



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, October 9, 2017

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	Aldersperson	Present	
Dan Carpenter	Aldersperson	Present	
Jonathon Hansen	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

Others present were Scott Thoresen, Director of Public Works, Eric Rakers, City Engineer, Judith Schmidt-Lehman, City Attorney, Ryan Jennings, Aldersperson, and Pam Denis Recording Secretary.

II. Public Comment

None.

III. Items

1. Approval of Board of Public Works September 11, 2017 Meeting Minutes.

Aldersperson Carpenter moved to approve the Board of Public Works September 11, 2017 meeting minutes, Aldersperson Raasch seconded the motion. Upon vote, the motion passed and the minutes were approved.

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

2. Consider Broadway Pedestrian Crossing Study and Policy Recommendations.*

Eric Rakers, City Engineer, reviewed the scope and requirements of the Broadway Pedestrian Crossing Study and stated that the study has been posted on our website and letters had been sent to the Public Information Meeting attendees advising them of the presentation tonight. He then introduced Ken Voight, of Ayres Associates, to review the study and conclusions. Ken Voight reviewed the study's purposes, general crosswalk considerations, and national and local community research in regard to pedestrian crossings. He stated that speed was a concern and WisDOT did a traffic speed study on Broadway and found the average speed was 30.3 mph and that 80% of the traffic speed was between 26-35mph. He reviewed pedestrian safety measures such as: flashing beacons, HAWK signals (flashing lights generated by pedestrian crossing buttons), traffic signals, median refuge islands, changing striping patterns, raised crosswalks, traffic circles, roundabouts, yield to pedestrian signs, etc.

Ken Voight presented the recommendations that were drawn from the study that could be used to facilitate pedestrian crossing on Broadway, including the following: upgrade all crosswalks with continental ladder markings, install and maintain "Yield to Pedestrian Signs" in the crosswalk or overhead, construct median refuge island at Randall Street,

install double sided pedestrian crosswalk signs and arrows on both sides of Broadway, install radar speed feedback signs, and a gateway entrance feature 700' north of Randall, and investigate a new Broadway Street/Fox River Trail Pedestrian Path connection somewhere between Morris St and Randall Avenue. A diagram was exhibited that showed all the possible pedestrian crossing upgrades. The report also contained a second tier approach for rapid flashing beacons at Randall and additional medians at Ridgeway, Fulton, and Franklin Streets depending on increased pedestrian use. A crosswalk policy was presented to be used throughout the City as part of the Appendix. Questions followed. Mayor Walsh stated that the recommendations had been taken to the budget meeting and the median was removed for two reasons: the cost and staff wasn't sure that the residents would be willing to remove trees for the medians so time was needed for feedback.

Eric Rakers, City Engineer, stated that staff was looking for a recommendation from the Board of Public Works to approve the study and Crosswalk Policy and take it to Council to be able to use in the future. He stated that there would be public information meetings and a tiered approach, giving residents time to comment and the Board of Public Works the ability to approve improvements.

Mayor Walsh moved to accept the Broadway Pedestrian Crossing Study and approve the City of De Pere Crosswalk Policy and forward them to the Common Council, Alderperson Boyd seconded the motion . Upon vote, the motion passed.

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

3. Consider Request for Third Street Parking Restriction (East Side) from Stewart to Marsh Streets.*

Eric Rakers, City Engineer, presented the request from St. Norbert College to restrict Third Street Parking on the east side from Stewart to Marsh Streets. He stated that the request was made to accommodate bus loading and unloading for the new Mulva Family Fitness and Sports Center. If approved, the request would go to the Common Council for approval and would require an ordinance to be updated. He also stated that it would have been better to be informed of the need as part of the site plan process. Questions followed. Mayor Walsh moved to open the meeting at 8:38pm to allow public comment, Alderperson Boyd seconded the motion. Upon vote, the motion passed. Tim Bald, representing St. Norbert College explained the necessity for a safe drop off area, free of vehicles parking and obstructing visibility. He also wished that it had been brought up before. Mayor Walsh moved to return to regular session at 8:40pm, Alderperson Boyd seconded the motion. Upon vote, the motion passed.

Alderperson Boyd moved to approve the request from St. Norbert College to restrict parking on the east side of Third Street between Stewart and March Streets, Alderperson Raasch seconded the motion. Upon vote, the motion passed.

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

4. Clarification of Refuse/Recycle Container Storage Requirements of De Pere Municipal Code 82-3.

Scott Thoresen, Director of Public Works, presented clarification regarding the existing ordinance for container storage of polycarts and dumpsters. Judy Lehman-Schmidt, the City Attorney was present and explained certain aspects of the ordinance as outlined in her memo to the Board. Discussion followed including, but not exclusively: material permissible for screening and enclosure in industrial parks, the requirements for industrial park enclosures, requirements for industrial enclosure pads, extension of deadlines for enclosures, Planning Commission site requirements for new building in industrial parks, Nicolet Square dumpster requirements, existing industrial park requirements. Mayor Walsh allowed Alderperson Jennings to address the Board concerning the letter he had included in the Board packet. He stated that he understood the intent to upgrade the appearance of the business parks, but the concern in the letter was for clarification of material for enclosures and for concrete pads. Director Thoresen stated that concrete pads are not required, that the dumpsters can be put on gravel. He also said that there are no material requirements for the industrial park enclosures, other than they cannot be seen from the property line. Alderperson Boyd moved to go to open session at 9:08pm, Alderperson Raasch seconded the motion. Upon vote, the motion passed. Michael Peterson of Advanced Disposal, stated that he was getting calls from other businesses for clarification on enclosure structures. He said that these companies were concerned about the cost and space if they had to build with block or wood. He stated that the clarifications being discussed would help greatly. Mayor Walsh moved to return to regular session, at 9:10pm, Alderperson Raasch seconded the motion. Upon vote, the motion passed. Further discussion concerned follow up with clarification to those properties needing enclosures, agreement on not changing the ordinance, and also whether the deadline for enclosure should be extended. It was agreed that the deadline in the ordinance should remain, but that those properties needing an extension could contact the City. Director Thoresen stated that he would send out a clarifying letter regarding enclosure requirements, which would also explain that the City may consider grating an extension for individual situations. No action required.

5. Consider Nicolet Square Dumpster Services.*

Scott Thoresen, Director of Public Works, shared proposals from three vendors for the servicing of the Nicolet Square Dumpster. Advanced Disposal was the low bid. Director Thoresen stated that the next step, if approved by the Board, would be to send the assessments for 2018 for recycling fees and dumpster rental to property owners in Nicolet Square. He explained that he hoped to have this implemented and start at the end of November or beginning of December. The remaining garbage carts would be picked up after the last collection. Discussion followed.

Alderperson Raasch moved to approve the contract with Advanced Disposal for the Nicolet Square Dumpster Services, Alderperson Boyd seconded the motion. Upon vote, the motion passed.

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

6. Consider Approval of State Municipal Agreement (SMA) with Wisconsin Department of Transportation (WisDOT) for Ashland Avenue at Parkview Intersection.*

Eric Rakers, City Engineer, reviewed the State Municipal Agreement (SMA) for Ashland Avenue and Parkview. This intersection is to be modified so that the westerly leg of

Parkview would be further south due to right angle crashes at the intersection. He explained that the Department of Transportation (WisDOT) has held meetings to gather input and arrived at this agreement. Eric Rakers explained that there would be minimal cost to the City. **Mayor Walsh moved to approve the SMA for Ashland Avenue and Parkview and forward to Common Council for approval, Alderperson Boyd seconded the motion. Upon vote, the motion passed.**

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

7. Consider 2017-2018 Snow & Ice Removal Rates

Scott Thoresen, Director of Public Works, presented the 2018 Snow and Ice Removal rates. He explained that the minimum charge of \$75 would remain the same as in 2017. Mayor Walsh reminded the Board that the snow removal issues are complaint driven and that residents have 48 hours from the end of the snowfall to clear the sidewalks. Director Thoresen reminded the Board that clear sidewalks need to be maintained, even when the wind blows drifts over them.

Alderperson Raasch moved to approve the 2018 Snow and Ice Removal rates, Alderperson Carpenter seconded the motion. Upon vote, the motion passed.

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

IV. Future Agenda Items

Alderperson Hansen asked if the new policy for crosswalks gets adopted, would there be a City wide review of pedestrian crossing areas. City Engineer Rakers stated that there would not be a review of all crosswalks in the City, that moving forward would be by complaints. Requests for review could be made through the Parking and Traffic committee by contacting him.

V. Adjournment

Mayor Walsh moved to adjourn the Board of Public Works meeting, Alderperson Raasch seconded the motion. Upon vote, the motion passed and the meeting was adjourned at 9:23pm.

Respectfully submitted,
Pam Denis