

# CITY OF STEVENS POINT

## BOARD OF PUBLIC WORKS MEETING

Monday, November 14, 2016 – 6:20 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. To accept the Revocable Occupancy License Fees.
3. Introduction regarding requests for the installation of cell phone towers in city right-of-way.
4. 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

November 8, 2016

DIRECTOR OF PUBLIC WORKS REPORT  
Scott Schatschneider

## 1. Engineering Division

- **Hoover Grade Separation Utility Relocation Project:**

The underground utility relocation project is nearly finished. Restoration and clean up has begun, this work should be finished by Wednesday, November 16th. During the installation of the sanitary sewer an additional manhole was discovered as needing repair. The additional manhole is located in the intersection of Industrial Park Road and Hoover Road (near the entrance to Delta Dental). At the time of this report the manhole was being scheduled for production and the date of installation is scheduled for mid-November. The additional manhole installation should take about three days.

In terms of the actual grade separation project. Bids are due on Tuesday, December 13<sup>th</sup>. The bid opening is part of the WisDOT letting process. As soon as we know the bid amount an email will be sent with all of the pertinent information.

- **Coye Drive and Hoover Road Intersection Improvement Project:**

The project is scheduled to be substantially complete by Friday, November 11th.

- **Worth Court Extension Project:**

The project is scheduled to be substantially complete by Friday, November 11<sup>th</sup>. Street lights will be installed by mid-December.

- **Sixth Avenue Reconstruction Project:**

The project has been completed. There may be a minor amount of re-landscaping needed in the spring on the east end of the project within the boulevards.

- **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:**  
Nothing to report at this time.
- **UWSP Science Building Project:**  
Nothing to report at this time.
- **Additional Ongoing Director\City Engineer\City Surveyor Projects:**
  - The Engineering Department has been involved with closing out projects and determining final pay quantities.
  - The City Surveyor has been involved with multiple real estate and boundary projects.
  - The Engineering Department has been very involved with the start of the design of Prentice Street. This project is scheduled to be advertised for bids in February.

## 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.
  - Traffic Painting continued.
  - Shoulder and dirt road grading continued.
  - Concrete Repairs Continued. Blowouts, Curb & Gutter, and Sidewalks.
  - Dog Park Maintenance.
  - Sand and Salt acquired.
  - Winter Equipment Prepped.
- **Equipment maintenance/garage**
  - There were a total of 170 repair orders completed in the month of September. When broken down by department there were;

Engineering	2
Inspection	1
Police	6
Parks	46
Fire	7
Streets	102
Water/Waste water	6

- **Signs, posts, barricades, and flags**
  - 137 signs were replaced or added, 2 because of accidents, 123 were replaced, 0 for usual maintenance, 4 were moved, 5 because of vandalism, 1 sign trimmed tree branches, 1 sign was eliminated and 1 sign was changed due to being wrong sign for area.
  - 46 poles were replaced or added, 2 because of accidents, 37 for usual maintenance, 2 were replaced, 1 pole was moved and 4 because of vandalism.
  - Put up "pink" street signs on Fourth Avenue for Breast Cancer Awareness.
  - Repaired a Walk/Don't Walk light.
  - Replaced a burnt out "green" light for a traffic signal.
  
- **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**
  - 9 floating holidays, 1 funeral day, 6 days 4.75 hours sick and 57 days 5 hours of vacation were utilized.

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November 8, 2016

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

At last month's meeting, the topic of fees being associated with the creation and administration of Revocable Occupancy Licenses was introduced.

I have included last month's information regarding this item as a reference.

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

Thank you.

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Stevens Point, WI 54481



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Streets Department:  
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Fax: 715-346-1687

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>
	<b>Total</b>	<b>=</b>	<b><u>\$515.22</u></b>

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.

## 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 1<sup>st</sup> 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 1<sup>st</sup> 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

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



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Streets Department:  
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November 8, 2016

To: Board of Public Works  
From: Scott Schatschneider, Director of Public Works  
Re: Introduction on request for permission to install cell phone towers within City Right of Way

The City of Stevens Point was recently approached by a company associated with the cell phone industry regarding the installation of cell phone towers within City Right of Way.

A representative from the company (Brentt Michalek with Mobilitie) will be presenting to the Board of Public Works in December. However, I wanted the Board of Public Works and the Common Council to have an initial conversation regarding this topic.

I have included information regarding the request for potential locations and specifics on the poles themselves.

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

Thank you.









WISCONSIN  
TECHNOLOGY  
NETWORKING, LLC

SITE ID: CONDUIT LETTER: WNS00-527-08  
 DRAWN BY: JRS  
 CHECKED BY: JRS

NO.	DATE	REVISION
1	06/27/16	ISSUE

IT IS A VIOLATION OF THE LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE AUTHORITY OF A LICENSED PROFESSIONAL ENGINEER TO ALTER THIS DOCUMENT.

SITE INFORMATION  
 MLDX05-03-B  
 44.5311567 / -89.573634  
 STEVENS POINT, W 54481  
 UTILITY POLE

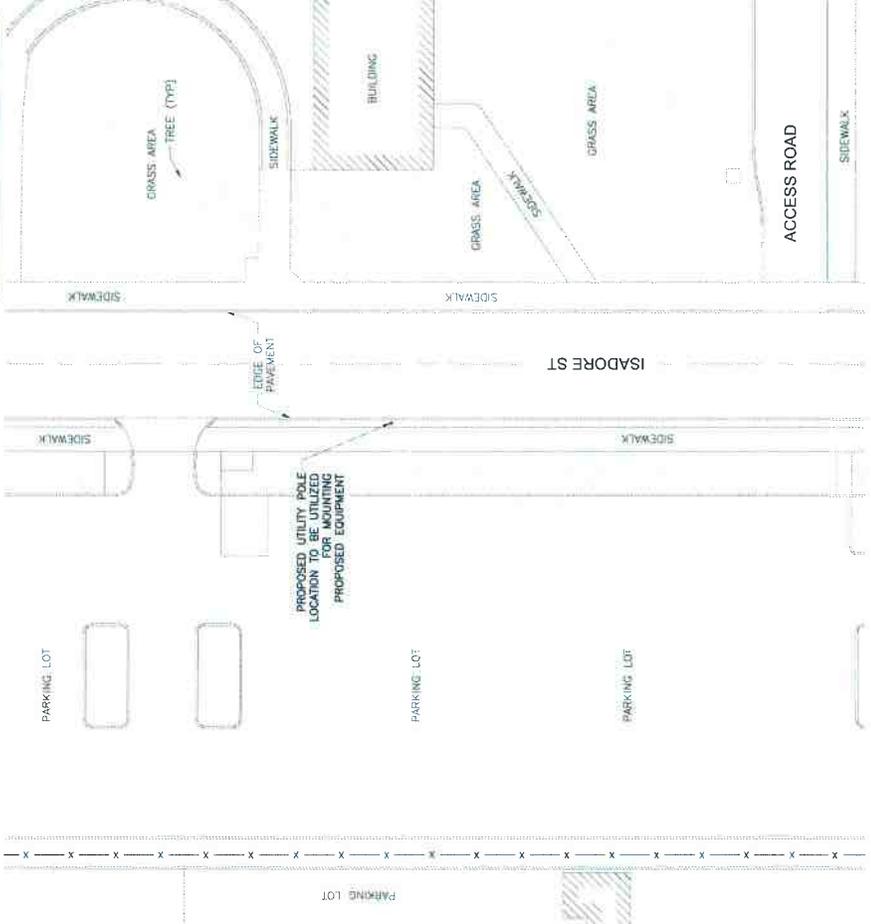
SHEET TITLE  
 EXHIBIT PHOTO &  
 ENLARGED SITE PLAN

SHEET NUMBER  
**1.0**

NOTE:  
 THIS SITE PLAN WAS GENERATED WITHOUT THE USE OF A SURVEY. PROPERTY LINES, POWER & TELCO UTILITY POINT CONNECTIONS/ROUTES AND EASEMENTS SHOWN ON THESE PLANS ARE ESTIMATED.

**LEGEND**

	EXISTING BUILDINGS
	EXISTING TREES
	EXISTING CURB
	MARKING/ROAD MARKINGS



GRAPHIC SCALE: 1/20 (IN FEET)



3 ENLARGED SITE PLAN  
 SCALE: 1" = 20'-0"



PROPOSED UTILITY POLE LOCATION TO BE UTILIZED FOR MOUNTING PROPOSED EQUIPMENT

1 EXHIBIT PHOTO  
 SCALE: N.T.S.



2 AERIAL SITE LOCATION  
 SCALE: N.T.S.











WISCONSIN  
TECHNOLOGY  
NETWORKING, LLC

SITE ID-CANDIDATE LETTER: GEMRD1827-R  
DESIGNED BY: M. J. MURPHY  
CHECKED BY: PK

NO.	DATE	REVISION
1	02/27/18	REVIEW
2		
3		
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20		

IT IS A VIOLATION OF THE LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE AUTHORITY OF A PROFESSIONAL ENGINEER, TO ALTER THIS DOCUMENT.

SITE INFORMATION  
MUDROCKS-03-B  
44.531155° / -89.573634°  
STEMS POINT, WISCONSIN  
UTILITY POLE

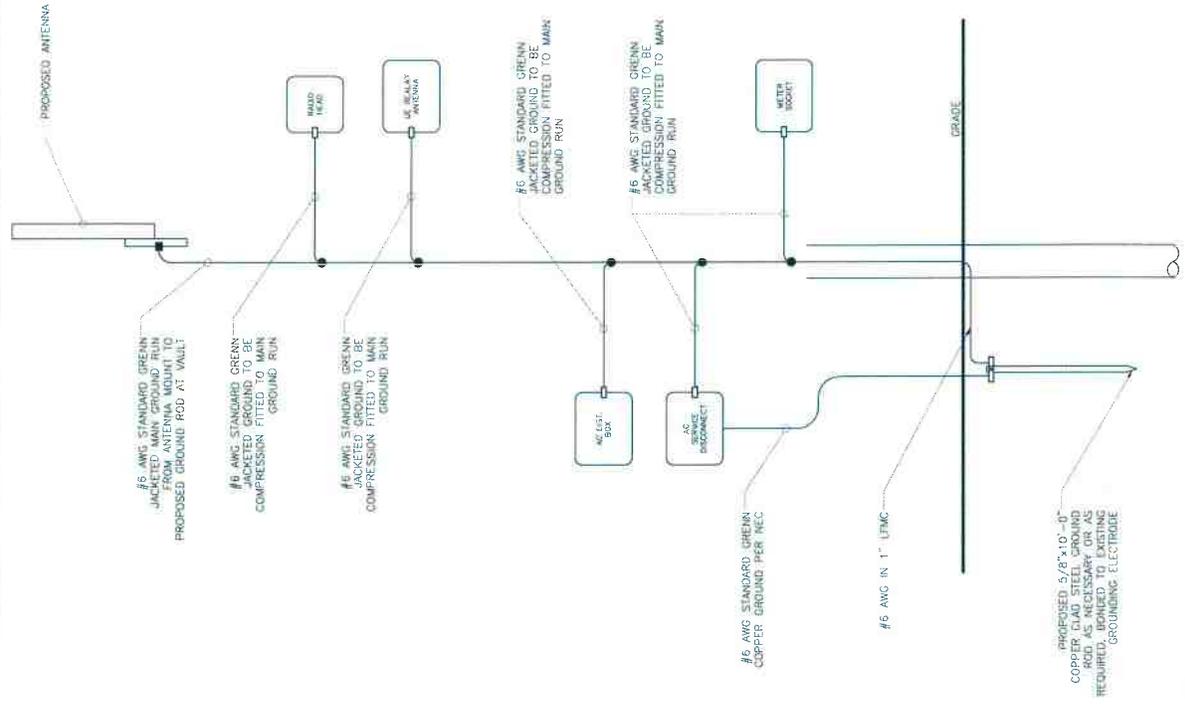
SHEET TITLE  
GROUNDING DETAILS

SHEET NUMBER  
5.0

LEGEND

- MECHANICAL CONNECTION
- COMPRESSION CONNECTION

NOTE:  
GROUNDING RISER FOR DIAGRAMATIC PURPOSES ONLY. SEE ELEVATION DRAWING FOR EQUIPMENT AND ANTENNA LOCATION.

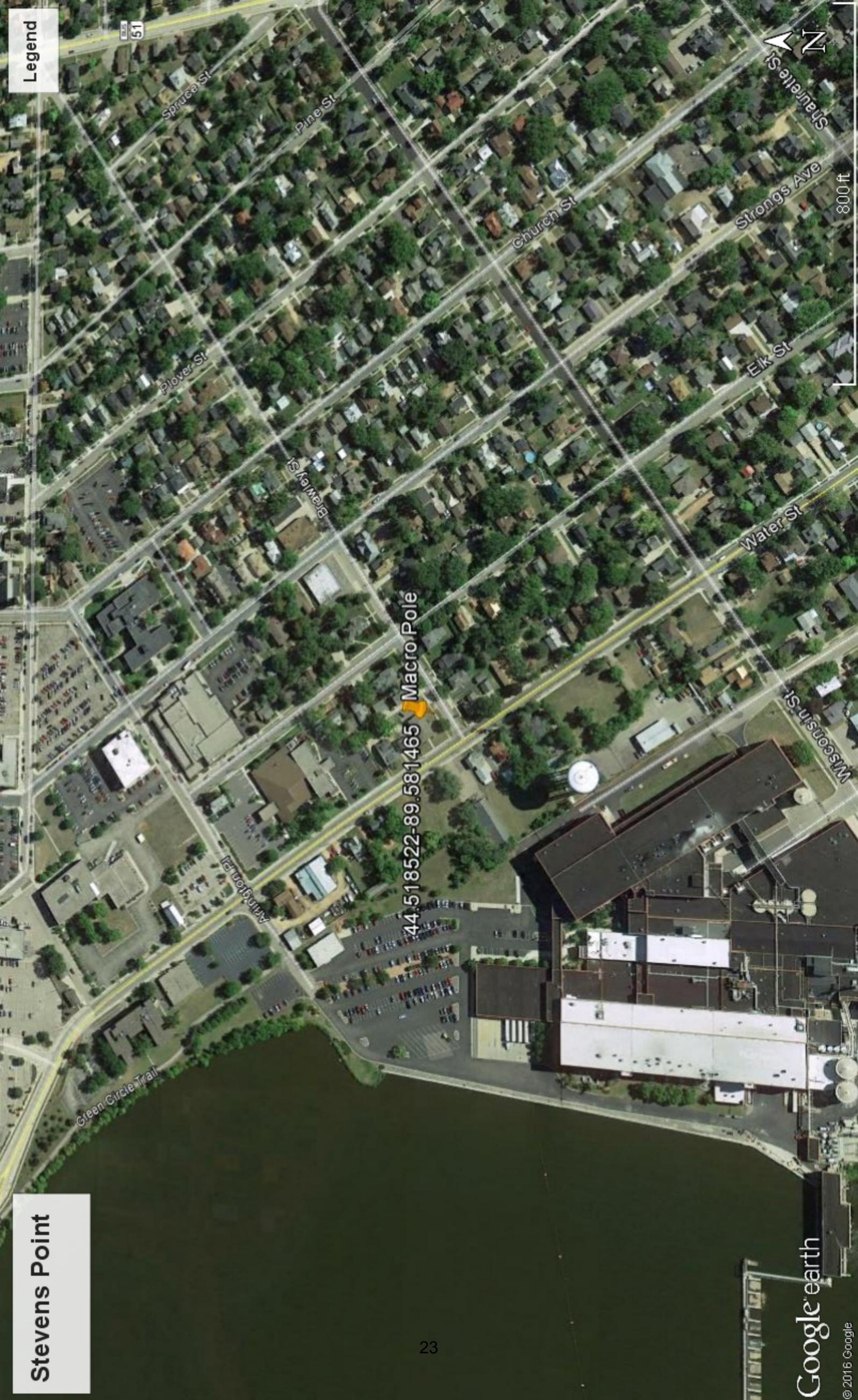


RF NOTICE RISER DIAGRAM  
SCALE: N.T.S.





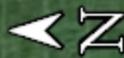




44.518522-89.581465 Macro Pole

Legend

44.531171 -89.573633



200 ft

Mini Macro Pole

Mini Macro Pole

Isadore St

Division St

51

Stevens Point

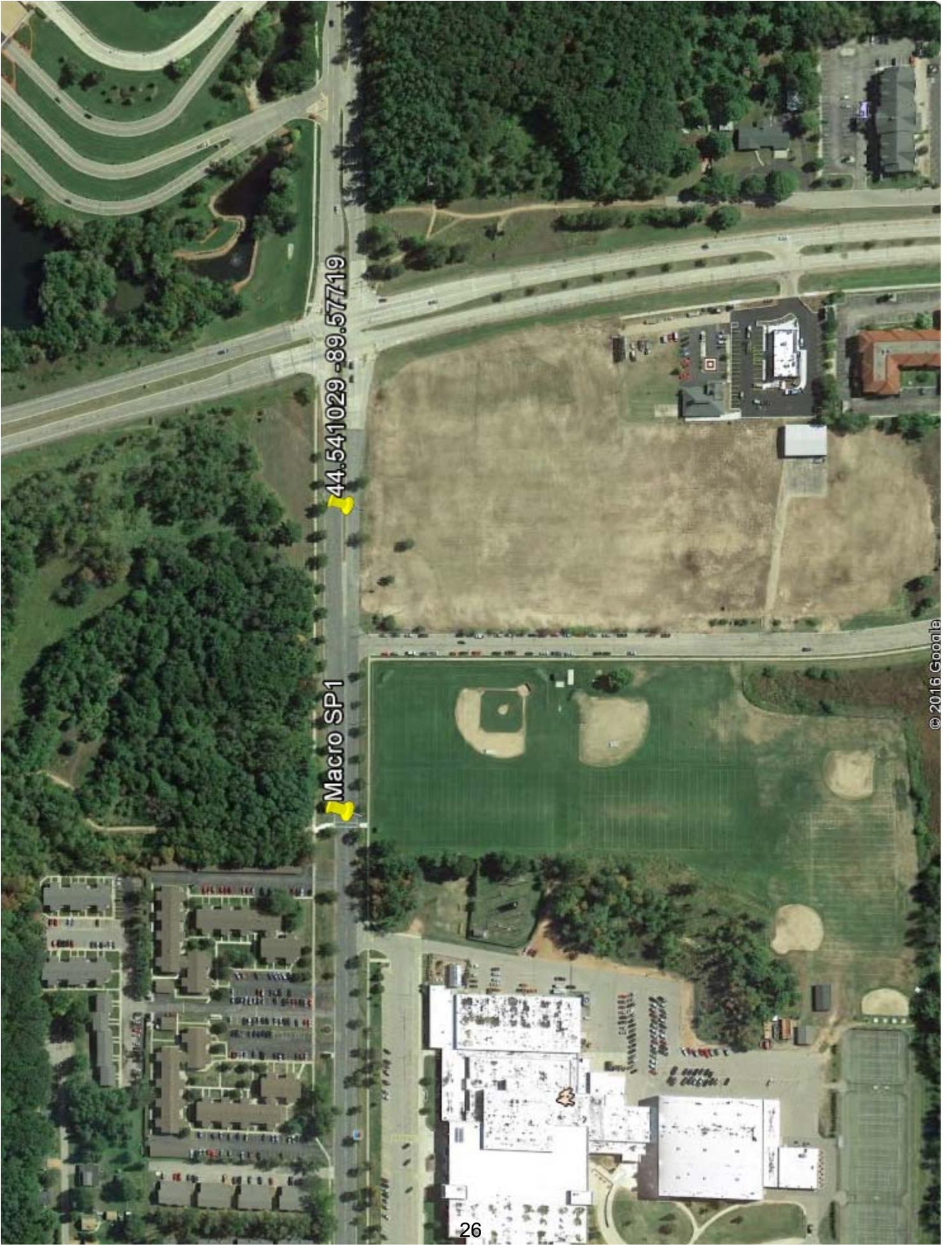


Mini Macro Pole

Mini Macro Pole

Mini-Macro

44.528957-89.56982



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