



Board of Public Works

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Final Minutes

Monday, August 11, 2014

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
Dean Raasch	Aldersperson	Present	
Kevin Bauer	Aldersperson	Present	
James Boyd	Aldersperson	Excused	
Jim Kneiszel	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

Others present were Scott Thoresen, Director of Public Works, Al Luberd, Street Superintendent, and Pam Denis, Recording Secretary.

II. Public Comment

None.

III. Items

1. Approval of the Minutes of the July 14, 2014 Board of Public Works Meeting
Aldersperson Kneiszel moved to approve the Board of Public Works July 7, 2014 meeting minutes, Aldersperson Bauer seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jim Kneiszel, Aldersperson
SECONDER:	Kevin Bauer, Aldersperson
AYES:	Dean Raasch, Kevin Bauer, Jim Kneiszel, Michael J. Walsh
EXCUSED:	James Boyd

2. Consider Quote for Pedestrian Crossing Signal*
Scott Thoresen, Public Works Director, stated that this work includes installing a flashing beacon pedestrian signal on Third Street at the intersection of Marsh Street for St. Norbert College. Mayor Walsh moved to accept the quote from Bodart Electric for \$500, to be reimbursed by St. Norbert College, Aldersperson Raasch seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Dean Raasch, Aldersperson
AYES:	Dean Raasch, Kevin Bauer, Jim Kneiszel, Michael J. Walsh
EXCUSED:	James Boyd

3. Consider Award of Project 14-16 Clearing, Grubbing, and Ditching*
Public Works Director Thoresen stated that bids were received to clear, grub, and ditch City-owned property on the southeast corner of American Boulevard and Red Maple. He explained that the goal was to clean up the site in order to maintain drainage and ensure that illegal dumping doesn't occur, as well as making the site marketable for the City to sell for development. The project also includes ditching of a City swale off of Pecatonica where debris buildup has occurred. Mayor Walsh moved to approve the staff

recommendation to award the bid to Relyco, Inc. in the amount of \$37,325.00, Alderperson Kneiszel seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Jim Kneiszel, Alderperson
AYES:	Dean Raasch, Kevin Bauer, Jim Kneiszel, Michael J. Walsh
EXCUSED:	James Boyd

4. Consider WPS Street Lighting Contract for CTH PP*
Scott Thoresen, Public Works Director, presented the staff recommendation to approve the contract with WPS for installation of street lighting on CTH PP. He stated that the cost of \$84,829.00 will be budgeted in the City's 2015 budget. Mayor Walsh moved to approve the contract with WPS for \$84,829.00 for street lighting on CTH PP, Alderperson Raasch seconded the motion. Upon vote the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Dean Raasch, Alderperson
AYES:	Dean Raasch, Kevin Bauer, Jim Kneiszel, Michael J. Walsh
EXCUSED:	James Boyd

5. Consider Driveway to 1300 Lost Dauphin Road
Scott Thoresen, Public Works Director, stated that staff had reviewed the proposed plan for the Mel Nicks Field Improvements at 1300 Lost Dauphin Road. He stated that because the plans include relocating the existing driveway and the average daily traffic on Lost Dauphin Road exceeds 3500 vehicles per day a curb cut permit and approval is required from the Board of Public Works. Alderperson Bauer moved to approve the driveway curb cut as shown on the plan, Alderperson Kneiszel seconded the motion. Upon vote the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Bauer, Alderperson
SECONDER:	Jim Kneiszel, Alderperson
AYES:	Dean Raasch, Kevin Bauer, Jim Kneiszel, Michael J. Walsh
EXCUSED:	James Boyd

6. Consider Modifications to Storm Sewer Connection Fee*
Director of Public Works, Scott Thoresen, presented ordinance modifications to the storm water connection fee approved at the June Board of Public Works. Director Thoresen explained that the first modification pertains to a property owner who connects after the year in which the lateral was installed. Discussion followed. Alderperson Bauer moved to approve the staff recommendations which were:
1. The connection fee would be based on the fee established when installed plus an interest charge. The interest would be based on the rate the City pays to borrow funds plus 1%. The interest rate would be charged yearly up to 10 years. After 10 years, the connection fee would be capped.
 2. The Board will follow state special assessment procedures and act on a resolution for special assessment and have a public hearing for the proposed storm connection fees inviting property owners to the meeting.

Aldersperson Raasch seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Bauer, Aldersperson
SECONDER:	Dean Raasch, Aldersperson
AYES:	Dean Raasch, Kevin Bauer, Jim Kneiszel, Michael J. Walsh
EXCUSED:	James Boyd

7. Consider State Municipal Agreement - STP-U Grant Fund*
Director of Public Works, Scott Thoresen, stated that the City has obtained grants for five streets under the STP-U grant program. He explained that these grants provide funding for up to 80% of the eligible project costs. Because the projects bid through the Wisconsin Department of Transportation (WisDOT), a State Municipal Agreement (SMA) is required between the City and WisDOT. Director Thoresen presented a summary of the street projects and costs scheduled to occur in 2018 and 2019. Aldersperson Kneiszel moved to approve this SMA agreement, Aldersperson Bauer seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jim Kneiszel, Aldersperson
SECONDER:	Kevin Bauer, Aldersperson
AYES:	Dean Raasch, Kevin Bauer, Jim Kneiszel, Michael J. Walsh
EXCUSED:	James Boyd

8. Consider Revocable Occupancy Permit for Front Street Behind 301 N. Broadway*
Scott Thoresen, Public Works Director, presented the request for a revocable occupancy permit for Front Street behind 301 N. Broadway for parking lot and refuse container storage. Mayor Walsh moved to open the meeting at 7:50pm to allow Adam Kersten to address the request. Aldersperson Raasch seconded the motion. Upon vote the motion passed. Discussion followed. Mayor Walsh moved to return to regular session at 7:53pm, Aldersperson Raasch seconded the motion. Upon vote, the motion passed. Aldersperson Raasch moved to approve the revocable occupancy permit for Front Street behind 301 N. Broadway, Aldersperson Bauer seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	Kevin Bauer, Aldersperson
AYES:	Dean Raasch, Kevin Bauer, Jim Kneiszel, Michael J. Walsh
EXCUSED:	James Boyd

9. Approval of Board of Public Works Meeting Date for September 2015
Director of Public Works Scott Thoresen explained that the regularly scheduled Board of Public Works meeting in September falls on Labor Day September 7, 2015. He stated that the staff recommendation was to reschedule the Board of Public Works meeting to Tuesday, September 8, 2015 at 5:30pm to meet prior to the Finance/Personnel committee meeting. This would assure that action items from the Board of Public Works meeting could be added to the council meeting agenda for the following week. Aldersperson Bauer moved to reschedule the Board of Public Works in September meeting to Tuesday, September 8, 2015 at 5:30pm, Aldersperson Kneiszel seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Bauer, Alderperson
SECONDER:	Jim Kneiszel, Alderperson
AYES:	Dean Raasch, Kevin Bauer, Jim Kneiszel, Michael J. Walsh
EXCUSED:	James Boyd

10. Discussion of Compost Facility
- Scott Thoresen, Director of Public Works presented statistics showing the increase in commercial usage of the City of De Pere Compost Facility. He explained that communities in the surrounding areas have banned contractors from using their compost facilities and the result has been a record number of contractors using the De Pere's facility, thus increasing the City's operating expenses. Director Thoresen introduced two options to consider for the 2015 Budget. Option #1 was to increase annual permit fees for all contractors to \$1,000 in an effort to offset the \$30,000 projected increase in operating costs. Option # 2 was to eliminate contractors' usage of the City's compost facility, reserving it for residents' usage only. Discussion followed. Al Luberd, Street Superintendent, explained that changes in the Department of Natural Resources (DNR) regulations for composting made it cost prohibitive for the City to continue composting. He stated that the current cost to haul brush has been \$20,000 and grass clippings cost \$50/ton. Discussion followed, including whether the increase in fees for permits could be applied to the outside contractors only, the means of monitoring, the available dump sites for contractors, cost of staffing the site full time and what other communities do with green grass collection. Director Thoresen also stated that video cameras would be needed for either option. Mayor Walsh moved to approve Option 2, to eliminate contractors' usage of the City's compost facility, Alderperson Bauer seconded the motion. Upon vote, the motion passed. Director of Public Works, Scott Thoresen, stated that this would move on to the Common Council for approval, which would also require an ordinance change.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Kevin Bauer, Alderperson
AYES:	Dean Raasch, Kevin Bauer, Jim Kneiszel, Michael J. Walsh
EXCUSED:	James Boyd

11. Update on Commercial Garbage & Recycling Collection
- Scott Thoresen, Director of Public Works, gave a recap of the Board discussion in November which looked at eliminating garbage and recycle commercial collections. At that time he had presented a survey done of adjacent communities which showed that the majority of municipalities had phased out commercial collection. Director Thoresen reviewed the issues of unsightliness of numerous carts in business areas and the fact that businesses could contract for more timely collections than what the City could provide. Discussion at that time included the cost being prohibitive for the City to pick dumpsters and discussion of building enclosures for dumpsters. Since November, Director Thoresen stated that the Common Council hired a firm to improve the parking lot at Nicolet Mall; the master plan includes two centralized dumpsters. The Director of Public Works stated that the implementation that was originally thought to be a 12-15 month undertaking will probably take longer. Staff is suggesting Phase I for January 1, 2016 would be for the outlying commercial/manufacturing/industrial sites and Phase II for January 1, 2017 for businesses in the downtown areas. Garbage and Recycle collection

would also be eliminated for institutions such as churches and schools. The next steps in the process would be to work with the City Attorney for ordinance changes and to host Public Information Meetings for all the commercial entities that we now provide collection service.

IV. Future Agenda Items

None

V. Adjournment

Mayor Walsh moved to adjourn the Board of Public Works meeting at 8:36 pm and Alderperson Raasch seconded the motion. Upon vote the motion passed and the meeting was adjourned.

Respectfully submitted,
Pam Denis