



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, December 11, 2017

7:30 PM

De Pere City Hall Council Chambers

I. Call to Order

The meeting was called to order at 7:30 PM by Alderperson Dean Raasch

Attendee Name	Title	Status	Arrived
James Boyd	Alderperson	Present	
Dan Carpenter	Alderperson	Present	
Jonathon Hansen	Alderperson	Excused	
Dean Raasch	Alderperson	Present	
Michael J. Walsh	Mayor	Excused	

Others present were Scott Thoresen, Director of Public Works, Joe Zegers, Finance Director, Bill Boyle, GIS Coordinator, Eric Rakers, City Engineer, Chase Kuffel, Assistant City Engineer, and Pam Denis Recording Secretary.

II. Public Comment

None.

III. Items

1. Approval of the Board of Public Works October 9, 2017 Meeting Minutes.

Alderperson Carpenter moved to approve the Board of Public Works October 9, 2017 meeting minutes, Alderperson Boyd seconded the motion. Upon vote, the motion passed.

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

2. Consider Project Approach for Sidewalk on the East Side of Lawrence Drive from Scheuring Road to Main Avenue*

Eric Rakers, City Engineer, reviewed the sidewalk project proposed for the east side of Lawrence Drive between Main and Scheuring Roads. He stated that the sidewalk costs would be assessed back to the property owners and the maintenance for those sidewalks would be their responsibility also. He stated that the other costs associated with the sidewalk construction would be born by the City, such as curb ramps, utility relocations, etc.. He reviewed the criteria for installing sidewalks in the City, stating that Lawrence Drive met the criteria of safety concerns both vehicular and pedestrian, arterial roadway, connectivity, 35 mph speed, and high traffic area.

City Engineer Rakers stated that of the total Sidewalk Survey responses, 53 respondents were positive in favor of the sidewalk construction, 21 opposed it, and 2 were neutral. A complete copy of the survey responses was included in the Board packet. He said that property owners would be given all of 2018 and early 2019 to complete their own sidewalks or the City would complete them under this project and assess the property

owners in 2019. The pay back for similar projects in the past has been 10 years, but this would be determined by the Board of Public Works. There is utility pre-work that needs to be done in preparation for sidewalks. Should the Board of Public Works and the Common Council approve this request, it would come back to the Board and Council for preliminary and final resolutions to assess the sidewalk costs.

Questions from Alderpersons followed, including but not exclusively: bike lanes, assessment approximate dates, right of way work, asphalt vs. concrete for sidewalks. Alderperson Boyd moved to open the meeting for public input at 7:46pm; Alderperson Carpenter seconded the motion, upon vote, the motion passed. Dave Kubiak, property owner, spoke in favor of sidewalk, stating that it's important as he sees people walking along Lawrence Drive quite often which is very unsafe. He did not agree with placing the sidewalk on the west side of Lawrence. Todd Thomas: property owner, after communicating with neighboring property owners, presented an alternative plan. The alternative plan is to place the sidewalk on the west side of Lawrence. He stated that there are 19 driveways in the currently proposed area, of which heavy trucks use, such as the semis from DeCleene's, and Pomp's. He stated that because of the truck traffic on the east side, the sidewalk on the west side would be safer. Mr. Thomas presented a letter signed by 9 property owners agreeing that the west side sidewalk placement would be better. Erin Hoff, on behalf of a property owner, agreed with Todd Thomas' sentiments, stating additional concerns for visibility of semi-trucks waiting to turn and not seeing a child on the sidewalk, that the City needs to look at the amount of fiber optic boxes that will have to be relocated, feels that more lighting will be needed for pedestrian traffic, increased traffic into industrial area – he doesn't see the benefit since mostly non-walk up businesses. Pat Burn, speaking for Renkins Court, stated that it doesn't make sense to him either since there are no walk up stores until you get to Walmart. He is concerned that the City is putting sidewalk in a non-residential area when some residential areas don't have sidewalks. Feels wheel tax to pay for sidewalk is a double hit. Doesn't believe sidewalks are needed at this time. Stuart Franken, property owner from Highland Park, Illinois stated that he doesn't agree with this project. He said he has 700 ft., 2 lots, and projects his costs to be about \$40,000. City needs to understand financial impact that this can have. He agrees that the west side of Lawrence is a better solution. He offered to put money toward improving City facilities like a park.

Dan Schumaker, representing Jack's Peterbilt, concurred with the other concerns and was in full agreement that the sidewalk should be on the west side. He foresees near misses with such heavy truck traffic, two driveways on their property alone and constant deliveries all day. His concern is putting pedestrians in this mix. He stated that there have been increasing theft issues - scrap iron, battery cores, and worries that now sidewalks will make that increase. He was also concerned about the down time during the project and how it would affect his business. Several property owners expressed concern with the sidewalk section through the drives.

Alderperson Boyd moved to return to regular session at 8:05pm, Alderperson Carpenter seconded the motion. Upon vote, regular session resumed.

Eric Rakers, City Engineer, spoke to the concerns expressed above, stating that the interest in sidewalk placement on Lawrence came from the Board. He said that moving the sidewalk to the west of Lawrence Drive is more dangerous to pedestrians due to high traffic volumes and speeds on Lawrence Drive. Even though there are drives on the east side, vehicles exiting drives are stopped or at low speeds when crossing the sidewalk. He said additionally that the volume of traffic at the drives will be less than the volume of traffic on Lawrence. City Engineer Rakers stated that most studies show that sidewalks actually reduce crime. He said that the sidewalks in the driveway area would be put in at

8" thickness, which is standard going into industries. They would be tied together with steel to maintain them better. Additionally most drives were reconstructed with the concrete sidewalk section and will not be impacted with this project. Discussion followed regarding whether trucks could turn right on Lawrence Drive. City Engineer Rakers offered to look into this, as the Board was not aware of any sign prohibiting this. Alderperson Carpenter moved to open the meeting for public input, Alderperson Boyd seconded the motion. Upon vote, the meeting was opened at 8:15pm. Discussion followed regarding whether trucks could turn right on Lawrence Drive. City Engineer Rakers offered to look into this. Todd Thomas stated that it would be safer to cross a roundabout than navigate the various driveways along the east side of Lawrence. He felt placing the sidewalk on the west side would reduce crime opportunities, taking people away from the equipment etc. along Lawrence businesses. He expressed a concern on the maintenance of snow removal on businesses and expressed concern over the disruption of business during construction.

Alderperson Carpenter moved to return to regular session at 8:28pm, Alderperson Boyd seconded the motion. Upon vote, regular session resumed.

Alderperson Boyd moved to reaffirm the Lawrence Sidewalk Project process and to proceed with the design of the project for 2019 construction, Alderperson Raasch seconded the motion. Upon vote, the motion passed and will be forwarded to the Common Council on December 19, 2017 for approval.

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

3. Consider 2017-2018 Sewer Rate Study.*

Joe Zegers, Finance Director, and Kyle Pockat of Schenck reviewed the annual sewer rate study. Joe Zegers explained that the study showed no rate increase for residential customers and slight decreases for the paper mills. He reviewed how the City had been trying to alleviate deficits over the past few years. With a zero rate increase, there would be a razor thin margin at the end of 2017-2018. Staff was asking for a 2% rate increase to come closer to the 5-10% of the sewer utility operating budget reserve that bonding agencies advise. Discussion followed.

Alderperson Boyd moved to approve a 2% increase in sewer rates, Alderperson Carpenter seconded the motion. Upon vote, the motion passed.

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

4. Consider Approval of the James Street Streetscape Design Services*

Eric Rakers, City Engineer, presented the four proposals for the James Street Streetscape Design Services. Bill Boyle, GIS Coordinator answered questions regarding the proposals. He explained that they were recommending Graef for the total design as Graef had addressed all scopes of the project in their proposal and also included business input.

Alderson Carpenter moved to approve the award of design services contract for the James Street Streetscape project to Graef in the amount of \$43,500, Alderson Raasch seconded the motion. Upon vote, the motion passed.

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

5. Consider Updates to 2018 General Conditions and Standard Specifications

Eric Rakers, City Engineer, explained that each year the staff does an annual review of the Project Specifications and brings the updates before the Board for approval. Once approved these 2018 Specifications will be referenced for all the city projects in 2018. **Alderson Boyd moved to approve the updates to the 2018 General Conditions and Standard Specifications, Alderson Carpenter seconded the motion. Upon vote, the motion passed.**

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

6. Consider Conveyance of Rights by Utility (Sanitary Sewer) for the WisDOT for Ashland Avenue (STH 32) and Parkview Road Project*

Eric Rakers, City Engineer reviewed the Wisconsin Department of Transportation (WisDOT) requirement that utility companies convey rights for facilities within easements that will become part of the new right of way when WisDOT reconstructs/reconfigures the Parkview Road intersection with Ashland Avenue in 2019. He explained that the City has a vacated sanitary sewer (not in use, but not abandoned) within the proposed right of way. The City is working with the Green Bay Metropolitan Sewerage District (GBMSD) to abandon this sewer prior to the project. City Engineer Rakers stated that the sewer is not in use and not impacted by the project so the City will be signing over the release of rights for reimbursement, but ultimately, when the project is completed, Parkview Road and right of way will become a City street and right of way. **Alderson Raasch moved to approve conveyance of rights for the sanitary sewer involved in the reconstruction of the intersection of Parkview Road and Ashland Avenue and Alderson Carpenter seconded the motion. Upon vote, the motion passed.**

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

7. Consider Quit Claim Deed by Utility (Water Main) for the WisDOT for Ashland Avenue (STH 32) and Parkview Road Project*

Eric Rakers, City Engineer, explained that also due to the reconstruction of the intersection at Parkview Road and Ashland Avenue a new right of way will be acquired. Wisconsin Department of Transportation (WisDOT) is requiring utility companies to release easements/rights within the new right of way area. He explained that there is a utility easement along Ashland Avenue that the City has rights to for water main. Alderperson Raasch moved to approve releasing the utility easement with the quit claim deed and approve the temporary grading easement requested by WisDOT for Parkview Road and Ashland Avenue reconstruction project and forward to Council for approval. Alderperson Boyd seconded the motion. Upon vote, the motion passed.

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

8. Consider Green Bay Metropolitan Sewerage District Lease Agreement Amendment.*

Scott Thoresen, Director of Public Works explained that there is not adequate indoor storage for City vehicles and equipment at the Municipal Service Center, forcing vehicles and equipment to be stored outside. This causes maintenance issues and damage. He stated that the City has the opportunity to extend a short term lease with Green Bay Metropolitan Sewerage District (GBMSD) for storage space. Staff is requesting approval to extend the short term lease to a 12 month lease, costing \$2,000. **Alderperson Carpenter moved to approve extending the GBMSD short term lease of space to a 12 month lease in the amount of \$2000, Alderperson Boyd seconded the motion. Upon vote, the motion passed.**

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

9. Consider Verizon's Amendment to Current Lease Agreement on Merrill Water Tower.*

Scott Thoresen, Public Works Director, explained that the City had required Verizon to install a storm sewer lateral to drain their sump pump from their building at the Merrill Water Tower site to the City's storm sewer. He stated that Verizon needed a lease amendment for the storm water drainage. Discussion followed. **Alderperson Raasch moved to approve the proposed amendment to Verizon's current lease for Merrill Street water tower, Alderperson Boyd seconded the motion. Upon vote, the motion passed.**

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

10. Consider Award of Contract for Project 17-20 Claude Allouez Bridge Repairs.*

Eric Rakers, City Engineer, presented the bid received for Project 17-20. Discussion followed.

Alderson Carpenter moved to approve the award of contract for Project 17-20 Claude Allouez Bridge Repair to Janke General Contractors, Inc. in the amount of \$31,513.00. Alderson Boyd seconded the motion. Upon vote, the motion passed.

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

11. Consider Award of Contract for Project 17-21 City of De Pere Sign Bridge.*

Eric Rakers, City Engineer reviewed the bid to replace the sign bridge on Reid Street and install a new sign. The City received bids from four contractors, Bodart being the low bid. Discussion followed. **Alderson Raasch moved to award the bid to replace the sign bridge on Reid Street to Bodart Electric Service, Inc. in the amount of \$63,336.00. Alderson Carpenter seconded the motion. Upon vote, the motion passed.**

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

IV. Future Agenda Items

None.

V. Adjournment

Alderson Carpenter moved to adjourn the meeting, Alderson Boyd seconded the motion. Upon vote, the motion passed and the meeting was adjourned at 9:07pm.

Respectfully submitted,
Pam Denis