



Board of Public Works

335 South Broadway

Regular Meeting

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

Final Minutes

Monday, February 10, 2014

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
Kevin Bauer	Alderman	Present	
James Boyd	Alderman	Present	
Bob Heuvelmans	Alderman	Present	
Jim Kneiszel	Alderman	Present	
Michael J. Walsh	Mayor	Present	

Others present were: Scott Thoresen, Director of Public Works, Eric Rakers, City Engineer, Denis Roznowski, Foth and Van Dyke and Associates, and Pam Denis, Recording Secretary

II. Public Comment

None.

III. Action Items

1. Approval of December 9, 2013 Board of Public Works Minutes
Alderman Bauer moved to approve the minutes, Alderman Heuvelmans seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Bauer, Alderman
SECONDER:	Bob Heuvelmans, Alderman
AYES:	Bauer, Boyd, Heuvelmans, Kneiszel, Walsh

2. Consider Utility Easement Vacation - Shelley Lane
Eric Rakers, City Engineer, presented a request to vacate two utility easements on several parcels along Shelley Lane. The first is a 10 foot easement extending across Lots 259 and 262. These easements were signed off for vacation by Wisconsin Public Service and Wisconsin Bell in 1994, however a vacation was never officially recorded. The second is a 12 foot easement running along the lot line between Lots 259 and 260. The property owner called in locates and there were no utilities in the easements. Staff sent an e-mail to utility companies requesting concurrence with the vacation and there were no objections to the vacation.

Mayor Walsh moved to approve the staff recommendation of 1) Vacation of the 10' utility easement across lots 259 and 262 along the south side of Shelley Lane and 2) vacation of the 12' utility easement along the lot line of lots 259 and 260. Alderman Kneisel seconded the motion, upon vote the motion passed.

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

3. Consider Drainage Easement Vacation - Shelley Lane
Eric Rakers, City Engineer, presented a request to vacate a portion of a City drainage easement on several parcels along Shelley Lane. The City has a 50 foot drainage easement on lots 259 and 262 to transport water from the storm water pond at Martin Park to a culvert at Brule. A drainage swale that was originally constructed in the easement has been converted to a 15-inch storm sewer. The easement could be reduced from 50 feet to 40 feet. Alderperson Bauer moved to approve the staff recommendation to vacate the northerly 10 foot of the drainage swale across Lots 259 and 262, based on the location of the 15-inch storm sewer, leave a 40 foot drainage easement, and also contingent on the property owner creating a revised legal description and recording at the Brown County Register of Deeds. Alderperson Boyd seconded the motion. Upon vote, the motion passed.

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

4. Consider Funding Additional Single Leaf Loader
Scott Thoresen, Director of Public Works, presented a staff recommendation to create a budget amendment to fund the conversion of two garbage trucks into single leaf loaders, instead of the one as originally requested. He presented the budget amendment that would cover the additional funding required. Discussion followed.

Alderperson Boyd moved to approve the staff recommendation of a budget amendment to increase the Storm Water Utility Leaf Collection account #650-53320-810 an additional \$20,000 for funding of two single leaf loaders. The additional funding would come from excess monies in account #650-53300-810 of the Storm Water Utility Street Cleaning account. Alderperson Heuvelmans seconded the motion. Upon vote, the motion passed.

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

5. Consider 2014 Materials Testing and Soil Boring Quotes
Eric Rakers, City Engineer, reviewed the proposals that the Engineering Department received for materials testing to be completed in conjunction with the City's 2014 construction projects. Funds for this work are budgeted in the various capital projects accounts. Mayor Walsh moved to approve the staff recommendation to accept the quote from Midwest Engineering Services, Inc. (MES) for the Material Testing estimated at \$32,833.68 and for the Soil Boring estimated at \$7,036.00. Alderperson Kneiszel seconded the motion. Upon vote, the motion passed.

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

6. Consider Proposals for the Design of Storm Water Management Improvements - 2014
Eric Rakers, City Engineer, presented four proposals received from consultants for design and planning assistance for improvements to the storm water management system. The improvements include a combination of maintenance to existing facilities, construction of a new facility, as well as planning of future improvements to meet Wisconsin Department of Natural Resource's permit requirements. A detailed discussion of services followed.

Mayor Walsh moved to approve the staff recommendation to proceed with Graef who submitted a proposal of \$24,300 to complete the design services, Alderperson Bauer seconded the motion. Upon vote, the motion passed.

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

7. Consider Recommendations for Parking and Traffic Issues
Eric Rakers, City Engineer, presented a request made by one of the businesses at 500 Main Avenue to allow parking on Main Avenue. Prior to the development there was a driveway off of Main Avenue at the site. As part of the development the driveway was eliminated leaving room for several parking stalls in front of the business. City Engineer Rakers presented the recommendation that parking be added on the north side of Main Avenue from 45' west of the center of Fifth Street (15' from the cross walk) to 157' west of the center of Fifth Street. Alderperson Heuvelmans moved to approve the recommendation as presented, Alderperson Kneiszel seconded the motion. Upon vote, the motion passed.

City Engineer Rakers presented a recommendation from the Parking and Traffic Committee to add a crosswalk at Fourth Street and Marsh Street this summer under the sidewalk repair program. Alderperson Bauer moved to approve the recommendation, Alderperson Kneiszel seconded the motion. Upon vote, the motion passed

Eric Rakers, City Engineer, reviewed five additional items that did not require action.

- * Driveway access at Community First Credit Union on Lawrence Drive.

The Credit Union would be responsible for submitting new design for the driveway, updating the traffic model to verify no negative impact on traffic on Lawrence, and be responsible for the cost related to the work.

- * A traffic count and pedestrian study will be completed in the spring to determine if there is a need for advanced pedestrian crossing signals or bump-outs.
- * Safety issue at Randall and Broadway.

Public Works will install advanced crosswalk signage at the location.

* Safety at Ninth Street and Westwood -

A traffic count and pedestrian study will be completed in spring to determine if there is a need for improvement. If so, the department will look into design options for a crosswalk to be considered.

* Women's Club Signage request - Public Works will complete an inspection of the sign to determine the overall life of the existing sign and also the availability of space. If the sign is in proper condition and there is space, the sign can be placed. If the condition of the sign is poor, the City will need to work with the service clubs to update the sign.

8. Consider Updates to 2014 General Conditions and Standard Specifications
Eric Rakers, City Engineer, reviewed changes and updates to the City of De Pere's proposed 2014 General Conditions and Standard Specifications. Specifications need to be updated on a regular basis to accommodate changes in the industry as well as improving the clarity of the documents.

Mayor Walsh moved to approve the changes to the proposed 2014 General Conditions and Standard Specifications, Alderperson Heuvelmans seconded the motion. Upon vote, the motion passed.

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

IV. Future Agenda Items

Alderperson Heuvelmans asked that a discussion would take place at the next meeting in regard to permanently affixing city identification emblems on city vehicles. Scott Thoresen, Director of Public Works, will bring it back to the City Administrator. Mayor Walsh shared that past discussions had determined that magnetic emblems would be used on City manager's vehicles so that the emblems would be displayed when on City business, but not when the vehicle was being used for personal use.

V. Adjournment

Mayor Walsh moved to adjourn the meeting, Alderperson Bauer seconded the motion. Upon vote the motion passed and the meeting adjourned at 8:17pm.

Respectfully submitted,
Pam Denis