



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, December 10, 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	Late	7:45 PM
Dean Raasch	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

Others in attendance Eric Rakers, City Engineer, Scott Thoresen, Director of Public Works, Joe Zegers, Finance Director, Tina Quigley Definitely De Pere, and Scott Sternhagen, Schenck.

2. Approval of BOPW November 12, 2018 Meeting Minutes.

Aldersperson Carpenter moved to approve the November 12, 2018 Board of Public Works meeting minutes, Aldersperson Raasch seconded the motion. Upon vote, the motion passed unanimously.

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

3. Public Hearing to Levy Special Assessments

A. Notice of Public Hearing

The Notice of Public Hearing was read into the record by the Recording Secretary.

B. Recommendation from the Board of Public Works

The Board of Public Works recommended at the November meeting the final resolution for special assessments for Storm Sewer Main and/or Laterals.

C. Final Resolution Authorizing Levying Special Assessments

- a. Resolution BOPW #18-05, Final Resolution Authorizing Storm Sewer Main and/or Lateral Construction and Levying Special Assessments Against Benefited Property (2730 Ryan Rd)

The Mayor opened the meeting for public input at 7:34 pm. No one responded to the invitation to speak and the Mayor closed the public input at 7:35 pm.

Aldersperson Raasch moved to approve the Final Resolution authorizing Storm Sewer Main and/or Lateral Construction and Levying Special Assessments against the benefited property of 2730 Ryan Road, seconded by Aldersperson Boyd. Upon vote, the motion passed unanimously.

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

II. Public Comment

There was no public comment.

III. Items

1. Consider 2018-2019 Sewer Rate Study*

Joe Zegers, Finance Director and Scott Sterhagen, Schenck reviewed the 2018-2019 sewer rate study. Joe Zegers explained that over the last two years, the rates for New Water have leveled off and stabilized. With this stabilization, the recommendation from the study is for there to be no rate increase for both residential and industrial customers in 2019. In the past, there were cash deficits in the sewer utility and the Board of Public Works would approve adding on additional percentages to cover the deficit and build cash balance. Staff recommends adopting the rate structure as proposed in the rate study, without anything additional added.

Scott Sterhagen from Schenck reviewed the details of the 2018-2019 sewer rate study. Discussion followed.

Alderperson Hansen arrived at 7:45 pm.

Alderperson Carpenter questioned if monthly billing would create more revenue.

Quarterly billing is substantially high for some families and with monthly billing there may be less delinquent bills placed on the tax roll.

Mayor Walsh moved to approve the 2018-2019 sewer rates as presented, 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

2. Consider Definitely De Pere Streetscape Projects*

Scott Thoresen, Director of Public Works, gave a quick summary of the streetscape project, stating there is \$150,000 in stadium funds reserved for the projects. He has been working with Tina Quigley from Definitely De Pere to develop concepts for the design.

Mayor Walsh moved to open the meeting to public comments at 7:52 pm, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Tina Quigley from Definitely De Pere presented in detail, the plans and concepts that have been developed for the streetscape project. Only a portion of the funds allocated would be used to complete this first set of proposed projects, with the goal being to create an inviting environment for downtown. The response from downtown business owners has been overwhelmingly positive.

Detailed discussion followed.

Alderperson Raasch questioned where the sculptures will come from and if they would be from local artists.

Alderson Boyd questioned the total project cost and what the other designated funds would be used for.

Mayor Walsh questioned the proposed height of the fence, if other areas are going to be included with the project, and if there was going to be an oversight committee for the sculptures, to make sure the sculptures appropriate for downtown.

Tina Quigley stated that Definitely De Pere has an established public art committee, which is comprised of artists and designers from the area, which will oversee the sculptures.

Alderson Carpenter questioned extending planters farther down the street rather than retiring the old ones.

Alderson Boyd questioned if something could be done at the Walgreens corner.

Alderson Hansen questioned what the new crosswalk on Main Street would be comprised of, the difference in components between three project areas, and downtown lighting projects.

Mayor Walsh motioned to return to regular order at 8:25 pm, seconded by Alderson Carpenter. Upon vote, the motion passed unanimously.

Mayor Walsh moved to approve the streetscape projects as presented, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

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

3. Discuss Tree Replacement for Street Construction Projects

Scott Thoresen, Director of Public Works, reviewed Alderson Hansen's request for replacing trees during city construction projects. There are times during construction projects that trees need to be removed and currently the city does not cover the cost to replace them. Alderson Hansen made a request to the Board of Park Commissioners to cover the cost of replacing the trees that are removed during construction projects. The Board of Park Commissioners recommended this item be referred to the Board of Public Works to be considered as part of future street projects. If the owner wants the tree replaced, and if the space is available to plant a new tree, recommendation would be for the Park Department be responsible for buying and planting the trees and the cost be reimbursed by the construction project.

Discussion followed.

Alderson Hansen commented that when curb and gutter or sidewalk is taken out during construction projects, the city is responsible to restore the property. He feels that trees should be treated the same as other items in the right of way. If the property owner would like the trees replaced, and if space is available, then the city should cover the cost of the replacement.

Alderson Carpenter commented on the cost of the tree replacement and feels the property owner needs to be aware of size and type of tree that would be planted and that the replacement tree will be small.

Mayor Walsh recommended that the size and type of tree that would be planted should be part of the policy.

Scott Thoresen commented that the city forester has a program for spring and fall tree planting. If the tree planting meets specifications, this policy could be used for construction projects, but instead of the homeowner paying for the tree, the city would pick up the cost.

Mayor Walsh referred the item back to staff to come up with a tree replacement policy, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

RESULT:	REFERRED BACK TO STAFF [UNANIMOUS]
	Next: 2/11/2019 7:30 PM
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

4. Recommendation regarding the release of a 20 foot storm sewer-drainage easement, while retaining an existing 12 foot utility easement, at 701-711 Millennium Court (Parcels ED-2310 & ED-2309). Submitted by David Anderson, Town & Country Development LLC, authorized representative for Irish Construction & Investments LLC.*

Alderperson Carpenter moved to approve the release of a 20 foot storm sewer drainage easement, while retaining an existing 12 foot utility easement, at 701-711 Millennium Court (Parcels ED-2310 & ED-2309), 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

5. Recommendation regarding the release of a utility easement and right-of-way easement, to be replaced with typical 12 foot street fronted utility easements and 6 foot side lot line utility easements via certified survey map (CSM), at the 500 BLK Ninth Street (Parcel WD-D0218-2). Submitted by Steven M. Bieda, Mau & Associates, authorized representative for Raymond J. Hoffmann.*

Alderperson Carpenter moved to approve the release of a utility easement and right-of-way easement, to be replaced with typical 12 foot street fronted utility easements and 6 foot side lot line utility easements via certified survey map (CSM), at the 500 BLK Ninth Street (Parcel WD-D0218-2), 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

6. Consider Purchasing AquaHawk Water Meter Software*

Mayor Walsh moved to approve the purchasing of AquaHawk meter software, seconded by Alderperson Boyd.

Discussion followed.

Alderperson Hansen questioned how the community would be educated on the software. Alderperson Carpenter commented on the tolerances that can be set up with the software and if monthly billing would be beneficial to the city.

Upon vote, the above motion passed unanimously.

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

7. Consider Updates to 2019 General Conditions and Standard Specifications

Alderperson Carpenter moved to approve the 2019 General Conditions and Standard Specifications, seconded by Alderperson Boyd. Upon vote, the motion passed unanimously.

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

8. Consider Updates to the 2019 Prequalification of Contractor Form

Alderperson Hansen moved to approve the 2019 Prequalification of Contractor Form, seconded by Mayor Walsh.

Discussion followed.

Upon vote, the above motion passed unanimously.

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

IV. Future Agenda Items

None

V. Adjournment

Mayor Walsh moved to adjourn the meeting at 8:50 pm, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela