

CITY OF STEVENS POINT
BOARD OF PUBLIC WORKS MEETING
February 8, 2021 - 6:25 PM
(or immediately following previously scheduled meeting)
Join Zoom Conference Call Meeting
Dial in #: +1-312-626-6799 US (Chicago)

<https://us02web.zoom.us/j/82473569436>

Meeting ID: 824 7356 9436 | Passcode: 305693

(A quorum of the City Council may attend this meeting)

AGENDA

Roll Call

Informational

1. Director's Report
 - a. Business 51 (Division and Church Streets) Reconstruction
 - b. 2021 Street Improvement Project

Discussion and Possible Action

2. To approve the Ordinance Amendments in Section 9.05 as it relates to parking.
3. To accept the proposal from Barrientos Design and Consulting for a facility requirement and site identification study for a new Public Works Facility in the amount of \$22,853.00.

Adjourn

Meeting Rider

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD # 346-1556 or by mail at 1515 Strong's Ave., Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00p.m.

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



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

Streets Department:
Phone: 715-346-1537
Fax: 715-346-1687

February 3, 2021

DIRECTOR OF PUBLIC WORKS REPORT
Scott Beduhn

1. Engineering Division

- **Sidewalk Continuation**
 - Staff is still working through the finalization of a sidewalk prioritization model and preparing a draft of the Sidewalk Continuation Plan report.
- **Stanley Street at North Point Drive Intersection Improvements:**
 - Nothing new to report.
- **TAP Grant**
 - All work related to the TAP Grant is complete.
 - Staff are working with the DOT on reimbursements and finalizing the project.
- **East Park Commerce Center**
 - The contractor has completed all utility work and the temporary road. All remaining work will be completed in the spring.
- **Country Club Drive**
 - Nothing new to report.
- **Business 51 (Division and Church Streets) Reconstruction**
 - AECOM and City staffs are working to further develop the alternatives based upon the input from the first round of public involvement.
 - A stakeholder group meeting is scheduled for February 9, 2021 to review the alternatives being brought forward.
 - The second round of public engagement is anticipated for late February/early March.
- **2020 Street Improvement Project**
 - All work has been completed. The contractor will return in the spring to address any remaining punch list items and warranty issues.
- **2020 Road Resurfacing Project**
 - All work has been completed. The contractor will return in the spring to address any remaining punch list items and warranty issues.

- **McDill Monitoring and Control Project**
 - Staff has made a formal request to the DNR for Bid Approval.
 - After bid approval the DNR will prepare an official grant award.
- **2020 Alley Improvement Project**
 - Engineering staff is working to identify an expanded alley improvement to be bid in the late winter.
 - Staff will be asking to encumber the capital funds set aside for alley improvements for 2020 to be used in the 2021 project.
- **2020 Fall Paving Project**
 - All work has been completed although we anticipate returning in the spring to touch of the swales along Kozy Street as may be necessary by placing additional topsoil and grass seed.
- **2021 Streets Improvement Project**
 - Gremmer & Associates, Inc. is working diligently on the engineering and has submitted approximately 80 percent review stage plans and specs for staff review.
 - The second of two public involvement meetings will be held on Tuesday, February 9, 2021 via Zoom. The intent of the meeting is to continue the dialog with impacted property owners and stakeholders.
- **Plover River Crossing Trail Project**
 - Rettler has issued an RFP for Geotechnical services and should be receiving a proposal for the work very soon.
- **Additional Miscellaneous Projects:**
 - The Engineering Department continues to work on improving the data management for public information as well as internally for decision making and planning for future capital projects.
 - Public Works is working in collaboration with Sara Brish at the Stevens Point Area Convention and Visitors Bureau on the replacement of existing wayfinding signs.
 - Sara has acquired grant funding to assist with the cost of purchasing the signs.
 - Engineering Staff continues gathering survey data and researching right of way for proposed 2021 and 2022 roadway projects.
 - Working with WisDOT regarding a new Memorandum of Understanding with regards to snow removal on the HWYs 10/66 bridge over I39.
 - WisDOT has addressed the various design concerns that were expressed early in the project.
 - WisDOT has also proposed some aesthetic upgrades that will benefit the City.
 - As currently proposed, staff would be willing to accept the responsibility for snow removal.
 - Staff anticipates receiving a revised Memorandum of Understanding (or State/Municipal Agreement) for consideration in March.

2. Streets Division

- **Street work**

- Continued Garbage and Recycling operations.
- Sign work continued.
- Building maintenance and repair.
- Patching Continued.
- Repairs of Equipment continued.
- Winter Snow and Ice control Operations continued.
- Removed Holiday decorations.
- Hauled Snow to Iverson/E Maria.

- **Equipment maintenance/garage**

- There were a total of 112 repair orders completed in the month of January. When broken down by department there were;

Water	1
Engineering	0
Inspection	0
Police	18
Parks	20
Fire	4
Streets	69

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

- 115 signs were replaced or added, 4 because of accidents, 1 for maintenance, 1 was vandalized, 19 had an ordinance change, 6 were installed, 8 were replaced and 76 were updated.
- 28 poles were replaced or added, 3 because of accidents, 20 for usual maintenance, 2 were moved and 3 were replaced
- Installed ballot kiosks at the Courthouse and at Drefus Center.
- Took down Christmas decorations and lights.

- **Garbage/recycling/yard waste/drop-off**

- Garbage and recycling carts repaired/replaced/distributed as needed.
- Regular solid waste collection completed.
- Regular recycling collection completed.
- City drop-off operations were completed.

- **Leave**

- 238 hours of sick, 446 hours of vacation time was utilized and 160 hours unpaid time.

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



Public Works

Engineering Department:
Phone: 715-346-1561
Fax: 715-346-1650

Streets Department:
Phone: 715-346-1537
Fax: 715-346-1687

January 27, 2021

To: Board of Public Works

From: Scott Beduhn, Director of Public Works

Re: Ordinance Amendments

The Ordinance Amendment of Section 9.05(a)9 and 12, amending No Parking 8:00 A.M. to 4:00 P.M., the Amendment of Section 9.05(g)15, 48, and 49, repealing No Parking, the Amendment of Section 9.05(e)18, repealing 30 Minute Parking, the Amendment of Section 9.05(e)16, amending 30 Minute Parking, the Amendment of Section 9.05(k)25, amending Loading Zones, the Amendment of Section 9.05(ag)11 creating Two Hour Parking 7:00 A.M. to 5:00 P.M., and the Amendment of Section 9.05(g)43, repealing Two Hour Parking, are the result of continued efforts organizing and streamlining the Code of Ordinances to be consistent with what is currently signed and enforced in the field, and to be more consistent with a unified time restriction.

The Ordinance Amendment of Section 9.05(ae)1, amending Four Hour Parking is a result of an error that was discovered with the amendments that were approved at the January, 2021 Common Council meeting. Four Hour Parking was intended to commence at Prentice Street instead of Smith Street.

If there are any questions, please do not hesitate to contact me.

Thank you.

**ORDINANCE AMENDING THE REVISED MUNICIPAL CODE OF THE
CITY OF STEVENS POINT, WISCONSIN**

The Common Council of the City of Stevens Point do ordain as follows:

SECTION I: That subsection 9 of Section 9.05(a) of the Revised Municipal Code, **No Parking 8:00 A.M. to 4:00 P.M.** is hereby **amended** to read as follows:

9.05(a) 9 On the north and south sides of Fourth Avenue from Illinois Avenue to a point 353 feet east, except Saturdays, Sundays, and Holidays.

SECTION II: That subsection 12 of Section 9.05(a) of the Revised Municipal Code, **No Parking 8:00 A.M. to 4:00 P.M.** is hereby **amended** to read as follows:

9.05(a) 12 On the north side of College Avenue from Division Street to Reserve Street, except Saturdays, Sundays, and Holidays.

SECTION III: That subsections 15, 48, and 49 of Section 9.05(g) of the Revised Municipal Code, **No Parking** are hereby **repealed**:

SECTION IV: That subsection 18 of Section 9.05(e) of the Revised Municipal Code, **30 Minute Parking** is hereby **repealed**:

SECTION V: That subsection 16 of Section 9.05(e) of the Revised Municipal Code, **30 Minute Parking** is hereby **amended** to read as follows:

9.05(e) 16 On the west side of Second Street from Clark Street to a point 68 feet North, between the hours of 8:00 A.M. and 5:00 P.M.

SECTION VI: That subsection 25 of Section 9.05(k) of the Revised Municipal Code, **Loading Zones** is hereby **amended** to read as follows:

9.05(k) 25 On the west side of Second Street from a point 68 feet north of Clark Street to a point 122 feet north of Clark Street, between the hours of 8:00 A.M. and 5:00 P.M.

SECTION VII: That subsection 1 of Section 9.05(ae) of the Revised Municipal Code, **Four Hour Parking** is hereby **amended** to read as follows:

9.05(ae) 1 On the north and south sides of Main Street from Prentice Street to a point 50 feet west of Rogers Street, except Saturdays, Sundays, and Holidays.

SECTION VIII: That subsection 11 of Section 9.05(ag) of the Revised Municipal Code, **Two Hour Parking 7:00 A.M. to 5:00 P.M.** is hereby **created** to read as follows:

9.05(ag) 11 All quadrants of Mathius Mitchell Public Square including all parking stalls within Municipal Parking Lot number 9, except for vehicle(s) in which such vehicle owner or driver is present and is actually engaged in the sale or offer for sale of the owner/driver's agricultural produce or other farm products.

SECTION IX: That subsections 43 of Section 9.05(d) of the Revised Municipal Code, **Two Hour Parking** is hereby **repealed**:

SECTION X: That subsection 96 of Section 9.05(g) of the Revised Municipal Code, **No Parking** is hereby **repealed**:

SECTION XI: These ordinance changes shall take effect upon passage and publication:

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: January 27, 2021
Approved: February 15, 2021
Published: February 19, 2021



Proposing to *amend*
"No Parking 8:00 A.M.
to 4:00 P.M."

Proposing to *repeal*
"No Parking"



BRIGGS ST.

ST.

COLLEGE AVE.

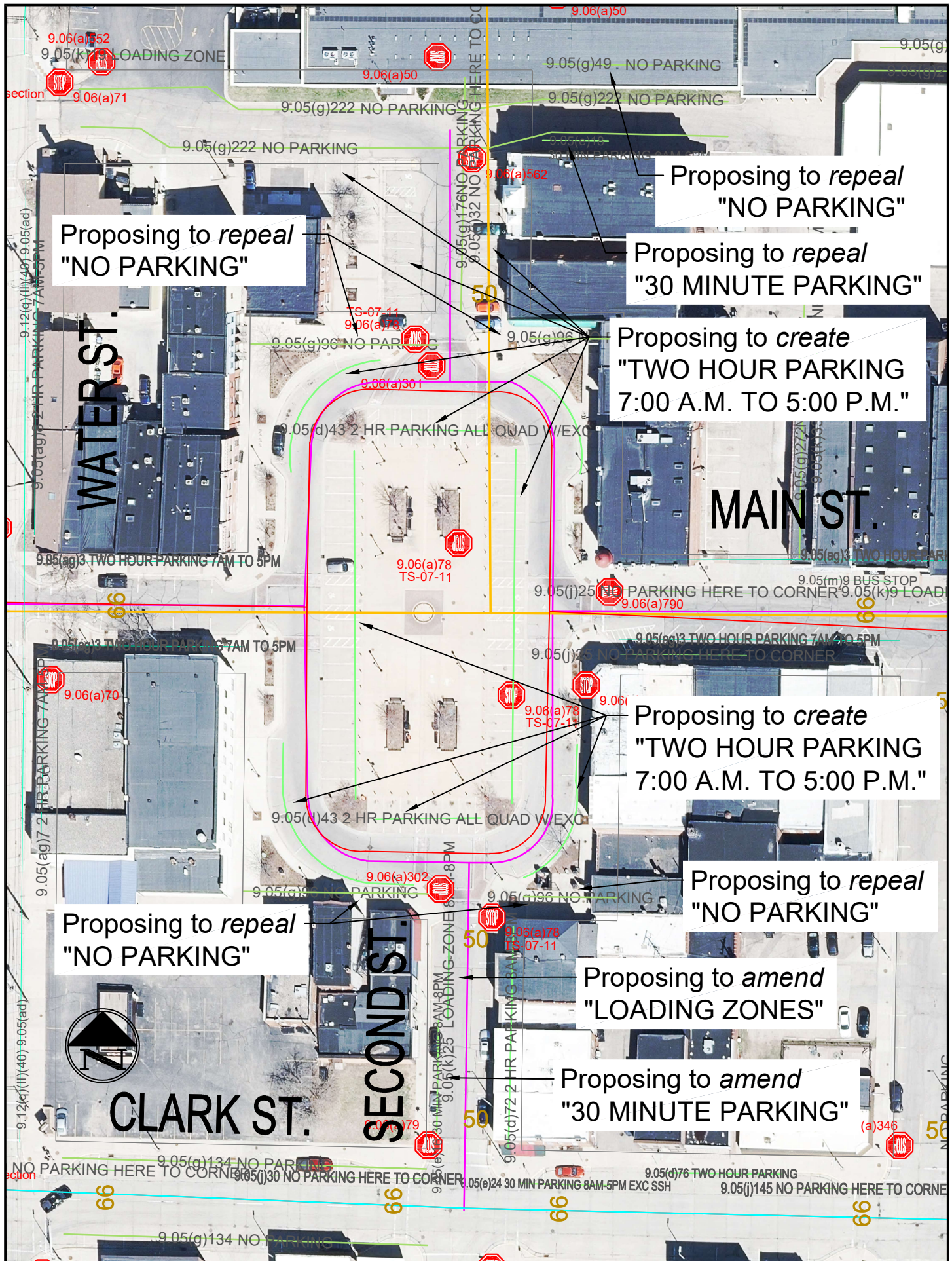
DIVISION ST.

ST.

RESERVE ST.

PHILLIPS ST.

Proposing to amend
"No Parking 8:00 A.M.
to 4:00 P.M."



January 26, 2021

Mr. Scott Beduhn
Public Works Director
City of Stevens Point
1515 Strongs Ave
Stevens Point, WI 54481

**RE: PUBLIC WORKS GARAGE FACILITY REQUIREMENTS PROGRAM & SITE
IDENTIFICATION
Architectural Planning Services Agreement R1**

Dear Scott,

In following with our discussions to date, Barrientos Design is pleased to present this Agreement for the development of a facility requirements program and a candidate site identification effort for a new DPW Garage facility.

PARTIES

The of City of Stevens Point, acting through the Public Works Department, is the Owner of the project. Barrientos Design & Consulting, Inc., is the Architect providing professional design services. The Agreement is effective on the date of the City signature below. The Parties agree to the following.

BACKGROUND

The existing Streets Garage is located on 7.5 acres of land adjacent to Bukolt Park off the River. The Main Garage building has 40,000 SF and there is one addition to the structure. Other Yard facilities include: a cold storage building, salt sheds, fueling station, parking areas, equipment storage and general stockpiles.

The Main Garage was constructed in the 1960's with very few major upgrades having occurred since then, leaving the building in poor condition. Moreover, continued investment in repairs would not be a sound investment and they would these alleviate the crowded working conditions.

To date, the City's future land use plan has designated for the Garage to be vacated so Park and Recreation uses can be expanded in place. Past requests by the DPW for building expansions have been turned down due to the City's intent to eventually vacate the site.

SCOPE OF SERVICES

With the intent of moving off to a new site, the DPW would now like to establish the space needs for optimal operations and determine likely parcel candidates where a full Garage redevelopment could take place. For this, Barrientos Design will provide architectural planning services in two Tasks, Facility Requirements Program, and Candidate Site Identification as described below.

TASKS 1 – FACILITY REQUIREMENTS PROGRAM

The facilities requirements program will quantify the amount of space needed for each room along with key architectural criteria such as heights, clearances and major equipment needs. For Yard functions, this will determine the facility requirements for bulk storage, parking, salting, fueling and stockpiling operations and size the acreage needed. Specific tasks and deliverables will include:

1. Interview key City staff on the operations of parking, repairs, storage, staff support and Yard functions.
2. Onsite, observe the flow of shop operations, vehicles, materials and personnel. Recommend the best relationship network the rooms should have to each other.
3. Intake facility data on: fleet composition, rolling stock, major fixed equipment, parts and bulk storage, mechanics, and operators. Sort out vehicles by those needing heated or cold storage, their weight and size, and their parking stall dimensions.
4. Create a fleet graphic of all vehicles to be parked both in heated and cold storage.
5. Recommend the optimal number of repair bays based on maintenance activity, level of fabrication, mechanics staffed and shop equipment to be used.
6. Project out what growth or changes are expected in the fleet, staff, material, salt and fueling to be used.
7. Develop an Optimal Room Program that identifies the needed space and configuration for the room. Compare recommended square feet against existing square feet and identify increases in SF.
8. Create an Optimal Yard Program identifying the size of yard buildings and the acreage required for movement, storage and expansion.
9. Develop a written facility program detailing the architectural needs of each major function.
10. Create a to-scale plan diagram reflecting the optimal room and yard program sizes and relationships. Compare this diagram against the current building and Yard layout.
11. Estimate an order of magnitude of costs for building and site development costs for an optimal facility.
12. Present the Facility Requirements Program in both a study report document and as a PowerPoint presentation to the City.

TASK 2 – CANDIDITE SITE IDENTIFICATION

Barrientos Design will identify up to eight candidate sites and screen these down to three sites for recommendation of further consideration. Specific tasks and deliverables will include:

- 1) Meet with City staff to establish site selection criteria. These will include items such as:
 - a) Parcel acreage
 - b) Network relationship to City-wide DPW functions and services.
 - c) Direction of City growth of services
 - d) Location of other DPW buildings and yard
 - e) Traffic patterns and roadway capacity
 - f) Roadway access or access points
 - g) Topography and grading
 - h) Stormwater pond potential
 - i) Utility service and connection locations
 - j) Soil type and foundation suitability
 - k) Potential for past hazardous uses and abandoned foundations
 - l) Zoning and Land Use conformance
 - m) Economic development impact of new Garage
 - n) Potential for neighborhood support
- 2) With staff review the City map and assign targeted areas for location.
- 3) The Architect will identify up to eight parcels that generally meet the facility requirements. We will use the GIS system and we will research properties for sale listed on realty sites. No realtor or brokers will be engaged for this stage.
- 4) Gather GIS data on the 8 parcels and for each develop a base area plan indicating general site conditions.
 - a) Plan information will include: parcel lines, curb-cuts, adjacent roadways, existing building footprints, adjacent land uses, topography, soil types and zoning ordinances.
 - b) Create a City area map indicating the candidate sites and note key geographic features.
- 5) Create site plan arrangements that test-fit the parcel's ability to house all the facility functions. One diagram layout for each parcel will be developed for each site. Generate an order of magnitude of costs for each site plan arrangement.
- 6) Review and meet with staff to discuss the merits and drawbacks of each parcel.
- 7) Select three parcels and advance them to a concept level indicating building footprints, yard buildings and functions, paving, retention pond location and roadway access. Within the buildings we will indicate parking stall locations and major dividing walls between shop functions. Site plans will indicate parking stalls, drive lanes, detention pond, fuel station, salt sheds and other cold storage building footprints.
- 8) Estimate construction costs based on these conceptual plans. This will not include cost of land acquisition or environmental costs.

- 9) Create a ranking matrix that numerically rates the merits of each site
- 10) Develop a written narrative assessing the pro's and con's of each parcel and make recommendations for which parcels to pursue.
- 11) Create a Next Step Task list that outlines planning, design and realty actions the City should take next. Create a schedule for these planning activities.
- 12) Present analysis, recommendations and cost estimates in a report format documenting all the above data.
- 13) Prepare for and provide one technical presentation for a public level hearing.

Our services do not include meeting with planning official, communications with Utilities, review of annexation and zoning change processes, meetings and correspondence with the DNR, stormwater planning, wetland identification, traffic engineering, soils investigation and multiple iterations of design options at each parcel.

SCHEDULE

Barrientos Design will provide the scope of works as follows:

Task 1: Facility Requirements Program – two months

Task 2: Candidate Site Identification – two months.

FEE

Barrientos Design will provide the facility condition assessment for a lump sum fee of \$22,853.

Reimbursables will include mileage, document retrieval charges and governmental application fees.

Barrientos Design appreciates this opportunity to work with the Stevens Point City and to apply our significant design knowledge of garages for your benefit.

We will invoice monthly per our project progress and an expect payment within 30 days. Our standard terms and conditions are attached as Exhibit 1.

AGREEMENT

The Owner and Architect agree to the above scope of work and terms, effective the date of the City's acceptance.

BARRIENTOS DESIGN & CONSULTING, INC.





Norman Barrientos, AIA, LEED AP
President

ACCEPTANCE

Stevens Point City Streets Department

Scott Beduhn
Public Work Director

____/____/____
Date