



Board of Public Works

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Agenda

Monday, September 13, 2021

7:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Public Works** of the City of De Pere will be held on **September 13, 2021 at 7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic access to the meeting is provided below:

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(312\) 757-3117](tel:+13127573117)

Access Code: 154-883-285

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperewi.igmp2.com/>.

I. Call to Order

1. Roll Call

II. Public Comment Period

III. Items

1. Approval of the August 9, 2021 Board of Public Works Meeting Minutes
2. Consideration and possible action on Elimination of Grant and Allard Street Signal Improvements
3. Consideration and possible action on the request for deferral of the sidewalk installation at 635 Diversity Drive until June 30, 2023
4. Consideration and Possible Action on Amendment to Sections 82-1 & 82-2 Related to Garbage Collection at Residential Sources
5. Consideration and possible action on proposed changes to policy on placement of banners on city owned poles.
6. Discuss Alderperson Hansen's request regarding alternative disposal options for bulk item collection

IV. Future Agenda Items

V. Adjournment

***Items with an asterisk require City Council approval.**

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, Monday,

September 13, 2021 so that arrangements can be made.

Agenda Sent To:

MAYOR

ALDERPERSONS

DEPARTMENT HEADS

DEFINITELY DE PERE

JOSEPH & SANDRA KANE

MINDY MILLAR

MATTHEW WEBER

DONALD & SUZANNE ROFFERS

JON & MARIELLEN HANNON

EMERY MALONEY

PATRICK & KATHRYN VANDREEL

DAVID ROY

BRAD & LISA PULSHIS

RICHARD & CHERYL CHRISTENSEN

DE PERE CHAMBER OF COMMERCE

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RON & KATHIE VANPRICE

HOLEWINSKI PROPERTIES LLC

BRIAN JANQUART

HEATHER COFFEY

JOHANNA BEAL & ZACHARY KRUEGER

DAVID & MICHELLE WILLEMS

JAKE VANDEHEI

JOSEPH LICK

ROGER GRUEB

JAMES & ZOE MICKE

GEORGE & CAROL ANN SLACK



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: September 13, 2021

DEPARTMENT: Board of Public Works

FROM: Betty Sellenheim

SUBJECT: Approval of the August 9, 2021 Board of Public Works Meeting Minutes

ATTACHMENTS:

- 2021 0809 BOPW Draft minutes (PDF)



Board of Public Works

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Draft Minutes

Monday, August 9, 2021

7:30 PM

Council Chambers and Virtual

I. Call to Order

The meeting was called to order at 7:30 PM by Mayor James Boyd

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Dan Carpenter	Aldersperson	Present	
Jonathon Hansen	Aldersperson	Present	
Shana Defnet Ledvina	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	

Scott Thoresen, Public Works Director
Eric Rakers, City Engineer
Betty Sellenheim, Recording Secretary
Judy Schmidt-Lehman, City Attorney
Peter Schleinz, City Senior Planner and Definitely De Pere Board Member
Tina Quigley, Definitely De Pere
Zak Krueger
Johanna Beal
David Roy
Don Roffers
Matt Weber
Mindy Sheikh

II. Public Comment Period

None

III. Items

1. Approval of the July 12, 2021 Board of Public Works Meeting Minutes

Aldersperson Raasch moved to approve the July 12, 2021 Board of Public Works Meeting Minutes, seconded by Aldersperson Ledvina. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	Shana Defnet Ledvina, Aldersperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

2. Consideration of and Possible Action on a Request for Approval to have Prepared a Transportation Plat and Retain an Appraiser to Acquire Under Eminent Domain Property Necessary to Construct Public Parking Facilities in and Adjacent to the Public Alley Located Between Reid Street and Main Avenue and 4th and 5th Streets*

Judy Schmidt-Lehman, City Attorney, explained the request in regards to the public parking facilities in coordination with an agreement for the future Cobblestone Hotel Development. Ms. Schmidt-Lehman outlined the process of acquiring necessary easements and property under eminent domain.

Alderson Raasch asked if the lack of enthusiasm by property owners was due to the amount of time it has taken to get to the project in place. Ms. Schmidt-Lehman agreed that was a contributing factor. Alderson Raasch asked if the property owners were familiar with the plan and the potential benefits to their businesses. Ms. Schmidt-Lehman explained the benefits and stated the owners were aware of them.

Mayor Boyd moved to approve the preparation of a Relocation Order to acquire the necessary property interests involved in construction of the parking facility improvements for the public alley located between Main Avenue and Reid Street and 4th and 5th Streets; and the law department issuing a request for proposals for the necessary property appraisal work prior to the approval of the Relocation Order; and authorizing the Mayor and City Clerk to execute a standard City Consultant Agreement with the appraisal firm with the lowest responsive proposal, seconded by Alderson Ledvina. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Shana Defnet Ledvina, Alderson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

3. Consideration and possible action on Definitely De Pere's Revised Request for Garbage & Recycle Receptacle Proposal Utilizing Excess Stadium Tax Funds*

Mayor Boyd moved to open the meeting at 7:43 PM, seconded by Alderson Carpenter. Upon vote, the motion passed unanimously.

Tina Quigley, Definitely De Pere, recapped the proposal and explained the revisions being presented. Peter Schlein, City Senior Planner and Definitely De Pere Board Member, explained the proposed locations.

Mayor Boyd verified the funding source with Ms. Quigley. Alderson Hansen expressed his approval of the revised plan including receptacle design and locations. Alderson Carpenter suggested the downtown businesses purchase the new receptacles and the city would continue to maintain and empty them. Scott Thoresen, Public Works Director, explained the funding having been established for this project a few years prior. Ms. Quigley added that the receptacles are not for business use but pedestrian use while visiting the downtown. Mr. Thoresen questioned the locations in relation to public seating in the downtown. Ms. Quigley informed they were situated nearby. Alderson Raasch questioned what entity paid for the current receptacles. Staff, elected officials, and Definitely De Pere were unsure of the answer as they have not been replaced for many years. Alderson Raasch suggested the receptacles be purchased through city budget allowing Definitely De Pere the ability to fund different streetscape initiatives. Mr. Thoresen expressed being hesitant about including it in the city budget when there is no guaranteed funding in that process. Alderson Carpenter stated he had expressed interest in the funds being designated to the new multi-use facility at the park but understands the streetscape funds had been designated for this project. Mayor Boyd explained the multi-use facility funding needs are approximately \$500k and the streetscape funds would be make a very small contribution. Mayor Boyd expressed his appreciation for the uniformity and cohesiveness of the updated receptacles.

Alderson Carpenter moved to return to regular session at 8:06 PM, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

Alderson Carpenter moved to approve the revised request from Definitely De Pere for garbage and recycle receptacles in the amount of \$22,815 from streetscape-excess stadium tax funds, seconded by Mayor Boyd.

Alderson Raasch explained if he voted against the motion, it was not due to it being a bad project, but that he did not agree with the funding source.

The motion passed with a 4-1 vote, with Alderson Raasch voting no.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderson
SECONDER:	James Boyd, Mayor
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

4. Grant and Allard Street Signal Update

Eric Rakers, City Engineer, provided an update on the Grant and Allard Street Signal Project.

Alderson Raasch expressed concerns from residents, the issue of having a lot of unknown factors regarding the project, and personal experiences accessing Grant Street from Suburban Drive.

Mayor Boyd moved to open the meeting for public comment at 8:17 PM, seconded by Alderson Carpenter. Upon vote, the motion passed unanimously.

Zak Krueger and Johanna Beal at 901 Grant Street expressed concerns accessing and leaving their home, parking loss along Grant Street, crosswalk placement, traffic signal locations, lights shining into the house, and property values/curb appeal.

David Roy at 835 Grant Street asked if there were alternative options and expressed concerns about the operation/timing of the signals, parking loss along Grant Street, accessing and leaving his property, turn-around options on impacted properties, and property values.

Donald Roffers at 904 Grant Street shared that he had the same concerns as those that spoke before him and added that he did not feel the stop light would be the right answer to the traffic problem during the start and end of school days.

Matt Weber at 831 Grant Street expressed concerns about increased noise and fumes from idling vehicles and decreased privacy and shared that he had the same concerns as those that spoke before him.

Mindy Sheikh at 916 Grant Street expressed concerns regarding the lack of participation with residents in the area, lack of research and data to show how the signal will help the situation, decreased property values and safety, and suggested alternative options including traffic calming measures. Ms. Sheikh also shared the same concerns as those that spoke before her.

Mayor Boyd shared how to access the information regarding the signal project including traffic studies from TADI and Westwood and letter from Brown County.

Aldersperson Raasch moved to return to regular session at 8:32 PM, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

Mr. Rakers shared how challenging staff knew this project would be, addressed resident concerns, and explained next steps when the project moves forward. Scott Thoresen, Public Works Director, explained that staff intended to move forward with the project and if there were concerns and the Board did not want to continue with this project, that it would need to be brought back as a future agenda item for action. Mr. Rakers explained the process for voting down the project but stated it was ultimately going to be a Brown County decision since it is on a county road.

Aldersperson Raasch expressed his belief that the traffic was not going to change considerably with the school district expansions and would not alter the traffic from what was previously experienced.

Aldersperson Hansen suggested residents reach out to their Brown County Supervisor regarding their concerns with this project. Aldersperson Raasch stated contact has been attempted. Aldersperson Carpenter expressed interest in educating residents on alternate driving routes to help minimize the traffic concerns on Grant Street.

Discussion item only. No action necessary.

RESULT:	DISCUSSED
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5. Consider and Possible Action Regarding Contract Renewal for Commercial & Industrial Cross Connection Control Program*

This item was withdrawn from the agenda.

RESULT:	WITHDRAWN
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6. Consideration and possible action on Brown County Municipal Agreement for Southbridge Interchange*

Scott Thoresen, Public Works Director, explained the DOT project for the Southbridge interchange and corresponding Brown County Municipal Agreement including City of De Pere cost share.

Aldersperson Hansen asked if a similar agreement had been prepared for Lawrence with Brown County. Mr. Thoresen stated he was not involved with the details of that agreement. Aldersperson Hansen asked if this process/project could be started earlier than the DOT interchange in 2025/26. Mr. Thoresen explained the process and anticipated it would not be able to start earlier. Aldersperson Hansen asked about funding that had been set aside/designated. Mr. Thoresen and Mayor Boyd explained that money was designated for the Environmental Impact Study. Aldersperson Hansen stated his appreciation to Mayor Boyd for working to secure funding to complete the southern bridge and explained the steps that are limiting the timeline on the project. Aldersperson Raasch stated his frustration with the City paying for half the cost of the County project, though explained the City would see benefits.

Mayor Boyd moved to approve entering into a Brown County Municipal Agreement for Southbridge Interchange, seconded by Aldersperson Hansen. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

7. Consideration and possible action on award of Contract 21-08 Manhole Repair and Rehabilitation*

Alderperson Carpenter moved to approve the award of Contract 21-08 Manhole Repair and Rehabilitation to Northern Pipe, Inc. in the amount of \$34,075.00, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

8. Consideration and Possible Action on the Discontinuance of Colored Concrete Sealing of Crosswalks

Eric Rakers, City Engineer, explained the request from staff to discontinue sealing the colored concrete crosswalks.

Alderperson Raasch moved to approve the discontinuance of colored concrete sealing of crosswalks, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

9. Update on Inflow and Infiltration Work

Eric Rakers, City Engineer, explained inflow and infiltration and the study completed in 2019. Mr. Rakers further explained the work City staff has completed and work staff plans to bring forward in the future to reduce I&I in the sanitary system.

Alderperson Carpenter agreed with Mr. Rakers plans for funding assistance for residents but provided cautionary input on the mandatory installation of sump pumps and proper inspection.

Discussion item only. No action necessary.

RESULT:	DISCUSSED
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IV. Future Agenda Items

Alderperson Raasch requested the Grant Street signal improvements be brought back to Board of Public Works to discuss discontinuing City interest in the project or delay moving forward.

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 9:05 PM, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

***Items with an asterisk require City Council approval.**

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, Monday, August 9, 2021 so that arrangements can be made.

Agenda Sent To:

MAYOR

ALDERPERSONS

DEPARTMENT HEADS

DEFINITELY DE PERE

NORTHERN PIPE, INC

DE PERE CHAMBER OF COMMERCE

TV, NEWSPAPERS & RADIO

KRESS FAMILY LIBRARY

HYDROCORP INC

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.

Respectfully submitted,
Betty Sellenheim



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: September 13, 2021

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consideration and possible action on Elimination of Grant and Allard Street Signal Improvements

ATTACHMENTS:

- 2021 0913 CI_BOPW_Grant and Allard Signal Update (DOCX)
- OVERALL EXHIBIT (PDF)
- West De Pere High School TIA TADI pages (PDF)
- Westwood Traffic Memo_Grant St (PDF)

CITY OF DE PERE

MEMO



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

From: Eric P. Rakers, P.E., City Engineer

Date: September 13, 2021

RE: **Consider Elimination of Grant and Allard Street Signal Improvements**

Staff provided a detailed update on the Grant and Allard Street signal at the August 9th Board of Public Works meeting. The Board requested that this item be brought back to consider eliminating the signal at Grant and Allard Street. Below in italics is the detailed information provided at the meeting. Since that meeting staff has reviewed the project with the Brown County Highway Department. The Brown County Highway Department will not require the City to install the traffic signals at Grant and Allard Street. From the County's perspective the purpose for the signal is to improve traffic flow and access for north and south bound City traffic on/off of Grant Street (CTH EE). If the City does not want the signal, they will not force the installation.

Staff concurs with the County's perspective. The signals at Grant and Allard Street met warrants with the closure of Apollo Way and the subsequent delays for southbound vehicles on Allard Street turning onto Grant Street. If the Board has no concerns with this, the system will function similar as it has been with delays increasing over time as Grant Street traffic increases with the projected school growth. The advantage to installing the signal at this time is the signal would be funded by the West De Pere School District. The disadvantage for installing the signal at this time is impacts to the adjacent residents and potential traffic backups on Grant Street.

The intersection of Grant Street and Apollo Way will not be changed without the signal installation.

One of the overall problems in the Grant Street corridor is the intersection with Suburban Drive. As was discussed at the last meeting the signal at Grant and Allard Street will not significantly improve the current delays for northbound Suburban Drive traffic at Grant Street, particularly the left turns in the morning peak. The left turn from Suburban Drive to Grant Street is difficult, particularly in the morning peak hour traffic, due to the continuous flow of eastbound traffic on Grant Street. Future complaints and traffic backups on Suburban Drive in the morning will result in a recommendation from staff to restrict left turns from Suburban Drive to Grant Street for a few hours in the morning, particularly as Grant Street traffic increases.

INFORMATION FROM LAST MEETING:

Alderperson Raasch requested an update to the Grant and Allard Street signal project. The City hired a consultant, Westwood, for the design of the signals earlier this year. During the preliminary stage of review and design it was determined that there might be some challenges in meeting the summer construction schedule when school was out of session due to significant lead times in signal equipment. With this and based on discussion below, staff has postponed the project to gather additional information and review the project with Brown County in more detail.

BACKGROUND INFORMATION

The West De Pere School District completed a large expansion at the high school (665 Grant Street). As part of the site plan process, a Traffic Impact Analysis (TIA) was completed by Traffic Analysis & Design, Inc. (TADI). This TIA focused on the increase in traffic related to the West De Pere School District expansions at the high school, middle school, and elementary school. The report included several recommendations, including three specifically for Grant Street in the City with those being:

Grant Street intersection with Apollo Way

- Reconstruct north leg of intersection to remove access from Apollo Way to Grant Street.

Grant Street intersection with Allard Street

- Provide a fully actuated traffic signal control.
- Provide a dedicated left-turn lane and a dedicated through lane on the west approach.

Grant Street intersection with West High School Driveway

- Consider providing a high visibility cross walk (pavement marking) and a Rectangular Rapid Flashing Beacon (RRFB) on Grant Street, immediately west of the high school driveway with advanced yield lines with "Yield Here to Pedestrian" signs on the east and west approaches.

The crosswalk and RRFB work has been completed.

The intersection improvements at Apollo Way and Allard Street have not been made.

PRELIMINARY SIGNAL DESIGN

Earlier this year the City hired Westwood to design the traffic signals at Grant and Allard Street. As part of their review and design Westwood completed a Traffic Analysis Memo for the proposed signal at Grant and Allard Street intersection. Whereas the TADI TIA focused on the additional traffic generated from the various school expansions on streets around the high school and middle school, the Westwood memo included traffic projections from the region and focused specifically at the intersection of Grant and Allard Street.

The purpose of the Westwood Memo is to analyze how the intersection will function over the life of the signals. The review used a 2.5% annual growth rate in traffic and reviewed the Grant and Allard Street intersection movements in 2036 and 2041. A copy of the memo has been attached. Of concern to staff is the year 2041 queue length. The queue length is a measurement of the length traffic will back up in a given traffic signal cycle. For eastbound traffic on Grant Street traffic is anticipated to back up 957.5 feet. This back up occurs in the morning peak hour. To put this in perspective, Suburban Drive is approximately 800 feet from the proposed signal at Allard. Granted this queue length will only occur for a short period of time in the morning.

BROWN COUNTY DISCUSSION

Currently there are roundabouts at Grant Street and Lawrence Drive, and Grant and Ninth Street. In addition to these Brown County is proposing a new roundabout at Grant Street and Mid Valley Drive. While these roundabouts move traffic very efficiently along Grant Street, the result is very few gaps in traffic for vehicles turning onto Grant Street from intersections in the City. One of the biggest complaints City staff receives is the challenges to turn left from northbound Suburban onto westbound Grant Street

in the morning.

Staff has had several discussions with Brown County on the issues with the corridor due to the steady flow of traffic on Grant Street and impacts to the City streets. Staff has reviewed the construction of traffic circles at Grant and Suburban Drive and Grant and Allard Street. Traffic circles are a new practice that is starting to be used in Wisconsin. Traffic circles function similar to roundabouts but are smaller to fit in urban areas. Brown County will not allow traffic circles at this time as it is a new, untested traffic management technique. It should be noted that traffic circles will result in long queue lengths along Grant Street, similar to what occurs at the roundabouts now. One of the benefits to the traffic circle at Suburban Drive is that westbound traffic on Grant Street turning south onto Suburban Drive will create gaps for northbound Suburban traffic turning onto westbound Grant Street.

Staff met with Brown County on July 27th to discuss the Grant Street corridor and long term planning. Brown County has Grant Street scheduled for pavement milling in street resurfacing in 2026. This will extend the life of the pavement another 15 years at which point Grant Street will be reconstructed (approximately 2040). When reconstructed, the County will re-evaluate traffic along the corridor which may result in intersection modifications, additional lanes, etc. to address the long queue lengths identified in the Westwood Memo. A letter from Brown County has been attached.

Brown County agrees with the installation of the signals at Allard Street and closure of Apollo Way in the interim to address traffic in the near term per the TADI TIA. Staff is planning to make these improvements in 2022. We will be reaching out to impacted property owners during the design to evaluate driveway impacts and potentially provide turnarounds in their driveways.

Recommendation

If the Board has no concerns with the potential increased delays for access onto Grant Street from Allard Street, staff supports eliminating the signal.

Attachments:

Location Map

TADI TIA (Partial – Cover Sheet, Pages 4, 5, 6)

Westwood Memo



ENGINEERING DIVISION
925 S. SIXTH ST
DE PERE, WI 54115
OFFICE 920-339-4061
FAX 920-339-4071

PROJECT:
2021 GRANT STREET
IMPROVEMENTS

DATE: 1/28/2021
BY: SRL
CHECKED: EPR

West De Pere High School Expansion Traffic Impact Analysis

City of De Pere
Brown County, Wisconsin

June 28, 2019



a typical weekday evening peak hour, the proposed school expansion is expected to generate 195 additional trips (45 entering/150 exiting). On a typical weekday, the proposed school expansion is expected to generate approximately 1,010 additional trips (505 entering/505 exiting) under full build conditions. The expected growth at the high school is included in the on-site development traffic volumes.

B5. Off-Site Generated Traffic

It is noted that the trip generation rates as published in the Institute of Transportation Engineer's (ITE) *Trip Generation Manual, 10th Edition, 2017* for a high school land use were compared to the rates calculated from the existing traffic counts completed as part of this project as described in the previous section. As shown on the trip generation table included in the [appendix](#) of this report, the calculated rates are very similar to the actual rates. Therefore, the ITE rates in this school district seem to be consistent with the national averages.

Therefore, the traffic volumes expected to be generated by the proposed intermediate school are based on the trip rates for a middle school as published in the *ITE Trip Generation Manual, 10th Edition, 2017*. Trip rates were calculated based on the peak hour of generator instead of the peak hour of adjacent street traffic to account for the worst case school traffic conditions. The proposed intermediate school is expected to generate 240 new trips (130 entering/110 exiting) during a typical weekday morning peak hour. During a typical weekday afternoon peak hour, the proposed intermediate school is expected to generate 115 new trips (55 entering/60 exiting). On a typical weekday, the proposed intermediate school is expected to generate approximately 910 new trips (455 entering/455 exiting) under full build conditions. The expected growth for all non-high school traffic is included in the off-site development traffic volumes.

B6. Proposed Access

As shown in [Exhibit 1-2](#), two existing driveways currently provide access to the high school along Grant Street. A potential additional access along Butler Street and/or a potential additional access along Helena Street are also being considered as part of the expansion plans. The potential new access along Butler Street could be either a full access (entrance and exit) or an exit only access, with the access being gated during the other time periods of the day. The potential new connection to Helena Street would be constructed along the north side of Helena Street, immediately west of the Helena Street intersection (offset intersections) with South 7th Street with stop sign control proposed on the north and south legs of the intersection. This additional access is being investigated as either a full access, partial access (bus/staff only) or an emergency access.

B7. Existing Traffic – Recommended Modifications

The study area intersections were analyzed based on the procedures set forth in the *Highway Capacity Manual (HCM), 6th Edition*. Intersection operation is defined by “level of service”. Level of Service (LOS) is a quantitative measure that refers to the overall quality of flow at an intersection ranging from very good, represented by LOS ‘A’, to very poor, represented by LOS ‘F’. For the purpose of this study, LOS D or better was used to define acceptable peak hour operating conditions.

The existing traffic volumes do not include any school expansion plans. The analysis was conducted using existing intersection geometrics and traffic control. The following modifications, shown in [Exhibit 1-3](#), are recommended to accommodate the existing traffic volumes. *Modifications are for jurisdictional consideration and are not legally binding. Brown County and the City of De Pere reserve the right to determine alternative solutions.*

Grant Street intersection with Apollo Way

- Reconstruct north leg of intersection to remove access from Apollo Way to Grant Street.

Grant Street intersection with Allard Street

- Provide fully actuated traffic signal control.
- Provide a dedicated left-turn lane and a dedicated through lane on the west approach.

Traffic signals are expected to be warranted at the Allard Street intersection with the Apollo Way access removed at Grant Street based on a traffic signal warrant analysis completed as part of this project. However, operational deficiencies (LOS E) are expected to remain at the Grant Street intersections with Mid Valley Drive and with Suburban Drive under existing conditions as traffic signals are not warranted at those intersections based on the traffic signal warrant study completed as part of this study. These intersections should be monitored and traffic signal or roundabout control should be considered at these intersections if traffic volumes increase in the future to a level where traffic signal volume thresholds are met.

Except as noted, all other intersections are currently operating at LOS D or better during the weekday peak periods.

B8. Full Build Traffic – Recommended Modifications

Full build traffic volumes include the full build of the proposed high school expansion site as well as the modifications at the other school district schools. The following **additional** modifications, above and beyond the existing traffic recommended modifications, shown in [Exhibit 1-4](#), are recommended to accommodate the full build traffic volume conditions.

Modifications are for jurisdictional consideration and are not legally binding. Brown County and the City of De Pere reserve the right to determine alternative solutions.

Grant Street intersection with Mid Valley Drive

- Provide single lane roundabout control with single lane approaches on all four legs of the intersection.

Helena Street intersection with South 7th Street

- Provide a new access driveway to the high school site with a single inbound and a single exit lane along the north approach of the intersection.
- Provide stop sign control on the north approach of the intersection.
- Maintain stop sign control on the south approach of the intersection.

Grant Street intersection with West High School Driveway

- Consider providing a high visibility cross walk (pavement marking) and a Rectangular Rapid Flashing Beacon (RRFB) on Grant Street, immediately west of the high school driveway with advanced yield lines with “Yield Here to Pedestrian” signs on the east and west approaches of the intersection.

Several access options were analyzed as part of this study including no additional access points to the high school, providing a new southern access to the site along Helena Street and providing a new eastern access point to the site along Butler Street. The only access option that allowed all driveways to the high school to operate acceptably during both peak periods was Access Option 2C which included providing a new access to Helena Street that would be fully accessible to all users of the high school.

Regardless of the access option evaluated, additional traffic control is recommended at the Grant Street intersection with Mid Valley Drive under the full build traffic condition. Due to the presence of existing roundabouts along the corridor and immediately adjacent to the Mid Valley intersection, roundabout control is the recommended traffic control at this intersection. However, it is noted that traffic signal control is also a viable traffic control option for this intersection and will also provide acceptable operations.

With a baseball field and park located immediately north of the high school, providing a controlled pedestrian crossing of Grant Street is recommended. It is noted that 15 to 20 students were observed crossing Grant Street as part of the data collection for this project on a typical day in mid-November. With these volumes and the expected expansion at the high school, vehicle and pedestrian volumes at this crossing are expected to exceed the levels for installation of a RRFB.

Operational deficiencies (LOS F) are expected to remain at the Grant Street intersection with Suburban Drive during the weekday morning peak hour under full build traffic volume conditions. However, traffic signals are not expected to be warranted at this intersection based on the traffic signal warrant study completed as part of this study. This intersection should be monitored and traffic signal or roundabout control should be considered at this location if traffic volumes increase in the future to a level where traffic signal volume thresholds are met. It is expected that the higher delays during the morning peak hour are due to the presence of three schools located immediately to the south of the intersection and the surge in traffic as parents drop off their children in the morning. If delays become excessive at this intersection, it is expected that drivers will utilize other routes (i.e. South 9th Street) to avoid this intersection.

Except as noted, all other intersections are expected to operate at LOS D or better during the weekday peak periods under the full build traffic volume conditions with the modifications listed in this report.

B9. Conclusion

To accommodate the full build out of the proposed high school expansion along Grant Street recommended modifications are expected to be necessary to the transportation network. Except as noted, all movements at the study area intersections are expected to operate safely and efficiently with the modifications identified in this TIA with the proposed high school expansion site as well as the expansion of the other school district schools.

Traffic Analysis Memo

Grant Street (CTH EE) and Allard Street Intersection

Westwood Project # R3001130

Date: January 27, 2021

Project Description

This project will install a traffic signal at the intersection of Grant Street and Allard Street within the City of De Pere near the West De Pere High School. In addition, a dedicated eastbound left turn lane will be added.

Traffic Data

Historical traffic data from the WisDOT Traffic Count Map was reviewed. The growth rates from 2012-2018 for three count locations along Grant Street in vicinity of the project were compared. The average growth rate for the three locations was 2.33%.

Growth rate for the traffic count location nearest Allard Street was 2.34%. The range of growth rates from 2012 to 2015 to 2018 at that location was 1.77% to 2.91%. As a result, a growth rate of 2.5% was used to determine 2021 and 2041 traffic volumes.

Turning movement counts and future traffic was provided in the West De Pere High School Expansion Traffic Impact Analysis prepared by TADI and dated June 28, 2019. The school district prefers Access Option 2C, which included removal of the Apollo Way intersection at Grant Street and a new full access along Helena Street. The report stated that the alternative was calculated by adding the following:

- Existing Traffic Volumes (Exhibit 3-2)
- Intermediate School Expansion Trips (Exhibit 4-5B)
- High School Expansion Trips New Southern Access (Exhibit 4-5C)
- Redistributed Trips New Southern Access (Exhibit 4-5F)
- Redistributed Trips Apollo Way Removed (Exhibit 4-5J)

Exhibit 4-11E was to be the summary of these exhibits, however, it appears that additional traffic from Exhibit 4-5G and 4-5H were included in the summary, which reduced the number of trips at the intersection of Grant St and Allard St.

Turning Movement Traffic Data

To determine turning movement counts in 2036 and 2041, the existing traffic volumes were projected at a growth rate of 2.5%, then the redistributed trips were added (Exhibits 4-5F, and J) as described in the TIA report.

This scenario accounts for the school expansion by an increase in the background traffic and accommodates the redistributed traffic from the closure of Apollo Way and the addition of a new southern access.

Truck percentages for the AM and PM peak hours from the existing traffic counts were utilized.

Traffic Capacity Parameters

PHF for the am and pm peak hours from the existing traffic counts were utilized.

Parameter	Value
PHF (AM Peak)	0.67
PHF (PM Peak)	0.83

Per TEOpS 16-15-5.2.1.4, a growth factor of 0.62 was applied to the Southbound right turn lane to adjust for RTOR.

Yellow clearance time = 3 secs per TEOpS 4-2-5 Rule of Thumb

All-Red clearance time = 2.5 sec based on a review of the following:

TEOpS 4-2-5 Table 3 for 25 mph and intersection width 84' = 2.8 sec

TEOpS 4-2-5 Table 3 for 30 mph and intersection width 84' = 2.4 sec

Pedestrian time was included in the signal timing since the intersection is near a school and will likely experience pedestrian usage during the peak hours.

Parameter	Grant St	Allard St
Walk Time	7 sec	7 sec
Pedestrian Clearance Time	12 sec	14 sec

Westwood

HCM Results

The following tables list the level of service for the intersection movements in 2036 and 2041.

CAPACITY/LOS ANALYSIS HCM 6th Edition

Intersection	Traffic Control	Peak Hour	Delay (Sec) and Level of Service per Movement by Approach													
			Eastbound			Westbound			Northbound			Southbound				
			LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT		
Grant St & Allard St	Year 2036 Traffic Signal	AM	8.2 A	15.5 B	- -	- -	4.4 A			- -	- -	- -	28.5 C	- -	36.3 D	*
		PM	15.9 B	5.8 A	- -	- -	7.2 A			- -	- -	- -	20.0 C	- -	23.0 C	*
Grant St & Allard St	Year 2041 Traffic Signal	AM	10.0 A	28.4 C	- -	- -	4.9 A			- -	- -	- -	42.0 D	- -	54.1 D	**
		PM	18.1 B	5.5 A	- -	- -	7.0 A			- -	- -	- -	25.0 C	- -	30.6 C	*

Notes:

- indicates movement is not possible

* 90 SECOND CYCLE

** 120 SECOND CYCLE

A

B

C

D

E

F

Westwood

The following table shows the queue length for the intersection movements in 2036 and 2041.

QUEUE ANALYSIS HCM 6th Edition

Intersection	Traffic Control	Peak Hour	95% Queue (veh/ln) and 95% Queue (Ft) per Movement by Approach											
			Eastbound			Westbound			Northbound			Southbound		
			LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT
Grant St & Allard St	Year 2036 Traffic Signal	AM	2.9	18.7	-	-	4.3	-	-	-	-	1.5	-	5.6
			72.5	467.5	-	-	107.5	-	-	-	-	37.5	-	140.0
		PM	3.3	4.3	-	-	7.2	-	-	-	-	1.5	-	3.7
			82.5	107.5	-	-	180.0	-	-	-	-	37.5	-	92.5
Grant St & Allard St	Year 2041 Traffic Signal	AM	4.4	38.3	-	-	7.4	-	-	-	-	2.7	-	9.2
			110.0	957.5	-	-	185.0	-	-	-	-	67.5	-	230.0
		PM	4.3	5.5	-	-	8.7	-	-	-	-	2.2	-	5.2
			107.5	137.5	-	-	217.5	-	-	-	-	55.0	-	130.0

Notes:

- indicates movement is not possible

0 - 200 feet

201 - 300 feet

301 - 500 feet

> 500 feet

Discussion

As shown in the above tables, the queue length for the eastbound through movement exceeds 467 feet in the AM Peak hour in 2036 and exceeds 957 feet in the AM Peak hour in 2041.

In addition, it should be noted that in order to achieve an acceptable Level of Service (LOS D or better) for all movements in the AM Peak hour in 2041, a 120 second cycle length was required.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: September 13, 2021

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consideration and possible action on the request for deferral of the sidewalk installation at 635 Diversity Drive until June 30, 2023

ATTACHMENTS:

- 2021 0809 CI_BOPW_935_Diversity_SW_Deferral (PDF)
- Exhibit 1 - Pine Trail Crossing (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: September 13, 2021

RE: **Consideration and possible action on the deferral of the sidewalk installation at 635 Diversity Drive until June 30, 2023**

Pursuant to the email shown below, Ron and Kathie VanPrice, the property owners at 635 Diversity Drive are requesting an extension until June 30, 2023 to install the sidewalk abutting their property.

Hello,

I spoke to Scott Thoresen about extending the sidewalk installation date, like you requested. He requested that I contact you to put in a request with the Board of Public Works for a deferral. As you know, building prices have sky rocketed due to the COVID-19 pandemic. I would request that the sidewalk installation be deferred until mid 2023 at the latest I would prefer to build much sooner but am waiting for prices to normalize. Thank you.

Cordially,

Ron VanPrice

Exhibit 1 shows this property's location within the 2018 Pine Trail Crossing Subdivision.

Background

On June 7, 2021 the Board of Public Works approved the project approach for gap sidewalk installation orders based on the following policy:

"Concrete sidewalks shall be constructed in the right-of-way as set forth herein where the following conditions exist:

- 1. Along the streets adjacent to a lot on which a building is constructed;*
- 2. At least 80% of the lots are developed or 80% of the frontage is on lots that are developed, per side of the street; or*
- 3. On all streets in subdivisions after it has been ten (10) or more years since the acceptance of the first building permit for the subdivision phase."*

Based on this policy, 14 properties were identified to have sidewalks requiring installation:

Parcel ID	Location	Guidance	Exhibit
ED-2510	2193 Yahara Circle	10 Years	1
ED-2830	837 Killarny Trail ^[1]	10 Years	2
ED-2831	839 Killarny Trail ^[1]	10 Years	2
ED-2832	845 Killarny Trail ^[1]	10 Years	2
ED-2833	847 Killarny Trail ^[1]	10 Years	2
ED-3012	3030 Scarlet Oak Road	80% of Lots Developed	3
ED-3014	3018 Scarlet Oak Road	80% of Lots Developed	3
ED-3041	635 Diversity Drive	80% of Lots Developed	3
ED-3047	2683 W Scarlet Oak Circle	80% of Lots Developed	3
ED-3053	2562 E Scarlet Oak Circle	80% of Lots Developed	3
ED-3070	636 Diversity Drive	80% of Lots Developed	3
WD-1694	2475 Lawrence Drive	10 Years	4
WD-1696	2463 Lawrence Drive	10 Years	4
WD-1736	2406 Kilrush Road	10 Years	4

^[1] Denotes a duplex condominium parcel.

The order for the installation of sidewalks will be brought to the Board of Public Works and Common Council in 2022 and property owners will be given until June 30, 2022 to construct their sidewalks. If the sidewalk is not constructed by the June 30th deadline, the City will construct the sidewalk and charge the property owners. Any parcel that starts home construction in advance of this date will be removed from the project as they are required to install sidewalks as a condition of occupancy.

The property owners at 2562 E. Scarlet Oak Road have already been given an extension by the Board of Public Works until June 30, 2023. The extension was given due to the anticipated home construction on this property.

Recommendation:

Staff has no recommendation.

Attachments:

Exhibit 1 – Pine Trail Crossing (PDF)

CITY OF DE PERE

Public Works - Engineering Department

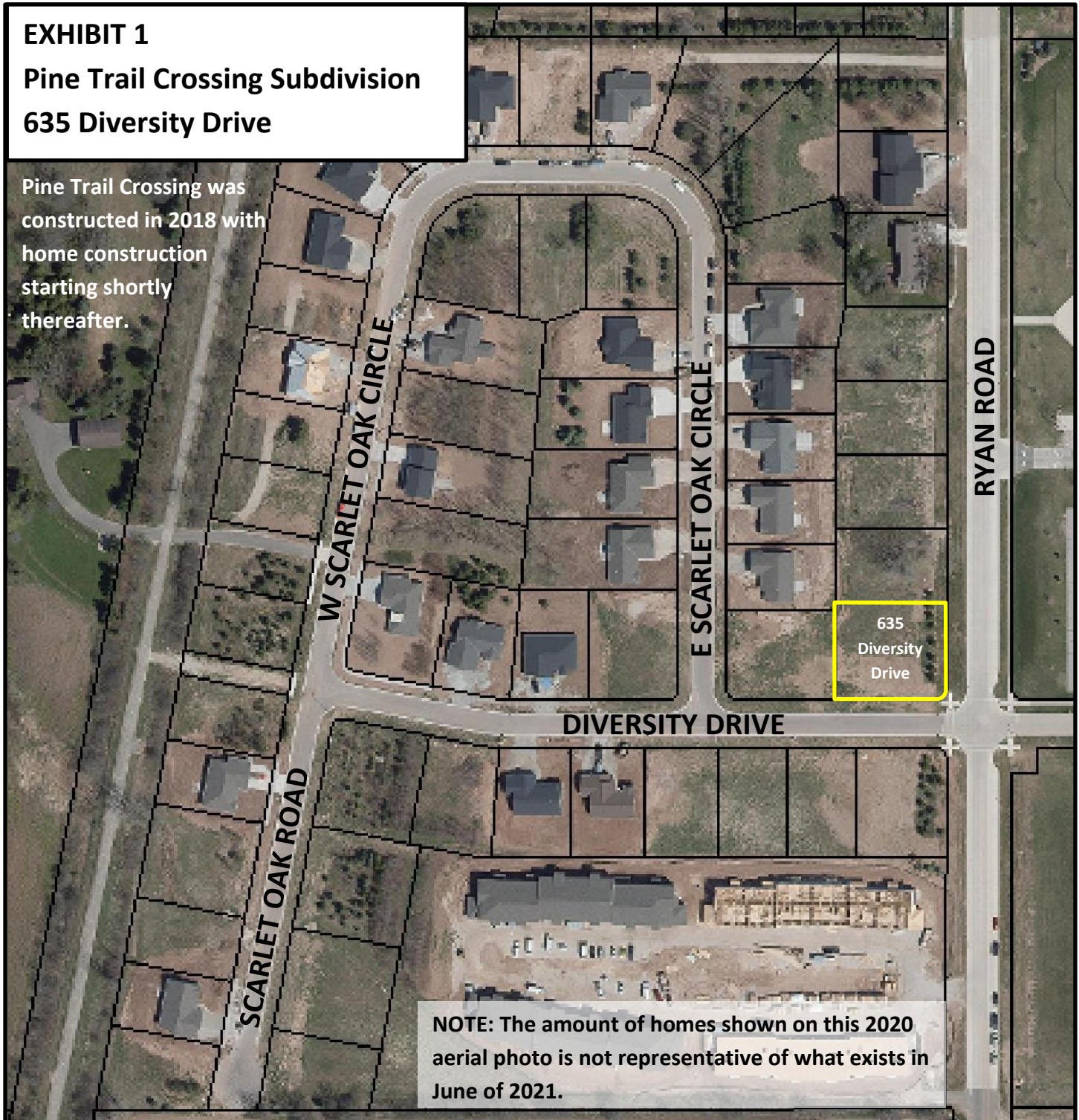
925 S. Sixth Street, De Pere, WI 54115 | 920-339-4061 | www.de-pere.org



EXHIBIT 1

Pine Trail Crossing Subdivision 635 Diversity Drive

Pine Trail Crossing was constructed in 2018 with home construction starting shortly thereafter.





City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: September 13, 2021

DEPARTMENT: City Attorney

FROM: Kristen Johnson

SUBJECT: Consideration and Possible Action on Amendment to Sections 82-1
& 82-2 Related to Garbage Collection at Residential Sources

ATTACHMENTS:

- Mayor-BPW Garbage Collection at Residential Sources (PDF)
- Ord21-XX Amending 82-1 & 82-2 Related to Garbage Collection at Residential Sources (DOCX)

MEMORANDUM

TO: Mayor James G. Boyd, Chair
Board of Public Works Members
Common Council Members

FROM: Kristen Johnson, Assistant City Attorney

DATE: September 13, 2021 (meeting date)

RE: Amendment to Sections 82-1 & 82-2 Related to Garbage and Recyclable
Collection at Residential Sources

Section 82-2(a) prohibits the city from collecting garbage or recyclables from parcels which create in excess of two polycarts on a garbage only collection cycle or three polycarts on a garbage recycling collection cycle. There are certain exceptions to the ordinance which allow certain properties to receive collection even if they produce more than two or three polycarts (depending on collection cycle), including for municipal buildings and municipal public spaces such as parks.

The amendments to Sections 82-1 and 82-2 are being proposed in order to clarify the intention of the ordinances and to provide an exception for parcels owned by certain city created public bodies. Specifically, it came to the attention of staff that Parcel WD-86-5 owned by the De Pere Housing Authority contains six (6) individual residential homes along with the Nicolet Terrace Apartments. Under the current ordinance, this parcel is not eligible for collection because the residential sources create more than the allowable amount of garbage. Under the proposed amendment, each individual residential source on this parcel will be allowed 2-3 polycarts. Nicolet Terrace Apartments receives private collection. The city does not collect from multi-family sources and that will not change under the proposed amendment. This exception only applies to parcels owned by certain public bodies created by authorization of the city, including the De Pere Redevelopment Authority and the De Pere Housing Authority. At this time, the De Pere Redevelopment Authority does not own any property that would qualify under this exemption. The De Pere Housing Authority does make a payment in lieu of taxes to the city each year.

If you have any questions ahead of the meeting, please do not hesitate to contact me.

KKJ

Sec. 82-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Bi-metal container means a container for carbonated or malt beverages that are made primarily of a combination of steel and aluminum.

Brush means trimmings from shrubs and trees but does not include brush or yard waste generated by a service contractor.

Collectable recyclables means all plastic bottles & containers including: all food, beverage and household bottles, jars, jugs, dairy containers and lids, deli, bakery, produce containers and lids; all paper including: newspapers and inserts, magazines, books, catalogs, milk, juice and soup cartons, junk mail and office paper; all metal and glass including: aluminum bottles and cans, steel, tin and bi-metal cans, empty aerosol cans, food and beverage glass bottles and jars. The items listed as collectable recyclables in this definition may be modified by the director of public works in accordance with the effective date of state law or applicable state department of natural resources regulations or variances therefrom. The director of public works shall be responsible for informing the public of all acceptable collectable recyclables.

Collectable solid waste means garbage, collectable recyclables, brush, yard waste and refuse.

Commercial or manufacturing source means any private business enterprises, including, but not limited to, offices, stores, taverns, service stations, restaurants and similar businesses whether non-profit or profit making in nature, excluding hazardous, toxic, noxious or offensive waste, brush, yard waste, refuse or commercial debris.

Compost site means a public site prepared and operated by the city for the purpose of composting yard waste.

Construction debris means all waste resulting from building construction or demolition, alteration, or repair, including excavated material, remodeling, and other waste including but not limited to windows, doors, drywall, framing and roofing materials, flooring, carpeting cabinets and counter tops, concrete, stone, asphalt, sod, earth, dirt, and brick.

Container board means corrugated paperboard used in the manufacture of shipping containers and related products.

Disposable bag and *bag* mean a one-way disposable bag made of polyurethane or other plastic material with a securing twist tie consisting of a minimum of two-ply paper and minimum of 1½ mils thickness for plastic. Bags shall not exceed a volume capacity of 30 gallons or a weight of 50 pounds. Whenever the terms "disposable bag" and "bag" are used in this chapter, such words will mean disposable bag as described in this definition.

Foam polystyrene packaging means packaging made primarily from foam polystyrene that satisfied one of the following criteria:

- (1) Is designed for serving food or beverages.
- (2) Consists of loose particles intended to fill space and cushion the packaged article in a shipping container.
- (3) Consists of rigid materials shaped to hold and cushion the packaged article in a shipping container.

Garbage means miscellaneous waste material, excluding recyclables, including, but not limited to, discarded material resulting from handling, processing, storing, consumption of food, paper, metals, rubber, wood, cloth, and litter. Garbage shall specifically exclude hazardous, offensive, noxious or toxic wastes, refuse, construction debris, yard waste or brush.

Hazardous and/or toxic waste means waste materials or substances which, during normal storage in handling, may be a potential cause of harm, sickness or death, such as explosives, petroleum products, metal or pharmaceutical materials, corrosive chemicals, poisonous or pathogenic substances, pesticides, chemicals,

radioactive materials, toxic materials, and all other similar harmful substances, whether in solid, liquid or gaseous form.

Institutional source means any institutional enterprise, including, but not limited to, churches, schools, educational institutions, and fraternal organizations.

HDPE means high density polyethylene, labeled by the SPI code #2.

LDPE means low density polyethylene, labeled by the SPI code #4.

Landscape/lawn care operation means all landscape, lawn care, nursery, tree service, or other business which provides landscape and lawn care services to others for a fee or other consideration. See also *service contractor*.

Magazines means magazines and other materials printed on similar paper.

Major appliance means a residential or commercial air conditioner, clothes dryer, clothes washer, dishwasher, freezer, microwave oven, oven, refrigerator, stove, furnace, boiler, humidifier or water heater. Major appliances are considered refuse for purposes of this chapter. Microwave ovens which have had the capacitor removed shall not be considered major appliances.

Manufacturing source means waste resulting from manufacturing or processes and operations, excluding hazardous, offensive, toxic or noxious wastes, refuse, yard waste, brush or construction debris.

Multiple-family source means a property containing five or more residential units, including those which are occupied seasonally.

Newspaper means a newspaper and other materials printed on newsprint.

Noxious and/or offensive waste means those wastes that are unwholesome or have an unpleasant smell or are otherwise noxious and/or offensive, such as manure, filth, slop, carcasses, carrion meat, fish, entrails, hides and hide scrapings, paint, kerosene, oil or greasy substances, and objects that may cause injury to any person or animal or damage to vehicles such as barbed wire, briar thorns or similar materials. The term "manure" herein shall not include the excrement/fecal waste of domesticated animals allowed upon R-1 Single Family Residence District and R-2 Single and Two-Family Residence District zoned parcels provided such excrement/fecal waste is properly packaged and disposed of so as to not leak, leach or spill into the garbage container.

Office paper means high grade printing and writing papers from offices in nonresidential facilities and properties. Printed white ledger and computer printout are examples of office paper generally accepted as high grade. This term does not include industrial process waste.

Other resins and multiple resins mean plastic resins labeled by the SPI code #7.

Other sources mean municipal buildings and municipal public spaces.

Overflow collection day means a day on which garbage or collectable recyclables that cannot fit in the polycart is collected. On an overflow collection day, garbage which cannot fit into the polycart shall be placed in a disposable bag alongside, but not inside, the polycart for collection. On an overflow collection day, collectable recyclables that cannot fit in the polycart may be placed in a container which itself is a collectable recyclable and which is of a size which can fit within the polycart, and such container shall be placed alongside, but not inside, the polycart for collection. An overflow collection day is:

- (1) Any such day as is declared by the city; or
- (2) Any such day that an "overflow tag" is affixed to the recyclable container placed outside the recyclable polycart; or
- (3) Those infrequent days, not to exceed four collection days in a calendar year, that an "overflow tag" is affixed to the plastic bag container placed outside the garbage polycart.

Overflow tag means the tag purchased at city hall or the municipal service center for the privilege of placing solid waste which does not fit in a polycart out for pick up. Each overflow tag shall permit the placement of no

more than two overflow containers [either plastic bag(s) or recyclable container(s)] for collection. The fee for such tag shall be as established by resolution of the common council.

Patron means any person producing any type of waste material covered by the regulations of this chapter. In the case of a firm or corporation, the term "patron" will be construed to mean the principal agent, office or employee responsible for the firm or corporation.

Person means any individual, corporation, partnership, association, educational institution, local governmental unit as defined in Wis. Stats. §66.0117(1)(a), state agency or authority, or federal agency.

PETE means polyethylene terephthalate, labeled by the SPI code #1.

Plastic container means an individual, separate, rigid plastic bottle, can, jar or carton, except for a blister pack, that is originally used to contain a product that is the subject of a retail sale.

Polycart means a reusable container specifically designed for automated collection and provided by the city for a fee determined by the city council. Polycarts are the property of the city and shall remain with the parcel address to which it is assigned by the city. Polycarts are specifically designated for garbage or collectable recyclable use. Garbage polycarts are available in large or small sizes. If a parcel is allowed two garbage polycarts under this chapter, at least one of the polycarts shall be the large size.

Postconsumer waste means solid waste other than solid waste generated in the production of goods, hazardous waste as defined in Wis. Stats. §291.01 (including such amendments as may be made from time to time), waste from construction and demolition of structures, scrap automobiles, or high-volume industrial waste as defined in Wis. Stats. §289.01 (including such amendments as may be made from time to time).

PP means polypropylene, labeled by the SPI code #5.

Private collection receptacle means container(s) provided by a private garbage or recyclable collection hauler.

PS means polystyrene, labeled by the SPI code #6.

PVC means polyvinyl chloride, labeled by the SPI code #3.

Recyclable materials means lead acid batteries; major appliances; waste oil; yard waste; and collectable recyclables as defined in this section.

Refuse or rubbish means miscellaneous waste material that is bulky or of such a size that will not fit in polycart and as is not normally collected with garbage including but not limited to furniture, appliances, bicycles, exercise equipment, play equipment, and other household items, mattresses, screen/storm doors, swing sets, plumbing fixtures, ovens, washtubs, wheelbarrows, bikes, box springs, and similar items. Refuse or rubbish excludes construction debris, electronics such as televisions, stereos, microwaves, computers, cell phones, telephones systems, keyboards, servers, copiers, video equipment, business equipment, printers, and similar equipment. Refuse and rubbish also excludes air conditioners, dehumidifiers, freezers, refrigerators, water coolers, and others similar equipment containing Freon. The director of public works shall maintain a list of acceptable items falling within the refuse or rubbish classification.

Refuse or rubbish drop-off site means a public site prepared and operated by the city for the purposes of refuse or rubbish drop-off. The director of public works shall maintain a list of items acceptable items acceptable for drop off.

Residential source means a ~~parcel~~property containing one, two, three or four residential units, including those which are occupied seasonally.

Service contractor means a person, firm, entity or company which performs services for a property owner or occupant.

Solid waste means garbage, recyclables, brush, yard waste, refuse, construction debris; hazardous, toxic, offensive or noxious wastes.

Solid waste facility means as specified in Wis. Stats. § 289.01(35) including such amendments as may be made enacted from time to time.

Solid waste treatment means any method, technique or process which is designed to change the physical, chemical or biological character or composition of solid waste, including incineration.

Waste tire means a tire that is no longer suitable for its original purpose because of wear, damage or defect.

Yard waste means all materials originating in the yard and garden which are capable of natural decomposition, including leaves, grass clippings, and other vegetation but does not include any yard waste generated by a service contractor. Yard waste does not include any brush.

Sec. 82-2. Collection limits and frequency.

- (a) ~~Except as provided herein, the~~Effective June 1, 2017, city shall not collect garbage or collectable recyclables for parcels which create in excess of two large polycarts on a garbage only collection cycle or three large polycarts on garbage recycling collection cycle. The property owner or designated agent shall be responsible for the proper and sanitary storage, collection and transportation of garbage and collectable recyclables generated, all in accordance with federal, state and local regulations. The city shall not collect from any parcel which receives private garbage and/or recyclable collection services.
- (b) Residential source. Garbage from a residential source shall be collected by the city once each week. Collectable recyclables from a residential source shall be collected once every two weeks. The maximum number of polycarts the city shall collect in a collection cycle shall be:
 - (1) *Garbage collection only cycle:*
 - a. Single family residence: two garbage polycarts at a maximum of 200 pounds each.
 - b. Two, three or four unit residence: one garbage polycart per unit at a maximum of 200 pounds each.
 - (2) *Garbage and recyclable collection cycle:*
 - a. Single family residence: three polycarts, at least one of which shall be collectable recyclables in a recyclable designated polycart, at a maximum of 200 pounds per polycart.
 - b. Two, three or four unit residence: two polycarts per unit, at least one of which shall be collectable recyclables in a recyclable designated polycart, at a maximum of 200 pounds per polycart.
- (c) Multifamily source. Garbage and collectable recyclables shall not be collected from any multifamily source. All owners or designated agents of multifamily dwellings shall be responsible for the proper and sanitary transportation of garbage and collectable recyclables generated from multifamily sources in compliance with all federal, state and local laws and regulations.
- (d) Commercial, institutional and manufacturing sources. Normal accumulations of garbage from commercial or manufacturing parcels shall be collected once each week. Normal accumulations of collectable recyclables shall be collected from a commercial or manufacturing source once each two weeks. The maximum number of polycarts the city shall collect in a collection cycle shall be:
 - (1) Garbage collection only cycle: two garbage polycarts at a maximum of 200 pounds each.
 - (2) Garbage and recyclable collection cycle: three polycarts, at least one of which shall be collectable recyclables in a recyclable designated polycart, at a maximum of 200 pounds per polycart.
- (e) Commercial sources in certain locations. Normal accumulations of garbage and collectable recyclables from commercial and manufacturing parcels located in Mission Square, Perrot Square, Marquette Square, the block bounded by Fourth, Fifth, Main and Reid, and the block bounded by Broadway, Front, George and James Streets, up to a maximum limit of five polycarts of solid waste at a maximum of 200 pounds each per parcel shall be collected once each week.

- (f) Other sources. ~~Normal accumulations of garbage from municipal buildings and municipal public spaces shall be collected once per week by the city. Collectable recyclables from the sources stated in this subsection shall be collected once every two weeks.~~
- (1) City sources. Normal accumulations of garbage from municipal buildings and municipal public spaces shall be collected once per week by the city. Collectable recyclables from city sources shall be collected once every two weeks.
- (2) City created public bodies. Garbage and collectible recyclables from residential sources owned by a public body corporate and politic created by authorization of the city, including but not limited to the De Pere Redevelopment Authority and the De Pere Housing Authority, shall be collected as set forth under subsection (b). Collection shall be made from these sources although the number of residential sources on one parcel may exceed the limits established under section 82-1.
- (g) Construction debris. Construction debris shall not be picked up by the city. It shall be the responsibility of the owner and/or contractor to properly dispose of construction debris as provided by law.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: September 13, 2021

DEPARTMENT: Parks

FROM: Marty Kosobucki

SUBJECT: Consideration and possible action on proposed changes to policy on placement of banners on city owned poles.

ATTACHMENTS:

- Memo.Banner Policy changes (PDF)
- Banners on Poles Policy revised 07-21-165-003-08 (PDF)
- Amended Application for Banner Placement -07-21-165-003-08 (PDF)

CITY OF DE PERE MEMO



To: Board of Public Works

From: Marty J. Kosobucki

Date: September 8, 2021

RE: Proposed changes to Banner Policy

After discussing Banner related concerns with staff at St. Norbert College, we are proposing couple of minor changes. First, we are proposing cleaning up language in the Banner Policy that requires banners to be 44"x30". This is the size of banners our frames will fit. Banners of different size will significant work load in adjusting brackets or require a complete new set of brackets. Second, we are recommending language that allows street banners to stay up for two years providing City Staff approval and there are no other applications in the system.

Thank you for your time and consideration.

**CITY OF DE PERE
BANNER POLICY
FOR COMMEMORATIVE, CIVIC, EDUCATIONAL
AND ECONOMIC DEVELOPMENT
(12/1007/21)**

I. PURPOSE

The City hereby establishes limited public forums for the sole purpose of publicizing commemorative, civic, educational and economic development issues as expressed herein. ~~The City expressly declines to designate any of the locations identified in this policy ‘traditional’ public forums.~~ these policy ‘traditional’ public forums. The City finds that, in order to protect the public interest in maintaining the aesthetics of the City’s historic character and in the interest of promoting the City and its economic vitality, it is in the public interests to establish this policy.

II. BANNER OVER THIRD STREET AT REID STREET

A. Application

1. All requests for permission to have a banner installed over Reid Street at Third Street shall be made to the Director of Parks, Recreation and Forestry (the Director) on the City application form.
2. The Director shall review such application. ~~If any application fails to meet any of the requirements of this policy, the Director shall not approve the application.~~
3. A \$100 application fee shall accompany the application.

B. Requirements

1. Banner placement approval will be restricted to one or more of the following purposes:

- (a) Promotion of a De Pere Civic or Community event—~~“Civic or Community Event”~~ shall mean an event sponsored by or organized by an association, society or group which includes one or more city non-profit organizations;
 - (b) Identifying, marketing or promoting the campus, activities and/or buildings of St. Norbert College;
 - (c) Promotional or marketing efforts of non-profit economic development entities which the City participates in, promotes or sponsors; and
 - (d) Public service announcements by City, its boards, commissions or other political subdivision of which the City is a member.
2. Applications shall be made no more than six (6) months in advance and are accepted on a first come-first served basis. Banners shall be displayed a maximum of three (3) weeks.
 3. The two (2) calendar weeks before and the weekend of Memorial Day shall be reserved for the City co-sponsored Celebrate De Pere Festival.
 4. Banners shall not bear the name or likeness of any alcohol beverage, tobacco product or contain images or sayings which, in the opinion of the Director, are offensive.
 5. The design or aesthetics of the banner shall not conflict with the historic character of De Pere’s Historic Downtown as determined in the reasonable discretion of the Director.
 6. All banners shall be unlighted, shall ~~be not exceed~~ 44” x 30’ in size and shall be constructed of a material that is weather and wind resistant, with appropriate securing materials and wind slits—~~Grommets~~ shall be installed approximately every 30” on the banner.
 7. All banners shall comply with all applicable traffic regulations.
 8. The applicant shall sign the attached application which contains liability insurance and hold harmless requirements under which the applicant is

required to hold the City harmless for all claims associated with the permission granted.

III. BANNERS UPON EXISTING POLES IN RIGHT OF WAY

A. Application

1. All requests for permission to have banners installed on City controlled (leased or owned) poles (i.e. light poles) shall be made to the Director of Parks, Recreation and Forestry (the Director). -The applicant shall comply with any permission requirements imposed by the owner of the pole.
2. If the application seeks to have banners placed on poles without mountings, the applicant shall provide approved mountings to City to install by City which shall, when mounted, become property of the City.
3. The Director shall review such application~~-. If~~ any application fails to meet any of the requirements of this policy, the Director shall not approve the application.
4. A \$100 application fee shall accompany the application.

B. Requirements

1. Approval of banners will be restricted to the following:
 - (a) Commemorating anniversaries of buildings, civic organizations or civic events existing within the corporate limits of the City~~-. For~~ the purposes of this policy, a civic organization is defined as an association, society or group which includes one or more city non-profit organizations; a civic event is defined as an event or gathering sponsored by or organized by a civic organization;
 - (b) Identifying, marketing or promoting the campus, activities and/or buildings of St. Norbert College;
 - (c) Promotional or marketing efforts of non-profit economic development entities which the City participates in, promotes or sponsors; and
 - (d) Public service announcements by City, its boards, commissions or other political subdivision of which the City is a member.

2. Applications shall be made no more than six (6) months in advance of the event being promoted and are accepted on a first come-first served basis.
3. Banners on poles located on the Claude Allouez Bridge shall be displayed a maximum of three (3) weeks.
- ~~4.~~ 4. Banners on poles in places other than the Claude Allouez Bridge may be displayed for an initial period of ~~up to~~ six (6) months. Provided no other application is pending for banner placement on poles currently displaying banners, the Director may automatically renew the original permit for not more than three (3) consecutive six (6) month periods; provided however that the City may, upon subsequent application for banner placement, remove such banners after they have been in place for not less than three (3) months.
- ~~5.~~ 5. Banners shall not bear the name or likeness of any alcohol beverage, _____ tobacco product or contain images or sayings which, in the opinion of the _____ Director, are offensive.
- ~~6.~~ 6. The design or aesthetics of the banner shall not conflict with the _____ historic character of De Pere's Historic Downtown as determined in the _____ reasonable discretion of the Director.
- ~~7.~~ 7. All banners shall be constructed of a material that is weather and wind _____ resistant and be constructed to specifications of banner supports and shall _____ not exceed 30" x 80" in size.
- ~~8.~~ 8. The applicant shall sign the attached application which contains _____ liability insurance and hold harmless requirements under which the

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applicant is requested to hold the City harmless for all claims associated with the permission granted.

IX. PLACEMENT/REMOVAL OF ALL BANNERS

- A. All banners shall be erected and removed only by City of De Pere employees~~—~~.
City employees will remove banners that become damaged, weather worn or otherwise in a state of disrepair and notify the applicant.
- B. The applicant shall reimburse the City for all costs associated with placement and removal of the banner, including removal of damaged banners.
- C. Costs shall be on a time and material basis with a minimum charge of \$100 for placing the banners and for each occasion in which City employees are required to remove or replace one or more banners.
- D. Failure to reimburse city for all costs associated with placement and removal of banners will result in city declining to consider future requests by the applicant or the civic organization represented by applicant, in addition to all other remedies available to collect the amounts owing.
- E. The City may refuse to mount any banner, if in the opinion of the Director, weather, equipment, banner style or other circumstances prevent the safe and timely installation of the banner.

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Application for Banner Placement

Name: _____

Name and Mailing Address of Group or Entity: _____

Email Address and Phone No.: _____

Purpose of Commemoration: _____

Location of Banner: _____ Dates Requested: _____

(Limit = 3 wks for 3rd @ Reid & Bridge; 6 mos for others)

By signing this Application Request form, Applicant hereby certifies and agrees that:

1. He/she has the authority of _____ to sign this application on

name of group

 behalf of _____ and to bind _____

name of group

 to the obligations contained herein.

2. Applicant agrees to reimburse city for all costs associated with the placement and removal of the banners by city. Applicant understands that city personnel will remove all damaged banners and, upon request of applicant, replace the same with a new banner supplied by applicant. Applicant has further deposited the sum of \$100 with the Director of Parks, Recreation and Forestry at the time of application, which sum represents the minimum amount applicant is required to pay as such reimbursement. In the event the actual costs exceed \$100, applicant shall be billed for the difference and applicant shall make payment therefore within fifteen (15) days of invoice. No subsequent permission for banner placement will be considered by city if city costs are not fully reimbursed by applicant.

3. Applicant agrees to and hereunder shall save and hold the City of De Pere and its officials, officers and employees harmless from any and all injury that may occur to any party as the result of activities described herein. -This provision is intended to indemnify and hold harmless the City of De Pere to the fullest extent permitted by law and includes the payment of reasonable attorney fees for the defense of any claims brought which can fairly be said to be under the intent and purpose of this hold harmless agreement.

4. Applicant understands that use of the banner supports for its banners confers with it no property rights or interests and that, because the property is public property, the use of the banner supports may be revoked at any time such equipment is needed for a public purpose.

Date: _____

Approved: _____

Print Name

Marty Kosobucki
Director of Parks, Forestry & Recreation

Name of Organization/Entity

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City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: September 13, 2021

DEPARTMENT: Board of Public Works

FROM: Scott Thoresen

SUBJECT: Discuss Alderperson Hansen's request regarding alternative disposal options for bulk item collection

ATTACHMENTS:

- Memo - Recycling Bulky Items (PDF)

Memo Re: Recycling Bulky Items

To: Board of Public Works

From: Ald. Jonathon Hansen

Meeting Date: September 13, 2021



I received a call from a constituent who lives on Ryan Rd. She contacted me earlier this summer during the City's last curbside pickup for large/bulky items. In an effort to prevent items from going to waste, she is requesting that the City explore ways to encourage residents to donate their bulky items instead of putting them on the curbside for disposal. In addition to allowing items to be reused, it could help reduce the City's expenses for disposal.

The constituent proposed two ideas: 1) A public education campaign through social media (especially shortly before an upcoming curbside pickup date) to encourage residents to donate items that are in good shape, and to inform residents of the various locations that accept such items. 2) Delivering flyers to residents' doors with information on where they can bring these items. She volunteered to help deliver these flyers, especially in her neighborhood around Susie C. Altmayer School.

I am requesting that the Board of Public Works consider whether to move forward with any initiatives to encourage more residents to donate bulky items.

Thank you for your consideration.

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