Board of Public Works

335 South Broadway
De Pere, WI 54115
http://www.de-pere.org

Regular Meeting

Final Minutes

Monday, September 12, 2016 | **7:30 PM** | **De Pere City Hall Council Chambers**

I. Call to Order

The meeting was called to order at 7:30 PM by Mayor Michael J. Walsh

Attendee Name	Title	Status	Arrived
James Boyd	Alderperson	Present	
Dan Carpenter	Alderperson	Present	
Ryan Jennings	Alderperson	Present	
Dean Raasch	Alderperson	Present	
Michael J. Walsh	Mayor	Present	

Others present were Chase Kuffel, Assistant City Engineer, Scott Thoresen, Director of Public Works, and Pam Denis, Recording Secretary.

II. Public Hearing to Levy Special Assessments

A. Notice of Public Hearing

The Recording Secretary read into the record that the Notice of Public Hearing was published in the Green Bay Press Gazette on August 24, 2016.

B. Recommendation from the Board of Public Works

Eric Rakers, City Engineer, stated that the Board of Public Works at the August 8, 2016 meeting approved the Preliminary Resolution for storm sewer assessment for Honey Court and the public hearing was scheduled for today for the Final Resolution for Special Assessment. Mayor Walsh declared the Public Hearing open at 7:32pm. He invited public comment, but there was none. Mayor Walsh declared the Public Hearing closed at 7:33pm and asked for a motion.

C. Consider Final Resolution for Special Assessments for Storm Sewer Main and/or Laterals on Honey Court

Mayor Walsh moved to adopt the Final Resolution authorizing storm sewer main and/or lateral construction and levying special assessment against benefited property on Honey Court, Alderperson Raasch seconded the motion. Upon vote, the motion passed.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Dean Raasch, Alderperson
AYES:	Boyd, Carpenter, Jennings, Raasch, Walsh

III. Public Comment

None.

IV. Items

1. Approval of the Board of Public Works August 8, 2016 Meeting Minutes.

Alderperson Raasch moved to approve the Board of Public Works August 8, 2016 meeting minutes, Alderperson Boyd seconded the motion. Upon vote, the motion passed.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	James Boyd, Alderperson
AYES:	Boyd, Carpenter, Jennings, Raasch, Walsh

2. Consider Award of Contract for Project 16-20 Dumpster Enclosure Construction.*

Scott Thoresen, Director of Public Works, reviewed the process that led up to choosing the design and location, and the request for bids for the dumpster enclosures in Nicolet Square. He explained that the dumpster enclosure chosen by the stakeholders was similar to one at Walgreen's, with a brick fascia that matches the brick on Nicky's Tavern. Director Thoresen stated that the bids that were received for that type of enclosure came in higher than anticipated due to the need for a four foot deep footing, brick fascia, and timeline to construct enclosures. The low bid was $83,125 and the budgeted amount was $30,000 which was for the basic enclosure which was on an 8" concrete pad. He explained that he was looking for direction from the Board on how to go forward. If the Board rejected the bids and went back to the stakeholders to discuss design and cost, the goal of starting dumpster collection by the end of the year would not be met and most likely would be implemented by Fall 2017. In addition there are other areas of the downtown where the City will be building enclosures in the future. The design concept for Nicolet Square could set the tone for other enclosures. Discussion followed including but not limited to how the funding from the TID works, whether we have costs for the other exhibited enclosures, the need for stakeholders to be involved in the decision since they would be responsible for the added costs, and what could be done to lower the cost of construction.

Alderperson Raasch moved to refer the dumpster enclosures back to staff, Alderperson Boyd seconded the motion. Discussion followed. Director Thoresen stated that either the bids needed to be accepted or rejected. Alderperson Raasch and Alderperson Boyd rescinded the motion.

Alderperson Raasch then moved to reject the bids for Project 16-20 Dumpster Enclosures, Alderperson Boyd seconded the motion. Upon vote, the motion passed.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	James Boyd, Alderperson
AYES:	Boyd, Carpenter, Jennings, Raasch, Walsh

3. Consider Updates to Chapter 28, Stormwater Management Ordinance (Post Construction).*

Eric Rakers, City Engineer, explained that the Wisconsin Department of Natural Resources (WDNR) has mandated an update to the City's post construction storm water management ordinance. He presented City Ordinance Chapter 28 with the marked changes made per the WDNR models. Discussion followed, including accountability on maintenance of storm basins and ponds. Engineer Rakers explained that there are maintenance agreements recorded with the parcel and ponds are checked and letters sent to property owners indicating maintenance issues that need to be addressed. Inspections follow.

Alderperson Raasch moved to approve the updates to Chapter 28, Stormwater Management Ordinance (Post Construction), Alderperson Jennings seconded the motion. Upon vote, the motion passed.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Boyd, Carpenter, Jennings, Raasch, Walsh

4. Consider Garbage & Recycling Cart Exchange.*

Director of Public Works, Scott Thoresen, explained that the updated ordinance for garbage and recycling carts limits the number of carts per parcel to three carts, effective the summer of 2017. He stated his request to allow property owners to exchange two smaller carts for a large cart at no cost, to keep them at 3 carts per parcel.
Mayor Walsh moved to approve the revisions to Chapter 82- Solid Waste Ordinance to allow properties to exchange smaller carts for larger cars without cost so they would not exceed the three(3) cart maximum, Alderperson Raasch seconded the motion. Upon vote, the motion passed.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Dean Raasch, Alderperson
AYES:	Boyd, Carpenter, Jennings, Raasch, Walsh

5. Consider New Policy for the Installation of New Sidewalks Along New Streets or Subdivisions.

Eric Rakers, City Engineer, reviewed the current sidewalk policy and presented comparables from several other communities as to the determination of when and how sidewalks could be ordered in. Engineer Rakers stated that the policy staff was recommending would allow ample time for developing authorities to fill vacant parcels – 10 year or 80% occupancy, whichever would come first- before the City would install sidewalks to fill gaps. Maps were presented to show the sidewalks and policy impact in three areas of the City. He then presented the staff recommendation for the installation of sidewalk policy.
Mayor Walsh moved to approve the staff recommendation, Alderperson Raasch seconded the motion. Upon vote, the motion passed.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Dean Raasch, Alderperson
AYES:	Boyd, Carpenter, Jennings, Raasch, Walsh

6. Consider Engineering Technical Services Regarding Installation of T-Mobile's Wireless Antennae Facilities on Merrill Tower.*

Scott Thoresen, Director of Public Works, presented the staff recommendation to award the engineering services agreement to Dixon Engineering to perform the technical services required in regard to T-Mobile's wireless antenna facilities request for the Merrill Street Tower. He explained that T-Mobile has sent the check to cover the cost of these services.

Alderperson Raasch moved to approve the award for engineering technical services to Dixon Engineering for T-Mobile's wireless facilities upgrade request, Alderperson Carpenter seconded the motion. Upon vote, the motion passed.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Dan Carpenter, Alderperson
AYES:	Boyd, Carpenter, Jennings, Raasch, Walsh

7. Consider 9th Street Reservoir Repair Contract.*

Scott Thoresen, Director of Public Works, stated that by Wisconsin Statute, water storage facilities need to be inspected every five years. The 9th Street Reservoir was inspected in 2014 and maintenance and repairs were identified. He said that staff solicited four companies for proposals to perform the maintenance and repairs. One proposal was submitted: Water Tower Clean and Coat, Inc. Lodi, Wisconsin for $34,100. Director Thoresen stated that the 2016 water utility budget has sufficient funds for this project. **Mayor Walsh moved to approve the staff recommendation of Water Tower Clean and Coat, Inc., Lodi, Wisconsin in the amount of $34,100 to perform the maintenance and repairs on the 9th Street Reservoir. Alderperson Carpenter seconded the motion. Upon vote, the motion passed.**

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Dan Carpenter, Alderperson
AYES:	Boyd, Carpenter, Jennings, Raasch, Walsh

V. Future Agenda Items

None.

VI. Adjournment

Mayor Walsh moved to adjourn the Board of Public Works meeting, Alderperson Raasch seconded the motion. Upon vote, the motion passed and the meeting was adjourned at 8:35pm.

Respectfully submitted,
Pam Denis