Board of Public Works

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

Regular Meeting

Final Minutes

Monday, November 7, 2016 | **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	Alderperson	Excused	
Dan Carpenter	Alderperson	Present	
Ryan Jennings	Alderperson	Present	
Dean Raasch	Alderperson	Absent	
Michael J. Walsh	Mayor	Present	

Also present were Scott Thoresen, Director of Public Works, Eric Rakers, City Engineer, and Pam Denis, Recording Secretary.

II. Public Comment

None.

III. Items

1. Approval of Board of Public Works October 10, 2016 Meeting Minutes.

Alderperson Carpenter moved to approve the Board of Public Works October 10, 2016 meeting minutes, Alderperson Jennings seconded the motion. Upon vote the motion passed.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Dan Carpenter, Ryan Jennings, Michael J. Walsh
EXCUSED:	James Boyd, Dean Raasch

2. Consider the Condition and Plan for Fountain.*

Scott Thoresen, Director of Public Works, presented a summary of the issues with the fountain by the Union Hotel. He presented the recommendation from The Director of Parks, Recreation, and Forestry, Marty Kosobucki and the City Development Team to not fix the fountain until a new development plan is in place for that area of the City. Decorative planters would be placed in the fountain area for the 2017 season. Discussion followed, including how soon a plan would be ready. Scott Thoresen stated that Kim Flom, Economic Development and Planning Director, would be looking at the block from Broadway to Wisconsin and improvements that could be made concurrent with the future street work planned for that area. Kim would be consulting with businesses in that area for additional input. The plan would probably be for 2018 or 2019.

Mayor Walsh moved to not fix the fountain and wait for a comprehensive city plan to be developed for that area, Alderperson Jennings seconded the motion. Upon vote, the motion passed.

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

3. Consider T-Mobile's Amendment to Current Lease Agreement on Merrill's Water Tower.*

Scott Thoresen, Director of Public Works, presented a request from T-Mobile to upgrade their facilities on the Merrill Street water tower. He explained that this would require more ground area for their equipment and then a need to amend the current lease agreement to add $40 additional dollars per month.
Mayor Walsh moved to approve T-Mobile's request to upgrade their facilities and amend the current lease agreement, Alderperson Carpenter seconded the motion. Upon vote, the motion passed.

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

4. Recommendation regarding the release of a utility easement at 1745 E. Matthew Drive (Parcel WD-D0048-2). Submitted by R.E. Lee & Associates INC.*

Alderperson Carpenter moved to approve R.E. Lee & Associates, Inc. request for the City to release the utility easement at 1745 E. Matthew Drive, subject to release by utilities that have authority to utilize the easement, Alderperson Jennings seconded the motion. Upon vote, the motion passed.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Dan Carpenter, Ryan Jennings, Michael J. Walsh
EXCUSED:	James Boyd, Dean Raasch

5. Consider Sidewalk Snow Removal Notification.

Scott Thoresen, Director of Public Works, reviewed staff research regarding the possibility of notifying property owners when the City would be removing snow/ice from their sidewalk. He reviewed the current process and the recently approved rates for sidewalk cleaning for 2017. All sidewalk cleaning issues are complaint driven. He stated that on average there are 60 properties per year that are invoiced for the city cleaning of their sidewalks. Director Thoresen reviewed the increase in costs that would come from additional warnings to residents. Discussion followed, including ways to inform the public of snow removal requirements, number of hours after the snowfall for residents to clean sidewalks, the turnaround time on a complaint, clearing compact ice and snow, what to do when salt doesn't work on the snow or ice, and whether to amend the ordinance to change the number of hours allowed to clean from 24 hours to 48 hours.
Alderperson Carpenter moved to amend the ordinance to allow for 48 hours after the snow event for residents to clean their sidewalks and additionally to place a

notice of this revision in the October water billing for next year, Alderperson Jennings seconded the motion. Upon vote, the motion passed.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Dan Carpenter, Ryan Jennings, Michael J. Walsh
EXCUSED:	James Boyd, Dean Raasch

6. Consider City Engineer Parking & Traffic Recommendations.*

Eric Rakers, City Engineer, presented 10 recommendations for parking and traffic issues. He gave the Board the option of reviewing all action items at once, or pulling out the items that needed more discussion as he reviewed them. Discussion followed. The Board directed Eric to contact the business on N. Huron about the change in parking regulation on N. Huron.

The Mayor moved to approve the 10 recommendations as presented, Alderperson Carpenter seconded the motion. Upon vote the motion passed.

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

7. City Engineer Parking & Traffic Discussion Items.

Eric Rakers, City Engineer, reviewed 16 items discussed by Parking and Traffic that require no action. He indicated that some of the items will come back to the Board after a plan is developed or a study is done. Discussion followed including the requirements for facilities that plan additions to address parking stalls for the number of employees.

IV. Future Agenda Items

None.

V. Adjournment

Mayor Walsh moved to adjourn the Board of Public Works meeting, Alderperson Carpenter seconded the motion. Upon vote, the motion passed and the meeting was adjourned at 8:35pm.

Respectfully submitted,
Pam Denis