



Board of Public Works

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Final Minutes

Monday, October 12, 2015

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
Kevin Bauer	Aldersperson	Present	
James Boyd	Aldersperson	Present	
Jim Kneiszel	Aldersperson	Present	
Dean Raasch	Aldersperson	Excused	
Michael J. Walsh	Mayor	Present	

Others present were Scott Thoresen, Director of Public Works, Eric Rakers, City Engineer, Larry Delo, City Administrator, and Pam Denis, Recording Secretary.

II. Public Comment

None

III. Items

1. Approval of the Board of Public Works September 8, 2015 Meeting Minutes.

Aldersperson Boyd moved to approve the Board of Public Works September 8, 2015 meeting minutes, Aldersperson Bauer seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Aldersperson
SECONDER:	Kevin Bauer, Aldersperson
AYES:	Kevin Bauer, James Boyd, Jim Kneiszel, Michael J. Walsh
EXCUSED:	Dean Raasch

2. Discussion of City Engineer Non Action Parking & Traffic Items.

Eric Rakers, City Engineer, reviewed the eleven discussion items from the Parking and Traffic Committee.

Item #1. Engineer Rakers shared the re-survey results from Mission Square business owners in regard to changing the number of short and long term parking stalls. Per the results, Eric Rakers stated that the staff recommendation was not to make a change. Mayor Walsh moved at 7:34pm to open the meeting to allow several business owners to speak, Aldersperson Bauer seconded the motion. Upon vote, the motion passed. Tim Majeski, Mission Financial and Insurance, appealed to the Board to increase the number of long term parking stalls, as often his meetings with customers went beyond the two hour limit of the short term parking. Jerry Gillespie, property owner at 416 George St., shared that ticketing of short term parking began last February. He reviewed his meetings with Captain Haagen and subsequent survey that was done among business owners. Jerry Gillespie stated that there are plenty of stalls, just the balance is off between the short and long term. He explained the difficulty employees who used the long term stalls behind the Rathskellar were

having crossing Broadway. He reviewed several suggestions to alleviate his concerns with the balance of stalls. Mayor Walsh moved to return to regular order at 7:46pm, Alderperson Kneisel seconded the motion. Upon vote, the motion passed.

Eric Rakers, City Engineer, stated that the critical issue was customers' ability to park close to whichever business they were interested in. He showed the distance employees at Walmart and Humana have to walk to work. City Engineer Rakers also shared that the survey did not reflect short term parking concerns, but the aerial maps show the short term parking stalls being used. Larry Delo, City Administrator, stated in regard to a suggestion to change some short term parking stalls to 3 hour limits, that enforcement would become difficult if some stalls weren't standard. He also stated that it would be good to know if short term parking stalls were being used by employees. Mayor Walsh moved to open the meeting at 8:02pm, Alderperson Boyd seconded the motion. Upon vote, the motion passed. Jerry Gillespie, property owner at 416 George Street, provided additional alternative suggestions for long term parking, such as across the street on Broadway by the Rathskellar. Tim Majeski, owner of Mission Financial and Insurance, suggested returning to not ticketing short term parkers, as there were enough parking stalls even when long term parkers were using short term stalls. Mayor Walsh stated that spot enforcement would not be fair. Alderperson Kneisel moved to return to regular session at 8:13pm, Alderperson Boyd seconded the motion. Upon vote, the motion passed. Discussion followed that it was in the City's best interest to encourage optimum short term parking in that area, especially with a proposed restaurant. Mayor Walsh stated that this item could be re-discussed with the Parking and Traffic Committee after the parking is evaluated and if it were, it would come back to the Board and the business owners would be notified of the date and time of the meeting.

Item 2: Old Ivy Ct, parking restriction will be brought before the next Board of Public Works meeting after property owners are notified via letter.

Item 3: City Engineer Rakers stated that staff had looked at the restriction request for Cross Creek Circle, but felt that it didn't warrant restriction as it is a circular street with two entrances.

Item 4: City Engineer Rakers explained that staff had monitored parking on Cook Street but did not see a large amount of parking there, they are suggesting no action.

Item 5: City Engineer Rakers stated that before they would amend the parking policy on Highview, staff would need to follow up with the Unified School District of De Pere to understand how the parking sites at the school are being used and why so many students are parking on side streets. Mayor Walsh moved to open the meeting at 8:25pm, Alderperson Kneisel seconded the motion. Upon vote, the motion passed. John Becker spoke to the Board about his request for parking restrictions on Highview. He was concerned about the increase in offsite student parking.

Alderperson Bauer moved to return to regular session at 8:34pm, Alderperson Kneisel seconded the motion. Upon vote, the motion passed. City Administrator, Larry Delo, spoke to the student parking issues stating that exiting the student parking lot at 2:30pm has become very difficult. Discussion followed including a review of the 2014 aerial that showed parking full at the school lot.

Item 6: City Engineer Rakers stated that they will do a pedestrian count at George and Adams Streets to evaluate traffic at that intersection.

Item 7: City Engineer Rakers stated that the police will be doing a review of

crossing guards this year to analyze requests like this one for a crossing guard at George and Webster Streets.

Item 8: City Engineer Rakers said that the City will complete a pedestrian count to determine if a crosswalk at West De Pere High School and VFW Park is warranted. If warranted, the City will need to work with Brown County Highway Department.

Item 9: City Engineer Rakers reported that traffic counts will be done to identify crosswalk needs and placement for the Randall and Ridgeway areas.

Item 10: City Engineer Rakers stated that a traffic count was done on Rockland Road in regard to the Speed Limit Sign request and 90% of the vehicles were going under 35mph, so no action will be taken.

Item 11: City Engineer Rakers stated the in regard to the speed limit sign request for south of Red Maple, that there are plenty of signs up there already, the police department just needs to enforce the limit.

3. Consider City Engineer Recommendations for Parking & Traffic Issues.*

Eric Rakers, City Engineer presented the following six items and the recommendations for each:

1. Update the ordinance to install “No Parking, Stopping, or Standing” on the east side of Ontario Street from Merrill Street to 80 feet north.
2. Update the signing on the south side of Westwood. City Engineer Rakers listed the updates.
3. Paint crosswalks at the intersection of Ninth and Meadowview.
4. Continue the glad program for pedestrian crossing on Broadway near the downtown. If there are no flags in the holders, the signs regarding the flags should be taken down.
5. Install a one way arrow in the median at the daycare driveway on American Boulevard.
6. Remove the Deaf Child signs on St. Bernard.

Mayor Walsh moved to approve the recommendations presented, Alderperson Bauer seconded the motion. Upon vote, the motion passed.

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

4. Update on Commercial Garbage & Recycling Collection

Scott Thoresen, Director of Public Works, presented an update on the status of eliminating the commercial garbage and recycling collections. He stated that after months and a tour of the areas, the following changes:

- Create a Nicolet Square recyclable and garbage collection district. Dumpster for garbage/recycle collection would be used in this area, with a private waste hauler doing the collection. Fees would be reflected as a special charge against the tax roll for benefitting parcels. An informational meeting would be held for the businesses in January 2016, with the request for an ordinance change and final approvals coming to the Board of Public Works in March 2016.
- Implement a three cart rule at the same time as implementing the Nicolet Square collection. The City would continue the collection of commercial, industrial, and

institutional properties but would restrict all properties to a total combination of three (3) garbage/recycle carts.

- The rest of downtown areas would eventually go to a dumpster collection similar to Nicolet Square at a future date to be determined.

Responding to a question, Scott Thoresen said that all properties are required to have a recycle container. Discussion followed.

5. Consider Award of Proposal for West Business Park Design and Consulting Services.*

Eric Rakers, City Engineer, presented the staff recommendation to award the project for the West Business Park design and consulting services to Cedar Corporation in the amount of \$272,480.00 Mayor Walsh moved to approve the award to Cedar Corporation, Alderperson Boyd seconded the motion. Upon vote, the motion passed.

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

6. Consider Award for Project 15-18 Railroad Spur Maintenance.*

Eric Rakers, City Engineer, presented the staff recommendation to award Project 15-18 Railroad Spur Maintenance to Railworks Track Systems, Inc. In the amount of \$29,950.00. Alderperson Bauer moved to approve the award for Project 15-18 to Railworks Track Systems, Inc., Alderperson Kneiszel seconded the motion. Upon vote, the motion passed.

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

7. Consider Award for Traffic Signal Inventory.*

City Engineer Rakers presented the staff recommendation to award Elmstar Electric Corporation the inventory and condition assessment of 12 city-owned signalized intersections. Alderperson Bauer moved to award the contract for the inventory and condition assessment of 12 city owned signalized intersection to Elmstar Electric Corporation in the amount of \$6,804.00, Alderperson Kneiszel seconded the motion. Upon vote, the motion passed.

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

8. Consider 2016 Snow & Ice Removal Rates

Scott Thoresen, Director of Public Works, presented the staff recommendation for the 2016 Snow and Ice Removal Rates. He reminded the Board that the maintenance of

sidewalks is all complaint driven. Discussion followed, including the suggestion to make sure that snow removal information was on the website and in the City Newsletter.

Alderson Boyd moved to approve the 2016 Snow and Ice Removal rates, Alderson Bauer seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Alderson
SECONDER:	Kevin Bauer, Alderson
AYES:	Kevin Bauer, James Boyd, Jim Kneiszel, Michael J. Walsh
EXCUSED:	Dean Raasch

IV. Future Agenda Items

None.

V. Adjournment

Mayor Walsh moved to adjourn, Alderson Bauer seconded the motion. Upon vote, the motion passed and the Board of Public Works meeting was adjourned at 9:00pm.

Respectfully submitted,
Pam Denis