



Board of Public Works

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Final Minutes

Monday, January 12, 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 Eric Rakers, City Engineer, Scott Thoresen, Director of Public Works, Don Melichar, Park Superintendent/City Forester, and Pam Denis, Recording Secretary

II. Public Comment

None

III. Items

1. Approval of Board of Public Works December 8, 2014 Meeting Minutes.

Aldersperson Bauer moved to approve the Board of Public Works December 8, 2014 meeting minutes, 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

2. Discuss Sidewalk Snow Removal Concerns

Scott Thoresen, Director of Public Works, presented the requests from residents to waive the City's fees for clearing their sidewalks of snow. He reviewed the process used by the City to clean sidewalks of snow and ice, explaining that the rates are set by the Board of Public Works once a year before the snow season starts. All violations are complaint driven. Once a complaint is received, Don Melichar, City Forester, inspects the sidewalks, verifies that they need cleaning, and schedules staff to do so. He takes before and after pictures of the sidewalks. Administrative staff then sends out the invoice for the cleaning.

Aldersperson Kneiszel moved to open the meeting to allow residents address the Board of Public Works, Mayor Walsh seconded the motion and the meeting was opened at 7:39pm. Steven Hockers, Kevin McGurk, Stan Kroll, Zoe and James Micke spoke requesting fees to be reduced or rescinded, sharing that the fees for snow removal are exorbitant. Several residents requested a warning system be developed to let a property owner know that a complaint had been lodged with the City regarding their sidewalk.

Mayor Walsh moved to return to regular session, Aldersperson Raasch seconded the motion. Upon vote the motion passed and the meeting returned to regular order at

8:03pm.

Scott Thoresen, Director of Public Works addressed the following issues raised by the residents:

- 1. \$60 minimum fee vs. the larger linear foot fee.** The minimum fee was increased to \$60 because the City does not want to be in the sidewalk clearing business. The process to establish rates for cleaning was reviewed, i.e. the type of equipment and how it is used, the personnel and administrative fees involved.
- 2. Charging differently (less) if clearing a series of adjacent properties.** Any rate changes that would be made would only affect rates going forward per the City Attorney's opinion included in the Board packet. It was explained that it would take an ordinance change to change the rates.
- 3. Leeway on the fee requests presented.** Fees cannot be arbitrarily reduced unless the snow removal does not meet the city ordinance. Fees apply equally to every property in the city.
- 4. Snow was not removed because of the forecast for warmer temperatures.** Scott Thoresen explained that forecasts are not so dependable and to maintain the safety of sidewalks, the snow and ice needs to be addressed.
- 5. Did the compliance change or was there a new standard developed?** The ordinance has been in place for the past 10 years and the sidewalk inspections are complaint driven.
- 6. Sump pump flowing onto sidewalk.** It was explained that sump pumps are not supposed to discharge onto sidewalks.
- 7. Warning system of reported violation:** Due to the timeliness of addressing sidewalk safety, warnings such as phone calls would delay cleaning due to difficulty in locating phone numbers or residents, even door hangers may not be noticed in a timely manner. There may be liability on the resident and the City's part if a complaint is not addressed in a timely manners.
- 8. Multiple sidewalks that have not been cleared since last snowfall.** It was repeated that the cleaning of sidewalks is completely complaint driven. By ordinance, complaints about sidewalk cleaning are taken 24 hours after the snow event is done. To inspect the entire City's sidewalks after each snowstorm would require in immense amount of time and cost.
- 9. Training for sidewalk snow removal.** Any resident with questions may call Don Melichar's office and he can assist with any questions or concerns regarding snow removal. Don reviewed the manner of removal of snow and ice and that salt or sand or both get put down if there is still ice on the sidewalk. He also explained that no sidewalk issue will be addressed if the resident has put sand, salt or kitty litter down in an effort to make the sidewalk safe.
- 10. Habitual complainer.** Scott Thoresen explained that there have been wide spectrum of complaints over the entire city.

Mayor Walsh moved to open the meeting for residents to address the Board of Public Works, Alderperson Boyd seconded the motion. Upon vote, the motion passed and the meeting was open at 8:27pm. Mary Wisniewski, Zoe and James Micke, and Kevin

McGurk reiterated requests for a warning system that a complaint had been made against their properties. Mary Wisniewski asked that the complainant do so in writing and provide a contact phone number.

Mayor Walsh moved to return to regular order at 8:37pm, Alderperson Kneiszel seconded the motion. Upon vote, the motion passed. Discussion by the Board members followed. Alderperson Kneiszel moved to re-open the meeting to residents and Alderperson Boyd seconded the motion. Upon vote, the motion passed and the meeting opened to allow residents to speak at 8:50pm. Steve Hockers asked if he had the right to close a sidewalk for the winter like city trails and James Micke shared that the invoice was not fair as per the pictures an effort had been made to clear it. The mayor moved to return to regular session at 8:57pm, Alderperson Kneiszel seconded the motion. Upon vote, the motion passed.

The Board discussed that there is nothing the Board can do at this time to waive fees based on the City Attorney's memo. A warning policy could be looked at for the future. The Board was okay with the current policy.

3. Consider Updates to 2015 General Conditions and Standard Specifications

Eric Rakers, City Engineer, reviewed the standard specifications modifications made for 2015. He explained that the Standard Specifications General Conditions explains how the City works with contractors and the specifications tell the contractor what materials are to be used and how to use them. All projects reference back to the Standard Specifications.

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

IV. Future Agenda Items

Alderperson Raasch asked what solutions were available to assist pedestrians crossing at roundabouts, specifically the Claude Allouez roundabout. Discussion followed. Alderperson Raasch asked for options and possibilities to be presented at a future Board meeting. Eric Rakers, City Engineer will research with the Department of Transportation for what they suggest as possibilities.

Alderperson Bauer asked if signals were going to be installed in the future where the train crosses Main Avenue from behind El Presidente restaurant. Eric Rakers, City Engineer will email the railroad. He explained that the long term plan includes signals when Main Avenue renovation is complete. Alderperson Bauer had received a comment regarding the speed of the train on the spur line.

V. Adjournment

Mayor Walsh moved to adjourn the Board of Public Works meeting, Alderperson Raasch seconded the motion. Upon vote, the motion passed and the meeting was adjourned at 9:05pm.

Respectfully submitted,
Pam Denis