



Board of Public Works

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

Regular Meeting

Final Minutes

Monday, June 10, 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	Aldersperson	Present	
Dan Carpenter	Aldersperson	Present	
Jonathon Hansen	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

Others present:

Scott Thoresen, Director of Public Works

Eric Rakers, City Engineer

Tony Fietzer, Public Works Street Superintendent

Betty Sellenheim, Public Works Administrative Assistant/Recording Secretary

2. Approval of Board of Public Works May 13, 2019 Meeting Minutes

Aldersperson Carpenter moved to approve the May 13, 2019 Board of Public Works meeting minutes, seconded by Mayor Walsh.

Upon vote, the motion passed unanimously.

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

II. Public Comment

None

III. Items

1. Introduce New Public Works Street Superintendent, Tony Fietzer

Mayor Walsh welcomed Tony Fietzer and asked him to share a bit about himself and his background. Mr. Fietzer shared his background and his current thoughts on the transition to the City of De Pere.

2. Consider Preliminary Resolution for Special Assessment for Sidewalk on the East Side of Lawrence Drive from Main Avenue to Scheuring Road*

Mayor Walsh moved to approve the preliminary resolution for special assessment for sidewalk on the east side of Lawrence Drive from Main Avenue to Scheuring Road, seconded by Aldersperson Boyd.

Aldersperson Hansen asked about a small parcel at north end of project not being shaded yellow on the map. Eric Rakers, City Engineer, explained that sidewalks were installed at that property with the roundabout project.

Upon vote, the motion passed unanimously.

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

3. Consider RFP for Fire Department Station 1 Boiler Replacement Design and Construction Management*

Alderperson Carpenter moved to approve the RFP for Fire Department Station 1 boiler replacement to Tweet Garot Mechanical for \$8,900, seconded by Alderperson Raasch.

Upon vote, the motion passed unanimously.

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

4. Consider Contract Renewal with Hydrocorp for Commercial & Industrial Cross Connection Control Program*

Alderperson Carpenter moved to approve the contract renewal with Hydrocorp for commercial and industrial cross connection control program, seconded by Alderperson Hansen.

Upon vote, the motion passed unanimously.

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

5. Consider 2019 Sidewalk Repair Orders or Special Assessment

Alderperson Raasch moved to approve the 2019 sidewalk repair orders, seconded by Alderperson Boyd.

Alderperson Hansen questioned if the Board was approving the special charges or a 5 or 10 year special assessment. Eric Rakers, City Engineer, explained with the sidewalk program everything is a special charge. It is a yearly program and 1/8 of the city is done each year. Residents are invoiced in October, given 30 days to pay and then it goes on the tax roll providing a year for payment. Mr. Rakers explained the limits of the 2019 sidewalk repairs. The age of the neighborhood and high concrete prices this year has equated to rather large charges. Mr. Rakers stated there are quite a few locations that are with the lowest charge of \$316.75. There are 353 people listed in total with a special charge but there are a lot of people that do the work themselves. The average projected cost for all 353 people is \$872. There are approximately 78 people over \$1,000. There are additional costs and steps with a special assessment process. Alderperson Raasch questioned if a special assessment was done in 2019, what dollar amount would be used in future years. Mayor Walsh asked if staff had a recommendation regarding Alderperson Raasch's concerns. Mr. Rakers stated that having a policy in place would help determine when a special assessment would be used or not. Scott Thoresen, Director of Public Works, stated that residents also have the option of requesting a deferral for a special charge at Common Council. Alderperson Raasch asked if the lateral special assessments could be used as a template. Mr. Thoresen explained the difference between the special

assessment process and special charge. Mayor Walsh questioned providing five years for payment to locations over \$1,000 due to the high prices this year. Alderperson Hansen stated his support for a five year payment plan for locations over \$1,000 and questioned the payment of sidewalks for those under \$1,000. Mr. Rakers stated notices would be sent in 2019 but the contractor has until July 2020 to complete the concrete work and the residents would potentially not get a bill until then. Alderperson Boyd questioned what the prices might have been last year. Mr. Rakers stated the prices went up approximately 50% from last year. Mayor Walsh amended the motion to give five years to pay for people over \$1,000 for this year only, seconded by Alderperson Boyd.

Upon vote, the motion passed unanimously.

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

6. Consider Award of Contract 19-05 Sidewalk, Curb and Concrete Pavement Repair*

Alderperson Hansen moved to approve the award of Contract 19-05 Sidewalk, Curb and Concrete Pavement Repair as allocated by staff to Martell Construction, Inc. for \$584,300, seconded by Alderperson Carpenter.

Alderperson Hansen asked for clarification on the colored concrete sealing. Eric Rakers, City Engineer, explained the concrete sealing process that improves the red color and life expectancy of the stamped concrete in roundabouts and crosswalks. Alderperson Hansen asked about the Main Avenue bump-out costs. Mr. Rakers explained that the savings came through reducing the amount of concrete work and having less storm sewer work than anticipated, which in turn will make the traffic control easier.

Upon vote, the motion passed unanimously.

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

7. Consider Award of Contract 19-06A Lawrence Drive Sidewalk Grant Street to Main Avenue and Contract 19-06B Lawrence Drive Sidewalk Scheuring Road to Grant Street*

Alderperson Hansen moved to approve award of Contract 19-06A Lawrence Drive sidewalk Grant Street to Main Avenue and Contract 19-06B Lawrence Drive sidewalk Scheuring Road to Grant Street to Sommers Construction Company, Inc. for \$171,084.80 and \$459,793.25 respectively, seconded by Alderperson Boyd.

Upon vote, the motion passed unanimously.

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

8. Consider Proposed Easements-Project 19-06A and 19-06B*

Alderperson Raasch moved to approve the proposed easements for Project 19-06A and 19-06B, seconded by Alderperson Carpenter.

Upon vote, the motion passed unanimously.

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

9. Consider Award of Contract 19-11 Garrity's Glen South Subdivision Construction*

Alderperson Raasch moved to award Contract 19-11 Garrity's Glen South Subdivision Construction to Dorner, Inc. in the amount of \$2,059, 620.30, seconded by Mayor Walsh.

Alderperson Carpenter questioned the draining of the storm sewer into the existing ponds downstream. Eric Rakers, City Engineer, explained it would part of the pond series. Alderperson Carpenter questioned some holes being dug in the area of the subdivision. Mr. Rakers stated he would need to go out and take a look at what is being done. Mr. Rakers stated there was a spill that needed to be cleaned up and some digging was done relating to that work. Alderperson Boyd questioned the higher number of bidders. Mr. Rakers explained the appeal of this project to contractors due to late fall and winter construction.

Upon vote, the motion passed unanimously.

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

10. Consider Intermunicipal Agreement for Reciprocal Aid*

Scott Thoresen, Director of Public Works, provided the background on the agreement. Local Public Works Departments over the years have borrowed equipment and occasionally personnel from each other. Recently, the need for an intergovernmental agreement was expressed. The Intermunicipal Agreement for Reciprocal Aid is a legal document stating the responsibilities of borrowing agencies for repairs and liability. Each local government involved will be requesting approval from their boards and councils, along with their attorney. Alderperson Raasch stated his concerns regarding this agreement being used by a community to avoid the purchase of equipment over time. Mr. Thoresen stated he sees additional agreements in the future on shared purchases and compost sites.

Mayor Walsh moved to approve the Intermunicipal Agreement for Reciprocal Aid, seconded by Alderperson Carpenter.

Upon vote, the motion passed unanimously.

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

11. Consider Compliance Maintenance Annual Report for Wastewater Collection System*

Eric Rakers, City Engineer, explained the Compliance Maintenance Annual Report for the Wastewater system of De Pere. Mr. Rakers stated De Pere received "A" grades in both Financial Management and Collection System, which is the highest grade possible. Mayor Walsh and Mr. Rakers discussed the history of the CMAR when De Pere had their

own system and how things might change for next year with a new lift station being installed.

Mayor Walsh moved to approve the 2019 Compliance Maintenance Annual Report for the Wisconsin Department of Natural Resources, seconded by Alderperson Hansen.

Upon vote, the motion passed unanimously.

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

12. Consider Location for Wisconsin Public Service Electric Meter for Radar Speed Display Sign*

Eric Rakers, City Engineer, explained the sign was recommended as part of the Broadway report for pedestrian safety. The Police Department secured funds for the purchase of the sign and it will be installed in the transition area where the speed limit goes from 35 to 25 mph. The sign will need to be metered by WPS and cost \$28 per month. A solar option was looked at but there are too many trees to make it a viable option. Alderperson Hansen questioned what would happen to the brown Historic Neighborhood sign. Mr. Rakers stated staff would look to move it to another pole.

Mayor Walsh moved to approve the location for the Wisconsin Public Service Electric Meter for Radar Speed Display Sign at the north property line of 935 N. Broadway Street, seconded by Alderperson Carpenter.

Upon vote, the motion passed unanimously.

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

13. Approval of City Engineer Parking and Traffic Recommendations*

Eric Rakers, City Engineer, explained that on Wisconsin Street north of George Street, there is a 3 hour parking sign that does not exist in City Ordinances. Staff will remove the current sign and replace with a 3 hour parking sign for 9AM to 6 PM Monday to Saturday and update the City Ordinance.

Mayor Walsh moved to approve City Engineer's recommendation to update 3 hour parking sign and ordinance along Wisconsin Street, seconded by Alderperson Raasch.

Upon vote, the motion passed unanimously.

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

14. Discuss City Engineer Recommendations on No-Action Parking and Traffic Discussion Items.

Eric Rakers, City Engineer, outlined the requests received. Request for designated painted crosswalk at Ninth and Westwood: staff did a pedestrian count and had 9 people over a 1.5 hour period in the morning and 1 person in the afternoon. Request to install RRFB at Broadway and O'Keefe: staff did a pedestrian count over lunch and had 0 people in a 2 hour period. Request to install 35 mph sign on Lawrence Drive by Southwest Park: staff will be discussing change to 25 mph due to the urbanizing of the area with the approval of Contract 19-11. Alderson Raasch stated some confusion as that area is Town of Lawrence on one side and De Pere on the other. Mr. Rakers stated he will be working with the Town of Lawrence. Mayor Walsh asked if the Town of Lawrence has a 35 mph sign on Lawrence Drive. Alderson Carpenter stated that there is one on the east side of the road. Alderson Raasch stated he has seen multiple families walking on the shoulder to access Southwest Park. Mr. Rakers stated with the new development sidewalks will be getting installed. Request for "Hidden Driveway" sign at 560-580 Ninth Street: through the MUTCD guidelines this location did not meet the needs for this warning sign as vehicular traffic should be expecting driveways on a city street. Staff will be placing traffic counters in this area to check speed and recommend to police for enforcement is necessary. Request to install a four-way stop at Wisconsin and Lewis and Michigan and Lewis: Lewis is a Fire Department route to Erie Street and staff recommends no change because of that. The request was submitted due to the school and there may be changes at the school that may eliminate the concerns. Mr. Rakers discussed future items including: long-term parking permits in Nicolet Square, "Park" and "Drive Slow" signs by Samantha Park on Samantha Drive, Crossing Guard criteria/policy, lane designations on Chicago at Webster, and amendments to crosswalk policy including Safe Routes to Schools. Alderson Carpenter asked if the pedestrian sign on Ninth will be staying in the middle of the roadway. Mr. Rakers stated that staff does not currently have any plans to take it down but discussed needing a crosswalk policy in place to follow. Alderson Hansen questioned if staff had reached out to any of the businesses in the Industrial Park regarding the crossing of Broadway at O'Keefe. Mr. Rakers stated that staff has not reached out the businesses but it would still need to meet the count and it is crossable without an RRFB.

IV. Future Agenda Items

None

V. Adjournment

Mayor Walsh moved to adjourn the meeting at 8:19 PM, seconded by Alderson Hansen.

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 June 10, 2019 so that arrangements can be made.

Agenda Sent To:

Mayor
Aldersons
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

Country Visions Cooperative
Creative Business Rentals LLC
Double D Investment Real Estate LLC
Midstates Tire & Tool Inc.
Dairyland Lab Properties LLC
Bright Horizon Properties LLC

Avrio LLC
Brooks Equipment Leasing Inc.
Dakota Upreit LP
Cummins NPower LLC
D C Kubiak Holdings LLC
Lamers A & K Properties LLP
T & S Land Development LLC
Jorgensen Investments
Tri-DP LLC
Jass Realty Company LLC
Stanley & Krist Atanosoff
Hydrocorp

Menard Inc. Corporate Accounting
HAI Lawrence LLC
Lawrence Drive Owners Association Inc.
Walmart Real Estate Property Tax Dept
Blue Oval LLC
GCS Holdings of De Pere LLC
Midwest Expansion De Pere LLC
Tweet/Garot Mechanical
Martell Construction, Inc.
Dorner, Inc.
Sommers Construction Company, 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.

Respectfully submitted,
Betty Sellenheim