



Board of Public Works

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Final Minutes

Monday, March 9, 2015

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	Present	
Jim Kneiszel	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

Others present were Scott Thoresen, Director of Public Works, Eric Rakers, City Engineer, and Debbie Zierson, Recording Secretary.

II. Public Comment

III. Items

1. Approval of the Board of Public Works February 9, 2015 Meeting Minutes

RESULT: ADOPTED [UNANIMOUS]
MOVER: Kevin Bauer, Aldersperson
SECONDER: Dean Raasch, Aldersperson
AYES: Raasch, Bauer, Boyd, Kneiszel, Walsh

2. Consider Award of Contract 15-01 Sewer & Water Relay & Street Resurfacing*

Aldersperson Bauer moved to approve the bid for Project 15-01 Sewer and Water Relay and Street Resurfacing to Jossart Brothers, Inc. in the amount of \$1,618,931.35, Aldersperson Kneiszel seconded the motion. Upon vote, the motion passed.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Kevin Bauer, Aldersperson
SECONDER: Jim Kneiszel, Aldersperson
AYES: Raasch, Bauer, Boyd, Kneiszel, Walsh

3. Consider Award of Contract 15-03 Sewer Lining-CIPP*

Aldersperson Boyd moved to approve the bid for Project 15-03 Sewer Lining - CIPP to Insituform Technologies USA, Inc. in the amount of \$208,896.00, Aldersperson Raasch seconded the motion. Upon vote, the motion passed.

RESULT: ADOPTED [UNANIMOUS]
MOVER: James Boyd, Aldersperson
SECONDER: Dean Raasch, Aldersperson
AYES: Raasch, Bauer, Boyd, Kneiszel, Walsh

4. Consider Award for Project 15-13 Crackfilling*

Aldersperson Bauer moved to approve the bid for Project 15-13 Crackfilling to Asphalt Seal & Repair, Inc. in the amount of \$87,468.00, Mayor Walsh seconded the motion. Upon vote, the motion passed.

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

5. Consider Award of Contract 15-15 Televising*

Alderperson Bauer moved to approve the bid for Project 15-15 Televising to Green Bay Pipe & TV, LLC in the amount of \$53,793.00, Alderperson Kneiszel seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Bauer, Alderperson
SECONDER:	Jim Kneiszel, Alderperson
AYES:	Raasch, Bauer, Boyd, Kneiszel, Walsh

6. Consider Quotes for Storm Water Management*

Alderperson Bauer moved to accept the quote from R.A. Smith National, Inc. for the Storm Water Management Planning estimated at \$34,412.52, Mayor Walsh seconded the motion. Discussion followed that all five items came in under budget. Upon vote, the motion passed.

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

7. Consider 2014 Annual Report for the Wisconsin Department of Natural Resources MS4 General Permit*

Eric Rakers, City Engineer, reviewed the Annual Report prepared by the Engineering Department for the MS4 General Permit for storm water discharge for the 2014 calendar year. This report is required to be submitted to the Wisconsin Department of Natural Resources (WDNR) by the end of March. Engineer Rakers explained that once approved by the Board of Public Works, it will go to the Common Council for approval. Mayor Walsh moved to approve the Annual Report for the MS4 General Permit for submittal to the WDNR, Alderperson Raasch seconded the motion. Upon vote, the motion passed.

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

8. Discussion of Prohibiting Salvaging Materials Dropped Off At Municipal Service Center*

Scott Thoresen, Director of Public Works, reviewed the current practice for the rubbish, bulky item drop off site located at the Municipal Service Center for use by De Pere residents. He stated that the drop off site was created for De Pere residents when the City went to only twice a year curbside pick up for rubbish and bulky items. The drop off material is taken to a land fill by the City. Director Thoresen explained that people are allowed to salvage material from the drop off site. He also explained that this has

developed into a nuisance, as the salvaged materials are cluttering up resident yards, becoming unsightly. The Building Inspection Department and the Police Department have been writing citations for those residents with the accumulation of salvage on their properties, but the situation has not been resolved. Director Thoresen requested that the Board of Public Works approve a request to prohibit salvaging of material from the City of De Pere drop off site and have the City Attorney draft such an ordinance for presentation to the Common Council. Alderperson Boyd moved to approve the staff recommendation to prohibit salvaging of material from the drop off site and to have the City Attorney draft an ordinance, Alderperson Raasch seconded the motion. Discussion followed including suggestions to educate the local scrappers in regard to the upcoming changes, enforcement through the video cameras already installed at the site, how other communities do not allow salvaging, and possibly including on the signage by the drop off site that if an article is recyclable it could be taken to such resources as Habitat for Humanity or thrift shops. Upon vote, the motion passed.

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

9. Utility Conveyance of Rights to the Wisconsin Department of Transportation - STH 32/57 & CTH X*

Eric Rakers, City Engineer, reviewed the Wisconsin Department of Transportation (WisDOT) request for signing Form DT1660-Conveyance of Rights in Land to WisDOT for the sanitary sewer identified on the presented right of way plat. WisDOT is preparing for the reconstruction of the STH 32/57 and CTH X intersection to a roundabout. Engineer Rakers stated that WisDOT is requiring action for a small portion of the City sewer located in the easement that was within the purchased right of way. He also explained that the City will be compensated for relocating the existing sanitary sewer if required by WisDOT in the future. If the City adds new sewer facilities at this location after the right of way was acquired, any relocation of the new facilities will be the responsibility of the City. Mayor Walsh moved to approve the WisDOT request for signing Form DT1660-Conveyance of Rights in Land to WisDOT for the sanitary sewer identified on the attached right of way plat, subject to changes deemed necessary by the City Attorney, Alderperson Bauer seconded the motion. Upon vote, the motion passed.

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

10. Consider Civic Group Plaque Policy for City Welcome Signs

Eric Rakers, City Engineer, shared a follow up from the Board of Public Works meeting on November 10, 2014 on creating a policy regarding adding signage to the City of De Pere Welcome signs. Engineer Rakers read the policy, which included verbage regarding standards for signs, placement, definition of active community organizations, keeping signs current, and replacement of signs. Discussion followed including desire to have the final approval of signs made by the Director of Public Works with advice and consent from the City Attorney. Alderperson Boyd moved to approve the staff recommendation of the approval of the application, Civic Group Plaque Policy for Welcome Signs, plaque

standard and plaque layout amended under Section II, Application, 1. to state "Final approval shall be made by the Director with advice and consent from the City Attorney", Mayor Walsh seconded the motion. Upon vote, the motion passed.

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

11. Consider Sidewalk Width Policy

Eric Rakers, City Engineer, presented a new sidewalk width policy for the Board to review. He stated that the previous sidewalk width standard was 4 feet 8 inches, which is found in the majority of older areas of the City. The new policy, as presented by Engineer Rakers, better defines when new or replaced sidewalk is to be constructed to five feet and also how transitions in sidewalk widths will be made. The staff recommendation is to establish a sidewalk width policy as follows:

- * All sidewalks installed for new construction will be installed at a five foot width, even if the adjacent properties have a sidewalk width of 4.67 feet.

- * Existing sidewalk replacement, where a minimum of 50 continuous feet is being replaced, will be constructed to a five foot width. The continuous footage is independent of lot lines, such that if 30 feet is on one parcel, and 20 feet is on another, both property owners will need to install five foot wide sidewalk.

- * Existing sidewalk replacement, where one side of the slab is adjacent to sidewalk with a five foot width will be constructed to a five foot width.

- * Existing sidewalk replacement, in which less than 50 continuous feet of sidewalk is being replaced will be constructed to match the widest adjacent sidewalk.

Mayor Walsh moved to approve the staff recommendations as stated above, Alderperson Raasch seconded the motion. Discussion followed. Upon vote, the motion passed.

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

IV. Future Agenda Items

Alderperson Raasch asked for any follow-up on the lighting and pedestrian crossing at roundabouts. City Engineer Rakers stated that he had contacted the Wisconsin Department of Transportation for information and also to invite them to speak at a Board of Public Works meeting concerning this topic. They were not ready to do so at this time, but suggested using some of their information on-line in regard to roundabouts. Engineer Rakers spoke with the Police Department to set up some ideas on enforcement for pedestrian crossing at roundabouts. He also contacted Brown County and looked at an American Society of Civil Engineers' (ASCE)

webinar for their recommendations. City Engineer Rakers will come back to the Board with a list of progressive steps that can be taken before implementing the more expensive pedestrian push button for lights. This discussion will take place some time in the future.

V. Adjournment

Mayor Walsh moved to adjourn the Board of Public Works March 9, 2015 meeting, Alderperson Bauer seconded the motion. The meeting was adjourned at 8:23pm.

Respectfully submitted,
Pam Denis