

PUBLIC NOTICE OF MEETING
BOARD OF PUBLIC WORKS

Pursuant to Section 19.84, Wisconsin Statutes, notice is hereby given to the public that a regular meeting of the Board of Public Works of the City of De Pere will be held on Monday, July 12, 2010, 7:30 pm **in the Council Chambers of the City Hall.**

Notice is hereby given that a majority of the members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject(s) over which they have decision-making responsibility.

AGENDA FOR SAID MEETING:

1. Roll Call
2. Approve minutes of the regular meeting held on June 7, 2010, which were previously forwarded to Board Members
3. Approve the bid for Project 10-12A - Police HVAC
4. Approve Change Order to use epoxy-coated bars for the City Hall and Perrot Square steps
5. Update on Dead and Damaged Trees in Downtown area - Requested by Alderperson Wilmet
6. Update Board on Grants and the Tree Impacts to Sidewalks
7. Approve Request for Revocable Occupancy Permit -- Pasquales Int. Cafe
8. Approve State/Municipal Agreement of USH 41 and Scheuring Rd Interchange
9. Discuss Compost Facility Permit
10. Public Comment
11. Future Agenda Items
12. Adjournment

Scott J. Thoresen, P.E.
Public Works Director

AGENDA SENT TO:

Alderpersons
Mayor
Administrator
Clerk's Office
Bulletin Boards
Eric Rakers
Karen Heyrman
Legal Office
City Attorney

De Pere Journal
Green Bay Press Gazette
TV and Radio Stations
De Pere Area Business Alliance
North American Communications
WI Public Service Corporation
Ms. Diane Hockers, 429 S. Ninth St, De Pere
Tweet-Garot Mechanical
August Winter & Sons Co.

Any person wishing to attend whom, because of disability, requires special accommodations should contact the office of the Clerk-Treasurer at 339-4050 by noon on the day of the meeting so that arrangements can be made.

BOARD OF PUBLIC WORKS

A regular meeting of the Board of Public Works was held on Monday, June 7, 2010, at 7:30 pm in the Council Chambers at City Hall.

1. Roll Call

Members present on roll call: Mayor Walsh, Alderpersons Wilmet, Boyd, Heuvelmans and Bauer.
Members absent on roll call: None.

Others present: Scott Thoresen - Director of Public Works, Eric Rakers – City Engineer, Sue Selissen - Public Works Secretary, recording secretary and Alderperson Robinson.

2. Approve minutes of the regular meeting held on May 10, 2010; which were previously forwarded to Board Members

Minutes of the May 10, 2010 regular meeting previously forwarded to members of the Board were presented. A motion to approve the minutes was made by Alderperson Bauer, seconded by Alderperson Heuvelmans. Upon vote, motion was carried unanimously.

3. Approve Sidewalk Repair Order Changes

Scott Thoresen, Public Works Director, presented this agenda item to the Board. A motion to approve the Sidewalk Repair Order Changes was made by Alderperson Wilmet, seconded by Alderperson Heuvelmans. Upon vote, motion carried unanimously.

4. Approve the bid for Project 10-06 Step Repair

Scott Thoresen, Public Works Director, presented this agenda item to the Board. Alderperson Bauer asked if we could save money by awarding one part of the bid to one contractor and the second part to another. Scott advised the Board that we couldn't split a bid between two bidders. A motion to award the bid to A&M Concrete & Construction, Inc. in the amount of \$47,950.00 was made by Mayor Walsh, seconded by Alderperson Boyd. Upon vote, motion carried unanimously.

5. Reject the bid for Project 10-12 Police HVAC

Scott Thoresen, Public Works Director, presented this agenda item to the Board recommending the Board approve the rejection of current bids and that our Engineering department re-bid the project. A motion to reject the current bids and re-bid the project was made by Alderperson Heuvelmans, seconded by Alderperson Boyd. Upon vote, motion carried unanimously.

6. Approve the bid for Project 10-17 Sewer Repair

Scott Thoresen, Public Works Director, presented this agenda item to the Board. A motion was made by Mayor Walsh to award the bid to Feaker & Sons Co. Inc. in the amount of \$54,337.00, seconded by Alderperson Bauer. Upon vote, motion carried unanimously.

7. Approve the Purchase of a Trench Box

Scott Thoresen, Public Works Director, presented this agenda item to the Board explaining the need is for OSHA safety compliance. A motion was made by Alderperson Heuvelmans to approve the purchase of the Trench Box from MMJ Consulting Allen Trench Shoring in the amount of \$7,453.00 and the funding come from the capital account of the water utility, seconded by Alderperson Bauer. Upon vote, motion carried unanimously.

8. Approve Sidewalk Repair Policy re: Terrace Tree Impact to Sidewalks

Scott Thoresen, Public Works Director, presented this agenda item to the Board. Scott explained that currently, residents are paying for sidewalk repairs due to damage from City trees in the terrace areas. Some homeowners have requested the removal of trees, however, the City Forester recommends not cutting down healthy trees due to their value in the community. Therefore, staff recommended that the City pay for sidewalk repairs (due to damage from City terrace trees) and that this could be funded by additional bonding in 2010 since it was not budgeted for last fall. Scott stated that there would be an annual cost of approximately \$6,000.00. Alderperson Bauer asked if there were currently any grants available to offset the costs. Scott said he would have staff look into it. Alderperson Wilmet also supported other options to cover the costs. A motion was made by Mayor Walsh to approve the sidewalk repair policy and forward to the Common Council for bonding approval, seconded by Alderperson Heuvelmans. Upon vote, motion carried unanimously.

9. Discussion of the Claude Allouez Bridge Roundabout

Scott Thoresen, Public Works Director, presented this agenda item to the Board about Common Council members expressing concern about traffic flow, asking if anything could be done to improve conditions with traffic flow in the roundabout. Scott stated that he contacted the Wisconsin Department of Transportation (DOT) about the roundabout and they stated that they are willing to work with the City to determine if improvements can be made, however, they would like to defer discussions of the roundabout until after the STH 172 project is completed since this is impacting increased traffic through the roundabout at this time. Alderperson Bauer stated that he felt people did not know how to use the roundabout and that there are a lot of "near misses". He was wondering if we could offer more education. He recommended a website detailing specific information about our roundabout or to create an area where a "simulation" type of education can be done. Mayor Walsh stated that there would need to be police involvement with a simulation type of scenario and added that the DOT is making an updated DVD. He added that more education is forthcoming since the number of roundabouts in the county is increasing. Alderperson Wilmet agreed that education is very important.

10. Discuss the Tour of the Tri-County Single Stream Recycling Facility

Scott Thoresen, Public Works Director, provided information to the Board and asked if any of the members were interested in going on a tour. Members who expressed an interest were Alderpersons Boyd, Wilmet and Bauer; the Mayor would need to check his calendar. The date is Friday, June 25th at 9 am. Scott will follow up with the interested parties with more information.

11. Discussion of Special Assessment Policy

Scott Thoresen, Public Works Director, presented this agenda item to the Board stating that it was a request from the Common Council to discuss it. Scott stated that currently, the payment plan is 3-5 years, unless a special request to extend is made. Common Council was wondering if we wanted to make A 10 year payment plan policy. After a brief discussion, Mayor Walsh stated he was not in favor changing the policy. Alderperson Bauer stated that he felt that the option to make a special request should be on the assessment letter sent to property owners and it should explain how to complete the process. Alderperson Boyd asked if we could obtain an "average" assessment amount to review. Scott explained that given the difference between residential and commercial assessment amounts, the averages would not reflect proportionately. Alderperson Heuvelmans asked if we could be fair with regard to special requests from either commercial or residential property owners. Scott stated that he was not aware of a special request being denied after review. Alderperson Heuvelmans asked if St Bernard residents could still make a special request for a 10-year payment plan. He also asked how many 10-year payment plan requests have been made out of the total number of property owners for the St Bernard project. Scott said he would follow up and obtain that information for him.

12. Approve Quote for Water Tower & Reservoir Inspections

Scott Thoresen, Public Works Director, presented this agenda item to the Board. Alderperson Heuvelmans asked if it would be more cost effective to utilize a "silo" type of water tower with regards to maintenance/upkeep since painting is costly. Scott stated that he did not foresee any new issues with the towers in the next ten years, but added that this question could be addressed at that time. A motion was made by Alderperson Wilmet to approve the quote from Utility Service Company in the amount of \$4,600.00, seconded by Alderperson Boyd. Upon vote, motion carried unanimously.

13. Update on Traffic/Parking Team Meeting held April 4, 2010

Scott Thoresen, Public Works Director, summarized this agenda item to the Board. There was no discussion.

14. Public Comment

None.

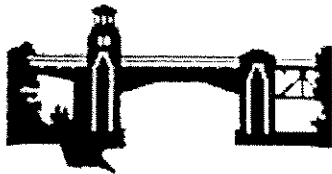
15. Future Agenda Items

- Alderperson Wilmet - Address dead and damaged trees in downtown area that need replacing.
- Alderperson Heuvelmans – Residents upset with Green Bay Metropolitan Sewerage District (GBMSD) project on 9th St in regard to yard restoration.
- Alderperson Wilmet - Trailside sub-division Manager wants to address the Board re: trees in the Storm water pond. Alderperson Wilmet will let staff know whether to put this item on the next PW Board agenda.

15. Adjournment

A motion was made by Alderperson Mayor Walsh at 8:17 pm to adjourn, seconded by Alderperson Bauer. Upon vote, motion was carried unanimously.

SCOTT J. THORESEN, P.E.
DIRECTOR OF PUBLIC WORKS



Memorandum

To: Honorable Mayor Walsh
Members of the Board of Public Works

From: Karen Heyrman, P.E.
Assistant City Engineer

Re: Bids for Project 10-12A
Police HVAC

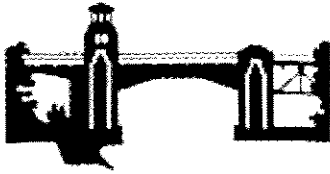
Date: July 6, 2010

Discussion: The following bids were received for Project 10-12A:

<u>Contractor</u>	<u>Bid Amount</u>
Tweet Garot Mechanical	\$173,932
August Winter & Sons	\$274,750

This project was re-bid with updated plans and specifications. The budget includes \$172,000 for this work. The staff recommendation is to approve the bid submitted by Tweet Garot Mechanical for \$173,932. The outstanding balance of \$1,932 would come from the Capital Projects Fund.

PROJECT 10-12A POLICE DEPT. HVAC		BIDDER #1	BIDDER # 2
		TWEET-GAROT MECHANICAL	AUGUST WINTER & SONS, CO.
<u>ITEM DESCRIPTION</u>	<u>UNIT</u>	<u>AMOUNT BID</u>	<u>AMOUNT BID</u>
<u>RTU-1</u>	LUMP SUM	25,432.00	210,000.00
<u>POLICE DEPARTMENT HVAC (LESS RTU-1)</u>	LUMP SUM	148,500.00	64,750.00
TOTAL		173,932.00	274,750.00



Memorandum

To: Honorable Mayor Walsh
Members of the Board of Public Works

From: Karen Heyrman, P.E.
Assistant City Engineer

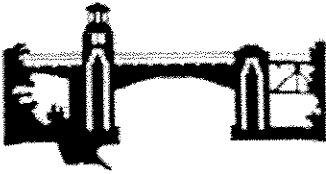
Re: Approve change order to use of epoxy-coated bars for the City Hall and Perrot Square steps.

Date: July 6, 2010

Discussion: At the preconstruction meeting for project 10-06 the contractor suggested using epoxy-coated bars in the step repairs at City Hall and Perrot Square Mall. The original plans for these projects and the recently approved bid did not include epoxy coated steel reinforcement.

Steel reinforcement in concrete pavement will corrode from road salt and, in our climate, is protected with epoxy coating. The steps are subjected to the same elements and, because they are flat, the salt/brine does not run off. The salt sitting on the surface finds its way to the steel reinforcement through small openings in the concrete.

Recommendation: To approve the change order for epoxy coated bars with the additional \$1,000 cost coming from the Capital Projects Fund.



Memorandum

To: Board of Public Works

From: Marty J. Kosobucki, Director of Parks, Recreation and Forestry

Re: Downtown Tree report

Date: July 8, 2010

Our Public Works Director asked if we could provide a report to the BOPW on the status, maintenance and history of the downtown street trees. The information below is a combined report from the Director of Parks, Recreation and Forestry and our City Forester. Please feel free to contact either of us if you want additional information.

Our downtown trees were put in as part of the George and Broadway Reconstruction Projects. We currently have approximately 30 trees of the following varieties: 1. 'Ivory Silk' Japanese Tree lilac 2. Cleveland Select pear 3. 'Princeton Sentry' ginkgo 4. Columnar sergeant cherry. These trees were selected due to their hardiness and relative resistance to salt, drought and 'people pressures'. Each tree is planted in an area that is approx 8' x 15' x 36". This area and its contents were patterned after a soil recommended by Cornell University. This 'structural soil' supports plant life and concrete, thus making it an effective tool to use in downtown areas.

The trees were originally put in by Highway Landscape, a contractor hired by the State of Wisconsin. Our Forester indicated he held moderate confidence in their ability to plant trees properly. When the contractor was checked on, our Forester often times found trees were not being planted appropriately. The trees they picked out were of fair quality and some were far too large to plant in these situations. We have lost a number of these trees and had Highway replace them in the first year or two, in accordance with the contract/warranty. Since the warranty has expired we continue to have trees expire, in which we have replaced a number of them on our own with bare root trees. All the trees in the downtown area have been watered on a consistent basis, especially during times of drought. Although we have taken care of the trees, many of them have continued to struggle. Our Forester is planning on planting "balled and burlapped" in hopes that this will work better.

In visiting the downtown area, you may have noticed that some of the trees have not been replaced. This has occurred because of their limited availability and high cost. It is our intent to continue looking for the trees (ginkgo) this fall or next spring. In addition, it is preferred that planting occurs in spring instead of fall due to the vulnerability of the trees with winter/salt usage after they are first planted.

Thank you for the opportunity to provide you with a summary of the downtown tree issue we are facing. To get trees to grow in a downtown area is very tough in its own right, however when you add into the equation substandard trees, substandard planting, and a harsh winter, it makes it very tough for a tree to survive in this setting. We will continue to work toward having our downtown trees survive and eventually thrive.

City of De Pere

Public Works Department

Memo

To: Honorable Mayor Walsh
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: July 12, 2010
Subject: Grants – Tree Impacts to Sidewalk

At the Board of Public Works meeting on June 7th, 2010, the Board voted to adopt the policy of the City participating in the cost of sidewalk replacement for sidewalk damaged from City owned terrace trees. A question was raised about the opportunity of grants from the Arbor Day Society to reimburse the City for this type of work. A review of the Arbor Day Society and the Wisconsin Department of Natural Resources websites was completed. The WDNR does offer Urban Forestry Grants for tree management in urban areas. This grant opportunity was reviewed with Don Melichar, City Forester. Don said that the City is already taking advantage of this grant. These are very competitive grants that require matching funds from the community. The maximum grant allocation is \$25,000. A project submittal that included sidewalk replacement due to tree damage would not likely score very high. Projects that score high include tree inventory, staff training, volunteer training and organization, and urban forestry plans. Don thought that we might be able to include some sidewalk replacement in future grant applications when we submit other larger tree management projects.

City of De Pere

Public Works Department

Memo

To: Honorable Mayor Walsh
Members of the Board of Public Works
From: Scott J. Thoresen, Director of Public Works S. J. T.
Date: July 8, 2010
Subject: Request for Revocable Occupancy Permit – Pasquales Int. Cafe

This request is a permit to allow outdoor seating on the sidewalk alongside the building as requested by the owner.

The business “Pasquales Int. Cafe” located at 305 Main Avenue has requested permission to allow outdoor seating on the City’s sidewalk for their customers. The request is for proposed seating for three (3) - 28” tables alongside the building. (See attached sketch) Staff has reviewed the request on site and has determined that this will not impact pedestrian traffic on the sidewalk as long as they keep the table and chairs adjacent to the building. I spoke to the owner on this and informed them they need to keep a minimum of three (3) feet of clearance on the sidewalk for pedestrian and wheel chair access. I also gave the option to the owner they could place the three tables on the large bump out with brick pavers. This would be a better option for not impacting pedestrian traffic.

Staff recommends granting a revocable occupancy permit for the outside dining allowing only three tables with two chairs per table.

Permit Fee:
\$ 25.00
Permit Valid:
July 1 thru June 30

SIDEWALK CAFE PERMIT APPLICATION

City of De Pere

JUL 7 2010

Return completed application, supporting documentation, and application fee to: City of De Pere, Clerk-Treasurer, 335 S. Broadway, De Pere, WI 54115. For assistance, please call (920) 339-4050.

Applicant Information	Applicant Name:	Christine A. Bricco		
	Applicant Address:	5918 Mary's Rd. New Franken WI 54229		
	Applicant Phone:	866-9980	Applicant Cell Phone:	(920) 606-3728
	Establishment Name:	Pasquales Int. Cafe		
	Establishment Address:	305 Main Ave - DePere WI 54115		
	Phone:	336-3330	Fax:	336-6045

Required Materials	<input checked="" type="checkbox"/> Copy of a current Certificate of Insurance, with City of De Pere named as additional insured.
	<input checked="" type="checkbox"/> A layout, drawn to scale, which accurately depicts the dimensions of the existing sidewalk area and adjacent private property, the proposed location of the sidewalk cafe, size and number of tables, chairs, steps, planters, umbrellas, location of doorways, trees, obstructions, either existing or proposed, within the pedestrian area. If available, photographs describing the appearance and dimensions of all tables, chairs, umbrellas or other objects related to the sidewalk cafe for review.

Signatures	If this application is approved, I hereby agree to abide by all the relevant City regulations pertaining to the installation of sidewalk cafes, including but not limited to Section 22-8(C) and 122-3 of the Municipal Code of the City of De Pere.	
	Christine A. Bricco	Signature - Establishment Owner
	This application is made with my/our knowledge and consent	
	Christine A. Bricco	Signature - Property Owner(s).

Approvals		Receipt #	56598
	Signature: Clerk's Office	Dated:	6-24-10
		Issued:	
	Signature - Board of Public Works, Engineering Division	Permit #:	



CERTIFICATE OF LIABILITY INSURANCE

OP ID JE
PASQU-1

DATE (MM/DD/YYYY)

06/28/10

PRODUCER

Green Bay Insurance Center, Inc
417 S Monroe Ave, PO Box 1960
Green Bay WI 54305-1960
Phone: 920-437-9281 Fax: 920-437-9784

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION
ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE
HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR
ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

Pasquale's II of De Pere LLC
305 Main Ave
De Pere WI 54115

INSURERS AFFORDING COVERAGE

NAIC

INSURER A: Society Insurance Company

15261

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING
ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR
MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH
POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR/ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC	TRM479150	09/24/09	09/24/10	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COMP/OP AGG \$ 2000000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below	WC414121	12/01/09	12/01/10	WC STATU- TORY LIMITS <input type="checkbox"/> OTH- ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 100000 E.L. DISEASE - EA EMPLOYEE \$ 100000 E.L. DISEASE - POLICY LIMIT \$ 500000
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

The City of De Pere is an additional insured for general liability only for
Outside Dining.

CERTIFICATE HOLDER

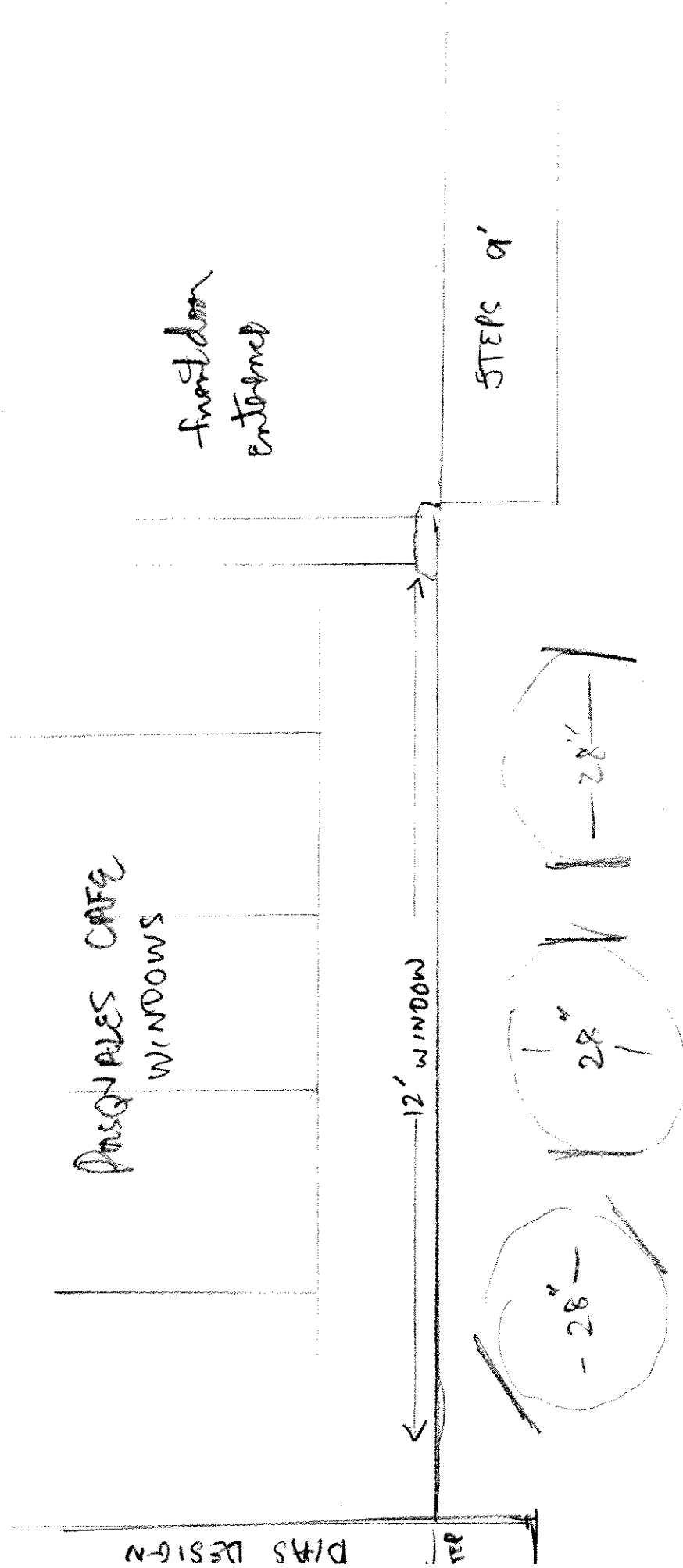
CANCELLATION

CITYDE1

City of De Pere
335 S. Broadway
De Pere WI 54115-2593

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION
DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN
NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL
IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR
REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Margo Liebergen



3 small iron tables 28" wide
2 chairs per table.

305 MAIN AVE

City of De Pere Public Works Department

Memo

To: Honorable Mayor Walsh
Members of the Board of Public Works
From: Scott J. Thoresen, Director of Public Works S.J.T.
Date: July 8, 2010
Subject: Discussion of State / Municipal Agreement for USH 41 and Scheuring Road Interchange

Attached is the State / Municipal agreement (SMA) for the improvements for the USH 41 and Scheuring Road interchange. This proposed work is part of the Wisconsin Department of Transportation's (DOT) plans for improvement on USH 41 over the next several years. This will be the first phase of the USH 41 project. The work entails rebuilding this interchange as well as constructing four (4) roundabouts. See attached drawing. The project is scheduled to begin as early as the end of July this year and should be completed by 2012. The estimated cost for this phase of the project is \$16,386,763.74 with the City's share for utility work amounting to \$538.20.

Staff recommends the BOPW approve this agreement and forward to Council for approval.

STATE / MUNICIPAL AGREEMENT

FOR A

HIGHWAY IMPROVEMENT PROJECT

DATE: 7 July 2010

I.D.: 1133-06-72, 1133-06-78

HIGHWAY: USH 41 LENGTH: 0.40 Miles

LIMITS: On CTH F from USH 41 Easterly to 700 Feet East of the CTH F/Lawrence Drive Intersection

COUNTY: Brown

The signatories for the City of De Pere through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the City of De Pere to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility (describe and give reason for request): CTH F is a four lane, variable width median, Urban Major Collector with 12' lanes and curb and gutter. The original pavement is non-reinforce concrete with dowelled joints. The USH 41 corridor expansion project influences the major side roads and interchanges. CTH F and the adjacent intersections will be reconstructed to accommodate the corridor improvements.

Proposed Improvement (nature of work): Construct a four lane urban section from USH 41 to approximately 700' east of the CTH F/Lawrence Drive intersection. The proposed roadway is divided and, in each direction, consists of two 12' lane with integral curb and gutter. Work includes construction of roundabouts at the USH 41 NB ramp terminal and CTH F/Lawrence Drive intersection. Sign structure supports will be constructed for lane designation. Bicycle and pedestrian accommodations are incorporated into the design. Lighting will be installed along CTH F and at the roundabouts. An irrigation system will be installed at the CTH F/Lawrence Drive roundabout.

Describe work included in the contract affiliated with the Brown County USH 41 Highway Capacity Expansion project: Due to significant changes in the local road network as a result of the US 41 mega project the cost share policy for several project items will vary from standard WisDOT practice .

Based on the reasons outlined below the following cost sharing will be applied for all projects affiliated with the Brown County USH 41 Highway Capacity Expansion project only and may not reflect the State cost sharing policies for other freeway projects.

PHASE	ESTIMATED COST	
	Federal / State %	Municipal %
Construction – (Participating)		
New Sidewalk (Between Roundabouts)	100	0
New Lighting (Between Roundabouts)	100	0
Roundabout Irrigation*	100	0
Decorative Sign Structure Supports	100	0

*State funding for irrigation will be capped at \$5,000 per roundabout.

Interconnecting roundabouts in series with adequate pedestrian facilities and roadway lighting is important to the safety and operations of the USH 41 corridor in Brown County.

Bridge, railing, retaining wall, and decorative sign support aesthetic themes have been developed for the US 41 Brown County corridor. The aesthetic themes were developed by the Brown County CSD Community Advisory Committee which represented a diverse cross section of the community including neighborhood representatives, municipal divisions, the Oneida Nation, businesses and special user groups. The aesthetic themes developed by the Brown County CSD Community Advisory Committee are being implemented along the corridor.

Due to the number of proposed roundabouts and the extensive CSD outreach done regarding landscaping, the USH 41 project roundabout irrigation costs will be state funded up to a capped amount of \$5,000. Safety and operations of service interchanges will be improved by minimizing the occurrence of maintenance staff and equipment working within the center island of the roundabouts.

Describe non-participating work included in the project contract: The City of De Pere will have cost sharing responsibility for the municipal utility adjustments.

PHASE	ESTIMATED COST				
Construction – (Participating)	Total Estimated Cost	Federal / State Funds	%	Municipal Funds	%
1133-06-72					
Category 0010 - Roadway Items	\$8,285,002.20	\$8,285,002.20	100	\$0	0
Category 0020 – Sign Structures	\$292,772.75	\$292,772.75	100	\$0	0
Category 0030 – B-5-600	\$3,829,908.25	\$3,829,908.25	100	\$0	0
Category 0031 – B-5-601	\$386,669.96	\$386,669.96	100	\$0	0
Category 0032 – B-5-603	\$417,639.18	\$417,639.18	100	\$0	0
Category 0033 – B-5-169	\$283,380.13	\$283,380.13	100	\$0	0
Category 0034 – R-5-27	\$1,395,341.00	\$1,395,341.00	100	\$0	0
Category 0035 – R-5-28	\$165,951.90	\$165,951.90	100	\$0	0
Category 0036 – R-5-29	\$544,427.25	\$544,427.25	100	\$0	0
Category 0040-Adjusting Sanitary & Water ¹	\$5,382	\$4,843.80	90	\$538.20	10
Category 0050 – CSD*					
Priority 1 Capped CSD Total	\$350,000	350,000*	100	\$0	0
Priority 2	\$250,000	\$250,000	100	\$0	0
Category Total	\$600,000	\$600,000	100	\$0	0
Category 0060 – TMP Work	\$139,682.76	\$139,682.76	100	\$0	0
Category 0070 – DePere Lighting	\$35,606.36	\$35,606.36	100	\$0	0
Category 0080 – Irrigation**					
Priority 1 Capped CSD	\$5,000	\$5,000**	100	\$0	0
Priority 2	\$0	\$0			
Category Total	\$5,000	\$5,000**			
TOTAL COST DISTRIBUTION	\$16,386,763.74	\$16,386,225.54		\$538.20	

* Federal/State cost share for CSD will be capped at \$350,000.00. CSD items include colored and stamped concrete and landscaping items. The non decorative/standard concrete costs are included in the cost of the stamped and colored concrete items with an estimated cost of \$250,000 including 15% delivery, (5"sidewalk, 65800 SF x \$2.85=\$188,000) + (9" pavement, 235 SY x \$31.00=\$7,300) + (10" pavement, 470 SY x \$32.00=\$15,000)=\$210,000 x 1.15=\$242,000, use \$250,000

**State cost share will be capped at \$5,000.00 for the CTH F/Lawrence Drive roundabout irrigation item. Item will be 100% state funded.

PHASE	ESTIMATED COST				
Construction	Total Estimated Cost	Federal / State Funds	%	Municipal Funds	%
1133-06-78					
Category 0010 – Roadway Items	\$165,000	\$165,000	100	\$0	0
TOTAL COST DISTRIBUTION	\$165,000	\$165,000		\$0	

This request is subject to the terms and conditions that follow and is made by the undersigned under proper authority to make such a request for the designated Municipality and upon acceptance by the State shall constitute agreement between the Municipality and the State.

Signed for and in behalf of _____ City of De Pere
Municipality

Name Title Date

TERMS AND CONDITIONS:

1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The City of De Pere will pay to the State all costs incurred by the State in connection with the improvement which exceeds Federal/State financing commitments or are ineligible for Federal/State financing.
3. Funding of each project phase (preliminary engineering, real estate, construction, and other) is subject to inclusion in an approved program. Federal aid and/or State transportation fund financing will be limited to participation in the costs of the following items as specified in the estimate summary:
 - a) The grading, base, pavement, and curb and gutter.
 - b) Catch basins and inlets for surface water drainage of the improvement with connections to the storm sewer main.
 - c) Construction engineering incidental to inspection and supervision of actual construction work.
 - d) Signing and pavement marking including detour routes.
 - e) Conditioning, if required, and maintenance of detour routes.
 - f) Railroad and compensable utility adjustment.
 - g) Storm Sewer mains necessary for surface water drainage.
 - h) Construction or replacement of sidewalks and surfacing of private driveways as necessitated by the project.

- i) Repair damages to roads or streets caused by reason of their use in hauling materials incidental to the improvement.
 - j) New installations of or alteration of street lighting.
 - k) Preliminary engineering and State review services.
4. Work necessary to complete improvements required by freeway reconstruction to be financed by 90% State/Federal 10% City of De Pere cost share include the following items:
- a) New installations of or alteration of municipal facilities including sanitary sewers and connections, water, gas, electric, telephone telegraph, fire or police alarm facilities, parking meters, and similar utilities.
5. Work necessary to complete the improvement to be financed entirely by the City of De Pere or other utility or facility owner includes the following items:
- a) Removal of hazardous material contamination if outside of the US 41 and CTH F right-of-way. Removal of hazardous material contamination outside of US 41 right-of-way but within CTH F right-of-way will be the responsibility of Brown County.
6. As the work progresses, the City of De Pere will be billed for work completed which is not chargeable to Federal / State funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
7. If the City of De Pere should withdraw the project, it will reimburse the State for any costs incurred by the State in behalf of the project.
8. The work will be administered by the State and may include items not eligible for Federal / State participation.
9. The City of De Pere will at its own cost and expense:
- a) In cooperation with the State, assist with all public information and public relations for the project and help make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
 - b) Use the WisDOT Utility Accommodation Policy unless it adopts a policy, which has equal or more restrictive controls.

10. The City of De Pere will maintain at its own cost and expense:

- a) Maintain the sidewalk around the perimeter of the USH 41 northbound ramp roundabout and the CTH F/Lawrence Drive roundabout which includes, but is not limited to, sidewalk repair, snow removal and ice control based on municipal policies, repainting/staining of the colored portions, and future replacement (other than caused by future highway projects). The sidewalk is defined as any concrete or asphalt path separated from the roadway. The sidewalk to be maintained by the municipality is the sidewalk between bicycle ramp to bicycle ramp or handicap ramp to handicap ramp, whichever length of sidewalk is greater, in each quadrant of the roundabout.
- b) Maintain the sidewalk on the CTH F structure, from the center of USH 41 easterly to the USH 41 northbound ramp terminal roundabout. The sidewalk on the south side is an 8'-0" path narrowing to 6'-9" at two locations to accommodate lighting. The sidewalk on the north side is a 17' wide path. Maintenance includes snow removal and ice control based on municipal policies.
- c) Maintain the sidewalks on each side of CTH F between the USH 41 northbound ramp roundabout and the CTH F/Lawrence Drive roundabout which includes, but is not limited to, sidewalk repair, snow removal and ice control based on municipal policies, repainting/staining of the colored portions, and future replacement (other than caused by future highway projects). The sidewalk is defined as any concrete or asphalt path separated from the roadway.
- d) Maintain all street lighting east of the USH 41 northbound ramps roundabout and/or utility installed lighting including the CTH F and the Lawrence Drive roundabout. Maintenance includes, but is not limited to, the responsibility for the energy, operation, maintenance, and replacement of the lighting system (including associated costs).
- e) Maintain all landscaping within the central island of the USH 41 northbound ramp roundabout and the CTH F/Lawrence Drive roundabout. No additional landscaping or structures will be allowed in the roundabout without prior approval from the State.
- f) Maintain all landscaping around the perimeter of the roundabout and in the vision corners. Landscaping in the vision corners shall not obstruct the vision of the drivers and shall be maintained at a height that will ensure a clear line of sight for the motorists and pedestrians. No landscaping or structures will be allowed in the vision corners without prior approval from the State.
- g) Maintain the irrigation system within the CTH F/Lawrence Drive roundabout which includes the responsibility for water, water supply, operations, maintenance and replacement of the irrigation system and associated costs. Based on the request by the city of De Pere, no irrigation system will be installed at the northbound ramp terminal roundabout.

- h) Based on the request by the city of De Pere, decorative concrete sign supports will not be installed at the CTH F/Lawrence Drive roundabout. City of DePere will be required to maintain all local road designation (local road name) signs. Brown County shall maintain signs on CTH F with the exception of the local road designation (local road name) signs. Brown County will also be required to maintain the black sign structure supports and lane designation signs on approaches associated with the CTH F/Lawrence Drive roundabout. The State shall maintain the sign structure supports and signs from the "USH 41 Junction" sign west to USH 41.
 - i) Maintain the retaining wall and decorative railing in the southwest quadrant of the CTH F/Lawrence Drive intersection. Maintaining the railing includes painting and/or replacement.
- 11. If the crosswalks are to be delineated, the City of De Pere is responsible for obtaining any required Pedestrian Crosswalk Marking permits for each crosswalk.
 - 12. The City of De Pere is responsible for obtaining a permit from the Brown County Highway Department to complete any work within the County right-of-way.
 - 13. Construction of the proposed work will be administered under a State let contract.
 - 14. All costs contained in this agreement are estimated costs and include 15% for delivery. Actual construction costs will be based upon as-let bid prices and the final contract quantities required to complete the work.

When construction of the CTH F/Lawrence Drive roundabout is completed, the roadway is open to traffic, and all warranty work has been completed, the maintenance responsibilities will be transferred to the city of De Pere. Once the maintenance responsibility has been transferred to the City of De Pere, the State is released from any and all costs associated with the future maintenance and/or removal of the sidewalk around the perimeter of the roundabout, the roundabout landscaping, crosswalk colored pavement and crosswalk pavement markings, the retaining wall and decorative railing, sign structures and associated signs. The State is released from any and all costs associated with the future maintenance of the USH 41 northbound ramp roundabout landscaping.

Construction (Participating)

Additional Cost for municipal utilities:

Adjusting Water Gate Valve Boxes - 8 Each @ \$150 = \$1,200

Adjusting Water Service Box Stops - 1 Each @ \$60 = \$60

Water cost = \$1260 * 0.10 (City of De Pere cost share) = \$126

Manhole Covers - 3 Each @ \$390 = \$1,170

Adjusting Sanitary Sewer Manhole Covers - 3 Each @ \$350.00 = \$1,050

Frame/Chimney Seals 3 Each @ \$400 = \$1,200

Sanitary cost = \$3420 * 0.10 (City of De Pere cost share) = \$342

Total City Cost : \$126 + \$342 = \$ 468 + 15% delivery = **\$538.20**

Public Convenience and Safety

Maintenance activities

While performing any maintenance activities associated with this agreement, the City of De Pere shall comply with the following conditions:

Maintain the safety of the traveling public and control traffic using warnings signs, cones, drums and flaggers.

No maintenance activities will be allowed between 6-9am and 3-6pm on weekdays.

Materials and equipment cannot be stored on the right-of-way.

Traffic Management Planning

Several traffic mitigation strategies were identified as part of the US 41 traffic management planning (TMP) process to minimize impacts to traffic during construction.

The following are temporary mitigation strategies and will be removed after construction is completed or when the WisDOT project engineer deems necessary.

- Temporary signal at American Boulevard/Fortune Avenue. Anticipated duration is from July 2010 through November 2011.
- Temporary bypass lanes at CTH F and Lawrence Drive intersection. Anticipated duration is from July 2010 through November 2010.
- Temporary signal at US 41 northbound exit ramp at CTH G. Anticipated duration is from March 2011 through November 2011.

The following mitigation strategies will only be implemented if needed. If they are deemed necessary by the WisDOT project engineer they will be installed on a temporary basis and will be removed at the end of the project or when the WisDOT project engineer determines they are no longer required.

- All-way stop control at 9th Street/Westwood Drive
- All-way stop control or temporary signalization of Suburban Drive/Apollo Way/Grant Street.

The following are traffic mitigation strategies that will be installed during construction and will remain as a permanent improvement.

- Modify Lawrence Drive/CTH G intersection to add an eastbound right turn lane, including associated modifications to the traffic signals. Construction of the turn lane is schedule to be completed by December 2010.

City of De Pere Public Works Department

Memo

To: Honorable Mayor Walsh
Members of the Board of Public Works
From: Scott J. Thoresen, Director of Public Works S, J, T,
Date: July 8, 2010
Subject: Discussion of Compost Facility Permit

It was requested by Alderperson Heuvelmans at the Council meeting on July 6, 2010 to discuss the compost facility permit and fees associated with it. This issue was referred to the BOPW to discuss this issue.

I have attached the previous BOPW and Council meeting minutes where this issue was discussed. In summary, the BOPW discussed this issue at the 8/9/07 meeting and made a recommendation to charge \$10 for any additional stickers given out to residents. At this time staff had noted all residents of De Pere had been given at least one sticker and many were given two. Also as part of this recommendation the BOPW approved going to a different color compost sticker every three years. Council approved this recommendation on 8/27/07. At the 11/07/07 BOPW meeting staff informed the Board it was not possible to send out a new sticker with the newsletter as originally recommended so staff felt it was in the best interest to keep the existing green sticker and continue to charge for any additional stickers given out to residents.

The intent of this discussion is to determine whether or not the BOPW wants to make any changes to the compost facility permit and fees associated with it.

PUBLIC WORKS STAFF REPORT

August 9, 2007

By Scott J. Thoresen

SUBJECT:	Discuss operations of the compost facility
ISSUE:	The City needs to decide whether new stickers should be purchased and distributed for the 2008 compost facility operations.
DISCUSSION:	<p>In 2005 the City sent everyone a compost sticker to allow use of the compost facility. It has been a general rule to allow only two stickers per property. Over the past couple of years residents have moved or replaced their vehicles where the sticker was on. As a result we are finding the need to give out more than two stickers per property owner.</p> <p>Staff has discussed this in great length on what needs to be done. Some of the options are:</p> <ol style="list-style-type: none">1) Keep existing stickers system and just allow more than two to be given per property;2) Every three years purchase new stickers of a different color and send them to all properties and then allow two to be given out;3) Come up with another plan such as having a punch card which would allow residents to have so many visits (punches) to the site. After punch card is used up they can purchase an additional one. <p>Attached to this report is a summary of what other communities do that operate compost facilities.</p>
FISCAL IMPACT:	Approximately \$5,500. This would include mailing and purchase of sticker. A portion of these costs would be shared with Ledgeview(approximately 20%).
RECOMMENDATIONS:	Staff recommends purchasing new stickers and send all residents a new sticker. A maximum of two stickers would be issued per property. If a property owner exceeded the two-sticker maximum then they would be charged an additional \$10 per sticker.

Compost Site Comparisons

<u>City/Town/Village</u>	<u>Residents Only</u>	<u>Permits Required</u>	<u>Attendant at Site</u>
Allouez	Y	N	Y (Apr - Oct)
Appleton	Y	has drop-off fees - \$2 per bag of grass clippings (no charge for brush & branches) or \$20 for a punch card	Y
Bellevue	N	punch cards used - each card is \$5.00 and is good for 10 bags (33 gal) of yard waste	Y (only opened on M/Th & Sat.
Green Bay	Y	N	N
Howard	Y	N	N

BOPW Minutes 8/13/07

10. Discussion and Approval of Single Stream Recycling Containers.

A motion to charge residents for recycling containers was made by Alderperson Donovan, seconded by Alderperson Dunlop and unanimously approved.

11. Approve Proposal of Storm Water Quality Modeling.

A motion to approve proposal of Storm Water Quality Modeling and award project to Earth Tech was made by Alderperson Donovan, seconded by Alderperson Robinson and passed by a three (3) to one (1) vote with Alderperson Arnold, Donovan, and Robinson voting yea, and Alderperson Dunlop voting nay.

12. Approve Proposal of Wetland Delineation and CSM.

A motion to approve proposal of Wetland Delineation and CSM and award project to Robert E. Lee & Associates was made by Alderperson Robinson, seconded by Alderperson Dunlop and unanimously approved.

13. Discussion and Approval of Operations of the Compost Facility.

A motion to approve going to a different color compost sticker every three years, giving the existing green sticker a grace period, and mailing the new sticker out with the city newsletter was made by Alderperson Robinson and seconded by Alderperson Arnold. Discussion ensued.

Alderperson Dunlop amended the motion on the table to include a fee of \$10.00 per sticker should a resident want more than one (1) sticker. This motion was seconded by Alderperson Arnold and unanimously approved. Motion to approve going to a different color compost sticker every three years, giving the existing green sticker a grace period, and mailing the new sticker out with the city newsletter was made by Alderperson Robinson, seconded by Alderperson Arnold and unanimously approved.

14. Discussion of Annual Ledgeview-De Pere Public Works Meeting.

A motion to hold a meeting between the Town of Ledgeview and City of De Pere on an "as needed" basis was made by Alderperson Donovan, seconded by Alderperson Robinson and unanimously approved.

15. Public Comments.

Alderperson Robinson indicated he received a letter from Gillespie Property who indicated they would like to plant a tree at the corner of Wisconsin and George if that is going to be green space.

Council Minutes 8/27/07

Ken Pabich, Planning Director, announced on August 29th at 7:00 p.m. the Chamber of Commerce is sponsoring a Public Forum for the bridge approach at the Bemis International Center.

Mayor Mike Walsh announced there are eleven people appointed to the Bridge Dedication Committee with the ceremony scheduled for Saturday, October 6th. A kick-off will be in the near future and donations are appreciated. This is a joint venture between the City and State Dept. of Transportation.

7. Alderperson Kegel moved, seconded by Alderperson Van Vonderen, to approve the design contract for the Riverwalk and Wildlife Viewing Pier to Graef, Anhalt, Schloemer & Associates. Upon discussion and roll call vote, motion carried with 7 ayes and 1 nay. Alderperson Daanen voted nay; all others voted aye.

RECOMMENDATIONS FROM THE BOARD OF PUBLIC WORKS

8A. Alderperson Donovan moved, seconded by Alderperson Castelic, to award contract for Project 07-04 – Spur Line – Southbridge Business Park Track Construction to Holubar Construction Company was presented. Upon roll call vote, motion carried unanimously.

8B. Alderperson Robinson moved, seconded by Alderperson Donovan, to charge property owners for recycling containers once the City goes to single stream recycling operations was presented. Upon discussion and vote, motion carried unanimously.

8C. Alderperson Kegel moved, seconded by Alderperson Dunlop, to award CSM Southbridge Business Park Construction Project to Robert E. Lee & Associates, Inc. was presented. Upon roll call vote, motion carried unanimously.

8D. Alderperson Daanen moved, seconded by Alderperson Arnold, to change the color of the compost sticker and mailing out the sticker with the City newsletter and a charge of \$10 per additional sticker was presented. Upon discussion and roll call vote, motion carried with 7 ayes and 1 nay. Alderperson Castelic voted nay; all others voted aye.

RECOMMENDATIONS FROM THE FINANCE/PERSONNEL COMMITTEE

9A. Alderperson Castelic moved, seconded by Alderperson Donovan, to approve Option 1: 150 Watt Metal Halide underdeck lighting for the Claude Allouez Bridge in the amount of \$68,000 per plan. Upon discussion and roll call vote, motion carried unanimously.

9B. Alderperson Kegel moved, seconded by Alderperson Van Vonderen, to approve request of Fire Department to use Act 102 funds to purchase safety equipment was presented. Upon roll call vote, motion carried unanimously.

9C. Alderperson Kegel moved, seconded by Alderperson Robinson, to approve moving Cable Channel 4 production from St. Norbert College to City facilities with the cost thereof taken from the cable access fund was presented. Upon discussion and roll call vote, motion carried with 7 ayes and 1 nay. Alderperson Dunlop voted nay; all others voted aye.

RECOMMENDATIONS FROM THE LICENSE COMMITTEE

10A. Alderperson Arnold moved, seconded by Alderperson Castelic, to approve a Application for a Class "B" Beer & "Class B" Liquor License for Bouchée, located at 353 Main Ave., De Pere, WI submitted by Bouchée Catering Co., LLC. Upon discussion and vote, motion carried unanimously.

11. Ordinance #07-19 Rezoning Certain Property (City property east of Hwy 41 - second reading) was presented. Alderperson Daanen moved, seconded by Alderperson Van Vonderen, to enact the ordinance.

PUBLIC WORKS STAFF REPORT

November 7, 2007

By Scott J. Thoresen

SUBJECT: Discuss operations of the compost facility

DISCUSSION: At the August 13, 2007 Board of Public Work's meeting, the Board discussed the issue in regards to the compost stickers. Staff informed the Board that in 2005 the City sent everyone a compost sticker to allow use of the compost facility. It has been a general rule to allow only two stickers per property. Over the past couple of years residents have moved or replaced their vehicles where the sticker was on. As a result we are finding the need to give out more than two stickers per property owner.

After a lot of discussion, the Board made a recommendation to Council to approve going to a different color compost sticker every three years, giving the existing green sticker a grace period, and mailing the new sticker out with the city newsletter. Also recommended was to charge a fee of \$10.00 per sticker should a resident want more than one (1) sticker.

After Council approved this recommendation, staff discovered we could not send out the new stickers with the newsletter. At this time it was decided the only way we were going to get new stickers out to the residents would be to send out individual stickers. Since the 2008 budget did not account for the costs of this mailing, which is anticipated to cost approximately \$5,500, staff felt it was in the City's best interest to keep the existing stickers for 2008. Also it was decided to still charge residents for additional stickers as approved by Council.

At this time, staff is going to evaluate the overall operations of the compost facility in 2008 and determine if any of the operations at the site need to be revised. Included in this evaluation will be the compost stickers.

BOPW Minutes 11/12/07

Scott indicated another issue that will be coming to the Board in early 2008 is a contract agreement for hauling our single stream recycling to. He indicated Brown County is currently not set up to handle single stream recycling, and will not be set up until the first or second quarter in 2009, and then they will require a long term agreement; so there will be a need to go to a private company for this. Scott indicated there is a private company in Hobart who requires a one (1) to two (2) year agreement.

Discussion ensued.

7. Discussion of Board Interest in Taking a Tour of Single Stream Recycling Sorting Operations.

Scott Thoresen, Director of Public Works, indicated he spoke with the Mayor and wanted to discuss with the Board if there is interest in the Board taking a tour of single stream recycling sorting operations.

All members present expressed interest in taking the tour.

8. Discussion of Operations of the Compost Facility.

Scott Thoresen, Director of Public Works, indicated that at the August 13, 2007 Board of Public Work's meeting, the Board made a recommendation to Council to approve going to a different color compost sticker every three years, giving the existing green sticker a grace period, and mailing the new sticker out with the City newsletter. He indicated it was also recommended to charge a fee of \$10.00 per sticker should a resident want more than one (1) sticker.

Scott indicated since the August 13, 2007 meeting, staff learned it was not possible to mail the new sticker out with the City newsletter or with the water bill. He indicated the stickers would have to be mailed out separately, and since the 2008 budget did not account for the costs of this mailing, which is anticipated to cost approximately \$5,500, staff felt it was in the City's best interest to keep the existing stickers for 2008. Scott indicated it was decided to still charge residents for additional stickers as approved by Council. He also indicated that at this time, staff is going to evaluate the overall operations of the compost facility in 2008 and determine if any of the operations at the site need to be revised. He indicated an evaluation of the compost stickers would be included.

9. Public Comment.

None.

10. Future Agenda Items.

None.

A motion to adjourn the meeting was made at 8:29 P.M. by Mayor Walsh, seconded by Alderperson Arnold, and unanimously approved.

SCOTT J. THORESEN, P.E.

DIRECTOR OF PUBLIC WORKS