



Board of Public Works

Regular Meeting

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

Agenda

Monday, August 13, 2018

7:30 PM

De Pere City Hall Council Chambers

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 **August 13, 2018** at **7:30 PM** in the **De Pere City Hall Council Chambers**, 335 S. Broadway Street, De Pere, WI 54115.

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on TW Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

I. Call to Order

1. Roll Call

II. Public Comment

III. Items

1. Approval of Board of Public Works July 9, 2018 Meeting Minutes.
2. Discuss West Business Park & Honeysuckle Pond System.
3. Consider Request for Installation of Terrace Walks on Reid Street.
4. Consider Preliminary Resolution for Special Assessment for Storm Sewer Main and/or Laterals for 1134 Stine Way.
5. Consider Preliminary Resolution for Special Assessment for Storm Sewer Main and/or Laterals for Legion Court.
6. Consider Rejection of Bid for Project 18-24 City Hall Ramp Masonry Repair.*
7. Consider Award of Cleaning Contract for City Hall, PD and Community Center.*

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, August 13, 2018 so that arrangements can be made.

Agenda Sent To:

Mayor
Alderpersons
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
Dawn Williams
Julie Phelps

De Pere Chamber of Commerce
Definitely De Pere
Michael Kostrewa
Peggy S Eserkaln
Mike Kurklewicz
Stacy Seaquist
Scott Bitters

Ron Mortti
Don Deprey
Casey Bavinck
Christopher Leclair
Harold Baker
Dan Trisko

Mark Gibson
Kim Smithson
Kayla Jaraczewski
Paul Lemberger
Brian Krueger
Dennis Collins

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.

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: August 13, 2018

DEPARTMENT: Public Works

FROM: Pam Denis

SUBJECT: Approval of Board of Public Works July 9, 2018 Meeting Minutes.

ATTACHMENTS:

- CE_BOPW July 9, 2018 draft meeting minutes (PDF)



Board of Public Works

Regular Meeting

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

Draft Minutes

Monday, July 9, 2018

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	Aldersperson	Present	
Dan Carpenter	Aldersperson	Present	
Jonathon Hansen	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

Also present were Scott Thoresen, Director of Public Works, Eric Rakers, City Engineer, Aldersperson Scott Crevier, Steve Bloemer, Street Superintendent, Tom Blohowiak, Maintenance Supervisor, Darryl Carter, Lead Street, and Pam Denis, Recording Secretary.

II. Public Comment

None

III. Items

1. Approval of Board of Public Works June 11, 2018 Meeting Minutes.

Aldersperson Carpenter moved to approve the June 9, 2018 Board of Public Works meeting minutes, Aldersperson Hansen seconded the motion. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

2. Consider Revising MSC Drop Off Operations.

Scott Thoresen, Director of Public Works, reviewed through a Power Point presentation, the data and recommendations that the MSC Rubbish committee had prepared regarding the current MSC drop off site. He reviewed the issues that had generated the study, which as the volume increased at the drop off site the noise, commotion, scavenging increased. He stated that as other Municipalities offered no drop off facilities, the MSC drop off site has become a Brown County drop off site. The committee's recommendations were: move the drop off site to the rear of the MSC building, there would be a new sliding gate, the site would be manned, site would be open for disposal purposes on Wednesdays and Saturdays April 1st, to November 30th. Discussion followed. Mayor Walsh moved to open the meeting for public input at 8:20pm, Aldersperson Raasch seconded the motion. Upon vote, the motion passed unanimously. John Aland, a neighbor to the site, stated that people are coming into the drop off site after 11 pm, sometimes as late as 3am and 4am. He stated the site's neighbors are disturbed by the noise and he has called the police several times. He said that the noise and traffic are endless. He stated that he thinks that the site doesn't need to be open 7 days a week. He doesn't agree with a fee as someone could drop a 5 ton item compared to a lighter one and pay the same. Jean Roffers, also a neighbor, shared that she appreciated the hard work that went into this study. She loves the recommendation but

felt maybe looking at timing the implementation so that it would be in stages to arrive at the reduced hours. Teina Rowell, 13 year resident, also was excited about the proposal confirming that there are vehicles arriving at 11 pm. She also knows the truck indicated that comes 5 times on Saturdays. She was concerned because a roofing contractor located her home by saying it was “by the dump”.

Mayor Walsh moved to return to regular session at 8:28pm, Alderperson Boyd seconded the motion. Upon vote, the motion passed unanimously.

Aldersperson Raasch moved to approve the MSC Drop Off Site recommendations, Aldersperson Boyd seconded the motion. Upon vote the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	James Boyd, Aldersperson
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

3. Consider Modifying the Ordinance for Short Term Parking from 2 Hour to 3 Hour Parking.

Kim Flom, Development Services Director, reviewed the outreach to and received from downtown businesses in regard to changing the short term parking restrictions of 2 hours to 3 hours. She explained that letters were sent to businesses and property owners to provide their feedback on the hourly change. Kim stated that most of the responses were generally in strong support for the proposed change.

Discussion followed including but not exclusively to: having an established policy for the entire downtown or to specific areas only, difficulty of enforcing different hourly restrictions, signs that would need to be made, diverse mix of business parking needs, parking meters etc.

Mayor Walsh moved to open the meeting for public input at 8:43pm, Aldersperson Raasch seconded the motion. Upon vote, the motion passed unanimously.

Peggy George, business owner, expressed concern about where her employees can park, stating that the lot across the street from them on Williams Street, where $\frac{3}{4}$ of the stalls are 2 hour parking, is often empty. Aldersperson Crevier shared that he had walked the blocks by Nicolet Square and found 115 unrestricted parking spots, 50 of which were within 2 blocks of Nicolet Square. He believes that there is no need to make any changes; that on the west side there's plenty of parking on Main, Reid, Grant and spots behind businesses on Main. He also suggested that business owners need to start using the spots across the street from Pizza Hut as they are unrestricted the entire day. He concluded that if business owners would use the unrestricted parking spaces, that would free up short term parking spots.

Mayor Walsh moved to return to regular session, Aldersperson Raasch seconded the motion. Upon vote the motion passed and the meeting returned to regular session at 8:47pm.

Aldersperson Raasch explained that he would be voting nay because he feels this should go back to staff to examine other options, such as metered parking. He feels one size does not fit all. Aldersperson Hansen explained that he supported the motion, that it would help make the cultural district on Broadway more pedestrian friendly.

Mayor Walsh moved to approve the staff recommendation to change short term parking from 2 hour parking to 3 hour, Aldersperson Hansen seconded the motion. Upon vote, the motion passed, with Aldersperson Raasch and Aldersperson Carpenter voting nay.

RESULT:	ADOPTED [3 TO 2]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Jonathon Hansen, Alderperson
AYES:	James Boyd, Jonathon Hansen, Michael J. Walsh
NAYS:	Dan Carpenter, Dean Raasch

4. Consider City Engineer Parking & Traffic Recommendations.*

Eric Rakers, City Engineer, reviewed nine recommendations for parking and traffic. Discussion followed. **Mayor Walsh moved to approve all nine recommendations for parking and traffic, Alderperson Raasch seconded the motion. Upon vote the motion passed unanimously.**

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

5. City Engineer Parking & Traffic Discussion Items.

Eric Rakers, City Engineer, reviewed items that did not require any action, some of which may be coming back to the Board of Public Works at a later date.

6. Consider Quote for 2018 Bridge Inspections.*

Eric Rakers, City Engineer, presented the quote received from Cedar Corporation for bridge and sign bridge inspections to be completed this year as part of FHWA mandated bridge inspections.

Alderperson Carpenter moved to accept the quote from Cedar Corporation in the amount of \$5,050.00 for bridge and sign bridge inspections, Alderperson Boyd seconded the motion. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	James Boyd, Alderperson
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

7. Recommendation Regarding the Release of 3 Utility Easements at 2600 Block of Ryan Rd (Parcels ED-R27-1 & ED-R27-2).*

Eric Rakers, City Engineer, reviewed the recommendation regarding the release of 3 utility easements at the 2600 block of Ryan Road. He explained that due to the residential development now the 3 utility easements are no longer needed. **Alderperson Hansen moved to approve the release of the 3 utility easements at the 2600 block of Ryan Road, Alderperson Carpenter seconded the motion. Upon vote, the motion passed unanimously.**

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Dan Carpenter, Alderperson
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

8. Consider Award of Contract for Project 18-06 Claude Allouez Bridge East Abutment Staining.*

Eric Rakers, City Engineer, presented the bids received for Project 18-06 Claude Allouez Bridge East Abutment Staining. **Aldersperson Raasch moved to accept the bid from Norcon Corporation in the amount of \$41,760.00 for the Claude Allouez Bridge East Abutment Staining, Mayor Walsh seconded the motion. Upon vote, the motion passed unanimously.**

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

9. Consider Award of Contract 18-21 MSC Boiler Replacement.*

Eric Rakers, City Engineer, presented the bids received for Project 18-21 MSC Boiler Replacement. **Aldersperson Raasch moved to accept the bid from Tweet/Garot Mechanical, Inc. in the amount of \$75,600.00, Aldersperson Boyd seconded the motion. Upon vote, the motion passed unanimously.**

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	James Boyd, Aldersperson
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

10. Consider Quote for Spur Line Maintenance.*

City Engineer Rakers presented proposals received for spur line maintenance. Discussion followed. **Aldersperson Raasch moved to accept the quote from Holubar Construction Company for Spur Line Maintenance estimated at \$32,700.00. Aldersperson Boyd seconded the motion. Upon vote, the motion passed unanimously.**

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Jonathon Hansen, Aldersperson
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

IV. Future Agenda Items

Aldersperson Raasch asked that staff look at a fee for rubbish drop off at the Municipal Service Center. He also would like a better understanding of what parking meters might do in the downtown area. Aldersperson Hansen asked staff to look into how the parking hours could be more strictly enforced. He also requested that staff look into the overhead lighting on Michigan Street to S. Huron.

V. Adjournment

Mayor Walsh moved to adjourn the Board of Public Works meeting, Aldersperson Carpenter seconded the motion. Upon vote, the motion passed unanimously and the meeting was adjourned at 9:24pm.

Respectfully submitted,
Pam Denis

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: August 13, 2018

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Discuss West Business Park & Honeysuckle Pond System.

Staff was requested to bring discussion to the Board regarding drainage of the West Business Park Ponds. There have been several rain/snow melt events that have occurred where the pond surface has increased and several properties have experienced high sump pump run times. Three property owners have contacted the City regarding this, including 1743 Bridgeport Lane, 2260 Samantha Street, and 1744-1746 Maxwell Court. Storm water from these properties ultimately discharges to a series of ponds along the West Business Park, the pond at Honeysuckle Circle, and to the Ashwaubenon Creek. There are two issues that will be discussed as part of this item as follows:

1. Concerns with high sump pump run times during increased pond elevations.
2. Design and construction of the pond outfalls.

Background

The West Business Park Ponds consist of a long series of five ponds extending from Adare Court to Southbridge Road (see Exhibit A). These ponds treat storm water from approximately 309 acres of residential and industrial development (see Exhibit B). Each pond has a low flow culvert discharge to pass normal flows, and a ditch overflow to pass larger flows. The first pond was built in 2000 with the pond additions occurring in 2007.

The ponds perform two functions being to clean the water, but also reduce the peak discharge. From a cleaning standpoint, the pond surface area is sized based on the drainage basin to reduce total suspended solids (TSS) and phosphorous. The City is required to treat TSS and phosphorous by the Wisconsin Department of Natural Resources per the Municipal Separate Storm Sewer (MS4) Permit. From a reduced peak discharge standpoint, the ponds are designed to detain runoff for a period of time by an increase in the pond elevation before returning to the normal water surface elevation. When the pond heights increase above the storm sewer outfall elevation, water will remain in the storm sewer to the same elevation as the pond.

The West Business Park ponds discharge to the Honeysuckle Pond. The ponds are connected by three 48" culverts under Southbridge Road that discharge to a 21" storm sewer and a ditch for higher flows. The ditch is constructed as a weir; with a high point north of Southbridge Road. Once the West Business Park Pond elevation increases to the high point elevation in the ditch, water flows through the ditch to the Honeysuckle Pond (see Exhibit C).

The Honeysuckle Pond was constructed in 1996. This pond was designed to treat approximately 123 acres, including the subdivision to the south and some of the West Business Park property to the north (see Exhibit B). Similar to the West Business Park Ponds, this pond detains water during high runoff events by an increase in pond height. The Honeysuckle Pond discharges through one 36" storm sewer under Lawrence Drive to a 24" storm sewer west of Lawrence Drive. A ditch was built over the 24" storm sewer that is designed to transport water when the Honeysuckle Pond elevation increases (see Exhibit C).

In December 2015, the City of De Pere experienced a large rain event that caused flooding at various locations around the City, and the pond elevation of the West Business Park Ponds to increase. Street flooding occurred at Bridgeport Lane and Southbridge Road due to the pond water elevation. Due to the street flooding, the City installed a pump north of Southbridge to pump water over the highpoint in the ditch between the West Business Park Ponds and the Honeysuckle Pond. The pump had very little impact on lowering the water. The City borrowed the Village of Allouez pump. Even with the both pumps, the City pumped water for several days to lower the water.



Ponded Water on at 1743 Bridgeport Lane

When this event occurred, staff was contacted about excessive sump pump run times on Bridgeport Lane. Staff investigated the flooding. We found that very little water was flowing over the high point (weir) in the ditch between the West Business Park Ponds and the Honeysuckle Pond.



Flow in the Ditch North of Southbridge Road

There have been several instances where the pond height has increased over the last few years that have caused sump pumps to run an excessive amount from the Bridgeport Pond and the Samantha Pond.

During this past year, staff has met with residents and surveyed the pond elevations and water elevations in the storm sewer when the water surface elevations increased and their sump pumps are running.

Sump Pump Discussion

Discussion focuses on three different properties that contacted the City regarding high sump pump run times since the 2015 event. There may be other properties in the area that are experiencing high sump pump run times, but staff has not been contacted by the property owners. Prior to reviewing the three properties, a general overview on laterals will be given.

Storm laterals have been installed to each property within the subdivisions that drain to the ponds. The laterals are provided to the lot line by the City, and extended by the home builder to the house. At the house, a sump pump is installed with discharge piping that goes above the ground and then drops into the storm lateral line. This practice is called a grade break. It effectively eliminates water backing up into the storm lateral and into the basement (see Exhibit D).

The majority of City utilities (main and laterals) are constructed with “clean” stone around the pipe. Clean stone is stone that is all the same size, with minimal fine material (stone, sand, etc.) in it. Clean stone has a lot of open spaces between the stone. This means that water can flow through the stone. As noted above, the City will install the sanitary, water, and storm laterals to the property line. From there, the home builder’s contractor will bring all three of these utilities to the house. Due to the possibility of ground water to flow along the outside of pipes through the clean stone, a six foot long clay dam is required along the sanitary laterals per the Municipal Code Section 66-11 (c)(3) as follows:

(3) To prevent backflow of groundwater where there is evidence of substantial groundwater in clays soils, a minimum six-foot long clay dam shall be installed between the building foundation and the lateral connection prior to backfilling of a sanitary sewer.

With that background, we offer the following for consideration.

Bridgeport Lane Evaluation (Bridgeport Pond)

1743 Bridgeport Lane was the first location we received notification of excessive sump pump run times. This occurred in December of 2015. It has also occurred several times this year. In April of 2018 the snow melt increased the pond height. The City performed some pumping from the Southbridge Pond to the north. The property owner had a hose running from the sump pump to the driveway. This property also experienced high sump pump run times in May and June. A summary of when the sump pump hose was disconnected, along with the elevation of the pond at that time is as follows:

- April 30, 2018 – 628.05
- May 29, 2018 – 627.88
- June 26, 2018 – 627.96

The property owner may have reconnected the sump pump to the lateral, so the sump pump may have continued to run after some of these dates.

High flow elevation from various events for the Bridgeport Pond was as follows:

- December 2015 – 633.40
- April 24, 2018 – 631.01
- May 5, 2018 – 630.29
- June 19, 2018 – 630.92

A summary of elevations for review at 1743 Bridgeport are as follows:

- Pond Surface Elevation – 627.69
- Storm Sewer Invert Elevation in Street at Property – 628.61
- Critical Elevation for Sump Pump – 628.0 (future overflow ditch overflow elevation from the pond will be 629.87 – to be discussed below).

Samantha Street Evaluation

We received a complaint from 2260 Samantha Street regarding excessive sump pump run times. The storm sewer that serves this property discharges to one of the ponds in series that is called the Samantha Pond. This occurred with the 2015 rain event, again in 2016 when the Samantha Pond outlet was plugged, and several times in 2018. A summary of elevations for review at 2260 Samantha Street are as follows:

- Pond Surface Elevation – 628.53

- Storm Sewer Invert Elevation in Street at Property – 629.63
- Critical Elevation for Sump Pump – 630.0 (June 22, 2018)
- High Flow Elevation – 631.78

Maxwell Court Evaluation

We were notified of excessive sump pump run times at 1752-1754 Maxwell Court in 2018. In discussions with the owner, the sump pump has a history of high run times periodically. A summary of elevations for Maxwell Court are as follows:

- Pond Surface Elevation – 628.61
- Storm Sewer Invert Elevation in Easement – 629.70
- Critical Elevation for Sump Pump – Not Known.
- High Flow Elevation – 631.98

Based on the review of the properties, it is staff's opinion that water from the pond may be flowing through the clean stone when the pond surface increases. This water is getting back to the foundation along one of the laterals.

To test this theory, staff worked with the property owner 1752-1754 Maxwell Court to install clay dams. The City installed clay dams along the storm sewer in the easement and the property owner is installed clay dams on the sanitary lateral and water service. The City will also be sealing the concrete pipe joints between the clay dams. This location was chosen due to the proximity of the storm sewer to the duplex and the ability to isolate the storm lateral connection (see Exhibit E).

Design and Construction of Pond Outfalls

Since the 2015 rain event, staff has been investigating the pond and hired a consultant to evaluate the ponds. During evaluation of the ponds, deficiencies were identified at each pond and will be described below.

West Business Park Pond

As noted above, the West Business Park ponds discharge to the Honeysuckle Pond via three 48" culverts under Southbridge Road that flow to a 21" storm sewer and a ditch for higher flows. The weir (highpoint) on the ditch was to be constructed to an elevation of 629.87. The ditch was actually constructed to an elevation of 632.87, or three feet higher than it was designed.

Robert E Lee (RE Lee) Consultants was hired to evaluate the West Business Park Pond outfall and re-model the series of ponds for the amount of runoff and verify that the pond meets current WDNR standards.

Based on the preliminary design, RE Lee is recommending the ditch weir be lowered to the design elevation of 629.87. They are also recommending that a 30" storm sewer be constructed in parallel with the existing 21" storm sewer (see Exhibit F).

With the recommendation to modify the ditch, the pond elevation will still increase during runoff events, just not as quickly as it does now. Lowering the weir to the original design elevation will decrease the height of the pond during very heavy runoff events and should minimize flooding on local streets.

The installation of the 30" storm sewer will help to slow the increase in the pond elevation during smaller runoff events. The 30" storm sewer will transport water away from the pond as soon as the elevation starts to increase.

It is important to note that even though the weir elevation of the ditch was constructed too high, this is an independent issue from when excessive sump run time starts upstream of the West Business Park ponds. Residents are experiencing issues when the water elevation increases are less than what would occur in a heavier runoff event. The one thing we do anticipate will improve with the recommended improvements is the frequency of when the excessive sump pump times occur due to the installation of the 30" storm sewer to transport smaller pond increases more quickly.

Honeysuckle Pond

With the recommendations to the West Business Park Pond, staff had RE Lee evaluate the Honeysuckle Pond design. The concern was that a change in the discharge from the West Business Park Pond could impact the surface water elevations of the Honeysuckle Pond. As noted above, the Honeysuckle Ponds discharge through one 36" storm sewer under Lawrence Drive to a 24" storm sewer west of Lawrence Drive. A ditch was built over the 24" storm sewer that is designed to transport water when flow in the 36" storm sewer increases due to the Honeysuckle Pond elevation increasing.

To put that in context, the West Business Park Pond alone will discharge water through a 21" and 30" storm sewer to the Honeysuckle Pond which only has a 36" storm sewer outfall. In addition, there is a 36" storm sewer discharge from the residential subdivision, a 36" storm sewer from American Boulevard, and an 18" storm sewer discharge from Lawrence Drive. Finally, during a 100-year runoff event the ditch from the West Business Park Ponds will be discharging additional runoff.

RE Lee evaluated the ponds in series and found that the Honeysuckle pond is significantly undersized to transport a 100-year storm event. RE Lee is recommending that five 29"x45" culverts be installed across Lawrence Drive. The existing ditch will be lowered from Lawrence Drive to 1300 feet west of Lawrence Drive (see Exhibit F).

The Honeysuckle Pond has not had issues to date. That is likely due to the entire storm water basin not being completely developed and the restrictions in flow from the West Business Park Pond.

Summary

Sump Pump Issue

Staff believes that the issue with excessive sump pump run times is related to water following the clean stone around utilities and laterals and flowing back to the foundation stone. This water is then discharge by the sump pump. Property owners experiencing excessive pump run times when pond elevations are increased should consider installing clay dams around sanitary, water, and storm laterals.

Pond Modifications

A budget item was included in 2018 for modifying the ditch between the West Business Park Ponds and the Honeysuckle Pond. This budget was created before all the issues were identified. Staff will be bringing a budget item back to the Council for the following work:

1. Reconstruct and lower the ditch from Southbridge Road to the Honeysuckle Pond.
2. Install a 30" storm sewer from Southbridge Road to Honeysuckle Pond.
3. Reconstruct the ditch from Lawrence Drive to 1300 feet west (including culverts under the Humana driveway).
4. Install five 29"x45" culverts under Lawrence Drive.
5. Obtain easements as required for both projects.

Preliminary plans have been completed. Staff will be working on permits in an attempt to bid this for winter (weather permitting) and spring construction.

ATTACHMENTS:

- Exhibit A Pond Overview (PDF)
- Exhibit B Drainage Basins (PDF)
- Exhibit C Discharge Systems (PDF)
- Exhibit D Lateral Detail (PDF)
- Exhibit E Clay Dam (PDF)
- Exhibit F Recommended Improvements (PDF)



Attachment: Exhibit A Pond Overview (7248 : Discuss West Business Park & Honeysuckle Pond System)



CITY OF DE PERE

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

WEST BUSINESS PARK AND HONEYSUCKLE POND SYSTEM
WEST BUSINESS PARK POND OVERVIEW

EXHIBIT



Attachment: Exhibit B Drainage Basins (7248 : Discuss West Business Park & Honeysuckle Pond System)



CITY OF DE PERE

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

WEST BUSINESS PARK AND HONEYSUCKLE POND SYSTEM
POND DRAINAGE BASINS



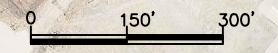
Attachment: Exhibit C Discharge Systems (7248 : Discuss West Business Park & Honeysuckle Pond System)



CITY OF DE PERE

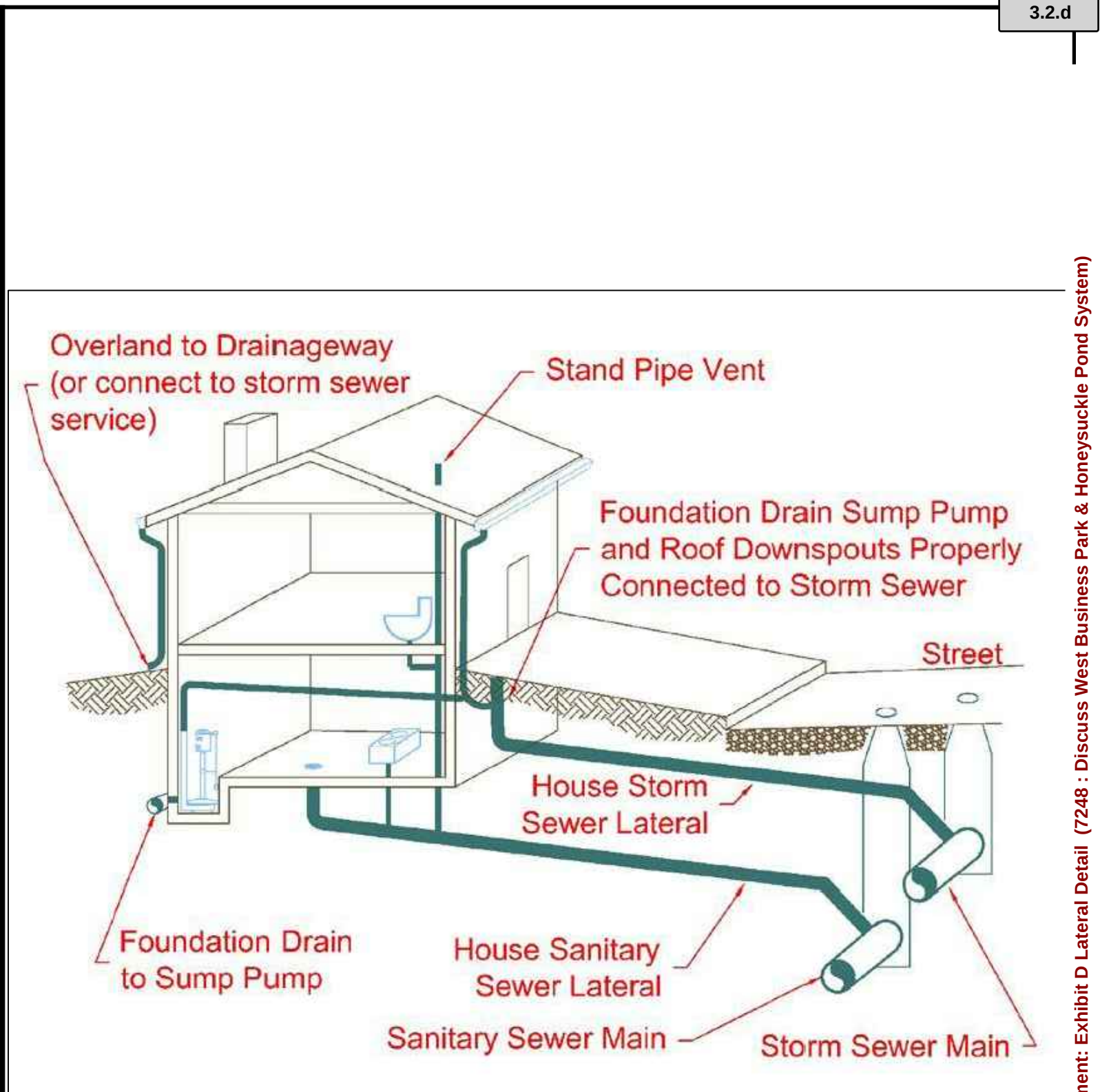
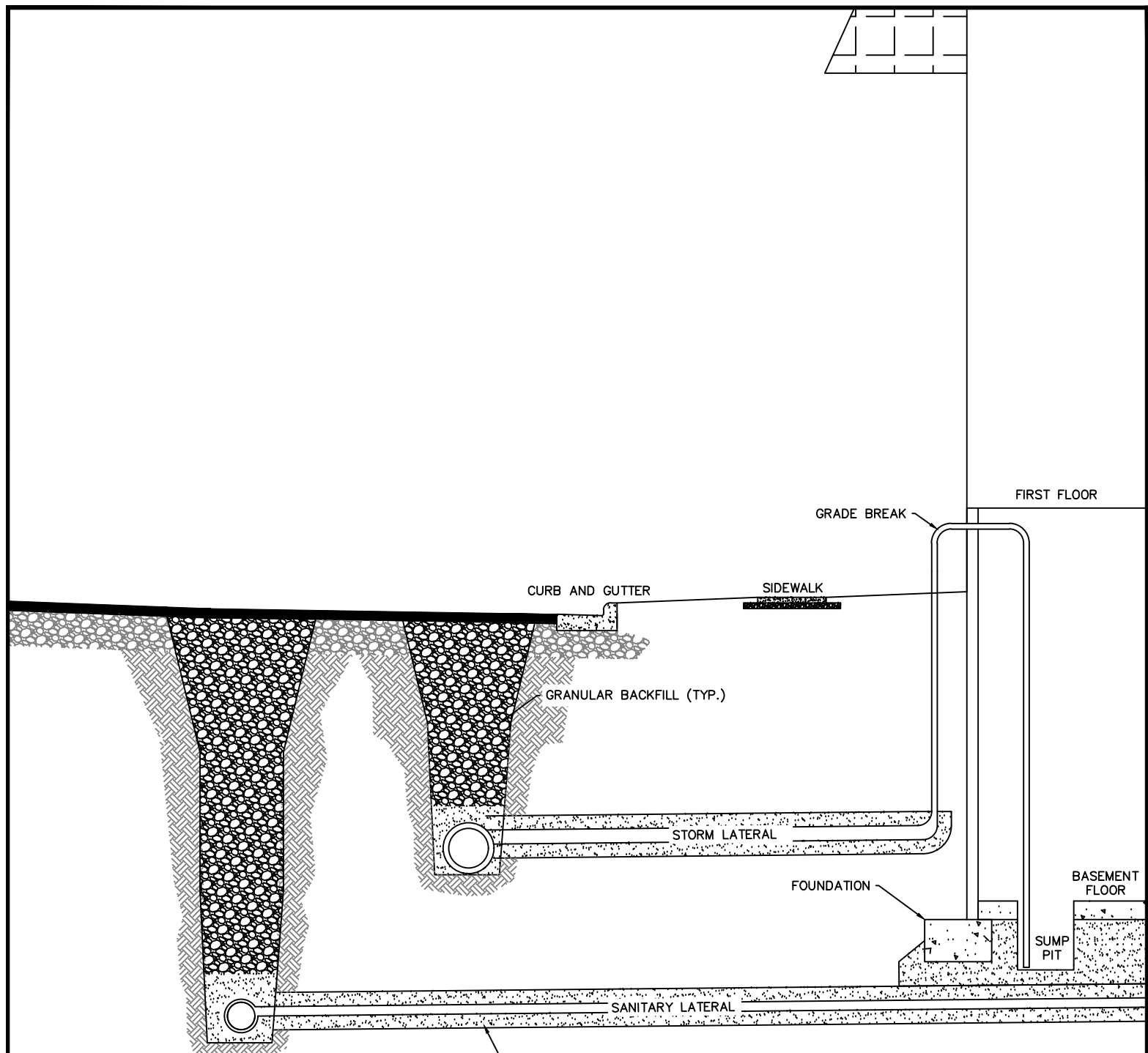
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WEST BUSINESS PARK AND HONEYSUCKLE POND SYSTEM
POND DISCHARGE SYSTEMS



EXHIBIT

C



Attachment: Exhibit D Lateral Detail (7248 : Discuss West Business Park & Honeysuckle Pond System)



CITY OF DE PERE

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

WEST BUSINESS PARK AND HONEYSUCKLE POND SYSTEM
LATERAL DETAIL

EXHIBIT

D

MARISSA CT

CLAY DAM 5' NE OF BUILDING

VERIFY LATERAL LOCATIONS

CLAY DAM 80'
FROM STORM MANHOLE

85'

91'



1 inch = 60 feet



West Business Par
and Honeysuckle
Pond System

Engineering Division
925 S. 6Th St.
De Pere, WI 54115
Office: 920-339-4061
Fax: 920-339-4071

Exhibit E
07- 2018
By: MAL



Attachment: Exhibit F Recommended Improvements (7248 : Discuss West Business Park & Honeysuckle Pond System)



CITY OF DE PERE

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

**WEST BUSINESS PARK AND HONEYSUCKLE POND SYSTEM
RECOMMENDED SYSTEM IMPROVEMENTS**

EXHIBIT
F

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: August 13, 2018

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Consider Request for Installation of Terrace Walks on Reid Street.

The Engineering Department received a request (see attached) from the property owner at 648 Reid Street to install a patio paver terrace walk three feet wide.

The additional sidewalk in the terrace requires Board of Public Works (BOPW) approval per the following from the Ordinance:

Sec. 22-21. Terraces.

(a) Generally. "Terrace", as used in this section, means all that portion of any public way, street or highway right-of-way that is not paved or surfaced for vehicular traffic, not including boulevards. Every owner of land in the city whose land abuts any terrace is required to maintain, or have maintained by its tenant, the terrace directly abutting such land as follows:

(2) All that part of the terrace not covered by a sidewalk shall be kept free and clear of all noxious weeds, as defined in section 94-6(3), and shall not be paved, surfaced, or covered with any material which shall prevent the growth of plants and shall be maintained as a lawn, except in areas specifically approved by the board of public works.

Staff recommends the BOPW approve the installation of the terrace walk with the cost for installation, maintenance, and future replacement to be paid by the property owner at 648 Reid Street.

ATTACHMENTS:

- Reid Street Terrace Walk (MSG)

Pam Denis

From: Michael Kostrewa <mjkostrewa2@gmail.com>
Sent: Friday, July 20, 2018 8:27 AM
To: Eric Rakers
Subject: Re: Terrace Walk

Hi Eric,

Here is the formal request to add a 3 ft wide by 14.5 ft long path from the side walk to the street curb out of 12 inch by 12 inch patio blocks this will allow for a path to the home that is safer without the slippery mud since there is no cutout or driveway in the front of my home and will extend the walk from the front door to the street.

Note I say safer since my mom is handicapped and visits often this will make the walk from the car to the front door safer. I have purchased 42 Patio blocks from menArds for this purpose and am requesting approval to place them there in the front of the yard to the street.

Best Regards,

Michael Kostrewa
 648 Reid St
 De Pere wi

On Thu, Jul 19, 2018 at 5:25 PM Eric Rakers <erakers@mail.de-pere.org> wrote:

Hi Mike,

As discussed, send me an e-mail with your request for the terrace walk and I will get this on the August Board meeting.

Eric

Eric Rakers, P.E.

City of De Pere - City Engineer

925 S. Sixth Street, De Pere, WI 54115

O (920) 339-8304 | C (920) 639-1000

erakers@mail.de-pere.org

Attachment: Reid Street Terrace Walk (7228 : Consider Request for Installation of Terrace Walks on Reid Street)

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: August 13, 2018

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Consider Preliminary Resolution for Special Assessment for Storm Sewer Main and/or Laterals for 1134 Stine Way.

The purpose for this item is to approve a preliminary resolution for special assessment for storm sewer and/or storm lateral construction 1134 Stine Way in response to a request by the homeowner.

Background

The City has received a request for a storm sewer lateral at the address at 1134 Stine Way. Because of this, the City is proposing to install storm sewer laterals to this property off an existing storm sewer main. The installation of storm laterals conforms to the City Municipal Code Section 26-5-5 which states that:

- “(c) Street Resurfacing*
- (1) Installation. Storm sewer main and lateral installation to each lot of a record shall be constructed at during street resurfacing improvements when:*
- a. Requested by a property owner along the street to be resurfaced; or*
 - b. When ordered by the director of public works to address drainage issues*
- The location of the lateral installation shall be as determined by the city engineer or designee.”*

Assessments for these services were calculated per Code Section 13-7.

As calculated per Code Section 13-7 and approved by the Board of Public Works (BOPW), the costs for the 2018 storm sewer special assessment is as follows:

- Residential Properties
 - Storm Lateral Assessment - \$1650.24 per each
 - Storm Main Assessment - \$364.24 per parcel

1134 Stine Way is the only location affected by this storm sewer assessment and they were notified of this project on the following dates:

- November 14, 2017 – Letter and City Public Information Meeting
- July 30, 2018 – Letter Notifying of Proposed Assessment
- August 10, 2018 – Letter Notifying of Board of Public Works Meeting

Code Section 13-7 d. further identifies procedures and pay options for the storm sewer special assessments as follows:

- d. Public hearing. The board shall hold a public hearing on the assessments and after the hearing may by resolution approve, disapprove, modify, or refer the report with such directions as it deems necessary. The board shall provide for the following payment alternatives if it determines to assess for any of the improvements:*
- i. No interest imputed if payment of assessment made in full within 30 days of invoice;*
 - ii. Payment in such number of yearly installments as deemed reasonable by the board, together with interest thereon at the rate of one percent over the interest rate paid by the city on its latest bonding issue, with payment in full due upon transfer of the property;*
 - iii. Deferred payment of assessment with interest to accrue at the rate of one percent over the interest rate paid by city on its last bond issue, with the total becoming due on the earliest of the following:*
 - A. Transfer of the benefited property to any other person or entity;*
 - B. Subdivision of the benefited property;*
 - C. Connection to the storm sewer;*
 - D. The expiration of 25 years from the date of the adoption of the final assessment resolution, at which time the assessment plus accrued interest shall be made in full against the benefited property.*
 - iv. Interest on alternatives ii. and iii. above shall stop accruing after a period of ten years.*

Note under item ii., the BOPW can establish a number of yearly establishments for payback. Also, under iii., property owners are not required to pay until they connect to the storm lateral, sell or subdivide the property, or 25 years, whichever occurs first.

Recommendation

Staff recommends that the Board of Public Works adopt the preliminary resolution and schedule a public hearing at the Board of Public Works on September 10, 2018.

ATTACHMENTS:

- Report-Spec_Assess_Sch_D_1134 Stine Way_Preliminary (PDF)
- Stine Way Assessment Map (PDF)

SCHEDULE D - SCHEDULE OF PRELIMINARY ASSESSMENTS

PRELIMINARY ASSESSMENTS

TYPE OF IMPROVEMENT: STORM SEWER MAIN AND LATERALS

LOCATION - 1134 STINE WAY

COST PER UNIT - STORM MAIN:

\$364.24

COST PER UNIT - STORM LATERAL:

\$1,650.24

<u>PROPERTY OWNER</u>	LOT NO. PROPERTY ADDRESS <u>PARCEL NUMBER</u>	STORM MAIN ASSESSMENT		STORM LATERAL ASSESSMENT		TOTAL ASSESSMENT	COMMENT
		<u>UNIT</u>	<u>COST</u>	<u>UNIT</u>	<u>COST</u>		
PEGGY S ESERKALN 1134 STINE WY DE PERE, WI 54115-1011	1134 STINE WY WD-708-H-62	0	\$0.00	1	\$1,650.24	\$1,650.24	Storm Sewer abutting property.
	TOTAL	0	\$0.00	1	\$1,650.24	\$1,650.24	

Attachment: Report-Spec_Assess_Sch_D_1134 Stine Way_Preliminary (7245 : Consider Preliminary

**PROJECT 18-07
STORM SEWER
ASSESSMENT MAP**
STINE WAY

ASSESSMENT
AREA (TYP.)

1 inch = 100 feet

Legend

- Storm Manhole
- + Storm Catch Basin
- Collectors
- Culvert
- Open Channel


Engineering Division
925 S. 6TH ST.
De Pere, WI 54115
Office: 920-339-4061
Fax: 920-339-4071

Asphalt, Curb
and Sewer
Repair

Project 18-07

07-2018
By: MAL

Packet Pg. 25

Attachment: Stine Way Assessment Map (7245 : Consider Preliminary Resolution for Special Assessment for 1134 Stine Way)

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: August 13, 2018

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Consider Preliminary Resolution for Special Assessment for Storm Sewer Main and/or Laterals for Legion Court.

The purpose for this item is to approve a preliminary resolution for special assessment for storm sewer and/or storm lateral construction on Legion Court in response to a backyard drainage complaint.

Background

The City has received a drainage complaint on the east side of Legion Court. Because of this, the City is proposing to install storm sewer laterals to the properties on the east side of this block. The installation of storm laterals conforms to the City Municipal Code Section 26-5-5 which states that:

“(d) Without other construction

(1) Installation. “Mini” storm sewer, defined herein to mean storm sewer main of a smaller diameter than the traditional storm sewer main, intended to provide drainage for sump pumps and backyard drains and laterals, may be installed behind the curb line when:

- a. Requested by a property owner to address storm drainage issues; or*
- b. When ordered by the director of public works to address drainage issues.*

The extend of “mini” storm sewer shall be determined by the city engineer or designee based upon the drainage needs of the immediate vicinity.”

Assessments for these services were calculated per Code Section 13-7.

As calculated per Code Section 13-7 and approved by the Board of Public Works (BOPW), the costs for the 2018 storm sewer special assessment is as follows:

- Residential Properties
 - Storm Lateral Assessment - \$1650.24 per each
 - Storm Main Assessment - \$364.24 per parcel

The locations impacted by storm sewer assessments include:

- 327 Legion Court

- 335 Legion Court
- 343 Legion Court

Property owners have been notified of this project including:

- July 26, 2018 – Letter Notifying of Proposed Work and Assessment
- August 10, 2018 – Letter Notifying of Board of Public Works Meeting

Code Section 13-7 d. further identifies procedures and pay options for the storm sewer special assessments as follows:

- d. *Public hearing. The board shall hold a public hearing on the assessments and after the hearing may by resolution approve, disapprove, modify, or refer the report with such directions as it deems necessary. The board shall provide for the following payment alternatives if it determines to assess for any of the improvements:*
 - i. *No interest imputed if payment of assessment made in full within 30 days of invoice;*
 - ii. *Payment in such number of yearly installments as deemed reasonable by the board, together with interest thereon at the rate of one percent over the interest rate paid by the city on its latest bonding issue, with payment in full due upon transfer of the property;*
 - iii. *Deferred payment of assessment with interest to accrue at the rate of one percent over the interest rate paid by city on its last bond issue, with the total becoming due on the earliest of the following:*
 - A. *Transfer of the benefited property to any other person or entity;*
 - B. *Subdivision of the benefited property;*
 - C. *Connection to the storm sewer;*
 - D. *The expiration of 25 years from the date of the adoption of the final assessment resolution, at which time the assessment plus accrued interest shall be made in full against the benefited property.*
 - iv. *Interest on alternatives ii. and iii. above shall stop accruing after a period of ten years.*

Note under item ii., the BOPW can establish a number of yearly establishments for payback. Also, under iii., property owners are not required to pay until they connect to the storm lateral, sell or subdivide the property, or 25 years, whichever occurs first.

Recommendation

Staff recommends that the Board of Public Works adopt the preliminary resolution and schedule a public hearing at the Board of Public Works on September 10, 2018.

ATTACHMENTS:

- Report-Spec_Assess_Sch_D_LegionCt_Preliminary (PDF)
- Legion Court Assessment Map(PDF)

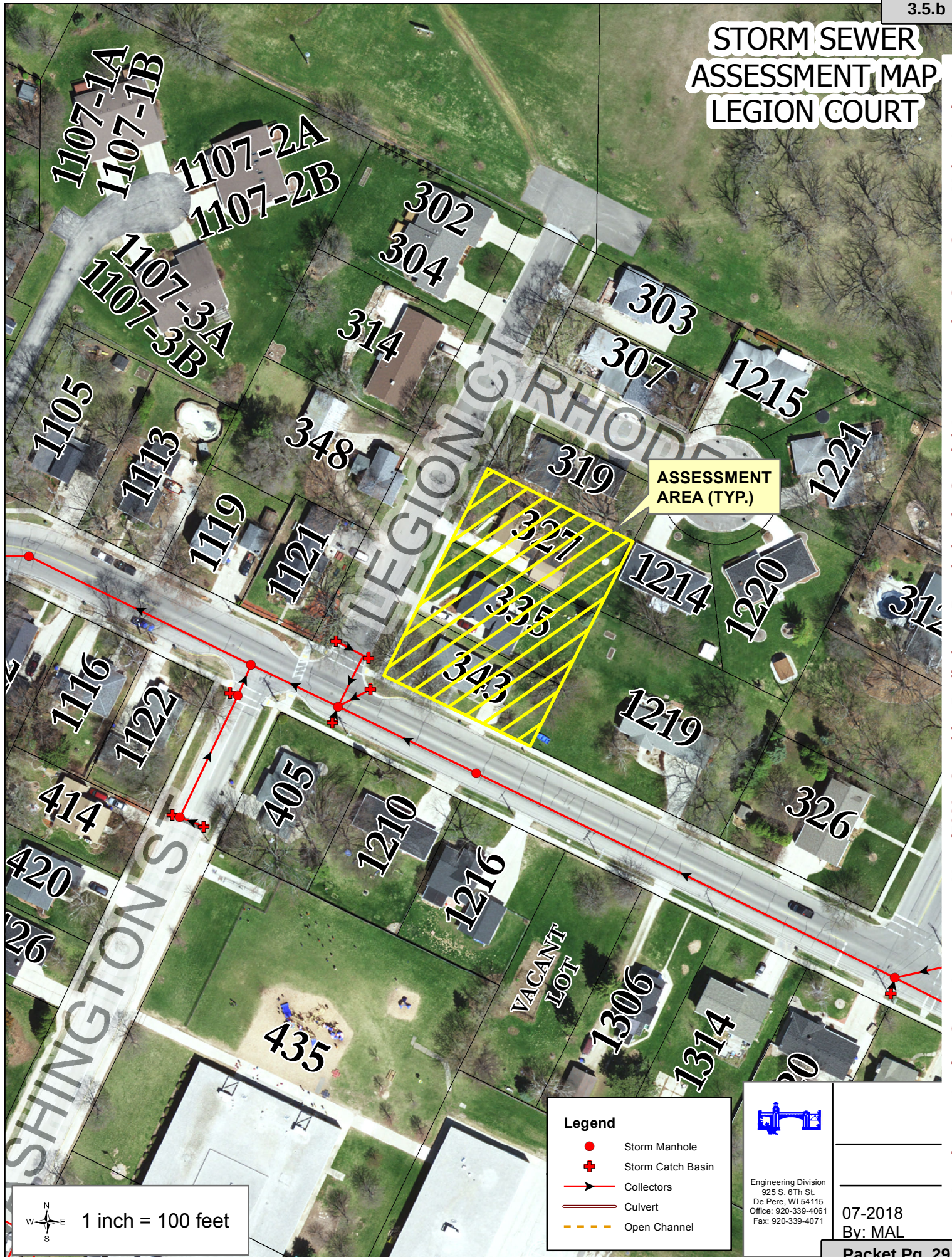
SCHEDULE D - SCHEDULE OF PRELIMINARY ASSESSMENTS
 PRELIMINARY ASSESSMENTS
 TYPE OF IMPROVEMENT: STORM SEWER MAIN AND LATERALS
 LOCATION - LEGION COURT FROM CHICAGO STREET NORTH 180 FEET

COST PER UNIT - STORM MAIN: \$364.24
 COST PER UNIT - STORM LATERAL: \$1,650.24

<u>PROPERTY OWNER</u>	LOT NO. PROPERTY ADDRESS <u>PARCEL NUMBER</u>	STORM MAIN ASSESSMENT		STORM LATERAL ASSESSMENT		TOTAL ASSESSMENT	COMMENT
		<u>UNIT</u>	<u>COST</u>	<u>UNIT</u>	<u>COST</u>		
KENNETH & MARLYN J TRINKNER 327 LEGION CT DE PERE, WI 54115-3453	327 LEGION CT ED-1158	1	\$364.24	1	\$1,650.24	\$2,014.48	
SEAN D & ANN M SCHROEPFER 335 LEGION CT DE PERE, WI 54115-3453	335 LEGION CT ED-1157	1	\$364.24	1	\$1,650.24	\$2,014.48	
DAVID R SMITH 343 LEGION CT DE PERE, WI 5415-3453	343 LEGION CT ED-1156	0	\$0.00	1	\$1,650.24	\$1,650.24	Storm Sewer Inlet abutting property.
	TOTAL	2	\$728.48	3	\$4,950.72	\$5,679.20	

Attachment: Report-Spec_Assess_Sch_D_LegionCt_Preliminary (7230 : Consider Preliminary Resolution

STORM SEWER ASSESSMENT MAP LEGION COURT



City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: August 13, 2018

DEPARTMENT: Economic Development

FROM: Bill Boyle

SUBJECT: Consider Rejection of Bid for Project 18-24 City Hall Ramp Masonry Repair.*

Background/Summary

The Engineering Department received bids for Project 18-24 City Hall Ramp Masonry Repair on June 28, 2018.

The project involves repairing approximately 120 square feet of vertical face concrete on the City Hall front entrance ramp.

Bidder	Amount
American Pavement Solutions, Inc.	\$29,360.00

Recommendation

Staff is recommending rejection of the bid. This project was intended to take place simultaneously with Project 18-23 to fabricate and install a new hand railing after repairs were made to the concrete ramp. No bids were received for the hand railing, making this project unfeasible. Additionally, the concrete repair bid amount of \$29,360 was over three times more than initial estimates.

ATTACHMENTS:

- 18-24 Bid Tab(PDF)

**PROJECT 18-24 CITY HALL RAMP MASONRY REPAIR
BID TAB**

				BIDDER NO. 1	
				AMERICAN PAVEMENT SOLUTIONS, INC.	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID
SC-01	City Hall Ramp Masonry Repair	LS	1	\$29,360.00	\$ 29,360.00
TOTALS					\$ 29,360.00

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: August 13, 2018

DEPARTMENT: Public Works

FROM: Tom Blohowiak

SUBJECT: Consider Award of Cleaning Contract for City Hall, PD and Community Center.*

The City of De Pere requested quotes earlier this year for a new cleaning contract for City Hall, the Police Department and the Community Center. In March, the City of De Pere awarded the cleaning contract to Fox City Janitorial. Unfortunately, the arrangement did not work out and the parties mutually terminated the contract. Below is the list of bids the City received back in February. Cleaning Solution Services was the second low bidder and the previous cleaning service for the three (3) buildings. Cleaning Solution Services is currently doing the cleaning for the City of De Pere month by month till the contracts are approved.

VENDER 2018	Community Center	City Hall	Police Department	Total
Fox City Janitorial	\$950.00	\$950.00	\$850.00	\$2750.00
Cleaning Solution Services	\$1348.21	\$1657.49	\$1354.06	\$4360.76
Pro One Janitorial	\$1515.00	\$3,335.00	\$1595.00	\$6445.00

VENDER 2019	Community Center	City Hall	Police Department	Total
Fox City Janitorial	\$978.50	\$978.50	\$875.50	\$2832.50
Cleaning Solution Services	\$1376.20	\$1690.63	\$1381.14	\$4447.97
Pro One Janitorial	\$1515.00	\$3,335.00	\$1595.00	\$6445.00

VENDER 2020	Community Center	City Hall	Police Department	Total
Fox City Janitorial	\$1007.86	\$1007.86	\$901.77	\$2917.49
Cleaning Solution Services	\$1403.72	\$1724.44	\$1408.76	\$4536.92
Pro One Janitorial	\$1515.00	\$3,335.00	\$1595.00	\$6445.00

Staff is recommending awarding the contracts to Cleaning Solution Services, which was the second low bidder, for all three (3) buildings at a cost of \$4,360.76 per month for a total of \$ 52,329.12 for the year 2018. In addition, staff is recommending added flexibility in the contract to terminate/not renew for any or all locations allowing the city to not have to create new contract over one building's issue.

The three (3) year summary for each building would be:

Community Center = \$ 49,537.56

City Hall = \$ 60,870.72
Police Department = \$ 49,727.52