

**BOARD OF PUBLIC WORKS MEETING AGENDA**  
**Monday, May 9, 2011 – 6:30 p.m.**  
**(or immediately following previously scheduled meeting)**  
**Lincoln Center – 1519 Water Street, Stevens Point, WI 54481**

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

1. Consideration and possible action to award the 2011 Concrete Street Repair Project to CPR Inc. out of Elkhorn, WI in the amount of \$98,779.25 (attachment)
2. Consideration and possible action to award the 2011 Curb, Gutter and Sidewalk Repair Project to Adams Construction out of Withee, WI in the amount of \$77,800.38 (attachment)
3. Consideration and possible action to award the 2011 Bituminous Surfacing Project to American Asphalt out of Mosinee, WI in the amount of \$302,087.75 (attachment)
4. Consideration and possible action to award the Bike Route Signing Project to Mega Rental, Inc. out of Madison, WI in the amount of \$90,108.25 contingent on Department of Transportation approval (attachment)
5. Consideration and possible action on the addition of a truck route on Water Street from Clark Street to Wisconsin/Wood Street (attachment)
6. Consideration and possible action on the modification of City Ordinance 9.05(L)(1) to allow special exemptions for overnight parking violations (attachment)
7. Update on Farmers Market Association activities, developments, and correspondence (attachment)
8. Consideration and possible action on matters related to market activities at Mathias Mitchell Public Square and the Stevens Point Farmers Market Association (handout)
9. Director's Report (attachment)
10. 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, TOD #346-1556, 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.





**BID TAB  
CITY OF STEVENS POINT  
2011 BITUMINOUS SURFACING - PROJECT #06-11  
SEALED BIDS OPENED 11:00 A.M., MAY 3, 2011**

ITEM	EST.			American Asphalt	
				UNIT	TOTAL
204.0110	2,510	S.Y.	Removing Asphalt Surface	\$ 3.70	\$ 9,287.00
204.0120	4,700	S.Y.	Removing Asphalt Surface Milling 2-Inch	\$ 3.60	\$ 16,920.00
204.0150	210	L.F.	Removing Curb & Gutter	\$ 5.25	\$ 1,102.50
205.0100	1,100	C.Y.	Excavation Common	\$ 9.50	\$ 10,450.00
305.0125	1,155	C.Y.	Base Aggregate 1-1/4"	\$ 25.90	\$ 29,914.50
305.0500	2,440	L.F.	Shaping Shoulders	\$ 2.50	\$ 6,100.00
390.0203	140	S.Y.	Base Patching Asphaltic	\$ 49.80	\$ 6,972.00
325.0100	3,580	S.Y.	Pulverize and Relay 6-Inch	\$ 3.60	\$ 12,888.00
460.1100	50	TON	HMA Pavement Type E.03 (Wedging Areas)	\$ 127.00	\$ 6,350.00
460.1101	1,830	TON	HMA Pavement Type E-1	\$ 63.95	\$ 117,028.50
601.0324	210	L.F.	Concrete Curb & Gutter 24-Inch	\$ 17.00	\$ 3,570.00
611.8105	2	Each	Adjusting Catch Basin Covers	\$ 640.00	\$ 1,280.00
611.8110	7	Each	Adjusting Manhole Covers	\$ 750.00	\$ 5,250.00
611.0420	2	Each	Reconstructing Manholes	\$ 1,850.00	\$ 3,700.00

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2011 BITUMINOUS SURFACING - PROJECT #06-11  
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				American Asphalt	
ITEM	EST.			UNIT	TOTAL
204.0110	2,510	S.Y.	Removing Asphalt Surface	\$ 3.70	\$ 9,287.00
625.0100	560	S.Y.	Topsoil	\$ 16.00	\$ 8,960.00
627.0200	560	S.Y.	Mulching	\$ 2.50	\$ 1,400.00
628.7015	17	EACH	Inlet Protection Type-C	\$ 75.00	\$ 1,275.00
629.0205	560	S.Y.	Fertilizer Type-A	\$ 2.50	\$ 1,400.00
630.0140	560	S.Y.	Seed Mixture No. 40	\$ 3.50	\$ 1,960.00
643.0100	1	Lump Sum	Traffic Control (Project)	\$ 14,350.00	\$ 14,350.00
690.0150	705	L.F.	Sawing Asphalt	\$ 3.50	\$ 2,467.50
690.0250	10	L.F.	Sawing Concrete	\$ 6.00	\$ 60.00
			<b>Total</b>		<b>\$ 262,685.00</b>
			<b>Total with 15% contingency</b>	<b>15%</b>	<b>\$ 302,087.75</b>

ALTERNATE UNIT PRICE				American Asphalt	
ITEM NO.	EST. QUAN.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
SPV.0175.01	4,700	S.Y.	Credit for Asphaltic Milling Item	\$ 1.00	\$ 4,700.00
			<b>Total</b>		<b>\$ 4,700.00</b>

**BID TAB  
CITY OF STEVENS POINT  
BIKE ROUTE SIGNING PROJECT #14-10  
SEALED BIDS OPENED 11:00 A.M., MAY 3, 2011**

				<b>Mega Rentals, Inc.</b>	
<b>ITEM NO.</b>	<b>EST. QUAN.</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
634.0809	89	Each	Post Tubular Steel 2 x 2-Inch x 9.5-Feet	\$ 120.00	\$ 10,680.00
634.081	207	Each	Post Tubular Steel 2 x 2-Inch x 10-Feet	\$ 120.00	\$ 24,840.00
634.0811	106	Each	Post Tubular Steel 2 x 2-Inch x 11-Feet	\$ 125.00	\$ 13,250.00
634.0812	9	Each	Post Tubular Steel 2 x 2-Inch x 12-Feet	\$ 130.00	\$ 1,170.00
637.0202	1,525	S.F.	Signs Reflective Type II	\$ 17.00	\$ 25,925.00
638.2102	34	Each	Moving Signs Type II	\$ 35.00	\$ 1,190.00
638.2602	18	Each	Removing Signs Type II	\$ 25.00	\$ 450.00
638.3000	34	Each	Removing Small Sign Supports	\$ 25.00	\$ 850.00
			<b>Total</b>		<b>\$ 78,355.00</b>
			<b>Total with 15% contingency</b>	<b>15%</b>	<b>\$ 90,108.25</b>



May 3, 2011

Joel Lemke  
City Of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481

Dear Director of Public Works:

The recent closure of the NewPage Whiting mill has changed the pulp balance within NewPage Corporation. As a result the NewPage Stevens Point mill will receive a large portion of its pulp from the NewPage Wisconsin Rapids Pulp mill via truck (about 22 trucks per day) rather than from Maine via railroad. The NewPage Stevens Point mill is the largest water customer and one of the largest property tax payers in the City of Stevens Point. Every one of our manufacturing jobs supports 10 to 12 jobs in the community. As a vital business partner with the City of Stevens Point, we are requesting our existing, approved truck route be extended three blocks from the intersection of Water Street and Arlington Place to the intersection of Wood Street and Wisconsin Street which is another existing, approved truck route to our mill. The NewPage Stevens Point mill will provide the land and funding to modify the intersection of Water Street and Wisconsin Street to allow a safe right turn for trucks. This request is the safest, lowest impact and most direct truck route from the Wisconsin Rapids Pulp mill to the Stevens Point mill for the following reasons.

FINDINGS OF FACT

**Safety:** The three block truck route extension impacts 3 intersections, 16 residential driveways and 5 business driveways. Comparing the existing, approved truck route from the intersection of Clark Street and Water Street to the intersection of Wood Street and Wisconsin Street with the proposed truck route between the same two points, results in the following:

	Existing	Proposed
Number of intersections	26	6
Number of traffic lights	5	0
Number of stop signs	3	2
Number of yield signs	1	0
Number of uncontrolled intersections	1	0

	Existing	Proposed
Number of turns	7	2
Number of school crossings	1	0
Number of schools	1	0
Number of residential driveways	44	20
Number of business driveways	33	11
Number of railroad crossings	2	0
Crosswalks painted on road	some	all
Crosswalks marked with signs	some	all

Both routes run along the Green Circle Trail; however, the existing route does not have curb or sidewalk, resulting in people walking directly on the truck route street.

**Environmental:** The proposed truck route generates 24 metric tons less of CO<sub>2</sub> equivalents than the existing truck route. This is equivalent to removing nearly five automobiles from the road. The energy saved by the proposed truck route could heat nearly four homes.

**Cost :** The existing truck route results in more wear and tear of roads in Stevens Point and to the delivery trucks, which increases the road maintenance and truck maintenance costs. The existing truck route is 5 minutes longer which creates nearly 2 hours of wasted time for truck drivers each day. The existing truck route is longer, resulting in higher delivery costs for the Stevens Point mill.

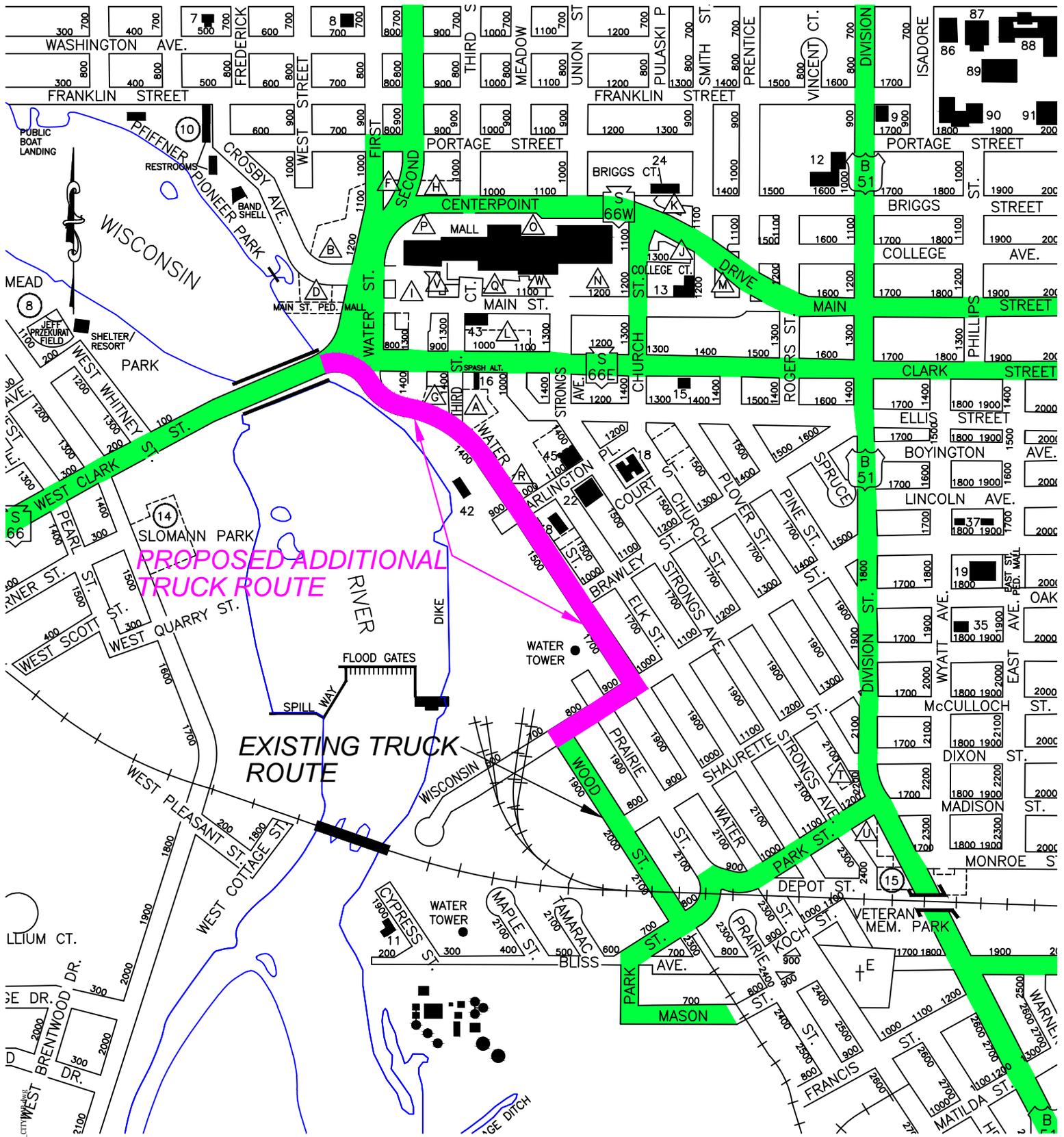
Many alternative truck routes through the City of Stevens Point and through the Stevens Point mill property have been evaluated in the past. The proposed truck route represents the best alternative to minimize impacts from safety, environmental and cost perspectives for all stakeholders.

Please place this request on the May 9, 2011, Board of Public Works meeting agenda.

Sincerely,



John Reichert  
 Mill Manager  
 NewPage Stevens Point Mill  
 707 Arlington Place  
 Stevens Point, WI 54481  
 (715)-345-8070



PROPOSED ADDITIONAL TRUCK ROUTE

EXISTING TRUCK ROUTE

## **Proposed modification to exemptions for overnight parking violations**

There have been several situations that have come up recently where people need exceptions to our overnight parking ordinance in order to do their job or to avoid unnecessary hardship.

An example of this would be where a person needs to park their vehicle on the street outside of a business during the prohibited 2A-6A times, where no other parking is available. (Example: Downtown bar owner cleaning after bar time).

A permit has been proposed to allow long term exceptions to the overnight parking ordinance. This permit is orange in color and will be valid for up to one year. This permit can be purchased for \$25.00 at the Police Department and must be approved by the Chief of Police or Director of Public Works . This permit is valid for the calendar year. We will not prorate the cost if this parking permit is used for anything less than a 12 month period.

This permit will be specific to the situation/location and will not be valid in other areas of the city.

This permit must be hung from the rear view mirror when in use.

This permit will not be valid during snow emergencies or during times when the snow has not been plowed from the designated parking area.

Vehicles utilizing this permit must have current registration and must be operable.

## **Proposed modification to Ordinance 9.05 (l) (1) shown underlined**

9.05 (1) Exceptions. The following exceptions apply only when and where parking is otherwise permitted by the Revised Municipal Code and by Wisconsin State law, expressly or by absence of prohibition or restriction and in addition to any other exceptions herein provided.

- i) Emergency Parking. Physicians and Surgeons in emergency situations.
- ii) Mayor Order. During special events, occurrences or circumstances which the Mayor authorizes overnight parking by executive order.
- iii) Common Council Authorization. As authorized or permitted by the Common Council.

iv) Police Department Authorization. Any authorization granted by the Chief of Police or his designee pursuant to a policy adopted by that department.

v) Long term overnight parking exceptions. The Chief of Police or Director of Public works may authorize a permit to allow exceptions for the overnight parking restrictions in City parking lots or on City streets.

- a. Permit will cost \$25.00 for a calendar year (not prorated).
- b. Valid only in the location described on the permit.
- c. Permit must be hung from rear view mirror.
- d. Permit is not valid during snow emergencies or during times when the snow has not been plowed from the designated parking area.
- e. Vehicles utilizing this permit must have current registration and must be operable.

## Joel Lemke

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**From:** Daniel Mielke [daniel@danielmielke.com]  
**Sent:** Tuesday, April 19, 2011 11:21 AM  
**To:** jlemke@choiceonemail.com; Joel Lemke  
**Subject:** Stevens Point farmers Market concerns and requests.

**Joel,**

**Below is the rest of the info I said I was going to send you.  
If there is anything else we should do please let us know.**

**Dan**

### **Officers elected by the membership**

Jose Zarragosa (38 votes), two year term  
Naohoua Xiong (34 votes), two year term  
Dan Mielke (31 votes), two year term  
Mike Bredlau (26 votes) one year term  
Chris Malek (24 votes) one year term

### **Positions held by the Board**

Liaison to the Hmong vendors, Naohoua Xiong

Liaison to the City, Dan Mielke, Jose Zarragosa.

Liaison to the Down Town Business District, Mike Bredlau, Chris Malek.

First Market manager Dan Mielke.

Second Market Manager, Jose Zarragosa.

Third Market Manager, Naohoua Xiong.

### **Concerns membership want brought to the city**

Approval of vendor stall layout.

(Option one or two)

We would like the city to officially approve the vendor stall layout they want and let us know

Approval of Vendor Permitting process and reserved stalls based on Seniority of vendors.

Bathroom Facilities

Where do vendors and customers go when they want to use the restroom?

Electricity for food vendors and EBT

Parking concern in temporary vendor area.

We would like to use the two double stall rows closest to Water street.

We would appreciate signage restricting parking there during market days.

Small changes to the Ordinance

WE have more than 60 vendors who wish to sell at the market and the number keeps increasing at a fast pace. Most markets have limits and those limits are full. Thus vendors from other areas are requesting to sell at this market. We felt that restricting it to a 60 mile radius allow us to monitor the vendors better and keep the market from being over run with vendors.

To ensure that the vendors are actually selling locally grown fresh produce we need to be able to monitor that. This was the actual intention of Ordinance C but some vendors were circumventing this because it did not say "who sell at this market"

**(b) All produce must be grown within the State of Wisconsin a 60 mile radius of Stevens Point. (Some exceptions may be made for Wisconsin grown products not grown locally.**

**(c) Produce purchased at wholesale or retail from third parties shall not be permitted except from other market vendors who sell at this same market.**

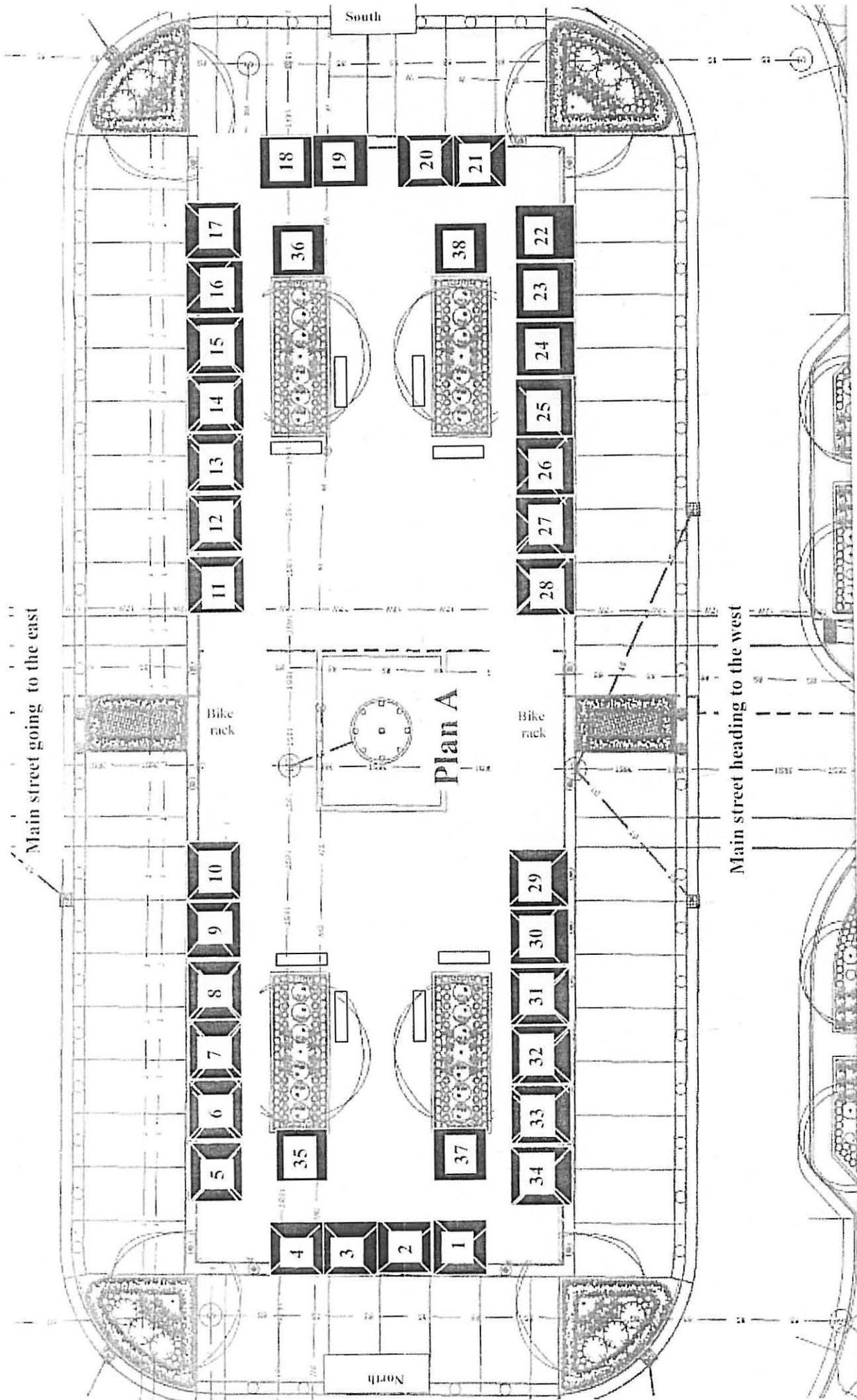
Joel,

I am not sure what we should do to get this all accomplished. Is there anything else we need to do?

Thanks,

Dan Mielke

Farmers market liaison to the City



Main street going to the east

Bike rack

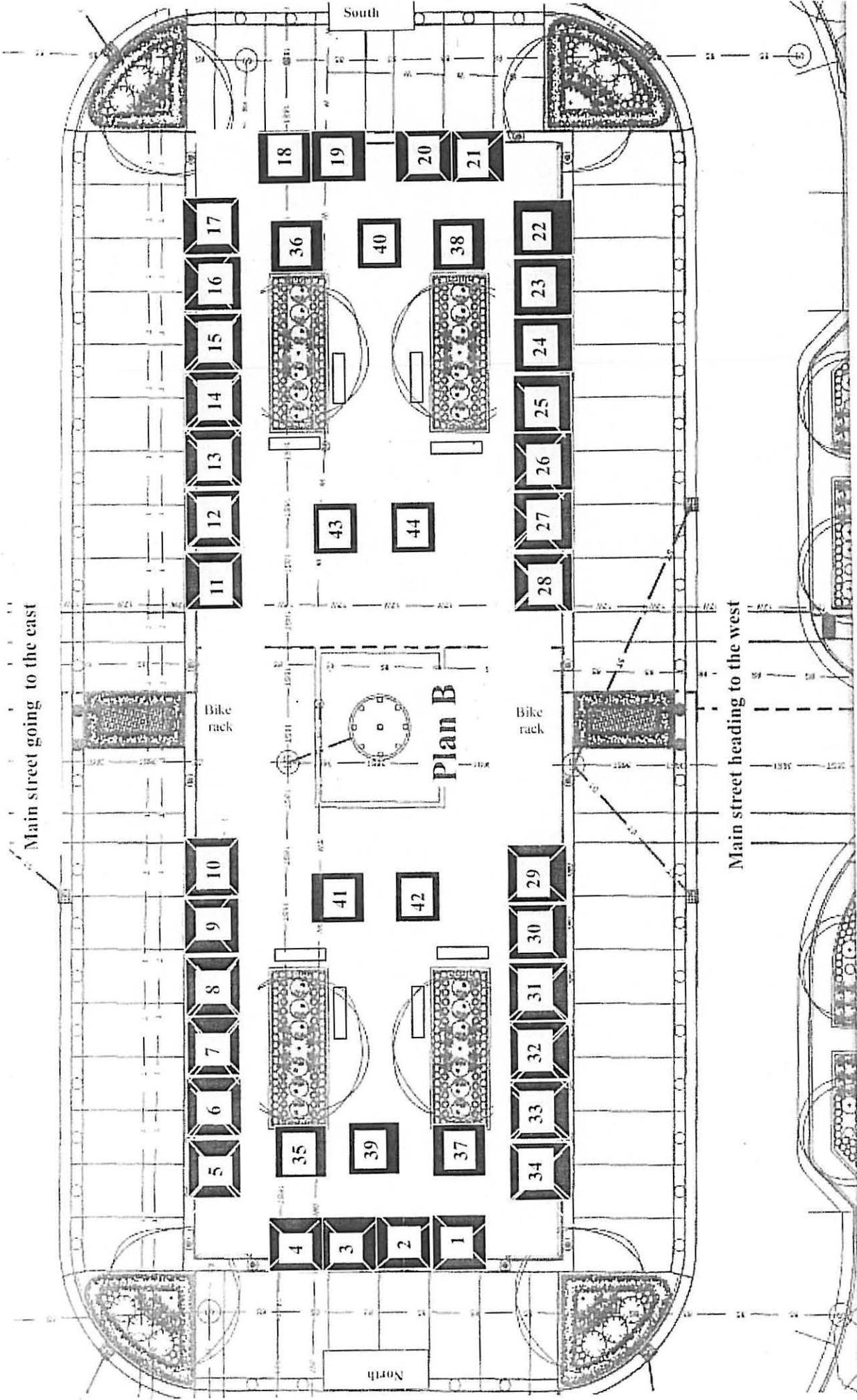
Plan A

Bike rack

Main street heading to the west

North

South



# Bylaws

## Mission Statement

The vision is to support the growers and producers of agricultural commodities by offering a location for them to sell their produce to the local community. We hope to enhance the community through building relationships between producers and consumers, to support local economic activity, and to improve the sustainability of growing and producing these farm products and associated goods.

To promote a healthy lifestyle by making available a wide variety of quality, fresh produce and other farm products.

To provide an educational forum for consumers to learn the uses and benefits of high quality locally grown produce and other agricultural products.

To preserve Wisconsin's unique agricultural heritage and the historical role farmers markets have played in that heritage.

## Organization Leadership and Market Management:

- The members will elect the leadership of the organization from vendors who sell at the Stevens Point Farmers Market.
- The leadership of the organization will consist of 5 members.
- To ensure fair representation, at least one of those members must be from the Hmong community to help with language difficulties and to ensure they are duly represented.
- Officers will serve for two years at which time there will be new elections held. Three of the officers will start on odd years and two will start on even years. (In the year of inception, 2011, 2 leaders will only serve a one year term.) Officers can be re-elected to serve consecutive terms, if they wish to run and the members choose to vote for them.
- The elected officials are to represent the membership's wishes and shall NOT rule over them. Therefore, major decisions such as changes to the Stevens Point Farmers Market rules or changes to market location, are to be based on a vote of the members (not made by the elected officers).
- The elected officers shall serve in a variety of capacities:
  - 1) liaison to the Association of Downtown Businesses,
  - 2) liaison to the City of Stevens Point,
  - 3) Public Relations and Marketing,
  - 4) Market manager for Saturdays.
  - 5) Market manager who can speak the Hmong dialect.
  - 6) A third market manager for middle of week sales days.

Decisions of who shall serve in what capacity shall be left up to the elected officers, unless the membership decides otherwise. *Note: All elected officers shall fill in as market managers when one of the three delegated managers is not physically at the market.*

- All elected officials shall have their contact information available to the membership.
- Market managers will be responsible for resolving disputes related to the market rules. If questions arise about a vendor not following the rules, the three managers shall collect necessary information and make a collective decision about how to deal with that vendor. Vendors may have their membership terminated at any point if the market managers determine that they are in violation of the established rules. It is recommended that the managers try to resolve the issue before terminating membership.
- The elected officers shall meet at least four times throughout the year to address organizational interests.
- Organization leaders will assign permits based on a vendor's application relative to the rules of the market (a vendor cannot be denied a permit if they complete an application, agree to follow the rules, and space is available).

- The organization leaders will be familiar with the Wisconsin Department of Agriculture, Trade and Consumer Protection Plan.
- If market managers or other leadership team members are believed by the membership to be abusing their positions, a full membership meeting can be called upon 2 weeks notice to all members and new leaders elected if more than 30% of the membership is present.
- An annual meeting of the membership will be held in April or thereabout.
  - This meeting will be used to communicate information about the upcoming market,
  - address any business related to the organization,
  - election of leadership, and
  - provide stall/space assignments.
- An earnest effort should be made to notify all members of all membership meetings at least two weeks in advance of all meetings, if possible. An annual meeting of the members will be held in April or thereabouts. This meeting will be used to communicate information about the upcoming market, address any business related to the organization (ie election of leadership), include any formal matters that may arise, and provide stall/space assignments.
- A full list of members will be provided to the City of Stevens Point each year at the beginning of the farmers market.

## Membership

Membership is limited to those farmers who grow their crops and live within a 60 mile radius of Stevens Point, Wisconsin. *NOTE: The market manager reserves the right to include products outside of that radius if it is a Wisconsin product that is not grown within the radius and inclusion of that product will enhance the market.*

Membership of the Stevens Point Farmers Market Association shall consist of those vendors who sell at the Stevens Point Farmers Market, are willing to abide by the rules and guidelines set down by the Stevens Point Farmers Market Association and who have submitted a completed Farm Vendor Application, which has been approved by the Stevens Point Farmers Market Association. All members shall donate \$10 annually to help cover expenses of the Association. Membership is maintained as long as the vendor abides by the rules and guidelines and continues to sell each and every year since obtaining membership.

Failing to sell in any given year terminates membership.

Vendor applications will be accepted at any time during the year. However, any permits issued to vendors who have not yet sold at the market will be issued a permit but will not have voting privileges at the annual meeting. Voting privileges are for those members who have sold at the market the summer prior to the annual meeting. One vote shall be allowed per farm vendor.

If a farm vendor sells a product which falls under local, state, and/or federal regulation, the Market Manager may ask him/her to furnish copies of his/her licensure to sell such products.

If a farm vendor's regulatory circumstances change after approval of his/her application, he/she is responsible for submitting updated documentation to the Market Manager.

A temporary permit will be issued to new vendors coming to the market and will be good for 14 days from date of issue to allow for the vendor to apply for a regular permit.

A regular permit to sell at the Stevens Point Farmers Market will be issued by the Stevens Point Farmers Market Association upon completion and approval of signed application by applying vendor. This permit remains valid

as long as the vendor abides by the rules and regulations of the Stevens Point Farmers Market Association and the City Ordinances.

### Rules Regarding Vendor Stalls

Vendors must be a member of the Stevens Point Farmers Market Association to sell at the Stevens Point Market.

Stall assignments will be determined and available at the annual Stevens Point Farmers Market meeting. Assigned stalls are guaranteed as long as the assigned vendor is present before 6:30 am on the day of market. After 6:30 am, any vendor with a valid permit has the right to occupy any stall they choose on a first come first served basis.

A stall assignment list will be submitted to the Public Works Department of the City of Stevens Points before the end of May of each year.

Since the primary goal of the Farmers Market and the Farmers Market Association is to sell fresh fruits and vegetables no more than 10% of the stall spaces will be granted to non-farmers. These stalls, upon approval by the Farmers Market Association can be filled by those who sell specialty food items, demonstrate and teach others about the benefits and use of fresh produce, or offer services to the farmers market consumers and vendors. These vendors must have a permit and a reserved stall, based on seniority of their vendor class. These vendors must set up in their reserved stall and are liable for damages to the stall. The concrete must be protected from grease and stains. All required permits and licensing must be up to date. Total number of stalls shall be 4. These stalls are separate from the farm vendor's stalls.

Stalls shall be no more than 10 feet wide and 10 ft deep and if tents or covering structures are used these shall be safely erected and weighted down to prevent injury to the public or other vendors. Vendors may also use their parking space as additional stall space, if it is adjacent to their 10' X 10' stall.

The leaders of the association will map out the selling area and number the stalls. This map will be available to the Public Works Department and to the membership of the association.

Vendor stalls shall be assigned by the leadership. Preference is given to those vendors who previously had a reserved stall and have been selling every year since receiving their stall assignment based on their seniority at the time of stall assignment. All new vendors will be accepted based on their seniority of continued annual selling at this market at the annual meeting. All vendors who have a reserved stall will maintain their seniority rights as long as they continue to sell at this market. NOTE: Failure to sell in any given year means the vendor forfeits his seniority and their rights to a reserved stall.

## Farm Vendor Stall Guidelines and Conduct

- A. Assignments. Most vendors have reserved stalls for the season. New vendors are assigned a temporary farm vendor stall on a first-come, first-served basis by the Market Manager after 6:30 am on the day of market. The new vendor must fill out an application for a selling permit, if they wish to sell more than one time in a given year.
- B. Parking. Adjacent parking for vendor vehicles is limited. Vendors who come with more than one vehicle shall not park their second vehicle around the center portion of the Square. Vendors without an assigned stall may or may not have the ability to park closely to their stalls.
- C. Stall Set-Up: For those who want their reserved stall, they must be present before 6:30 am. After 6:30 am all vacant stalls can be filled by any farm vendor present who holds a valid permit. **VENDORS SHALL NOT TAKE MORE THAN ONE STALL PER PERMIT HOLDER.**
- D. Size. Stall sites are 10 feet wide by 10 feet deep. A vendor may use his parking stall as additional market space if they choose. A 5' wide area for customer traffic must be kept open along the front of all stalls.
- E. Display. Vendors are expected to provide their own stall furnishings including tents, tables, and chairs. Vendors provide their own signage. NO personal vendor signage is allowed at the market outside of their personal stall area.
- F. Signage. Within the stall space, vendors shall display signage with the name of his/her business and its location. Organic products may be advertised provided they meet USDA guidelines as organic. The Market Manager may ask to see a vendor's organic certificate or proof of organic growing practices at any time.
- G. WIC/Senior vouchers. Approved WIC and/or senior voucher vendors may display signage informing their customers of their approved WIC and/or senior voucher status.
- H. Vendor Representation. Vendor representatives must be listed on the vendor application. Market managers must be informed of any changes.
- I. Behavior. Vendors are expected to conduct themselves in a courteous manner to other vendors, Market personnel and Market patrons. Threatening, abusive or harassing behavior constitutes a violation of the Farmers' Market rules and constitutes grounds for dismissal from the market.
- J. Sales Time. market sales hours are from 6 am to 5 p.m., except on days when other events on the Square take place. On those days the market will shut down at 2 p.m.
- K. Vendors are not allowed to bring their pets to the market.
- M. Sales Practices. Vendors must follow all appropriate practices required by law including the use of scales certified for legal trade, proper handling of potentially hazardous foods, etc. Enforcement of these practices is left to the proper local, state, and federal agencies. Market managers may, on occasions, get involved in problems arising from those who fail to abide by the law.
- N. Leftover produce may NOT be placed in the city trash bins. Vendors must take their entire personal trash home with them. Talk to other vendors: they may be interested in using it for compost. Upon leaving for the day all debris from your stall shall be cleaned up.
- O. Smoking. Smoking is not permitted anywhere in or near the vendor stalls.
- P. Noise. Loud or disturbing noises are not allowed in the Market area. No generators, radios, music, or hawking is allowed. The operation of motors or engines is generally not permitted.
- Q. All preparation of produce such as washing of vegetables, major cutting and trimming of flowers, etc shall be done at home or in your vehicles. Dumping water or debris on the cement or in the planters is not allowed. Note: Wiping off or polishing vegetables with a damp rag, misting vegetables with a spray bottle to keep them moist, and arranging of flowers is acceptable.
- R. Vendors shall display their permit to sell at the market and shall show it when requested to do so. The permit, along with their name and address shall be clearly displayed in their booth while selling.
- S. Disciplinary Action. The Market Manager uses his/her reasonable discretion regarding the enforcement of market rules. The Market Manager has the right to dismiss any vendor from the market for any violation of rules set forth in this document and/or any violation of any regulatory code or law with approval by the consensus of a majority of members of the elected body of managers.

Any vendor dismissed from the market surrenders their permit and any contributions made to the association.

## List of Approved Products

A. All products must be grown and come from within a 60 mile radius of Stevens Point, Wisconsin. The Market Manager reserves the right to include products outside of that radius if it is a Wisconsin product and inclusion of the product will enhance the market.

Farm products welcome at market include:

- o All agricultural produce such as fruits, vegetables, grains etc.
- o Animal products such as meats, eggs, cheese, fiber, and any other marketable product from the farmer's animals.
- o "Farmer value added products" produced by the farmer such as bakery items, candy, dried foods, decorative items, (Value added food items by the vendors must be produced in a licensed commercial kitchen)
- o Canned fruits and vegetables (vendor produced in a licensed commercial kitchen) (Note: those items such as jams and jelly, which fall under the "pickle law", do not require a licensed kitchen.)
- o Honey, sorghum, syrup, and molasses
- o Cider
- o Plants: annuals, perennials, nursery stock, house plants, fresh and dried flowers, and fresh and dried herbs
- o Any items made by the farm vendor and the vendor's immediate family as long as they continue to sell agricultural products which they grow themselves.

B. Products outside of the "List of Approved Farm Products" are not allowed to be sold at market without the expressed permission of the Stevens Point Farmers Market association.

# Stevens Point Farmers Market Association

## POLICIES, PROCEDURES, AND RULES

### Mission of the Stevens Point Farmers Market Association

- o. To support the growers and producers of agricultural commodities by offering a location to sell their produce to the local community. We hope to enhance the community through building relationships between producers and consumers, to support local economic activity, and to improve the sustainability of growing and producing these farm products and associated goods.
- o. To promote a healthy lifestyle by making available a wide variety of quality, fresh produce and other farm products.
- o. To provide an educational forum for consumers to learn the uses and benefits of high quality locally grown produce and other agricultural products.
- o. To preserve Wisconsin's unique agricultural heritage and the historical role Farmers Markets have played in that heritage.

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- o Any items made by the farm vendor and the vendor's immediate family as long as they continue to sell agricultural products which they grow themselves.

B. Products outside of the "List of Approved Farm Products" are not allowed to be sold at Market without the expressed permission of the Stevens Point Farmers Market association.

## Membership and Vendor Eligibility

Membership of the Stevens Point Farmers Market Association shall consist of those who sell at the Stevens Point Farmers Market and are willing to abide by the rules and guidelines set down by the Stevens Point Farmers Market Association.

A. All individuals, whose goods are in compliance with Market rules and guidelines and wish to participate at Market, must complete the appropriate paperwork and submit all necessary local, state, and federal regulatory documentation to be a farm vendor. All vendors are expected to donate \$10 per year to help cover the cost of the Stevens Point Farmers Market Association.

B. A farm vendor will not be allowed to vend at Market without submitting a completed Farm Vendor Application. Once the Market Manager receives all necessary documentation, he/she will process your application and send a confirmation letter confirming the farm vendor's completed application and stall assignment. Selling permits will be issued to the vendor authorizing them the right to sell at the Stevens Point Farmers Market.

C. If a farm vendor sells a product which falls under local, state, and/or federal regulation, the Market Manager may ask him/her to furnish copies of his/her licensure to sell such products.

D. If a farm vendor's regulatory circumstances change after approval of his/her application, he/she is responsible for submitting updated documentation to the Market Manager.

E. Preference is given to those vendors who previously had a reserved stall and have been selling every year since receiving their stall based on their seniority at the time of stall assignment. All new vendors will be accepted based on their seniority of continued annual selling at this market at the annual meeting. All vendors who have a reserved stall will maintain their seniority rights as long as they continue to sell at this market. NOTE: Failure to sell in any given year means the vendor forfeits his seniority and their rights to a reserved stall.

F. Each qualified vendor who holds a valid permit will be considered a member of the Association and will receive one vote at all meetings of the association where membership voting takes place. One vote shall be allowed per farm vendor.

G. Vendor applications will be accepted and selling permits issued at any time during the year. However, applications received after April 1 will not have voting privileges at the annual meeting for that year.

H. No more than 10% of the allotted number of stalls shall be used by non-farmers for the purpose of further enhancing the farmer's market atmosphere. These stalls, upon approval by the Farmers Market Association can be filled by those who sell specialty food items, but are not farmers themselves. These vendors must have a permit and a reserved stall, based on seniority of their vendor class. These vendors must remain in their reserved stall and are liable for damages to the stall. The concrete must be protected from grease and stains. All required permits and licensing must be up to date. Total number of stalls shall be 3 for vendors and one for Chef on the square. These stalls are separate from the farm vendor's stalls.

I. A permit to sell at the Stevens Point Farmers Market will be issued by the Stevens Point Farmers Market Association upon completion and approval of signed application by applying vendor.

## Organization Leadership and Market Management:

The members will elect the leadership of the organization from vendors who are members of the organization. The leadership of the organization will consist of 5 members. To ensure fair representation, at least one of those members must be from the Hmong Community to help with language difficulties and to ensure they are duly represented. Officers will serve for two years at which time there will be new elections held. Three of the officers will start on odd years and two will start on even years. (In the year of inception, 2011, 2 leaders will only serve a one year term.) The elected officials are to represent the membership's wishes and shall NOT rule over them. Therefore major decisions such as changes to the Stevens Point Farmers Market rules, changes to market location, are to be based on a vote of the members (not made by the elected officers).

The elected officers shall serve in a variety of capacities. 1) liaison to the Association of Downtown Businesses, 2) liaison to the City of Stevens Point, 3) Public Relations and Marketing, 4) Market manager. 5) Market manager who can speak the Hmong dialect. 6) A third market manager. Decisions of who shall serve in what capacity shall be left up to the elected officers, unless the membership decides otherwise.

*Note: All elected officers shall fill in as Market managers when one of the three delegated managers is not physically at the market.*

All elected officials shall have their contact information available to all the membership.

Market managers will be responsible for resolving disputes related to the Market rules. If questions arise about a vendor not following the rules, the three managers shall collect necessary information and make a collective decision about how to deal with that vendor. Vendors may have their membership terminated at any point if the market managers determine that they are in violation of the established rules. It is recommended that the managers try to resolve the issue before terminating membership.

The elected officers shall meet four times throughout the year to address organizational interests.

An annual meeting of the members will be held in April. This meeting will be used to communicate information about the upcoming market, address any business related to the organization, election of leadership, include any normal matters (e.g., Wic Program, concerns by the city, etc.), and provide stall/space assignments.

### Rules regarding the reserving and appointing of vendors stalls

Vendor stalls shall be assigned by the elected officials. The established pattern of seniority will be followed with all applicants being assigned a number that relates to the year they first joined the market or their previously established rank prior to April 2011, so that future stall assignments can be easily done. Due to the new construction of the farmers market, stall assignment locations will be reconsidered in 2012 once customer traffic patterns are better known.

Vendors must be a member of the Stevens Point Farmers Market Association and hold a valid permit to sell at the Stevens Point Market.

Stall assignments will be determined and available at the annual Stevens Point Farmers Market meeting in mid-late April. Assigned stalls are guaranteed as long as the assigned vendor is present before 6:30 am on the day of market. After 6:30 am any vendor with a valid permit has the right to occupy any stall they choose on a first come first serve basis.

## Farm Vendor Stall Guidelines and Conduct

- A. Assignments. Most vendors have reserved sites for the season. New vendors are assigned a temporary farm vendor stall on a first-come, first-serve basis by the Market Manager after 6:30 am on the day of market. They must fill out an application for a selling permit if they wish to sell more than one time in a given year.
- B. Parking. Adjacent parking for vendor vehicles is limited. Vendors who come with more than one vehicle shall not park their second vehicle around the center portion of the square. Vendors without an assigned stall may or may not have the ability to park closely to their stalls.
- C. Stall Set-Up: For those who want their reserved stall they must be present and beginning setting up before 6:30 am. After 6:30 am all vacant stalls can be filled by any farm vendor present who holds a valid permit. **VENDORS SHALL NOT TAKE MORE THAN ONE STALL PER PERMIT HOLDER.**
- D. Size. Stall sites are 10 feet wide by 10 feet deep. A vendor may use his parking stall as additional market space if they choose. A 5' wide area for customer traffic must be kept open along the front of all stalls.
- E. Display. Vendors are expected to provide their own stall furnishings including tents, tables, and chairs. Vendors provide their own signage. NO personal vendor signage is allowed outside of their stall area.
- F. Signage. Within the stall space, vendors shall display signage with the name of his/her business and its location. Organic products may be advertised provided they meet USDA guidelines as organic. The Market Manager may ask to see a vendor's organic certificate or proof of organic growing practices at any time.
- G. WIC/Senior vouchers. Approved WIC and/or senior voucher vendors may display signage informing their customers of their approved WIC and/or senior Voucher status.
- H. Vendor Representation. Vendors may be represented by a family member or an individual who participates in the production of the products sold. Vendor representatives must be listed on the vendor application.
- I. Behavior. Vendors are expected to conduct themselves in a courteous manner to other vendors, Market personnel and Market patrons. Threatening, abusive or harassing behavior constitutes a violation of the Farmers' Market rules and constitutes grounds for dismissal from the Market.
- J. Sales Time. Market sales hours are from 6 am to 5 pm except on days when other events on the square take place. On those days the market will shut down at 2 pm.
- K. Vendors are not allowed to bring their pets to the market.
- M. Sales Practices. Vendors must follow all appropriate practices required by law including the use of scales certified for legal trade, proper handling of potentially hazardous foods, etc. Enforcement of these practices is left to the proper local, state, and federal agencies. Market managers may on occasions get involved in problems arising from those who fail to abide by the law.
- N. Leftover produce may NOT be placed in the city trash bins. Vendors must take their entire personal trash home with them. Talk to other vendors: they may be interested in using it for compost. Upon leaving for the day all debris from your stall shall be cleaned up.
- O. Smoking. Smoking is not permitted anywhere in or near the vendor stalls.
- P. Noise. Loud or disturbing noises are not allowed in the Market area. No generators, radios, music, or hawking is allowed. The operation of motors or engines is generally not permitted.
- Q. All preparation of produce such as washing of vegetables, cutting and arranging flowers, etc shall be done at home or in your vehicles. Dumping water or debris on the cement or in the planters is not allowed. Note: Wiping off or polishing vegetables with a damp rag, or misting vegetables with a spray bottle to keep them moist is acceptable.
- R. Vendors shall carry their permit, to sell at the market, with them and shall show it when requested to do so. Also a sign with a copy of their permit, along with their name and address shall be clearly displayed in their booth while selling.
- S. Disciplinary Action. The Market Manager uses his/her reasonable discretion regarding the enforcement of Market rules. The Market Manager has the right to dismiss any vendor from the Market for any violation of rules set forth in this document and/or any violation of any regulatory code or law with approval by the consensus of a majority of members of the elected body of managers.

Any vendor dismissed from the market surrenders their permit and any contributions made to the association.

City Ordinance:

LICENSE & PERMITS Sec. 12.02

12.02 PUBLIC SQUARE - FARMERS MARKET.

(1) There is hereby created and set aside that portion of the public square as shown on the attached map and which shall be deemed the Farmers Market area. This area shall be used exclusively for farmers for the sale of farm produce and assorted products during the months of May, June, July, August, September, and October of each year, between the hours of 4:00 A.M. and 5:00 P.M. of each day.

(2) The City Clerk's office shall assign individual spaces to vendors pursuant to rules established by such office. "No Parking - No Vending" areas are established as shown on the attached map. No motorized vehicles or large trailers are allowed on the interior areas as shown on the attached map unless approved by the City.

(3) Rules and regulations for sale of produce:

(a) Vendors spaces shall be reserved to the assigned vendor until 6:30 A.M. each day. All rights to the assigned space is forfeit for that day in the event that the vendor has not arrived and occupied the space by 6:30 A.M. A vendor space is not assignable by the vendor.

(b) All produce must be grown within the State of Wisconsin.

(c) Produce purchased at wholesale or retail from third parties shall not be permitted except from other market vendors. *(This means vendors who sell at this market only)*

(d) All vendors shall clean daily, their respective stall area and shall remove all debris and waste generated by their sales and shall not deposit such waste in adjacent dumpsters.

(e) All vendors are prohibited from using tobacco products within the canopy area or reserved space.

(f) Vendors shall not engage in hawking, or use a radio or any sound amplification device emitting sound within the canopy area or reserved space.

(g) Vendors shall not deposit produce or other items for sale on the walkway beneath the canopy which would impede or hinder pedestrian or handicap traffic.

(h) Vendors shall not make any disparaging remarks concerning other vendors or make any false representation concerning their products.

(4) Penalty. Any vendor violating any provisions of this ordinance may suffer a forfeiture of not less than \$10 nor more than \$100 and in addition the City reserves the right to revoke such vendor's right to occupy a space.



May 9, 2011

DIRECTOR OF PUBLIC WORKS REPORT  
Joel Lemke

The following report is a highlight of current/anticipated activities in the Department of Public Works:

## 1. Engineering Department

### • 2011 Construction projects

- Engineering staff has completed much the work needed for design on 2011 construction projects. Design, drafting, and permitting, advertising and bidding efforts continue for anticipated 2011 projects. Some of the projects scheduled at this time are as follows:
  - A total reconstruction project on Franklin Street between Second St and Union Street with reconstruction of the road only between Pulaski Street and Division Street.
  - Now planned for 2012 construction due to budget constraints is the installation of storm sewer, additional parking, and curb and gutter on Fourth Avenue between Minnesota Avenue and Michigan Avenue. Concurrent with this project two to four areas with continuous storm water issues may be bid for reconstruction.
  - Downtown square reconstruction project. The reconstruction of the square is progressing very well. Much of the concrete surfaces on the perimeter of the north half of the square have been poured. Water utility infrastructure that needed to be either relocated or installed new has been completed by utility staff. Efforts to relocate the aerial electric lines to buried electric lines will commence very soon. Substantial completion of the project is still scheduled for the End of June, the project is progressing well and working well within estimated budget amounts provided to the Board.

### • Business 51 RFP

- Contract negotiations with AECOM of Stevens Point continue to progress on this project. Meetings to define scope of services as well as the process for public involvement have taken place between Engineering staff of the City and AECOM staff. Everything is progressing well on this project.

- **City Wide Relamping Project**
  - This project complete. All lights are installed and functional. The lights appear to be performing very well. DPW staff will bring back a report on findings after approximately a year of usage.
  
- **Wisconsin River Seawall Project**
  - The Department of Public Works along with Community Development has been working with AECOM, Consolidate Water and Power Company (CWPCO), and the appropriate regulatory agencies to develop a plan that would modify the “100 year flood zone” in the downtown Stevens Point area on the east side of the river. This modification would remove the need for flood insurance on a large majority of the properties located in that zone. We are currently in communication with FEMA awaiting some information that will help us proceed with design. Our goal is to have a conditional letter of map revision (CLOMR) by late summer. This letter will give us the direction that we need to proceed with the project.
  
- **Additional Ongoing Director\City Engineer\City Surveyor Projects**
  - Right of way work permits review and approval.
  - Storm water permits review and approval.
  - The “schematic design phase” is now complete for the new transit facility planned for 2012 construction in the Portage County Business Park. The facility will house administration, maintenance, storage, and training facilities for the Transit division of Public Works. The new facility is anxiously awaited following the delivery of our four new hybrid buses. (drawing attached)
  - Engineering staff and County Planning and Zoning have been working with the business owners in the Portage County Business Park to establish a multi-use trail system. With the cost share agreement between the City and the County now signed, we can proceed with bidding the project. County Planning and Zoning has coordinated efforts among the business owners in the park. The Engineering Division of Public Works has provided design services and will provide construction management for the collaborative project.
  - Staff has been working to appropriately scope requested services for both traffic analysis and soil analysis with the intention of entering in to annual master service contracts for these needs.
  - Using approved and budgeted funds, the Engineering and Streets Divisions will be working together this year to develop a program and collect the inventory to meet the needs of the new retro reflectivity standards that apply to certain street signs.
  - A revocable occupancy license has been drafted and preliminarily approved for the property at 945 Clark Street for the construction of concrete ramps into the building. All required widths for passage on the sidewalks are being met on both Clark Street and Third Street.

- **Transportation Enhancement Program**

- It was announced October 27, 2010 by Governor Doyle that Portage County as local sponsor received \$120,000 for the update of the Portage County Bicycle and Pedestrian Plan. It was also announced that funding for the trails in the Portage County Business Park were not successful.

## 2. Streets

- **Street work**

- Continued Garbage and Recycling operations.
- Sign work continued.
- Street lamp maintenance continued.
- Pit operations continued.
- Finished, hopefully, Snow/Ice control operations.
- Patching performed in triple crews.
- Began cleaning and repairing catch basins.
- Vacuumed water in problem areas as needed.
- Graded gravel alleys, shouldering as needed.
- Picked litter at snow dump sites.
- Cleaned debris from ditch beds.

- **Equipment maintenance/garage**

- There were a total 200 repair orders generated in April. When broken down by dept. there were:

Engineering	2
Police	22
Parks	27
Fire	3
Water/ Waste water	5
Streets	81
Transit	60

- Other activities include cleaning of our stock room and identifying obsolete inventory, removing it from inventory and disposing of it appropriately. A 1988 International tri-axle dump truck was sold for \$8500. Information is being gathered for the purchase of a new quad-axle dump truck to replace it. Also a pick-up truck with a utility body was sold for the waste water department for \$2200. Its replacement was purchased by the waste water utility and placed into service earlier in April. Information is being gathered for the purchase of a new sidewalk plow the current unit, a 1993 Ford F250 pick-up truck is being marketed by a broker for sale. Delivery was taken of the new vehicle that was purchased for the inspection department and it was placed into service on April 28<sup>th</sup>. The process of removing, cleaning and inspecting salt/sand spreaders, plows and wings for storage was begun. The process of repairing them was also started and will continue throughout the summer. The rebuild of the compact steel drum roller was completed and it has been returned to service. A training session was conducted by Gillig on the maintenance procedure for the fire suppression

system on our new hybrid buses. An evaluation of our current fleet maintenance software is being conducted for consideration of an upgrade.

- **Signs, posts, barricades, and flags**

- 39 signs were replaced or added, 4 because of accidents, 5 for usual maintenance, 10 signs made for Transit buses, 12 because of vandalism and 8 because of ordinance change.
- 15 poles were replaced or added, 4 because of accidents, 3 usual maintenance 6 because of vandalism and 2 because of ordinance change.
- Signs for voting put up and taken down.

- **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**

- 40 days 4 hours of vacation, 20 days 4 hours sick, 2 floating holidays, 3 funeral days and 15 days 4 hours workers compensation were utilized.