



Board of Public Works

Regular Meeting

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

Agenda

Monday, October 10, 2016	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 10, 2016** 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 Board of Public Works September 12, 2016 Meeting Minutes.
2. Consider Request for Installation of Terrace Walks on Third Street.
3. Consider Recommended Update to the Municipal Code, Section 150-15, Heavy Truck Routes.*
4. 2017 Snow & Ice Removal Rates.

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 10, 2016 so that arrangements can be made.

Agenda Sent To:
Mayor
Alderspersons
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Definitely De Pere

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 10, 2016

DEPARTMENT: Public Works

FROM: Pam Denis

SUBJECT: Approval of the Board of Public Works September 12, 2016 Meeting Minutes.

ATTACHMENTS:

- BOPW September 12, 2016 Draft Meeting Minutes (PDF)



Board of Public Works

Regular Meeting

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

Draft Minutes

Monday, September 12, 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	Alderman	Present	
Dan Carpenter	Alderman	Present	
Ryan Jennings	Alderman	Present	
Dean Raasch	Alderman	Present	
Michael J. Walsh	Mayor	Present	

Others present were Chase Kuffel, Assistant City Engineer, Scott Thoresen, Director of Public Works, and Pam Denis, Recording Secretary.

II. Public Hearing to Levy Special Assessments

A. Notice of Public Hearing

The Recording Secretary read into the record that the Notice of Public Hearing was published in the Green Bay Press Gazette on August 24, 2016.

B. Recommendation from the Board of Public Works

Eric Rakers, City Engineer, stated that the Board of Public Works at the August 8, 2016 meeting approved the Preliminary Resolution for storm sewer assessment for Honey Court and the public hearing was scheduled for today for the Final Resolution for Special Assessment. Mayor Walsh declared the Public Hearing open at 7:32pm. He invited public comment, but there was none. Mayor Walsh declared the Public Hearing closed at 7:33pm and asked for a motion.

C. Consider Final Resolution for Special Assessments for Storm Sewer Main and/or Laterals on Honey Court

Mayor Walsh moved to adopt the Final Resolution authorizing storm sewer main and/or lateral construction and levying special assessment against benefited property on Honey Court, Alderman Raasch seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Dean Raasch, Alderman
AYES:	Boyd, Carpenter, Jennings, Raasch, Walsh

III. Public Comment

None.

IV. Items

1. Approval of the Board of Public Works August 8, 2016 Meeting Minutes.

Aldersperson Raasch moved to approve the Board of Public Works August 8, 2016 meeting minutes, Aldersperson Boyd seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	James Boyd, Aldersperson
AYES:	Boyd, Carpenter, Jennings, Raasch, Walsh

2. Consider Award of Contract for Project 16-20 Dumpster Enclosure Construction.*

Scott Thoresen, Director of Public Works, reviewed the process that led up to choosing the design and location, and the request for bids for the dumpster enclosures in Nicolet Square. He explained that the dumpster enclosure chosen by the stakeholders was similar to one at Walgreen's, with a brick fascia that matches the brick on Nicky's Tavern. Director Thoresen stated that the bids that were received for that type of enclosure came in higher than anticipated due to the need for a four foot deep footing, brick fascia, and timeline to construct enclosures. The low bid was \$83,125 and the budgeted amount was \$30,000 which was for the basic enclosure which was on an 8" concrete pad. He explained that he was looking for direction from the Board on how to go forward. If the Board rejected the bids and went back to the stakeholders to discuss design and cost, the goal of starting dumpster collection by the end of the year would not be met and most likely would be implemented by Fall 2017. In addition there are other areas of the downtown where the City will be building enclosures in the future. The design concept for Nicolet Square could set the tone for other enclosures. Discussion followed including but not limited to how the funding from the TID works, whether we have costs for the other exhibited enclosures, the need for stakeholders to be involved in the decision since they would be responsible for the added costs, and what could be done to lower the cost of construction.

Aldersperson Raasch moved to refer the dumpster enclosures back to staff, Aldersperson Boyd seconded the motion. Discussion followed. Director Thoresen stated that either the bids needed to be accepted or rejected. Aldersperson Raasch and Aldersperson Boyd rescinded the motion.

Aldersperson Raasch then moved to reject the bids for Project 16-20 Dumpster Enclosures, Aldersperson Boyd seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	James Boyd, Aldersperson
AYES:	Boyd, Carpenter, Jennings, Raasch, Walsh

3. Consider Updates to Chapter 28, Stormwater Management Ordinance (Post Construction).*

Eric Rakers, City Engineer, explained that the Wisconsin Department of Natural Resources (WDNR) has mandated an update to the City's post construction storm water management ordinance. He presented City Ordinance Chapter 28 with the marked changes made per the WDNR models. Discussion followed, including accountability on maintenance of storm basins and ponds. Engineer Rakers explained that there are maintenance agreements recorded with the parcel and ponds are checked and letters sent to property owners indicating maintenance issues that need to be addressed. Inspections follow.

Aldersperson Raasch moved to approve the updates to Chapter 28, Stormwater Management Ordinance (Post Construction), Aldersperson Jennings seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	Ryan Jennings, Aldersperson
AYES:	Boyd, Carpenter, Jennings, Raasch, Walsh

4. Consider Garbage & Recycling Cart Exchange.*

Director of Public Works, Scott Thoresen, explained that the updated ordinance for garbage and recycling carts limits the number of carts per parcel to three carts, effective the summer of 2017. He stated his request to allow property owners to exchange two smaller carts for a large cart at no cost, to keep them at 3 carts per parcel.

Mayor Walsh moved to approve the revisions to Chapter 82- Solid Waste Ordinance to allow properties to exchange smaller carts for larger carts without cost so they would not exceed the three(3) cart maximum, Aldersperson Raasch seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Dean Raasch, Aldersperson
AYES:	Boyd, Carpenter, Jennings, Raasch, Walsh

5. Consider New Policy for the Installation of New Sidewalks Along New Streets or Subdivisions.

Eric Rakers, City Engineer, reviewed the current sidewalk policy and presented comparables from several other communities as to the determination of when and how sidewalks could be ordered in. Engineer Rakers stated that the policy staff was recommending would allow ample time for developing authorities to fill vacant parcels – 10 year or 80% occupancy, whichever would come first- before the City would install sidewalks to fill gaps. Maps were presented to show the sidewalks and policy impact in three areas of the City. He then presented the staff recommendation for the installation of sidewalk policy.

Mayor Walsh moved to approve the staff recommendation, Aldersperson Raasch seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Dean Raasch, Aldersperson
AYES:	Boyd, Carpenter, Jennings, Raasch, Walsh

6. Consider Engineering Technical Services Regarding Installation of T-Mobile's Wireless Antennae Facilities on Merrill Tower.*

Scott Thoresen, Director of Public Works, presented the staff recommendation to award the engineering services agreement to Dixon Engineering to perform the technical services required in regard to T-Mobile's wireless antenna facilities request for the Merrill Street Tower. He explained that T-Mobile has sent the check to cover the cost of these services.

Aldersperson Raasch moved to approve the award for engineering technical services to Dixon Engineering for T-Mobile's wireless facilities upgrade request, Aldersperson Carpenter seconded the motion. Upon vote, the motion passed.

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

7. Consider 9th Street Reservoir Repair Contract.*

Scott Thoresen, Director of Public Works, stated that by Wisconsin Statute, water storage facilities need to be inspected every five years. The 9th Street Reservoir was inspected in 2014 and maintenance and repairs were identified. He said that staff solicited four companies for proposals to perform the maintenance and repairs. One proposal was submitted: Water Tower Clean and Coat, Inc. Lodi, Wisconsin for \$34,100. Director Thoresen stated that the 2016 water utility budget has sufficient funds for this project.

Mayor Walsh moved to approve the staff recommendation of Water Tower Clean and Coat, Inc., Lodi, Wisconsin in the amount of \$34,100 to perform the maintenance and repairs on the 9th Street Reservoir. Aldersperson Carpenter seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Dan Carpenter, Aldersperson
AYES:	Boyd, Carpenter, Jennings, Raasch, Walsh

V. Future Agenda Items

None.

VI. Adjournment

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

Respectfully submitted,
Pam Denis

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 10, 2016

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Consider Request for Installation of Terrace Walks on Third Street.

The Engineering Department received a request (see attached) from St. Norbert to install terrace walk at two locations as follows:

- A. 315 Third Street
- B. 601 Third Street

The request from St Norbert along with maps showing the proposed location of terrace walks has been included for your reference. The additional sidewalk in the terrace requires Board of Public Works (BOPW) approval per the following from the Ordinance:

Sec. 22-21. Terraces.

(a) Generally. "Terrace", as used in this section, means all that portion of any public way, street or highway right-of-way that is not paved or surfaced for vehicular traffic, not including boulevards. Every owner of land in the city whose land abuts any terrace is required to maintain, or have maintained by its tenant, the terrace directly abutting such land as follows:

(2) All that part of the terrace not covered by a sidewalk shall be kept free and clear of all noxious weeds, as defined in section 94-6(3), and shall not be paved, surfaced, or covered with any material which shall prevent the growth of plants and shall be maintained as a lawn, except in areas specifically approved by the board of public works.

Staff recommends the BOPW approve the installation of the terrace walk with the cost for installation, maintenance, and future replacement to be paid by the property owner at the following locations:

- A. 315 Third Street
- B. 601 Third Street

The property owner will be required to hire a City licensed contractor.

ATTACHMENTS:

- St. Norbert Drop Off Site Request (PDF)

Patrick Wrenn
 Director of Facilities
 St. Norbert College
 100 Grant Street
 De Pere, WI 54115

September 23, 2016

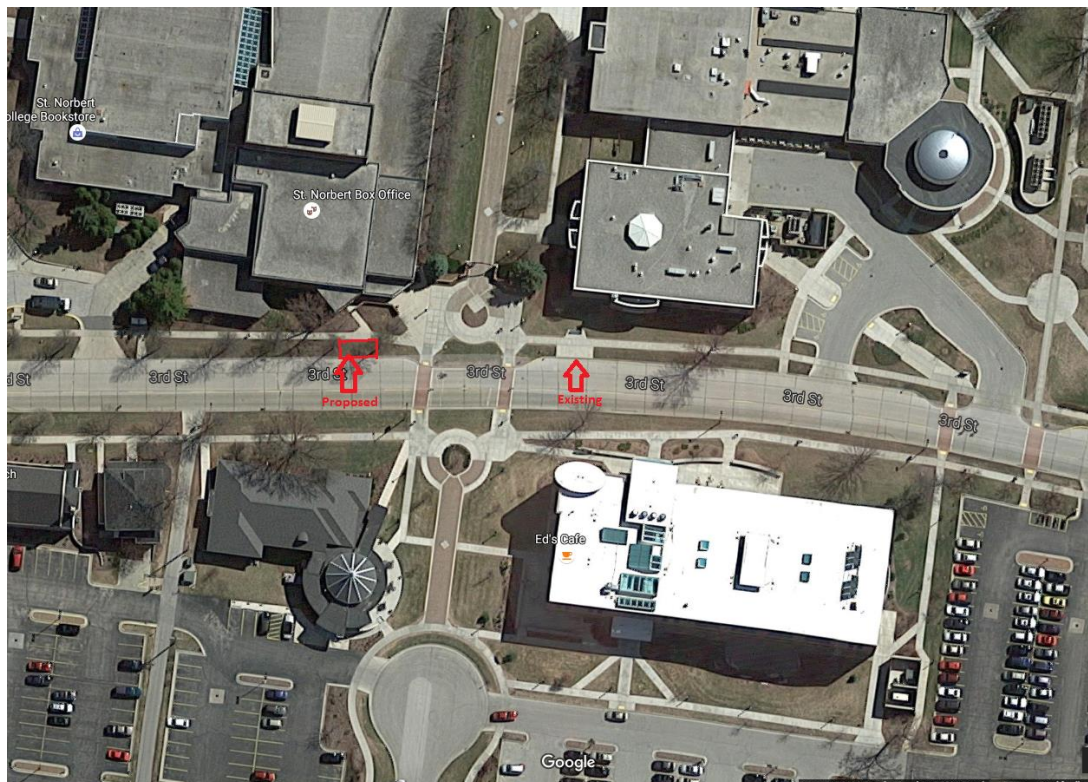
Eric Rakers, P.E.
 City Engineer
 925 S. 6th Street
 De Pere, WI 54115

Eric,

I am writing to look into the possibility of adding two loading zones on 3rd Street in areas directly adjacent to St. Norbert College. These loading zones would be concrete pads poured between the street curb and the sidewalk to provide a clean, stable, solid surface for dropping off passengers to attend events at the College.

These pads would allow elderly or handicapped visitors a spot to get close to these buildings for drop-offs and pick-ups. These pads would provide safe footing year round when they attend the many events here on Campus and would be kept clear of snow by our own staff.

Please see the attached photos for the areas in question. Let me know if you would like to walk the areas to get more information on what we are proposing.



Site A is directly west of Abbot Pennings Hall of Fine Arts and would be used to accommodate the many guests who come to see stage presentations. It would provide immediate access to the wheelchair ramp and main entrance to the building. An existing pad to the south is currently used for pick-up and drop off for the local metro bus. This new pad would be sized to fit the space and would not require removing any of the avenue trees.



Site B is directly west of the old Schuldes Sports Center which is currently under construction and will now be known as the Mulva Family Fitness and Sports Center. This aerial picture shows the approximate location and is located where the new main entrance to the building will be. The following drawing shows the proposed new entrance. This pad will provide the same type of safety for visitors who will be attending the many events that will eventually be held in the new facility. The size of the pad will be no wider than the entrance area for the new building and also does not require the removal of any avenue trees. As part of this new pad area, we are also asking for consideration on making this a no parking zone when the new building comes online. The space designated as no parking would only be the width of the landing pad.



Thank you for your consideration of these requests.

Best Regards,

Patrick Wrenn
Director of Facilities

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 10, 2016

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Consider Recommended Update to the Municipal Code, Section 150-15, Heavy Truck Routes.*

The purpose for this item is to review and recommend an update to the City Municipal Code regarding the designated heavy truck route. The City regulates truck usage on roads under Section 150-15(b) Designated Heavy Truck Route. Richco Road is being reconstructed off of American Boulevard in the West Business Park this year to accommodate heavy trucks. Section 150-15(b) should be updated to include Richco Road.

Staff recommends updating Section 150-15(b) of the Municipal Code to include Richco Road be approved.

ATTACHMENTS:

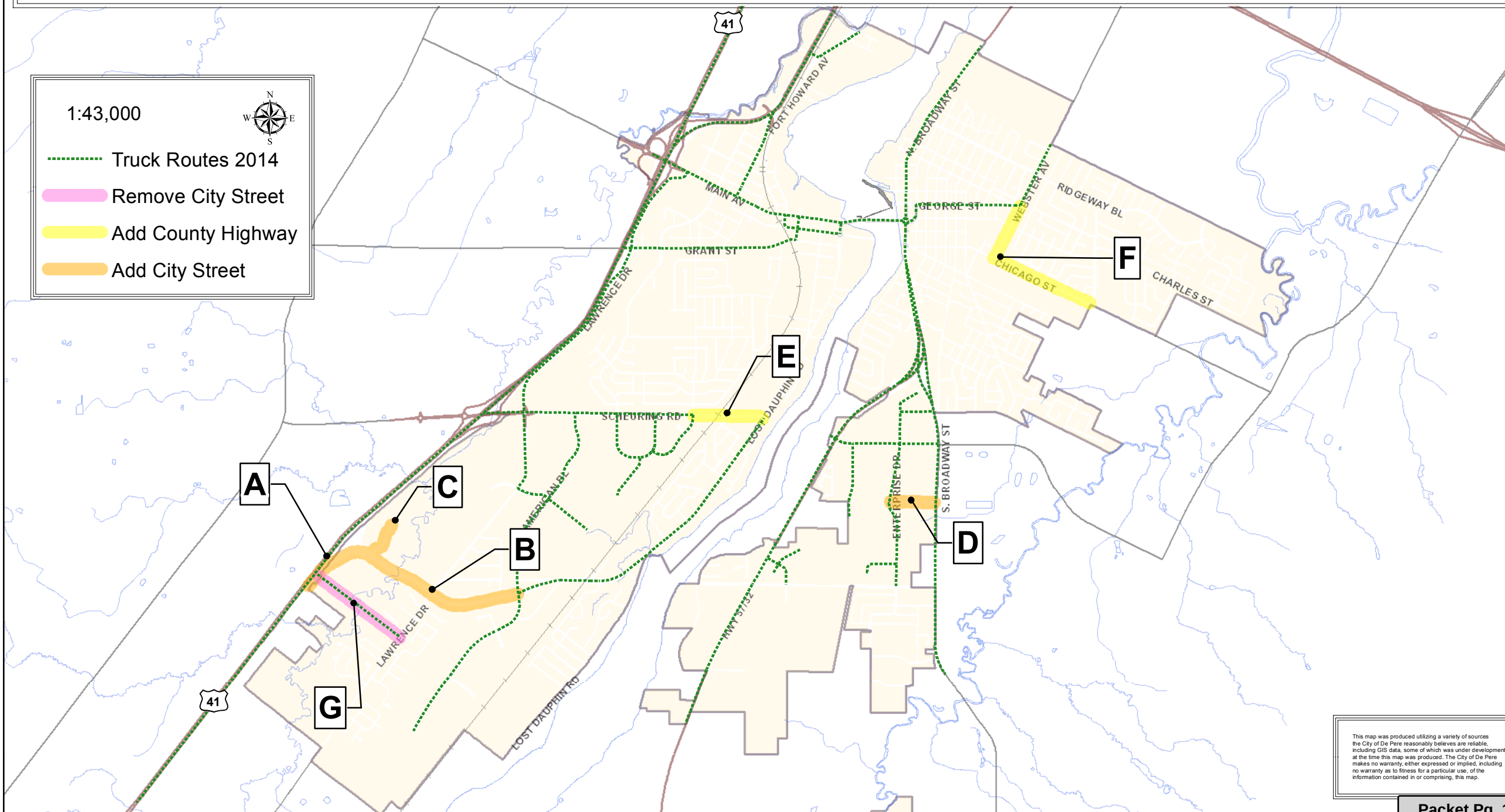
- TruckRoutes_Legal (PDF)

De Pere Truck Routes

1:43,000



- Truck Routes 2014
- Remove City Street
- Add County Highway
- Add City Street



This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising, this map.

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 10, 2016

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: 2017 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 2016-2017 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% increase in 2017 labor rates in addition to updating the equipment rates. It takes on an average approximately one hour to perform the inspections, removal of snow and ice, and billing for each lot.

Item	2016 Unit Cost	2017 Unit Cost	2016 Cost Per 90 Ft Lot	2017 Cost Per 90 Ft Lot
Snow Removal	\$0.92	\$1.01	\$82.80	\$90.90
Compacted Snow/Ice Removal	\$1.44	\$1.61	\$129.60	\$144.90

Recommended minimum charge of \$75.00 per lot. 2016 minimum charge was \$60 per lot. The minimum charge has been \$75.00 per lot since 2012.

Staff recommends the above-mentioned 2017 rates be approved.

ATTACHMENTS:

- 2017 Snow Removal Rates Spreadsheet (PDF)

2016-2017 Snow Removal Rates

Labor	Equipment Operator	Office Assistant	City Forester	Total
Hours	0.5	0.25	0.5	
**Rate (hourly wage & benefits)	\$36.71	\$30.59	\$48.72	
Labor Cost	\$18.35	\$7.65	\$24.36	\$50.36

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				\$90.82
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Compute Unit Cost Per 90 Foot Lot for Snow Removal

Unit Cost = Total Cost / 90

\$1.01

2016-2017 Ice Removal Rates

Labor	Equipment Operator	Office Assistant	City Forester	Total
Hours	1	0.25	0.5	
**Rate (hourly wage & benefits)	\$36.71	\$30.59	\$48.72	
Labor Cost	\$36.71	\$7.65	\$24.36	\$68.72

Equipment	Trackless		Pickup Truck	Total
Hours	1		0.5	
Rate	\$67.24		\$14.22	
Equipment Cost	\$67.24		\$7.11	\$74.35

Salt				Total
Quantity	50 pounds			
Cost per Ton	\$57.66			\$1.44
Salt Cost				\$1.44

Total Cost				\$144.51
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Compute Unit Cost Per 90 Foot Lot for Ice Removal

Unit Cost = Total Cost / 90

\$1.61

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

Equipment Operator hourly rate =		\$26.22
Office Assistant hourly rate =		\$21.85
City Forester hourly rate =		\$34.80