



Board of Public Works

335 South Broadway

Regular Meeting

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

Agenda

Monday, October 13, 2014	7:30 PM	De Pere City Hall Council Chambers
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Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Public Works** of the City of De Pere will be held on **October 13, 2014** at **7:30 PM** in the **De Pere City Hall Council Chambers**, 335 S. Broadway Street, De Pere, WI 54115.

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on TW Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

- I. Call to Order
 - 1. Roll Call
- II. Public Comment
- III. Items
 - 1. Approval of the Minutes of the September 8, 2014 Board of Public Works Meeting
 - 2. Consider Revocable Occupancy Permit – St. Norbert College - Reid Street*
 - 3. Consider 2015 Snow & Ice Removal Rates
 - 4. Discussion on STH 57 Reconstruction from 700 Feet North of Randall Avenue to the North City Limits
- IV. Future Agenda Items
- V. Adjournment

***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 October 13, 2014 so that arrangements can be made.

Agenda Sent To:

Mayor
Alderspersons
Department Heads
John Barnes, St. Norbert College

TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

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.

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 13, 2014

DEPARTMENT: Public Works

FROM: Pam Denis

SUBJECT: Approval of the Minutes of the September 8, 2014 Board of Public Works Meeting

ATTACHMENTS:

- Board of Public Works September 8, 2014 Draft Minutes (PDF)



Board of Public Works

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Draft Minutes

Monday, September 8, 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
Dean Raasch	Aldersperson	Present	
Kevin Bauer	Aldersperson	Present	
James Boyd	Aldersperson	Present	
Jim Kneiszel	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

Others 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 the Minutes of the August 11, 2014 Board of Public Works Meeting. Aldersperson Bauer moved to approve the Board of Public Works August 11, 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. Consider Rejection of Bids for Project 14-06 De Pere Dam Liner Repair*
City Engineer Rakers presented the staff recommendation to reject the bids for Project 14-06 De Pere Dam Liner Repair received on August 28, 2014. He stated that the Wisconsin Department of Natural Resources (DNR) was fine with delaying the repair until the following year when the City had planned to do more extensive repair work. Discussion followed, including questions regarding what part of the dam was owned by the City and whether it would be possible to discuss with the Fox River Navigational Authority to assume ownership of the City's section. Staff will further evaluate this option. Aldersperson Bauer moved to approve the rejection of bids for Project 14-06 and the transfer of \$30,000 from the 2014 budget to the 2015 budget for the repair, 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

3. Consider Quote for Lawrence Drive Acquisition Appraisal Services*
Eric Rakers, City Engineer, presented the staff recommendation to accept the quote from Appraisers Inc. Of Green Bay for the Lawrence Drive Right of Way Acquisition for

appraisal services estimated at \$7,150.00 Mayor Walsh moved to approve the recommendation, Alderperson Raasch seconded the motion. Upon vote the motion passed.

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

4. Consider Quote for Lawrence Drive Right of Way Acquisition Legal Descriptions*
Eric Rakers, City Engineer, presented the staff recommendation to accept the quote from Mach IV for Lawrence Drive Right of Way Acquisition for legal descriptions estimated at \$3,329.95. Mayor Walsh moved to accept the quote from Mach IV for \$3,329.95, Alderperson Kneiszel seconded the motion. Upon vote the motion passed.

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

5. Consider Eliminating Commercial Use of City's Compost Facility*
Director of Public Works, Scott Thoresen, reviewed the August Board of Public Works discussion regarding usage of the City's Compost Facility. He stated that upon the Board's approval to eliminate contractors from using the Compost Facility, the City Attorney had drafted the ordinance changes to reflect this recommendation. Discussion followed, including comments on the long lines over the past weekend to enter the Compost Facility, surveillance possibilities including cameras or personnel, and encouragement of mulching by residents on their property. Mayor Walsh moved to approve the ordinance changes to eliminate commercial use of the Compost Facility, Alderperson Boyd seconded the motion. Upon vote, the motion carried.

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

6. Consider Recommendations from City Engineer for Parking and Traffic Action Items*
City Engineer Rakers presented the following three recommendations for parking and traffic items:
1. Staff recommendation to prohibit parking on both sides of the Front Street Annex, north of Fulton due to the narrow width (19 feet) of the street.
 2. Staff recommendation that a yellow curve sign be installed as an advanced warning for the curve on Fort Howard Avenue:
 3. Staff recommendation to place a playground sign for Kelly Danen Park to remind drivers of the playground location.
- Discussion followed. Alderperson Bauer moved to approve all three recommendations, Alderperson Raasch seconded the motion. Upon vote, the motion passed.

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

IV. Future Agenda Items

None.

V. Adjournment

Mayor Walsh moved to adjourn the Board of Public Works meeting, Alderperson Bauer seconded the motion. Upon vote, the motion passed and the meeting was adjourned at 7:56pm.

Respectfully submitted,
Pam Denis

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 13, 2014

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider Revocable Occupancy Permit – St. Norbert College - Reid Street*

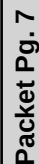
St. Norbert College has requested a revocable occupancy permit for their existing underground utility tunnel on Reid Street. The existing tunnel is being extended for the purpose of bringing campus steam lines to three dormitory buildings on the North end of campus. (See attached map)

Staff recommends granting a revocable occupancy permit as requested.

If you have any questions on this matter please feel free to contact me.

ATTACHMENTS:

- Revocable Occupancy Permit - SNC - Reid Street (PDF)



City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 13, 2014

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider 2015 Snow & Ice Removal Rates

The City's Snow Removal Ordinance Sec. 22-18 (f), regulating snow removal from sidewalks, requires the Director of Public Works to report the cost for the removal of snow and compacted snow and ice to the Board of Public Works. (See attached ordinance) The Board is then required to establish snow and ice removal rates that will be in effect for the year 2014-2015 snow season. These rates are charged to property owners who fail to remove snow and ice from the sidewalk resulting in the City performing the work.

After review of the labor and equipment utilized for sidewalk snow removal during last year's storms, I have computed (see attached spreadsheet) the following unit costs for inspection, billing and removal utilizing for projected 2015 labor and equipment rates. It takes on an average approximately one hour to perform the inspections, removal of snow and ice, and billing for each lot. The rates below show a 13.75% increase for snow removal and a 36.89% increase for ice removal over the 2014 rates.

In the past, the rates have always been set based on the previous year's rate and then increasing it a standard 3% for cost of living increases. As part of the 2015 draft executive budget, department heads were instructed to increase their fees by a minimum of 10% to offset the State mandated levy limits. The projected increase in the City's 2015 mill rate is well below the rate of inflation due to the State levy limits. The levy limits are restricting our property tax revenue growth to be less than the rate of inflation which requires the City to increase fees that exceed prior year trends that were tied to wage rates. As a result of this directive, the attached spreadsheet was created to determine if the increase of 10% for fees would be within our actual costs. It turns out our actual costs are higher than the 10% increase therefore the 2015 rates were set up based on this spreadsheet.

Item	2014 Unit Cost	2015 Unit Cost	2014 Cost Per 90 Ft Lot	2015 Cost Per 90 Ft Lot
Snow Removal	\$0.80	\$0.91	\$72.00	\$81.90
Compacted Snow/Ice Removal	\$1.03	\$1.41	\$92.70	\$126.90

- Recommended minimum charge of \$60.00 per lot. 2014 minimum charge was \$60 per lot.

Staff recommends the above-mentioned 2015 rates be approved.

ATTACHMENTS:

- Snow Removal Ordinance Sec. 22-18 (PDF)
- 2015 Snow Removal Rates Spreadsheet (PDF)

Sec. 22-18. - Snow removal.

- (a) *Sidewalks.* It shall be the duty of the owner of any parcel of real estate in the city abutting or bordering upon any street or other public place, to remove or cause to be removed all snow and ice from the sidewalk in front of or adjacent to such premises to the full paved width of such sidewalk, within 24 hours after such snow or ice shall have fallen or accumulated thereon. If adverse weather conditions should prevail beyond the 24-hour snow removal period, the director of public works shall have the authority to waive and/or extend such period to compensate for unusual or harsh weather conditions. Where footways or sidewalks have not been paved or duly established, snow and ice shall be removed to a width of not less than four feet from that portion of the street or way which is used in common as a footway.
- (b) *Protecting of surface.* In case the snow and ice on the sidewalk shall be frozen so hard that it cannot be removed, the owner of every parcel of real estate shall within the time specified in this section cause the sidewalk abutting or adjacent to such premises to be strewn and to be kept strewn with sand or some other suitable material, and shall, as soon thereafter as the weather shall permit, thoroughly clean such sidewalk.
- (c) *Railroad tracks.* No person shall throw, place or pile snow, ice or other impediment or obstruction to the running of cars upon the tracks of any railroad or within three feet of either rail.
- (d) *Deposit on street.* No person shall remove any snow or ice from his or her premises, residence, parking lot, parking area, service station or business property onto any public right-of-way or property. Snow removed from public sidewalks shall not be stored in any manner which will obstruct or limit vehicular or pedestrian vision, movement or access.
- (e) *Snow on roofs.* The owner of any building so located, abutting upon or near to any public street or place that snow or ice may fall from roof thereon, into or upon such street or place, or upon the sidewalk, shall cause all snow and ice to be removed from such roof within 24 hours after the same shall have ceased falling or forming, or provide suitable guards so that the ice or snow shall not be discharged upon the street or sidewalk.

(f) Snow removal by city.

- (1) The failure or neglect of any person to remove snow or ice from any such sidewalk or roof as provided in this section, or causing the deposit of any snow or ice upon any public sidewalk, alley or street, shall constitute a public nuisance. In addition to any other penalty provided for violation of this subsection, the city may summarily remove any snow or ice so accumulated or deposited and cause the cost of such removal to be charged to the owner of the property from which such snow or ice has been removed.
- (2) The director of public works shall, annually on or before November 1 of each year, compute the actual cost per lineal foot for snow removal and report the same to the board of public works who shall establish a fee per lineal foot for snow removal. The director of public works shall compute the fee per lineal foot by considering, but not being limited to, costs for machinery, equipment, personnel, supplies and the fees for administration of the snow removal program and billing procedures incurred in this section.

- (3) The director of public works shall also, annually on or before November 1 of each year, compute the cost per lineal foot for the removal of compacted snow and ice and shall report the same to the board of public works who shall establish a fee per lineal foot for compacted snow and ice removal. The director of public works shall use the same procedure as set forth above for making the determination for these costs.
- (4) The clerk-treasurer, upon receipt of notice from the department of public works that snow, or compacted snow and ice, have been removed from a parcel, shall promptly submit a statement for services rendered based upon the computations set forth above and shall, if such fee is not paid, cause the same to be levied against the property as a special tax.

(Code 1974, § 7.18; Ord. No. 13-17, § 15, 8-20-2013)

2014-2015 Snow Removal Rates

Labor	Equipment Operator	Office Assistant	City Forester	Total
Hours	0.5	0.25	0.5	
**Rate (hourly wage & benefits)	\$35.24	\$29.40	\$45.67	
Labor Cost	\$17.62	\$7.35	\$22.83	\$47.80

Equipment	Holder		Pickup Truck	Total
Hours	0.5		0.5	
Rate	\$53.52		\$13.94	
Equipment Cost	\$26.76		\$6.97	\$33.73

Total Cost				\$81.53
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Compute Unit Cost Per 90 Foot Lot for Snow Removal

Unit Cost = Total Cost / 90

\$0.91

2014-2015 Ice Removal Rates

Labor	Equipment Operator	Office Assistant	City Forester	Total
Hours	1	0.25	0.5	
**Rate (hourly wage & benefits)	\$35.24	\$29.40	\$45.67	
Labor Cost	\$35.24	\$7.35	\$22.83	\$65.42

Equipment	Holder		Pickup Truck	Total
Hours	1		0.5	
Rate	\$53.52		\$13.94	
Equipment Cost	\$53.52		\$6.97	\$60.49

Salt				Total
Quantity	50 pounds			
Cost per Ton	\$53.76			\$1.34
Salt Cost				\$1.34

Total Cost				\$127.26
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Compute Unit Cost Per 90 Foot Lot for Ice Removal

Unit Cost = Total Cost / 90

\$1.41

**Note: Rate = 1.4(for benefits) * hourly rate

Equipment Operator hourly rate =		\$25.17
Office Assistant hourly rate =		\$21.00
City Forester hourly rate =		\$32.62

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 13, 2014

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Discussion on STH 57 Reconstruction from 700 Feet North of Randall Avenue to the North City Limits

The purpose for this item is to update the Board on the status of the STH 57 (Broadway/Riverside) design project being completed by the Wisconsin Department of Transportation (WisDOT). WisDOT has hired a consultant, Mead & Hunt, Inc., to complete the design for STH 57 from 700 feet north of Randall Avenue to the north City limits. This project will continue north to the north Village Limits for Allouez. Two public information meetings and one public information meeting have been completed to date.

There are three different alternatives for the street cross section being evaluated on the project.

- Two Lane Option - This option consists of one lane in each direction with a two way left turn in the middle.
- Four Lane Option - This option consists of two lanes in each direction. There may be a few areas at proposed pedestrian crossings that include small islands.
- Four Lane with a Median Option - This option consists of two lanes in each direction with a median throughout the corridor.

The options above are not independent of each other. The options may be combined within the corridor depending on right of way and other restrictions.

Mead & Hunt has completed a detailed traffic study with modeling of the corridor. This model included the area surrounding STH 57 such as Webster Avenue. Based on the modeling, the Two Lane Option had a negative impact to the amount of traffic that utilized STH 57. With this option, more traffic will utilize Webster Avenue. The model predicts that there will be an increase in cut-through traffic on streets such as Ridgeway Boulevard between STH 57 and Webster Avenue.

Other highlights for the project include:

- A potential pedestrian crossing near the Fox Point Boat Launch entrance.
- Potential addition of roundabouts at the STH 172 on and off ramps.
- Review of bike lanes and sidewalks throughout the corridor.

The purpose for this discussion is to update the Board on the current status. WisDOT and Mead & Hunt will be presenting an overview of the project.