



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, January 7, 2019

5:00 PM

De Pere City Hall Council Chambers

I. Call to Order

The meeting was called to order at 5:00 PM by Mayor Michael J. Walsh

Attendee Name	Title	Status	Arrived
James Boyd	Aldersperson	Present	
Dan Carpenter	Aldersperson	Present	
Jonathon Hansen	Aldersperson	Excused	
Dean Raasch	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

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

2. Approval of BOPW December 10, 2018 Meeting Minutes.

Aldersperson Carpenter moved to approve the January 7, 2019 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
EXCUSED:	Jonathon Hansen

II. Public Comment

None

III. Items

1. Consider Award of Contract 19-09 Pond and Drainage System Construction.*

Eric Rakers, City Engineer explained that this project is to improve the swales and ponds at the West Industrial Park and the Honeysuckle pond. The low bid is from Jossart Brothers, Inc. in the amount of \$460,647.50, which is under the budgeted amount from TID #11 and TID #12. Staff would recommend awarding the contract to Jossart Brothers, Inc.

Mayor Walsh moved to award contract 19-09 for Pond and Drainage System Construction to Jossart Brothers, Inc., seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

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

2. Consider Quote for 2019 Materials Testing and Soil Borings.*

Eric Rakers, City Engineer, explained that this is the annual proposal for testing services, which is estimated based on previous year's quantities. Staff recommends accepting the low quotes from Bay Area Testing and Consulting in the amount of \$58,217.00 for material testing, and ECS in the amount of \$4,153.00 for soil boring.

Alderson Raasch moved to accept the quotes from Bay Area Testing and Consulting for material testing and ECS for soil boring, seconded by Alderson Carpenter. Upon vote, the motion passed unanimously.

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

3. Consider 2019 Storm Lateral Assessment Charge - Residential

Eric Rakers, City Engineer, explained that this item is to establish the annual special assessment charge for existing residential developments where storm water mains and laterals are being installed. The annual rate is established by taking a 3 year average of prior year's assessments. Staff recommends the 2019 rates for storm laterals be \$1,621.19 and for storm mains be \$371.66.

Mayor Walsh moved to approve the 2019 storm lateral and main special assessment charge for existing residential developments, seconded by Alderson Boyd. Upon vote, the motion passed unanimously.

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

4. Consider 2019 Storm Lateral Assessment Charge - Existing Non-Residential Properties.

Eric Rakers, City Engineer, explained that non-residential properties would include everything larger than a duplex. Storm lateral size for non-residential properties can be 6", 8" or 12", based on land use and lot size, and storm main charges are calculated per foot. The annual rates are established by taking a 3 year average of prior year's assessments. Staff recommends the 2019 rates for non-residential storm lateral assessment be \$1,852.20 for 6", \$1,860.51 for 8", and \$2,136.87 for 12" laterals, and non-residential storm mains being assessed at \$7.22 per foot of parcel frontage.

Alderson Carpenter moved to approve the 2019 storm lateral and main assessment charges for existing non-residential properties, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

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

5. Consider Proposed Easements - Project 19-09*

Eric Rakers, City Engineer, explained there are two easements required in conjunction with project 19-09 for the upgrade and modification of the Southwest Business Park and Honeysuckle ponds. The easements are needed from Humana and VHC and approval is contingent upon getting signatures from property owners.

Mayor Walsh moved to approve the easements for project 19-09, seconded by Alderperson Boyd. Upon vote, the motion passed unanimously.

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

6. Consider Truck Route Signage.*

Eric Rakers, City Engineer, explained that heavy truck routes are identified in code and a heavy truck route map is posted on the City website. The current procedure is to place no truck route signs on adjacent streets that are not on the official truck route. Staff has recently been notified by the State that current procedures are incorrect and the actual truck route needs to be signed. This can be done by either placing signage along the truck route showing which way trucks are allowed to go; or by placing a sign when entering the City stating certain color street signs designate truck routes. As indicated in the packet, staff recommends updating the truck route signage to mark the truck route with signs. Also to eliminate and add some no truck route signage.

Mayor Walsh moved to approve the truck route signage as proposed, seconded by Alderperson Boyd.

Discussion followed.

Alderperson Carpenter questioned who would be responsible for paying for the additional signs and if the signage will be completed this year.

Scott Thoresen, Director of Public Works explained that the signs will be made in the sign shop, so the cost will be just for the materials. The intent is to complete the project in 2019 with the street sign replacement budget, but at this time we do not know if there will be enough funding in the budget.

Upon vote, the above motion passed unanimously.

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

7. Approval of City Engineer Parking and Traffic Recommendations.*

Eric Rakers, City Engineer, reviewed each of the recommended action items for Parking and Traffic. Discussion followed on all items, with a detailed discussion on the consideration of installing a yield sign on Bruss Street at Mount Olivet Drive.

Alderperson Raasch moved to approve all the City Engineer parking and traffic recommendations, seconded by Alderperson 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
EXCUSED:	Jonathon Hansen

8. Discuss City Engineer Recommendations on No-Action Parking and Traffic Items.
Eric Rakers, City Engineer, reviewed each discussion item in detail.
Discussion followed.

RESULT:	DISCUSSED
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IV. Future Agenda Items

None

V. Adjournment

**Mayor Walsh moved to adjourn the meeting at 5:45 pm, seconded by Alderperson Boyd.
Upon vote, the motion passed unanimously.**

Respectfully submitted,
Grace Lahtela