# 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, April 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:

- Roll Call
- 2. Approve minutes of the regular meeting held on March 8, 2010, which were previously forwarded to Board Members
- 3. Discuss Preliminary Resolution for Special Assessments for Parking Lot for Mission Square
- 4. Discuss Preliminary Resolution for Special Assessments for Erickson Way
- 5. Discuss MSC Rubbish Drop Off Policy
- 6. Approve MSC Expansion Analysis Consultant
- 7. Approve Bid for Project 10-07 Asphalt, Sewer and Curb Repair
- 8. Approve Westside Interceptor Inspection Costs
- 9. Approve Purchase of Sewer Camera Truck
- 10. Discuss 65-Gallon Garbage Carts
- 11. Update on Traffic/Parking Committee meeting
- 12. Public Comment
- 13. Future Agenda Items
- 14. Adjournment

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

## **AGENDA SENT TO:**

Alderpersons/Aldermanic Candidates Mayor Administrator Clerk's Office Bulletin Boards Lee Schley Karen Heyrman Legal Office

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

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, Monday March 8, 7:30 pm in the Council Chambers at City Hall.

## 1. Roll Call

Members present on roll call: Mayor Walsh, Alderperson's Wilmet, Boyd and Heuvelmans. Members absent on roll call: Alderperson Donovan was excused.

Others present: Scott Thoresen - Director of Public Works, Sue Selissen - Public Works Secretary, recording secretary and Alderperson Van Vonderen. Residents present were: Jerry Gillespie, Joan Steckart, John Steckart, Curt and Ann Bielke and Scott Hemauer.

# 2. Approve minutes of the regular meeting held on February 8, 2010; which were previously forwarded to Board Members

Minutes of the February 8, 2010 regular meeting previously forwarded to members of the Board were presented. A motion to approve the minutes was made by Alderperson Wilmet, seconded by Alderperson Heuvelmans. Upon vote, motion was carried unanimously.

# 3. Review Preliminary Resolution for Special Assessments for Parking Lot Reconstruction of Mission Square

Scott Thoresen, Public Works Director, opened discussion of the agenda item recommending adoption of the preliminary resolution and scheduling a public hearing at the Common Council. Alderperson Boyd made a motion to open the meeting, seconded by Alderperson Heuvelmans. Upon vote, motion carried unanimously approved.

Jerry Gillespie - 252 S Clay St, De Pere, property/business owner addressed the Board and asked if the assessment was an estimate and if the Board could provide an interest rate. Scott stated that it was an estimate and that the interest rate is usually 1½ percent above what the City pays, however, that is determined at the time payment arrangements are made. Mr. Gillespie stated that he had not received any information on the laterals condition. Scott stated that the mains were only televised, not laterals. Staff will contact Mr. Gillespie and provide him more information about the costs. Mr. Gillespie gave the Board a hand out regarding the cost per sq. ft. for property the City purchased several years ago (\$13.00 per sq. ft.) vs. the amount offered at this time being almost half (\$7.50 per sq. ft.) Scott stated that he would provide the handout to Ken Pabich, who has been working on this issue. Mr. Gillespie wanted to state on record that the option C assessment plan was not fair and requested that the properties be assessed by sq. ft., not by whether it is business or residential in the upper levels of the properties. Scott stated that staff would get back to him on the assessment issue.

Next to address the Board was Curt Bielke - 203 W Whitney, Green Bay, who agreed that the Option C assessment plans were not fair and supported the sq. ft. assessment plan. Mr. Bielke asked if there was enough room for delivery trucks/semi's in the plans. Scott stated that the design was made to accommodate that type of delivery equipment. Mr. Bielke recommended that during the construction that limited parking is implemented and signage be put up. Scott stated that he would discuss this issue with the attorney to see if an ordinance would need to be adopted. A concern about

garbage/recycling collection was made. Scott said that staff would work with the business owners and select a common site for collection. The Mayor assured everyone attending that garbage pick up would occur.

Next to address the Board was Scott Hemauer, 2364 Meadow Ledge Ct, Rockland. Mr. Hemauer requested the City look at limited parking on the street as well as in the back lot. He also supported the assessment be done by sq. ft. as well. The Mayor stated that the Parking Review Team would need to be contacted regarding the parking requests and suggested that the business get together, decide what they want and come back and make their recommendations to the Parking Review Team. Mr. Hemauer confirmed that the City was acquiring property to make the improvements, however, requested that the City pay for acquisition costs and not include it in the property owner's assessment. Scott said that he'd get back to him on his concerns about the acquisition assessments.

Next to address the Board was Joan Steckart - 2998 Heritage Rd. Ms. Steckart was wondering why she was on this assessment, she does not own a business and she has an apartment building with her own parking area. She said that her address was not listed, but her parcel was. Her building is at 127 S Wisconsin. Scott stated he would get back with her.

Jerry Gillespie addressed the Board again and asked that the Board consider two hour, angled parking stalls on George St, specifically between Lamp Shades and Systems Furniture.

A motion was made to close the meeting by Mayor Walsh, seconded by Alderperson Wilmet. Upon vote, motion carried unanimously.

A motion was made by Alderperson Boyd to get answers to the questions posed to the Board tonight and bring this item back to the next Board meeting, seconded by Alderperson Heuvelmans. Upon vote, motion carried unanimously.

# 4. Review Preliminary Resolution for Special Assessments for Road Construction — Erickson Way

Scott Thoresen, Public Works Director, opened discussion of this agenda item recommending adoption of the preliminary resolution and scheduling a public hearing at the Common Council. Alderperson Heuvelmans reported that Mr. Erickson was against the project and assessment and could this be review or the assessment decreased. Scott stated that legally, the assessment process couldn't be changed for individuals. He added that because his property does benefit from this project and the majority of the assessment is to St. Norbert College, Mr. Erickson already has a significantly reduced assessment fee. A motion was made by Alderperson Wilmet to adopt the preliminary resolution and schedule a public hearing at the Common Council, seconded by Alderperson Boyd. Upon vote, motion carried unanimously.

## 5. Approve Bid for Project 10-01 Sanitary Sewer, Relay and Watermain, Relay

With no discussion, a motion was made by Alderperson Heuvelmans to award the bid to Jossart Brothers, Inc in the amount of \$739,621.13, seconded by Alderperson Boyd. Upon vote, motion carried unanimously.

# 6. Approve Bid for Project 10-13 Crackfilling

With no discussion, a motion was made by Mayor Walsh to award the bid to Precision Sealcoating Inc, in the amount of \$41,400.00, seconded by Alderperson Heuvelmans. Upon vote, motion carried unanimously.

# 7. Approve Bid for Project 10-15 Televising

A motion was made by Alderperson Wilmet to approve the low bid to PLC Water Jetting Services, Inc, in the amount of \$26,198.00, seconded by Alderperson Boyd. Upon vote, motion carried unanimously. Alderperson Boyd asked how the projected costs for projects are determined. Scott stated that they look at the bids submitted in the previous years and utilized those numbers for the budget.

# 8. Discuss Sale of Surplus Equipment

With no discussion, Mayor Walsh made a motion to approve the sale of the surplus equipment, seconded by Alderperson Heuvelmans. Upon vote, motion carried unanimously. Alderperson Heuvelmans asked if we notify the local schools when equipment goes up for auction. Scott stated that we do not, it is on posted EBay.

# 9. Public Comment

None

# 10. Future Agenda Items

None

# 15. Adjournment.

A motion was made by Mayor Walsh at 8:15 pm to adjourn, seconded by Alderperson Wilmet. Upon vote, motion was carried unanimously.

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

# 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:** April 1, 2010

Subject: Discussion of Preliminary Resolution for Special Assessments for Parking Lot

for Mission Square

At the last BOPW meeting, the Mission Square Parking Lot preliminary special assessments was tabled because of the following questions that were asked by the business owners:

# Question 1:

Jerry Gillespie wants to know why the City is not paying a higher per square foot cost he received in 2006 for his property. He was paid \$7500 for 563 SF. This comes out to \$13.32 per SF. He believes he should be paid the same instead of the \$7.50 SF that Ken has offered him.

#### Answer:

Mr. Gillespie was paid for more than just the 563 S.F. of property that was purchased in connection with the bridge project. Specifically he was paid \$6756 for the 563 S.F. in addition to the \$485 for a temporary limited easement to do the sloping work and restoration on his property in addition to the \$225 for 90 S.F. of paving that was removed. He was not paid \$13.13 S.F. for the property purchased, he was paid \$12 S.F. for one of the busiest intersections in town at the time.

## Question 2:

What is the interest rate going to be for the assessments?

# Answer:

According to the City's Finance Director, the most recent bonding of the City had an interest rate of 5.5%; therefore under the current policy of adding 1% to that bonding interest rate, the interest rate for the assessments would be 6.5%.

### **Question 3:**

Jerry Gillespie wants to know what it is going to cost to replace his laterals?

### Answer:

This work will need to be contracted by the owner. We have estimated the cost to be \$1,200 but it will now depend on whom the owner hires to complete the work.

# **Question 4:**

Why are some property owners being penalized for the assessments because they do not have residential areas in their building?

#### Answer:

They are not being penalized. The parking requirements are based off the use of the property. Staff determined the cost based on the use of the property, which is either commercial or residential, or a combination of both. Commercial property requires more parking than residential property.

# **Question 5:**

The parking lot needs to accommodate semi trucks that come to the businesses for delivery.

#### Answer:

The design will accommodate trucks as best as we can for a parking lot.

# Question 6:

Why should the businesses be assessed for property acquisition as part of this project?

#### Answer:

Under State law, Cities are permitted to include the cost of property acquisition in the improvements. All the businesses are benefited by additional public parking from the purchases of property to expand the lot.

### Question 7:

Joan Steckart wants to know why she is being assessed if she has all residential and is across the street?

### Answer:

The parking is available to her property and therefore her property benefits from the project. In the initial calculations, we had estimated that they had the required off street parking to meets the needs of the building. After measuring the site, they are actually short parking stalls based on their existing use. The assessment table was updated with the new figures to reflect the actual parking needs.

# **Question 8:**

Joan Steckart wants to know why she was not contacted regarding this project and just the businesses?

#### Answer:

Joan was sent the information for the last meeting once it was determined that there was a benefit to her property.

# **Question 9:**

What is the City going to do for temporary parking for the businesses during construction?

#### Answer:

There is long-term parking that is available both on Front Street, Wisconsin Street and where the old bridge approach was. Short-term parking will be on George Street as well as Broadway Street. Staff felt there is more than enough parking to accommodate the businesses during the construction project.

Staff has talked to the property owners regarding the above-mentioned questions and concerns.

I am also attaching correspondence between staff and Alderperson Robinson on questions that were brought to him regarding this project.

Staff recommends the BOPW approve the preliminary resolution and forward to Council for approval and scheduling of a public hearing for special assessments.

# Scott Thoresen

From: Ken Pabich

Sent: Monday, March 22, 2010 9:09 AM

To: 'Daniel Robinson'

Kathy and Ted Kordes; Scott Thoresen; Karen Heyrman; Mike Walsh

Subject: RE: Reconstruction of Mission Square

Hi Dan --

Cc:

I have cc'd Kathy and Ted in the email so they get the response directly. I know the Mayor is also responding to a letter that was sent by Kathy.

- 1. The assessment policy is consistent with historical practices. We determine the benefiting properties and develop the assessment ratio. If future city lots are replaced it would follow the same policy. If a lot is redeveloped, then the cost structure may change, however the approach of determining the assessment will be the same. It is then up to the Board of Public Works and City Council to approve the assessment approach and amount.
- 2. We took the north properties fronting George since their customers will most likely use the mission square parking lot. We also took the east properties fronting Wisconsin using the same logic. Lampshades would not be a benefiting property from the Lee Parking lot, so they would not be included when it is redone.
- 3. The following factors were considered to determine the assessment for each: commercial square footage, residential square footage and existing off-street parking. These factors were used to determine the amount of parking that would be needed for each participant. This ratio was used to determine the assessment.
- 4. Given the condition of the existing lot, curbs and sidewalk areas, it is more cost effective to re-construct the lot. We are also trying to address some drainage issues in the parking lot that can not be address without re-construction.
- 5. The two months is without phasing. If we phase the project, it will take longer. The schedule is based on the amount of work that needs to be done. We need to allow dry times for various aspects of the project ie curb and sidewalk.
- 6. Since we are redoing the sidewalk, we want to make them the standard width. This width allows for the car bumper to extend over and it allows safe pedestrian path that is also ADA compliant.
- 7. Long term parking will be on Wisconsin and on Front Street. There is parking on George, Broadway, the lot west of Broadway and the parking at the old bridge approach.
- 8. Yes, we can work with the Police Department on this issue.
- 9. Yes, we can try to get the notices out sooner; however sometimes it is difficult since with a project like this we are also relying on the businesses to contact the City on some of the design issues.

Please let me know if there are any other questions.

Thanks

Ken

Ken Pabich
Director of Planning and Economic Development
City of De Pere
335 S. Broadway St.
De Pere, WI 54115
p: 920-339-4043
f: 920-339-4049

From: robinsondeperecouncil@gmail.com [mailto:robinsondeperecouncil@gmail.com] On Behalf Of Daniel Robinson

Sent: Friday, March 19, 2010 1:23 PM

**To:** Ken Pabich; Scott Thoresen **Cc:** Kathy and Ted Kordes

Subject: Reconstruction of Mission Square

## Ken and Scott,

I hope you both are doing well today. I talked with Kathy and Ted Kordes at Lampshades Unlimited today concerning the reconstruction of Mission Square. After the struggles they have had with all the previous construction in the downtown, they are very concerned because of the cost to their business and the effect it will have on their customer traffic, which I can certainly understand. They had some questions that I was hoping you could provide some information on:

- 1. What has been or will be the policy on paying for reconstruction with the other city-owned lots (such as behind the Lee Building, on the west side south of Main St., behind Turba photography on the east side, etc.)? Have the business been, or will they be, charged just as is being proposed for Mission Square?
- 2. Some of the businesses that aren't directly on Mission Square are being charged for this, such as Mug Shots and the De Pere Theater. Will they (and for that matter, Lampshades Unlimited) also be charged when eventually the lot behind the Lee Building is re-done?
- 3. Could you clarify exactly how the cost for each business was arrived at? Some of the addresses along Mission Square were listed with a certain number of parking spaces, but others were not; why was that?
- 4. Would it be possible to re-construct the main part of the lot, where the concrete is, but where the asphalt parking spaces are, instead, do some kind of asphalt overcoat and/or sealer, in order to cut down on the cost? If the sewer lines require these parts of the lot to be torn up, that might not work, but if those lines aren't required, could we do this?
- 5. Why is the construction taking two months to accomplish?
- 6. Why are the sidewalks being widened by one foot?
- 7. Where does the city intend for people to park during the construction?
- 8. Would it be possible for the city police to keep a tighter watch on the 2-hour parking spaces in the immediate area during construction, so that customers are better able to cycle in and out, and so that the spots are not taken up by business employees?
- 9. Would it be possible to send the notices for meetings out sooner than has done in the past? According to Kathy and Ted, a notice for Monday meeting was mailed out on the previous Thursday. They were out of town in the days right before that, so they didn't see the notice until the day of the meeting.

I realize that some of these questions are ones that I should have had the answers to if I had been able to attend the meetings you held on this. Unfortunately, I was unable to do so. I'm CC'ing Kathy and Ted on this, in case there are any questions that I have mis-stated, or if they have additional ones. Thanks for your help on this, Scott and Ken, and I look forward to hearing back from you.

Peace,

Dan



# Memorandum

To:

Honorable Mayor Walsh

Members of the Board of Public Works

From:

Karen Heyrman, P.E.

Assistant City Engineer

Re:

Review Preliminary Resolution for Special Assessments for Parking

Lot Reconstruction of Mission Square.

Date:

March 3, 2010

Discussion:

The preliminary resolution for the reconstruction of Mission Square was prepared to reflect the BOPW preferred funding option. Impacted

residents were informed of this meeting and provided with the concept

plan.

Fiscal Impact:

Assess - \$185,760.22

Recommendation:

To adopt the preliminary resolution and schedule a public hearing at the

Common Council.

S:\Karen\BOPW\Mission Square parking lot reconstruction preliminary assessments 030310.doc

# **RESOLUTION #10-**

# PRELIMINARY RESOLUTION DECLARING INTENTION TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703, WIS. STATS. (PARKING LOT RECONSTRUCTION – MISSION SQUARE)

BE IT HEREBY RESOLVED, by the Common Council of the City of De Pere, Wisconsin, as follows:

1. That the Common Council hereby declares its intention to exercise its police powers and levy special assessments pursuant to Section 66.0703, Wis. Stats., for improvements constructed within the area described below and special assessments to be levied on a reasonable basis upon the properties benefited thereby. Said improvements to include street construction and incidentals therefore where necessary and required. Said improvements shall be constructed and the properties benefiting there from are contained in the following described areas or abutting streets:

# PARKING LOT RECONSTRUCTION – MISSION SQUARE

Mission Square Parking lot between George Street and Mission Square South Parking Lot, Broadway Street and Wisconsin Street.

- 2. The total assessed against such districts shall not exceed the total cost of the improvements. The Common Council determines that such improvements shall be installed and assessed therefore levied under the police power and that the amount assessed against each benefited parcel shall be as shown on the attached exhibit 1 for parking lot reconstruction.
  - 3. The assessments against any parcel shall be paid as follows:
    - (a) In cash within 30 days of invoice; or
    - (b) In five (5) annual installments, together with interest on the unpaid balance at the Common Council established rate in effect on the date the final Resolution levying such assessments is adopted; or
    - (c) Upon transfer of ownership of any parcel or part of a parcel against which assessments are levied. If title to part of such parcel is transferred, only such

assessments that are attributable to part transferred shall become due and payable upon transfer.

- The Director of Public Works is directed to prepare a report incorporating the 4. recommendation of the Board of Public Works consisting of:
  - (a) Preliminary plans and specifications for said improvements;
  - (b) An estimate of the entire cost of the proposed improvements;
  - (c) A schedule of the proposed assessments;
  - (d) A statement that the property against which the assessments are proposed is benefited.

After compiling such report, the Director of Public Works is directed to file a copy thereof in the City Clerk-Treasurer's office for public inspection.

Upon receiving the report of the Board of Public Works, the Clerk-Treasurer is 5. directed to give a Class I notice of public hearing on such report as specified in Section 66.60, Wis. Stats. The hearing shall be held in the Common Council Chambers of the City Hall at a time set by the Clerk-Treasurer in accordance with the aforementioned statutory provision.

	Adopted	by	the	Common	Council	of	the	City	of	De	Pere,	Wisconsin,	this
day of				·		201	0.						

	Adopted	by	the	Common	Council	of	the	City	of	De	Pere,	Wisconsin,	this
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Ayes: _													
Nays:													

			Assessment hv	Souare F	ootage	(Adjustm	ment by Sanare Footage (Adjustment for Residential)	sidential)			
							Residential		Adjusted		
				Base-	Above	Total SQ	Square	Existing	Square	₹ %	Cost of
**	Street	Parcel ID	Physical Address	ment	Ground	Ft Used	Footage	Parking	Footage	Assessment	Assessment
101	BROADWAY	ED-833	101 S BROADWAY	1044	4440	4440	2160	2	2644	3.26%	\$6,054.75
107	BROADWAY	ED-831	107 S BROADWAY	1980	6888	6888	2760	7	4732	5.83%	\$10,836.25
111-113		ED-828	111-113 S BROADWAY	0	2310	2310	0	0	2310	2.85%	\$5,289.89
115		ED-829	115 S BROADWAY	460	9	0669	3150	ო	4350	5.36%	\$9,961,48
121	BROADWAY	ED-826	121 S BROADWAY	0	3596	3596	0	4	2596	3.20%	\$5,944.83
123	BROADWAY	FD-827	123 S BROADWAY	800	2600	2600	800	0	2120	2.61%	\$4,854.79
125	BROADWAY	ED-824	125 S BROADWAY	0	9600	0096	0	0	9600	11.83%	\$21,983.95
129	BROADWAY	ED-825	129 S BROADWAY	1320	2640	2640	1320	0	1848	2.28%	\$4,231.91
135	BROADWAY	ED-823	135 S BROADWAY	0	9464	9464	4840	0	0959	8.09%	\$15,022.36
413	CHARLES ST	ED-821	413 CHARLES ST	0	2700	2700	0	0	2700	3.33%	\$6,182.98
415	GEORGE ST	ED-842	415 GEORGE ST	276	4600	4600	2300	0	3220	3.97%	\$7,373.78
416	GEORGE ST	ED-816	416 GEORGE ST	3030	3917	6947	0	13	3697	4.56%	\$8,466.11
417	GEORGE ST	ED-841	417 GEORGE ST	0	5311	5311	0	0	5311	6.55%	\$12,162.16
421	GEORGE ST	ED-840	421 GEORGE ST	0	11507	11507	0	0	11507	14,19%	\$26,350.97
502	GEORGE ST	ED-918	502 GEORGE ST	2856	5428	5428	2400	22	0	%00.0	\$0.00
115	WISCONSIN ST	ED-917	115 S WISCONSIN ST	0	4500	4500	0	ĸ	3250	4.01%	\$7,442.48
119	WISCONSIN ST	ED-916	119 S WISCONSIN ST	965	1640	1640	0	ĸ	390	0.48%	\$893.10
127	WISCONSIN ST	ED-915	119 S WISCONSIN ST	475	7858	7858	7858	80	1143	1.41%	\$2,617.92
132	WISCONSIN ST	ED-821-1	132 S WISCONSIN ST	0	2640	2640	0	0	2640	3.25%	\$6,045.59
102	BROADWAY		102 N BROADWAY	0	12000	12000	0	9	10500	12.94%	\$24,044.94
									81,118	100.00%	\$185,760.22

# SCHEDULE B

# ESTIMATE OF COST OF PROPOSED IMPROVEMENTS

IN ADDIONATE ATTACK	Trenan 4 .			NON-ASSESSABLE
<u>IMPROVEMENT</u>	<u>ITEM</u>	<u>TOTAL</u>	<u>ASSESSABLE</u>	
	Const.	\$136,547.20	\$136,547.020	\$0.00
Parking Lot Reconstruction	Eng./Admin	\$23,213.02	\$23,213.02	\$0.00
Mission Square	Aquisition	\$26,000.00	\$26,000.00	\$0.00
	TOTAL	\$185,760.22	\$185,760.22	\$0.00

# SCHEDULE C PROPOSED ASSESSMENT RATES

IMPROVEMENT Parking Lot	ASSESSABLE <u>UNIT</u>	NUMBER OF <u>UNITS</u>	TOTAL COST	ASSESS. COST	100% ASSESSMENT	RECOMMENDED ASSESSMENT
Reconstruction Mission Square	S.F.	81,118	\$185,760.22	\$185,760.22	\$2.29	\$2.29

# SCHEDULE D

PRELIMINARY ASSESSMENTS

TYPE OF IMPROVE: PARKING LOT RECONSTRUCTION

LOCATION: MISSION SQUARE - BETWEEN GEORGE STREET AND MISSION SQUARE SOUTH PARKING LOT, BOADWAY STREET & WISCONSIN STREET

COST PER S.F. (PRELIMINARY) \$2.29

PROPERTY OWNER	LOT NO. PROPERTY ADDRESS PARCEL NUMBER	ADJUSTED SQUARE FOOTAGE	TOTAL COST
Theodore & Kathleen Kordes 1603 Rusk St. De Pere, WI 54115-3638	ED-833 Broadway	2,644	\$6,054.76
Kevin & Wendy Kryshak 2687 East River Dr. Green Bay, WI 54301-1769	ED-831 Broadway	4,732	\$10,836.28
HZ Properties 721 Main St. De Pere, WI 54115-2513	ED-828 Broadway	2,310	\$5,289.90
Thomas Zoeller 115 S. Broadway De Pere, WI 54115-2513	ED-829 Broadway	4,350	\$9,961.50
Bank Mutual 4949 W. Brown Deer Rd. Milwaukee, WI 53223-2421	ED-826 Broadway	2,596	\$5,944.84
Gerald & Elizabeth Kryshak 3237 Calais Ct. Green Bay, WI 54301-1456	ED-827 Broadway	2,120	\$4,854.80
Beilke LLC 125 S. Broadway De Pere, WI 54115	ED-824 Broadway	9,600	\$21,984.00

# SCHEDULE D

PRELIMINARY ASSESSMENTS

TYPE OF IMPROVE: PARKING LOT RECONSTRUCTION

LOCATION: MISSION SQUARE - BETWEEN GEORGE STREET AND MISSION SQUARE SOUTH PARKING LOT, BOADWAY STREET & WISCONSIN STREET

COST PER S.F. (PRELIMINARY) \$2.29

PROPERTY OWNER	LOT NO. PROPERTY ADDRESS PARCEL NUMBER	ADJUSTED SQUARE FOOTAGE	TOTAL COST
Carol Shier 2917 Mill Rd. Greenleaf, WI 54126-9452	ED-825 Broadway	1,848	\$4,231.92
Kenneth & Sylvia Butz 242 St. James Way Naples, FL 34104-6714	ED-823 Broadway	6,560	\$15,022.40
Thomas Bartel 901 S. Jackson St. Green Bay, WI 54301-3517	ED-821 Charles St.	2,700	\$6,183.00
Wade Conard 1348 Eastmain Ave. Green Bay, WI 54301	ED-842 George St.	3,220	\$7,373.80
Gillespie Properties, LLC 416 George St. Ste. 105 De Pere, WI 54115-2712	ED-816 George St.	3,697	\$8,466.13
Get Reel Entertainment LLC. 905 George St. #191 De Pere, WI 54115-2712	ED-841 George St.	5,311	\$12,162.19
The Lee Building Corp. 828 Cherry St. Green Bay, WI 54301	ED-840 George St.	11,507	\$26,351.03

# SCHED ULE D

PRELIMINARY ASSESSMENTS

TYPE OF IMPROVE: PARKING LOT RECONSTRUCTION

LOCATION: MISSION SQUARE - BETWEEN GEORGE STREET AND MISSION SQUARE SOUTH PARKING LOT, BOADWAY STREET & WISCONSIN STREET

COST PER S.F. (PRELIMINARY)

\$2.29

PROPERTY OWNER	LOT NO. PROPERTY ADDRESS PARCEL NUMBER	ADJUSTED SQUARE FOOTAGE	TOTAL COST
David & Joan Van Drisse 223 Scout Way De Pere, WI 54115	ED-918 George St.	0	\$0.00
Seroogy Brothers LLP 144 N. Wisconsin St. De Pere, WI 54115-2733	ED-917 Wisconsin St.	3,250	\$7,442.50
Pals Rentals LLC 2027 Grant St. De Pere, WI 54115	ED-916 Wisconsin St.	390	\$893.10
Joan Steckart 2998 Heritage Rd. De Pere, WI 54115	ED-915 Wisconsin St.	1,143	\$2,617.47
City of De Pere 335 S. Broadway De Pere, WI 54115	ED-821-1 Wisconsin St.	2,640	\$6,045.60
City of De Pere 335 S. Broadway De Pere, WI 54115	ED-844 Broadway	10,500	\$24,045.00

# **CITY OF DE PERE**

# Memo

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

From: David R. Hongisto, Assistant Assessor

Date: March 4, 2010

Re: Statement of Benefit for Mission Square reconstruction

I have been requested by the Department of Public Works to determine if the reconstruction of Mission Square will benefit serviced properties.

The location of the properties in question are those properties listed on the attachment (Exhibit 1).

Due to the above stated request, a review of the properties were made. This review included, but was not limited to a physical inspection of the properties, a review of development requirements, conditions, and trends of the areas in question and a search of sales records.

Based upon said review and being knowledgeable of property values within the City of De Pere, I do hereby state that the above referenced properties would in fact be benefited by the reconstruction of the said public improvements.

I have arrived at this opinion for the following reasons:

Provides a smooth, hard surface which:

- Provides adequate and safe access.
- 2. Improves traffic flow.
- 3. Reduces dust.
- Provides improved safety through:
  - Better drainage.
  - Smoother travel surface and reduced motorist costs.
- 5. And other benefits occasioned by the increase in marketability caused by said public improvements to the properties.

	Service 9	
	:	
		: : : : : : : : : : : : : : : : : : : :

# 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  $\leq . \cdot \tau$ .

Date:

April 7, 2010

Subject:

Discussion of Preliminary Resolution for Special Assessments for Erickson

Way

At the April 8, 2010 Council meeting the Council referred this item back to the BOPW for further discussion. Originally this item was discussed at the BOPW on March 8, 2010 with a recommendation being made for Council to adopt preliminary resolution for special assessments and schedule a public hearing. The Council tabled this at their March 16, 2010 meeting at the request of St. Norbert College (SNC). The reason this matter has been referred back to the BOPW is to allow SNC the ability to address their concerns with the BOPW regarding the special assessments. Originally the assessments discussed with SNC were based on street frontage and not based on an area assessment. As the project developed into the final design stages, staff felt that the area assessment was more equitable than the street frontage assessment.

Staff recommends adopting the preliminary resolution with an area assessment and scheduling a public hearing.



# Memorandum

To:

Honorable Mayor Walsh

Members of the Board of Public Works

From:

Karen Heyrman, P.E.

Assistant City Engineer

Re:

Review Preliminary Resolution for Special Assessments for Road

Construction - Erickson Way.

Date:

March 3, 2010

Discussion:

Erickson Way will provide access to one residential property and the

Schneider Athletic Field. The preliminary resolution for this

construction cost is attached. Impacted residents were informed of this

meeting and provided with the concept plan.

Fiscal Impact:

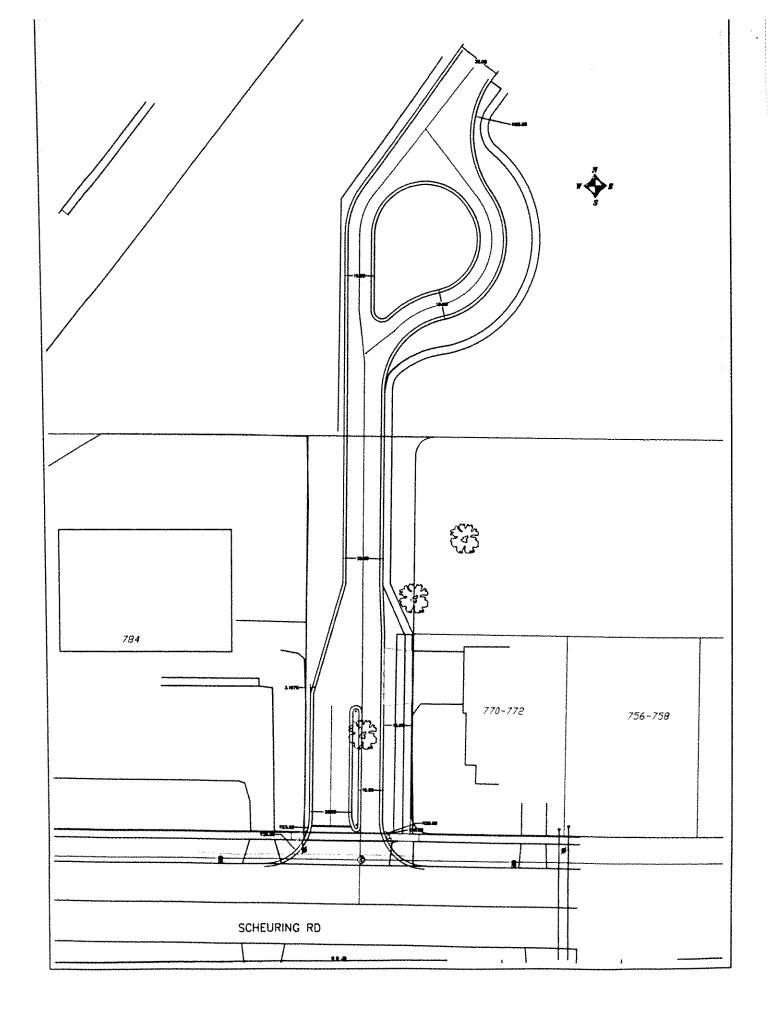
Assess - \$130,241

Recommendation:

To adopt the preliminary resolution and schedule a public hearing at the

Common Council.

S:\Karen\BOPW\Erickson Way construction preliminary assessments 030310.doc



## **RESOLUTION #10-**

PRELIMINARY RESOLUTION DECLARING INTENTION TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703, WIS. STATS. (STREET CONSTRUCTION- ERICKSON WAY FROM SCHEURING ROAD TO NORTH END)

BE IT HEREBY RESOLVED, by the Common Council of the City of De Pere, Wisconsin, as follows:

1. That the Common Council hereby declares its intention to exercise its police powers and levy special assessments pursuant to Section 66.0703, Wis. Stats., for improvements constructed within the area described below and special assessments to be levied on a reasonable basis upon the properties benefited thereby. Said improvements to include street construction and incidentals therefore where necessary and required. Said improvements shall be constructed and the properties benefiting there from are contained in the following described areas or abutting streets:

# **STREET CONSTRUCTION – ERICKSON WAY**

Both sides of Erickson Way from Scheuring Road to its north end.

- 2. The total assessed against such districts shall not exceed the total cost of the improvements. The Common Council determines that such improvements shall be installed and assessed therefore levied under the police power and that the amount assessed against each benefited parcel shall be based on acreage for street reconstruction.
  - 3. The assessments against any parcel shall be paid as follows:
    - (a) In cash within 30 days of invoice; or
    - (b) In five (5) annual installments, together with interest on the unpaid balance at the Common Council established rate in effect on the date the final Resolution levying such assessments is adopted; or
    - (c) Upon transfer of ownership of any parcel or part of a parcel against which assessments are levied. If title to part of such parcel is transferred, only such

assessments that are attributable to part transferred shall become due and payable upon transfer.

- 4. The Director of Public Works is directed to prepare a report incorporating the recommendation of the Board of Public Works consisting of:
  - (a) Preliminary plans and specifications for said improvements;
  - (b) An estimate of the entire cost of the proposed improvements;
  - (c) A schedule of the proposed assessments;
  - (d) A statement that the property against which the assessments are proposed is benefited.

After compiling such report, the Director of Public Works is directed to file a copy thereof in the City Clerk-Treasurer's office for public inspection.

5. Upon receiving the report of the Board of Public Works, the Clerk-Treasurer is directed to give a Class I notice of public hearing on such report as specified in Section 66.60, Wis. Stats. The hearing shall be held in the Common Council Chambers of the City Hall at a time set by the Clerk-Treasurer in accordance with the aforementioned statutory provision.

Adopted by the Common Council of the City of De Pere, Wisconsin, this d

lay of	, 2010.	
	APPROVED:	
	Michael J. Walsh, Mayor	***
	ATTEST:	
	Charlene Peterson, Clerk-Treasurer	www
Ayes:		
Nays:		

# SCHEDULE B ESTIMATE OF COST OF PROPOSED IMPROVEMENTS

				NON-ASSESSABLE
<u>IMPROVEMENT</u>	<u>ITEM</u>	<u>TOTAL</u>	<u>ASSESSABLE</u>	
Stand Compt	Const.	\$111,317	\$111,317	\$0.00
Street Const.	Eng./Admin	\$18,924	\$18,924	\$0.00
Erickson Way	TOTAL	\$130,241	\$130,241	\$0.00

# SCHEDULE C PROPOSED ASSESSMENT RATES

		NUMBER				
<u>IMPROVEMENT</u>	ASSESSABLE	OF	TOTAL	ASSESS.	100%	RECOMMENDED
	<u>UNIT</u>	<u>UNITS</u>	COST	<u>COST</u>	<u>ASSESSMENT</u>	<u>ASSESSMENT</u>
Street Const. Erickson Way	ACRES	29.940	\$130,241	\$130,241	\$4,350.07	\$4,350.07

# SCHED ULE D

# PRELIMINARY ASSESSMENTS

TYPE OF IMPROVE: STREET CONSTRUCTION

LOCATION: ERICKSON WAY - SCHEURING ROAD TO NORTH END

COST PER ACRE (PRELIMINARY) \$4,350.07

PROPERTY OWNER	LOT NO. PROPERTY ADDRESS PARCEL NUMBER	ACREAGE	TOTAL COST
John F. & Karen M. Erickson 197 Shelley Ln. Depere, WI 54115-3753	WD-1800 TO WD-1809 Scheuring Road	0.286	\$ 1,244.12
St Norbert College Inc. 100 Grant St. Depere, WI 54115-2002	WD-699-E-1 Erickson Way	1.624	\$7,064.51
St Norbert College Inc. 100 Grant St. Depere, WI 54115-2002	WD-D0007 Scheuring Road	28.030	\$ 121,932.46

# **CITY OF DE PERE**

# Memo

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

From: David R. Hongisto, Assistant Assessor

Date: November 6, 2009

Re: Statement of Benefit for improvements being proposed to Erickson Way

I have been requested by the Department of Public Works to determine if the street construction of Erickson Way from Scheuring Road to its north end will in fact benefit the serviced properties.

Due to the above stated request, a review of the properties was made. This review included, but was not limited to a physical inspection of the properties, a review of development requirements, conditions, and trends of the areas in question and a search of sales records.

Based upon said review and being knowledgeable of property values within the City of De Pere, I do hereby state that the above referenced properties would in fact be benefited by the construction of the said public improvements.

I have arrived at this opinion because these improvements will benefit the abutting properties located adjacent to the east and north by increasing their value and marketability.

1

# 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:** April 7, 2010

Subject: Discussion of MSC Rubbish Drop Off Policy

At the August 10, 2009 BOPW meeting, the Board requested staff evaluate having a drop off site at the compost facility for residents for rubbish items. During the 2010 budget process, monies were budgeted for paving an area at the compost site and constructing concrete bins for rubbish drop off. Over the past several months staff has been evaluating whether or not the City should create a drop off site at the compost facility for rubbish items and whether this would be cost effective and beneficial for the residents of the community.

Currently, the City provides drop off for rubbish items at the Municipal Service Center (MSC) during business hours of 7:30 am to 2:30 pm. The City began providing this service when curbside rubbish pick up was reduced from weekly to six times per year. In order to provide rubbish drop off services at the compost site, the City would have to expend approximately \$9,500 to construct an asphalt pavement pad and bins to accommodate these items at the site. After further discussion and planning with staff, the compost site drop off option yielded more disadvantages, so staff came up with the following alternative plan.

Alternative Plan: This plan would allow residents to drop off their rubbish at the MSC 7 days a week, 24 hours a day. To implement this plan the following would need to be done:

- Purchase a security camera at an estimated cost of \$3,000 to monitor drop off at the MSC. Staff spoke to several communities who have unattended drop off sites for their residents and they reported a successful rate of compliance with camera surveillance.
- Implement all compost related services be done at the compost site and continue all rubbish/bulky/metal and oil drop off at the MSC.

Residents' complaints were considered in this new plan and with the improved services, residents can now expect:

- 24-7 rubbish/bulky/metal and oil drop off. Currently, residents who work cannot utilize our services due to limited daytime hours.
- Residents will no longer have to stop in at the front office, show proof of residency and fill out a form to comply with registering for drop off.
- Operational costs for disposal of items would be lower because the equipment is garaged at the MSC and would not have to be driven out to the compost facility.
- The site at the MSC would be permanent, instead of a temporary drop off area at the compost site due to future relocation of the compost facility.

• The initial capital investment cost of a \$3,000 camera is much less than investing \$9,500 on a temporary drop off area at the Compost Site.

# Staff is recommending the following:

- 1) All compost related services, materials and activities would be done at the compost site.
- 2) All rubbish/bulky/metal item and oil drop off services be done at the MSC on a 24-7 basis under camera surveillance to monitor the drop off area.
- 3) This plan will be re-evaluated after one year.



# Memorandum

To:

De Pere Board of Public Works

From:

Scott Thoresen, Director of Public Works

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

Re:

MSC Expansion Analysis

Date:

April 8, 2010

Issue: Approval of agreement with consultant to conduct Expansion Analysis for Municipal Service Center.

Summary: The 2010 Budget allocated \$20,000 to work with a consultant in analyzing space concerns and expansion possibilities for the Municipal Service Center. The analysis is needed for several reasons, including; overcrowding in our fleet storage area and traffic congestion. Staff sent out a request for proposal in January and received interest from seven different consultants. Of the seven consultants, six of them submitted bids for the project. After staff reviewed the quotes and conducted follow up questions, we are recommending accepting the bid from Graef. Our recommendation is based on cost and applicable experience.

Consultant	Bid Price
Performa	\$23,975
Bay Architects	\$19,470
Kocken and Associates	\$22,680
Ayres	No Bid submitted
Bayland Buildings, Inc	\$13,494
Graef	\$9,950
Raasch Associates, Inc.	\$17,200

Recommendation: Approve agreement with Graef for MSC Expansion Analysis at an price of \$9,950.



# City of De Pere - Municipal Service Center Expansion Analysis Request for Quotes - Revised

Date:

January 28, 2010

Contact Name:

Marty Kosobucki, Director of Parks, Recreation and Forestry

920-339-8358

mkosobucki@mail.de-pere.org

Location:

Municipal Service Center

925 S. Sixth Street De Pere, WI 54115

Deadline for Quotes:

February 26, 2010

Pre Bid Meeting:

February 4, 2010

10:00 am

Tour of facility to be provided

# Summary of Work:

The City of De Pere is requesting quotes from qualified consultants to analyze the Municipal Service Center Operations and determine future growth needs related to fleet and storage. As part of the project, we are requesting a completed report of all the findings and a proposed plan of expansion if needed.

# Scope of Work:

- Quote to be completed by February 26, 2010
- Visit and analyze current location and layout.
- Interview departments to determine current space concerns.
- Interview departments to determine future space requirements.
- Identify deficiencies and concerns with current building/location.
- Identify operational deficiencies.
- Make recommendations for improvements in current operations and facility.
  - Provide cost estimates for any recommended improvements.
- Make recommendations on potential building expansion.
  - o Recommendation should include location, size, and specific use.
  - o Recommendations should be identified with a draft plan that is to scale.
  - o Any recommendations for expansion should be accompanied with an estimate.
- Compile report of all information and proposals.
  - o 3 hard copies to be provided
  - o I Digital file (dwg)
- Submit proposed date of completed analysis.

## Background Data:

- The Municipal Service Center (MSC) is located at 925 S. Sixth Street.
- There are two City Departments located at the MSC; Public Works and Parks.
- Public Works staff conduct the following operations and services out of the MSC;
  - o Engineering
  - o Street Maintenance (Snow plowing, etc...)
  - o Garbage and recycling
  - Fleet Maintenance
  - Water Maintenance
- Park staff conduct the following operations and services out of the MSC;
  - o General park maintenance (repairs, garbage removal, weed trimming, etc...)
  - o Building maintenance for all City Buildings.
  - o Grass and weed cutting.
  - o Snow removal
  - o Tree pruning, removals and planting.
- The owner shall provide the contractor with drawings of MSC grounds.



# **Table of Contents**

## Section 1:

Proposal Letter

## Section 2:

Firm Introduction

## Section 3:

**Projects of Interest** 

# Section 4:

**Key Staff Resumes** 

# GRÆEF

collaborate / formulate / innovate

February 26, 2010

Mr. Marty Kosobucki City of De Pere Municipal Service Center 925 S. Sixth Street De Pere, WI 54115

Subject: Expansion Analysis - Proposal

Dear Marty:

Per your request, Graef-USA Inc. (GRAEF) is pleased to provide this proposal for Expansion Analysis Services to the City of De Pere (Client). An executed copy of this proposal will become our AGREEMENT.

This proposal is for professional services for Expansion Analysis of existing Municipal Service Center (Project). This proposal is subject to GRAEF's Standard Terms and Conditions, a copy of which is attached and incorporated by reference.

It is our understanding that the nature of the Project is to review and evaluate the existing facility, identify deficiencies, determine future space requirements, and make recommendations for future building expansion(s) to address existing problem areas. It is our understanding that Unit B (vehicle storage area) and the wash bay area are some of the areas identified as problematic – however the facility as a whole will be evaluated as part of this project.

For this Project, GRAEF proposes to provide the following Basic Services:

# Architectural Programming, Planning, & Layout Services

- Meet with each of the three departments housed in this facility to discuss current space concerns and identify any problem areas
- Walk thru facility with staff to review and discuss problem areas
- Generate preliminary report describing existing facility, calling out operational deficiencies, and indentifying problem areas
- Meet with Client team to review preliminary report
- Based on preliminary report findings, develop building plan options to solve and or address problematic areas – these may be in the form of building additions, alterations, or reconfiguration of current plan.
- Generate preliminary construction cost estimates for proposed alterations or additions.
- Review preliminary plan options and associated estimates with Client team and obtain feedback



"The secret to our success over the years has been our inspired and resourceful employees, our rigrous commitment to client satisfaction, and our established engineering expertise."

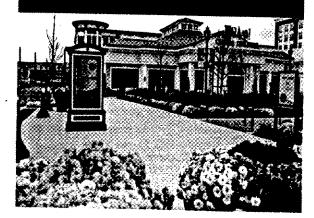
-Richard Bub, President/CEO

# **GRAEF Mission:**

We are dedicated to serving our public and private clients. Our ability to excel is driven by Integrity, Quality, and our Commitment to Customer Service.

GRAEF services can be utilized to solve a specific engineering problem or to assume total project responsibility. In all cases, the client's project manager will draw upon a broad range of resources to complete an assignment.

Our objectives are to use the best technical personnel to complete outstanding projects on time and within budget.



# Firm introduction

Since 1961, providing our clients with the highest level of technical expertise has been a priority and a hallmark of our business.

# GRAEF provides quality consulting design services in all phases of:

- Municipal Engineering
- Water System Engineering
- Sanitary Sewer System Engineering
- Wastewater Management
- Stormwater Management
- Field Services
- Construction Services
- Community Development
- Wetland Services
- Natural Resources and Environmental Services
- · Transportation Engineering
- Streetscaping
- Landscape Architecture
- Geographic Information Systems (GIS)
- Utility Corridor Services
- Water Control Systems
- Bridge Structure Engineering
- Structural Engineering
- Sustainable Design
- Studies and Analysis
- · Permitting and Licensing
- Landscape Analysis and Watershed Assessment
- Water Quality Assessments

# These services are offered to:

- Municipalities
- Government
- Industry
- Commercial

# GRAEF

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Modify proposed plan changes and cost estimates and finalize report

GRAEF will endeavor to perform the proposed Basic Services per the following schedule:

Final report will be completed within four weeks of our go ahead to proceed.

At your written request, GRAEF will provide the following Additional Services for additional compensation as detailed below:

 Energy Management Services: Review of existing mechanical systems, propose changes to address any problem areas or increase efficiencies

For this Project, it is our understanding Client will provide the following services, items and/or information:

- Existing building and site plans
- Access to key staff and building as needed

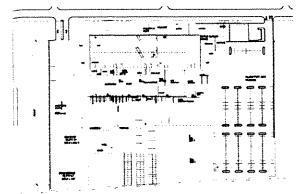
For all Basic Services, Client agrees to compensate GRAEF as follows with a Lump sum fee of \$9,950.00.

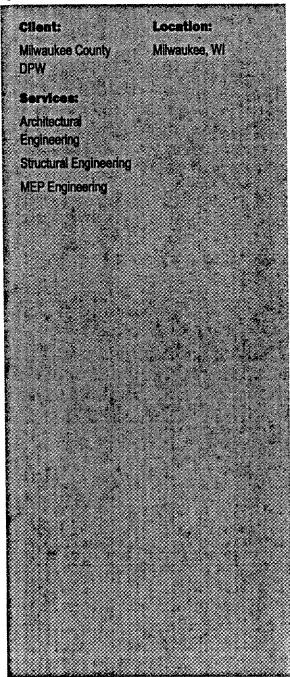
To accept this proposal, please sign and date both of the enclosed copies and return one to us. Upon receipt of an executed copy, GRAEF will commence work on the Project.

Graef-USA Inc. looks forward to providing services to the City of De Pere.

Sincerely,

Graef-USA Inc.	Accepted by: Marty Kosobucki
Patrick H. Fehrenbach, AIA, LEED AP Project Manager	(Signature)
Maych	(Name Printed)
Michael J. Lefebvre, PE Vice President / Green Bay Office Manager	(Title)
	Date:





# DPW Tower Site Relocation

GRAEF assisted the City of Milwaukee with a feasibility study to relocate portions of the Department of Public Works (DPW) and Water Department facilities. The proposed relocation project would consolidate six existing departmental facilities with a combined staff of nearly 500 individuals.

GRAEF staff observed departmental staff at each of the six existing sites to document the existing operations. GRAEF also prepared and administered a questionnaire-style survey focused on significant issues affecting the way work was performed and seeking advice on ways to improve the various processes.

This information was used to determine the space requirements of the individual operations. GRAEF worked closely with department managers and other key personnel to develop the facility layout and design, and provided construction cost estimates for the project. The new facility will offer more than 30,000 SF of office space and personnel support areas and more than 200,000 SF of shop, vehicle storage, and warehouse space for the departments' combined operations. The 9.5-acre site will offer employee parking, space to park additional department equipment, covered material storage and uncovered material storage.

# Maintenance and Storage Facility Projects

# Following is a representative list of additional vehicle maintenance and storage facilities for which GRAEF provided design services.

#### Municipal Garage

Waukesha, WI

This project was a 36,000-square-foot masonry and precast structure which included repairs, service bays, wash area, etc.

#### Concourse D Remodeling, Midwest Express Airlines

Milwaukee, WI

This project involved the remodeling of terminal gates 40, 42, 44and 46, the installation of new jet ways, and the remodeling of approximately 8,500 square feet of space for office, dispatch and maintenance facilities at General Mitchell International Airport in Milwaukee, Wisconsin.

#### **Public Works Garage**

Cudahy, WI

Design and specifications for a 3,000-square-foot addition to the city garage for vehicle maintenance, including four service bays, storage area and offices.

### **Municipal Garage Addition and Renovation**

West Allis, WI

The project involved structural design for a 19,200-square-foot addition to the existing facility.

#### **Public Works Building**

Mequon, WI

This facility is a 22,300-square foot building including a storage garage for municipal maintenance equipment and office space.

#### **Department of Public Works Garage**

Pewaukee, WI

This was an 8,000-square-foot clear span building for housing equipment and for maintenance work on that equipment belonging to the Department of Public Works.

#### Fire Equipment Storage Facility

Fort McCoy, WI

Preparation of the plans and specifications for a new 6,000-square-foot fire equipment storage building with connecting corridor to the base fire station. Project also included surveying and site plan. Maintenance and Storage Facility Projects

#### **Quad/Graphics Repair Garage**

Martinsburg, WV

GRAEF was retained to provide architectural, structural, site-civil, and MEP engineering services for a 15,000 square foot repair garage for Quad Graphics. The project included six truck bays, including a wash bay and a tractor service pit. Four of the bays are drive through front to back. The project also included an office, parts area, toilet rooms and showers. A gas heating system was installed as a stand-by system to heat the building.

# Portage County Highway Department Garage Addition



Client:
WisDOT

Services:
Architectural
Engineering
Structural Engineering
CMI Engineering
Landscape Engineering

Location:
Portage, Wi
Project Data:

16,150 sf Addition

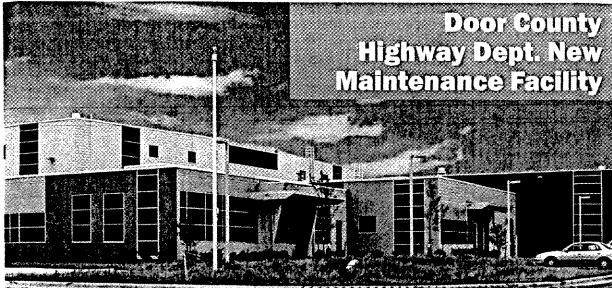
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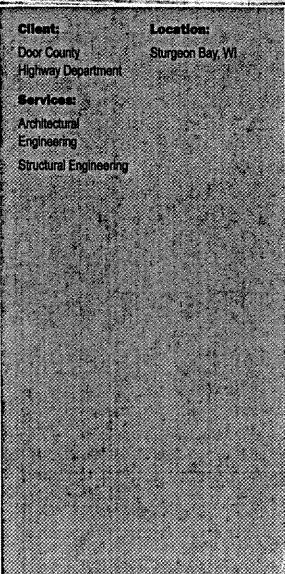


GRAEF provided a feasibility study for an addition of 16,150 square feet of additional vehicle storage space at the Portage County highway department garage. The purpose of the addition was to provide inside, heated storage for vehicles and equipment that were previously kept outside or in cold storage.

In addition to providing a proposed layout and construction cost opinion, GRAEF developed a cost justification study based upon reduced maintenance and more rapid winter start-ups.

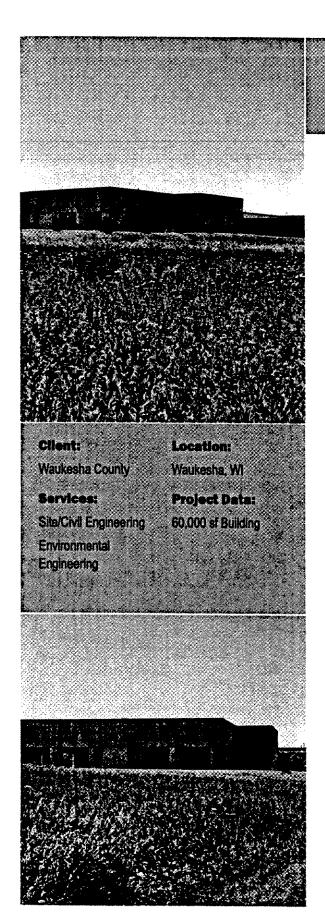
During an earlier phase of this highway garage project, GRAEF provided design services for the new highway department facility including the building and associated fueling, salt storage, and outdoor facilities. During this initial project phase, the facility provided one central operation center for the highway department.





GRAEF provided engineering design services, as a subconsultant to the architect, for Door County's new highway maintenance facility. The facility was designed for a new location in the City of Sturgeon Bay and included the following:

- 50,000–70,000 square foot maintenance building
- 18,000 square foot cold storage building
- Service garage with service bays
- Vehicle parking for vehicles and equipment pieces
- Maintenance shops: welding, carpentry, and tire repair
- Stockroom and catalog ordering room
- Bulk fluids storage
- Parts wash
- Battery storage
- · Locker rooms for men and women
- Lunch room/training room facility
- Committee meeting rooms
- Highway Department administrative offices



## Waukesha County Central Maintenance Facility

GRAEF provided planning and design for the development of a 60,000-square-foot building on an existing site. The building is designed for vehicle storage and administration. It replaced an existing 60-year-old facility, which was demolished. The project's scope included developing a schematic design from the client's program, followed by development of construction documents, bidding, and construction observation.

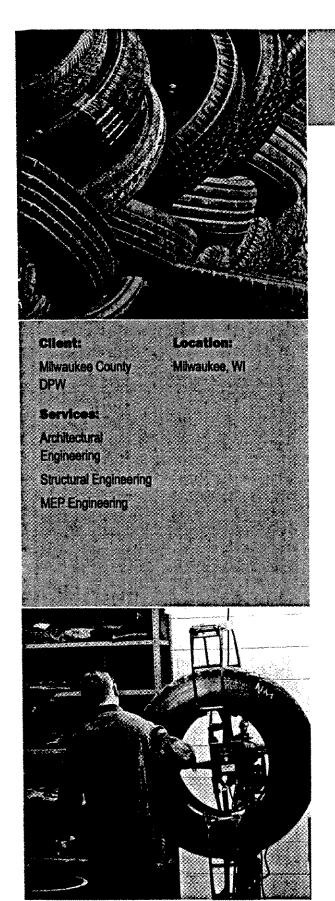
The main challenge lay in the site development. The existing site included a grade difference of 30 feet, as well as significant drainage and utility considerations. The final design includes a level 'platform' for the main building and ancillary structures, as well as space for yard storage, and expansion of the main building to include a future vehicle maintenance bay.

The soil removed to create the working platform was used to create a berm to partially hide the working parts of the site from view on a major arterial road. GRAEF provided design and construction of a new fueling facility to service Waukesha County maintenance and service vehicles.

Environmental considerations and an outdated open-to-the-air fueling station at the client's facility prompted the design and construction of a new fueling facility. The new facility consists of:

- Above ground storage tanks
- Emergency generator provisions for future compressed gas fueling
- Fuel dispensers with card reader-recorders located under at 30-foot by 30-foot canopy

All facilities use the latest technology to meet state and federal environmental regulations. This facility is located, and will remain, a part of a newly developed central maintenance facility for Waukesha County.

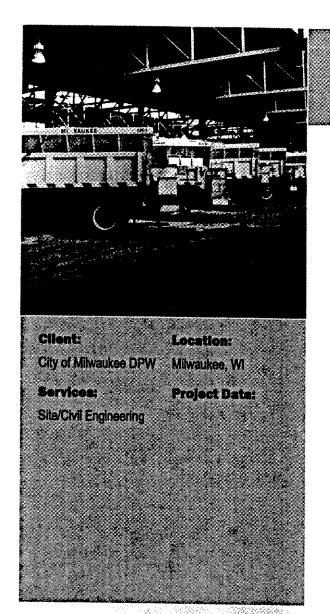


# DPW Tire Shop Relocation

GRAEF assisted the City of Milwaukee Department of Public Works (DPW) to relocate the operations of its tire shop to an existing 8,260 square foot location. GRAEF provided engineering and architectural design services to renovate the existing building chosen by the DPW to house the tire shop operation. The move provided an ideal opportunity to evaluate and enhance the efficiency of the tire shop operation by using lean process principles.

GRAEF staff observed tire shop employees at work to document the existing operations. Value stream mapping was used to evaluate the operations and various options to improve the workflow. GRAEF also prepared and administered a questionnaire-style survey to gather information from the tire shop employees. The survey focused on significant issues affecting the way that work was performed and seeking advice on ways to improve the process. The project team also reviewed tire usage records to determine the proper mix and quantity of tires to keep on hand. Various storage rack options were also evaluated to ensure the safe handling and storage of the 1,400 tires that would be kept on site.

GRAEF worked closely with the tire shop manager and other key employees on the project team to develop the final work cell and facility configuration. The tire changing and tire repair work cells are situated to reduce process time by minimizing the travel distances between the various operations. Improved equipment layout within the work cells also reduces process time by eliminating wasted movement and product handling.





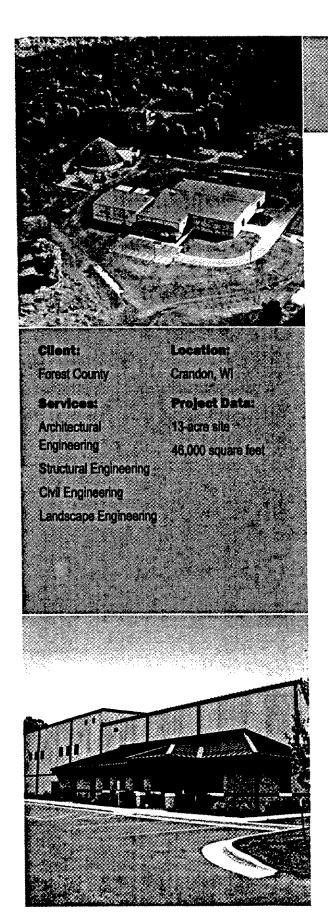
# DPW Northwest Garage Improvements

GRAEF assisted the City of Milwaukee Department of Public Works (DPW) to study the operations of its Northwest Garage Repair Shop. The Northwest Garage is used primarily for salt truck storage and repairs of the department's truck fleet. The study focused on enhancing the efficiency, safety and security of the repair shop operation.

GRAEF surveyed the repair shop employees and managers to gather information about the repair shop operations. The survey focused on significant issues affecting the way that work was performed and seeking ways to improve the operations. GRAEF staff also observed repair shop employees at work to document the existing operations. Two private truck repair operations were also observed and evaluated to develop a benchmark of efficiency.

GRAEF developed four alternative facility configurations and construction cost estimates of all the alternatives for evaluation by the DPW. Key recommendations included repositioning the truck repair bays to take advantage of clear space overhead to allow full lift of the trucks to make working on the vehicles easier; modifications to the building to improve access and reduce jockeying vehicles inside the repair shop; and improved lighting, heating and ventilation to enhance the working environment.

Two alternative site configurations were also proposed to accommodate the construction of a new vehicle wash building, improve vehicle circulation around the building and reduce conflicts between employee vehicles and the department trucks.



# Forest County Highway Dept, Central Maintenance Facility

GRAEF provided planning, design and construction services for Forest County's new highway maintenance and storage facility. The new structure is situated on a 13-acre, improved site and totals 46,000 square feet. New administrative office and meeting space is also included for the highway commissioner.

Other site improvements incorporate a salt storage dome and new fueling facilities that are shared with several other county departments. The facility has on-site water supply and wastewater treatment systems.

The maintenance and storage building contains 16 bays. There are 8,250 square feet of maintenance space and 31,000 square feet for storage. Half of the storage space is unheated. An additional 3,400 square feet of parts inventory and storage is provided in a mezzanine located above the office area. Other improvements include an overhead crane and a vehicle lift. The building layout employs an efficient vehicle-circulating pattern, which was designed to allow equipment to enter and be moved without adversely impacting other repair operations.

The facility was designed to be functional, yet economical to build and operate. Design of the structure to minimize heat loss was a critical issue. Overall project costs including all site improvements, with the exception of the WisDOT funded salt building, are approximately \$2.6 million, which satisfied client budget limitation.

# Joseph J. Schuller, AIA, LEED AP

Principal-In-Charge

Joe has 20 years of experience in the management and architectural design of facilities. His specific experience involves facility layout including space utilization and personnel requirements.

#### **Professional Registration:**

Professional Engineer: Wisconsin, Indiana, Missouri, Minnesota, Illinois, Michigan

#### **Education:**

M.S., Architecture, 1988 University of Wisconsin Milwaukee, WI

B.S., Architecture, 1985 University of Wisconsin Milwaukee, WI

# City of Palos Hills, IL – Project Manger, Project Architect.

Programming, space planning, and architectural design for retrofit work on two separate buildings. Building needs analysis elements included department head interviews, current area usage surveys, and a matrix illustrating proximity and area requirements. Interior renovation plans were developed to allow for most efficient space use in both buildings. Specific space elements included new entrance designs for renovated city hall and police department facilities, state-of-the-art detention facilities, and a new lunchroom addition. GAS also provided construction review services, including all submittal review and quality assurance measures.

 Building/site programming, layout, and architectural design for multi-use city recreation center. Project included a new 6,000-square-foot senior pavilion addition and design of a three-acre adjacent park.
 Center and park will define the "town center" for City.

### Village of Pewaukee, Pewaukee, WI - Planner.

- Space needs analysis for all departments, including personnel interviews and preliminary plan layouts.
- Siting study to determine best locations for buildings.

City of Milwaukee Department of Public Works Parking Enforcement Programming Study, Milwaukee, WI - Project manager for study to determine space needs of the parking enforcement unit. GAS prepared space attribute assessments, including photographing existing space layout, to obtain information on security, privacy, adjacent areas, furniture, and environmental systems (heating, ventilation, power, plumbing) of all existing work stations and offices. GAS also prepared and distributed staff questionnaires and shadowed staff to determine their daily movements and space needs. After compiling the data gathered through the questionnaires and shadowing, GAS met with the managers and, with their approval, determined space improvements and developed diagrams showing proposed space layout improvements.

City of Mequon, WI – Project manager and planner for programming, space planning, and preliminary design of 15,000-square-foot addition to existing City Hall building. The owner's consultant for the design/build project included preparation of RFP and specifications. Construction cost: \$1.75 million. Various building locations were explored on the site before determining the best alternative. Programming work included interviews with department heads, analysis of existing work stations, and a proximity survey distributed to all employees. Numerous layout options were investigated before final schemes were reviewed an approved by the City Building Committee.

## Joseph J. Schuller, AIA, LEED AP

Principal-In-Charge

#### Milwaukee County Department of Public Works

- Planner. Prepared building/site program and layout for highway maintenance facility. Support buildings totaling over 100,000 square feet were planned, and plans for three separate 10-acre sites were developed. Included development of preliminary site and building plans. The program has been developed with extensive information from the client's operating personnel.

City of Milwaukee Department of Public Works, Relocation/Consolidation Feasibility Study, Milwaukee, WI – Project manager for feasibility study to relocate and consolidate DPW and Water Department facilities. GAS provided operational analyses, space programming, site design, facility layout, and cost estimates to construct the 233,000-square-foot facility on a 9.8-acre site. The new facility offers office space, personnel support areas, shop space, vehicle storage, and warehousing for the operations and 480-person staff of the two departments.

Milwaukee Water Works – Project architect for design of multi phased project including programming and layout of 40,000 square feet office/space and personnel support areas, along with new 16,000-square-foot garage. Total construction cost: \$1.2 million.

City of Milwaukee Department of Public Works, ZMB Fifth Floor Renovation, Milwaukee, WI – Project manager

## Patrick H. Fehrenbach, AIA, LEED AP

**Project Manager** 

Over Pat's 20 year career as an architect, he has worked with a wide range of client and project types. He has become an accomplished Project Manager who emphasizes responsive personal attention to each client with which he works. Pat possesses experience with a wide range of facility planning and design tasks. His technical experience includes project management, space planning, programming, design, and construction documents to name some.

#### **Professional Registration:**

Licensed Architect: WI

#### **Education:**

B.S., Architecture, 1989, University of Wisconsin-Milwaukee

"Pat is on top of his jobs like no one I have ever worked with. He communicates extremely well and is really, really good at what he does. I trust him implicitly. He is efficient and is very proactive on his work."

> Mike Mallon American Stores Properties

"He would get back to us right away with an alternate solution or new direction to take things. On that same note, he's also a good problem-solver."

Neil Ribarcheck Grand Avenue Mall

"What I like best about our project manger Pat is that you can ask him to do something and he gets the job done. I have found Pat to be very thorough,"

> Tom Stonehocker Albertson's/Osco's

#### Facility inventories:

Pat has worked with several clients over the years who have had multiple facility locations across Wisconsin, or across the Midwest. Pat has assisted these clients with the assessment of these existing facilities to determine current utilization as well as their need or feasibility to expand.

#### Programming & Space planning:

Whether working with clients on new facilities or existing, Pat has assisted clients by first helping them assess their needs and then developing plan options that address these needs.

#### Site Selection / Evaluation:

Pat has worked directly with clients or their agents to determine the feasibility of developing a selected site. By working with the local municipalities to determine site requirements and generating preliminary site plan schemes, Pat has generated site evaluation reports for clients to use to determine the feasibility of developing specific sites.

#### Cost estimating:

By either working with a selected contractor or utilizing historical construction costs, Pat has been able to give clients construction cost estimates on their proposed projects.

#### Coordination/Communications:

One of the keys to any successful project is proper coordination and communication between all team members. Pat has been very successful at achieving this on past projects, whether it be via weekly reports or periodically scheduled meetings.

### Jay D. Jensen

### Schematic Planning/Layout/Design

Jay possesses extensive experience in the architectural design of buildings and related structures. He provides design, programming, space planning, construction documents and construction cost estimate services.

Specialized fields of expertise for Jay include architectural/engineering Building Information Management (BIM), 3D modeling, photo realistic computer rendering and animations. Jay has developed numerous project displays to assist clients in visualizing various project elements.

#### **Education:**

B.S., School or Architecture and Urban Planning - Architecture, 1988

University of Wisconsin-Milwaukee

City of Palos Hills, Palos Hills IL – Space planning, architectural design including computer generated renderings and animations and construction documents for retrofit work on two separate buildings. Building needs analysis elements included department head interviews, current area usage surveys, and a matrix illustrating proximity and area requirements. Interior renovation plans were developed to allow for most efficient space use in both buildings. Specific space elements included new entrance designs for renovated city hall and police department facilities, state-of-the-art detention facilities, and a new lunchroom addition.

Department of the Army, Fort McCoy, WI – Renovation program involving over 80 buildings including energy conservation efforts. Tasks included the upgrade of HVAC and electrical equipment, as well as improvements to the aesthetic quality of existing buildings.

Forest County Highway Department Maintenance and Storage Facility, Crandon, WI — Project architect for a new highway garage facility. Facilities include 8,250 square feet of maintenance space and 31,000 square feet for storage, including drum racks. An additional 3,400 square feet of parts inventory and storage was provided in a mezzanine located above the office area.

Delco Electronics, Oak Creek, WI – Space programming followed by design for renovation of employee support facility, computer room, training rooms/conference rooms and offices.

S.C.Johnson & Son ,Waxdale, Racine, WI – Space planning design, photo realistic renderings, animations and construction plans for renovation and additions to building. Space needed to accommodate 40 staff and involved a new 15,000 office that would consolidate all personnel and support spaces to improve communication among team members.



# Memorandum

To: Honorable Mayor Walsh

Members of the Board of Public Works

From: Karen Heyrman, P.E.

Assistant City Engineer

Re: Approve Bid for Project 10-07 Asphalt, Sewer, and Curb Repair

Date: April 6, 2010

Discussion: The following bids were received for Project 10-07:

Contractor Bid Amount

Northeast Asphalt, Inc. \$858,671.14

MCC, Inc \$950,925.30

City Purchased Castings:

Neenah Foundry Company \$ 17,808.00

Recommendation: The total cost with City supplied castings is \$876,479.14. The 2010

budget included \$905,000 for this project. The recommendation is to

accent the bid from Northeast Asphalt, Inc. in the amount of \$858,671.14 to be completed with City supplied casting where

applicable.

ſ						ER NO. 1	BIDDER NO. 2	
PROJECT 10-07 ASPHALT CURB & SEWER REPAIR					Vortheas	t Asphalt, Inc.	M.C.C., Inc.	
					UNIT		UNIT AMOUN	
				PRICE	AMOUNT BID	PRICE	BID	
	FFFT C	1 (3 (H20)	OTT /	- '	INOL	/WOOIT DID	111100	<u> </u>
NO.	<u>ITEM</u> F STREET MANAGEMENT - OVERLAYS	UNIT	QTY					
		SY	465	\$	10.00	\$4,650.00	\$4.00	\$1,860.00
	Type C Lawn Replacement 6-inch P.V.C. Sewer	LF	1,165	\$	24.42	\$28,449.30	\$25.00	<u> </u>
	12-Inch P.V.C. Sewer	LF	2,386	\$	33.40	\$79,692.40	\$35.00	
	Manholes	VF	40.5	\$	265.00	\$10,732.50	\$290.00	\$11,745.00
	Inlet Type-B	EA	30	\$	1,755.00	\$52,650.00	\$1,800.00	
	Type A Field Inlet	EA	3		1,025.00	\$3,075.00	\$1,200.00	\$3,600.00
	Concrete Curb & Gutter (24-inch Type D)	LF	3,606	\$	19.75	\$71,218.50	\$20.10	
	Deformed Reinforcement Bars	EA	116	\$	6.00	\$696.00	\$8.00	<u></u>
	Curb & Gutter Mud Jacking	LF	1,731	\$	3.50	\$6,058.50	\$4.00	<del></del>
	Removing Curb & Gutter	LF	3,606	\$	1.00	\$3,606.00	\$2.00	\$7,212.00
	Removing Concrete Sidewalk	SY	25	\$	6.00	\$150.00	\$10.00	\$250.00
	Remove Manholes	EA	2	\$	150.00	\$300.00	\$900.00	\$1,800.00
	Remove Inlets	EA	2	\$	150.00	\$300.00	\$700.00	\$1,400.00
	Excavation Common	CY	50	\$	5.95	\$297.50	\$12.00	\$600.00
	Base Aggregate Dense 3/4 inch	TON	50	\$	0.01	\$0.50	\$16.00	
	Pulverized and Re-laid pavement	SY	4,134	\$	1.33	\$5,498.22	\$1.00	
	Asphaltic Material PG64-22	TON	570.8	\$	1.00	\$570.80	\$100.00	\$57,080.00
	Tack Coat	GAL	1,787	\$	3.50	\$6,254.50	\$4.00	
	HMA Pavement Type E - 1	TON	9,284	\$	51.95	\$482,303.80	\$48.90	<del></del>
	Salvaged Asphaltic Pavement Milling	SY	71,344		0.43	\$30,677.92	\$0.90	
	Curb Ramp Detatchable Warning Field Yellow	SF	8	\$	33.00	\$264.00	\$38.00	
	Concrete Sidewalk 4-inch	SF	220	\$	3.25	\$715.00	\$3.80	
	Re-Constructing Manholes	EA	16	\$	750.00	\$12,000.00	\$700.00	<u></u>
	Adjusting Manhole Covers	EA	49	\$	335.00	\$16,415.00	\$600.00	
	Adjusting Inlet Covers	EA	11	\$	440.00	\$4,840.00	\$360.00	
	Inlet Protection Type-A	EA	3	\$	100.00	\$300.00	\$50.00	
	Inlet Protection Type B	EA	19	\$	50.00	\$950.00	\$60.00	
	Sawing Asphalt	LF	3,179	\$	0.80	\$2,543.20	\$3.50	
	Sawing Concrete	LF		\$	1.50	\$390.00		
<del>}</del>	ASPHALT STREET MANAGEMENT - OVER	<del></del>	L	<u> </u>		\$825,598.64		\$921,950.30
ASPHAL	T - VARIOUS LOCATIONS	L						
	Small Pavement Patch	SY	190	1	\$39.00	\$7,410.00	\$20.00	\$3,800.00
	Large Pavement Patch	SY	225		\$25.50			
	Mill and Pavement Patch	SY	850	T	\$22.50		\$21.00	
<u></u>	Excavation Common	CY	50	l	\$6.00			
1	Base Aggregate Dense 3/4 inch	TON	50		\$10.00	<u> </u>		
	TOTAL ASPHALT - VARIOUS			\$33,072.50		\$28,975.00		
				\$950,925.30				
1	GRAND TOTAL			\$858,671.14		3430,443.30		

### **QUOTATION**

Q581810

CITY OF DE PERE 925 S SIXTH STREET

DE PERE WI 54115

Atin: Dan Simonson Phone #: (920) 639-1094 Fax#: (920) 339-4071

NEENA FOUNDRY COMP

> PO Box 729 Neenah, WI 54956 Direct Phone: (920 729-3664 Fax: (920) 729-3661 mhurda@nfco.com

DATE: March 30, 2010

REFERENCE:

We are pleased to submit the following quotation in accordance with your request

Quantity		Catalog No.	Description			Each Wt.	Price	Units
10	Sets	R-1500	FRAME, type A,	non-rock, G	L	190#	\$212.00	/Set
			SOLID LID, type B, non-rock, GI, 1 open pick			91#		
			TOTAL OF	10 Sets	R-1500	\$2,120.00		
55 Sets	Sets	R-1500	FRAME, type A.	non-rock, G	Ī	190#	\$222.00	/Set
			SOLID LID, type	B. non-rock	, self-seal, GI, 2 f pk 22	642 92#		
			TOTAL OF	55 Sets	R-1500	\$12,210.00		
5 Sets	Sets	R-3246-A	FRAME, type N,	reg seat, GI,	2 position lug, 2 bolt sl	ots 196#	\$475.00	/Set
			GRATE, type R,			218#		
			CURB BOX, typ	na-grip 143#				
			TOTAL OF	5 Sets	R-3246-A	\$2,375.00		
3 Each	Each	R-2100	GRATE, type A,	non-rock, G		97#	\$106.00	Each
			TOTAL OF	3 Each	R-2100	\$318.00		
			4 Inch Frame					
5 Eac	Each	R-1689	FRAME, type A,	non-rock, G.		172#	\$107.00	Each
			TOTAL OF	5 Each	R-1689	\$535.00		
	IUTA	L ESTIMATED (Exclud	WEIGHT: 22,2 ingSkids)	56 lbs		OTATION VALUE = Excluding Freight) =	\$17,558.00	
					ESTIN	AATED FREIGHT:	\$250.00	

Neenah Foundry Terms & Conditions apply and are available by fax or mail upon request. Castings furnished unpainted. Quantities are approximate, changes could alter unit prices. Estimated freight based on above quantities shipping in one complete shipment. Any order submitted pursuant to this quotation shall not result in a contract until it is accepted and acknowledged in writing by Neenah Foundry Company (SELLER).

Prices are valid on orders entered within 30 days from date of quotation, with shipment at earliest availability. All orders are subject to review of buyer's credit status. Standard terms for qualified customers are Net 30 Days. Prices do not include tax. If tax exempt, please provide a sales tax exemption certificate at time of order.

**NEENAH FOUNDRY COMPANY** 

Page 1 of 1

Marilyn Hurda - Sales/CSR

FOB NEENAH WI



# Memorandum

To: Honorable Mayor Walsh

Members of the City Common Council

From: Karen Heyrman, P.E.

Assistant City Engineer

Re: Approve west side interceptor inspection

Date: April 7, 2010

Discussion: City staff is requesting approval to inspect the west side interceptor for

H<sub>2</sub>S problems. The first quote is to perform a scratch test of the manhole surface to determine if there are any structural issues. The

second quote is to televise the pipe along sections where it is

determined that the manhole surface is soft.

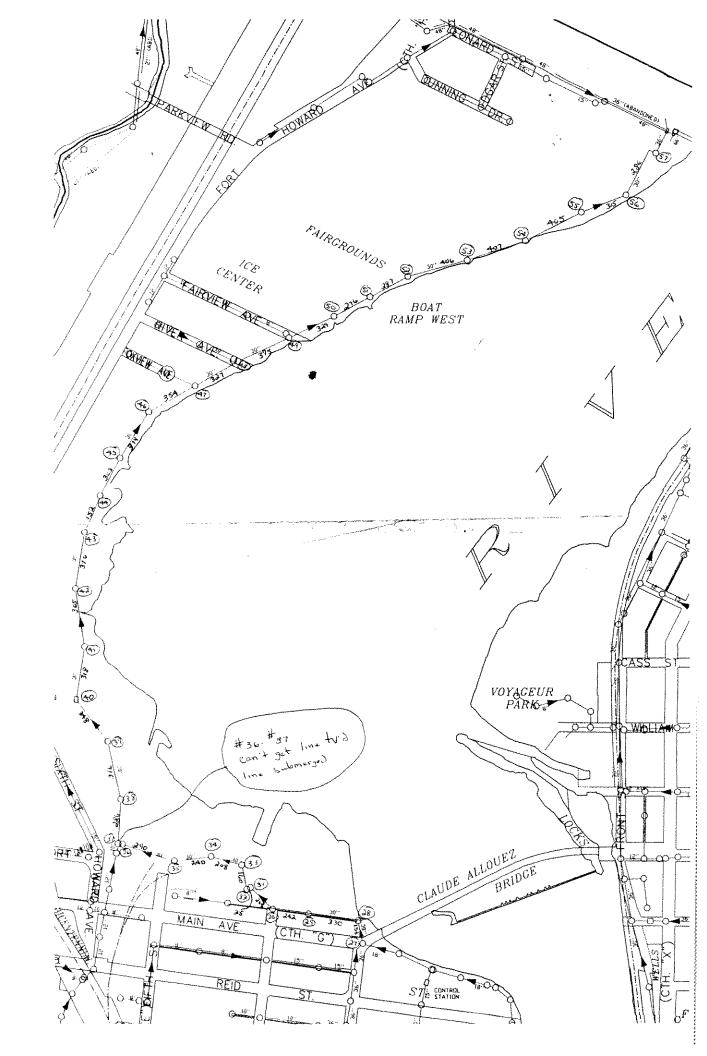
Fiscal Impact: Manhole Inspection: \$1,845

Televising Pipe: \$4,250 Total Cost: \$6,095

Recommendation: To approve the west side interceptor inspection. Cost to inspect the

manholes and televise the 30" pipe will be funded by the Waste Water Fund with monies budgeted in projects 10-13 Sewer Repair, and 10-15

Televising.





# Memorandum

Date:

March 29, 2010

To:

Honorable Mayor Walsh

Members of the Board of Public Works

From:

Al Luberda

Street Superintendent

Subject:

Purchase of New Sewer Camera Truck

Discussion:

The Street Department received only one bid for this equipment project.

Recommendation:

To purchase a new Sewer Camera Truck from Envirotech Equipment

Company, for a net purchase price of \$73,873.00.

In our 2010 Public Works budget, we have budgeted \$70,000 for this purchase. The remaining funds will come from the fund balance of the

capital account from the wastewater treatment services fund.

# 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:

April 5, 2010

Subject:

Discussion of 65-Gallon Garbage Carts

The City needs to attempt to try and promote residents to recycle. One-way to promote recycling is to encourage the purchase of a smaller 65-gallon garbage carts instead of the larger 95-gallon garbage carts. Currently our data shows that majority of the residents will purchase a 95-gallon cart. The pricing of the carts are \$65 for a 95-gallon cart and \$50 for a 65-gallon cart. Staff would like the BOPW to consider reducing the fees for the 65-gallon carts and increasing the fees on the 95-gallon carts. This would provide an incentive to purchase the 65-gallon cart and provides a disincentive to purchase the 95-gallon cart. Staff would suggest for every dollar the 65-gallon cart prices are decreased that the 95-gallon cart prices are increased by the same amount. An example would be a \$10 decrease in the 65-gallon cart would result with the price of the 65-gallon carts being \$40 and the 95-gallon carts being \$75.

This also will save the City money by decreasing our tipping fee costs. The capacity of 95-gallon cart is 335 lbs. The capacity of a 65-gallon cart is 224 lbs. The difference between the two is 111 lbs. Based on weekly pickup, this could be a reduction of up to 111 lbs. per week and could total 5,772 lbs. at year end which equates to 2.89 tons. The charge per ton for tipping fees in 2010 is \$37.10 per ton. The City could save up to \$107.22 per resident if the residents were encouraged to reduce solid waste and increase their recycling habits by using a smaller garbage cart.

Staff recommends reducing the 65-gallon carts to \$25 and increasing the 95-gallon carts to \$90.

# CITY OF DE PERE

335 South Broadway
De Pere, WI 54115
Fax No.: 920/339-4049
Web: http://www.de-pere.org



#### **Parking and Traffic Team**

March 30, 2010 Minutes

☑ Scott Thoresen

☑ Ken Pabich

☑ Dale Haagen

#### Traffic:

### 1. Request by BOPW to review parking on Crestview.

Dale had the area monitored by staff when time was available. While there are vehicles parking on Crestview there is no justification to post the area for no parking.

#### Signage:

### 2. Request by BOPW to review stop signage at Adams and Irwin.

Dale checked to see if there is traffic warrants justifying addition signage. At this time, there are no warrants. In general, there seems to be a growing concerned with un-signed intersections in the City. The Street Department is working on a sign inventory for the entire City. Once this project is complete, the team can review all of the un-signed intersections and determine if a new policy should be recommend to the Board of Public Works.

### 3. Request by resident for no left turn at O'Hearn and Chicago (update).

The team reviewed the date that is being collected for O'Hearn and the intersection. Based on the early spring conditions, Scott will have the street department collect traffic data. All of the data should be ready for the next meet so a recommendation can be made

#### Ordinances:

### 4. Review of parking ordinance for parking stalls located by Thilmany.

Staff received a request for some long term parking in the west lot known as the River lot. After researching the request, staff noticed that there are some possible errors on the existing code for this area. The team recommended that the code should be updated to account for the correct numbers of stalls and to add 5 long-term parking stalls if the lease with Thilmany permits it. Once the ordinance is updated, it will be presented to the Board of Public Works.

- 5. Other None
- 6. Future Agenda Items None