

BOARD OF PUBLIC WORKS MEETING AGENDA
Monday, August 8, 2011 – 6:45 P.M.
(or immediately following previously scheduled meeting)
Water Department – 300 Bliss Avenue, Stevens Point, WI 54481

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

1. Consideration and possible action to accept the 2011-12 Sidewalk Repair/Replacement Orders (attachment)
2. Consideration and possible action to approve the Traffic Study #TS-08-11 for No Parking on the west side of Illinois Avenue from a point 428 feet south of Maria Drive to a point 641 feet south of Maria Drive (attachment)
3. Discussion on the storm water system.
4. Consideration and possible action to approve a contract with AECOM of Stevens Point for the further evaluation of items related to the creation of a fee structure for the storm water system (attachment to be mailed this week)
5. Airport Manager's Reports (attachment)
6. Director's Report (attachment)
7. 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.

SIDEWALK REPAIR ORDERS:

This is part of the city's ongoing sidewalk inspection and repair program. The city is divided into five areas whereby a section is inspected every five years.

The inspector prepares a list of property owners who have sidewalk that needs to be repaired or replaced. The Engineering Department presents this list of property owners to the Board and Council for approval. After Council approval the property owners will be notified and the list published as required by statute.

The property owner will receive a letter along with orders that tells them they have until October 31st of this year to repair or replace the sidewalk. If they simply choose to do nothing the City will put them on the sidewalk repair contract that will be bid in the spring of 2012 and their sidewalk will be replaced during the summer of 2012. They will pay only the actual cost of replacement, if it is over \$100.00; they can spread the cost over three years. The letter tells them they can call the Engineering Department for an estimate. The estimate is based on the 2011 contract sidewalk repair price.

The inspector will go out early in the spring after the snow melts and compile the list of property owners that chose to let the City repair the sidewalk for them. These properties will be placed on the 2012 sidewalk repair contract. He will also inspect the sidewalks that were repaired or replaced by the property owner to make sure they are up to standard. The inspector has been inspecting sidewalks as part of this program for almost 20-years and is a qualified inspector.

If complaints are received about damaged or bad sidewalk in other areas in time to be placed on this list they are included. If not in time, and if the inspector thinks they are bad enough, they will be brought to the Board individually or placed on the list for the following year.

ALGOMA STREET 2441 JAY NORDLUND	ALGOMA STREET 2508 THOMAS AND KATHERINE RUCINSKI	ALGOMA STREET 2524 MICHAEL AND DEE WEBBER	ALGOMA STREET 2532 SUSAN CHECK	ALGOMA STREET 2541 PETER & J KASSON
ALGOMA STREET 2808 JOSEPH VARGA III C/O THERESIA VARGA	ALGOMA STREET 2825 TERRY PRONDZINSKI C/O LORRAINE PRONDZINSKI	ALGOMA STREET 2900 TIMOTHY HANLEY AND DEBORAH BEACHY	ALGOMA STREET 2908 KENNETH SANKEY AND DIANE KRANIG	ALGOMA STREET 2916 LISE HAWKOS
ALGOMA STREET 2925 LINDA MATKE AND K AND E DANIELS	ALGOMA STREET 3001 JOSEPH & BARBARA SCHULTZ	BLAINE STREET 2908 MICHAEL LONG	BLAINE STREET 2926 McKINLEY SCHOOL	CENTER STREET 2516 STUDENT HOUSE PROPERTIES LLC
CENTER STREET 2909 CHRISTOPHER AND HEATHER GREENE	CENTER STREET 2925 KATHLEEN PRIOR	CENTER STREET 3025 LINDSAY DICK	CENTER STREET 3217 CHRISTY'S CHILD CARE CENTER LLC	CENTER STREET 3417 JOHN AND BETTY ALLEMAN
CLAYTON AVENUE 801 BRUCE AND JEAN BELL	COLLEGE AVENUE 2920 ROBERT AND GAIL BARGE	COLLEGE AVENUE 3000 BEVERLY ANSORGE TRUST	DALANEY STREET 3248 CLAUDETTE BIDDLE	DIXON STREET 2408 JONATHAN AND PAMELA HOUTMAN
DIXON STREET 2800 SHIRLEY HACKLER	DIXON STREET 3101 SENTRY INSURANCE	ELLIS STREET 2440 ALEXANDER AND BETTY OSTROWSKI	ELLIS STREET 2616 DAVID GRANUM	ELLIS STREET 2733 YANG PAO THAO AND BEE YANG
ELLIS STREET 2809 GEORGIA GOLLON	ELLIS STREET 2817 TRUDI MILLER	ELLIS STREET 2825 DUANE AND PAMELA DANIELSKI	ELLIS STREET 3025 RHYNOLD AND SANDRA SHAVE	ELLIS STREET 3101 MELISSA MURRAY
FRONTENAC AVENUE 216-18 STEVENS POINT HOUSING AUTHORITY	FRONTENAC AVENUE 425 CAROL FROST AND E WACHOWIAK C/O NETTIE	JEFFERSON STREET 2500 PATRICK AND THERESA SPREDA	JEFFERSON STREET 2616 BRIAN AND WHITNEY SWENSON	JEFFERSON STREET 2732 KEN KNIPPEL
LINDBERGH AVENUE 324 DAVID AND SARA HAYAKAWA	LINDBERGH AVENUE 400 KARA HAGMAN	LINDBERGH AVENUE 817 ROBERT AND SHERRY McLENNON	MAIN STREET 3000 STEPHANIE HABADA AND JOHN CLARK	MAIN STREET 3201 THEODORE AND M MITCHELL
McCULLOCH STREET 3401 KEY APARTMENTS LLC	MICHIGAN AVENUE 2727 SHAUN AND SARA PRZYBYLSKI	MICHIGAN AVENUE 2849 MARJORY OWEN	MICHIGAN AVENUE 3041 DURALUM CARPETS INC TROY AEBY	MICHIGAN AVENUE 3049 ROBERT SCHULTZ
MICHIGAN AVENUE 3233 CHARLES AND SHARON ZOROMSKI	MINNESOTA AVENUE 1501 MAE LUMMIS	PECK STREET 2400 JEROME PIOTROWSKI	PECK STREET 2533 BERNADELLE TOSER	PRAIS STREET 2432 JIA LU
PRAIS STREET 2701 ANNE BRUNNER	PRAIS STREET 2816 STEVEN AND RENEE HALL	RICE STREET 2149 MARY HAESSLY C/O JEFF HAESSLY	RICE STREET 2225 JEROME AND DOROTHY SCHULTZ	SIMS AVENUE 3000 BONNIE HELBACH
SOO MARIE AVENUE 416 NANCY DULAK	SOO MARIE AVENUE 909 REBECCA WAYERSKI	SOO MARIE AVENUE 1000 ELIZABETH FAKAZIS	SOO MARIE AVENUE 1032 JULIE DOPP	SOO MARIE AVENUE 1216 PEGGY KONKOL
SOO MARIE AVENUE 1224 MARK AND MICHELLE KONKOL	SOO MARIE AVENUE 1232 DAVID SNYDER AND ANNE ECKENROD	STANLEY STREET 2248 STEVEN AND JANE VOELZ	STANLEY STREET 2733 RABIA INC/GAS STATION	STANLEY STREET 2809 POINT EMBROIDERY AND SCREEN LLC
STANLEY STREET 2833 N & B ENTERPRISES LLC	STANLEY STREET 2841 NRC INVESTMENTS LLC	TEXAS AVENUE 2001-09 JOHN AND BETTY ALLEMAN	WELSBY AVENUE 2221 EDWARD AND SALLY HEBDA	WELSBY AVENUE 2229 WILLIAM WOJTALEWICZ

Alderson Suomi is requesting that a section of parking (213 feet) on the west side of Illinois Avenue, by the new UWSP dormitory (Suites @201), 201 Illinois Avenue, be removed to allow access to the dormitory for emergency vehicles.

The new dormitory is much larger than the previous dorm, which now extends from Reserve Street to Illinois Avenue. Currently, parking is allowed on both sides of Illinois Avenue which makes it difficult to get emergency vehicles to the front of the dorm.

UWSP Police Chief, Bill Rowe and Stevens Point Fire Chief, Tracey Kujawa both agreed that this parking restriction is needed. The City Police Department and City Engineer also support this request.

- No Parking: On the west side of Illinois Avenue from a point 428 feet south of Maria Drive to a point 641 feet south of Maria Drive

Brian Kudronowicz
Assistant Chief

Joel Lemke
Director of Public Works

**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 304 of Section 9.05 (g) of the Revised Municipal Code, No Parking is hereby **created** to read as follows:

9.05(g) 304. On the west side of Illinois Avenue from a point 428 feet south of Maria Drive to a point 641 feet south of Maria Drive

SECTION II: These Ordinances shall take effect upon passage, publication and erection and/or removal of signs.

APPROVED: _____
Andrew Halverson, Mayor

ATTEST: _____
John Moe, City Clerk

Dated: August 8, 2011
Approved: August 15, 2011
Published: August 19, 2011

**Attachment A
City of Stevens Point Stormwater Utility
Implementation Assistance
August 4, 2011**

Background

The City of Stevens Point (CLIENT) has considered the feasibility of a stormwater utility fee system to fund, or partially fund, the City's stormwater management program. The Scope described in this Attachment A is intended to update previous studies to reflect current stormwater expenses and impervious area amounts.

A. Scope**Task 1 – Review Stormwater Financing**

Meet with CLIENT staff to identify existing and projected future stormwater management costs, including reviewing operating and maintenance budgets, the capital improvement plan, and other related budgetary and planning documents. A comprehensive spreadsheet tabulating stormwater-related expenses will be used as a guide during this review process.

Task 2 - Gather/Format Data

As an initial step, the CLIENT will provide AECOM with the necessary data to conduct the work, which includes:

1. Up-to-date City of Stevens Point GIS parcel database file for parcels only within the current municipal boundary.
2. Up-to-date Tax Assessor's property owner database for the parcels only within the current municipal boundary.
3. The 2010 and 2005 digital rectified aerial photographs of the City of Stevens Point projected in a coordinate system.
4. MS Excel format spreadsheet of all non-residential building permits issued by the CLIENT from January 1, 2006, through May 1, 2011. The spreadsheet shall include the Parcel ID for each property.
5. List of parking lots developed and on record with the CLIENT's review process. List information will include parking lot address and Parcel ID.

AECOM will use the impervious area ArcGIS shapefile from the previous study analysis (this file is already available for AECOM's use).

Task 3 - Update Impervious Area Measurements and Determine ERUs for 20 Sample Properties

AECOM will update the City-wide analysis of the non-residential parcels for impervious area conditions as of the 2010 aerial photograph date. We will use the delineations from the previous study as a starting point and add or modify the impervious area changes based on:

1. The list of building permits provided under Task 1.
2. Discussions with the CLIENT regarding any new impervious surfaces that may have been added without a building permit.
3. The 2010 aerial photograph.

Parcels with construction since the 2010 photograph will have impervious area measured from site plans submitted to the city during the building permit application process.

As a result of this task, there will be a complete ArcGIS feature class with the non-residential impervious delineations as of the 2010 aerial photograph flight date.

A component of this task includes a QC/QA review process of the impervious area delineations by a qualified AECOM staff person, who is not directly involved in the initial delineations. Following completion of the impervious area dataset, 20 sample properties will be selected with input for the CLIENT and the ERU total will be compiled for each sample property.

Task 4 – Develop Alternatives to Rectify Parcel Data

The CLIENT's GIS parcel mapping dataset does not spatially match orthogonally correct aerial photography in some areas. AECOM will identify two alternatives to correct this and provide an estimate of the associated fee.

Task 5 - Project Meetings

AECOM anticipates the need for two project meetings beyond those in Task 1.

1. A project kick-off meeting will be held with AECOM and key CLIENT staff. AECOM will facilitate the meeting. The purpose of the meeting will be to explain the project approach, schedule, data needs, and procedures. The meeting will also provide for a full discussion with the CLIENT's representatives on stormwater utility issues.
2. A meeting is budgeted to resolve questions that arise during the impervious area delineation update.

Task 6 - Technical Memo

AECOM will prepare a technical memo summarizing the process and results of Task 1 to 5.

Administrative tasks, general project management, communications, and coordination are also included under this task.

B. Assumptions

1. The CLIENT shall furnish AECOM, at no cost, all available maps, aerial photographs, and other data described under the Scope, all of which AECOM may rely upon without independent verification. AECOM is not responsible for inaccuracies in the data supplied by the CLIENT.
2. Approximately 1,000 non-residential parcels contain impervious area. Non-residential means parcels other than those containing 1-, 2-, and 3- family residential structures.
3. Approximately 50 non-residential parcels added impervious area between the 2005 and 2010 aerial photographs, and approximately 11 have added impervious area since the 2010 photograph.
4. The deliverables for this project will be:
 - a. An ArcGIS feature class with the complete impervious layer used in the ERU determination.
 - b. A technical memo describing the procedures used to determine the ERU values for the stormwater utility customers. No other reports or documents are included under this project.

C. Project Schedule

Assuming a signed contract is executed August 8, 2011, deliverables will be provided by October 31, 2011.

D. Project Budget

This contract covers the costs of tasks described under Section A. A breakdown of the budget and contract amount is provided below for informational purposes. AECOM shall not be held to the budgeted amounts for each task item, as long as the total contract amount is not exceeded.

The project will be billed on a time and material, not-to-exceed basis. The CLIENT will only be invoiced for tasks actually conducted. All other terms and conditions from the agreement apply.

Task	Budget
1. Review Stormwater Financing	\$3370
2. Gather Data/Format Data	\$960
3. Update Impervious Area Measurements	\$8270
4. Develop Alternatives to Rectify Parcel Data	\$1920
5. Project Meetings	\$1410
6. Technical Memo	\$4540
Total	\$20,470

June 2011

Airport Activity

- *Am I High Aviation – Private Pilot Ground School June 11/12.*
- *Well #11 Weekly Mtngs (All Mondays 8am).*
- *SPPA meeting June 13.*
- *Temporary MOA (Military Ops Area) 8000ft and up...through June15.*
- *Rain garden near hangar area planned for mid-August planting.*

Aircraft Movements

Activity logs are on file and available for viewing at the airport

- *231 Aircraft were logged during hours of operation for the month.*

Aircraft Type	#	Passengers Enplaned/Deplaned
Single Engine Private	71	80
Multi-Engine Private	15	29
Single Engine Buisness	112	200
Multi-Engine Buisness	5	14
Jet	23	50
Helicopter	5	14

Hangar Rentals/Availability

Airport Hangars are currently occupied at full capacity.

Aircraft Rentals/Instruction Given

Am I High Aviation (Conducted 105 hrs Dual Instruction)

Airport Maintenance/Projects (Proposed/Completed)

Airport AWOS system to be upgraded as scheduled (Mid-Summer)

Fuel Dispensed/Month

100LL 2818.73 gal.

Jet-A 6629 gal.

Total 9447.73 gal.

Previous Yr. / Present Yr. fuel sale quantities by month. All quantities are U.S. Gallons.

<u>2010</u>	100LL	Jet-A	<u>2011</u>	100LL	Jet-A
January	1392.27	2524		949.82	3357
February	1044.86	3249		831.91	2644
March	3502.29	5788		1832.48	5989
April	2263.8	4889		1625.86	5435
May	3017.66	2961		3197.82	8162
June	3918.22	6615		2818.73	6629
July	5002.67	5180			
August	3391.19	6071			
September	3037.99	5877			
October	2271.81	7218			
November	2093.34	5724			
December	807.97	5719			
Total	31744.07	61815		11256.62	32216
Average	2645.33917	5151.25		1876.1	5369.3
High Month	5002.67	7218		3197.82	8162
Low Month	807.97	2524		831.91	2644

This report was completed by Jason Draheim. Questions concerning the report or any other related issues can be answered by contacting Jason Draheim by telephone at 345-8989, or by e-mail, jdraheim@stevenspoint.com.

July 2011

Airport Activity

- *Am I High Aviation – Instrument Pilot Ground School July 9/10.*
- *Well #11 Weekly Mtngs (All Mondays 8am).*
- *SPPA meeting July 11.*
- *High traffic period due to Airventure Oshkosh July 22 through 31(Over 250 Aircraft Movements).*
- *Ted Davis from the “American Barnstormer’s Tour” gave Bi-Plane rides July 5/6/7.*
- *Rain garden near hangar area planned for mid-August planting.*

Aircraft Movements

Activity logs are on file and available for viewing at the airport

- *400 Aircraft were logged during hours of operation for the month.*

Aircraft Type	#	Passengers Enplaned/Deplaned
Single Engine Private	258	438
Multi-Engine Private	35	46
Single Engine Buisness	61	142
Multi-Engine Buisness	11	77
Jet	32	63
Helicopter	3	4

Hangar Rentals/Availability

Airport Hangars are currently occupied at full capacity.

Aircraft Rentals/Instruction Given

Am I High Aviation (Conducted 82 hrs Dual Instruction)

Airport Maintenance/Projects (Proposed/Completed)

Airport AWOS system to be upgraded as scheduled (Mid-Summer)

Fuel Dispensed/Month

100LL 5870.17 gal.

Jet-A 7942 gal.

Total 13812.17 gal.

Previous Yr. / Present Yr. fuel sale quantities by month. All quantities are U.S. Gallons.

<u>2010</u>	100LL	Jet-A	<u>2011</u>	100LL	Jet-A
January	1392.27	2524		949.82	3357
February	1044.86	3249		831.91	2644
March	3502.29	5788		1832.48	5989
April	2263.8	4889		1625.86	5435
May	3017.66	2961		3197.82	8162
June	3918.22	6615		2818.73	6629
July	5002.67	5180		5870.17	7942
August	3391.19	6071			
September	3037.99	5877			
October	2271.81	7218			
November	2093.34	5724			
December	807.97	5719			
Total	31744.07	61815		17126.79	40158
Average	2645.33917	5151.25		2446.68	5736.85
High Month	5002.67	7218		5870.17	8162
Low Month	807.97	2524		831.91	2644

This report was completed by Jason Draheim. Questions concerning the report or any other related issues can be answered by contacting Jason Draheim by telephone at 345-8989, or by e-mail, jdraheim@stevenspoint.com.



August 3, 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 and Streets staff are actively involved in the scheduled 2011 projects. Below is an overview of what is currently happening.
 - The survey and design work have begun for a reconstruction project in 2012 that is located on Michigan Avenue between Main Street and Fourth Avenue, and Fourth Avenue between Michigan Avenue and Minnesota Avenue. Replacement of water, sewer, and storm main on Michigan Avenue along with the addition of storm sewer on Fourth Avenue are elements of this project. Curb and gutter is scheduled to be installed on Fourth Avenue, and the road will be entirely reconstructed in the mentioned areas.
 - Franklin Street - The project consists of a total reconstruction project on Franklin Street between Second Street and Union Street with reconstruction of the road only between Pulaski Street and Division Street. The streets department employees have been involved in pavement removal, working with the general contractor on timing and phasing to minimize the impact to the residents of the area. Engineering staff as well as staff from the water and sewage treatment departments will be doing inspection.
 - Downtown square reconstruction project - The reconstruction of the square is complete. All contracts and construction activates were executed with little change on the projected timeline and within the estimated budget. We are currently working on the final closeout for this project. Farmer's Market and other vending activities have begun and appear to be working very well in the new space

- **Business 51 RFP**

- Contract negotiations with AECOM of Stevens Point continue to progress on this project. We have a preliminary scope of services complete at this point. We will likely be bringing this contract before the board in the next couple of months.

- **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.

- **Grade Separation at Hoover Avenue and CN Railroad**
 - Survey work has begun on the feasibility study for the grade separation at the intersection of Hoover Avenue and the CN Railroad.

- **Wisconsin River Seawall Project**
 - The Department of Public Works along with Community Development has been working with AECOM, Consolidated Water and Power Company (CWPCO), and the appropriate regulatory agencies (FEMA, FERC, ACOE) 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.
 - The multi-use trail system that has been designed in the Portage County Business Park will commence this month.
 - 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.

- **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.
- Patching continued.
- Cleaning and repairing catch basins continued.
- Vacuumed water in problem areas as needed.
- Shouldering as needed.
- Brush cutting as needed.
- Continued Franklin Street Project removals
- Began installation of swales on West Wilson.
- Traffic Paint operation continued.
- Mowing operations as needed.
- Began Storm Cleanup. We expect this will continue through much of August.

- **Equipment maintenance/garage**

- There were a total of 145 repair orders generated in the month of July. When broken down by department there were;

Engineering	1
Police	16
Parks	38
Fire	4
Streets	79
Water/Waste water	7

- Other activities include orders were placed for the purchase of a new Ventrac tractor for sidewalk snow removal. The new crack fill melter has been ordered and delivery is expected in the second week of August. The painting of the city garage has been scheduled for September. Two police squads were severely damaged during a major rain event, damage estimates have been received are turned into insurance, a decision on repair them is pending. Information gathering on the replacement of the black and white police patrol fleet is continuing. A new grapple rake has been purchased to aid in the cleanup of the city following the severe storms in July; this attachment will mount on our Case 570 tractor streamlining the brush pick up process. The review continues of our fleet replacement schedule in preparation for upcoming budget requests.

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

- 28 signs were replaced or added, 23 for usual maintenance, 2 new signs were put up on the new public square, 1 because of vandalism and 2 because of ordinance change.
- 22 poles were replaced or added, 3 because of accidents, 15 for usual maintenance and 3 because of ordinance change. 1 new pole were put up on the square.
- Flags put up and taken down for the Fourth of July.
- Barricades and barrels placed and removed for the Fourth of July parade.

- Barricades and barrels Placed and removed for Krazy Days.
- **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**
 - 97 days of vacation, 14 days 2.75 hours sick, 7 floating holidays, 1 day funeral leave, and 9 days .5 hours workers compensation were utilized.