

BOARD OF PUBLIC WORKS MEETING
Monday, May 9, 2011
Lincoln Center – 1519 Water Street, Stevens Point, WI 54481

MINUTES

PRESENT: Chairman Mayor Andrew Halverson, Comptroller/Treasurer (C/T) John Schlice, Director Joel Lemke and Tricia Church; Alderpersons: JoAnne Suomi(2nd), Michael O’Meara(3rd), Roger Trzebiatowski(7th), Randal Stroik(9th), and Brian Brooks(10th).

ALSO

PRESENT: **DIRECTORS:** Tom Schrader, Michael Ostrowski and Kim Halverson.
CITY STAFF MEMBERS: City Clerk John Moe, City Assessor Jim Siebers, Police Chief Kevin Ruder.
ALDERPERSONS: Logan Beveridge(1st), Mary Stroik(5th), Jeremy Slowinski(6th), Marge Molski(8th), Jerry Moore(11th).
OTHERS PRESENT: Matthew Brown - Gazette, Brian Kawalski - Stevens Point Journal, John Reichert – NewPage Mill Manager, Daniel and Robin Mielke – Farmers Market Association, Jose Zarragosa – Farmers Market Association, Suzanne Oehlke – Portage County Health and Human Services, Barb Jacob - 1616 Depot Street, David J. Ritland – 1756 Water Street, and Reid Rocheleau – 416 West Cedar Street (Whiting).

Mayor Halverson called the Board of Public Works meeting to order on May 9, 2011 at 6:22 P.M. The meeting was held at The Lincoln Center Conference Room, 1519 Water Street, Stevens Point, WI 54481.

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)

Director Lemke stated that this project along with the following three projects when combined came in within a couple thousand dollars of the estimate.

Alderman O’Meara moved that we approve contracts in items 1, 2, 3 and 4 see as they are so close; seconded by Alderman Stroik.

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)

Alderman Stroik mentioned that the sidewalk along Zinda Drive has deteriorated. With Jackson School closed but now with the projects going on in the school and more people getting out and walking, he has had some calls asking if we could take a look at fixing it. Director Lemke said we will take a look at it.

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)

Aldersperson Suomi asked why there were not any other bids for this project. Director Lemke said that it is the way it happens sometimes but they are a large reputable firm in the area. The bid also came in very close to what was estimated.

Ayes for items 1, 2, 3 and 4 all; nays none; motions carried.

5. Consideration and possible action on the addition of a truck route on Water Street from Clark Street to Wisconsin/Wood Street (attachment)

Director Lemke explained the letter in the packet and why he feels it would be an improvement.

John Reichert with NewPage took the podium for questions.

Aldersperson Trzebiatowski mentioned that we looked at this in the past and at that time the city offered to try to straighten the internal driveway so the gates could be used by the trucks. He went on to say there was also talk about using the property that NewPage owns at the corner of Water Street and Wisconsin Street and improving the turn radius at that intersection. He wanted to know if we approve this addition to the truck route what will happen to that.

John Reichert said they would offer to deed that land the portion so we could do that radius and do the improvements to make it a safe proper right turn onto Wisconsin Street.

Aldersperson Stroik said him and Aldersperson Brooks met with John Reichert last week to discuss this. He explained the findings of facts section from the letter and how he feels it will be a good thing for the City to go forward with this. The one business of concern is the Victorian Swan Bed and Breakfast and he is working with Joan on it. She understands the reality of running a business in the City.

Aldersperson Stroik is willing to make a motion to approve this but will need to talk further with Joan at the Victorian Swan and work with the truck drivers and not use their air brakes.

Aldersperson O'Meara outlined the reasons he feels this is a good proposal. He also feels this would improve the quality of life inside the City. He feels cutting down the amount of stops and starts, turns and busy streets that this is a good proposal.

Reid Rocheleau, 416 West Cedar Street voiced his concerns with the people living on Water Street. We fought years ago to get trucks off Water Street. We spent a lot of money doing improvements to the Park Street and railroad intersections to make that the truck route. He feels the paper mill should bring their pulp in by rail train.

David Ritland, 1756 Water Street voiced his concerns with opening this up to a truck route. He agrees with Reid Rocheleau and also feels this is going to cause backups in the traffic waiting for trucks to turn.

Aldersperson Slowinski stated that he is disappointed that we are looking at this again when three years ago we turned this down and nothing has changed since then. He questioned that if we

make this a truck route are we still going to maintain the truck route on Park Street and Wood Street. Mayor Halverson said that would remain a truck route also. He feels this should not be approved.

Aldersperson Suomi asked for clarification if the current proposed route is currently a no truck route. Mayor Halverson said that is correct. If we approve this, would that allow other trucks to go through? Mayor Halverson said that is also correct.

Aldersperson Trzebiatowski feels there are other internal alternatives that could be looked at to keep the truck traffic off this street. He stated that he is not in favor of this proposal.

John Reichert said the internal alternative was looked at years ago but would not work because they have their main power transformers come in by the water tower and it was deemed to be unsafe to run industrial trucks by the main 4100 volt transformers and relocating those would be very expensive.

Aldersperson Stroik said we also have to remember that any internal route will affect the employees of NewPage with the trucks having to cross through the employee parking lot and putting 320 employees.

Mayor Halverson stated that there is always a balance between quality of life and doing the best we can to be able to speak to major employers and this in terms of the distance and fuel consumption that this will save NewPage, Mayor Halverson is in support of this truck route.

Aldersperson Stroik said in effort to understand the residents and listen to them. He feels If we make this a truck route, we should put signs that allow truck traffic up to that intersection and have a sign stating that all trucks must turn right so they don't turn left of Wisconsin Street or proceed on down Water Street. He also would like to add to his motion to do a three month trial and bring it back before Public Works to listen to the residents to see of any concerns.

Aldersperson Stroik made a motion to allow a truck route on Water Street from Clark Street to Wisconsin/Wood Street on a three month trial basis after completion of a larger radius cut out be implemented at the corner of Wisconsin and Water Street and that signs be posted on Water Street that all trucks must turn right; seconded by Aldersperson O'Meara.

Aldersperson O'Meara voiced his concerns on asking them to spend the money on a three month trial basis. He feels we should have the three month trial and the signs put up without the implementation of the intersection with an agreement with the mill that they will upgrade that intersection at that time.

Aldersperson Stroik amended his motion to implement the three month trial with it coming back before the August Board of Public Works to listen to citizen feed back at that time and if the biggest issue is caused by that intersection, then we would only proceed after completion of the upgraded intersection; Aldersperson O'Meara seconded that motion.

Ayes majority; nays minority; motion carried.

6. Consideration and possible action on the modification of City Ordinance 9.05(L)(1) to allow special exemptions for overnight parking violations (attachment)

Director Lemke explained this modification that was brought forward jointly with the Police Department. This is mainly being requested from the employees of the downtown businesses that have to be there after the parking restriction times are enforced.

Aldersperson O'Meara would like to see exemption to the paragraph under the letter (i) for Emergency Parking be changed from Physicians and Surgeons in emergency situations to Medical Professionals in emergency situations.

Aldersperson O'Meara made a motion with the amendment to that paragraph; seconded by Aldersperson Stroik.

Mayor Halverson asked if the motion is to also approve the other suggested changes. Aldersperson O'Meara said he will make this change and then do the motion for the whole thing.

Ayes all; nays none; motion carried.

Mayor Halverson brought it back to the original agenda item which was to approve the modifications that were made.

Aldersperson O'Meara moved; seconded Aldersperson Stroik.

Aldersperson Suomi questioned the permit being hung vs. a sticker permit with concerns of the permits being borrowed from vehicle to vehicle or person to person.

Aldersperson O'Meara said the hanging permits would be good for the fact that business owners may have more than one vehicle that they would allow to use the permit.

Dan Mielke, representing the Farmers Market questioned if any of the permits are going to business owners by the Farmers Market. Mayor Halverson said we could consider that area.

Aldersperson Trzebiatowski made a motion to approve the changes with the modifications mentioned Aldersperson O'Meara; seconded by Aldersperson Brooks.

Aldersperson Brooks recommended one more clarification to letter (d). He questioned how law enforcement is going to know how a permit is going to be reinforced for a specific location. Mayor Halverson explained the paper permit that they fill out in the office that correlates to a permit number that will be printed on the hanging permit in the vehicle.

Ayes all; nays none; motion carried.

7. Update on Farmers Market Association activities, developments, and correspondence (attachment)

Director Lemke explained the handout and other items included in the packet regarding the Farmers Market and what has been discussed within the Farmers Market Association. This is just a start on how things should be run with this being new to the City.

Aldersperson Trzebiatowski questioned what exactly the Farmers Market Association is requesting from us. Director Lemke clarified that the City stated interest in dealing with an association of some sort that had an elected body and a representative that we could deal with.

Director Lemke stated that there are questions from the Association that he didn't feel comfortable acting on and felt should be discussed by the Board of Public Works.

Mayor Halverson directed to item #8 below.

8. Consideration and possible action on matters related to market activities at Mathias Mitchell Public Square and the Stevens Point Farmers Market Association (handout from meeting)

Mayor Halverson read item 1 from the handout regarding days of the week of operation.

Dan Mielke, liaison for the Farmers Market to the City said generally Mondays, Wednesdays, and Saturdays there is more than 6 on the weekdays but it has been increasing every year so there are times where there was more than that. He explained that the City requested there be a so called manager there each day they are open and there are not enough volunteers to be managers for every day.

There was discussion regarding the concerns of days the Farmers Market Association.

Aldersperson O'Meara feels that the more days the market is open the better for fresher produce. He recommended that the association use the whole market area on Saturdays and use only the north or south half on weekdays.

Aldersperson Trzebiatowski agreed with Aldersperson O'Meara in that it should be open every day of the week and not only on certain days. If it were to rain 1 or 2 or more of those days, things would tend to spoil. He has concerns about the shutting down at 2:00 for special events. In the past they could do set up while the market was left open and now it will be the whole square.

Dan Mielke stated that is a big concern because those days usually fall on Saturdays and those are their biggest days for selling. He stated that their livelihoods are in those crops.

Aldersperson Trzebiatowski said maybe on those days, the Farmers Market could maybe set up in a different area and put up some signage to direct people to where they will be.

Mayor Halverson moved to authorize 10 x 10 tents for the farmers market to utilize general size parameters; seconded by Aldersperson Trzebiatowski.

Ayes all; nays none; motion carried.

Mayor Halverson moved forward to discuss the rules for the members and how that will be regulated.

Aldersperson Trzebiatowski expressed his concern on the electricity and if there will be a problem with tripping the breakers. Dan Mielke said that the thought would be to have those stalls centralized in the middle. Director Lemke stated that should not be a concern because they are all ground fault circuit posts. If they trip it will be first at the pedestal, they likely would not do it

twice. Mayor Halverson stated that there will be things that come up and discussions are going to have to take place with the ADB and business owners.

Aldersperson O'Meara wanted to make a motion to approve a 6 and/or 7 day market and authorize the Mayor and the Director of Public Works to negotiate a layout of the square and bring it back to the Board in the June meeting; seconded by Aldersperson Trzebiatowski.

Suzanne Oehlke with Portage County Health and Human Services for the Farmers Market Nutrition Program asked if the market would have the full perimeter on Saturdays. Mayor Halverson said that is correct.

Dan Mielke had another concern with the temporary area being used for temporary parking for the public. Mayor Halverson said the Mayoral Order that has been drafted specifically highlights the permitting of those spaces only for the Farmers Market use at appropriate times. Anyone obstructing those spaces can be cited.

Ayes all; nays none; motion carried.

Mayor Halverson stated in terms moving forward on the programming side we will be working with Association of Downtown Businesses.

Mayor Halverson brought up discussion for a permitting fee. Aldersperson O'Meara stated we should keep the cost that is kept at a level so we don't chase away smaller vendors.

Dan Mielke stated that the Farmers Market Association Membership has agreed to put \$10.00 towards the association for each permit that will cover association costs. If the City wants to add a fee on top of that they could.

There was some discussion on how we should charge and issue the permits to make it fair.

There was some discussion on how they would determine who gets what stall.

Director Lemke stated that we are all going to have to experience this space and there is likely going to be requests for changes. All we can do is take a guess at what is going to work right away and let them use it for awhile and make the changes as they come up.

Director Lemke stated the City would give a permit to the Farmers Market Association and have the Farmers Market Association handle it from there. The permit fee should then be charged to the Farmers Market Association and they would have to divvy that up amongst all those that sell at the Farmers Market.

Dan Mielke requested clarification to approve an Ordinance Amendment that states if you want to buy and sell it has to be locally grown from the area from vendors who sell at this market along with the statement that products have to be grown and come from within a 60 mile radius of Stevens Point.

Mayor Halverson moved acceptance of the changes to all produce must grown within a 60 mile radius of Stevens Point and some accept ions may be made for Wisconsin grown products not grown locally and that would be at the discretion of the Farmers Market Association and produce purchased at wholesale or retail from third parties shall not be permitted except from other

market vendors to sell at the same market; seconded by Alderperson O'Meara with acceptations to be granted by the market managers.

Ayes all; nays none; motion carried.

Mayor Halverson said that for the other remaining items we will work through and bring them back to the Board in June.

Dan Mielke asked for approval from the Board for a Saturday layout with Plan A or Plan B.

Mayor Halverson moved to approve Plan B as the overall layout for the Farmers Market for Saturdays; seconded by Alderperson O'Meara.

Ayes all; nays none; motion carried.

Jose Zarragosa asked that we also take into consideration the cost for the Market Managers to go out to investigate any complaints. Some of these farms may be as much as the 60 miles away.

Alderperson O'Meara said that maybe we could charge for making a complaint.

C/T Schlice commented that we have to take into consideration when we are looking at the fees that these are for profit businesses that do not pay taxes. When we have people come into our parks, we charge them 15% of their sales. He does not feel we should give them a severe discount.

Dan Mielke cautioned us to not charge by a percent of profit because there are those who are dishonest that will lie and get away with it and those who are honest won't be able to afford to be there.

9. Director's Report (attachment)

There was no discussion, comments or questions regarding the Director's Report.

C/T Schlice moved to accept the report and place it on file; seconded by Alderperson O'Meara.

Ayes all; nays none; motion carried.

10. ADJOURNMENT: Mayor Halverson adjourned the May 9, 2011 Board of Public Works Meeting at 8:10 P.M.

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

May 11, 2011

TO: Board of Public Works

RE: Agenda Item #8 "Consideration and possible action on matters related to market activities at Mathias Mitchell Public Square and the Stevens Point Farmer's Market Association (handout)"

It is the understanding of the Public Works Department right now that we will be working with the Farmer's Market Association (FMA) as one entity and permitting it as such for market activities. Because of that (for example), we will be permitting "x" stalls for certain days of the week and not permitting each vendor separately. Therefore, there are several items that need discussion and action by the Board. Those items are as follows:

1. **Days of the week of operation** – In the past, the market has been a 7 day market with limited attendance by vendors at certain times during the week. The Farmers have been discussing going to a three day market (Monday, Wednesday, and Saturday). Currently the time of operation in the FMA guidelines that have been drafted state that the operations are to be from 6A to 5P except on days when there are other events taking place. On those days, the market will close at 2P. What is the desire of the Board related to days of operation for the Farmer's Market?
2. **Attendance of a market manager during market times** – The FMA has elected 5 officers in the past several weeks. They have also identified which officers are willing to serve as market managers during the week. Does the Board wish to require one of the elected officials to be present and acting as a market manager at all times during market activities?
3. **Stalls assigned to FMA** – The FMA has provided a couple of proposed layouts to maximize the stalls that can be used in the market area. As Public Works will be working with the FMA as a whole, it is believed that the FMA can use their seniority lists or similar methods to determine who is permitted. Does the Board wish to designate a certain number of stalls to be used and their location? Does this differ by day of the week?
4. **Electricity** - Upon completion of the Square project, will we continue to allow use of electricity for EBT and cooking demonstrations?

5. **Programming** – If the Board approves, Public Works would like to pursue working with the Association of Downtown Businesses (ADB) for the programming of the Farmer’s Market.
6. **Cost for vendors** – What direction would the Board give regarding the permit cost that should be associated with the FMA? If the Market is programmed by the ADB, what portion of the permit would go to them?

Sincerely,

A handwritten signature in black ink that reads "Joel Lemke". The signature is written in a cursive style with a large, stylized initial "J".

Joel Lemke

Director of Public Works