



Board of Public Works

Regular Meeting

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

Agenda

Monday, October 12, 2020

7:30 PM

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 12, 2020** at **7:30 PM**.

Due to the current public health emergency, the meeting will be held electronically and the public may attend this meeting electronically or telephonically by accessing either:

Computer/smart phone accessing <https://www.gotomeet.me/DePere>
OR

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(312\) 757-3117](tel:+13127573117)

Access Code: 154-883-285

THIS MEETING WILL NOT BE HELD IN PERSON.

This meeting may also be rebroadcast on Spectrum 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. Items

1. Approval of the Board of Public Works September 9, 2020 Meeting Minutes
2. Consideration and possible action on second driveway to Meadow View Lane
3. Consideration and possible action on changes to overnight parking restrictions*
4. Consideration and possible action on snow removal services for Nicolet Alley*
5. Consideration and possible action on 2020-2021 Snow & Ice Removal Rates

III. Future Agenda Items

IV. 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, Wednesday, October 12, 2020 so that arrangements can be made.

Agenda Sent To:

MAYOR

ALDERPERSONS

DEPARTMENT HEADS

JACQUELINE & ROBERT CLARK

DE PERE CHAMBER OF COMMERCE

TV, NEWSPAPERS & RADIO

KRESS FAMILY LIBRARY

ONE CURB N DECOR

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 12, 2020

DEPARTMENT: Board of Public Works

FROM: Betty Sellenheim

SUBJECT: Approval of the Board of Public Works September 9, 2020 Meeting Minutes

ATTACHMENTS:

- 2020 0909 DRAFT Minutes (PDF)



Board of Public Works

Regular Meeting

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

Draft Minutes

Wednesday, September 9, 2020

7:30 PM

I. Call to Order

The meeting was called to order at 7:30 PM by Mayor James Boyd

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Dan Carpenter	Aldersperson	Remote	
Jonathon Hansen	Aldersperson	Remote	
Shana Defnet Ledvina	Aldersperson	Remote	
Dean Raasch	Aldersperson	Remote	

Others present:

Scott Thoresen, Director of Public Works (Remote)

Eric Rakers, City Engineer

Betty Sellenheim, Recording Secretary

William Niedzwiedz (Remote)

II. Items

1. Approval of the August 10, 2020 Board of Public Works Meeting Minutes

Aldersperson Hansen moved to approve the August 10, 2020 Board of Public Works Meeting Minutes, seconded by Aldersperson Raasch.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Aldersperson
SECONDER:	Dean Raasch, Aldersperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

2. Consider Definitely De Pere's Request for Permanent Fish Sculpture Location*

Scott Thoresen, Director of Public Works, introduced a request from Definitely De Pere to permanently install the fish sculpture ("The Papermouth") at its current location at the corner of George Street and Wisconsin Street, where it has been for over a year as part of the Downtown Sculpture Walk. The sculpture was purchased by an anonymous donor who requested it be permanently installed at the current location. Mr. Thoresen stated staff received emails in support and against the permanent installation and they were included in the updated packet. Staff supports the permanent installation of the fish sculpture and would remove it from the temporary base and affix it to the terrace if approved.

Aldersperson Raasch moved to open the meeting for public comment at 7:34 PM, seconded by Aldersperson Carpenter. Upon vote, the motion passed unanimously.

Bill Niedzwiedz, De Pere business owner, discussed concrete variations between the intersection corners and potential pedestrian concerns, along with fish placement options and suggestions.

Mayor Boyd moved to return to regular session at 7:39 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Alderperson Raasch moved to approve the permanent installation of the fish sculpture at the current location, seconded by Alderperson Ledvina.

Alderperson Hansen expressed concerns regarding placement and suggested following a nautical theme and permanently placing in Voyageur Park or near the Riverwalk. Alderperson Carpenter requested a visual aid to see the concrete changes as discussed by Mr. Niedzwiedz. Alderperson Raasch shared a view from Google Maps. Alderperson Carpenter shared concerns regarding hornets/wasps building nests on the sculpture and requested it be maintained once permanently installed. Alderperson Raasch recognized the interest in keeping with the nautical theme but mentioned that the park and Riverwalk are not part of the streetscape and stated the sculptures add character and interest in the downtown. Mayor Boyd and Alderperson Ledvina agreed with Alderperson Raasch's remarks.

Upon vote, the motion passed 4-1 with Alderperson Hansen voting no.

RESULT:	ADOPTED [4 TO 1]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	James Boyd, Dan Carpenter, Shana Defnet Ledvina, Dean Raasch
NAYS:	Jonathon Hansen

3. Consideration and possible action on award of Contract 20-20 Commerce Drive Utility Extension*

Eric Rakers, City Engineer, explained the plans and limits of the project and future extension work on Commerce Drive. Mr. Rakers stated there was a lot of interest and bids came in good and close. The low responsive bidder for the project was Peters Concrete Co. at \$168,557.15.

Alderperson Hansen questioned the financing of the project. Mr. Rakers explained the funding for the project and future extension. Alderperson Hansen questioned if the plan would be to connect to Rockland Road in the future. Mr. Rakers stated that was the goal.

Mayor Boyd moved to approve the award of Contract 20-20 Commerce Drive Utility Extension to Peters Concrete Co. in the amount of \$168,557.15, seconded by Alderperson Ledvina.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

4. Discuss Street Light Inventory Repairs

Scott Thoresen, Director of Public Works, updated the committee on the repair and replacement of the city-owned street lights as necessary throughout the City.

Mayor Boyd stated his appreciation for the update. Alderperson Hansen questioned if the lights are replaced with LED. Mr. Thoresen stated they are. Alderperson Hansen

questioned if the lights that were replaced on Broadway are the same style that will be used for replacements across the City for decorative lights. Mr. Thoresen stated that would be the standard design. Mr. Thoresen updated the committee on the operating cost of changing the decorative lights to operate from dusk until dawn (\$4,500 annually).

No action necessary.

III. Future Agenda Items

None

IV. Adjournment

Mayor Boyd moved to adjourn the meeting at 7:59 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 12, 2020

DEPARTMENT: Board of Public Works

FROM: Eric Rakers

SUBJECT: Consideration and possible action on second driveway to Meadow View Lane

ATTACHMENTS:

- 2020 1012 CI_BOPW_Second Driveway 1002 Meadowview (PDF)
- Attachment #1 (PDF)
- Attachment #2 image_123927839 (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works

From: Eric P. Rakers, P.E., City Engineer

Date: October 12, 2020

RE: **Consideration and possible action on second driveway to 1002 Meadowview Lane**

The property owner at 1002 Meadowview Lane has requested a second driveway onto Meadowview Lane. Currently there is a driveway onto Meadowview Lane. A copy of the curb cut/driveway application, letters of support, driveway location sketch, and permit denial is attached. To summarize, the property owner is requesting the second driveway for the following reasons:

- Installing a new drive to an existing detached garage
- Big corner lot (17,000 Sq. Ft).
- Parking is limited because they have five drivers in house and can't park on the street.
- Neighbors are OK and have provided letters of support.
- It will bring value to the community.

Background

City code prohibits more than two way drives to a single family property unless the driveways are one way. The Municipal Code addressing driveways and specifically residential drives is as follows:

14-55. - Off-street parking.

(3) Access. All off-street parking facilities shall be designed in accordance with the requirements contained in Section 14-55(8), Driveways, and in a manner that will provide the least interference with traffic movement. All lots developed shall have a minimum of one (1) driveway unless waived by the Plan Commission.

(8) Driveways.

(a) Before a driveway or curb cut for a driveway is made, a permit shall be obtained from the Building Inspector after first obtaining approval of the parking plan and upon compliance with the provisions of Chapter 22, of the Municipal Code. All driveways shall meet the following requirements:

- 4) Number of curb cuts permitted.*
- a) Residential zones.*

- i. *R-1 District. In the case of a single family residence, one two-way or two one-way drives for each lot of record, and all other uses permitted in R-1 Districts shall be subject to those provisions that apply to commercial districts.*

Recommendation

Based on the requirements of the Municipal Code, staff recommends denial of the second driveway. If the Board feels that a second drive is acceptable, this request should be sent back to staff to modify the Municipal Code and establish situations where a second drive is acceptable.

	CITY OF DE PERE APPLICATION FOR VARIANCE	CITY OF DE PERE RECEIVED OCT 2 2020 PLANNING DEPT.	Fee: \$ 168.00
		Receipt #: 155751	
		Date: 10-01-20	

Read all instructions provided before completing. If additional space is needed, attach additional pages. Type or use black ink.

SECTION 1: Applicant / Permittee Information			
Applicant Name (Ind., Org. or Entity) <i>Robert Clark</i>		Authorized Representative	
Mailing Address <i>1002 Meadowview Lane</i>		City <i>De Pere</i>	State <i>WI</i>
Email Address <i>50fclark@gmail.com</i>		Phone Number (incl. area code) <i>920-737-6803</i>	ZIP Code <i>54115</i>
Fax Number (incl. area code)			
SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)			
Name (Ind. Org. or Entity)		Contact Person	
Mailing Address		City	State
Email Address <i>Same</i>		Phone Number (incl. area code)	ZIP Code
		Fax Number (incl. area code)	
SECTION 3: Project or Site Location			
Project Address: <i>1002 Meadowview Lane De Pere</i>		Parcel Number(s):	
Legal Description: <i>17,199 Sqft lot Trailwood Village / 216 City of De Pere</i>		<i>WD-883-T-49</i>	
SECTION 4: Variance Information			
Section of De Pere Code which creates need for Variance:			
Ordinance Provision:			
Project Description:		<i>Installing driveway from garage to street with curb cut.</i>	
Variance Requested:		<i>Driveway (Single) on detached garage</i>	
Describe the exceptional circumstances or conditions that apply to your property and not to surrounding properties:		<i>Garage is existing. Corner Lot (Big) Need driveway from garage to street. Lot is over 17,000 Sqft</i>	
Describe the hardship(s) that would result if the variance is not granted:		<i>Parking is limited since we have 5 drives in our house. We feel it would be helpful and since we can't park on the street</i>	
Describe how the variance would not have adverse effects on surrounding properties:		<i>Our neighbors are ok and have provided letters saying it's okay. It would also bring value to the neighborhood.</i>	

SECTION 5: Certification and Permission

Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Variance Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Name of Owner/Authorized Representative (please print) <i>Robert Clark</i>	Title <i>Homeowner</i>	Phone Number <i>920-737-6803</i>
Signature of Applicant <i>[Signature]</i>		Date Signed <i>9/21/20</i>

Maps and scaled drawings which help explain the request are strongly encouraged. Attach additional sheets if necessary.

To Whom it May Concern ~
Erin Hunter and Steve Mellberg,
1006 Meadow View Ln, give the
Clark residence our permission
to build a driveway off their shed.
Feel free to contact us with any
questions. 415-858-9445 or
ehunter@wclpsd.com

Thank you,
Erin Hunter and Steve Mellberg

June 19, 2020

City of De Pere
335 S. Broadway
De Pere, WI 54115

To Whom it May Concern:

I have been asked by my neighbor, Mr. Robert Clark, to let you know if I have any concern about him putting a driveway in to his storage building at 1002 Meadow View Lane.

My wife, Jo Ann, and I have no objection to the installation of a driveway to this building.

If you have any questions on this matter, please feel free to call me at 920/430-0276.

Sincerely,

A handwritten signature in black ink that reads "Brian Holloway". The signature is written in a cursive style with a long horizontal flourish at the end.

Brian Holloway

1001 MEADOW VIEW LANE
DE PERE, WI 54115-1815

To Whom it may concern,

We are requesting a variance for a driveway to be installed on our additional detached garage. Our house is on a corner lot which sets on two separate streets. And our lot is over 17,000 square feet. We feel this situation that we are requesting falls under a hardship. We have four drivers in our house now and this coming December will have five drivers which means five vehicles. We also own a boat and trailer. We are unable to park these cars in our driveway. And in order to keep the neighbored looking cluttered we don't like to park on the street. We feel this will only make the neighborhood more appealing. We have spoken to our neighbors who are in the line of sight if this project and they have included letters stating their approval. We also have noticed the home located on the corner of countryside and suburban. He is on a corner lot(1517 Suburban Drive) also has additional driveways. We hope you will grant us the variance to complete this 1 stall driveway. This project will be completed by myself. I am a licensed general contractor.

Robert and Jacqueline Clark
1002 Meadowview Lane De Pere

Proposed Concrete Requested

12' Feet wide
x 68.5' Long

CORNER LOT
17,199 Lot size

12' Feet wide
x 34' 5" Long

EXISTING
Garage

FENCE

House
1000 Meadowview Lane

Garage
Door

EXISTING
Concrete
Driveway

←→
6 Foot
Separation

12' wide
x 68.5' Long

Neighbors
Home
Steve
Hellsberg

Sidewalk

Street

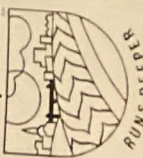
MEADOWVIEW Lane

S. 7th Street



City of De Pere
335 S. Broadway
De Pere, WI 54115
(920) 339-4053
dpbldg@mail.de-pere.org

DE PERE



CURB CUT/ DRIVEWAY/ PARKING LOT PERMIT Application and Record

Print Form

Permit #: _____
Fee: _____
Receipt #: _____
Date: _____

PROJECT LOCATION

Owner's Name: Robert Clark
Phone #: 920-737-6803
Company Name: DRIVEWAY CONTRACTOR
Company Name: New Castle Construction
Mailing Address: 1002 Meadowview Ln.
Phone #: 920 737-6803
E-mail: Rclark1973@yahoo.com
Signature: _____

Address: 1002 Meadowview Lane
E-mail: Rclark1973@yahoo.com
CURB CUT CONTRACTOR
Company Name: Fisher Concrete
Mailing Address: 2984 Woch Rd
Phone #: 920-366-8281 (Tony)
E-mail: _____
Signature: _____

JOB SPECIFICATIONS

☒ Single Family ☐ Commercial
☐ Two Family ☐ Industrial
Multi Family (# of Units) _____
Fees: Residential \$50.00 Comm/Ind/Multi \$150.00
Curb Cut \$25.00 Total: _____

Driveway width at property line: 12'
Setback to interior property line: 68.5'
Curb width at driveway opening: 12'
Curb Cut ☒ Yes ☐ No
Parking Lot ☐ New ☐ Expansion

Brief Job Description:

Existing Garage and need Driveway up to Garage.

DENIED

NOTES

A site plan shall be submitted with this application.

Curb alterations at the driveway apron require a curb cut permit. The curb cut must be performed per City specifications, and by a City licensed contractor.

APPROVAL CONDITIONS

Denied 14-55 (31)
All lots shall have a minimum
of one driveway

APPLICANT'S STATEMENT

I certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable statutes of the State of Wisconsin and ordinances of the City of De Pere, Wisconsin. I further understand that the issuance of this permit creates no legal liability, express or implied, on the City of De Pere, Wisconsin.

Signature: [Signature] 11-22-17

PERMIT APPROVAL

Upon signature of an authorized member of the Building Inspection Department, this becomes a permit to conduct the above described work in accordance with all existing laws, ordinances, and regulations.

Inspector: _____
Date: _____
Certification #: _____



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 12, 2020

DEPARTMENT: Board of Public Works

FROM: Eric Rakers

SUBJECT: Consideration and possible action on changes to overnight parking restrictions*

ATTACHMENTS:

- 2020 1012 CI-BOPW-PTTeam-Recommendations (PDF)
- Memo to Parking & Traffic Team - Alternate Side Parking (PDF)

CITY OF DE PERE

Public Works Department

925 S. Sixth Street, De Pere, WI 54115 | 920-339-4060 | www.de-pere.org



City Engineer Parking and Traffic Recommendations* Special Discussion

A recommendation for parking modifications is being sent to the Board for consideration. Discussion on this item was held outside of a regular meeting due to the need for time to update/educate the public on parking changes if approved by the Board and Council.

Parking and Parking Lot Items:

1. Update the municipal code to allow overnight parking as discussed on the attached memo.

Recommendation:

- Staff recommends updating the municipal code per the attached draft of Section 150-22.

CITY OF DE PERE MEMO



To: Parking & Traffic Team
From: Kristen Johnson, Assistant City Attorney
Date: October 2, 2020
RE: Alternate Side Parking

The purpose of this memo is to provide information and recommendations on possible alternate side overnight parking in the City of De Pere.

Currently, DPMC Sec. 150-22 prohibits overnight parking between the hours of 2:00 a.m. and 5:00 a.m., Monday through Friday, with certain exceptions. There has been some interest in amending the code to allow for overnight parking on alternate sides of the street. Many municipalities throughout the state adopt an alternate side overnight parking policy, including Madison, Milwaukee, and Eau Claire. Most municipalities implement an alternate side parking policy only during the winter months, typically from sometime in November to sometime in March. By requiring alternate side parking throughout the entire year, the City could ensure that vehicles are not parked in one spot for an extended period of time.

There are several exceptions to the overnight parking prohibition in the current ordinance, including special requests made to the police department and certain long-term parking. These same exceptions could apply to an alternate side parking ordinance. I have attached a draft redline version of a possible ordinance amendment for review. I would also be happy to provide sample ordinances from other municipalities upon request.

Please contact me if you have any questions or would like additional information.

KKJ

Sec. 150-22. - Parking.

When signs are erected giving notice of regulation, limitation or prohibition of parking, no person shall park a vehicle in violation of such regulation, limitation or prohibition.

- (1) *Parking within designated space.* Where parking is allowed and parking spaces are marked upon the surface, all vehicles shall park within the marked spaces except vehicles that are longer than the spaces.
- (2) *Overnight parking.*
 - a. *Alternate side parking. General rule.* Except as provided herein, ~~no person shall permit any trailer, camper or other property capable of being towed, or any motor vehicle licensed in their name or under their use or custody to be parked upon any street, alleyway, parking mall, public parking lot or other public off-street parking area, between the hours of 2:00 a.m. and 5:00 a.m., Monday through Friday.~~ *alternate side parking regulations shall be in effect on all streets in the City of De Pere as follows:*
 1. On odd-numbered days, vehicles shall only be parked, stopped or left standing on that side of the street having odd-numbered addresses.
 2. On even-numbered days, vehicles shall only be parked, stopped or left standing on that side of the street having even-numbered addresses.
 3. The provisions of this section shall only be in effect between the hours of 2:00 a.m. and 5:00 a.m.
 4. The provisions of this section shall not supersede more restrictive parking regulations in effect in the City.
 - b. *Exceptions.* This prohibition shall not apply to:
 1. Long-term parking permitted under subsection (3) of this Code.
 2. Parking in those areas designated as 24-hour parking.
 3. The day before, the day of, and the day after the following holidays:
 - i. January 1;
 - ii. Memorial Day;
 - iii. July 4;
 - iv. Labor Day;
 - v. Thanksgiving Day;
 - vi. Day after Thanksgiving;
 - vii. December 24; and
 - viii. December 25.
 4. Exceptions granted by the police department to residents under the following circumstances:
 - i. The request is made during regular police office business hours (Monday—Friday, 8:00 a.m.—4:30 p.m.) or in an emergency, to the sergeant on duty if after 4:30 p.m.;
 - ii. The requester provides information to the police department regarding good cause for the requested exception. "Good cause" means uncommon circumstances experienced by the resident such that motor vehicle parking on private property is improbable or impractical. Examples of "good cause" include:

driveway construction or maintenance, overnight houseguests, or owner/passenger medical condition.

- iii. During each calendar year, no exception shall be granted for longer than three consecutive days and no more than 15 total days of exceptions shall be granted by the police department to any one address within the city unless the police department determines that the "good cause" shown to exist continues through no fault of the resident.
- iv. No exception granted by the police department shall supersede any snow emergency declared.
- c. In addition to the penalties provided for violations of this section, the street superintendent or designee may cause any vehicle to be removed from such street, alleyway, or parking area if such vehicle interferes with snow removal or other public purpose. The costs of towing such vehicle and all other associated charges shall be charged to the owner of such vehicle.

(3) *Long-term parking.*

- a. *No permit required.* Notwithstanding other parking restrictions set forth in this section, long term parking not exceeding 72 hours is permitted without a permit in certain areas identified in Schedule G, found in section 150-23.
- b. *Permit required.* Notwithstanding other parking restrictions set forth in this section, long term parking not exceeding 72 hours is permitted only by annual permit, obtained in advance from the police department, in those areas identified in Schedule G, found in section 150-23.
- c. *Violators subject to parking limitation.* Persons parking in such designated areas without a proper permit are subject to a three-hour parking limitation for such parking area.
- d. *Permit eligibility.* No permit shall be issued by the police department pursuant to subsection b. above except as follows:
 - (i) To owners of businesses abutting Nicolet Square parking lot for use by the business owner or the business owner's employee(s); or
 - (ii) To an employee of a business abutting the Nicolet Square parking lot; or
 - (iii) To a tenant residing in a residential unit of a building abutting the Nicolet Square parking lot.

(4) *Handicap parking.*

- a. *Parking spaces.* No vehicle shall be parked upon any portion of a street, highway or parking facility reserved for handicapped persons by official traffic signs or distinct markings indicating the restriction, unless such parking is permitted under Wis. Stats. §§ 346.503 and 346.505.
- b. *Curb ramps.* No vehicle shall be parked as to obstruct access to or from a handicapped curb ramp.

(5) *Exception to parallel parking on streets.* Except as set forth in this subsection, all vehicles parking on public streets in the city shall be parked parallel to the curbline bearing in the direction of traffic on the right side of the street except that on one-way streets, vehicles may be parked on the left side of the street unless otherwise prohibited. Angle parking, or perpendicular parking, in relation to the curbline of the following designated streets or parts of such streets, is hereby permitted. Vehicles shall be parked at the angle designated by official signs, pavement markings or curbs:

- a. James Street, south side, easterly from North Broadway to the public alleyway.
- b. James Street, north side, from Wisconsin Street to Michigan Street.

- c. Wisconsin Street, east side, from Cass Street southerly a distance of 120 feet.
 - d. Allard Street, east side, from Morning Glory Lane to Park Street.
 - e. Charles Street, south side, from Adams Street to Webster Avenue.
 - f. Wisconsin Street, east side, from Charles Street to Lewis Street.
- (6) *Overtime parking.* No person shall permit a motor vehicle under that person's ownership, custody or control to be parked in any public street, alleyway, parking mall or public parking lot in excess of the time prescribed for such area or space as provided at subsection (10)f and g of this section, as such areas are specifically described in Schedule G, found in section 150-23.
- (7) *Posted/regulated areas.* No person shall permit a motor vehicle under that person's custody, ownership or control to be parked contrary to a posted sign bearing any of the following regulations, which signs shall be posted in the areas designated in Schedule G, found in section 150-23:
- a. No parking.
 - b. No parking here to corner.
 - c. No standing, stopping or parking between signs.
 - d. No parking during school hours.
 - e. No parking, 4:00 p.m. to 9:00 p.m., Monday through Friday, June through August.
 - f. Loading zone.
 - g. Loading zone during school hours.
 - h. Twenty-minute parking, 9:00 a.m. to 6:00 p.m., Monday through Saturday.
 - i. Three-hour parking, 9:00 a.m. to 6:00 p.m., Monday through Saturday.
 - j. No stopping or standing during school hours 7:30 a.m. to 3:30 p.m.
 - k. No stopping or standing during school hours 7:30 a.m. to 4:00 p.m.
 - l. Three-hour parking, 9:00 a.m. to 6:00 p.m. Monday through Saturday except Thursdays 10:00 a.m. to 8:00 p.m. from the third Thursday in June through and including the last Thursday in September.
 - m. Long-term parking, except Thursdays from 10:00 a.m. to 8:00 p.m. from the third Thursday in June through and including the last Thursday in September.
 - n. Buses only during school hours.
 - o. Three-hour parking during school hours.
 - p. Three-hour parking 7:00 a.m. to 4:00 pm. on school days.
 - q. No stopping or standing.
 - r. Long-term parking.
 - s. Three-hour parking with long term permit.
 - t. Reserved parking for River Thyme May 1 through October 31.
 - u. Park parking only.
 - v. Handicap parking.
 - w. Buses loading and unloading only.
 - x. Long-term parking November 1 through April 30.
 - y. Vehicle with trailer parking only.

(Code 1974, § 43.22; Ord. No. 00-06, § 1, 4-5-2000; Ord. No. 02-07, §§ 2—6, 3-19-2002; Ord. No. 03-03, §§ 1-3, 1-21-2003; Ord. No. 04-10, § 2, 3-16-2004; Ord. No. 05-24, § 1, 7-19-2005; Ord. No. 06-41, § 1, 11-21-2006; Ord. No. 12-02, § 1, 2-7-2012; Ord. No. 15-01, § 2, 1-6-2015; Ord. No. 15-24, § 3, 8-18-2015; Ord. No. 15-34, § 1, 12-15-2015; Ord. No. 18-08, §§ 1, 2, 3-6-2018; Ord. No. 19-22, § 3, 10-7-2019; Ord. No. 20-02, §§ 1, 3, 3-17-2020)



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 12, 2020

DEPARTMENT: Board of Public Works

FROM: Scott Thoresen

SUBJECT: Consideration and possible action on snow removal services for Nicolet Alley*

ATTACHMENTS:

- 2020 1012 Nicolet Alley Snow Removal Memo (PDF)
- 2020 1012 Nicolet Alley Snow Removal Quotes (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Tony Fietzer, Street Superintendent
Date: October 12, 2020

RE: **Consideration and possible action on snow removal services for Nicolet Alley***

Staff reached out to seven (7) snow plowing companies to request a quote for snow plowing and salting operations in Nicolet Alley for the 2020-2021 winter season. Of those companies, several did not respond to the request for quote, two (2) responded that we would not be interested in clearing that alley and two (2) companies provided service quotes. The two companies that provided a quote were Big Boys Landscape and Snow Services, LLC and One Curb n Décor, LLC. The quotes were drastically different in price. Big Boys quoted the alley clearing at "\$400 per time clearing the alley" and .35¢ per lb for salting. One Curb n Décor quoted "\$65 per snow event 1"-3", \$80 per snow event 3.1" to 6", \$100 per snow event of 6.1"-10", \$120 per snow event of 10.1" and over". They also charge \$75 per event for salting.

One Curb n Décor	varies based on snowfall accumulation (see quote)
Big Boys Landscape and Snow Services	\$400 per time
D&D Landscape	Not plowing this year
Apple Valley	No response
Earthsense	No response
Donnie Mac's	Not able to provide service this year
Naturescape	Only provides services to residential properties

During the winter of 2019-2020, One Curb n Décor, LLC was the contracted vendor to clear Nicolet Alley. The company was responsive and maintained the alley to standard the city set. Staff recommends the city move forward with securing One Curb n Décor, LLC for the clearing of Nicolet Alley for the winter of 2020-2021 as they maintained the alley during 2019-2020, are a De Pere area business and they are the lowest responsive bid.

Big Boys Landscape & Snow Services LLC
W1426 County Rd VV
Seymour WI 54165
(920)246-4055

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Customer

Name Nicolet Alley Snow Removal
Address 300 Block of Main ave, Next to Nick's Lionhead Bar
City Depere State WI ZIP 54115
Work Phone (920)339-8325
Email tfietzer@mail.de-pere.org

Proposal

By: Ryan Jahner

Date: 9/28/2020

Contact: Tony Fietzer
Contract # 1120

Snow Plowing/Removal Agreement

Term: The term of this contract is seasonal, said season commencing on the date of the execution of this contract, and running through April 30, 2021.

Conditions:

1. Work to be performed by the CONTRACTOR under SNOW REMOVAL POLICIES.
2. Snow to be moved to areas designated by the CLIENT (or authorized representative) and agreed upon by the CONTRACTOR. If designated areas are unavailable or full, CONTRACTOR is to use best judgment in placing snow. No parking areas will be plowed unless 2 parking spots are open. We will supply the stakes being used to mark property. Staking will be done prior to freeze up, all stakes are to remain in place during the snow season.
3. CONTRACTOR will exercise care in the management of snow.
4. CONTRACTOR will be responsible for all items listed if damaged: parking bumpers, downspouts, fences, and fire hydrants, shrubs, trees, garages, and windows.
5. We will exercise best judgment of starting to plow snow per each snow fall or at CLIENT'S request. If more than 2" of snow are going to fall we will start plowing at 2" and continue until it is done snowing.
6. Salt will be provided, salting of premises is NOT STANDARD. Salting will be charged and performed as described in rates if need arises
7. If non-snow precipitation occurs, (SLEET, RAIN, MELTING SNOW, ETC.), salting will occur at Contractor discretion and /or consent at the rates indicated below.
8. CONTRACTOR is not responsible for slips, falls, broken bones or injuries due to ice or snow at any time.
9. Contractor is not responsible for grass damage due to plowing damage
10. Default in payment over 30 days due, it is CONTRACTORS discretion to stop plowing lot.
11. The hourly charge below includes plowing, snowblowing, and shoveling of driveway, parking lots, sidewalks, dumpster areas, hydrants and staking.

Rates: \$400.00 Per time clearing alley way
Snow will be pushed to the south at the end of the day or end snowstorm
.35 cents / lb Salting sidewalks

Sub Clause: We will be hired and paid per the terms and conditions of the contract. It is our position that while we are fulfilling our part of the contract, we well be held accountable for safe work performance and reasonable safe premises conditions within our control. It is the CLIENT'S sole responsibility to inspect the premises; any and all claims for bodily injuries and/or property damage or any other claims for any damages of any kind whatsoever resulting from snow and/or ice on the premises shall be the sole responsibility of the CLIENT.

Initials of rep _____

Terms: Accounts are due upon receipt.
A finance charge of 1.5% per month will be added, 18% APR, will be added if NOT paid within 30 days.

Acceptance of Proposal**Signature / Authorized Representative of Tony Fietzer**

Contract #1120

Date

**This proposal may be withdrawn by Big Boys Landscape & Snow Services, LLC if not accepted within 10 days.*

Work Order

Date:	10/7/2020
Project Number:	
Estimate Number:	359

Customer Billing Information		Jobsite- if different from billing address
Name	City of De Pere Attn: Tony Fietzer	
Address	925 S. 6th St.	Nicolet Alley
Address	De Pere, WI 54115	De Pere
Phone	(920) 339-4060	
Email		

Project Information

Snow removal services to be performed throughout the months of November 2019 thru May 2020. Below are the prices per snow event.

\$65 per snow event of 1" - 3"

\$80 per snow event of 3.1" - 6"

\$100 per snow event of 6.1" - 10"

\$120 per event of 10.1" and over

\$75 per event Salting of alley

Estimated pricing provided above. If you would like to be placed on our schedule we ask that you sign and send the estimate back.

Agreement

By signing this estimate you are agreeing to our terms and conditions of this contract. We ask for monthly payments according to how many visits are made each month. Snow billing will be sent out within the first week of each month with net 30 terms. Outstanding balances will incur a 1.5% monthly interest charge with an 18% APR. If signed, this snow contract is valid from November, 2019 thru May, 2020.

Agreement

Payment Terms - Snow billing will be sent out within the first week of each month with net 30 terms.
Each month the invoice will be sent via quickbooks.

I have read all and understand all of the above listed information and agree to comply with all of the guide lines, warranty infor listed above.

Signatures

By signing below I acknowledge beginning of the above listed work order.

Name _____
Customer

Date _____

Name _____
one Curb 'n Décor, LLC

Date _____



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: October 12, 2020

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consideration and possible action on 2020-2021 Snow & Ice Removal Rates

ATTACHMENTS:

- 2020-2021 snow & ice removal rates 10-6-2020 (PDF)
- 2020-2021 Snow & Ice Removal Rates(PDF)

City of De Pere

Public Works Department

Memo

To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Scott J. Thoresen, Director of Public Works
Date: October 6, 2020
Subject: Consider 2020-2021 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. The Board is then required to establish snow and ice removal rates that will be in effect for the year 2020-2021 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 a projected 2.0% increase in 2020 labor rates in addition to updating the equipment rates and salt rates. It takes on an average approximately one hour to perform the inspections, removal of snow and ice, and billing for each lot.

Item	2020 Unit Cost	2021 Unit Cost	2020 Cost Per 90 Ft Lot	2021 Cost Per 90 Ft Lot
Snow Removal	\$1.04	\$1.06	\$93.60	\$95.40
Compacted Snow/Ice Removal	\$1.66	\$1.67	\$149.40	\$150.30

- Recommended minimum charge of \$80.00 per lot. 2020 minimum charge was \$75 per lot. The minimum charge has been \$75.00 per lot since 2016.

Staff recommends the above-mentioned 2020-2021 rates be approved.

2020-2021 Snow Removal Rates

Labor	Equipment Operator	Office Assistant	City Forester	Total
Hours	0.5	0.25	0.5	
**Rate (hourly wage & benefits)	\$40.03	\$30.84	\$53.66	
Labor Cost	\$20.01	\$7.71	\$26.83	\$54.55

Equipment	Trackless		Pickup Truck	Total
Hours	0.5		0.5	
Rate	\$67.24		\$13.68	
Equipment Cost	\$33.62		\$6.84	\$40.46

Total Cost				\$95.01
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Compute Unit Cost Per 90 Foot Lot for Snow Removal

Unit Cost = Total Cost / 90

\$1.06

2020-2021 Ice Removal Rates

Labor	Equipment Operator	Office Assistant	City Forester	Total
Hours	1	0.25	0.5	
**Rate (hourly wage & benefits)	\$40.03	\$30.84	\$53.66	
Labor Cost	\$40.03	\$7.71	\$26.83	\$74.57

Equipment	Trackless		Pickup Truck	Total
Hours	1		0.5	
Rate	\$67.24		\$13.68	
Equipment Cost	\$67.24		\$6.84	\$74.08

Salt				Total
Quantity	50 pounds			
Cost per Ton	\$72.85			\$1.82
Salt Cost				\$1.82

Total Cost				\$150.47
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Compute Unit Cost Per 90 Foot Lot for Ice Removal

Unit Cost = Total Cost / 90

\$1.67

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

Equipment Operator hourly rate =		\$28.59
Office Assistant hourly rate =		\$22.03
City Forester hourly rate =		\$38.33