



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, November 11, 2019

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	Late	7:31 PM
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

Betty Sellenheim, Public Works Administrative Assistant/Recording Secretary

Kim Flom, Developmental Services Director

2. Approval of Board of Public Works October 7, 2019 Meeting Minutes

Aldersperson Raasch moved to approve the August 12, 2019 Board of Public Works meeting minutes, seconded by Aldersperson Hansen.

Upon vote, the motion passed unanimously.

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

II. Public Comment

Donald Thyges from 852 Voelker Street expressed his concerns regarding the storm sewer connection proposed for 2020 on Voelker Street. Eric Rakers, City Engineer, explained there will be a public information meeting to discuss the assessments in early 2020. Mr. Thyges requested Alderspersons visit his location to see his current backyard drainage.

III. Items

1. Consideration and possible action regarding a Parklet-Pedlet Policy and Ordinance*

Kim Flom, Development Services Director, presented an example of parklets and pedlets, a draft guideline book, and draft ordinance. Ms. Flom explained what parklets and pedlets were and why they may be a unique opportunity for De Pere's Downtown. Staff researched other communities offering parklets and pedlets including La Crosse and West Allis, drafted guidelines, and presented for public comment. Public Comment regarding parklets and pedlets in De Pere was generally negative. Commenters expressed this was not something for De Pere at this time. Ms. Flom estimated the cost for an installed parklet or pedlet would start at \$5,000 and increase from there depending on the amenities and this would be a major investment for businesses.

Alderson Carpenter moved to open the meeting for public comment at 7:43 PM, seconded by Mayor Walsh. Upon vote, the motion passed unanimously.

Mary Alexis Pfutzenreuter from 345 Main Avenue, explained how parklets and pedlets were first introduced to downtown residents and business owners. Ms. Pfutzenreuter expressed concerns about safety for pedestrians and traffic, the initiation of the parklet and pedlet request, and parking.

Ronald Manning from 345 Main Avenue, added a request to limit the scope, expressing his concerns regarding smoking and alcohol consumption along downtown corridors.

Mayor Walsh moved to close the meeting for public comment at 7:53 PM, seconded by Alderson Boyd. Upon vote, the motion passed unanimously.

Alderson Hansen questioned the size of the parklet/pedlet. Ms. Flom explained they would fit within a single parking stall. Alderson Hansen asked for clarification on the railing. Ms. Flom explained that would depend on the design by the applicant. Alderson Hansen expressed his feelings of the importance of the applicants receiving approval from surrounding property owners and Definitely De Pere. Alderson Boyd asked if comments were received from any bars or restaurants. Ms. Flom stated that Luna commented on the loss of parking. Alderson Boyd asked for clarification regarding interviewing La Crosse and West Allis. Ms. Flom explained West Allis was chosen because they are seen as the “spear-headers” of parklets/pedlets and La Crosse has a downtown college campus. Mayor Walsh asked if there was a majority of east or west side commenters. Ms. Flom stated there were comments from both sides. Alderson Carpenter requested clarification regarding alcohol and removal of west side from approved locations. Ms. Flom stated the parklets/pedlets in De Pere would not be allowed to be used for private business of any kind. The parklet/pedlet would allow businesses to take advantage of the existing sidewalk café ordinance and provide passing space for pedestrians by expanding the sidewalk. Ms. Flom noted that staff took a specific approach to receiving public comment by drafting the policy and giving people something to react to and has not provided a recommendation but rather is looking for input of whether this is appropriate for De Pere at this time. Alderson Raasch asked where the parklet/pedlet request originated. Ms. Flom explained her understanding was it originated from a few conversations the City Administrator had with business owners and previous discussions at Board of Public Works. Alderson Carpenter questioned if an applicant could request to install a parklet/pedlet in front of a property they do not own. Ms. Flom stated the guidelines as written do not restrict an applicant from doing this; however that was a proponent for the neighbor outreach aspect. Mayor Walsh asked if it would be possible to limit the applications to restaurants. Ms. Flom stated the policy can be amended depending on the direction received from Board and Council members. Alderson Hansen asked if staff had a position on smoking in the parklet/pedlet. Ms. Flom explained the city does not currently limit smoking in public places and would appreciate direction on this topic. Alderson Boyd asked what the options moving forward are for the Board of Public Works. Ms. Flom outlined multiple options including approving and sending to Common Council, or denying and sending to Common Council, or amending portions and sending back to staff. Boyd stated his unwillingness to make a decision based on the limited comments and number of alderpersons on the Board. Alderson Carpenter agreed with Alderson Boyd. Scott Thoresen, Director of Public Works, stated he doesn’t believe many applications will occur. Raasch expressed concerns regarding limiting smoking in public places.

Alderson Carpenter moved to amend the policy to allow only applicants with 50%+ sales being food, seconded by Alderson Boyd.

Alderson Raasch expressed concerns regarding limiting based on food sales and proposed amending to applicants with full-service kitchens. Mayor Walsh questioned the operation hours of the parklet/pedlet. Ms. Flom stated they are proposed to be the same as sidewalk café. Alderson Hansen requested clarification with the motion in regards to public versus private use. Ms. Flom stated that needs direction but may include some complications with amending other ordinances and policies. Mayor Walsh and Alderson Raasch expressed preference for public pedlets allowing businesses to provide larger seating areas adjacent to their buildings.

Alderson Carpenter amended his original motion to allow only applicants with a functioning commercial kitchen, seconded by Alderson Boyd.

Ms. Flom stated this amendment would need to be approved by the Legal and Health Departments. Alderson Hansen asked if staff felt there were any businesses that would want to participate but do not have commercial kitchens. Ms. Flom stated staff hadn't created any exclusions to not make any assumptions of who may or may not want to install a parklet/pedlet. Mayor Walsh stated perhaps office buildings wanting to hold meetings outdoors. Ms. Flom added perhaps art galleries wanting to place paintings or sculptures out on display.

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

2. Consideration and possible action on a request for installation of terrace walk at 875 Lawrence Drive

Alderson Hansen moved to approve a terrace walk at 875 Lawrence Drive, seconded by Alderson Boyd. Upon vote, the motion passed unanimously.

Alderson Hansen thanked the business owner for this request and believes it will coincide with the new sidewalks nicely.

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

3. Consideration and possible action on an RFP for City Hall Complex Backup Generator Design and Construction Management*

Alderson Carpenter moved to approve awarding RFP for City Hall Complex Backup Generator Design and Construction Management to Midwest Design Solutions in the amount of \$10,800, seconded by Alderson 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 purchasing Bobcat Toolcat*

Mayor Walsh moved to approve purchasing Bobcat Toolcat, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

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

5. Consideration and possible action on snow removal services for Nicolet Alley*

Mayor Walsh moved to approve snow removal services in Nicolet Alley to Curb 'n Décor, LLC in the amounts outlined in the attached quote, seconded by Alderperson Boyd.

Alderperson Hansen questioned the total amount for snow removal. Scott Thoresen, Director of Public Works, stated it will depend on the individual snow fall amounts per event.

Upon vote, the motion passed unanimously.

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

6. Consideration and possible action on a request from Alderperson Hansen to purchase Fish Sculpture*

Item deleted. No action to be taken.

7. Consideration and possible action on STP-U Grant Application for Lawrence Drive Reconstruction*

Alderperson Carpenter moved to approve submission of STP-U Grant Application for Lawrence Drive Reconstruction, seconded by Alderperson Raasch.

Alderperson Hansen requested clarification on the funding breakdown. Eric Rakers, City Engineer, explained the city would be responsible for 20% of the project cost. Hansen asked how definite the grant funding was for the City of De Pere. Mr. Rakers stated the city scored very well with this project for the grant and funding should be available. Alderperson Carpenter asked for clarification regarding the project limits being funded through the grant. Mr. Rakers outlined the limits on the overhead map.

Upon vote, the motion passed unanimously.

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

IV. Future Agenda Items

None

V. Adjournment

Mayor Walsh moved to adjourn the meeting at 8:32 PM, seconded by Alderperson Boyd. 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 November 11, 2019 so that arrangements can be made.

Agenda Sent To:

Mayor

Alderpersons

Department Heads

Tom Alger

Curb 'n Décor

De Pere Chamber of Commerce

TV, Newspapers & Radio Stations

Kress Family Library

Tina Quigley

Midwest Design Solutions, 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