

BOARD OF PUBLIC WORKS MEETING
Monday, June 13, 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), Roger Trzebiatowski(7th), Randal Stroik(9th), and Brian Brooks(10th).

ALSO

PRESENT: **DIRECTORS:** Tom Schrader, Michael Ostrowski and Sally McGinty.
CITY STAFF MEMBERS: City Clerk John Moe, Lisa Jakusz – Human Resources Manager, Kelley Pazdernik – Mayoral Assistant,
ALDERPERSONS: Logan Beveridge (1st), Mike Wiza(4th), Mary Stroik(5th), Jeremy Slowinski(6th), Marge Molski(8th), Jerry Moore(11th).
OTHERS PRESENT: Matthew Brown - Gazette, Brian Kawalski - Stevens Point Journal, Sarah Robinson – Downtown Manager, Sarah Wallace – Associate Planner for Portage County, Barb Jacob – 1616 Depot Street, Bob Fisch – 2009A Division Street.

Mayor Halverson called the Board of Public Works meeting to order on June 13, 2011 at 6:04 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 purchase a Mack dump truck from Scaffidi Motors and dump truck body and pusher axle from Stainless and Repair for a total amount of \$151,265.00 plus license, title and registration fees (attachment)**

Mayor Halverson explained that we have \$175,000.00 in the capital equipment for 2011 for this piece of equipment.

There was no discussion, comments or questions regarding this purchase.

Alderman Trzebiatowski moved; seconded by Alderman Stroik to purchase the dump truck, body and pusher axle for \$151,265.00 plus license, title and registration fees.

Ayes all; nays none; motion carried.

- 2. Consideration and possible action for Traffic Study #TS-05-11; to create No Parking on Business Park Drive, Vern Holmes Drive, John Joanis Drive, Clem's Way, Carrie Frost Drive, Venture Drive and E.M. Copps Drive in the Portage County Business Park for bicycle ways (attachment)**

Director Lemke stated that the restrictive covenant of the Business Park already dictates that there is no parking; this is only to cover that so we can put bike lanes out there.

There was no discussion, comments or questions regarding this Traffic Study.

Alderman Stroik moved; seconded by C/T Schlice to approve the creation of No Parking in the Business Park for bicycle ways.

Ayes all; nays none; motion carried.

- 3. Consideration and possible action for Traffic Study #TS-06-11; to create a bicycle way on Michigan Avenue North in the 600 to 800 blocks from a point 900-feet north of North Point Drive to a point 1,800-feet north of North Point Drive (attachment)**

There was no discussion, comments or questions regarding this Traffic Study.

Aldersperson Trzebiatowski moved; seconded by Aldersperson Brooks to approve the creation of a Bicycle Way on Michigan Avenue.

Ayes all; nays none; motion carried.

- 4. Consideration and possible action for Traffic Study #TS-07-11; to put a stop sign for westbound traffic of Main Street at Second Street, to create one-way for traffic flow at the Mathius Mitchell Public Square (Second Street and Main Street) and changing the speed limit from 25mph to 15 mph on Second Street from Clark Street to Crosby Avenue (attachment)**

There was no discussion, comments or questions regarding this Traffic Study.

Aldersperson Stroik moved; seconded by Aldersperson Brooks to approve the Traffic Study as written.

Ayes all; nays none; motion carried.

- 5. Consideration and possible action to award the Portage County Business Park Bicycle and Pedestrian Trail Project #16-11 to Pember Companies, Inc. out of Menomonie, WI in the amount of \$245,401.95 including a 15% contingency (attachment)**

Director Lemke added that this is actually two projects in one to include the parking lot at the Lincoln Center.

There was no discussion, comments or questions regarding this project.

Aldersperson Brooks moved; seconded by Aldersperson Stroik to approve awarding the Portage County Business Park Bicycle and Pedestrian Trail Project #16-11 to Pember Companies, Inc.

Ayes all; nays none; motion carried.

- 6. Consideration and possible action to award the K.B. Willett Roof Re-Coating Project #21-11 to Fencil Urethane Systems, Inc. out of Wisconsin Rapids, WI in the amount of \$58,624.70 including a 15% contingency (attachment)**

Director Lemke mentioned that this came in under budget.

There was no discussion, comments or questions regarding this project.

Aldersperson Trzebiatowski moved; seconded Aldersperson Suomi to award the K.B. Willett Roof Re-Coating Project #21-11 to Fencil Urethane Systems, Inc.

Ayes all; nays none; motion carried.

7. Airport Manager's Report (attachment)

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

Aldersperson Stroik moved approval of the report and place it on file; seconded C/T Schlice.

Ayes all; nays none; motion carried.

6:14 P.M. – MAYOR HALVERSON CALLED A RECESS FOR SPECIAL COMMON COUNCIL MEETING.

7:57 P.M. – MAYOR HALVERSON CALLED THE BOARD OF PUBLIC WORKS MEETING BACK TO ORDER.

8. Director's Report (attachment)

Director Lemke explained the hand out is an addition to his Director's Report to update everyone on the Farmer's Market and downtown Market as a whole for wording on how we are proposing to move forward.

Aldersperson Trzebiatowski asked how they are doing on the Chip Sealing Project. Director Lemke said the Business Park is almost complete and they are moving right along. They are moving steady on sweeping.

Aldersperson Suomi is concerned about the cleanup of cigarette butts in the new downtown area and how we are going to keep it looking clean. Director Lemke said we do not have anything specific regarding an enforceable ordinance. Mayor Halverson said historically in the past taverns would sweep out the area around their establishments. We as a City do street sweeping but we do not have anything small enough to get in there. We will do what we can and may have to look further into it if it is a problem.

Aldersperson Stroik moved; Aldersperson Brooks to approve the Director's Report and place it on file.

Ayes all; nays none; motion carried.

9. Review of parking lot/mall agreement and possible action to repair parking lot and assess benefits (attachment)

Mayor Halverson explained that we will be no action on but we have received complaints from Shopko in reference to the condition to the mall parking lot specifically the parking in the Shopko area public lot. We intend to special charge that back to Valley Bank, 1200 Third Court in the amount of \$347,000.00.

10. ADJOURNMENT: Mayor Halverson adjourned the June 13, 2011 Board of Public Works Meeting at 8:12 P.M.



June 13, 2011

DIRECTOR OF PUBLIC WORKS REPORT – ADDITIONAL INFORMATION REGARDING THE DEVELOPMENT OF THE DOWNTOWN MARKET

Recognizing the unique situation we find ourselves in with the reconstruction of the square and the formalizing of the Farmer's Market Association, we are recommending that we move ahead with determining the location of the market vending stalls as described below. We are also recommending that we continue the conversation of the market fee, but make the fee effective for the 2012 growing season. Doing this will allow all the vendors to experience and use the market space, decide if they think the fee (to be determined) is reasonable for them to pay, and save for that fee if they determine it is. It is recognized that the Market we have in our downtown is valued by our citizens and is the livelihood of many of its vendors. Because of this, we are recommending that the fee be instituted in 2012.

The Department of Public Works is proposing the following conditions for the Market in Downtown Stevens Point. Some items are specific to the Farmers Market Association (FMA), and some are relevant to the Market as a whole.

Days of operation – The market is proposed to be a seven day market. The duration of the Market will be flexible to accommodate the growing season that is experienced each year.

Permitting of Market – We propose to initially permit the market as follows:

- Weekdays
 - The Farmers Market Association will be permitted to use 11 stalls that are located on the south and southwest side of the square (shown as stalls 18-28 on the attached sheet).
 - Other Market vendors will be individually permitted by the City to use the interior spaces in the square (between 6 and 10 spaces labeled 35-44) along with up to 4 spaces for vending that requires a vehicle or trailer to be located in the southeast corner of the square (labeled 14-17).
- Weekends
 - The Farmers Market Association will be permitted to use all of the stalls on the perimeter of the Market Square in the fashion approved and approximately shown in 'plan b' (attached). The number of stalls permitted will initially be 34. Changes in layout and use of the perimeter stalls would have to be presented to Public Works.
 - Other Market Vendors will be individually permitted to use the interior spaces in the square (10 spaces). Perimeter parking for non – FMA related vendors on weekends will be on a first-come, first-serve basis for any stalls left vacant after 6:30 am.

Market Manager/Fee Structure – Market permit fees would be used for important tasks such as on-site promotions, advertising, social networking, marketing, and general management (checking of permits etc). The permit fees would be invested back into the market through promotion and community outreach. We support this effort by way of a permit that is good for the entire growing season. Initially we would propose a fee schedule as follows:

- Weekend stalls reserved for the entire season = \$150.00. Stall must be in use by 6:30 am. After 6:30 am, the stall is open to other permitted vendors.
- Weekend stalls reserved per week = \$15.00 (if available). Stall must be in use by 6:30 am. After 6:30 am, the stall is open to other permitted vendors.
- Weekday stalls for FMA – Reserved by FMA determined seniority, then open to all other vendors. A valid vending permit is required from either the FMA for Farmers Market activities or the City for other vending. Weekday vending for vendors who hold Saturday vending permits is free.
- Weekday stalls for other vending – Stalls are reserved according to seasonal permit holders for non- Farmers Market vending, then they are open to all other vendors. Weekday vending for vendors who hold Saturday vending permits is free.

Yet to be discussed is the matter of weekday vending for those who have no Saturday vending permit. Public Works is seeking input on this issue. One recommendation is to have a zero cost permit that is available for use after a specific hour if no seasonal permit holders have shown up to use the available space.

Main street going to the east

Main street heading to the west

North

