

CITY OF STEVENS POINT

BOARD OF PUBLIC WORKS MEETING

Monday, October 10, 2016 – 6:25 p.m.

(or immediately following previously scheduled meeting)

Lincoln Center – 1519 Water Street

Stevens Point, WI 54481

AGENDA

[A quorum of the City Council may attend this meeting]

CONSIDERATION AND POSSIBLE ACTION ON THE FOLLOWING:

1. To accept the Director's Report and place it on file.
2. Report on annual APWA Snow Plow Rodeo.
3. Temporary parking modifications on Sims Avenue.
4. To accept the Ordinance Amendment for Sixth Avenue.
5. Revocable Occupancy License Fees.
6. Adjournment.

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481

Copies of ordinances, resolutions, reports, and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481



Public Works

Engineering Department:
Phone: 715-346-1561
Fax: 715-346-1650

Streets Department:
Phone: 715-346-1537
Fax: 715-346-1687

October 5, 2016

DIRECTOR OF PUBLIC WORKS REPORT
Scott Schatschneider

1. Engineering Division

- **Hoover Grade Separation Utility Relocation Project:**
The underground utility relocation phase is continuing to progress. On Monday, October 10th installation of two sanitary manholes in the Industrial Park and Hoover Road intersection will begin. The work within the intersection is scheduled to take 5 working days. The installation of sanitary manholes will cause the intersection of Industrial Park Road and Hoover Road to be closed to all traffic. A detour is in place and electronic message boards were used 10 calendar in advance, notifying traffic of this particular closure. The project is on scheduled to be finished in early November.
- **Coye Drive and Hoover Road Intersection Improvement Project:**
The real estate acquisition process has been completed, and the project has started. Work began on Monday, October 3rd. The Coye Drive intersection will remain open to traffic during the project. In advance of the project starting, letters were sent out to all property and business owners within the Industrial Park notifying them of the upcoming project and anticipated start date. The letter explained the anticipation of traffic delays, given the nature of the work.
- **Worth Court Extension Project:**
This work began on Monday September 19th with an expected Completion Date of October 21st.
- **Sixth Avenue Reconstruction Project:**
Work has continued in spite of the rain the project received the last two weeks in September. All of the curb and gutter and sidewalk have been installed along with the first layer of asphalt. A significant amount of landscaping has also been completed with grass coming up in the boulevards. Completion is anticipated by Friday, October 14th.

- **Business 51 Project:**
Nothing to report at this time.
- **Crushing Project at the Whiting Avenue Pit:**
Nothing to report at this time.
- **St. Michael's Hospital Construction Project:**
This will be a separate agenda item.
- **UWSP Science Building Project:**
Work continues to be completed at a remarkable pace.
- **Additional Ongoing Director\City Engineer\City Surveyor Projects:**
 - The Engineering Department has been involved with the startup of the Worth Court and Coye Drive Project.
 - The City Surveyor has been involved with multiple real estate and boundary projects.
 - The Engineering Department has continued to be involved with the last remaining roadway items on Sixth Avenue.

2. Streets Division

- **Street work**
 - Continued Garbage and Recycling operations.
 - Sign work continued.
 - Street lamp maintenance continued.
 - Building maintenance and repair.
 - Patching Continued
 - Crack Fill operations continued.
 - Shoulder and dirt road grading continued.
 - Concrete Repairs Continued. Blowouts, Curb & Gutter, and Sidewalks.
 - Dog Park Maintenance.
- **Equipment maintenance/garage**
 - There were a total of 156 repair orders completed in the month of September. When broken down by department there were;

Engineering	3
Inspection	1
Police	16
Parks	68
Fire	2
Streets	63
Water/Waste water	3

- **Signs, posts, barricades, and flags**
 - 170 signs were replaced or added, 1 because of an accident, 154 were replaced, 1 for usual maintenance, 2 were moved, 3 because of vandalism and 9 new signs were added.
 - 96 poles were replaced or added, 5 because of accidents, 3 were replaced, 80 for usual maintenance, 2 poles were moved, 4 because of vandalism and 2 new poles were added.
 - Set out and picked up barricades and barrels for numerous city events.
 - Put up and took down flags for Labor Day and Patriot Day.

- **Garbage/recycling/yard waste/drop-off**
 - Garbage and recycling carts repaired/replaced/distributed as needed.
 - Regular solid waste collection completed.
 - Regular recycling collection completed.
 - City drop-off operations were completed.

- **Leave**
 - 7 floating holidays, 1 funeral day, 10 days 1.5 hours sick and 61 days 3 hours of vacation were utilized.

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October 5, 2016

To: Board of Public Works
From: Scott Schatschneider, Director of Public Works
Re: 2016 Snow Plow Roadeo Memo

Enclosed you will find a memo from the City of Stevens Point Assistant Street Superintendent, Luke Kronstedt.

If there are any questions regarding this item, please don't hesitate to contact me.

Thank you.

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October 5, 2016

To: Scott Schatschneider, Director of Public Works
From: Luke Kronstedt, Assistant Street Superintendent
Re: 2016 Snow Plow Roadeo

Scott, for the past 3 years, I as well as 8-10 employees have been attending the APWA's annual Snow Plow Roadeo in Green Bay.

New this year was a one-day winter maintenance certificate workshop designed to expand knowledge in winter maintenance planning, weather, operations, chemicals, maintenance and environmental impacts. There was a lot of very useful information presented to us, some of which we started to implement immediately upon returning to the Streets Dept. For instance checking the calibration on all of our salt spreaders and recalibrating if necessary. Also there have been some national studies regarding pre-wetting the salt from our spreaders with salt brine and how that allows the salt to start reacting immediately, this item alone will allow us to get a more efficient end product while using less dry salt. The study shows that on average we can expect a 20% savings on overall salt usage, which is great for 2 main reasons, salt is expensive and less salt is more environmentally friendly. Implementing these will have no budgetary expense; we have all the equipment already and have utilized salt brine for years now. We are just going to be using it more often and luckily salt brine is very cheap to make (\$0.09 per gallon).

This is a hands on training event for both mechanic's and plow operators to test their skills and knowledge of roadway rules and safety. As you know Kevin Bartkowiak has excelled for the last two years in this event. This year Kevin again demonstrated his skills by not only competing against 113 other drivers from around the state but placing 3rd amongst them. Kevin continues to be a leader and teacher for all of our new personnel here at the Streets Dept.

In conclusion, the crew members who attended came back from the event with the understanding, like everything else in the world, technology changes, and making subtle changes to our snow plowing methods can benefit everyone. This event is a very useful tool to continue to educate not only our new staff but a good refresher for some of our more senior staff as well.

Thank you.

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October 5, 2016

To: Board of Public Works
From: Scott Schatschneider, Director of Public Works
Re: Temporary Parking Modifications for Sims Avenue

St. Michaels Hospital has approached the City of Stevens Point for assistance in finding additional space for the construction parking as part of the current expansion project.

The construction parking would be on the north side of Sims Avenue between Fremont Street and Illinois Avenue. An aerial photo has been included.

The north side of Sims Avenue is currently metered. As part of this agreement the meters would be bagged and vehicles using this designated area would have an identifiable / visible permit.

The Police Department has determined through historical collection data, these meters collect \$300.00 per month. St. Michael's contractor has agreed to pay the City this amount for the ability to use this area on Sims Avenue.

An official Memo of Understanding would be presented at the October 17th Common Council Meeting for approval.

If there are any questions regarding this item, please don't hesitate to contact me.

Thank you.



**TEMPORARILY RESERVED
FOR CONSTRUCTION
PARKING ONLY
(NORTH SIDE SIMS AVE.)**

JERSEY ST

SIMS AVE

ILLINOIS AVE

COLLEGE AVE

FREMONT ST

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481



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October 5, 2016

To: Board of Public Works

From: Scott Schatschneider, Director of Public Works

Re: Stop Signs Ordinance 9.06(a)

Please see the attached ordinance amendment and corresponding map.

This ordinance amendment is a result of the Sixth Avenue Re-Construction Project.

The first modification will be to add STOP Signs for north and south bound traffic on First Street. This intersection was previously uncontrolled (no signs at all, in any direction). The second modification will be to re-locate STOP Signs that were previously stopping east and west bound traffic on Sixth and properly place them at West Street stopping the north and south bound traffic.

If there are any questions, please don't hesitate to contact me.

Thank you.

**ORDINANCE AMENDING THE REVISED MUNICIPAL CODE OF THE CITY OF STEVENS
POINT, WISCONSIN**

The Common Council of the City of Stevens Point do ordain as follows:

SECTION I: That subsection 550 of Section 9.06(a) of the Revised Municipal Code, **Stop Signs** is hereby **amended** to read as follows:

9.06(a) 550. For northbound and southbound traffic on West Street before entering the intersection with Sixth Avenue.

SECTION II: That subsection 809 of Section 9.06(a) of the Revised Municipal Code, **Stop Signs** is hereby **created** to read as follows:

9.06(a) 809. For northbound and southbound traffic on First Street before entering the intersection with Sixth Avenue.

SECTION III: These ordinance changes shall take effect upon passage and publication:

APPROVED: _____
Mike Wiza, Mayor

ATTEST: _____
John Moe, City Clerk

Dated: October 3, 2016
Approved: October 17, 2016
Published: October 21, 2016



FIRST ST

FIRST ST

WEST ST.

WEST ST.

SIXTH AVE.

Proposing to add "STOP SIGNS" for Northbound and Southbound traffic.

Proposing to move "STOP SIGNS" for Northbound and Southbound traffic.

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October 5, 2016

To: Board of Public Works
From: Scott Schatschneider, Director of Public Works
Re: Revocable Occupancy License (ROL) Fees

Recently certain situations have arisen where a ROL has been required.

An ROL is required when a private property owner requests permission to install or erect something (which is a benefit to them) within the City's Right of Way. The requests result in long term commitment implications.

The ROL creates a written understanding between the private property owner and the City of Stevens Point. In addition, the ROL provides guidance if something would change in the future. And most importantly the ROL provides protection to the City from potential liabilities.

Currently the City does not charge a fee for the creation of an ROL. However, the time required by staff to research and create the ROL document can be take considerable staff time. Staff time would include City Surveyor, City Engineer and City Attorney, City Paralegal, Planning and Zoning and City Clerk (recording the ROL at the County Register of Deeds).

An example of the most recent request for an ROL has been included for your review. This request is considered very straight forward and did not require any type of field verification nor did it require any staff time from the Stevens Point Utilities Department. The approximate amount of staff time spent for this request is as follows:

City Surveyor	8 hrs at \$35.26 / hr.	=	\$282.10
City Engineer	2 hrs at \$57.11 / hr.	=	\$114.22
City Attorney	1 hrs at \$60.00 / hr.	=	\$ 60.00
City Paralegal	2 hrs at \$29.45 / hr.	=	<u>\$ 58.90</u>
	Total	=	<u>\$515.22</u>

Therefore, staff is requesting a onetime \$500.00 fee be required for the creation and recording of a Revocable Occupancy License.

I have consulted with Attorney Beveridge on this topic and we agreed discussion of this item for this month. For the November Board of Public Works, Attorney Beveridge will confirm the process needed to implement this type of fee.

If there are any questions regarding this item, please don't hesitate to contact me.

Thank you.



**PROPOSED REVOCABLE
OCCUPANCY LICENSE
LOCATION**

DESIGNED BY: DATE:
 DRAWN BY: PJF DATE: 10-16
 REVISED BY: DATE:

PROJECT: PROPOSED REVOCABLE OCCUPANCY LICENSE
 IN: 2901 CHANNELL DRIVE FROM: TO:

CITY OF STEVENS POINT, WISC.

SCALE:
 HOR: NA
 VER: NA

PROJECT NO. NA
 SHEET NO. 1

REVOCABLE OCCUPANCY LICENSE

THIS AGREEMENT, made and entered into on the ____ day of _____, 2016 by and between

LICENSOR
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481

and

LICENSEE
281-2308-04-1011-01
Sarah Klish - Personal Representative for the
Estate of Danial W. Coble
2901 Channel Drive
Stevens Point, WI 54481

WITNESSETH

1. Encroachment Location. The unimproved right of way of Rice Street as platted on the 1st Addition To Dan Koziczowski's Subdivision, located in the Southeast Quarter of the Northeast Quarter of Section 4, Township 23 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin.

2. Encroachment Description. A driveway to be used for ingress and egress to Lot 9 of Block 6 of the 1st Addition To Dan Koziczowski's Subdivision, located immediately north of the home at 2901 Channel Drive.

3. Grant of License. The LICENSOR grants to the LICENSEE a license to temporarily keep and maintain the above described encroachment(s) within the above encroachment location(s) on the terms and conditions hereinafter set fourth, however, if the described encroachment(s) is damaged from any cause whatsoever, to the extent that repair costs would be equal to or greater than 50% of the assessed or estimated value of the described encroachment at the time of said occurrence, then it cannot be repaired, re-erected and/or replaced anywhere within the above mentioned right of way(s).

4. Maintenance. The LICENSEE, at LICENSEE's sole cost and expense, shall maintain the encroachment(s) upon the LICENSOR's property at the location described above in a manner and condition satisfactory to the LICENSOR's Director of Public Works, or an authorized representative. In the event that the encroachment(s) is found to be dangerous to travel on a public highway or street, either by causing obstruction to the view or any other threat to safety, or on the basis of a need to expand capacity, or improve safety, or should any public works project require, then, following notice from the LICENSOR, the LICENSEE, at LICENSEE's sole expense shall promptly remove the encroachment(s), located upon said LICENSOR's property, whereupon this license shall terminate, as hereinafter provided.

5. Payments by LICENSEE. As compensation for the license herein granted, the LICENSEE shall pay the LICENSOR a onetime fee of \$500.00 payable in advance. The LICENSEE shall assume and pay all taxes, license fees, membership fees and charges, and other charges levied, accrued or arising out of the existence of the driveway. The LICENSEE shall assume all costs associated with the requirements and responsibilities of meeting the provisions of Wis. Stats ch. 182.0175.

6. Placement of Utilities or Improvements. The LICENSOR or any utility having the right to place improvements within the public right of way may do so upon notice to the LICENSEE. Should the installation of any utility or improvement necessitate removal of the encroachment(s), the LICENSEE at LICENSEE's sole expense shall promptly remove the encroachment(s) from the LICENSOR's property, whereupon this license shall terminate, as hereinafter provided.

7. Mechanics' and Materialmen's Liens. The LICENSEE shall fully protect the LICENSOR's property from all Mechanics' and Materialmen's liens accruing on account of any materials furnished or work done in connection with the erection, repair, maintenance, or removal of the encroachment(s).

8. Insurance. So long as this license shall remain in force, LICENSEE, at LICENSEE's sole expense, shall maintain a comprehensive general liability policy of insurance, naming the City of Stevens Point as an additional insured and containing a contractual endorsement reading as follows:

"It is agreed that this policy covers the liability assumed by the insure under agreement dated _____, 2016 issued by The City of Stevens Point for premises located in the Southeast Quarter of the Northeast Quarter of Section 4, T23N, R8E, City of Stevens Point, Portage County, Wisconsin."

The Policy shall contain a combined single limit of liability for personal injuries and property damage of not less than \$1,000,000.00. LICENSEE shall furnish a Certificate of Insurance to the LICENSOR stating that said insurance is in force and that it will not be canceled or materially changed without giving the LICENSOR not less than ten (10) days prior written notice addressed to:

City of Stevens Point
City Clerk
1515 Strongs Avenue
Stevens Point, WI 54481

9. Indemnification by LICENSEE. The LICENSEE shall assume, and does hereby assume, all risk of damage to or destruction of the encroachment(s) for any cause whatsoever while located on the LICENSOR's property, and agrees to, and shall, at all times fully indemnify the LICENSOR and its agents and representatives against all liability, claims, demands, suits, judgments, costs, and expenses for loss of or damage to all property whatsoever and injury to or death of persons whomsoever, in any manner arising from or growing out of, directly or indirectly, wholly or in part, the erection, maintenance, existence, or removal of the encroachment(s) or from the LICENSOR's property at the location described above.

10. Assignment. Any assignment by LICENSEE shall be of no force or effect and shall not relieve LICENSEE of LICENSEE's liability or obligations hereunder. This license and the covenants and agreements contained herein are binding upon the LICENSOR, their personal and legal representatives, successors, heirs and assigns, and inures to the benefit of the LICENSEE. This license shall run with the land.

11. Termination. This license shall continue in effect until terminated by either party upon thirty (30) days prior written notice to the other party. Upon termination of this license, the LICENSEE, at LICENSEE's sole cost and expense, shall promptly remove the encroachment(s) from the LICENSOR's property and restore said property to its former condition of usefulness. Should the LICENSOR require it the LICENSEE, at LICENSEE's sole expense, shall provide the LICENSOR a certified survey map or a letter of certification by a Professional Land Surveyor, registered in the State of Wisconsin, attesting to the removal of the encroachment(s) from the abovementioned right of way(s).

In the event LICENSEE shall fail to remove said encroachment(s) and, if so requested by LICENSOR, the LICENSOR shall then have the right to complete such removal and restoration, and the LICENSEE shall promptly reimburse the LICENSOR for all costs so incurred by the LICENSOR plus fifteen percent (15%) of such cost.

The agreement between the parties hereto, or their predecessors, dated _____ is hereby acknowledged.

IN WITNESS WHEREOF, the parties hereto have caused this license to be duly executed as of the day and year first above written. The City Clerk shall file a copy of this license with the Portage County Register of Deeds. The recording fee for said license shall be included in the aforementioned onetime fee.

LICENSOR:
City of Stevens Point

LICENSEE:
281-2308-04-1011-01
Sarah Klish - Personal Representative for the
Estate of Danial W. Coble
2901 Channel Drive
Stevens Point, WI 54481

By _____
Mike Wiza, Mayor

By _____
Name

By _____
John Moe, City Clerk

This instrument drafted by:
Pat Fuehrer
Engineering Division
City of Stevens Point