Board of Public Works

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

Regular Meeting

Final Minutes

Monday, September 12, 2022 | **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	Alderperson	Present	
Jonathon Hansen	Alderperson	Present	
Shana Defnet Ledvina	Alderperson	Present	
Dean Raasch	Alderperson	Present	

Others present:
Scott Thoresen, Public Works Director
Eric Rakers, City Engineer
Tony Fietzer, Street Superintendent (virtual)
Betty Sellenheim, Recording Secretary

II. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Board of Public Works. Section 6-3(f) DPMC

None

III. Items

1. Approval of the August 8, 2022 Board of Public Works Meeting Minutes

   Alderperson Ledvina moved to approve the August 8, 2022 Board of Public Works Meeting Minutes, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

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

2. Discussion regarding a request from Mr. Devin Gillman to financially assist the City of De Pere with purchasing and/or leasing one or more electric vehicle charging station(s)

   Alderperson Hansen moved to table the request from Mr. Devin Gillman regarding electric vehicle charging stations until the October 10, 2022 meeting, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

RESULT:	**TABLED**
	Next: 10/10/2022 7:30 PM

3. Consider and Possible Action Regarding Clock Tower Replacement*

   Scott Thoresen, Public Works Director, shared conversations with Definitely De Pere following the May Board of Public Works discussion of replacing the clock tower, where Definitely De Pere expressed interest in not replacing the clock tower, but instead installing streetscape artwork. Mr. Thoresen also shared visibility concerns for traffic entering Main Avenue by the raised bed where the clock tower resides. Mr. Thoresen mentioned that following a storm this summer, the clock tower has begun working again. Mayor Boyd asked how the Beautification Committee responded to replacing or removing the clock tower. Mr. Thoresen explained their position to have a clock tower remain at that location. Mr. Thoresen mentioned that changes could be made in that area with the upcoming Main Avenue construction project with the Department of Transportation (DOT). Alderperson Raasch asked how long the clock tower has been in that location. Mayor Boyd and Mr. Thoresen stated it was installed in 1997 or 1998. Alderperson Raasch suggested the clock be retained if it is not repaired or replaced in kind. Alderperson Ledvina asked for clarification on the visibility concerns. Alderperson Raasch further explained the current issue. Alderperson Carpenter agreed with retaining the clock if it is not repaired or replaced in kind and added that the traffic calming effect of the curves off the bridge can be taken at the posted speed limit, potentially adding to the concerns of that intersection. Mayor Boyd asked for accident history at the intersection of Main and Third. Mr. Thoresen stated he was not aware of any and Eric Rakers, City Engineer, stated staff had not reached out to the police for these records.

Mayor Boyd recommended no action on the Clock Tower Replacement, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

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

4. Consideration and possible action on timing, frequency, and volume for overflow collections

Tony Fietzer, Street Superintendent, reviewed previous Board discussions on the timing/frequency and establishing limits. Mr. Fietzer explained the staff recommendations to collect quarterly on the second full week of January, April, July, and October for garbage and second and third weeks for recycling. Mr. Fietzer shared collection information from the first week of overflow collections following Labor Day. Scott Thoresen, Public Works Director, asked Mr. Fietzer to share the number of stops recorded for garbage overflow collections. Mr. Fietzer shared that 73 out of 7300 locations utilized the service (about 1%). Mr. Fietzer further shared the number of bags at the participating locations. Alderperson Carpenter asked why the bag limit was not being addressed. Mr. Thoresen explained that the information for the second week of recycling was not available at the time of the meeting and the bag limit is scheduled to be addressed during the October meeting. Alderperson Carpenter expressed concerns about taking action on the frequency and bag limit separately. Mayor Boyd asked what the harm would be if the Board does not take action on the frequency tonight. Mr. Thoresen deferred to Betty Sellenheim, recording secretary, who assured members that both topics could be addressed at the October meeting without any repercussions to getting items published in the Town Planner Calendar. Alderperson Hansen shared that a bag limit has never been shared in the past in the Town Planner and did not see an issue with taking action on the items separately. Mayor Boyd stated that due to the changes being proposed it would behoove the City to include the information, even though it never has been before. Ms. Sellenheim agreed that staff planned to include both the change in dates and established bag limit for the first year in the calendar. Alderperson Raasch expressed his thoughts on residences with excessive bags and whether the service could be removed entirely. Mr. Thoresen provided additional information on the overflow tags offered to residents and elaborated on key points for moving the overflow off of holiday weeks. Alderperson Ledvina, Mayor Boyd, and Alderperson Carpenter shared concerns with removing the free overflow services completely. Alderperson Ledvina requested staff track the number of participating residences for each quarterly overflow collection in 2023. Alderperson Hansen asked if the new overflow schedule would interfere with other collections, such as brush or bulk. Mr. Fietzer explained they would be the same weeks in a couple of the months, but are different crews and would not create staffing conflicts. Alderperson Hansen asked why recycling is two weeks compared to garbage only being one week. Mr. Fietzer explained that allows for both the A and B weeks for recycling to get the option of overflow, since that service is provided every other week.

Mayor Boyd moved to table the timing and frequency for overflow collections until the October 10, 2022 meeting, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

RESULT:	**TABLED [UNANIMOUS]** **Next: 10/10/2022 7:30 PM**
MOVER:	James Boyd, Mayor
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

5. Consideration and possible action on City Engineer Parking and Traffic Recommendations*

Eric Rakers, City Engineer, outlined the recommended parking and traffic changes including:
1) Parking restrictions on City lot at 360 Main Avenue.
2) Restricting parking by eliminating one additional parking stall on Main Avenue at Fifth Street. Mr. Rakers explained the change being proposed due to accidents and also suggested talking with DOT about signals being installed during the Main Avenue construction project. Mayor Boyd asked for clarification on the accidents that have occurred. Mr. Rakers explained the likelihood of them occurring due to left turning vehicles from Fifth Street onto Main Avenue with parked cars blocking visibility of oncoming traffic. Alderperson Carpenter requested additional information on the accidents to verify the root cause before removing parking. Mr. Rakers ceded that staff did not have the full information on the accidents and added if signals were not warranted staff would want to work with DOT to add pedestrian bump-outs at that intersection. Alderperson Raasch requested additional information from the accident reports and shared his experience utilizing that intersection. Mr. Rakers stated staff can request the additional information and noted the one change that has occurred in the past year is an increase in parking due to the development around that intersection.
3) Including Rockland Road as a heavy truck route from STH 32/57 to CTH PP. Alderperson Hansen questioned whether the road will be reconstructed entirely when the road is widened from Southern Bridge. Mr. Rakers stated it would be. Alderperson Carpenter asked if the current Rockland Road would hold up to truck traffic until the road is reconstructed for Southern Bridge. Scott Thoresen, Public Works Director, shared that Rockland Road was resurfaced a few years ago with heavier asphalt and staff's recommendation is based on the importance of accessibility to the entire business park

including current and future development. Alderperson Carpenter asked if there were concerns about accidents and traffic with trucks on Rockland Road, which is a higher speed limit (35 mph), especially around the Compost Facility. Mr. Thoresen stated there could be traffic implications and added that the Compost Facility is slated to be relocated with YMCA occupying the site in the future.

Alderperson Hansen moved to approve recommendations 1 & 3 and table item 2 for more accident information, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

6. Discuss City Engineer Recommendations for No-Action Parking and Traffic Discussion Items

Eric Rakers, City Engineer, outlined the discussion items for no-action parking and traffic including:
1) Restricting parking on Pine Street near Ninth Street. Alderperson Raasch expressed his appreciation and elaborated on the concerns he received from residents in the area.
2) Restricting parking on one side of Honey Court-due to trucks and potential pedestrian conflicts. Mayor Boyd asked for additional information regarding the concerns from the business. Alderperson Hansen shared the information he heard from Turriff reaching out to Alderperson Gantz. Mayor Boyd asked if staff considered restricting parking directly by Turriff. Mr. Rakers explained situations where staff has restricted parking because there was not enough space for semi trucks to access businesses. Mr. Rakers explained that the trucks they are using in this area would not require additional space and much of the cul de sac remains open due to the number of driveway entrances. Scott Thoresen, Public Works Director, added that installation of sidewalks would be much more beneficial if pedestrian conflicts is the main concern. Alderperson Hansen questioned the process for getting sidewalks installed. Mr. Thoresen explained it would be included in the annual sidewalk orders if it was deemed appropriate for installation. Alderperson Hansen asked if sidewalks would be extended to the apartments at the end of Pershing Road. Mr. Thoresen stated the potential was there. Alderperson Hansen asked if staff was comfortable that the driveway and space was wide enough for Turriff truck movements. Mr. Rakers displayed an aerial of Honey Court and highlighted the minimal areas of conflict that vehicles could potentially park, thus providing much of the cul de sac for vehicular movement.
3) Installing Rapid Rectangular Flashing Beacon on Broadway Street at Cass Street. Alderperson Ledvina asked if additional consideration is added since Broadway is curved leading up to the intersection. Mr. Rakers explained that each intersection is assessed based on the same criteria. Alderperson Ledvina shared her personal experiences utilizing this intersection as a pedestrian. Alderperson Hansen asked if the crosswalk and median could be modified similar to Broadway and Bomier. Mr. Rakers stated it was something staff could look into.

Discussion only. No action necessary.

RESULT:	**DISCUSSED**

7. Consider and Possible Action Regarding Intergovernmental Cooperative Agreement for the Wisconsin Recycling Consolidation Grant*

Scott Thoresen, Public Works Director, explained the annual recycling grant application and recent changes to the requirements for intergovernmental cooperative agreements.

Mayor Boyd moved to approve Intergovernmental Cooperative Agreement for the Wisconsin Recycling Consolidation Grant, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

8. Consideration and possible action on Policy for Second Driveways*

Eric Rakers, City Engineer, outlined the second driveway policy developed by staff and the circumstances that would allow and/or prohibit them.
Alderperson Carpenter expressed concerns with second driveways that dead-end onto property for storage of large vehicles such as motorhomes. Mr. Rakers explained staff's process of establishing the guidelines that maintain the neighborhood looking good but also allow for functionality of resident's lots. Alderperson Carpenter asked if the driveways would be concrete. Mr. Rakers stated they would be required to be concrete in the right-of-way per ordinance. Scott Thoresen, Public Works Director, added that Sustainability Commission plans to consider allowing permeable brick paver driveways in the future. Alderperson Carpenter expressed concerns regarding a lack of regulations and second driveways turning into mud pits if they are not paved and requested requiring hard surfaces for second driveways. Alderperson Raasch explained his desire for a requirement that the second driveways access an accessory structure or attached garage and not allow for a parking lot feel when the second driveway dead ends into the yard. Mr. Thoresen recapped the changes alderpersons suggested including requiring hard surfaces and accessing a structure. Alderperson Raasch added that he would suggest hard surfaces must conform with existing surfaces in the neighborhood. Mr. Rakers suggested requiring all new driveway construction be concrete or permeable pavers, if approved. Mayor Boyd and Alderperson Raasch agreed. Mr. Rakers added that staff will work together across departments to determine who can approve that change for personal property.

Alderperson Raasch moved to refer the policy for second driveways back to staff, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

RESULT:	**REFERRED BACK TO STAFF [UNANIMOUS]** **Next: 10/10/2022 7:30 PM**
MOVER:	Dean Raasch, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

IV. Future Agenda Items

None

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:48 PM, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim