



Board of Public Works

Regular Meeting

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

Agenda

Monday, August 12, 2019

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 12, 2019** 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 Spectrum 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
2. Approval of Board of Public Works July 8, 2019 Meeting Minutes

II. Public Comment

III. Items

1. Consider Award of Contract 19-24 Municipal Service Center Roof Repair*
2. Consider Proposed Easement-Project 19-17 Employer's Boulevard Water Relay*
3. Consider \$2,000 Donation from Green Bay Packers for Used Workout Equipment*
4. Consider \$25,000 Donation from YMCA for Used Workout Equipment*
5. Consider request of Alderperson Hansen to review and amend Section 106-6(b)(2)B De Pere Municipal Code regarding nightly removal of tables and chairs from City right-of-way (sidewalk)*
6. Consider Changes to Water Utility Billing Dates*
7. Discuss Rubbish Site Operations

IV. Future Agenda Items

V. Closed Session

1. Update on Project 16-04B and possible action on that Contract under the City's Standard Specifications*

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(g), the Board may convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

The Board may then reconvene in open session to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

VI. 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 12, 2019 so that arrangements can be made.

Agenda Sent To:

Mayor

Alderspersons

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Schaus Roofing & Mechanical

Contractors

RelyCo, 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.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: August 12, 2019

DEPARTMENT: Board of Public Works

FROM: Betty Sellenheim

SUBJECT: Approval of Board of Public Works July 8, 2019 Meeting Minutes

ATTACHMENTS:

- 2019 0708 Draft Minutes (DOC)



Board of Public Works

Regular Meeting

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

Draft Minutes

Monday, July 8, 2019

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

Others Present:

Eric Rakers, City Engineer

Scott Thoresen, Director of Public Works

Betty Sellenheim, Administrative Assistant for Public Works and Recording Secretary

2. Approval of Board of Public Works June 10, 2019 Meeting Minutes.

Alderman Carpenter moved to approve the June 10, 2019 Board of Public Works meeting minutes, seconded by Alderman Raasch.

Upon vote, the motion passed unanimously.

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

II. Public Comment

None

III. Items

1. Consideration and Selection of Water Utility Building Condition Assessment Contractor*

Scott Thoresen, Director of Public Works, explained the staff went out for proposal for a condition assessment of four water utility buildings as budgeted for 2019. Staff knows there is maintenance needed at the buildings but is unsure how much or the estimated cost. The condition assessment will outline the repairs needed and approximate cost so staff can prepare the budget and prioritize the repairs. Mr. Thoresen explained the budget for the assessment was much higher than the proposals because staff was unsure how much it would cost to go through the buildings.

Alderman Raasch asked if IEI had been used in the past by the City of De Pere. Mr. Thoresen stated they have not done work for public works with the city in the past.

Attachment: 2019 0708 Draft Minutes (8570 : Approval of Board of Public Works July 8, 2019 Meeting Minutes)

Alderson Raasch moved to approve Integrity Excellence Innovation for the Water Utility Building Condition Assessment, seconded by Alderson Hansen.

Upon vote, the motion passed unanimously.

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

2. Consider Award of Contract 19-16 Marquette Square Dumpster Enclosure Construction*
- Scott Thoresen, Director of Public Works, explained that this project is a continuation of the work done with the dumpster enclosure at Nicolet Square. The downtown areas do not have locations to store their carts or are exceeding the amount of carts allowed. The enclosure will be constructed in the northeast corner of the parking lot. The enclosure will be the same size as the one previously constructed at Nicolet Square but in a different color per the stakeholders request. Four parking spaces will be lost and the stakeholders are aware of this. Alderson Boyd asked if there was any feedback from Nicolet stakeholders. Mr. Thoresen explained it has been mostly positive. A few issues at first included rubbish/large items being left in the enclosure and cardboard not being flattened. Mr. Thoresen explained the cost will be assessed annually on the taxes for the use of the dumpsters. The costs will be combined between Nicolet and Marquette participation; Nicolet prices will be decreased slightly and it will soften the blow for Marquette. Alderson Hansen asked for clarification on the tree removal listed on the bid tab. Eric Rakers, City Engineer, explained the number listed (20) is the diameter in inches of the trees rather than quantity of trees. Mr. Rakers stated there might be two trees removed. Alderson Carpenter asked if Nicolet had been notified that the prices might decrease. Mr. Thoresen stated that staff has not contacted them and want to wait until final prices come in from construction. Mr. Thoresen also explained once construction was completed the city ordinance would need to be revised and annually the Director of Public Works determines the assessment cost.

Alderson Raasch moved to approve the award of Contract 19-16 Marquette Square Dumpster Enclosure Construction, seconded by Alderson Carpenter.

Upon vote, the motion passed unanimously.

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

3. Consider Award of Contract 19-17 Employers Boulevard Water Relay*
- Mayor Walsh moved to approve the award of Contract 19-17 Employers Boulevard Water Relay, seconded by Alderson Boyd.**

Alderson Carpenter asked what happened that there isn't enough pressure. Eric Rakers, City Engineer, explained that it is a dead end line and when the fire suppression system was activated, it broke the pipe by their building. There was corrosion on their pipe but they also need a larger one. Mr. Rakers explained this item will not be forwarded to Common Council until all party's attorneys had the agreement reviewed.

Upon vote, the motion passed unanimously.

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

4. Consider Proposed Easements-Project 19-07*

Alderson Hansen moved to approve the proposed easements for Project 19-07, seconded by Alderson Raasch.

Upon vote, the motion passed unanimously.

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

5. Update and Discussion on 2018 Stormwater Management Plan-TMDL Written Plan*

Eric Rakers, City Engineer, updated the Board of Public Works on the status of the Stormwater Management Plan. The 2018 Plan outlines the City of De Pere plans for dealing with phosphorus and total suspended solids (TSS) reductions in the stormwater system as required by the Wisconsin DNR permit. The permit requires that three things be updated. First, the stormwater control measures to be used. Second, provide an implementation schedule. Lastly, a cost estimate for the facilities. Mr. Rakers outlined the three stormwater basins that fall within City of De Pere limits and the requirements for each. The 2018 Stormwater Management Plan lays out how staff could accomplish the requirements for phosphorus and TSS with the resources and space available. Mr. Rakers explained the possible locations to add facilities, funding sources including the stormwater utility fund, TID funds, developer funded, and grants, and the timeline for construction. Annually staff will update the DNR on the city's progress. Several things may impact the City's ability to meet the WDNR's permit requirements including: changes to the ability to transfer credits, changes in reduction levels, new restrictions/reductions, the ability to acquire property for pond construction, and funding availability. Scott Thoresen, Director of Public Works, explained staff's approach over the past few years, increasing the stormwater utility charge to create funding for pond construction projects.

Mayor Walsh asked if staff knew how surrounding communities were doing to meet their requirements and if their requirements were different than De Pere. Mr. Rakers explained that each basin was assigned a requirement based on land use. Each community has the same permit as De Pere with the percent of phosphorus

and TSS reduction based on the stormwater basin. Mr. Rakers stated that the city needs to meet the DNR requirements and staff tries to do it as cost effectively as possible. Mayor Walsh asked if the Abbey Pond was a city facility. Mr. Rakers stated the pond is private and not a stormwater pond. Alderperson Carpenter questioned if the areas south of De Pere with new subdivisions are being required to meet the same permit levels. Mr. Rakers stated that De Pere, along with many other communities, have requirements for new developments that are higher than the DNR levels for TMDL. Mr. Thoresen added that as development occurs, ponds are built for treatment and to ensure downstream drainage is not impacted. Alderperson Hansen asked if pond FE050 would be constructed with the street reconstruction. Mr. Rakers stated that staff would look to do the work with street projects and will analyze the options and consequences. Staff's overall view is to build with street projects where possible. Mayor Walsh asked if this discussion would be forwarded to Council as indicated on the agenda. Mr. Thoresen stated that the main intent was informational to the Board of Public Works.

Discussion item only.
No action necessary.

IV. Future Agenda Items

Alderperson Hansen asked staff to look into Merrill Street sign that states "No parking at any time" and other streets (i.e. North Broadway) with signs that state "No parking on this side of the street" on each side of the road. Alderperson Hansen requested "No parking at any time" signs replace the ones for "No parking on this side of the street" to reduce confusion. Eric Rakers, City Engineer, stated staff could look into this request but believes that N. Broadway signs are "No parking on this side of the street" because it is no parking the entire length and Merrill has multiple parking designations (no parking, 2 hour parking, etc.). Scott Thoresen, Director of Public Works, stated that the signage is based on the definitions in the ordinances.

Alderperson Carpenter asked if it was standard to only have one speed limit sign when it changes (i.e. Lost Dauphin from 35 to 25 mph). Mr. Rakers stated he would check the Manual on Uniform Traffic Control Devices but believes there is nothing unusual being done.

V. Adjournment

Mayor Walsh moved to adjourn the meeting at 8:10 PM, seconded by Alderperson Raasch. 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 July 8, 2019 so that arrangements can be made.

Agenda Sent To:

Mayor
Alderpersons
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TV, Newspapers & Radio Stations
Kress Family Library

De Pere Chamber of Commerce
RJM Construction, LLC
Kruczek Construction, Inc.
Integrity Excellence Innovation

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: August 12, 2019

DEPARTMENT: Board of Public Works

FROM: Tom Blohowiak

SUBJECT: Consider Award of Contract 19-24 Municipal Service Center Roof Repair*

ATTACHMENTS:

- MEMO Consider Award of Contract 19-24 Municipal Service Center Roof Repair (DOCX)
- 2019 0801 CE_Project_19-24_Bid_Tab (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Walsh
Members of the Board of Public Works
From: Thomas Blohowiak, Maintenance Supervisor
Date: August 12, 2019

RE: **Consider Award of Contract 19-24 Municipal Service Center Roof Repair.**

The Engineering Department received bids on August 1, 2019 for Project 19-24 Municipal Service Center Roof Repair.

The Municipal Service Center (MSC) has several leaks in the multiple roof sections of the building. The MSC had an inspection completed in 2018 and Council approved \$150,000.00 in the 2019 budget to complete the repairs.

The bids received are as follows:

Contractor	Base Bid
Schaus Roofing & Mechanical Contractors	\$155,545
Oshkosh Industrial Roofing & Sheet Metal	\$161,000
Weinert Roofing, Weinert Enterprises Inc.	\$188,920
Northern Metal and Roofing Co., Inc.	\$192,220
Northeastern Roofing, Inc.	\$208,900
Craft, Inc.	No Bid

Prior to the bid opening there were 7 prequalified construction firms holding plans for this work.

Staff's recommendation is to award the contract to Schaus Roofing & Mechanical Contractors in the amount of \$155,545.00 who is the lowest bidder. This amount is more than what was budgeted for this project. Staff checked with Joe Zegers and recommend taking the additional cost out of undesignated reserves. If approved, consideration for award will go to Common Council.



PROJECT 19-24 MUNICIPAL SERVICE CENTER ROOF REPAIR
BID TAB

3.1.b

ITEM	DESCRIPTION	UNIT	QTY	BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3		BIDDER NO. 4		BIDDER NO. 5	
				UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
SC-01	Municipal Service Center Roof Repairs	LS	1	\$ 1.00	\$ 155,545.00	\$ 1.00	\$ 161,000.00	\$ 1.00	\$ 188,920.00	\$ 1.00	\$ 192,220.00	\$ 1.00	\$ 208,900.00
	TOTALS			\$ 155,545.00		\$ 161,000.00		\$ 188,920.00		\$ 192,220.00		\$ 208,900.00	

Attachment: 2019 0801 CE_Project_19-24_Bid_Tab (8608 : Consider Award of Contract 19-24 Municipal



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: August 12, 2019

DEPARTMENT: Board of Public Works

FROM: Eric Rakers

SUBJECT: Consider Proposed Easement-Project 19-17 Employer's Boulevard Water Relay*

ATTACHMENTS:

- 2019 0806 CI_BOPW_Project_19-17_Proposed_Easement (PDF)
- 2019 0722 Humana Easement Exhibit (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Walsh
Members of the Board of Public Works
From: Eric Rakers, P.E., City Engineer
Date: August 12, 2019

RE: **Consider Proposed Easement – Project 19-17 Employer’s Boulevard Water Relay***

As designed by their Engineers, the alignment of the new water main serving Humana will be located outside of the public right-of-way on Humana’s private property. To facilitate this construction Humana’s engineer’s drafted the attached easement to complete the water relay to better suit their needs. The existing 10-foot and 15-foot wide utility easement on the north side of Employer’s Boulevard will be widened to be 30-feet wide to contain a new 12-inch water main.

The impacted parcels are (each owned by Humana Insurance Company):

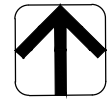
- Parcel WD-364-D-502
- Parcel WD-364-D-502-2
- Parcel WD-364-D-502-3

If approved by the Board and Council, staff will complete the easement documents.

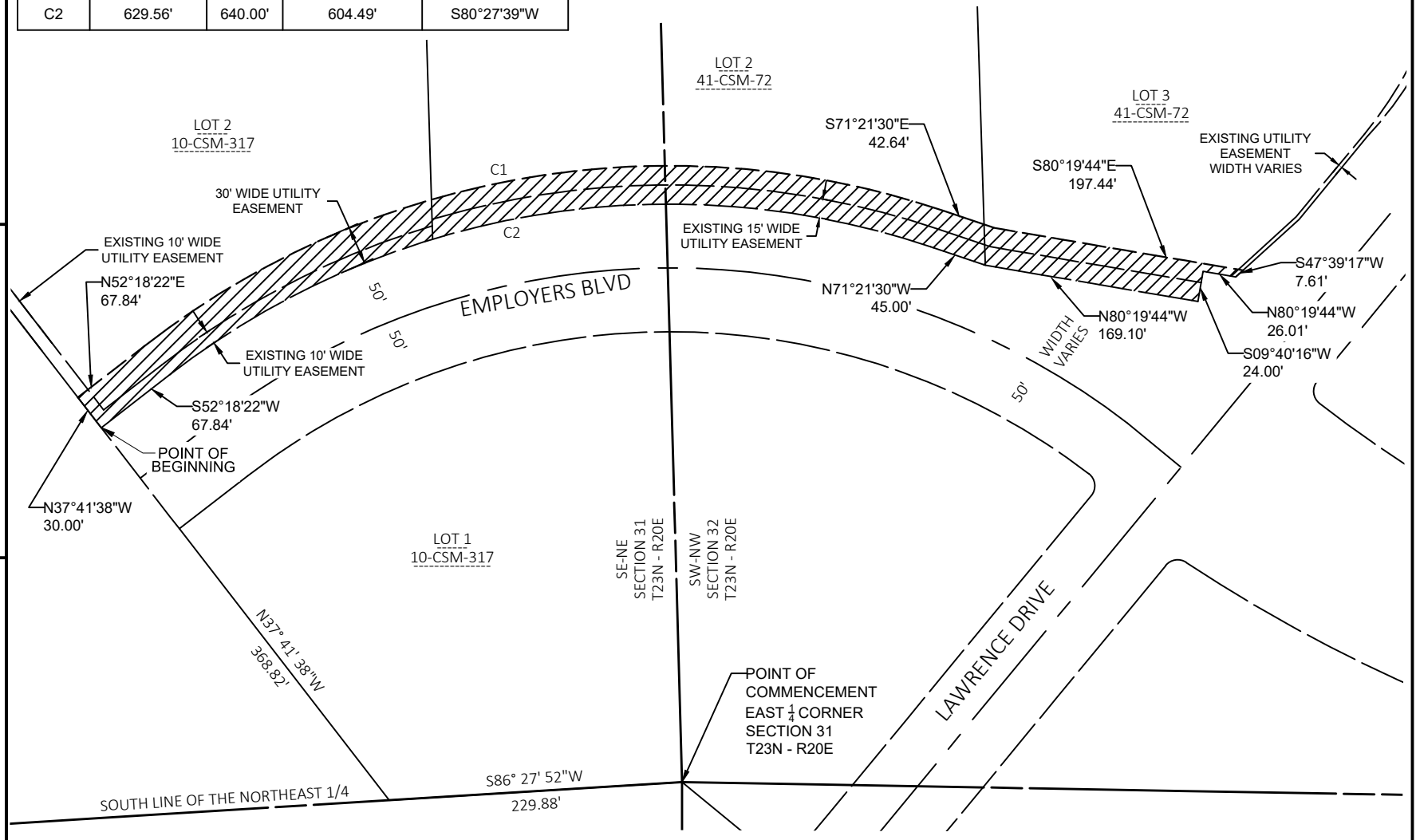
Staff recommends approving the easements.

EASEMENT MAP (EXHIBIT "A")

Part of Lot 2 of Volume 10, Certified Survey Maps, Page 317, Map No. 2313, Doc. No. 968550, and part of Lots 2 and 3 of Volume 41, Certified Survey Maps, Page 72, Map No. 6184, Doc., No. 1760374, all within Brown County Records, being in part of the Southeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 31, and part of the Southwest $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 32, T23N-R20E, in the City of De Pere, County of Brown, State of Wisconsin.



CURVE TABLE				
CURVE	ARC LENGTH	RADIUS	CHORD LENGTH	CHORD BEARING
C1	659.07'	670.00'	632.82'	N80°27'40"E
C2	629.56'	640.00'	604.49'	S80°27'39"W



AYRES ASSOCIATES
3376 PACKERLAND DRIVE
ASHWAUBENON, WI 54115
(920) 498-1200

NOTE: BEARINGS FOR THIS MAP BASED ON THE WISCONSIN COUNTY COORDINATE SYSTEM (BROWN ZONE) NAD83(2011). DISTANCES ARE GROUND.

REVISIONS

Drawn:	JMB / Ayres Associates
Date:	07/18/2019
Scale:	1" = 120'
SHEET NUMBER	1 OF 2

Attachment: 2019 0722 Humana Easement Exhibit (8622 : Consider Proposed Easement-Project 19-17

EASEMENT MAP (EXHIBIT "A")

Part of Lot 2 of Volume 10, Certified Survey Maps, Page 317, Map No. 2313, Doc. No. 968550, and part of Lots 2 and 3 of Volume 41, Certified Survey Maps, Page 72, Map No. 6184, Doc., No. 1760374, all within Brown County Records, being in part of the Southeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 31, and part of the Southwest $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 32, T23N-R20E, in the City of De Pere, County of Brown, State of Wisconsin.

LEGAL DESCRIPTION FOR A 30 FOOT WIDE UTILITY EASEMENT

Commencing at the East $\frac{1}{4}$ Corner of Section 31, Township 23 North, Range 20 East;
 Thence S86°27'52"W along the South line of the Northeast $\frac{1}{4}$ of said Section 31, a distance of 229.88 feet, to the West line of Volume 10, Certified Survey Maps, Page 317;
 Thence N37°41'38"W, along said West line, a distance of 368.82 feet to the Northerly right of way line of Employers Blvd and the **POINT OF BEGINNING**;
 Thence continuing N37°41'38"W, along said West line, 30.00 feet;
 Thence N52°18'22"E, 67.84 feet;
 Thence 659.07 feet along the arc of a 670.00 foot radius curve to the right whose long chord bears N80°27'40"E, 632.82 feet;
 Thence S71°21'30"E, 42.64 feet;
 Thence S80°19'44"E, 197.44 feet to the Westerly right of way line of Lawrence Drive;
 Thence S47°39'17"W, along said Westerly right of way line, 7.61 feet;
 Thence N80°19'44"W, along said Westerly right of way line, 26.01 feet;
 Thence S09°40'16"W, along said Westerly right of way line, 24.00 feet, to the Northerly right of way line of Employers Blvd;
 Thence N80°19'44"W, along said Northerly right of way line, 169.10 feet
 Thence N71°21'30"W, along said Northerly right of way line, 45.00 feet;
 Thence 629.56 feet along said Northerly right of way line being the arc of a 640.00 foot radius curve to the left whose long chord bears S80°27'39"W, 604.49 feet;
 Thence S52°18'22"W, along said Westerly right of way line, 67.84 feet to the **POINT OF BEGINNING**.

Said easement contains 27,887 square feet / 0.64 acres more or less.

**AYRES
ASSOCIATES**
 3376 PACKERLAND DRIVE
 ASHWAUBENON, WI 54115
 (920) 498-1200

NOTE: BEARINGS FOR THIS MAP BASED
 ON THE WISCONSIN COUNTY COORDINATE
 SYSTEM (BROWN ZONE) NAD83(2011).
 DISTANCES ARE GROUND.

REVISIONS	

Drawn: JMB / Ayres Associates

Date: 07/18/2019

Scale: 1" = 120'

SHEET NUMBER 2 OF 2

Packet Pg. 15



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: August 12, 2019

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider \$2,000 Donation from Green Bay Packers for Used Workout Equipment*

The Green Bay Packers recently donated to various government agencies in Brown County used workout equipment because they were upgrading with new equipment. The City received 4,000 pounds of used free weights. The weights will be utilized for the MSC wellness fitness area that is being created for all City employees to use. The estimated value of the donation is \$2,000.

Staff recommends approving the donation.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: August 12, 2019

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider \$25,000 Donation from YMCA for Used Workout Equipment*

The YMCA recently donated to various local government agencies in Brown County used workout equipment because they were upgrading with new equipment. The City received three (3) elliptical machines, two (2) Arc trainer machines, squat rack, bench press, and seventeen (17) various Cybex weight machines. The equipment will be utilized for the MSC wellness fitness area that is being created for all City employees to use. The estimated value of the donation is \$25,000.

Staff recommends approving the donation.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: August 12, 2019

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider request of Alderperson Hansen to review and amend Section 106-6(b)(2)B De Pere Municipal Code regarding nightly removal of tables and chairs from City right-of-way (sidewalk)*

Alderperson Hansen requested to review and amend Section 106-6(b)(2)B De Pere Municipal Code (See attached) regarding nightly removal of tables and chairs from city right-of-way (sidewalk).

ATTACHMENTS:

- 106-6 Sidewalk Cafe Permit Ordinance 8-2-19 (DOCX)

§106-6(b)(2)B. *Sidewalk café permit*. In addition to the requirements of (a)(1) above, requests for a café permit for use of city right-of-way or other city property (non-park) shall meet the following:

i. Definitions:

a. *Sidewalk café* shall mean any group of tables, chairs, benches, or partitions maintained upon the public sidewalk for use directly in front of an establishment with a valid restaurant license.

b. *Class B license* shall mean such alcohol beverage license as is issued by the common council allowing the sale and consumption of alcohol beverages on a licensed premises.

ii. Sidewalk café permit:

a. Any sidewalk café permit applicant seeking to serve alcohol beverages in the sidewalk café shall make separate application to amend the applicant's "Class B" license to conform with the location of the sidewalk café.

b. All tables, chairs and other materials and equipment placed out on the sidewalk for operation of the sidewalk café shall be removed from the site before the close of business and not returned to the sidewalk area until the usual and customary opening of the sidewalk café each day.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: August 12, 2019

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider Changes to Water Utility Billing Dates*

The Green Bay Water Utility has requested to stagger the billing and collection timeline for the City's water bill. (See attached request) The implementation of this proposal will still result in quarterly billing except the City would be set up into three (3) areas for the quarterly billing. (See attached map)

Staff recommends approving the request to change the water billing dates.

ATTACHMENTS:

- Change in Water Utility Billing Dates (PDF)
- City of De Pere Map - Water Utility Billing Proposal (PNG)



Green Bay Water Utility

631 S. Adams St. - P.O. Box 1210
Green Bay, WI 54305-1210

920-448-3480
FAX 920-448-3486
www.ci.green-bay.wi.us

TO: SCOTT THORESEN AND JOE ZEGERS

FROM: STEPHANIE ROGERS *SR*

SUBJECT: CHANGE IN UTILITY BILL DATES

DATE: 7/24/19

CC: ERIC ZYGARLICHE

During our quarterly meeting between the City of DePere and the Green Bay Water Utility, we discussed staggering the billing and collection timeline for the City's utility bills. Currently all the City's utility customers are billed quarterly in March, June, September and December. Going forward, the City will be divided into three (3) fairly equal groups. Each group will still be billed quarterly according to the following schedule:

Group A: January, April, July and October

Group B: February, May, August and November

Group C: March, June, September and December

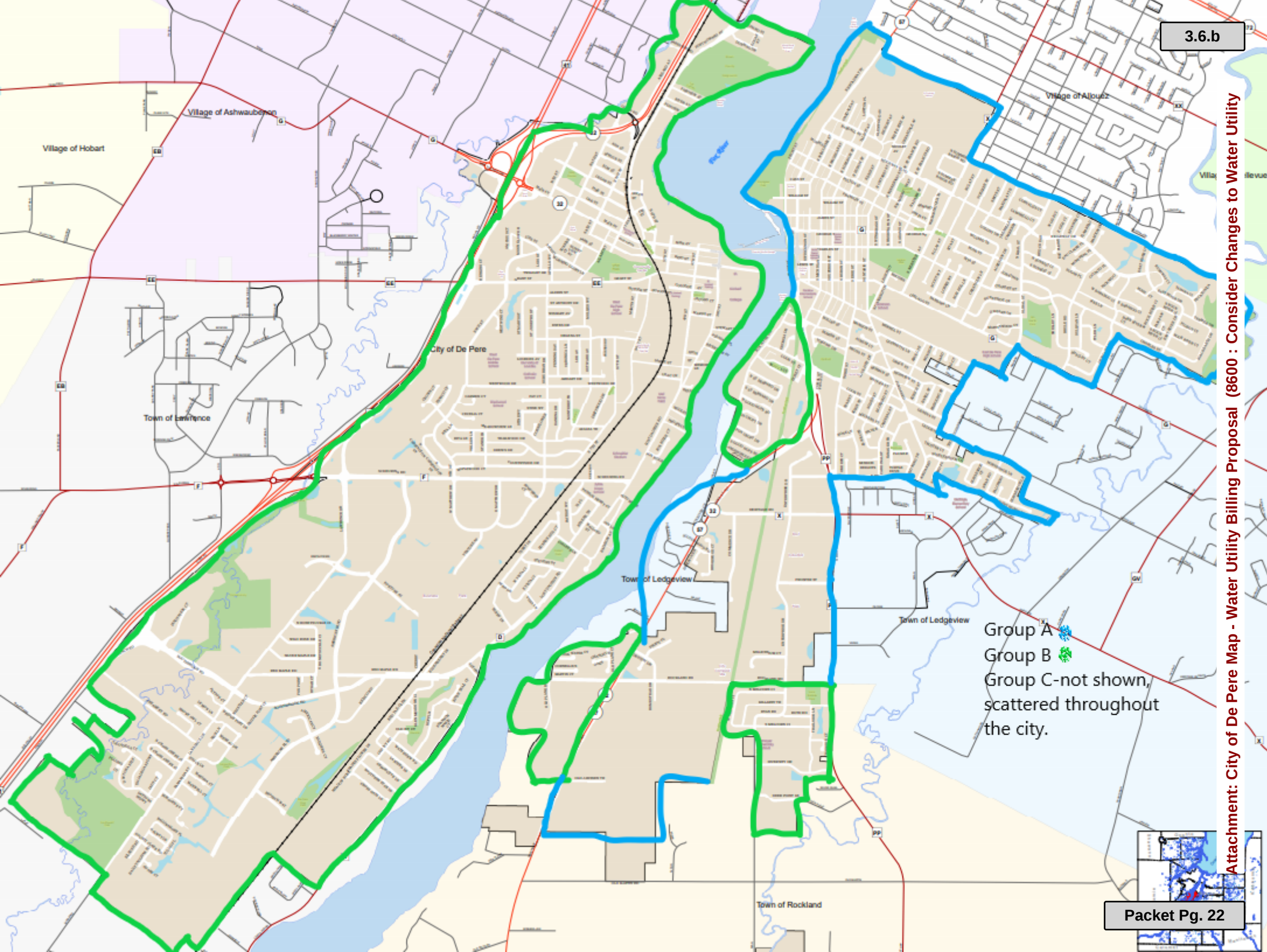
Group A will consist of the east side of the river and Group B mainly on the west side of the river. Group C will consist of large industrial, commercial, and public authority customers. Please see the attached map for a general breakdown of the groups.

This will assist staff in having a more consistent number of bills and collections to process each month, balance out service calls and will help even out the cash flow for the City.

A letter explaining the change will be included with each customer's 3rd quarter bill with the change expected to happen during the 4th quarter billing.

Thank you for your assistance and appreciate the great working relationship that we share.

Attachment: Change in Water Utility Billing Dates (8600 : Consider Changes to Water Utility Billing Dates)





City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: August 12, 2019

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Discuss Rubbish Site Operations

The intent of this discussion is to review the revised rubbish site operations and determine if changes should be made for 2020.

The BOPW approved the revised rubbish site operations for 2019 as follows:

- * Change rubbish drop off site from the current location to the rear of the MSC.
- * Install a new sliding gate to secure the site. This would be funded in the 2019 budget.
- * Rubbish drop off site would have limited hours. Site would be open April 1st thru November 30th. Site would be open on Saturdays 8:00 AM to 4:00PM and Wednesdays 3:00 PM to 7:00 PM. Site would be closed on holidays.
- * Rubbish drop off site would be staffed. An additional seasonal employee would be added in the 2019 budget.
- * These changes would start December 1, 2018.

The changes to the operations have definitely reduced our landfill costs as anticipated. The tonnage April thru July 2019 is 226.18 tons compared to 466.72 tons the same time period in 2018. This has resulted in landfill tipping fee savings of \$9,968.02. (See attached summary report). This does not include staff time or equipment costs for hauling the materials to the transfer station.

There have been concerns by some utilizing the site with the new changes to the rubbish operations so staff did a survey of those using the site. The survey was done from June 19th thru July 20th. (See attached survey). The questions asked were:

- * How many times a year do you use this site?
- * Do you utilize the City's curbside rubbish pick-up?
- * Are the current hours (Wed & Sat) adequate for your use of the site? If NO, what weekday(s) would you suggest from 3:00 pm - 7:00 pm?
- * Which of the "unacceptable items" do you feel should be accepted?

The two items of discussion staff needs direction from the BOPW is the hours of operation and "unacceptable items".

As seen in the survey, 80% of those utilizing the site are satisfied with the current hours. Staff would recommend keeping the hours since a large majority is satisfied with this. However, if the BOPW would like to increase the hours, staff would need to know this now so it can be included in the 2020 budget.

The costs for adding a four hour period per week will add approximately \$3,000 to the annual rubbish site operation.

Attached is a list of acceptable and "unacceptable" items for the current operations. As part of the survey, those that utilized the service suggested that the City consider taking some items. In addition, staff has reviewed this and suggests "accepting" some additional items such as:

- * Bathtub, showers, and sinks: We already accept toilets and this will allow the do it yourself homeowner to dispose of these items.
- * Cabinets & countertops: This will allow the do it yourself homeowner to dispose of these items.
- * Carpet/pad: We already accept rugs. Also many years ago when curbside collection was weekly we did allow for carpet disposal as long as it was cut in four (4) foot sections.
- * Ceiling tiles: These are light weight items and will not significantly impact landfill costs.
- * Flooring: If we are going to accept carpet/pad.
- * Hot tub: We are recommending accepting bathtubs and showers. In addition, we are already accepting hot tub covers.
- * Insulation: This is a light weight item and will not significantly impact landfill costs.
- * Windows: We already accept doors and this will allow the do it yourself homeowner to dispose of these items.
- * Rain gutters / downspout's: We have been taking metal gutters. In addition, non-metal gutters are typically vinyl so it is a lightweight item and will not significantly impact landfill costs.

As part of the survey, one of the most suggested items we accept is wood followed by construction debris. These are acceptable items to be disposed of at the landfill so the City could accept this but the issue will be it will significantly increase our landfill tipping fee costs unless we limit it to a certain volume.

In addition, similar to the compost site, we would recommend having in the ordinance the rubbish from commercial operations is prohibited. This is similar to what we have for the compost site which prohibits contractors doing work for residents from utilizing the site.

In summary, staff is looking for direction from the BOPW for the following:

- * Hours of operation.
- * Acceptable materials to allow being disposed.
- * Prohibit rubbish from commercial operations.

ATTACHMENTS:

- Rubbish Site Monthly Totals 8-2-19 (PDF)
- Rubbish Site Survey Results June-July 2019 (DOCX)
- Rubbish Site List of Acceptable & Unacceptable Items 8-2-19 (PDF)

Scott Thoresen

From: Amanda Barber
Sent: Thursday, August 1, 2019 9:39 AM
To: Scott Thoresen
Cc: Tony Fietzer
Subject: Rubbish Site Monthly Totals

Good Morning Scott,

Here are the rubbish site totals for comparison. Please note that the rubbish site was open yesterday, July 31st, but I do not have the tonnage/tipping fee totals included below in July for what has to be hauled to the transfer station.

	2019 Tons	2019 Tipping Fees	2018 Tons	2018 Tipping Fees
APRIL	43.80	\$1,883.40	97.63	\$4,100.46
MAY	36.87	\$1,585.41	129.97	\$5,458.74
JUNE (Curbside collection included)	113.53	\$4,881.79	144.44	\$6,158.00
JULY	31.98	\$1,375.14	94.68	\$3,976.56
TOTALS	226.18	\$9,725.74	466.72	\$19,693.76

Please let me know if you have any questions or need anything further.

Thank you,

Amanda Barber

Office Assistant | [City of De Pere](#)
 925 S Sixth St | De Pere, WI 54115
 Office Hours: M – Th, 8:00am – 2:15pm
 Tel: (920) 339-4072 x 2202 | Fax: (920) 339-4071

DE PERE



Genuine. Down to Earth. Forward Thinking. Rooted in Strong Values.

Attachment: Rubbish Site Monthly Totals 8-2-19 (8630 : Discuss Rubbish Site Operations)



RUBBISH SITE SURVEY RESULTS

June 19, 2019 – July 20, 2019

343 Total Surveys

1) How many times a year do you use this site?

Times used per year	Survey Total	Percentage Total
1-5	184	54%
6-10	111	32%
11-15	27	8%
16-20	8	2%
Over 20	6	2%
A lot/Many	7	2%

Note: Site is open a total of 70 days/year.

2) Do you utilize the City's curbside rubbish pick-up?

YES: 210 – 61%

NO: 133 – 39%

3) Are the current hours (Wed & Sat) adequate for your use of the site?

YES: 275 – 80%

NO: 68 – 20%

If **NO**, what weekday(s) would you suggest from 3:00pm – 7:00pm?

Monday	24
Tuesday	11
Thursday	13
Friday	12
Sunday	4
Any	5
Everyday	7
**Other Responses	13

**Other Responses	
2:00-7:00	1
3-4 days/week	1
Add 1 more day	2
More	2
Weekday 8-4 once a week	1
All day Wed & Sat year round	1
All day like Saturday	1
Earlier times	2
Later on Saturday	2

4) Which of the "unacceptable items" do you feel should be accepted?

No response/left blank – 253 Surveys (74%)

All	1	Carpet/Pad	31	Sink	1
Bagged Garbage	2	Concrete	4	Tires	2
Batteries	1	Countertops	1	Trim	3
Brush	1	Flooring	3	Tub/Shower	1
Construct/Remodel Debris	10	Paint	2	Windows	1
Cardboard	2	Pallets	3	Wood	40
Cabinets	1	Playsets	1		

MUNICIPAL SERVICE CENTER
RUBBISH DROP OFF SITE
925 S Sixth St in West De Pere
****DE PERE RESIDENTS ONLY****
920-339-4060

HOURS OF OPERATION:

April – November
 Wednesdays: 3:00pm – 7:00pm
 Saturdays: 8:00am – 4:00pm

CLOSED:

December – March & Holidays

 **PLEASE CONSIDER DONATING ITEMS IN GOOD CONDITION TO A NON-PROFIT ORGANIZATION** 

ACCEPTABLE ITEMS

Appliances
 Artificial Trees
 Bed Frame
 Bicycles
 Birdbath
 Bookcase (free standing)
 Box spring
 Doors
 Entertainment Center
 Exercise Equipment
 Furniture
 Grill (remove propane tanks)
 Hot tub cover
 Ironing Board
 Ladders
 Lawn chairs
 Lawnmower
 Lawn/Holiday display items
 Mattress
 Metal
 Patio furniture
 Rugs
 Snow blower
 Styrofoam (large)
 Swing set (metal only)
 Tables
 Toilets
 Water Heaters
 Water Softener
 Wheelbarrows

*Acceptable items small enough to fit
 in green polycart should be placed in
 cart for curbside collection.*

UNACCEPTABLE ITEMS

Bagged household waste
 Bathtub
 Cabinets
 Cardboard
 Carpet/pad
 Ceiling tiles
 Concrete/stone/asphalt/bricks
 Construction Debris
 Countertops
 Drywall/plaster
 Fencing (wood)
 Flooring
 Hot tubs
 Insulation
 Junk wood
 Landscape timber/railroad ties
 Pallets
 Paneling
 Rain gutters/downspouts
 Roofing materials
 Sheds (wood)
 Shingles
 Showers
 Siding
 Sinks
 Sod/dirt
 Swing set (wood)
 Tires
 Windows
 Yard waste/brush/stumps

**Dispose of unacceptable items at
 BC Transfer or Advanced Disposal**

**HAZARDOUS WASTE MATERIAL
 AND DISPOSAL FACILITIES:**

Antifreeze
 Batteries – automotive batteries
 Brake Fluid
 Cooking Oil
 Fertilizer/Weed Killer
 Fluorescent Fixtures & Ballasts
 Gasoline
 Light Bulbs
 Propane Tanks
 Paint Thinner/Solvents
 Paint – in liquid form

**Items above should be brought
 to the Brown County Hazardous
 Material Recovery.**



**Brown County Hazardous
 Material Recovery**

2561 S. Broadway
 Call 920-492-4950 for rates/hours.

**Brown County Waste Transfer
 Station**

3734 W. Mason St, in Oneida
 Call 920-490-2706 for rates/hours.

Advanced Disposal Services

1799 County PP
 Call 920-983-3341 for rates/hours.

SEE REVERSE FOR CYBER GREEN RECYCLING OF ITEMS (TVs, Electronics, Appliances – FREE OR MINIMAL CHARGE)

Cyber Green LLC

Electronics Recycling

WE RECYCLE ANYTHING WITH A CORD!

ITEMS ACCEPTED FOR FREE:

Appliances	Credit Card Machines	Hair Dryers	Power Cords
Batteries	Curling Irons	Hand Tools	Power Tools
Cables	Dehumidifiers	Irons/Ironing Boards	Printers
Calculators	Dishwashers	Keyboards	Speakers
Cell Phones	Electric Motors	Laptops	Staplers
Coffee Machines	Exercise Equipment	Lighting/Lamps	Stereos
Computer Modems	Fax Machines	Mice	Wired Phones
Copiers	Garbage Disposals	Plugs	Wires

FEE TO RECYCLE:

LCD Monitors	\$10	Console TV	\$40
CRT Monitors	\$15	Projection TV	\$40
TVs Under 30"	\$15	Refrigerators	\$10
TVs Over 30"	\$30	Freezers	\$10

City of De Pere Resident Drop Off site:

Department of Public Works
925 South Sixth Street
De Pere, WI 54115
920-339-4060

Hours of Operation:

April – November
Wednesdays: 3:00 PM – 7:00 PM
Saturdays: 8:00 AM – 4:00 PM
** Closed on Holidays

Phone: **920-246-7143**
920-737-6294

Email: recycle@cybergreenllc.com

Electronics Recycling Drop Off

Our official drop off point in Green Bay is:

Cyber Works,
844 Willard Dr.
Green Bay

M-F 8-6, Sat 10-4
No appointment needed



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: August 12, 2019

DEPARTMENT: Board of Public Works

FROM: Eric Rakers

SUBJECT: Update on Project 16-04B and possible action on that Contract under the City's Standard Specifications*

ATTACHMENTS:

- 2019 0812 CI_BOPW_16-04B_Bond (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Walsh
Members of the Board of Public Works
From: Eric Rakers, P.E., City Engineer
Date: August 12, 2019

RE: **Discuss RelyCo Performance Bond for Project 16-04B***

The purpose for this item is to discuss the status of Project 16-04B (Concrete Street Construction/Reconstruction) and to consider action on the performance bond for the general contractor RelyCo Inc.

Background Information

RelyCo Inc. was awarded Project 16-04B in early 2016. This project included excavation, grading, crushed aggregate base course placement, and concrete paving on several streets in the West Business Park including sections of Fortune Avenue, Venture Avenue, and Richco Road. RelyCo Inc. hired Cornerstone Pavers, LLC as a subcontractor to complete the concrete paving. The concrete paving was completed in 2016.

In April 2017, staff observed small surface cracking on several large areas of the concrete. RelyCo was notified multiple times in 2017 about the cracking with the first notification on April 28th, 2017. In September, the contractor was again notified of the cracking and that the work was unacceptable. The contractor was given seven days to correct or remedy the deficient work. After many e-mails, letters, and meetings, the subcontractor applied a sealer to the concrete on November 20, 2017 to seal the cracks from water and salt intrusion. The subcontractor only chose to seal certain panels where cracking occurred rather than the entire roadway.

In 2018, the subcontractor came back to seal the additional roadway. Staff noticed that the cracking on some panels had gotten significantly worse and spread to additional panels. We met with the contractor in the field on August 24, 2018 to review the changed condition and provided written notice of the unacceptable work on August 28th, 2018. The contractor was given seven days to correct or remedy that deficient work, which was extended to 30 days in order to accommodate both the time needed for correction and a site visit by interested parties to inspect the work. On November 7th, 2018, the deadline to correct the work was extended to March 1, 2019.

There have been additional correspondence, meetings, and letters in 2019 regarding the deficient work. To date, the work has not been corrected or remedied and remains unacceptable.

The City Attorney will be providing additional information to the Board pertaining to both the Contract performance issues outlined above and pending litigation between Cornerstone and Relyco which the City has been brought into.