



## NOTICE OF PUBLIC MEETING

### Public Works Committee/

Tom Rayome, Chairperson

Ryan Austin, Secretary

Dennis Polach

Mayor Blaser

Notice is hereby given of a meeting of the Public Works Committee to be held in the **Council Chambers** at City Hall, 444 West Grand Avenue, Wisconsin Rapids, at **5:00 p.m. on Thursday, November 9th, 2023**. The meeting will be streamed live on the City of Wisconsin Rapids Facebook page and will also be broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. If a member of the public wishes to access this meeting live via Zoom audio conferencing, you must contact the City Clerk at least 24 hours prior to the start of the meeting to coordinate your access. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at [www.wr-cm.org](http://www.wr-cm.org). It is possible that members of the Committee may appear remotely via video or audioconferencing for this meeting.

### Agenda

1. Call to order
2. Review Engineering & Street Department Monthly Activity Report.
3. Consider a request to allow residential properties additional garbage bins for an additional fee.
4. Consider setting degradation fee rates for the 2024 calendar year.
5. Review and consider approving a Relocation Order for real estate as part of the 2024 Lincoln St Project between E Riverview Expressway and just north of Chestnut St.
6. Review and consider changes to Engineering Department's Change Order Policy.
7. Review WI DOT's Local Road Improvement Program applications for the 2024-2025 program cycle.
8. Review Referral List
9. Set Next Meeting Date
10. Adjourn

Tom Rayome, Chairperson

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The City of Wisconsin Rapids encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk's office at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the clerk at (715) 421-8200 to request accommodations.



**ENGINEERING DEPARTMENT**  
**444 West Grand Avenue**  
**Wisconsin Rapids, WI 54495-2780**  
 Engineering (715) 421-8205 FAX (715) 421-8291

## ENGINEERING DEPARTMENT Monthly Activity Report

October 2023

### Permits & Degradation

- 32 Permits/Licenses (31 last month) for asphalt paving (1), driveway grades/concrete pour inspections (7), storm water (1), excavating (18), Street Privilege (0), storm connection (0), permit parking (1), banner (0), environmental testing well (0), contractor licenses (4)
  - This year – 234 permits & licenses
- 254 Diggers Locates for Storm Sewer & Sanitary Sewer (226 last month)
  - 1 Emergency locate
- Degradation fees - this year = \$63,289.40
  - This month = \$10,331.84 (\$10,219.44 last month)

### Traffic

- Stop Sign / Yield Sign Requests
  - 2<sup>nd</sup> St and Poplar St – request for a stop sign. Traffic count data was retrieved on 11/3/2023. Traffic count data shows 39 ADT on 2<sup>nd</sup> St and 57 ADT on Poplar St. No accidents in the last 5 years and vision is suitable.
  - 5<sup>th</sup> St and Strotdman Ave – Concerns about uncontrolled intersection. Study requested on May 24<sup>th</sup>, 2023. Traffic counter was moved to this location.
- Traffic Study
  - Street Light request for Pepper Ave and 16<sup>th</sup> St intersection due to high pedestrian usage at Lincoln HS.
  - Request to allow right turn no stop for westbound traffic on Two Mile Ave at 1<sup>st</sup> St S. Some preliminary research has been done to gather guidance documents. A traffic study has been completed.
- Vision Issues
- ITS Standalone Signal Grant
  - 2023 Project @ Expy and W Grand Ave started on September 25<sup>th</sup> and will take approximately 6 weeks from beginning to end.
  - 2024 Project @ Expy and High St and Expy and Chase St – grant was approved and consultant will be updating plans and rebidding in preparation for 2024 construction.
- Signal complaints
  - Riverview Expressway having to stop at every intersection. Travel time tests were completed the last week of October and results are being analyzed.
  - FYA request for WB left traffic on Expressway at Plover Road
  - Signal adjustments requested at 8<sup>th</sup> St and Expressway for NB lefts



## ENGINEERING DEPARTMENT

444 West Grand Avenue

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- A request for traffic signals at 16<sup>th</sup> St S and Expressway to switch quicker for vehicles heading north and south on 16<sup>th</sup> St S AND for the green to stay on longer.
  - Request to make 3<sup>rd</sup> St / Market St / Jackson St intersection an all-way stop.
  - STH 54 & CTH W – too few cars can get through (9/20/2022)
- Signal Equipment
  - Spare cabinet is ordered and is expected to arrive in November (?).

### Project Designs/Construction underway:

#### Maintenance Projects

#### 2023 Reconstruction Projects

- 2023 Contracts
  - Sewer Lining Contract – Cleaning and televising is complete and lining activities are expected to commence Nov. 6<sup>th</sup> if liners are ready otherwise the following week. Contract was awarded to Insituform Technologies. Engineering Dept. is working with Contractor to get contract documents signed and ensure proper insurance and bonding is in place prior to commencing work.

#### Reconstruction Projects

- Preliminary Survey for 2024 and 2025 Projects
  - Lincoln St (Expressway to Peach St) – 100%
  - Wylie St (8<sup>th</sup> St N to 10<sup>th</sup> St N) – 100%
    - Extension 10<sup>th</sup> St N to 12<sup>th</sup> St N – 100%
  - 14<sup>th</sup> Ave N (W Grand Ave to Fremont St) – 100%
  - McKinley St (8<sup>th</sup> Ave to 14<sup>th</sup> Ave) – 100%
  - E Jackson St (Jackson St Bridge to E Grand Ave) – 90% - survey work started 9/18/23
- Design for future Projects
  - 9<sup>th</sup> St S (Peach St to Chestnut St) – 95%
  - Lincoln St (Expressway to Peach St) – 35%
    - ROW Plat is 99%
  - Wylie St (8<sup>th</sup> St N to 10<sup>th</sup> St N) – 80%; (10<sup>th</sup> to 12<sup>th</sup> St) – 0%
  - 14<sup>th</sup> Ave N (W Grand Ave to Fremont St) – 40%
  - McKinley St (8<sup>th</sup> Ave N to 14<sup>th</sup> Ave N) – 40%
  - E Jackson St – 0%
- Construction of 2023 Projects
  - Shorewood T.



**ENGINEERING DEPARTMENT**  
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- Paved 11/1/2023
  - Oak St - Complete
  - 9<sup>th</sup> Ave - Complete
  - Apricot / Broadway St
    - Paved 11/1/2023

### Projects Involving Grants

- 8<sup>th</sup> St S and Wood Ave - Highway safety Improvement Grant (HSIP).
  - Design will commence in 2024 with construction proposed in 2025
- 8th St S – Lakewood Ln to Whitrock Ave – DOT is working on selecting a design consultant to begin designing this project.
- STP-U Applications were submitted in October
- LRIP Applications were submitted in October
- Rail Notification – Predictive Mobility Project

### Storm Water Utility

- One Mile Cr. – All easements for the project are now secured.
  - Dredging Permit – As of 11/2/23, the DNR staff have forwarded their approval to their supervisor for final review and signature.
  - Dam Permit – DNR Review staff have been unable to get to the review, but are continuing to update us on the latest review schedule. Their review is expected any day.
- Romanski Ditch – No new update. The City was noticed of a significant beaver problem on the Romanski Ditch in late September. City crews removed a den at Alton St on 9/21/23. Engineering Dpt staff performed additional inspections on 9/25/23. Communications are continuing with downstream property owners to remove other dams and removal of animals from the area.

### Other Highlights

- Completed topographic survey of area surrounding manhole that accepts wastewater from Rudolph for a spring removal and replacement of the manhole structure.
- Completed a topographic survey for the Parks Dpt for pickle ball courts at Mead Field.

**Committee Referral**

**Name of Committee:** PUBLIC WORKS  
**Date of Request:** 10/25/23  
**Requestor:** MATT ZACHER  
**Request/Referral:** Additional Garbage Bins  
**Background information:**  
**Options available:**  
**Staff recommendation:**  
**Action you are requesting the committee take:**  
**How will the item be financed?** RESIDENT

Please attach all supporting documentation.

- Allow RESIDENTS TO UTILIZE EXTRA GARBAGE BINS AT THEIR PROPERTY. THEY WOULD PAY (AS AN EXAMPLE) \$55.00 one time FEE FOR THE BIN AND \$100.00 PER YEAR FOR TIPPING FEES. RESIDENT WILL BE INVOICED ONCE PER YEAR BY THE CITY.

- DETAILS WILL BE DISCUSSED AND DECIDED ON.



## Public Works Committee

**Date of Request:** 10/26/2023

**Requestor:** Joe Eichsteadt, City Engineer

**Request/Referral:** Consider setting new degradation fee rates for the 2024 calendar year.

**Background information:** The City previously set degradation fee schedules since 2021 for impacts and deterioration that occur due to utility excavations and patching that occur within the City's ROW. More specifically, the degradation fees are applied to asphalt, concrete pavement, sidewalk and curb & gutter.

Ch. 6.24(10) identifies that the fee shall be established in an amount sufficient to recover the costs incurred by the city to maintain the infrastructure that has been patched.

The table below shows the current and past fees and the proposed fee for 2024. The proposed rates were updated based on actual costs in 2023 derived from unit bid pricing from American Asphalt and SD Ellenbecker along with updated costs for chip sealing, joint sealing, etc.

Degradation Fee Schedule					
	Fee For 2024		Fee In 2023	Fee In 2022	Fee in 2021
Asphalt	\$ 13.54	per sf	\$ 12.88	\$ 11.30	\$ 12.22
Concrete Pavement	\$ 26.27	per sf	\$ 21.69	\$ 18.17	\$ 15.62
Concrete Sidewalk	\$ 9.42	per sf	\$ 6.05	\$ 6.05	\$ 5.50
Curb & Gutter	\$ 20.64	per lf	\$ 24.54	\$ 22.11	\$ 25.20

**Options available:** Fees can be approved, modified, or left as is.

**Action you are requesting the committee take:** To approve the proposed degradation fees for 2024 as presented.

**How will the item be financed?** N/A



## Public Works Committee

**Date of Request:** 10/26/23

**Requestor:** Joe Eichsteadt, City Engineer

**Request/Referral:** Review and consider approving a Relocation Order for real estate as part of the 2024 Lincoln St project between E Riverview Expressway and just north of Chestnut St.

**Background information:**

WI Statute 84.09 requires that a Relocation Order, and accompanying map or plat showing the old and new locations of lands and interests, be approved prior to real estate acquisitions for transportation related projects.

Furthermore, Relocation Orders are put on file at the Wood County Register of Deeds Office showing the lands and interests to properly establish, layout, widen, enlarge, extend, construct, reconstruct, improve, or maintain a portion of the highway designated.

The Official Map calls for Lincoln St to be widened to an 80' ROW (~60' today). Roadway widening to such a degree today is not warranted. However, some specific locations, as shown on the attached plat, are needed to sufficiently accommodate a wider sidewalk / trail and for installing curb ramps.

The interests total 4,400 SF from 12 properties. This is expected to be costs approximately \$10,000.

**Options available:**

**Action you are requesting the committee take:** Approve the Relocation Order and Transportation Project Plat 2022-14 for Lincoln Street between East Riverview Expressway to Chestnut Street.

**How will the item be financed?** Real estate purchases to be funded through the Public Works Construction Fund.



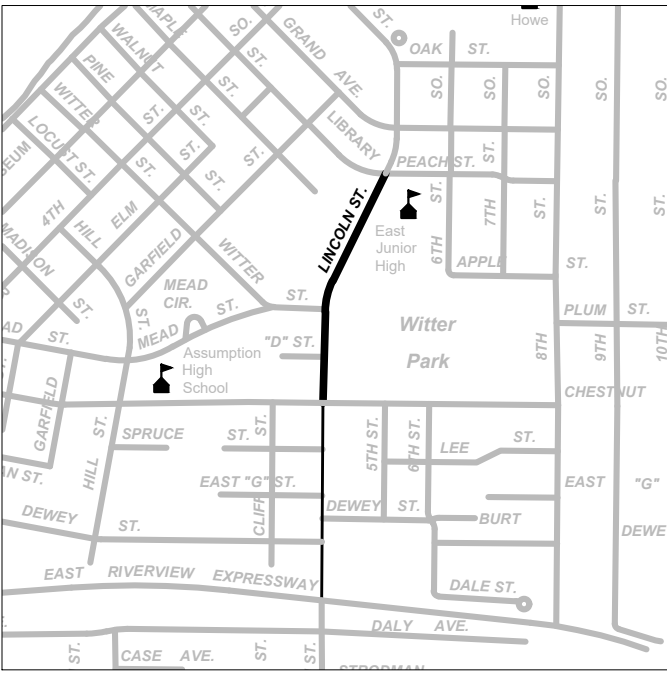
TRANSPORTATION PROJECT PLAT 2022-14

LOCATED IN ASSESSOR'S PLAT NO. 40 LOCATED IN THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 AND SARGENT'S PLAT LOCATED IN THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4; ALL IN SECTION 17 OF TOWNSHIP 22 RANGE 6 EAST, CITY OF WISCONSIN RAPIDS, WOOD COUNTY, WISCONSIN.

RELOCATION ORDER LINCOLN STREET (EAST RIVERVIEW EXPRESSWAY TO CHESTNUT STREET)

TO PROPERLY ESTABLISH, LAYOUT, WIDEN, ENLARGE, EXTEND, CONSTRUCT, RECONSTRUCT, IMPROVE OR MAINTAIN A PORTION OF THE HIGHWAY DESIGNATED ABOVE, THE CITY OF WISCONSIN RAPIDS DEEMS IT NECESSARY TO RELOCATE OR CHANGE SAID HIGHWAY AND ACQUIRE CERTAIN LANDS AND INTERESTS OR RIGHTS IN LANDS FOR THE ABOVE PROJECT

- TO EFFECT THIS CHANGE, PURSUANT TO AUTHORITY GRANTED UNDER SECTION 84.02 (3), 84.09 AND 84.30, WISCONSIN STATUTES, THE CITY OF WISCONSIN RAPIDS HEREBY ORDERS THAT:
- THAT PORTION OF SAID HIGHWAY AS SHOWN ON THIS PLAT IS LAID OUT AND ESTABLISHED TO THE LINE AND WIDTHS AS SO SHOWN FOR THE ABOVE PROJECT.
  - THE LANDS OF INTERESTS OR RIGHTS IN LANDS AS SHOWN ON THIS PLAT ARE REQUIRED BY THE DEPARTMENT FOR THE ABOVE PROJECT AND SHALL BE ACQUIRED IN THE NAME OF THE CITY OF WISCONSIN RAPIDS, PURSUANT TO THE PROVISIONS OF SECTION 84.09 (1) OR (2), WISCONSIN STATUTES.



THIS PLAT AND RELOCATION ORDER ARE APPROVED FOR THE CITY OF WISCONSIN RAPIDS.

COUNCIL DATE: \_\_\_\_\_

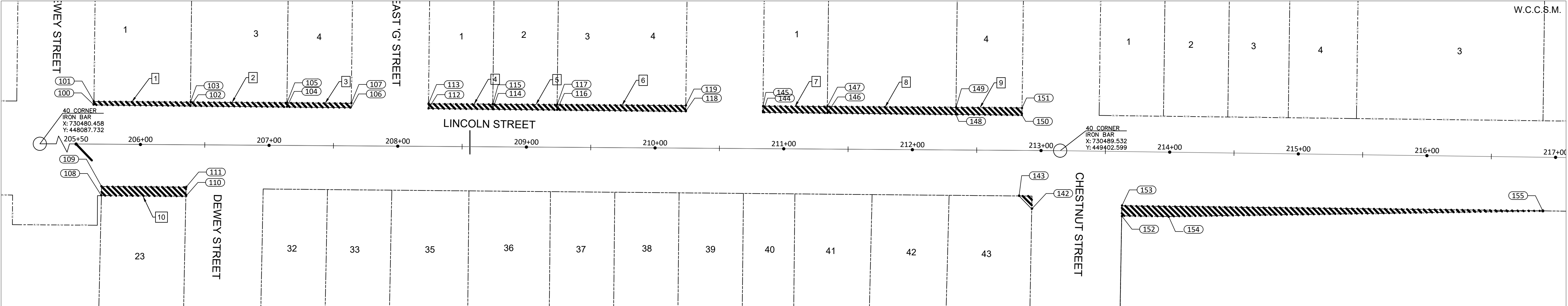
CITY ENGINEER SIGNATURE: \_\_\_\_\_

DATE \_\_\_\_\_

RESERVED FOR REGISTER OF DEEDS

PROJECT NUMBER 2022-14

SHEET 1 OF 1



LEGEND

EXISTING R/W

NEW R/W

FEE ACQUISITION AREA

NOTES:

POSITIONS SHOWN ON THIS PLAT ARE WISCONSIN COORDINATE REFERENCE SYSTEM COORDINATES (WISCRS), WOOD COUNTY, NAD83 (2011), IN US SURVEY FEET. VALUES SHOWN ARE GRID COORDINATES, GRID BEARINGS, AND GRID DISTANCES. GRID DISTANCES MAY BE USED AS GROUND DISTANCES.

ALL NEW RIGHT-OF WAY MONUMENTS WILL BE TYPE 2 (TYPICALLY 3/4" X 24" IRON REBARS), UNLESS OTHERWISE NOTED, AND WILL BE REPLACED PRIOR TO THE COMPLETION OF THE PROJECT.

EXISTING HIGHWAY RIGHT-OF-WAY SHOWN HEREIN IS BASED ON THE FOLLOWING POINTS OF REFERENCE:

EAST SIDE ASSESSOR'S PLAT NO. 42

SARGENT'S PLAT

A FEE SIMPLE MEANS AN ABSOLUTE ESTATE OR OWNERSHIP IN PROPERTY INCLUDING UNLIMITED POWER OF ALIENATION, EXCEPT AS TO ANY AND ALL LANDS ACQUIRED OR TAKEN FOR HIGHWAY, ROAD, OR STREET PURPOSES.

A TEMPORARY LIMITED EASEMENT (TLE) IS A RIGHT FOR CONSTRUCTION PURPOSES, AS DEFINED HEREIN, INCLUDING THE RIGHT TO OPERATE NECESSARY EQUIPMENT THEREON, THE RIGHT OF INGRESS AND EGRESS, AS LONG AS REQUIRED FOR SUCH PUBLIC PURPOSE, INCLUDING THE RIGHT TO PRESERVE, PROTECT, REMOVE, OR PLANT THEREON ANY VEGETATION THAT THE HIGHWAY AUTHORITIES MAY DEEM DESIRABLE. ALL (TLEs) ON THIS PLAT EXPIRE AT THE COMPLETION OF THE CONSTRUCTION PROJECT FOR WHICH THIS INSTRUMENT IS GIVEN.

A PERMANENT LIMITED EASEMENT (PLE) IS A RIGHT FOR CONSTRUCTION AND MAINTENANCE PURPOSES, AS DEFINED HEREIN, INCLUDING THE RIGHT TO OPERATE NECESSARY EQUIPMENT THEREON AND THE RIGHT OF INGRESS AND EGRESS, AS LONG AS REQUIRED FOR SUCH PUBLIC PURPOSE, INCLUDING THE RIGHT TO PRESERVE, PROTECT, REMOVE, OR PLANT THEREON ANY VEGETATION THAT THE HIGHWAY AUTHORITIES MAY DEEM DESIRABLE, BUT WITHOUT PREJUDICE TO THE OWNER'S RIGHTS TO MAKE OR CONSTRUCT IMPROVEMENTS ON SAID LANDS OR TO FLATTEN THE SLOPES, PROVIDING SAID ACTIVITIES WILL NOT IMPAIR OR OTHERWISE ADVERSELY AFFECT THE HIGHWAY FACILITIES.

DIMENSIONING FOR THE NEW RIGHT-OF-WAY IS MEASURED ALONG AND PERPENDICULAR TO THE NEW REFERENCE LINES.

ALL RIGHT-OF-WAY LINES DEPICTED IN THE NON-ACQUISITION AREAS ARE INTENDED TO RE-ESTABLISH EXISTING RIGHT-OF-WAY LINES AS DETERMINED FROM PREVIOUS PROJECTS, OTHER RECORDED DOCUMENTS, CENTERLINE OF EXISTING PAVEMENTS AND/OR EXISTING OCCUPATIONAL LINES.

SCHEDULE OF LANDS & INTERESTS				OWNERS NAMES ARE SHOWN FOR REFERENCE PURPOSES ONLY, AND ARE SUBJECT TO CHANGE PRIOR TO TRANSFER OF LAND INTERESTS TO THE DEPARTMENT			
PARCEL #	ID	OWNERS	INTERESTS REQUIRED	R/W SF REQUIRED			FEE SF REQUIRED
				NEW	EXISTING	TOTAL	
1	3408351	JOSEPH B & GAYLE A PELLET	FEE, TLE	205.66			205.66
2	3408352	BRADEN B MUELLER	FEE, TLE	228.01			228.01
3	3408353	JAMES R RINKER JR & JUDITH L RINKER	FEE, TLE	164.42			164.42
4	3408343	KATHY M LAMB	FEE, TLE	186.28			186.28
5	3408344	STEVE P HEATH & S M SKIBA	FEE, TLE	196.21			196.21
6	3408346	KATHRYN KULIK	FEE, TLE	422.23			422.23
7	3408335	CHRISTOPHER J SLAVY	FEE, TLE	242.90			242.90
8	8408337	KELLY JOSSART & SHERYL FORS	FEE, TLE	515.60			515.60
9	3408338	JOHN L & ELIZABETH G TURNER	FEE, TLE	280.24			280.24
10	3407923	ALEXANDER J & JESSICA S WODLARSKI	FEE, TLE	459.35			459.35
11	3407943	BARBARA A KUBAT	FEE, TLE	49.99			49.99
12	3407850	CITY OF WISCONSIN RAPIDS	FEE, TLE	1411.04			1411.04

R/W COURSE TABLE		
COURSE	BEARING	DISTANCE
100-101	N89° 20' 31.65"W	2.59
101-103	N0° 23' 43.35"E	75.00
103-105	N0° 23' 43.35"E	75.00
105-107	N0° 23' 43.35"E	50.00
107-106	S89° 20' 31.65"E	3.39
109-108	S88° 41' 26.39"E	7.00
108-110	N0° 23' 43.35"E	65.63
110-111	N88° 52' 17.81"W	7.00
112-113	N89° 20' 31.65"W	3.63
113-115	N0° 23' 43.35"E	50.00
115-117	N0° 23' 43.35"E	50.00
117-119	N0° 23' 43.35"E	100.00
119-118	S89° 20' 31.65"E	4.42
121-120	S88° 52' 17.81"E	1.00
143-142	N45° 47' 37.54"E	14.07
144-145	N89° 20' 31.65"W	4.76
145-147	N0° 23' 43.35"E	50.00
147-149	N0° 23' 43.35"E	100.00
149-151	N0° 23' 43.35"E	51.36
151-150	S89° 16' 36.41"E	5.56
152-154	N0° 46' 28.27"E	36.46
154-155	N0° 50' 54.34"W	290.87

STATION & OFFSET TABLE					
POINT	STATION	OFFSET	POINT	STATION	OFFSET
100	5+63.62	-30.41'	126	8+55.58	35.36'
101	5+63.63	-33.00'	127	8+55.58	34.36'
102	6+38.62	-30.11'	128	9+18.94	35.51'
103	6+38.63	-33.00'	129	9+18.94	34.51'
104	7+13.62	-29.81'	130	9+68.94	35.62'
105	7+13.63	-33.00'	131	9+68.94	34.62'
106	7+63.62	-29.61'	132	10+18.94	35.74'
107	7+63.63	-33.00'	133	10+18.94	34.74'
108	5+69.93	40.00'	134	10+68.94	35.85'
109	5+70.04	33.00'	135	10+68.94	34.85'
110	6+35.57	40.00'	136	11+08.94	35.94'
111	6+35.66	33.00'	137	11+08.94	34.94'
112	8+23.62	-29.37'	138	11+68.92	36.08'
113	8+23.63	-33.00'	139	11+68.94	35.08'
114	8+73.62	-29.18'	140	12+28.80	36.22'
115	8+73.63	-33.00'	141	12+28.82	35.22'
116	9+23.62	-28.98'	142	12+93.17	36.37'
117	9+23.64	-33.00'	143	12+93.18	35.37'
118	10+23.62	-28.58'	144	10+83.62	-28.24'
119	10+23.64	-33.00'	145	10+83.64	-33.00'
120	6+95.63	34.99'	146	11+33.61	-28.04'
121	6+95.65	33.99'	147	11+33.64	-33.00'
122	7+45.63	35.11'	148	12+33.61	-27.65'
123	7+45.64	34.11'	149	12+33.64	-33.00'
124	7+95.62	35.22'	150	12+84.97	-27.44'
125	7+95.63	34.22'	151	12+85.00	-33.00'





## Public Works Committee

**Date of Request:** 10/26/23

**Requestor:** Joe Eichsteadt, City Engineer

**Request/Referral:** Review and consider changes to the Engineering Department's Change Order Policy.

**Background information:** Every 3-5 years this policy has historically been reviewed to determine if any changes should be made.

### Current Policy

- 20+ year policy with no changes. Dollar amounts and percentages have remained unchanged.
- The Public Works Committee has authority to approve change orders without gaining confirmation by Council.
- Change orders up to \$5,000 and under 8% of the contract lump sum be approved by the City Engineer.

### Concerns with existing policy

- 8% causes some issues as 8% may be a small number or a really large number. A set dollar amount would be more appropriate. 8% of \$50k = \$4,000 and 8% of \$1,000,000 = \$80,000. Utilizing dollar amounts rather than percentages may be better.
- Once a single change order, or multiple change orders, hit 8% every change order beyond that, less than 8% and perhaps even under \$5,000, will technically require a change order.
- This is somewhat challenging when we bid out all of the road projects in a given year under a single contract.

### Proposed Policy Overview

- Rely on a new change policy for most contracts, but include approval of modified provisions if necessary at bid award due to unique circumstances of the project / bid.
- Consider setting amounts for staff based on spending thresholds similar to those set within Munis.
- See attached policy

**Options available:** The proposed policy outlines the recommended changes, but other provisions can certainly be considered.

**Action you are requesting the committee take:** to consider approving the proposed policy changes.

**How will the item be financed?** N/A

# ENGINEERING DEPARTMENT POLICIES AND PROCEDURES

## **SUBJECT:**

**Policy for Change Order**

## **PURPOSE:**

To set a policy for approval on change orders

## **POLICY:**

## **PROCEDURES:**

1. The Assistant City Engineer or Inspector and Project Coordinator will designate their approval on change orders which are initiated in the field.
2. The Assistant City Engineer or Inspector and Project Coordinator jointly are authorized to approve change orders up to \$1,000 provided that the sum of the change order under consideration and the previous change orders do not exceed 8% of the contract lump sum bid.
3. Change orders over \$1,000, provided that the sum of the change order under consideration and the previous change orders do not exceed 8% of the contract lump sum bid, shall be approved by the City Engineer.
4. Change orders over \$5,000 or change orders in which the sum of the change order under consideration and the previous change orders exceeds 8% of the contract lump sum bid shall be approved by the Public Works Committee.
5. Change orders which materially influence the scope of the project as well as change orders which are used to acquire additional construction, fixtures, etc., not intended in the original contract must be approved by the Public Works Committee prior to issuance.
6. Technically a change order may be challenged if not processed properly. It is recommended that those persons approving change orders be certain of:
  - a) Validity of change order
  - b) Extent of your authority to commit the City to any change order whenever it is an added cost or deduction.

POLICY DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# ENGINEERING DEPARTMENT POLICIES AND PROCEDURES

## **SUBJECT:**

**Policy for Change Order**

## **PURPOSE:**

To set a policy for approval on change orders

## **POLICY:**

## **PROCEDURES:**

1. Change orders with amounts within the approved budget (as estimated by the City Engineer) can be approved by City staff within their approved financial spending limits as set by Council. (\*limits follow Munis purchase limits)
  - a. City Engineer - \$5,000\* or less
  - b. Finance Director - \$5,001 and \$25,000\*
  - c. Finance Director & Mayor - \$25,001 and \$50,000
  - d. Public Works Committee - >\$50,000
2. The Public Works Committee shall also consider change orders that, if approved, would require reserves or other funds to be transferred into the appropriate budget account to cover additional costs, beyond what is already within the budget.
3. This policy acts as the basic change order policy and is expected to be amended, overridden, modified, etc. at bid award time to cover unique projects and circumstances as needed.

POLICY DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



## Public Works Committee

**Date of Request:** 10/26/23

**Requestor:** Joe Eichsteadt, City Engineer

**Request/Referral:** Review WI DOT's Local Road Improvement Program applications for the 2024-2025 program cycle.

**Background information:** The State of WI established the LRIP funding in 1991 and the City routinely applies for aid every other year. The program is primarily to fund improvements to roadways and is a reimbursement program of eligible costs, namely contracted services for concrete and asphalt. For the City of Wisconsin Rapids there are three funds available to apply for: entitlement, supplemental, discretionary.

Entitlement funds are based on population and road mileage which equate to roughly \$55,000 in funds to devote towards asphalt and concrete contract costs. This is a 50/50 cost share. \$37 Million statewide. We have developed and submitted an application for Wylie St in 2024.

Supplemental funds are up to a 90/10 cost share. \$100 Million statewide and considered more of a grant opportunity. We have developed and submitted an application for Lincoln St in 2024. We are requesting \$322,920 in funding.

There are also Discretionary funds which have a 50/50 cost share. There is \$32 Million statewide and considered a grant opportunity. The Lincoln St project will also be submitted for these funds in case the larger funding in the Supplemental application is not successful. We are requesting \$282,000 in funding.

Applications are due November 1<sup>st</sup>. We should hear back April 1<sup>st</sup> if funds are approved.

**Options available:**

**Action you are requesting the committee take:** No action.

**How will the item be financed?** Public Works Construction Fund.

PUBLIC WORKS COMMITTEE REFERRAL LIST:

2023 (11/3/2023)

1. Request from Alderperson Tom Rayome to discuss the future of 8<sup>th</sup> St S. (2016)
2. Request from Rayome for Quiet Zones for trains on the east side of city.
3. Consider possible solutions to possible lack of sufficient overnight and extended parking for semi-trucks within the City.
4. Review the Change Order policy and consider updates.