	
Labor Cost	\$19.19	\$7.99	\$25.47	\$52.65

Equipment	Trackless		Pickup Truck	Total
Hours	0.5		0.5	
Rate	\$67.24		\$14.22	
Equipment Cost	\$33.62		\$7.11	\$40.73

Total Cost				\$93.38
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Compute Unit Cost Per 90 Foot Lot for Snow Removal

Unit Cost = Total Cost / 90

\$1.04

**2018-2019
Ice Removal Rates**

Labor	Equipment Operator	Office Assistant	City Forester	Total
Hours	1	0.25	0.5	
**Rate (hourly wage & benefits)	\$38.37	\$31.98	\$50.93	
Labor Cost	\$38.37	\$7.99	\$25.47	\$71.83

Equipment	Trackless		Pickup Truck	Total
Hours	1		0.5	
Rate	\$67.24		\$14.22	
Equipment Cost	\$67.24		\$7.11	\$74.35

Salt				Total
Quantity	50 pounds			
Cost per Ton	\$57.66			\$1.44
Salt Cost				\$1.44

Total Cost				\$147.63
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Compute Unit Cost Per 90 Foot Lot for Ice Removal

Unit Cost = Total Cost / 90

\$1.64

**Note: Rate = 1.4(for benefits) * hourly rate

Equipment Operator hourly rate =		\$27.41
Office Assistant hourly rate =		\$22.84
City Forester hourly rate =		\$36.38

Attachment: 2018-2019 Snow & Ice Removal Rates (7481 : Consider 2018-2019 Snow & Ice Removal Rates)

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 8, 2018

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Approval Parking and Traffic Recommendations

**City Engineer Parking and Traffic Recommendations
September 19, 2018 Meeting**

Parking and Parking Lot Items:

1. Update the ordinance to include the 3-hour parking restriction on Crestview. The area is currently signed but it is not in the ordinance.

Recommendation:

- Staff recommends updating the ordinance to change from “No Parking” to “Three-Hour Parking 7:00 am to 4:00 pm on School Days” as follows:

*No Parking**Delete:*

<i>Street</i>	<i>Side of Street</i>	<i>From Curbline</i>	<i>To Curbline</i>
<i>Crestview Lane</i>	<i>E</i>	<i>Chicago Street</i>	<i>1000/N</i>
<i>Crestview Lane</i>	<i>W</i>	<i>Chicago Street</i>	<i>1000/S</i>

*Three-Hour Parking 7:00 am to 4:00 pm on School Days**Insert:*

<i>Street</i>	<i>Side of Street</i>	<i>From Curbline</i>	<i>To Curbline</i>
<i>Crestview Lane</i>	<i>E</i>	<i>Chicago Street</i>	<i>1000/N</i>
<i>Crestview Lane</i>	<i>W</i>	<i>Chicago Street</i>	<i>1000/S</i>

2. Update ordinance designation of “Three Hour Parking with Long Term Permit” in Fox Point and Bomier boat launches.
 - During a review of long term parking with permits in Nicolet Square, staff observed this designation existed for Fox Point and Bomier boat launches. Staff reviewed the locations and this signing does not exist.

Recommendation:

- Staff recommends eliminating this designation and update the ordinance as follows:

Three-Hour Parking with Long Term Permit

Delete:

<i>Parking Lot</i>	<i>Side of Street</i>	<i>From Curbline</i>	<i>To Curbline</i>
<i>Fox Point Boat Ramp Area G-G</i>	6	1/S	5/W thru 10/W
<i>Bomier Boat Ramp Area F-F</i>	3	1/W	2/N thru 4/N
<i>Bomier Boat Ramp Area F-F</i>	3	1/N	2/W thru 4/W
<i>Bomier Boat Ramp Area F-F</i>	9	1/E	1/N thru 9/N
<i>Bomier Boat Ramp Area F-F</i>	7	1/S	1/W thru 7/W

3. Consider additional parking restrictions on Pershing Road.

- Pershing Road is only 23 foot clear. Based on this width, parking restrictions are justified on both sides.
- Staff is attempting to restrict parking to minimize traffic hazards but still allow parking for adjacent business. Restrictions were added to the east side of Pershing Road in August.

Recommendation:

- Staff recommends restricting parking on the south/west side of Pershing Road at the two horizontal curves and update the ordinance as follows:

No Parking

Insert:

<i>Street</i>	<i>Side of Street</i>	<i>From Curbline</i>	<i>To Curbline</i>
<i>Pershing Road</i>	<i>W</i>	<i>145/S</i>	<i>Honey Court</i>

Pedestrian and Bicycle Items

4. Mark bike lanes on Lawrence Drive from Grant Street to Main Avenue.

- This section of Lawrence Drive is a minor arterial with a posted speed limit of 35 mph from Grant Street to just south of Main Avenue.
- The ADT is 6800 vehicles.
- The roadway width is 40 feet with 2-12 foot lanes, leaving 2-8 foot lanes for bikes.
- This section of Lawrence Drive is a City bike route.

Recommendation:

- Staff recommends marking of bike lane on Lawrence Drive from Grant Street to Main Avenue. The ordinance will be updated if approved to reflect this.

Signs – Other

5. Consider the installation of a yield sign on Michigan at Bomier.

- This installation of the yield sign on Michigan Street at Bomier Street meets the City policy for Unsignalized Intersections.

Recommendation:

- Staff recommends the yield sign on Michigan at Bomier with the ordinance updated as follows:

Yield Right-of-Way Intersections

Insert:

<i>Traffic On</i>	<i>Yields At</i>
<i>Michigan Street</i>	<i>Bomier Street</i>

6. Consider the installation of yield signs at the Main and Lawrence roundabout.

- Yield signs have been installed at the Main and Lawrence intersection with the construction of the new roundabout.

Recommendation:

- Update the ordinance for the existing yield signs as follows:

Yield Right-of-Way Intersections

Insert:

<i>Traffic On</i>	<i>Yields At</i>
<i>Lawrence Drive</i>	<i>Main (to the left)</i>
<i>Main Avenue</i>	<i>Lawrence (to the left)</i>

City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 8, 2018

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Discuss Parking and Traffic Committee Non-Action Items.

**City Engineer Parking and Traffic Discussion Items – No Action
September 19, 2018**

Parking and Parking Lot Items:

1. Restrict parking on the south side of Ridgeway Boulevard from Broadway to the first alley east.
 - A driver exiting the alley only has to review eastbound traffic due to the boulevard.
 - The eastbound side of the boulevard is 21 feet wide, which allows for a 12 foot driving lane with 9 feet available for parking.
 - If we are going to restrict traffic at this location, restrictions would be justified at most locations (drives and alleys) on collector streets.

No action. Staff does not feel this is a hazard.

2. Consider parking restrictions in front of mailboxes.
 - The majority of the City mailboxes are located at the house or near the driveway.
 - The City's current ordinance restricts parking within 4 feet of a driveway.

No action.

Pedestrian and Bicycle Items

3. Install a curb ramp on Front Street, across from the sidewalk on the north side of the George Street approach parking lot.
 - The Fox River Trail is located approximately 3 feet behind the curb. There is not enough room to install the curb ramp to meet ADA requirements for vertical grade.

No Action.

4. Request to install a yield to pedestrian sign on Lawrence Drive and Southbridge Road.
 - Lawrence Drive and Southbridge Road is a four way stop. We do not use these signs at four way stops.

No action.

Speed and Speed Limit Signs

5. Consider a 25 mph speed limit sign for southbound Broadway, between Merrill and Bomier.
 - All city streets have a 25 MPH speed limit unless signed differently.
 - Drivers at this location are entering from streets (Broadway, Merrill, or Front) that are already 25 mph speed limits.

Staff recommends no action.

Signs - Other

6. Consider signing on Rockland Road for the Fox River Trail.
 - The trail is marked as a stop condition.

No action.
7. Consider stop sign relocation to stop traffic on Michigan Street and not Charles Street.
 - The Fire Department recommends leaving the signing at Michigan and Charles as is. Lewis Street is a primary access route to the east from the Fire Station. The stop signs on Charles Street at Michigan Street have been set to provide access on Michigan Street from Lewis Street to George Street.

No action.

Other

8. Accident reports for the intersection of Broadway and Lewis Street.
 - Based on the PD review, there have been four accidents since January 1, 2015.

No action.
9. Complaint of vehicles from 102 N. Broadway going the wrong way on George Street.
 - Staff reviewed in the field and there is a no left turn sign at the alley.

No action.

Below is a list of future items to be brought to the Board.

1. Consider changing parking on O'Hearn Street to match Crestview Lane.
2. Consider angle parking by widening Cook Street at Optimist Park.
3. Review short and long term parking in Nicolet Square near area of new dumpster in order to clarify what should be short term and what should be long term (in light of new dumpster enclosure).
4. Install RRFB at Broadway and George Street.
5. Install RRFB at Broadway and James Street.
6. Request to install a yield to pedestrian sign in the center of the road on Lawrence Drive at County Clare Road.
7. Install RRFB at Broadway and O'Keefe Road.
8. Sign modifications to City truck routes.
9. Options for lane designation changes at Chicago and Webster.
10. Review truck turning movements at Broadway and Lewis Street.