

BOARD OF PUBLIC WORKS MEETING AGENDA
Monday, April 9, 2012 – 6:50 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 2012 Bituminous Surfacing Project #06-12 to American Asphalt in the amount of \$578,627.00.
2. Consideration and possible action to award 2012 Concrete Street Repair Project #07-12 to Sommers Construction in the amount of \$89,500.00.
3. Consideration and possible action to purchase 4 Paratransit Vehicles.
4. Consideration and possible action for Traffic Study 01-12 to amend the Loading Zone and No Parking Zones on Clark Street for semi trucks.
5. Stormwater Annual Report.
6. Consideration and possible action to accept the Airport Manager's Report and place it on file.
7. Consideration and possible action to accept the Director's Report and place it on file.
8. 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
2012 BITUMINOUS SURFACING - PROJECT #06-12
SEALED BIDS OPENED 11:00 A.M., MARCH 27, 2012

ITEM	EST.			American Asphalt	
				UNIT	TOTAL
204.0110	5,270	S.Y.	Removing Asphalt Surface	\$ 4.05	\$ 21,343.50
204.0115	80	S.Y.	Removing Asphalt Surface Butt Joints 3/8"	\$ 18.50	\$ 1,480.00
204.0120	24,000	S.Y.	Removing Asphaltic Surface Milling 2"	\$ 2.95	\$ 70,800.00
204.0150	700	L.F.	Removing Curb & Gutter	\$ 4.50	\$ 3,150.00
204.0155	560	S.Y.	Removing Concrete Sidewalk	\$ 6.00	\$ 3,360.00
205.0100	2,270	C.Y.	Excavation Common	\$ 9.50	\$ 21,565.00
305.0125	1,760	C.Y.	Base Aggregate 1 1/4"	\$ 23.50	\$ 41,360.00
390.0203	150	S.Y.	Base Patching Asphaltic	\$ 52.50	\$ 7,875.00
460.1100	50	TON	HMA Pavement Type E.03 (Wedging Areas)	\$ 130.00	\$ 6,500.00
460.1101	3,950	TON	HMA Pavement Type E-1	\$ 66.40	\$ 262,280.00
601.0324	700	L.F.	Concrete Curb & Gutter 24-Inch	\$ 18.75	\$ 13,125.00
602.0405	1,000	S.F.	Concrete Sidewalk 4"	\$ 3.70	\$ 3,700.00
602.0415	4,000	S.F.	Concrete Sidewalk 6"	\$ 4.30	\$ 17,200.00
602.0505	64	S.F.	Curb Ramp Detectable Warning Field (N Patina)	\$ 32.00	\$ 2,048.00
611.0420	11	Each	Reconstructing Manholes	\$ 2,100.00	\$ 23,100.00
611.8105	1	Each	Adjusting Catch Basin Covers	\$ 250.00	\$ 250.00

BID TAB
CITY OF STEVENS POINT
2012 BITUMINOUS SURFACING - PROJECT #06-12
SEALED BIDS OPENED 11:00 A.M., MARCH 27, 2012

				American Asphalt	
ITEM	EST.			UNIT	TOTAL
204.0110	5,270	S.Y.	Removing Asphalt Surface	\$ 4.05	\$ 21,343.50
611.8110	31	Each	Adjusting Manhole Covers	\$ 900.00	\$ 27,900.00
625.0100	90	S.Y.	Topsoil	\$ 10.00	\$ 900.00
627.0200	90	S.Y.	Mulching	\$ 2.00	\$ 180.00
628.7020	8	EACH	Inlet Protection Type-C	\$ 100.00	\$ 800.00
629.0205	90	S.Y.	Fertilizer Type-A	\$ 2.00	\$ 180.00
630.0140	90	S.Y.	Seed Mixture No. 40	\$ 4.00	\$ 360.00
643.0100	1	L.S.	Traffic Control (Project)	\$ 36,750.00	\$ 36,750.00
690.0150	220	L.F.	Sawing Asphalt	\$ 5.00	\$ 1,100.00
690.0250	30	L.F.	Sawing Concrete	\$ 5.00	\$ 150.00
SPV.0175.02	480	Ton	Black Knight Paving Armor (1/2" Avg.)	\$ 87.30	\$ 41,904.00
			Total		\$ 609,360.50

ALTERNATE UNIT PRICE				American Asphalt	
ITEM NO.	EST. QUAN.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
SPV.0175.01	29,270	S.Y.	Credit for Asphaltic Milling Item	\$ 1.05	\$ 30,733.50
			Total		\$ 30,733.50

Total with Alternate Credit	\$ 578,627.00
Total with 15% contingency	\$ 665,421.05

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594



**Department of
Public Works**
Engineering
Phone: 715-346-1561
Fax: 715-346-1650

To the Board of Public Works,

The Stevens Point Transit Division of Public Works is requesting approval for the purchase of four paratransit vehicles through the state contract. Use of the State contract for procurement of vehicles removes the requirement for the City to put together quotes or bids for these vehicles due to the fact that the State has performed those functions.

These vehicles are the primary piece of equipment in our Point Plus transportation service in Stevens Point. A floor plan and more details are attached.

Purchase Details

Vehicle Cost (quantity of 4)	\$224,828.00
Grant dollars toward purchase (80%)	\$179,862.00
Total Local Share (20%)	\$44,966.00

This purchase is budgeted for in the 2012 Capital Outlay portion of the Transit operating budget. The budgeted amount is \$225,000.00.

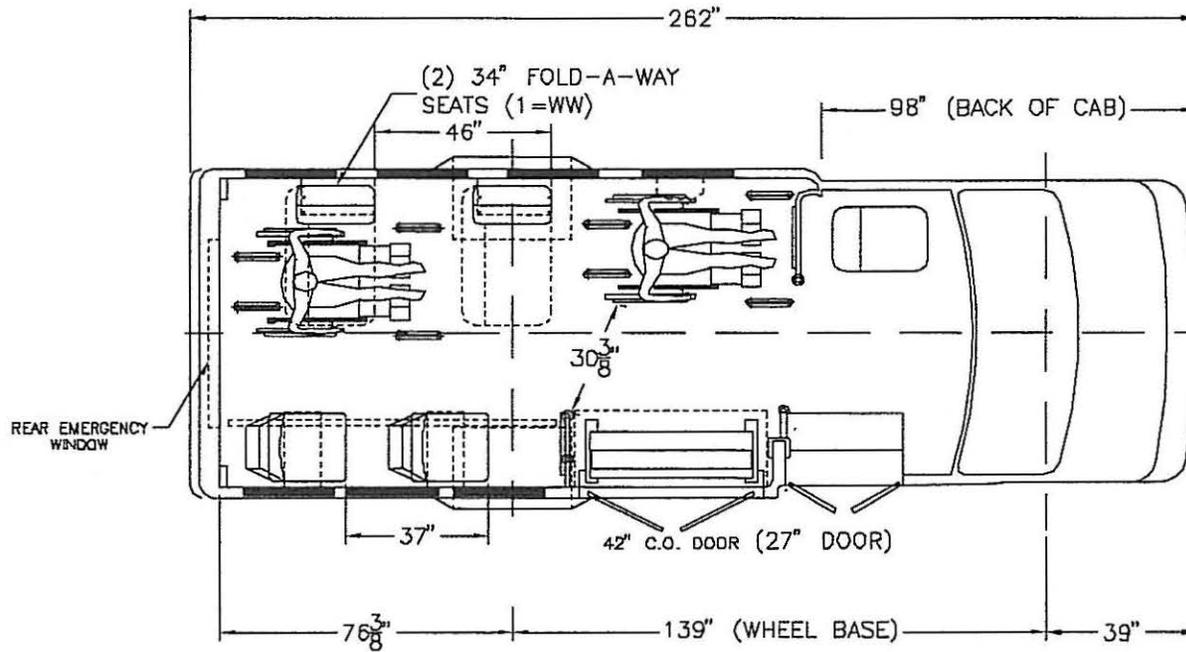
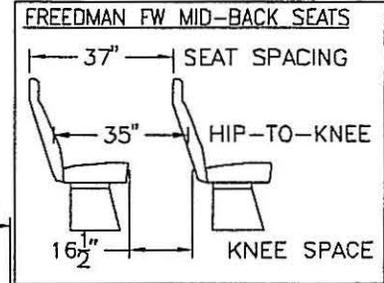
Sincerely,

A handwritten signature in blue ink that reads 'Joel Lemke'.

Joel Lemke
Director of Public Works

FEATURES:

- 24"x34" T-SLIDER WINDOWS
- L-TRACK (FLANGED) OTHERS AVAILABLE



TOLERANCES

- FLOORPLAN DIMS ±.12"
- FRACTIONAL DIMS ±.015"
- 2 PLACE DECIMAL DIMS ±.01"
- 3 PLACE DECIMAL DIMS ±.005"

AVAILABLE ALSO ON 6.0G CHASSIS.

THE SUPREME CORP. CLAIMS PROPRIETARY RIGHTS IN THE MATERIAL DISCLOSED HEREON. NEITHER THIS DRAWING NOR ANY REPRODUCTION THEREOF MAY BE USED TO MANUFACTURE ANYTHING SHOWN HEREON WITHOUT PERMISSION IN WRITING FROM SUPREME CORP. TO THE USER SPECIFICALLY REFERRING TO THE DRAWING. 12,300

		DRAWN <i>Scott Szymanski</i>		MODEL: CHEVY T610 6.6D		TITLE (OR COMMENTS): 2 + 4 PASS & 2 W/C, FRONT LIFT		PART NUMBER:	
		DATE 03/19/12		DWG SCALE: 3/8" = 1'		SERIES: 21' CANDIDATE PARATRANSIT		FILE LOC & FILE NUMBER: QUOTE\2012\ATLAS BUS\AB-C00	
LET.	REVISION DESCRIPTION	BY	DATE						

SUPREME CORPORATION STARTRANS BUS DIVISION**CANDIDATE SERIES II**

BODY #:		LINE ITEM 8, DIESEL CANDIDATE ON CHEV		
CUSTOMER #:		2011 WISDOT		
NUMBER OF UNITS:				
DEALER NAME:		ATLAS BUS SALES		
CONTACT:		STEVE HOELTER		
PURCHASE ORDER NUMBER:				
CUSTOMER:		STEVENS POINT TRANSIT		
GO TO www.freedmanseating.com AND CHOOSE ANY LEVEL 1 COLOR				
CHOOSE EXTERIOR STRIPPING COLOR FROM GRAPHICS FILE				
QTY	OPTION	DESCRIPTION	PRICE	EXT. PRICE
1		CHASSIS YEAR: 2012	INCLUDED	
1		<u>CANDIDATE SERIES II</u>	INCLUDED	
		74"		
1	CPII	CANDIDATE SERIES II 74" 20' PARATRANSIT DUAL REAR WHEEL	INCLUDED	\$54,456
1	C6.639	CHEVY 6.6 DSL 139" WB DUAL WHEEL-TILT-CRUISE-DASH AIR 12,300 GVW - *50 STATE EMISSION*	INCLUDED	
1	C14	3/4 FRP FLOOR (5/8 PLYWOOD CORE)	INCLUDED	
1		<u>EXHAUSTS</u>	INCLUDED	
1	C24	STREETSIDE EXHAUST - OUT THE SIDE (REQUIRES SOLID WINDOW IN REAR POSITION) (N/A WITH UNDERBELLY SPARE TIRE CARRIER)	INCLUDED	
1	C23	HEAT SHIELD BETWEEN TAILPIPE & FUEL TANK	INCLUDED	
1		<u>BATTERIES</u>	INCLUDED	
1	C38K	BATTERY BOX ASSEMBLY (KEYLOCK TYPE) W/SLIDING TRAY - AUXILIARY BATTERY INSTALLED ON TRAY, MAIN BATTERY STAYS UNDER HOOD (FORD GAS & CHEVY DIESEL)	INCLUDED	
1	C190	STAINLESS STEEL BATTERY TRAY ILO STD	INCLUDED	
1	C191	RELOCATE OEM BATTERY UNDER HOOD TO BATTERY BOX	INCLUDED	
1		<u>BUMPERS</u>	INCLUDED	
1		REAR BUMPER STAINLESS STEEL	INCLUDED	
1		<u>WHEELS & TIRES, ETC</u>	INCLUDED	
1	SL	SHIP SPARE TIRE LOOSE	INCLUDED	
1	C73	SPARE TIRE & WHEEL (WHEN NOT INCLUDED W/CHASSIS)	INCLUDED	
1	C250	FRONT END ALIGNMENT	INCLUDED	
1		<u>MISC OPTIONS</u>	INCLUDED	
1	C82	RUNNING BOARD - DRIVER SIDE - ALUMINUM (8" WIDE)	INCLUDED	
1	C83	FUEL DOOR ALUMINUM W/LOCK	INCLUDED	
1		<u>ALTERNATORS</u>		
1	C150	CHASSIS OEM ALTERNATOR - CHEVY 6.6 DUAL OEM ALTERNATORS	INCLUDED	
1		<u>CARRIER TIE-IN SYSTEMS</u>	INCLUDED	
1	A206	MCC (AC522T) 50,000 BTU FREEBLOW (EM2 EVAPORATOR, CM2 CONDENSER, & OEM COMPRESSOR)	INCLUDED	
1		<u>HEATERS</u>	INCLUDED	
1	H05	HEATER - 65,000 BTU - SEAT FRAME OR WALL MOUNT	INCLUDED	
1		<u>ENTRY DOORS</u>	INCLUDED	
1	W09	32" WIDE X 78" HIGH ELECTRIC DOUBLE ENTRY DOORS W/FULL HEIGHT GLASS DOOR PANELS (A & M MFG DOORS & HEADER)	INCLUDED	
1		<u>MISC ENTRY DOOR OPTIONS</u>	INCLUDED	
1	W26	STAINLESS STEEL ENTRY STEPWELL PORTAL ILO STD	INCLUDED	
1		<u>REAR WALL OPTIONS</u>	INCLUDED	
1	D60	REAR EMERGENCY WINDOW	INCLUDED	
1		<u>WINDOW OPTIONS</u>	INCLUDED	

1	D76	SIDE WINDOWS - T-SLIDERS 36" X 36" TOP T-SLIDER (DEPENDING ON FLOOR PLAN THIS OPTION MAY REQUIRE A SOLID PANE FILLER WINDOW)	INCLUDED	
2	D70	EGRESS WINDOW - ADDITIONAL (EACH)	INCLUDED	
1		W/C DOORS	INCLUDED	
1	P104	W/C LIFT DOORS BEHIND ENTRANCE (42" X 59")	INCLUDED	
1		BRAUN 403/404 COMPLIANT LIFTS	INCLUDED	
1	P282	BRAUN W/C LIFT - CENTURY NCL917FIB-2-ADA 33" X 51" FRONT PUMP - GENERATION 2 - 403/404 COMPLIANT	INCLUDED	
1		INTERLOCKS	INCLUDED	
1	P40	INTERLOCK/FAST IDLE SYSTEM - BRAKE/TRANSMISSION/W/C INTERLOCK - INTERMOTIVE'S HIGHLOCK	INCLUDED	
1		TRACK OPTIONS	INCLUDED	
1	P88	FLANGED L-TRACK ONLY INCLUDES WALL TRACK (DOES NOT INCLUDE BELTS - YOU MUST PICK A BELT OPTION) - PER PLACEMENT	INCLUDED	
1	P451	Q-STRAINT QRT MAX KIT #Q-8300-A1-L - CONSISTS OF Q-8300-AT RETRACTOR SECUREMENT SYSTEM W/RETRACTABLE LAP/SHOULDER BELT COMBO W/HEIGHT ADJUSTER	INCLUDED	
1		EXTRA Q-STRAINT QRT MAX KIT #Q-8300-A1-L	\$745	\$745
1	P84	Q-STRAINT WHEELCHAIR BELT STORAGE POUCH - INSTALLED	INCLUDED	
1		DRIVER'S SEAT FABRIC	INCLUDED	
1		DRIVER'S SEAT FABRIC - LEVEL 1 - ALL VINYL OR STD CLOTH FABRIC	INCLUDED	
1		DRIVER'S SEATS	INCLUDED	
1	S125	DRIVER'S SEAT - FREEDMAN SHIELD #71234 - HI BK RECLINER W/RH "SHIELD" ARMREST & ADJUSTABLE LUMBAR - USES OEM BASE (FORD/CHEVY)	INCLUDED	
1		PASSENGER SEAT FABRICS - FREEDMAN	INCLUDED	
8		TOTAL PASSENGER(S)	INCLUDED	
1		PASSENGER SEAT FABRIC - LEVEL 1 - ALL VINYL OR STD CLOTH FABRIC	INCLUDED	
1		FREEDMAN 3 PT SEATS	INCLUDED	
1	S330	FREEDMAN 3 PT MID BACK BUCKET - SINGLE	INCLUDED	
3	DELETE	CREDIT FREEDMAN 3 PT MID BACK BUCKET - DOUBLE	-\$300	-\$900
1		EXTRA FREEDMAN 3 PT MID BACK BUCKET - SINGLE	\$305	\$305
1	S627	FREEDMAN FOLD-A-WAY - 34" NON-WHEELWELL	\$693	\$693
1	S628	FREEDMAN FOLD-A-WAY - 34" WHEELWELL	\$728	\$728
1		SEAT BELTS	INCLUDED	
4	S02	SEAT BELT - RETRACTABLE TYPE	\$50	NO CHARGE
4	S15	SEAT BELT EXTENSION FOR 3PT SEAT - 8"	INCLUDED	
4	S14	FREEDMAN ARM REST - FOLDING UPHOLSTERY STYLE	\$45	\$180
1		SIGNAGE	INCLUDED	
1	I20	ADA INTERIOR AND EXTERIOR (CONSISTS OF ONE INTERNATIONAL WHEEL CHAIR SYMBOL DECAL, ONE PRIORITY SEATING DECAL, & MOBILITY AID DECAL(S) FOR EACH WHEEL CHAIR POSITION)	INCLUDED	
1		TRIM PADS	INCLUDED	
1		NOTE: YOU MUST PICK YOUR TRIM PAD COLOR	INCLUDED	
1		FLOOR COVERING	INCLUDED	
1	(00)	BLACK (00)	INCLUDED	
1	I32	YELLOW ENTRY STEP NOSING	INCLUDED	
1		HEADLINERS	INCLUDED	
1	GV	HEADLINER - LIGHT GRAY VINYL	INCLUDED	
1		SIDEWALLS & REAR WALL	INCLUDED	
1	I68B	SIDEWALLS & REAR WALL - SERIES II	INCLUDED	
1	GV	LIGHT GRAY VINYL	INCLUDED	
1		STANCHIONS	INCLUDED	
1	I82	PADDED STANCHION POLES (PICK COLOR BELOW)	INCLUDED	
1		MODESTY PANELS	INCLUDED	
1	I77	MODESTY PANEL BEHIND DRIVER	INCLUDED	
2	FB1	MODESTY PANEL FABRIC - PADDED ON SINGLE SIDE ONLY	INCLUDED	
1		HANDRAILS	INCLUDED	
1	I88	RIGHT SIDE ANGLED ENTRY ASSIST (N/A W/MANUAL DOOR)	INCLUDED	

1	I96	METAL MOUNTING PLATES ON ALL STANCHIONS AND/OR OVERHEAD HANDRAILS, INCLUDING ENTRY	INCLUDED	
1		ALARMS	INCLUDED	
1	T01	BACK UP ALARM	INCLUDED	
2	T07	BUZZER ON EGRESS WINDOWS (PER WINDOW)	INCLUDED	
1		RADIOS	INCLUDED	
0		ALL RADIO OPTIONS (EXCEPT OEM SUPPLIED) COME WITH (4) STANDARD 24 WATT SPEAKERS AT NO ADDITIONAL CHARGE UNLESS ADDITIONAL OR UPGRADED SPEAKERS ARE PICKED	DELETE	DELETE
0	OEM	OEM RADIO - ORDERED ON CHASSIS (REQUIRES OPTION E39)	DELETE	DELETE
0	E39	INSTALL (2) PAIRS OF STANDARD 24 WATT SPEAKERS - 2 FRONT, 2 REAR FOR OEM RADIO	DELETE	DELETE
1	E20	RADIO INSTALLED IN DASH SWITCH PANEL	INCLUDED	
1		CAB AREA OPTIONS	INCLUDED	
1	M01	DRIVER'S FAN - EACH	INCLUDED	
1		UNDERCOATING	INCLUDED	
1	M15	UNDERCOATING	INCLUDED	
1		EXTERIOR MIRRORS	INCLUDED	
1	Y11	MIRRORS - EXTERIOR - ROSCO 715 EUROSTYLE 2 IN 1, HEATED & REMOTE, DRIVER'S DOOR MOUNT & C/S Z-BRACKET FENDER MOUNT - FORD	INCLUDED	
1	X48	LED TURN SIGNALS - SIDE MOUNT (MID BODY)	INCLUDED	
1	X45	LED MARKER LIGHTS 5-FRONT & 7-REAR	INCLUDED	
1	X82	LED TAIL LIGHTS - STOP/TURN/BACKUP ALL LED - 4" ROUND RED/WHITE/AMBER	INCLUDED	
1		EXTERIOR PAINT	INCLUDED	
1	Z09	NO EXTERIOR PAINT PACKAGE (STD WHITE BODY)	INCLUDED	
1		SPECIAL ITEMS	INCLUDED	
1	SPECIAL OPTION A	INSTALL 6"x30" INTERIOR MIRROR	INCLUDED	
1	SPECIAL OPTION B	INSTALL STAINLESS STEEL REAR BUMPER	INCLUDED	
1	SPECIAL OPTION C	LOCATE DRIVERS DEFROSTER FAN TO BE POINTED AT ENTRANCE DOOR	INCLUDED	
1	SPECIAL OPTION D	MEMO ATLAS FREIGHT -MILW.	INCLUDED	
1	SPECIAL OPTION E	MEMO ATLAS FREIGHT END USER	INCLUDED	
1	SPECIAL OPTION F	MEMO ATLAS LIFT PAD	INCLUDED	
1	SPECIAL OPTION G	MEMO ATLAS SAFETY EQUIP	INCLUDED	
1	SPECIAL OPTION H	MEMO ATLAS REFLECTIVE	INCLUDED	
1	SPECIAL OPTION I	MEMO OEM AM/FM RADIO	INCLUDED	
1	SPECIAL OPTION J			
1		OPTIONS		\$1,751
		TOTAL		\$56,207

TRAFFIC STUDY

- Loading Zone
 - On the north side of Clark Street from a point 36 feet east of Third Street to a point 124 feet east of Third Street

The Police Department is seeing issues with the current loading zone that is on the north side of Clark Street just west of Third Street. The loading zone is not big enough to accommodate large trucks that deliver to Kozy Kitchen and other businesses in the area. When deliveries are made, most of the time, other people are parked in the loading zone. I would assume that most violators are Bumper to Bumper Auto Parts customers at 920 Clark Street, since Bumper to Bumper Auto Parts doesn't have parking spots available in front of their store.

Semis are then using the No Parking, Stopping or Standing zone to the east of the loading zone causing a visibility problem. When a semi is parked in this restricted zone, southbound traffic at Third Street/Clark Street cannot see eastbound traffic on Clark Street causing a hazardous situation.

An obvious remedy is to move the loading zone to the east side of Third Street on the north side of Clark Street. At this location, semis would not be blocking Clark Street traffic and the space would be large enough to accommodate a semi truck.

On 02/03/12, I spoke with a representative from Kozy Kitchen, Bumper to Bumper Auto Parts and Café 27 to see if they would have any objections to moving the loading zone. Each business representative stated they did not see any problem with moving the zone, stating they agreed that when a semi is unloading, a hazardous situation is created with the zone in its current location.

I would propose to eliminate 4 parking stalls on the north side of Clark Street just east of Third Street and turn this into a Loading Zone. Then take the current loading zone, west of Third Street, and make it 2 Two Hour parking stalls.

Brian Kudronowicz
Assistant Chief

Joel Lemke
Director of Public Works

Due by March 31, 2012

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (DNR) by March 31 of each year to report on activities for the previous calendar year. This form is being provided by the DNR for the user's convenience. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

This form is for reporting on activities undertaken in calendar year 2011.

Instructions: Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to comply with the general permit. Complete and submit the annual report by March 31, 2012, to the appropriate address indicated on the last page of this form.

SECTION I. Municipal Information

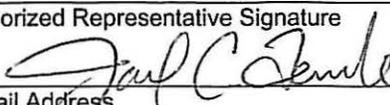
Name of Municipality City of Stevens Point		Facility ID No. (FIN) 31424	
Mailing Address 1515 Strong's Avenue	City Stevens Point	State WI	Postal Code 54481
County(s) in which Municipality is located Portage	Type of Municipality: (check one) <input type="checkbox"/> County <input checked="" type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town <input type="checkbox"/> Other (specify)		

SECTION II. Municipal Contact Information

Name of Municipal Contact Person Alex J. Saunders, P.E.		Title City Engineer	
Mailing Address 1515 Strong's Avenue	City Stevens Point	State WI	Postal Code 54481
E-mail Address asaunders@stevenspoint.com	Telephone No. (include area code) (715) 346-1561	Fax No. (include area code) (715) 346-1650	

SECTION III. Certification

I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-1 for which this annual report is being submitted and that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Authorized Representative Printed Name Joel Lemke		Authorized Representative Title Director of Public Works	
Authorized Representative Signature 		Date Signed 3/29/2012	
E-mail Address jlemke@stevenspoint.com	Telephone No. (include area code) (715) 346-1561	Fax No. (include area code) (715) 346-1650	

SECTION IV. General Information

a. Describe what efforts the municipality has undertaken to invite the municipal governing body, interest groups, and the general public to review and comment on the annual report.

The municipal annual report is available for viewing at the Department of Public Works Office located at 1515 Strongs Avenue, Stevens Point, WI and is also available for viewing at the City Website at stevenspoint.com/dpw. Pursuant to Section 1.1 of the general permit, all official annual reports and all other records related to the permit are accessible by contacting the Department of Natural Resources, Regional Stormwater Contact, Brad Johnson at bradley.a.johnson@dnr.state.wi.us. The annual report will also be included in the directors report to public works in April.

b. Describe how elected and municipal officials and appropriate staff have been kept apprised of the municipal storm water discharge permit and its requirements.

Monthly meetings of the North Central Stormwater Coalition, periodic status updates to the Board of Public Works by the Director of Public Works and in the subsequent Director of Public Works reports to the City Council, Division Head meetings for the Department of Public Works, periodic meetings with community development staff, and meetings between the City Engineer and the mayor and council members regarding drainage issues. In the reporting period covered by this report the Director of Public Works has presented the needs for improved stormwater maintenance and the requirements of this permit to the elected body and a storm water utility was approved by the common council in March of 2012, the enacting ordinances are completed and ordinance revisions and additions will establish the structure in 2012 and the utility is expected to be operational in 2013. Reports to council identified the needs for stormwater improvements and the costs for permit compliance were presented to council in presenting the need for the stormwater utility.

c. Has the municipality prepared its own municipal-wide storm water management plan? Yes No

If yes, title and date of storm water management plan:

Stormwater Management Plan, City of Stevens Point, Wisconsin, dated February 2007.

d. Has the municipality entered into a written agreement with another municipality or a contract with another entity to perform one or more of the conditions of the general permit as provided under Section 2.10 of the general permit? Yes No

If yes, describe these cooperative efforts:

Stevens Point is a member of the North Central Stormwater Coalition and works with the group on education, outreach, and public involvement. The group also cooperates in reviewing new rule changes and in attempts to streamline compliance activities for both the members of the coalition and for builders in our jurisdictions.

e. Does the municipality have an internet website? Yes No

If yes, provide web address:

stevenspoint.com

If the municipality has an internet website, is there current information about or links provided to the MS4 general permit and/or the municipality's storm water management program? Yes No

If yes, provide web address:

City of Stevens Point Ordinances - stevenspoint.com/code/index.html

City of Stevens Point Information - stevenspoint.com/dpw/index.html

North Central Stormwater Coalition - basineducation.uwex.ed/centralwis/stormwater.html

SECTION V. Permit Conditions

a. **Minimum Control Measures:** For each of the permit conditions listed below, provide a description of the status of implementation of program elements, the status of meeting measurable goals, and compliance with permit schedule in section 3 of the MS4 general permit. Provide an evaluation of program compliance with the general permit, the appropriateness of identified best management practices, and progress towards achieving identified measurable goals. Be specific in describing the actions that have been taken during the reporting year to implement each permit condition and whether measurable goals have been met, including any data collected to document a measurable goal. Also, explain the reasons for any variations from the compliance schedule in the MS4 general permit.

- **Public Education and Outreach**

Stormwater Education and Outreach Plan adopted in 2008 was utilized to direct public education and outreach efforts in 2011. The City also had an Americorp position that completed in October of 2011 that was assigned to stormwater and groundwater education efforts that worked with the City Engineer and the Director of the Water and Sewer Utility toward fulfilling the goals within the WPDES and WATER STAR Programs. The Americorp position presented demonstrations at festivals and events, and organized the construction of a rain garden demonstration site at the municipal airport that was funded by the North Central Stormwater Coalition. The attached spread sheet includes educational activities completed in 2011.

- **Public Involvement and Participation**

The North Central Stormwater Coalition monthly meetings are open to the public, posted on Marathon County on-line bulletin board and sent to the Wausau Daily Herald, City Pages, Marshfield News, and Midwest Radio Group. Meeting minutes are posted on the Marathon County website and sent to all NCWS members. The City of Stevens Point has adopted procedures for storm drain stenciling for interested groups and had a community group participate in storm drain stenciling near the K.B. Willett Arena in 2011. The City has made it a policy to order all new inlet and catch basin covers with an environmental notice indicating no dumping drains to freshwater/river to further reach the public at large and to discourage pollution. The City has utilized a City owned message board on business 51 to promote environmental fairs and events such as rain barrel workshops to promote local events that promote good stewardship of the rivers and lakes. NCWS and the City's Americorp position have presented demonstrations on stormwater runoff at fairs and festivals within the Stevens Point and Marathon County areas to promote good stewardship of the water ways and to raise awareness of pollutions effect on the receiving waters ion our area. The Americorp position worked with a local school on a coloring contest that promoted groundwater conservation. The City with assistance from Americorp and the North Central Stormwater Coalition and volunteers constructed a demonstration rain garden at the municipal airport to promote infiltration of stormwater runoff.

- **Illicit Discharge Detection and Elimination**

The City completed outfall testing through AECOM and a copy of the results of the testing will be included with the submittal to our Department of Natural Resources Representative along with the annual report. The outfall testing performed did locate two slightly elevated detergent detections. One of the detections was barely above the expected level and the second test no visible signs of a source or spill were located. The City will conduct additional testing of outfalls in 2012 where the 2 mg/l detection was observed to determine if a source can be found or if this result was an outlier. The City inspection department also continues to look for cross connections while completing there inspection duties.

- **Construction Site Pollutant Control**

The City Engineering Division has required erosion control plans on all construction projects as required by Chapter 31 of the City Ordinances. All sites larger than one acre of land disturbance require the contractor or developer's engineer to conduct erosion control inspections weekly or after and rainfall event exceeding 0.5-inches within 24-hours. The contractor or engineer is required to maintain these inspection records onsite and provide them to the City upon request. The City inspection department has been asked to request these inspection forms during their onsite inspections. The City Engineer continues to conduct random inspections of open project sites and require modifications where necessary. The City engineer also responds to complaints raised by residents or other departments. The city also requires commercial sites smaller than an acre provide calculations to verify that their proposed project will not adversely affect neighboring properties or City infrastructure.

- Post-Construction Storm Water Management

All non-exempt developments within the City over one-acre are required by ordinance to record maintenance agreements for all post construction stormwater management practices. Exemptions are only allowed when provided by ordinance as allowed by DNR regulations. The City has developed a recording form for the recording of these maintenance agreements and is verifying that these agreements are recorded prior to approval of stormwater and erosion control permits. The City continues to perform routine maintenance on City owned properties for stormwater management.

- Pollution Prevention

The City continues to participate in the beneficial reuse program for street sweepings as permitted under Portage County and Marathon County. The City also provides leaf and yard waste to a local commercial composter for their use reducing the nutrient loads from this material entering local receiving water bodies. The City continues to maintain a drop off site at the City garage allowing residents to drop off leaf and yard waste throughout the year outside of city wide collection times.

b. Storm Water Quality Management: Has the municipality completed a pollutant-loading analysis to assess compliance with the 20% TSS reduction developed urban area performance standard? Yes No

If yes, provide the following: Model used WinSLAMM Version 9.1.3 Reduction (%) 32

If no, include a description of any actions the municipality has undertaken during 2011 to help achieve the 20% standard.

Has the municipality completed an evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal? Yes No If yes, describe:

c. Best Management Practices Maintenance: Does the municipality have a maintenance program for installed storm water best management practices? Yes No

If yes, describe the maintenance program. If available, attach any additional information on the maintenance program.

The city performs routine mowing of city owned ponds, and routinely cleans catch basin sumps, as well as conducting routine street sweeping to remove accumulated sediments from ponds and catch basins.

d. Storm Sewer System Map: Describe any changes or updates to the storm sewer system map made in the reporting year. Provide an updated map if any changes occurred during the reporting year. There were no significant changes to the storm sewer system completed in 2011 and no changes to the MS4 map were performed. Storm sewer work on Franklin Street was a replacement of an existing storm sewer and while inlets were added the drainage basin was not altered.

SECTION VI. Fiscal Analysis

- a. Provide a fiscal analysis that includes the annual expenditures for 2011, and the budget for 2011 and 2012. A table to document fiscal information is provided on page 6.
- b. What financing/fiscal strategy has the municipality implemented to finance the requirements of the general permit?
 Storm water utility General fund Other Utility approved 3/2012 for 2013 operation.
- c. Are adequate revenues being generated to implement your storm water management program to meet the permit requirements? Yes No

Please provide a brief summary of your financing/fiscal strategy and any additional information that will assist the Department in understanding how storm water management funds are being generated to implement and administer your storm water management program.

The City is pooling funds with the North Central Stormwater Coalition members to address performance measures and fund demonstration sites and other educational outreach programs that are targetted to Central Wisconsin. The City utilizes city staff to perform cleaning of catch basin sumps and mowing of retention ponds. The city engineer and inspection department staff time is utilized to complete reviews of developer projects and site reviews. The general fund is utilized to fund storm sewer installation/replacement and to fund outfall testing. A stormwater utility was approved in March of 2012 and will begin operation in 2013.

SECTION VII. Inspections and Enforcement Actions

Note: If an ordinance listed below has previously been submitted and has not been amended since that time, a copy does not need to be submitted again. If the ordinance was previously submitted, indicate such in the space provided.

- a. As of the date of this annual report, has the municipality adopted a construction site pollutant control ordinance in accordance with subsection 2.4.1 of the general permit? Yes No If yes, attach copy or provide web link to ordinance:

stevenspoint.com/code/index

- b. As of the date of this annual report, has the municipality adopted a post-construction storm water management ordinance in accordance with subsection 2.5.1 of the general permit? Yes No If yes, attach copy or provide web link to ordinance:

stevenspoint.com/code/index

- c. As of the date of this annual report, has the municipality adopted an illicit discharge detection and elimination ordinance in accordance with subsection 2.3.1 of the general permit? Yes No If yes, attach copy or provide web link to ordinance:

stevenspoint.com/code/index

- d. As of the date of this annual report, has the municipality adopted any other ordinances it has deemed necessary to implement a program under the general permit (e.g., pet waste ordinance, leaf management/yard waste ordinance, parking restrictions for street cleaning, etc.)? Yes No If yes, attach copy or provide web link to ordinance:

In March of 2012 the City council approved an ordinance change that allows for the creation of a stormwater utility. In 2012 the structure of the utility will be developed and it will be operational in 2013.

- e. Provide a summary of available information on the number and nature of inspections and enforcement actions conducted during the reporting period to ensure compliance with the ordinances described in a. to d. above.

The City has performed inspections of permitted construction sites as part of building inspection visits and the City Engineer makes random site inspections to specifically review stormwater and erosion control practices. The City engineer made

**Annual Report under MS4
General Permit No. WI-S050075-1**

Form 3400-195 (R 01/12)

Page 6 of 9

approximately 15 site visits in 2011 and made had the contractor/developers make corrections where necessary. One correction was done by written notice as opposed to a verbal notice on site. City projects are monitored by the engineering division at the City and the inspectors have been provided with the DOT erosion control inspection form to complete weekly inspections on City projects. The City engineer also make site visits and corrections as necessary on City projects. The City received several calls regarding illicit discharges and upon reviewing the sites the City engineer found that with two exceptions there was not an illicit discharge. In one instance therer was a spill of petroleum products but upon reviewing the downstream outfalls the City Engineer and DPW determined that the release had been captured prior to release to a water body of the state. The material was collected and disposed of in accordance with state statutes. In the second case a hydraulic spill was not cleaned up by a contractor performing plowing services and the City provided initial site cleanup and protection of the outfall with the responsible party completing the cleanup. A fine was issued to include the cost of the City staff time and cleanup efforts prior to the contractor completing the site cleanup. The police and fire departments maintain any records of any release from an accident site and take the lead in disposal and containment of those spills that may pose a danger to life or property. These records can be made available upon request by the DNR.

SECTION VIII. Water Quality Concerns

a. Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (A list of ORWs and ERWs may be found on the Department's Internet site at: <http://dnr.wi.gov/org/water/wm/wqs/orwerw/>) Yes No If yes, list:

b. Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of the most current Wisconsin impaired waterbodies may be found on the Department's Internet site at: <http://dnr.wi.gov/org/water/wm/wqs/303d/303d.html>) Yes No If yes, complete the following:

- Impaired waterbody to which the MS4 discharges:
- Description of actions municipality has taken to comply with section 1.5.2 of the MS4 general permit for discharges of pollutant(s) of concern to an impaired waterbody:

c. Identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period.

No noticeable improvements have been observed in the local receiving water bodies over the past year that can be attributed to this program. McDill Pond was drained due to seepage through the retaining structure and therefore any impact of this program on McDill Pond would not be possible given the change in the nature of that waterbody from outside sources.

d. Identify any known water quality degradation in the receiving water to which the MS4 discharges during the reporting period and what actions are being taken to improve the water quality in the receiving water.

No noticeable degradation of the water quality has been observed over the permit year.

SECTION IX. Proposed Program Changes

a. Describe any proposed changes to the storm water management program being contemplated by the municipality for 2012 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

The city council has approved the creation of a stormwater utility and the structure of the utility and programs of the utility will be developed in 2012 and new programs and structures should be established and be implemented by the time the next annual report is to be completed.

Fiscal Analysis Table. Complete the fiscal analysis table provided below.

Program Element	Annual Expenditure		Budget		Source of Funds
	2011	2011	2012		
Public Education and Outreach	\$4710+Staff Time	\$4710+Staff Time	\$3500+Staff Time		General Revenue
Public Involvement and Participation	\$2920+Staff Time	\$2920+Staff Time	Staff Time		General Revenue
Illicit Discharge Detection and Elimination	\$9110+Staff Time	\$9110+Staff Time	Staff Time		General Revenue
Construction Site Pollutant Control	\$2920+Staff Time	\$2920+Staff Time	Staff Time		General Revenue
Post-Construction Storm Water Management	\$2920+Staff Time	\$2920+Staff Time	Staff Time		General Revenue
Pollution Prevention	\$2920+Staff Time	\$2920+Staff Time	Staff Time		General Revenue
Storm Water Quality Management (including pollutant-loading analysis)	\$2920+Staff Time	\$2920+Staff Time	Staff Time		General Revenue
Storm Sewer System Map	\$2920+Staff Time	\$2920+Staff Time	Staff Time		General Revenue
Other					

NORTHERN REGION COUNTIES			WEST CENTRAL REGION COUNTIES		
Ashland	Langlade	DNR Service Center	Adams	Marathon	DNR Service Center
Barron	Lincoln	1701 N. 4th Street	Buffalo	Monroe	5301 Rib Mountain Rd.
Bayfield	Oneida	Superior, WI 54880	Clark	Portage	Wausau, WI 54401
Burnett	Polk	Phone: (715) 392-7988	Crawford	Trempealeau	Phone: (715) 359-4522
Douglas	Price		Jackson	Vernon	
Florence	Rusk		Juneau	Wood	
Forest	Sawyer		La Crosse		
Iron	Taylor				
	Vilas				
	Washburn		Chippewa	Pepin	DNR Service Center
			Dunn	Pierce	890 Spruce St.
			Eau Claire	St. Croix	Baldwin, WI 54002
					Phone: (715) 684-2914
NORTHEAST REGION COUNTIES			SOUTH CENTRAL REGION COUNTIES		
Brown	Marquette	DNR Northeast Region	Columbia	Jefferson	DNR South Central Region
Calumet	Menominee	2984 Shawano Ave.	Dane	LaFayette	3911 Fish Hatchery Rd.
Door	Oconto	Green Bay, WI 54313	Dodge	Richland	Fitchburg, WI 53711
Fond du Lac	Outagamie	Phone: (920) 662-5100	Grant	Rock	Phone: (608) 275-3266
Green Lake	Shawano		Green	Sauk	
Kewaunee	Waupaca		Iowa		
Manitowoc	Waushara				
Marinette	Winnebago				
SOUTHEAST REGION COUNTIES					
Kenosha	Sheboygan	DNR Service Center			
Milwaukee	Walworth	141 NW Barstow Street,			
Ozaukee	Washington	Room 180			
Racine	Waukesha	Waukesha, WI 53188			
		(262) 574-2100			

DATE	ACTIVITY	DESCRIPTION
06/29/11	Mailer to City Residents	UW Extension - Stormwater Information Sheets
07/12/11 -07/14/11	Farm Technology Days	Rain garden & rainbarrel display, groundwater model, watershed model
07/15/11	Rain Barrel Workshops	
07/22/11	Rain Barrel Workshops	
08/01/11 - 08/05/11	Central Wisconsin Fair	Rain garden & rainbarrel display
09/11 - 10/11	Marcus Theaters	Rubber Ducky Commercial
10/08/11	Marathon County Ladies Holiday Party	Donated rainbarrel and educational materials for raffle
Summer, 2011	Rain Garden installation	Stevens Point, Rothschild
02/2012-03/2012	Council and Public Works	Storm Water Utility Discussions

March 2012

Airport Activity

- *1 Private Pilot Checkride flight(certificate granted).*
- *AWOS weather system upgrade to AWOS IIIIP-T(Thunderstorm Detection)*
- *Airport Manager-Draheim and Public Works Director-Lemke attended BOA Airport Sponsor Workshop. Airport "six year" plan updated.*
- *Instrument Pilot Ground School Mar14/15 &24/25.*

Aircraft Movements

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

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

Aircraft Type	#	Passengers Enplaned/Deplaned
Single Engine Private	63	82
Multi-Engine Private	5	9
Single Engine Buisness	41	60
Multi-Engine Buisness	16	24
Jet	15	32
Helicopter	1	1

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

<u>2011</u>	100LL	Jet-A	<u>2012</u>	100LL	Jet-A
January	949.82	3357		1369.58	3561
February	831.91	2644		1298.48	2899
March	1832.48	5989		882.62	2421
April	1625.86	5435			
May	3197.82	8162			
June	2818.73	6629			
July	5870.17	7942			
August	4896.08	9390			
September	2774.72	9057			
October	2652.40	5330			
November	1690.34	2855			
December	1264.47	3578			
Total	30404.8	70368		3550.68	8881
Average	2533.73	5864		1183.56	2960
High Month	5870.17	9390		1369.58	3561
Low Month	831.91	2644		882.62	2421

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.

Hangar Rentals/Availability

Airport Hangars are currently occupied at full capacity.

Aircraft Rentals/Instruction Given

Am I High Aviation (Conducted 20 hrs Dual Instruction)

Airport Maintenance/Projects (Proposed/Completed)

- *Airport AWOS system upgrade complete.*
- *Streets Dept Trenching and boring for fiber-optic connectivity throughout airfield complete.*

Fuel Dispensed/Month

100LL 882.62 gal.

Jet-A 2421 gal.

Total 3303.62 gal.



March 7, 2012

DIRECTOR OF PUBLIC WORKS REPORT
Joel Lemke

Board Members,

At the March regular meeting of the Board of Public Works there was some discussion regarding the award of contracts and the method of approving the expenditure of funds up to the statutory limit of 15%. Attached, please find the letter that was drafted, and acted on by both the Finance Committee and the Board of Public Works in October of 2010 thereby creating a departmental policy. If requested, I will bring this item back in further agendas for more action.

The regular Director's report is below:

1. Engineering Division

2012 Construction projects (to date):

Engineering and Streets staff are working on design and planning efforts for many different construction projects for 2012. Below is a highlight of those projects as are currently expected to take place.

- **Michigan Ave. from Main St. to Stanley St. (Full Reconstruct)**
 - This project is in final design stages and will be constructed while school is out for the summer. Bids will appear before the board in April.
- **Fourth Ave. from Michigan Ave. to Minnesota Ave. (Full Pavement, partial utility)**
 - This project will also appear before the board in April for Bid award. The City will use the recently award local road improvement program (LRIP) dollars for this project. The award amount for 2012-2013 is \$63,449.09
- **Carol's Ln. from Country Club dr. east to the end (Full Pavement)**
 - This project has been awarded and will commence in the coming weeks.
- **Frontage Rd. project with reconfiguration of intersection at Academy Ave.**
 - The project is currently before you for award. The construction schedule is April 17 to July 13.
- **Reserve St. widening and change to two-way, Main St. to Portage St.**
- **Hoover Ave. from CTH HH to approx. Coye dr. (mill and overlay)**
- **Blain St. from Rice St. to Heffron St. (Full Pavement)**
- **CTH HH and Hoover Avenue- intersection reconstruction (with Plover and County).**

- **Wilshire Blvd. and Main Street-** There will be some minor intersection improvements at this intersection this summer that will consist of geometric changes to allow better turning movements, the installation of more traffic signal loops for better management of vehicles, and some new traffic signal equipment.
- A selection of streets will be chip sealed.
- A selection of streets will receive black knight treatment.
- Annual sidewalk repair will take place.
- Annual concrete street repair will take place.

- **Business 51 RFP**
 - Work continues on the beginning stages of this project. We have executed a State-Municipal Agreement (SMA) for WisDOT oversight on this project so that we remain eligible for state and federal funding on future portions of the reconstruction of Business 51.

- **Hoover Avenue at CN Railroad Grade Separation**
 - A Public informational meeting was held on Feb 23 at the Lincoln Center (1519 Water Street). There were between 20 and 30 attendees. All attendees received and informational packet which also had a survey in it requesting feedback on the project. The meeting was attended by four staff members of AECOM and went very well.

- **City Wide Relamping Project**
 - This project was completed in March of 2011. DPW staff will bring back a report on findings after approximately a year of usage. I expect to have a report to the Board at the May meeting.

- **Wisconsin River Seawall Project**
 - The City has received a draft submittal document from our engineer (AECOM) That submittal should go out in April. We will await the determination from FEMA following the submittal

- **Signalized intersection coordination**
 - The Engineering Division will be implementing a new traffic signal timing system this year, where by way of radio telemetry, we are able to manage signal timing, review signal status, and change certain characteristics of the signals remotely in order to keep our roadways moving smooth through our signalized intersections. The intersections that will see this improvement this year are: Sunset Blvd @ Park Ridge Dr, Wilshire Blvd @ Main St, Main St @ Division St, Centerpoint Dr @ Church St, Centerpoint Dr @ Second St, Water St @ Crosby Ave, Water St @ Clark St, Academy Ave @ Division St, Maria Dr @ Division St.

- **Additional Ongoing Director\City Engineer\City Surveyor Projects**
 - Right of way work permits review and approval.
 - Storm water permits review and approval.
 - Work on dredging permits for the McDill channel.
 - Advanced warning beacon on Country Club Drive for the railroad crossing. Radio signal telemetry testing will be done under full leaf conditions.
 - Redesign of GIS and application development within the City GIS.

2. Streets Division

- **Street work**

- Continued Garbage and Recycling operations.
- Sign work continued.
- Street lamp maintenance continued.
- Pit operations continued.
- Patching continued.
- Vacuumed water in problem areas as needed.
- Brush cutting as needed.
- Brine Maker Additive tank installation began.
- Street Lamp repairs began.
- Airport conduit project completed.
- Snow/Ice operations suspended!
- Performed partial concrete repairs at City Garage.
- Resumed Catch-basin repairs.
- Resumed street sweeping.

- **Equipment maintenance/garage**

- There were a total of 228 repair orders generated in the month of March. When broken down by department there were;

Engineering	4
Police	29
Fire	12
Parks	85
Streets	86
Water/waste water	12

- Other activities include; test-driving and other data is being gathered for pickup truck replacements for the DPW. A revamping of the part location was begun within the stock room making it more organized thus making locating stocked parts easier. The mechanics shop is getting a thorough cleaning making more room for repairs. A demo is being done of an organic water based parts cleaner through Cintas uniform service. A review is being done of our uniform contract with Aramark uniform service. Advertisement was done and gathering of applications to fill the two vacant mechanics position was done. Interviews are being scheduled.

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

- 32 signs were replaced or added, 7 because of accidents, 12 for usual maintenance, 1 sign was moved, 6 new signs were put up and 6 because of vandalism.
- 16 poles were replaced or added, 6 because of accidents, 8 for usual maintenance and 2 new poles were put up.
- Replaced and repaired mailboxes.
- Replaced and repaired streetlights.

- **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**
 - 23 days 7 hours of vacation, 18 days 5.5 hours sick, 1 floating holiday, 1 day of FMLA, 2 funeral days and 17 days 1.25 hours workers compensation were utilized.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594



Joel C. Lemke
Director of Public Works
Phone: 715-346-1561
Fax: 715-346-1650

October 5, 2010

TO: The Board of Public Works/Finance Committee

RE: Contract Contingency Approval

Board of Public Works/Finance Committee:

In order to be consistent with the Wisconsin State Statutes (Sec. 62.15) governing the letting of contracts, and to get formal approval to add appropriate contingency amounts to contracts bid by the City, we are requesting that the following language be considered and adopted as part of a City bidding/letting policy.

"The Department of Public Works, when presenting the Board of Public Works with a recommendation to award a publicly let project, shall add a contingency line item to the bid amount that equals not more than 15% of the total bid amount. This dollar amount shall be reflected in the total approved bid amount being recommended to the Board for approval."

The process as described above is consistent with Sec. 62.15 in that a contract cannot be altered by more than 15% without being re-bid, and allows the Department the flexibility to appropriately change the contract amount to meet the needs of a project that change due to unforeseen limitations, needs, changes, as well as potential credits and other plan alterations.

Thanks for your consideration.

Best Regards,

A handwritten signature in black ink that reads "Joel Lemke".

Joel Lemke
Director of Public Works