



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, February 10, 2020

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, Street Superintendent

Betty Sellenheim, Recording Secretary

2. Approval of Board of Public Works January 13, 2020 Meeting Minutes

Aldersperson Carpenter moved to approve the January 13, 2020 meeting minutes, seconded by Aldersperson Raasch.

Upon vote, the motion passed unanimously.

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

II. Public Comment

None

III. Items

1. Discussion of Residential Snow Plow Policy

Scott Thoresen, Director of Public Works, introduced a memo written by the Street Superintendent regarding the snow removal policy for the City of De Pere. Mr. Thoresen stated it was requested to be discussed at the Board of Public Works to determine the current policy and if any changes were to be made. Mr. Thoresen stated the current policy of plowing at 3" accumulation has been in place for over 20 years. Mr. Thoresen did a survey of surrounding communities and stated they range from 1.5" to 4" of accumulation and the adjacent communities are currently plowing at 2" of accumulation. Mr. Thoresen mentioned if De Pere changed their policy to match at 2", approximately \$250,000 would need to be added to the budget.

Aldersperson Raasch and Mayor Walsh stated their support of the current snow removal policy. Aldersperson Carpenter stated his appreciation for the explanations in the memo prepared by the Street Superintendent. Aldersperson Hansen requested the Street Superintendent provide examples of times that lesser snow falls may require a full plow. Tony Fietzer, Street Superintendent, explained the weather (winds, long term forecast,

sun amount, temperature) following the snow fall event help determine the level of plowing to be completed. Mr. Thoresen added that multiple days of lesser amounts, that accumulate to 3"+, could also warrant a full plow. Mr. Fietzer explained how the number of snow fall events changes the cost of operations. Mr. Thoresen verified the intent of the Board to not make any changes to the policy.

Discussion item only.

No action necessary.

2. Discussion of Main Avenue & Reid Street Pavement Conditions*

Scott Thoresen, Director of Public Works, explained the request to discuss at the Board of Public Works the pavement conditions and past discussions with DOT. Mr. Thoresen stated that Main Avenue is probably one of the worst rated streets in the City but as a state highway it is technically a DOT road for performing major repairs. Staff first reached out to DOT in 2008/2009 to begin discussions getting Main Ave on their 6 year program for rehab/reconstruction. Main Ave was originally slated for 2015, then was bumped to 2019, then 2023, and ultimately to 2030 and beyond. Mr. Thoresen stated staff has been in contact with DOT for repairs over the last few years. DOT has stated the City should use connecting highway funds to resurface Main Avenue. Mr. Thoresen outlined the connecting highway funding the City receives and the approximate cost for the repairs. Mr. Thoresen stated that staff feels the current needs meet the definition of a major repair and should be covered by DOT. Staff feels they should maintain the level of service currently being provided (pothole patching, crackfilling, etc.) but not perform any major work. Mr. Thoresen stated that Alderperson Hansen has reached out to legislators in Madison and DOT. Staff is looking for direction on the level of service to provide on this section of roadway.

Mayor Walsh stated it seems like the City is being penalized for performing maintenance and rehabilitation work on Main Avenue and keeping the streets in decent condition.

Mayor Walsh mentioned from the memo that based on the life expectancy of the work that has been previously done, the road should be reconstructed. Alderperson Carpenter questioned if the Southern Bridge could become the connecting highway instead of Main Avenue and force the city to do the work in the future. Mr. Thoresen and Mayor Walsh outlined a little history of Highway 32 in the City. Alderperson Raasch stated concerns regarding funding at the state level. Alderperson Hansen mentioned that the City Administrator reached out to the League of Municipalities and was told that the directive from DOT to use connecting highway funds for an overlay was unprecedented.

Alderperson Hansen questioned if the City could work through the League of Municipalities to reach the DOT regarding repairs. Mr. Thoresen questioned if it should be a priority to push Madison to get the street repaired, as he doesn't feel it is going to happen at a regional level. Alderperson Boyd questioned approaching the legislature.

Mayor Walsh stated the City should reach out to the League but staff should continue only doing the repairs to keep Main Ave/Reid St operational. Mr. Thoresen added that a mid-block bump-out will be added but otherwise bare minimum repairs going forward.

Eric Rakers, City Engineer, added that the signals along Main Ave and Reid Street are old and deteriorating and this year the signals at Main and Eighth will be replaced using DOT grant. Alderperson Carpenter asked how the connecting highway funds are calculated. Mr. Thoresen stated it is a rate set by the state per mile within corporate limits. Alderperson Raasch asked if car counts are including. Mr. Thoresen stated it was not based on traffic, but miles only. Mr. Thoresen stated the city receives funds from State Highway Aid as well.

Mayor Walsh moved to perform minimal repairs on Main Avenue/Reid 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

3. Consideration and possible action on a request from Ald. Hansen's regarding Volunteer Sidewalk Shoveling Program

Scott Thoresen, Director of Public Works, stated he prepared this item for the agenda after reaching out to the Village of Bellevue regarding a similar program they started. Mr. Thoresen stated that Bellevue isn't having much luck with their program with 2 location requests and 1 volunteer.

Alderperson Hansen stated he brought this to staff's attention after seeing it on the Village's Facebook page and agreed that it doesn't appear to have gotten much traction. Alderperson Hansen believes it would be different in the city, with a much more robust social presence. Alderperson Raasch stated the merits of the program and also his communications with Alderperson Crevier regarding similar services offered through churches. Alderperson Boyd questioned the level of work involved with offering this type of service. Alderperson Raasch asked about the screening of volunteers. Alderperson Carpenter requested someone reach out to Alderperson Crevier to get further insight into the programs offered by churches.

Alderperson Carpenter moved to refer this item back to staff to discuss church programs with Alderperson Crevier and the City Attorney regarding liability and screening of volunteers, 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. Consideration and possible action on a request from Ald. Hansen regarding Tree Preservation at 307 Grandeur Oaks Ct

Alderperson Hansen outlined the request received from Mr. Fullerton at 307 Grandeur Oaks Court regarding drainage on the backside of his property causing erosion problems and tree loss. Alderperson Hansen believes the City has an interest in the preservation of trees in the Old Plank neighborhood and for the Rustic Road. Alderperson Hansen stated that staff would add that the drainage in that area is coming from private property, which leads to questions of responsibility. This area was looked at for repairs a few years ago and at that time one resident expressed opposition. Eric Rakers, City Engineer, walked through the history and erosion along the area. Mr. Rakers stated in 2016, staff corrected the erosion problem off Cornelius Martin Court, which was being caused by city storm sewer discharge. In order to correct the problem and perform future maintenance, each adjacent property owner was required to provide a permanent easement. Mr. Rakers stated in 2016, a resident had expressed disinterest in the project that would include 307 Grandeur Oaks Ct and staff had noted the drainage was primarily from the private farm field to the south of Rockland Road. Mr. Rakers questioned when it becomes a city

responsibility and explained the conservancy located behind 307 Grandeur Oaks Ct. Internal discussions with staff have resulted in this being a private issue and has not been further addressed.

Alderson Carpenter stated it is difficult to discuss in depth since the affected residents were not in attendance at the meeting. Mayor Walsh stated it would cost a lot of money to properly fix the issues that are not being caused by city facilities and are not on city property and agreed with staff. Alderson Raasch agreed with Mayor Walsh and added that it is not necessarily the City's responsibility to fix naturally caused damage (wind damage, erosion control, etc.). Alderson Hansen asked what the process would be if the resident's wished to get this repaired privately. Scott Thoresen, Director of Public Works, stated there would be permits needed through the DNR to initiate any work, site plans, and full cooperation between all involved properties to do the work correctly.

Alderson Raasch moved to deny the request from Alderson Hansen regarding tree preservation at 307 Grandeur Oaks Ct, seconded by Alderson Carpenter.

Upon vote, the motion passed 4-1 with Alderson Hansen voting no.

RESULT:	ADOPTED [4 TO 1]
MOVER:	Dean Raasch, Alderson
SECONDER:	Dan Carpenter, Alderson
AYES:	James Boyd, Dan Carpenter, Dean Raasch, Michael J. Walsh
NAYS:	Jonathon Hansen

5. Consideration and possible action on Sidewalk Installation for Honeysuckle Acres Fourth Addition*

Scott Thoresen, Director of Public Works, explained the Board of Public Works must approve all plats/CSMs, including for new subdivisions, for street purposes and sidewalk construction determinations. Staff recommends including sidewalks on all streets for Honeysuckle Acres Fourth Addition, including cul de sacs.

Alderson Raasch questioned the installation of sidewalks along Southbridge. Mr. Thoresen stated those properties back up to the new subdivision and would not have sidewalks installed adjacent to Southbridge Rd. Alderson Hansen stated his support of sidewalks on cul de sacs.

Mayor Walsh moved to approve the staff recommendation to include sidewalks on all streets in Honeysuckle Acres Fourth Addition, seconded by Alderson Boyd.

Upon vote, the motion passed unanimously.

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

6. Consideration and possible action on Constructing Lost Dauphin Sidewalk

Eric Rakers, City Engineer, explained a request that was received to consider installation of sidewalk on Lost Dauphin. Lost Dauphin is a rural road and collector, meaning it has ditches and higher volumes of traffic. It serves as the primary connection between Red Tail Glen/Hopf Ln and Terry Ln and there is not a good pedestrian connection between the two subdivisions. Staff conducted a preliminary survey and cost estimate. Staff noted a few challenges including: a large culvert that would require a retaining wall to install sidewalk, a large culvert that would require the sidewalk being installed right next to the

roadway, the roadway is higher than house/sidewalk level creating drainage issues, and a portion is along farm fields that would be difficult to maintain. Mr. Rakers also displayed the proposed southern bridge which would make installation of sidewalk in this location for naught. Mr. Rakers also stated during the 2020 construction season, bike lanes will be added in this region to help with pedestrian access. Staff believes this is not a good time for installation based on the challenges and future bridge development.

Mayor Walsh questioned if the bike lane would go under the railroad bridge. Mr. Rakers stated staff was still in preliminary design stage and would have to look at the road width. Mayor Walsh outlined some history of this item from approximately 20 years ago and questioned sidewalk installation after the southern bridge installation. Mr. Rakers stated that would be the time to construct sidewalk and/or a proposed shared-use path. Scott Thoresen, Director of Public Works, verified the Board's intentions regarding no sidewalk installation.

7. Consideration and possible action on Supplying Sandbags to Residents for Flooding Purposes

Scott Thoresen, Director of Public Works, stated that Brown County purchased a sandbagger for the purposes of Brown County and municipalities that lie within. Brown County is offering sandbags to municipalities at a cost of \$0.60 per bag. Mr. Thoresen stated it is relatively rare to receive a request from a resident for sandbags. Staff discussed the potential of having sandbags for City purposes as well as offering some to residents. Staff brought up a few questions regarding offering to residents including: how many should be on hand, are they first come-first served, how many can each resident take, where to store them, and how to dispose of them after use.

Alderson Carpenter asked if staff received many contacts from residents for sandbags in 2019. Mr. Thoresen stated only in one location that he knew of. Eric Rakers, City Engineer, added one other location requested off of Brule. Alderson Carpenter outlined a few additional concerns regarding storage of sandbags. Mr. Thoresen agreed with Alderson Carpenter's concerns and stated his thoughts on not getting any more than a couple pallets. The county has stated they will not supply to residents, only to the municipalities. The municipality would need to make a policy/determination on how they are distributed. Alderson Carpenter questioned charging residents for the sandbags. Mr. Thoresen stated he didn't think staff would charge but would have them available on a first come-first served basis until they were gone. Mayor Walsh stated his thoughts on offering sandbags since not many residents inquire during flooding times. Alderson Raasch stated his thoughts about the worthwhileness of offering sandbags with such little interest by residents. Alderson Boyd questioned if sandbags could be obtained when a flooding event is imminent. Mr. Thoresen stated due to staffing needs, both the City and County would be working to save their infrastructure rather than trying to gather sandbags. The County is offering this service now for pre-planning purposes.

Alderson Carpenter moved to approve the purchase of two pallets of sandbags, seconded by Alderson Hansen.

Upon vote, the motion passed with a 4-1 vote with Alderson Raasch voting no.

RESULT:	ADOPTED [4 TO 1]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Jonathon Hansen, Alderperson
AYES:	James Boyd, Dan Carpenter, Jonathon Hansen, Michael J. Walsh
NAYS:	Dean Raasch

8. Consideration and possible action on award of Contract 20-01A West Sewer and Water Relay and Street Resurfacing*

Mayor Walsh moved to approve award of Contract 20-01A to Superior Sewer and Water in the amount of \$1,836,027.00, seconded by Alderperson Raasch.

Alderperson Hansen questioned if the City has previously worked with Superior Sewer and Water. Eric Rakers, City Engineer, stated the City has not worked with them previously but they did have to prequalify which looks into the size of projects completed and financial stability. Mr. Rakers stated there are chances taken any time you use a new contractor and the owner of this company comes from a construction family.

Upon vote, the motion passed unanimously.

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

9. Consideration and possible action on award of Contract 20-03 CIPP Sewer Lining*

Alderperson Hansen moved to approve the award of Contract 20-03 to Hydro-Klean, LLC in the amount of \$256,533.00, seconded by Alderperson Carpenter.

Upon vote, the motion passed unanimously.

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

10. Consideration and possible action on award of Contract 20-05 Sidewalk and Curb Repairs*

Alderperson Raasch moved to approve the award of Contract 20-05 to RJM Construction, LLC in the amount of \$230,020.00, seconded by Alderperson Boyd.

Alderperson Hansen questioned the deadline for 2019 private sidewalk repairs. Eric Rakers, City Engineer, stated the deadline has passed for 2019 repairs unless an extension was granted. The 2020 repairs will have a deadline of July 1, 2020. Alderperson Hansen questioned if the 2020 contract covered both years work. Mr. Rakers stated 19-05 was awarded but the completion date was extended into 2020 to receive more bids when contractor's workload was full last year at bidding time.

Upon vote, the motion passed unanimously.

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

11. Consideration and possible action on award of Contract 20-06 Concrete Street Repairs*

Alderson Raasch moved to approve the award of Contract 20-06 to Vinton Construction Co. in the amount of \$401,885.00, seconded by Alderson Hansen.

Alderson Carpenter asked about resident notice regarding the bump-out installation. Eric Rakers, City Engineer, stated the residents had not been notified yet but will be done prior to construction. The school district did a traffic impact analysis that recommended the installation of the bump-out mid-block with RRFs (Rapid Rectangular Flashing Beacons) with push buttons to cross. Mayor Walsh questioned if the school district had a meeting regarding traffic. Mr. Rakers was unsure where the school district was internally on discussions.

Upon vote, the motion passed unanimously.

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

12. Consideration and possible action on award of Contract 20-11 Fire Station #1 Boiler Replacement*

Alderson Hansen moved to approve the award of Contract 20-11 to Automated Comfort Controls in the amount of \$116,700.00, seconded by Alderson Raasch.

Upon vote, the motion passed unanimously.

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

13. Consideration and possible action on award of Contract 20-15 Sewer Cleaning and Televising*

Mayor Walsh moved to approve the award of Contract 20-15 to Green Bay Pipe & TV, LLC in the amount of \$39,049.06, seconded by Alderson Carpenter.

Upon vote, the motion passed unanimously.

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

14. Consideration and possible action on the 2020 Storm Lateral Assessment Charge-Residential

Mayor Walsh moved to approve the 2020 storm sewer lateral assessment charges for residential properties, seconded by Alderson Boyd.

Alderson Hansen questioned how this amount compares to 2019. Eric Rakers, City Engineer, explained it is calculated over a three year average and is less than 2019.

Upon vote, the motion passed unanimously.

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

15. Consideration and possible action on the 2020 Storm Lateral Assessment Charge-Existing Non-Residential Properties

**Alderperson Carpenter moved to approve the 2020 storm later assessment charge for existing non-residential properties, 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

16. Consideration and possible action on quotes for 2020 Materials Testing and Soil Borings*

**Alderperson Hansen moved to approve the award of quote for 2020 Material Testing to BATC and 2020 Soil Borings to PSI, 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

17. Consideration and possible action on City Engineer Parking & Traffic Recommendations*

Eric Rakers, City Engineer, stated he would go through each item individually and answer questions on each one as they are discussed. Item one was to change 2 to 3 hour in the city ordinances where it was missed during previous updates. Item two was to add parking restrictions on Fox Point Court in the new Honeysuckle Acres Fourth Addition Subdivision. Item three was to restrict parking by creating a “loading zone” in front of the northern carriage walk of 108 S. Michigan Street. Item four was to discuss and remove the use of the terms “When Children Are Present” in ordinance and signs. Item five was to change the speed limit from 35 to 25 at the corporate limits on Lawrence Drive when entering from the south.

Alderperson Carpenter questioned if item four would affect speed limit signs with that verbiage. Mr. Rakers stated those signs and ordinances would not be affected due to the differences of the attended versus unattended vehicle and abilities to react to a child’s presence. Alderperson Raasch questioned how item five would be affected with Lawrence and De Pere overlapping for a portion. Mr. Rakers stated he would check with Lawrence on their willingness to change the location of the speed change for southbound traffic to correspond with this change for northbound traffic.

**Alderperson Raasch moved to approve the City Engineer parking and traffic recommendations, seconded by Mayor Walsh.
Upon vote, the motion passed unanimously.**

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

18. Discuss City Engineer Recommendation for No-Action Parking & Traffic Discussion Items

Eric Rakers, City Engineer, discussed the Parking and Traffic Team discussion-only items. Item one was to review parking modifications required on Superior Street near Notre Dame School. Item two was a request to restrict parking in front of 815 Prosper Street. Alderperson Hansen questioned if the owner of 815 Prosper was notified of P&T recommendation. Mr. Rakers stated they were but were unable to attend the meeting tonight. Item three was to consider changing 3 hour parking to long term parking in front of 340 Wisconsin Street. Item four was a request to restrict parking on the curve near 2234 Red Tail Glen. Item five was to consider changing the signage for parking on College Avenue. Mayor Walsh stated his approval of changing the parking from the north to the south side of the street. Item six was to modify parking signage in Nicolet Square parking lot near Third Street. Item seven was RRFB installation on Broadway and Bomier. Item eight was to add "No Engine Braking" sign on STH 32/57 at roundabout. Item nine was a request to change the traffic signals on Broadway and William to flashing yellow on Broadway and flashing red on William. Item ten was to review driveway and signage/stripping at 1202 Red Maple Road. In the future, Parking and Traffic Team will be evaluating crosswalks at Chicago and Crestview, crossing guard policy evaluation, and amendments to the crosswalk policy considering changes by schools.

Discussion item only.
No action necessary.

IV. Future Agenda Items

None

V. Adjournment

**Mayor Walsh moved to adjourn at 8:57 PM, seconded by Alderperson 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, February 10, 2020 so that arrangements can be made.

Agenda Sent To:

Mayor
Alderpersons
Department Heads
Superior Sewer & Water, Inc.
RJM Construction, LLC
Automated Comfort Controls
Bay Area Testing and Consulting,
LLC

De Pere Chamber of Commerce
TV, Newspapers & Radio Stations
Kress Family Library
Hydro-Klean, LLC
Vinton Construction Co.
Green Bay Pipe & TV, LLC

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