

CITY OF STEVENS POINT

BOARD OF PUBLIC WORKS MEETING

Monday, December 12, 2016 – 6:00 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. Request from WPS for underground utility easement for the installation of gas and electric services to the future Cobblestone Hotel Development.
3. To accept the Ordinance Amendments for Stop Signs for northbound and southbound traffic on Worth Court.
4. Introduction to fee structure pertaining to Right-of-Way fees.
5. Presentation by Brentt Michalek of Mobilitie regarding locations of Cellular/Mobil data poles.
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

December 6, 2016

DIRECTOR OF PUBLIC WORKS REPORT
Scott Schatschneider

1. Engineering Division

- **Hoover Grade Separation Utility Relocation Project:**
The project has finished for the year. In last month's report, an additional manhole installation was reported on. However, by the time the manhole was manufactured and delivered the time frame for installation had closed. The manhole will be installed next spring prior to work starting on the south side of the grade separation project.

In terms of the actual grade separation project. Bids are due on Tuesday, December 13th. 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 finished.
- **Worth Court Extension Project:**
The project is finished. Street lights will be installed by mid-December.
- **Sixth Avenue Reconstruction Project:**
After the project was completed and given the extended warm weather this fall, staff did receive compliments regarding the sidewalk.
- **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:**
The expansion project on the east side of the building is finished.

- **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 completed.
 - Prep begun for 2017 Northpoint Sealcoat.
 - Traffic Painting discontinued.
 - Shoulder and dirt road grading discontinued.
 - Concrete Repairs Discontinued.
 - Dog Park Maintenance.
 - Sand and Salt acquired.
 - Winter Equipment Prepped.
 - Began Snow and Ice Control Operations
- **Equipment maintenance/garage**
 - There were a total of 131 repair orders completed in the month of November. When broken down by department there were;

Engineering	1
Inspection	2
Police	13
Parks	19
Fire	1
Streets	88
Water/Waste water	7

- **Signs, posts, barricades, and flags**
 - 30 signs were replaced and 2 were moved.
 - 10 poles worked on for usual maintenance, 2 were moved, and 3 because of vandalism.

- Put out signs and barricades for election.
- Picked up election material.
- Put up/took down flags for Veterans Day.
- Set out 12 barrels w/rings for Frostbite Run.

- **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**
 - 16 floating holidays, 0 funeral days, 18 days 3 hours sick and 89 days 6 hours of vacation were utilized.

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December 6, 2016

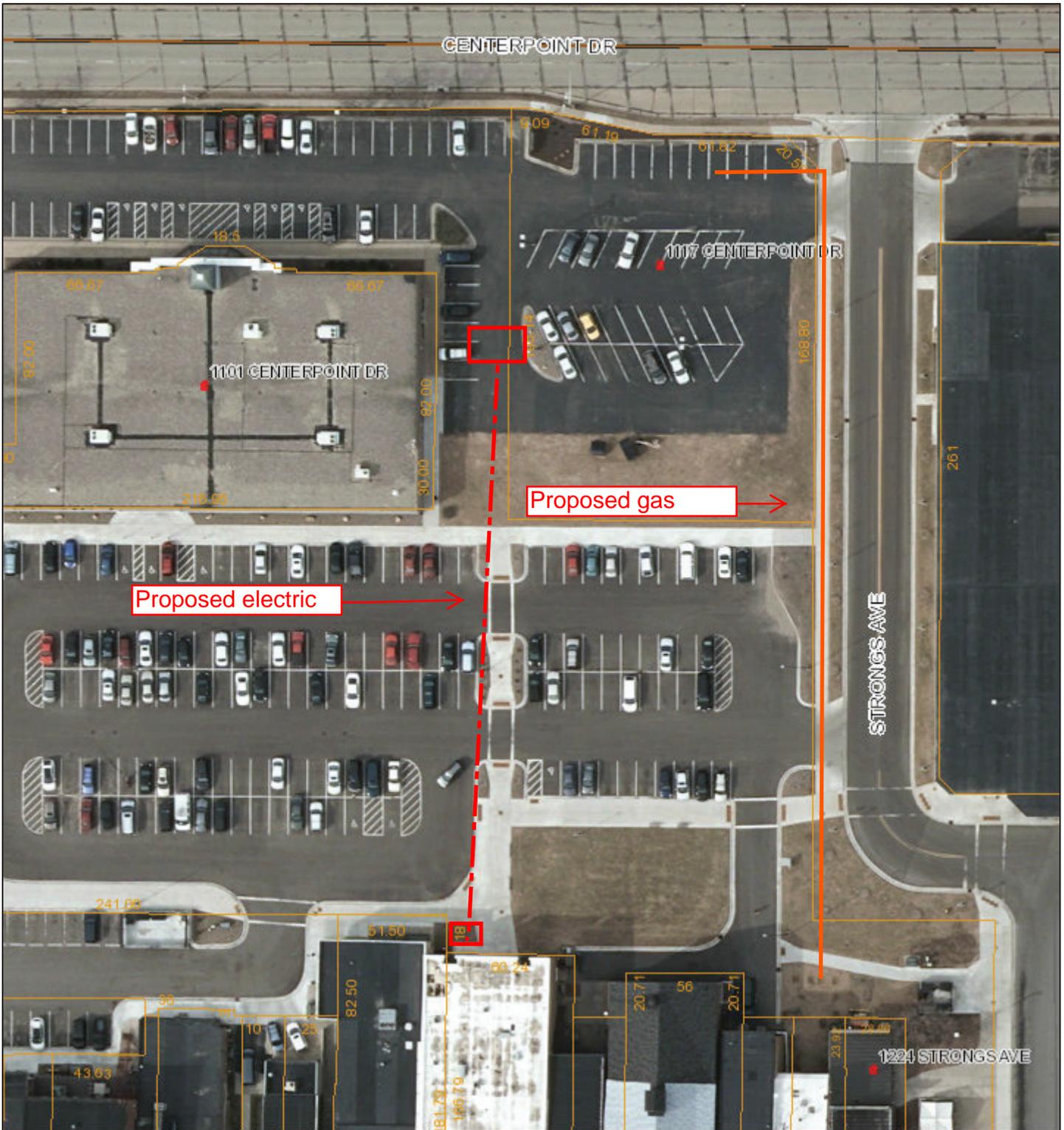
To: Board of Public Works
From: Scott Schatschneider, Director of Public Works
Re: Wisconsin Public Service – Gas & Electric Easement Request

As a result of the Cobblestone Hotel development, Wisconsin Public Service has requested an easement for the installation and location for gas and electric services. I have included two drawings indicating the proposed locations.

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

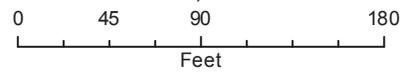
Thank you.

Portage County GIS



December 5, 2016

1:1,128



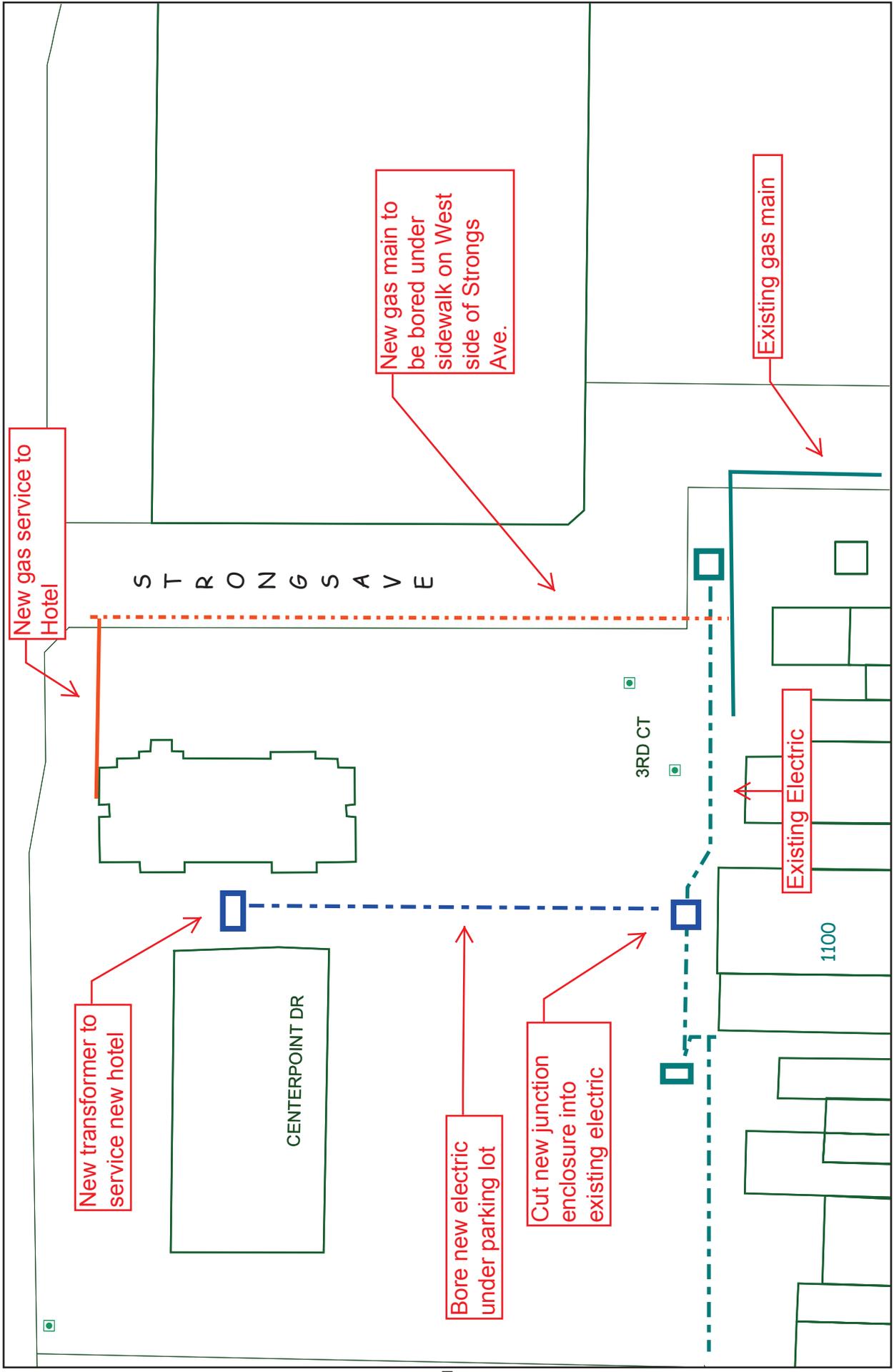
- Address Points
- Parcel Boundaries

Special Flood Hazard

- Floodway, Base flood elevations determined
- Floodfringe, 1% Annual flood hazard, Base flood elevations determined
- Zone A, 1% Annual flood hazard, No base flood elevations determined
- 300 feet

Sources: Esri, HERE, DeLorme, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), MapmyIndia, NGCC, © OpenStreetMap contributors, and the GIS User Community

landbase view



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December 6, 2016

To: Board of Public Works

From: Scott Schatschneider, Director of Public Works

Re: Stop Signs Ordinance 9.06(a)

This ordinance amendment is a result of extending Worth Court south to Clem's Way. Please see the attached ordinance amendment and corresponding map.

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 810 of Section 9.06(a) of the Revised Municipal Code, **Stop Signs** is hereby **created** to read as follows:

9.06(a) 810. For northbound traffic on Worth Court before entering the intersection with E.M. Copps Drive.

SECTION II: That subsection 811 of Section 9.06(a) of the Revised Municipal Code, **Stop Signs** is hereby **created** to read as follows:

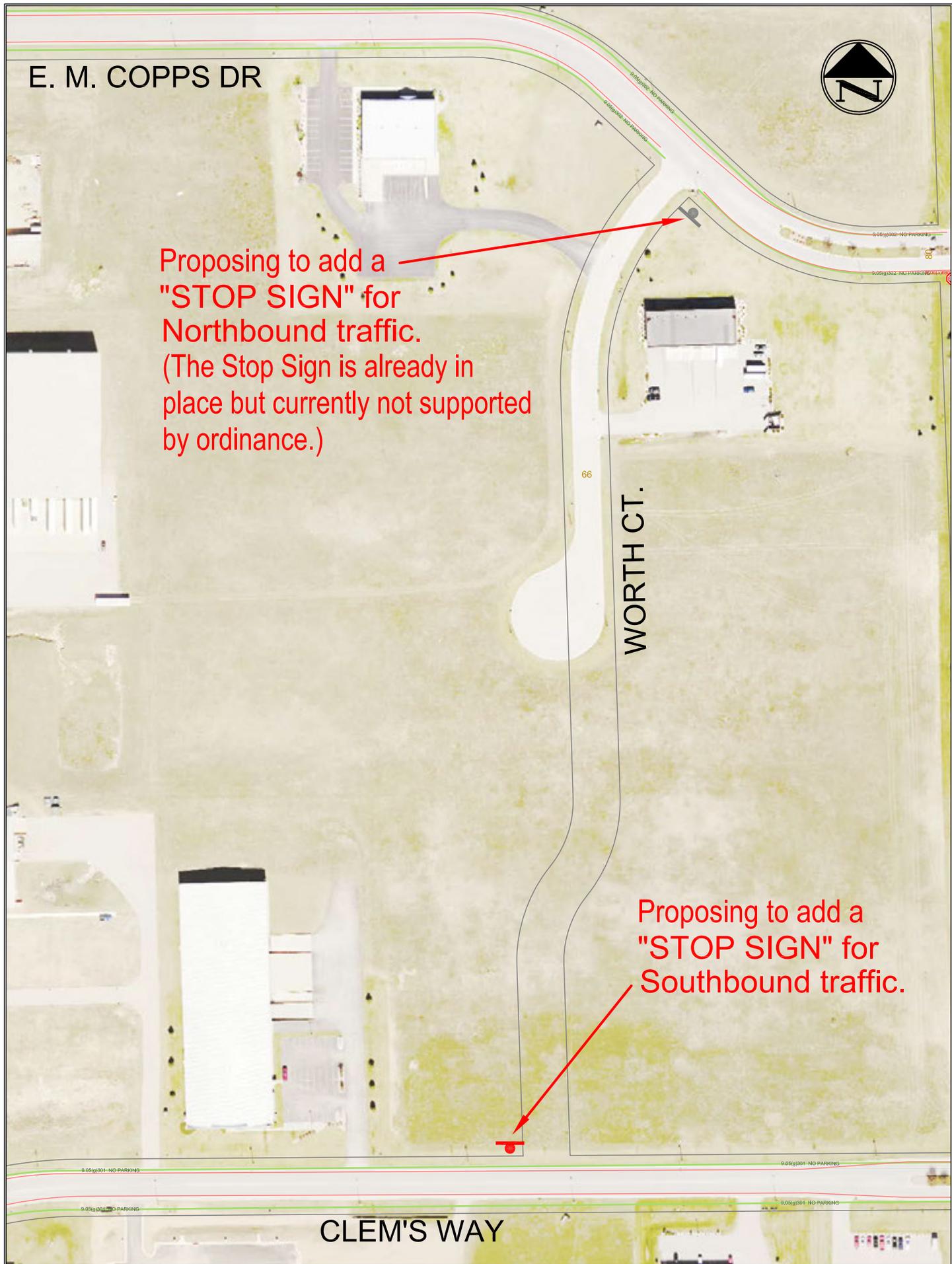
9.06(a) 811. For southbound traffic on Worth Court before entering the intersection with Clem's Way.

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

APPROVED: _____
Mike Wiza, Mayor

ATTEST: _____
John Moe, City Clerk

Dated: December 1, 2016
Approved: December 19, 2016
Published: December 23, 2016



E. M. COPPS DR



Proposing to add a "STOP SIGN" for Northbound traffic. (The Stop Sign is already in place but currently not supported by ordinance.)

WORTH CT.

Proposing to add a "STOP SIGN" for Southbound traffic.

CLEM'S WAY

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



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December 6, 2016

To: Board of Public Works
From: Scott Schatschneider, Director of Public Works
Re: Right of Way Permit Fees

Currently, private homeowners and/or contractors who have work within the City Right of Way are required to obtain a permit from the City's Engineering Department. Examples of the Right of Way Permit have been included with this memo.

Requests for a permit can vary from something very simple (i.e. replacing a gravel driveway with an asphalt driveway), to a project more complicated and will require a fair amount of staff time.

Up to this point Right of Way Permits have been free. However, given the number of permits the Engineering Department issues every year (approximately 165 permits/ year) and the overall staff time spent reviewing, processing, field verifying and at times, implementing corrective actions after the project is finished, staff believes a fee structure is warranted.

Staff has put together three general categories describing types of work that have taken place within the Right of Way. Staff has also put together associated fees with each classification of work.

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

Thank you.

RIGHT OF WAY PERMIT

FEE CRITERIA

\$20.00 FEE

Resident:

Sidewalk repair/replacement
Driveway repair/replacement
Boulevard Maintenance/Improvements
Temporary signs in boulevard

\$80.00 FEE

Business/Commercial:

Installing power poles
Dumpster in right of way
Closing sidewalk
Gas/Electric Services

\$200.00 FEE

Commercial:

Cutting into asphalt
Removing curb & gutter
Traffic Control
Borings (large)
Site visit(s)
Commercial Projects

CITY OF STEVENS POINT RIGHT-OF-WAY PERMIT

City Engineering Department – 1515 Strongs Avenue

Phone: 715-346-1561

Fax: 715-346-1650

ITEMS 1 THROUGH 11 MUST BE COMPLETED OR APPLICATION MAY BE REJECTED.

- 1) DATE: 11/29/16
- 2) SITE ADDRESS OR LOCATION: 300 St. Paul St.
- PROPERTY OWNER, UTILITY
- 3) COMPANY OR CONSULTANT NAME: Washington Const Inc

- 4) ATTACHED IS A PLAN (IF APPLICABLE TO THIS PERMIT) OR MAP/DRAWING OF PROJECT BELOW:

*Must restore/repair R/W to original condition upon completion of project.
 - follow city specs on sidewalk
 See attached*

- 5) DESCRIPTION OF WORK: driveway + side walks

- 6) LIST OF CONTRACTORS FOR THIS PROJECT:

Shawn Oliver

- 7) START DATE: soon-weather 8) COMPLETION DATE: soon after start

- 9) It is understood that work within City right-of-way may require temporary traffic control in conformance with the Manual of Uniform Traffic Control Devices.
- 10) It is understood that if there is damage done to facilities within the right-of-way I will be liable to repair damages as directed by the City Engineer.

The applicant agrees to comply with all Municipal Ordinances and with the conditions of this permit, understands that issuance of the permit creates no legal liability, express or implied, on the Department or Municipality, and certifies that all the above information is accurate. Subject to conditions on reverse side.

- 11) CONTACT INFORMATION:

<u>W Pritchard Pres</u>	<u>5456 Cardinal Pr</u>
Print Name of Applicant	Contact Address
<u>W Pritchard Pres</u>	<u>Stevens Point WI</u>
Signature of Applicant	Contact City, State, ZIP
<u>pritchard@charter.net</u>	<u>715 570 8211</u>
E-mail Address	Telephone Number (24/7 Availability)
	Fax Number

NOTE: Do not begin work until notification by the Stevens Point Engineering Department – 715-346-1561

CITY OF STEVENS POINT RIGHT-OF-WAY PERMIT APPROVAL

Lance Mumm

Authorized Signature

11/30/16

Permits for obstructions are conditional and should be considered temporary in nature. The permit may be withdrawn or voided at the pleasure of the city.

Obstructions in the right of way even though permitted are the responsibility of the property owner adjacent to the right of way. The city assumes no liability for the condition of the obstruction or damage done to the obstruction regardless of who caused the damage including from city operations such as tree planting and snow plowing or removal. The party placing the obstruction is responsible and liable for damage caused to the obstruction as well as any damage caused to city equipment or employee of the city who may be injured as a result of the obstruction.

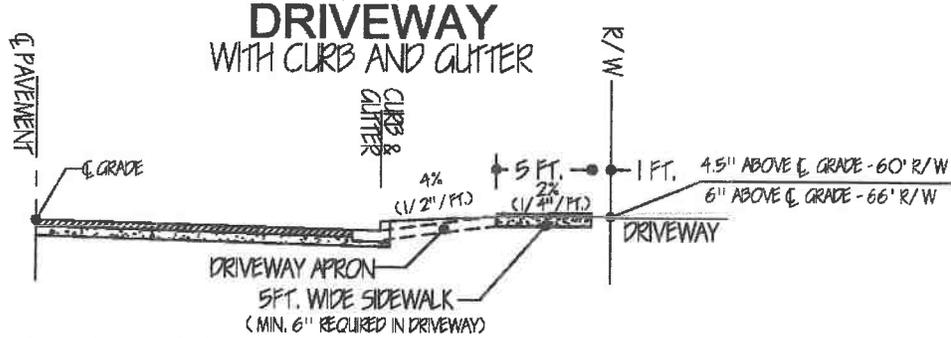
Special conditions altering or amending the permit application include:

Signed _____

Driveway and front yard grading.

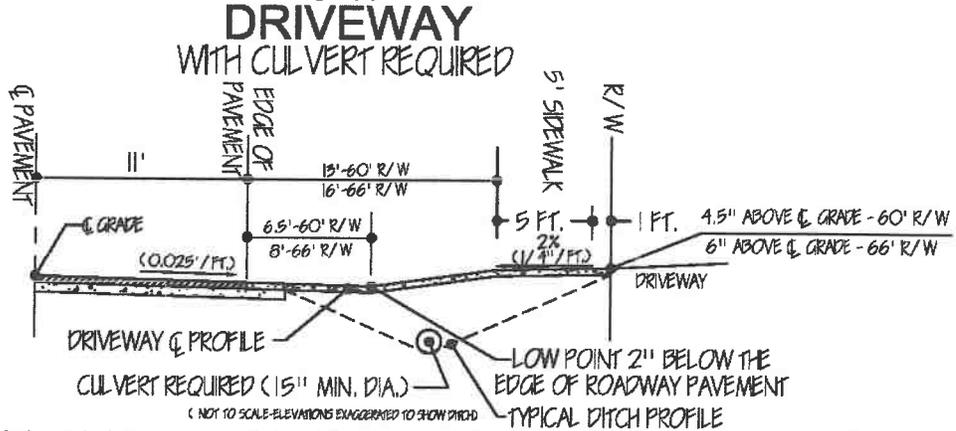
No excavation or filling in the street right of way (out side of the property line) shall be done without the approval of the city engineer including any work done for driveways.

Figure (a.)



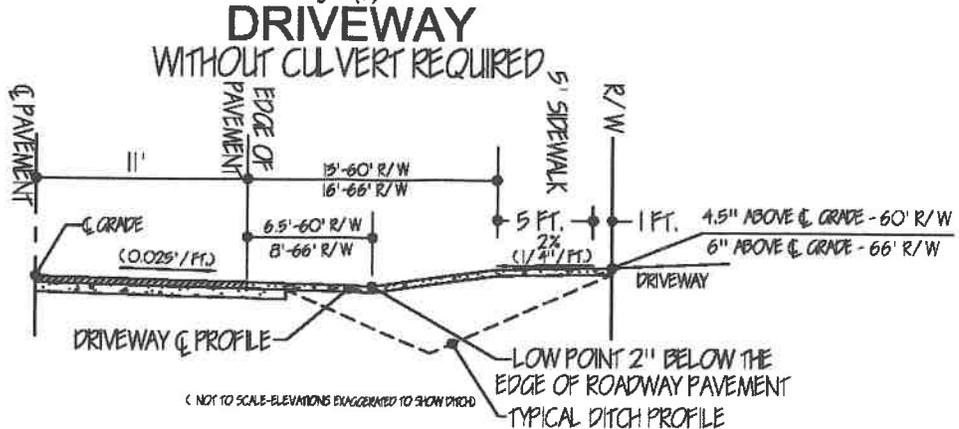
In the case of construction of a driveway entering onto a street that has existing curb and gutter with storm sewer that discharges to a stormwater control pond or into an approved interceptor sewer, the driveway at the property line shall be at an elevation of 4.5 inches (for a 60 ft. right of way) or 6 inches (for a 66 ft. right of way) above the centerline of the street pavement. The driveway shall be graded at a 2% pitch for a distance of six feet then to a point to match the depressed curb section of the street. See figure (a.). Existing curb sections will be removed and replaced with depressed curb (lip curb) through the width of the driveway.

Figure (b.)



In the case of a street that is planned to ditch stormwater to a stormwater control pond, the driveway must come to a low point located midway between the sidewalk section and the edge of the roadway pavement. The low point must be two inches below the edge of the pavement at the lowest point where it intersects the driveway. No changes to the grades of the ditch are permitted. A culvert must be installed under each driveway. Culverts must be at least 15 inches in diameter unless indicated otherwise in an approved drainage plan developed for the area. The driveway shall be graded to meet the property line at an elevation of 4.5 inches (for a 60 ft. right of way) or 6 inches (for a 66 ft. right of way) above the centerline of the pavement. The driveway shall be graded to meet the grade of the edge of the pavement. See figure (b.)

Figure (c.)



In the case of a street that is planned to hold stormwater in a ditch (and in some cases front yards) between driveways, the driveway must come to a low point located midway between the sidewalk and the edge of the roadway pavement. The low point must be two inches below the edge of the pavement at the lowest point where it intersects the driveway. The driveway shall be graded to meet the property line at an elevation of 4.5 inches (for a 60 ft. right of way) or 6 inches (for a 66 ft. right of way) above

300 St. Paul

garage

apron

pitched drive
pitched to north road

garage



15' in 19' 6" for
than 19' 6" side

20'

26'

17'

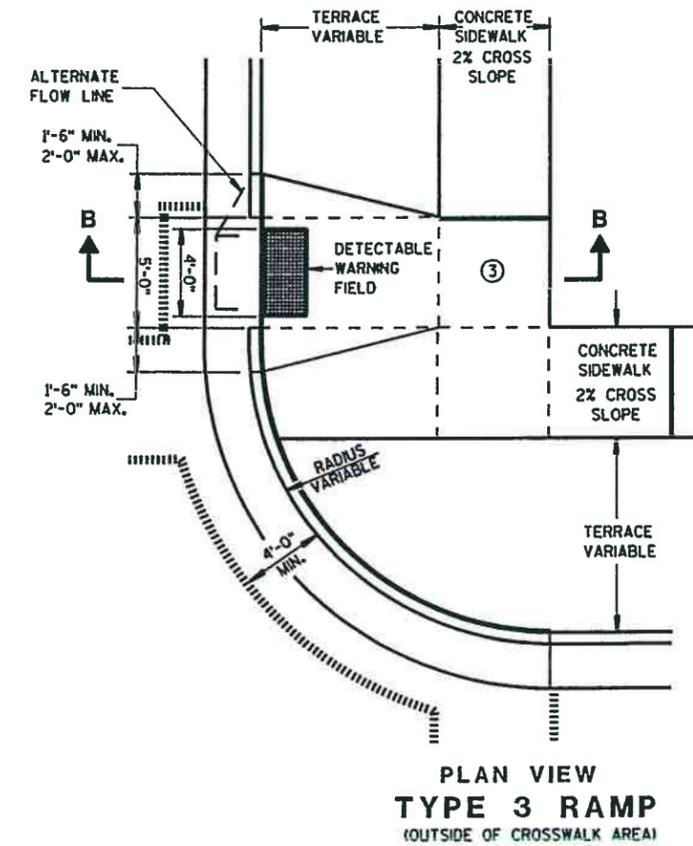
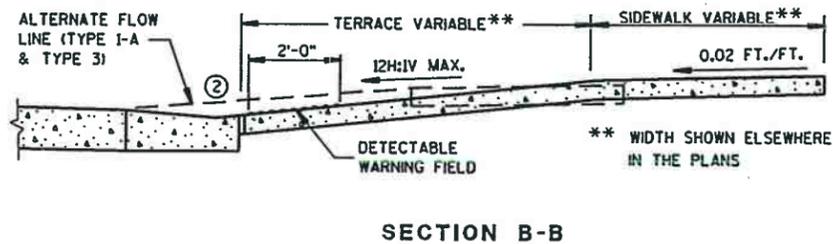
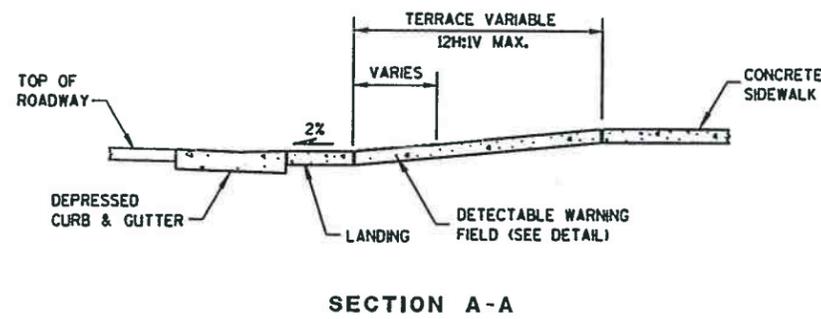
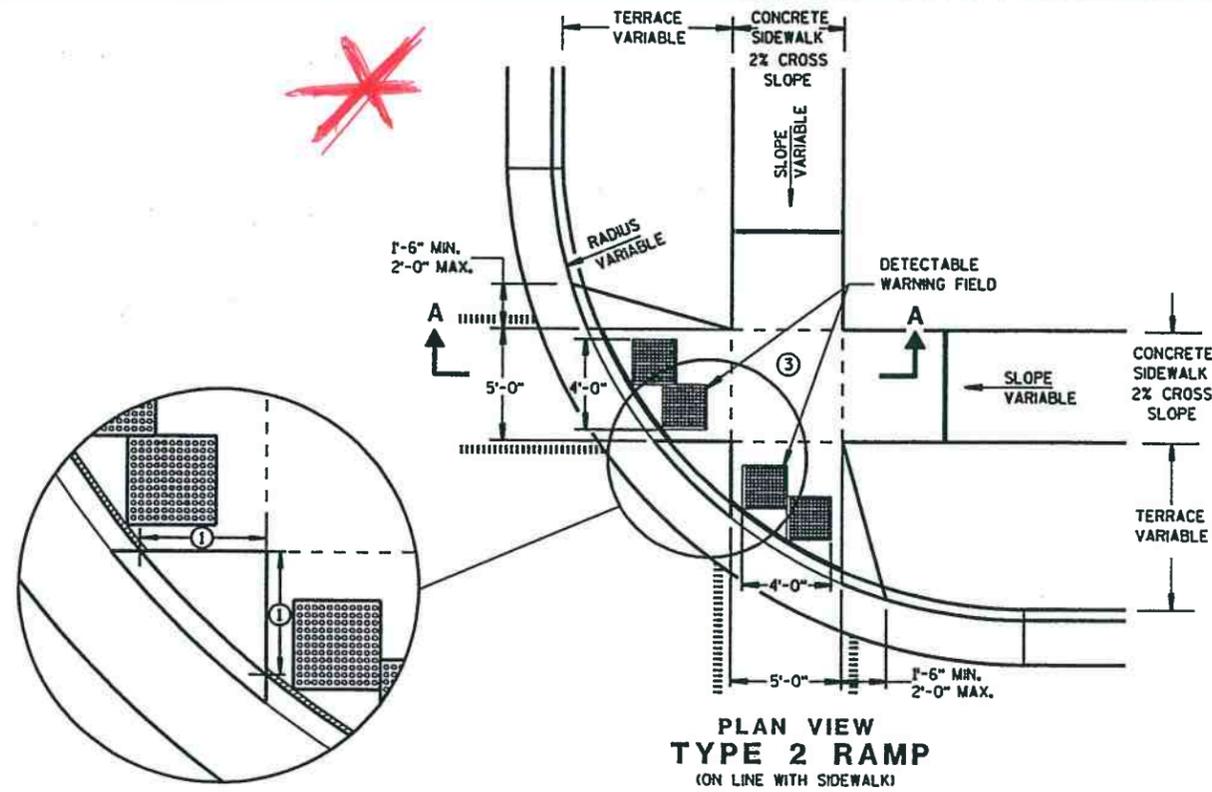
GENERAL NOTES

USE THE TYPE 3 RAMP ONLY WHEN A TYPE 1 OR TYPE 2 CANNOT BE ACHIEVED BECAUSE OF FIELD CONDITIONS.

- ① WHEN THIS DISTANCE IS LESS THAN 6'-0" IT MAY BE DIFFICULT TO ACHIEVE A 12H:1V SLOPE, OR FLATTER, ON THE RAMP. REDUCE CURB HEIGHT IN TRIANGLE AREA TO ACHIEVE 12H:1V SLOPE, OR FLATTER, ON RAMP. 2" MINIMUM CURB HEIGHT.
- ② GRADE CHANGE BETWEEN GUTTER FLAG SLOPE AND THE CURB RAMP SLOPE SHALL NOT EXCEED 1%. PROVIDE DRAINAGE AWAY FROM CURB RAMP AT GUTTER FLAG INTERFACE.
- ③ PROVIDE LANDING AT TOP OF RAMP WITH NO MORE THAN 2% SLOPE IN ANY DIRECTION.

LEGEND

- 1/2" EXPANSION JOINT-SIDEWALK
- - - CONTRACTION JOINT FIELD LOCATED
- ||||| PAVEMENT MARKING CROSSWALK (WHITE)
- - - ALTERNATIVE LAYOUT



**CURB RAMPS
TYPES 2 AND 3**

STATE OF WISCONSIN
DEPARTMENT OF TRANSPORTATION

Permit # ENG-116-1166

CITY OF STEVENS POINT RIGHT-OF-WAY PERMIT

City Engineering Department – 1515 Strongs Avenue
Phone: 715-346-1561
Fax: 715-346-1650

ITEMS 1 THROUGH 11 MUST BE COMPLETED OR APPLICATION MAY BE REJECTED.

- 1) **DATE:** December 2, 2016
- 2) **SITE ADDRESS OR LOCATION:** 1216 Wildwood Dr.
- PROPERTY OWNER, UTILITY
- 3) **COMPANY OR CONSULTANT NAME:** WPS/United FCS

4) ATTACHED IS A PLAN (IF APPLICABLE TO THIS PERMIT)

OR MAP/DRAWING OF PROJECT BELOW:

Must repair/restore ROW to original condition upon completion of Project.

- Asphalt
- Ditch line
- Blk dirt / Seed

5) **DESCRIPTION OF WORK:**
We are replacing an underground electric service

6) **LIST OF CONTRACTORS FOR THIS PROJECT:**
InterCon

7) **START DATE:** 12/7/2016 8) **COMPLETION DATE:** 1/7/17

- 9) It is understood that work within City right-of-way may require temporary traffic control in conformance with the Manual of Uniform Traffic Control Devices.
- 10) It is understood that if there is damage done to facilities within the right-of-way I will be liable to repair damages as directed by the City Engineer.

The applicant agrees to comply with all Municipal Ordinances and with the conditions of this permit, understands that issuance of the permit creates no legal liability, express or implied, on the Department or Municipality, and certifies that all the above information is accurate. Subject to conditions on reverse side.

11) **CONTACT INFORMATION:**

Julie Glodowski
Print Name of Applicant

Julie Glodowski
Signature of Applicant

jaglodowski@wisconsinpublicservice.com
E-mail Address

2001 Plover Rd.
Contact Address

Plover, WI 54467
Contact City, State, ZIP

800-450-7260 / 715-345-7505
Telephone Number (24/7 Availability) Fax Number

NOTE: Do not begin work until notification by the Stevens Point Engineering Department – 715-346-1561

CITY OF STEVENS POINT RIGHT-OF-WAY PERMIT APPROVAL

Lance Munn
Authorized Signature

12-2-16
Date

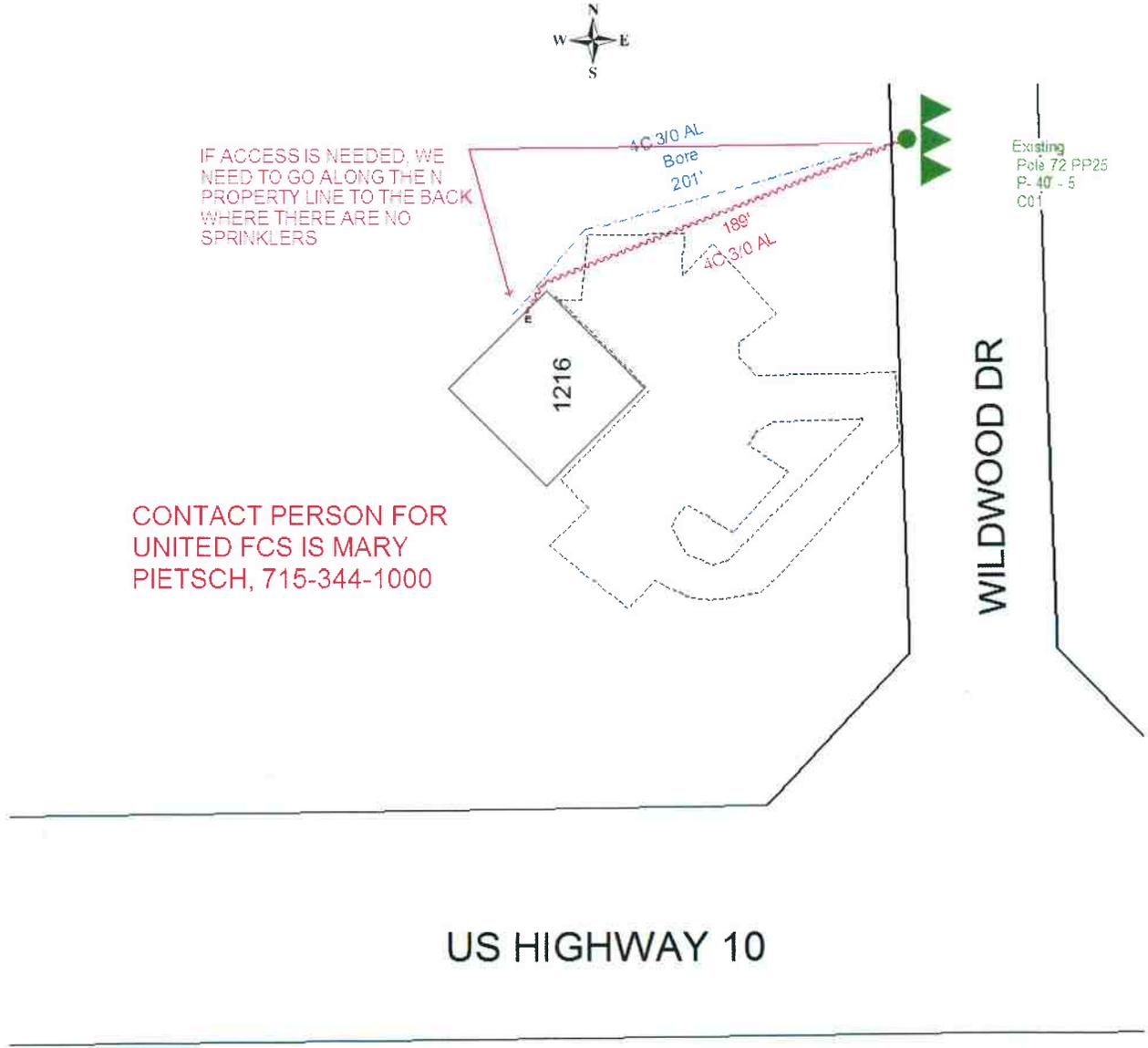
WPSC SERVICE SKETCH

WR NAME: REPLACE FAULTED SERVICE
 ADDRESS: 1216 WILDWOOD DR
 TAX DISTRICT: 488P CITY OF STEVENS POINT

IFRIS PROJECT: 0053000000 CIS #: _____
 WR / REVISIONS: 2368486-2 - EP ASCP#: _____
 ESCP for DOT: 000887
 RESP. CENTER #: 064 PREMISE: _____
 COUNTY NAME: PORTAGE

GAS INSTALL DATA		
SIZE OF SERVICE:	_____	TYPE: _____
METER SIZE:	_____	
CUST CLASS:	_____	PRESSURE: _____
TEMPORARY DATA	SERVICE	METER
Proc 3600	<input type="checkbox"/> INSTALL	<input type="checkbox"/> REMOVE
Prod 118	<input type="checkbox"/> REMOVE	<input type="checkbox"/> XFR TO PERM MTR
ELECTRIC REMOVE DATA		
SERVICE LOC #	72 PP25	
WIRE DATA	QUANTITY	TYPE & SIZE
1	_____	4c 3/0 ug
REMOVE DATE	BY: _____	
DIGGERS TICKET #	_____	
START DATE	_____	TIME _____

ELECTRIC INSTALL DATA			
TRANSF. LOC #	72 PP25		
SERVICE LOC #	72 PP25		
WIRE DATA	QUANTITY	TYPE & SIZE	LENGTH
	1	4c 3/0 ug	201'
VOLTAGE	120/208	PHASE	3
AMP	200	_____	
METER #	_____		
INSTALL DATE	_____	BY:	_____
ENERGIZE DATE	_____	BY:	_____
JOINT INFO	TEL CO.		
<input type="checkbox"/> GAS	<input type="checkbox"/> CATV CO.		
DESIGNER:	JULIE A GLODOWSKI		



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December 6, 2016

To: Board of Public Works
From: Scott Schatschneider, Director of Public Works
Re: Presentation by Brentt Michalek of Mobilitie regarding the installation of cellular data towers within City Right of Way

At last month's Board of Public Works Meeting, Mayor Wiza and Attorney Beveridge introduced and explained a request the City of Stevens Point had received regarding the installation of cellular data towers within the City's Right of Way.

Brentt Michalek with Mobilitie will be presenting to the Board of Public Works, explaining in more detail what the installation proposal may look like.

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

Thank you.