



Board of Public Works

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

Regular Meeting

Final Minutes

Monday, October 7, 2019

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:

Scott Thoresen, Director of Public Works

Eric Rakers, City Engineer

Betty Sellenheim, Recording Secretary/Administrative Assistant for Public Works

Tina Quigley, Definitely De Pere

2. Approval of Board of Public Works August 12, 2019 Meeting Minutes

Mayor Walsh moved to approve the August 12, 2019 Board of Public Works meeting minutes, seconded by Aldersperson Carpenter.

Upon vote, the motion passed unanimously.

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

II. Public Comment

None

III. Items

1. Consideration and possible action on Nicolet Square Planter Project*

Scott Thoresen, Director of Public Works, outlined the proposal submitted by Definitely De Pere for planters to be installed in the Nicolet Square Parking Lot area. The funds were budgeted for this project as part of the 2019 budget. A drawing of the planters and map of locations was included in the packet. Mr. Thoresen explained that the planters would be planted by the Beautification Committee annually. Mr. Thoresen is working with the City Attorney to draft an agreement to be executed with the artist for the fabrication and installation of the planters.

Aldersperson Raasch moved to approve the fabrication and installation of planters as outlined by Definitely De Pere, contingent upon execution of an agreement with the artist, seconded by Aldersperson Boyd.

Mayor Walsh questioned the reinforced concrete in the schematic/drawing. Mr. Thoresen explained that was the type of sidewalk presently in place and the metal base plate of the

planter stand will be attached to the sidewalk. Alderperson Hansen questioned where the flowers will be hung on the planter stand. Mr. Thoresen deferred to Ms. Quigley of Definitely De Pere.

Mayor Walsh moved to open the meeting to public comment at 7:37 pm, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

Ms. Tina Quigley, Definitely De Pere, introduced herself and explained the intention of the planters is to change seasonally and be decorated all year long. Ms. Quigley anticipates working with the private owners abutting the planters to provide a dramatic lighting effect in the winter months. Alderperson Hansen asked about the planter in the design. Ms. Quigley stated the artist is working with the Botanical Garden on the final design of the planter and liner. Alderperson Hansen asked how the lights would be displayed in the winter. Ms. Quigley explained there hasn't been a final design but was working on ideas to have the lights inside the planter and glowing. Mayor Walsh outlined the cost the of the project at \$15,000 for six planters.

Mayor Walsh moved to return to regular order at 7:40 pm, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Upon Vote the motion passed unanimously.

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

2. Consideration and possible action on a request from Ald. Hansen Requiring Sod Instead of Seed for All Restoration in Street Right of Way or Easements

Alderperson Hansen outlined the concerns of constituents from Horseshoe Court where AT&T did excavation work that resulted in a large portion of their front lawn being removed. When the lawns were originally established, sod was used and after excavation, AT&T used standard grass seed. The owners requested that going forward, if a lawn was originally planted in sod, if the right-of-way or easement is excavated, it should be replaced with sod by the contractor. Alderperson Hansen outlined an email from City Administrator Lawrence Delo regarding sod versus seed in his personal lawn and not being able to tell a difference after the first year. Alderperson Raasch explained his personal experience with sod versus seed and not being able to tell a difference within a short time.

Alderperson Raasch moved to deny the request to require sod instead of seed for restoration in the street right-of-way and/or easements, seconded by Alderperson Carpenter.

Alderperson Boyd questioned the cost difference between seed and sod restoration. Scott Thoresen, Director of Public Works, stated it would add \$50,000-\$100,000 annually to city projects, it would also affect the Water Department for restoration after water main breaks, and ultimately be quite costly if instituted for all restoration. Alderperson Boyd explained his personal experience with sod versus seed and stated that sod was much more labor intensive as well to keep watered. Alderperson Carpenter asked if sod can be

done in-house. Mr. Thoresen stated that seed restoration can be done in-house but sod could not be.

Upon vote the motion passed unanimously.

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

3. Consideration and possible action on Quote for Main Avenue and Eighth Street Signal Upgrades*

Eric Rakers, City Engineer, explained the City has received a grant from the DOT to upgrade the signals at Main Avenue and Eighth Street. The City requested quotes for a consultant to assist with the design of the signal improvements, construction management (including drawing review and reimbursement requests), and construction observation. The low responder was JT Engineering in the amount of \$25,490.

Mayor Walsh asked if left turn signals will be installed with the signal upgrade. Mr. Rakers stated it is a grant to replace what we have. Also, the traffic study conducted stated that without left turn designated lanes, the left turn signal is not effective and ultimately the intersection needs to be reconstructed. Staff is replacing the signals due to age and damage from being struck by trucks. Alderperson Raasch asked if there was a plan for reconstruction of that intersection. Mr. Rakers stated it was scheduled multiple times over with the Main Avenue reconstruction through DOT. Alderperson Raasch asked if the signals will be moved to accommodate truck movements. Mr. Rakers stated that they are hoping to be able to move them but there is only so much that can be done with the intersection staying as-is.

Mayor Walsh moved to accept the quote from JT Engineering for signal upgrades at Main Avenue and Eighth Street in the amount of \$25,490, seconded by Alderperson Raasch.

Upon vote the motion passed unanimously.

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

4. Consideration and possible action on Quote for Inflow and Infiltration Study and Clear Water Mitigation Plan*

Eric Rakers, City Engineer, explained the review of inflow and infiltration into the city sanitary system. The city operates over 100 miles of sanitary system that discharges to the Green Bay Metropolitan Sewerage District and during high rain events, large amounts of clear water are entering the sanitary system. Staff requested proposals to study two basins identified to have high I&I and monitor flow at key areas where city flow discharges to the GBMSD and help establish processes for the city to eliminate I&I. The city has been doing sewer lining, lateral replacements to the back of the curb, and spot replacements but these are not addressing the private side. The budgeted amount of this project was \$60,000. One proposal was received from Ruekert and Mielke in the amount of \$66,225. Staff is recommending accepting the quote from Ruekert and Mielke for

\$60,000 with flow monitoring sites being reduced from 21 to 18 locations. Alderperson Carpenter questioned one of the areas of concern at Suburban Drive. Mr. Rakers stated he was surprised by that area as well and proposed a few meters be placed in that area and perhaps that area can be scaled back for monitoring. Alderperson Hansen questioned where the funding is coming from. Mr. Rakers stated it was included in the Sanitary CIP. Alderperson Boyd asked what the ideal outcome would be of the study. Mr. Rakers stated that as a Board and Council a decision will need to be made on how to handle private I&I remedies and staff is hopeful that the report can assist as well. Mayor Walsh questioned what a realistic goal would be for reduction over time. Mr. Rakers stated that would be something staff would discuss with the consultant.

Mayor Walsh moved to approve quote from Ruekert and Mielke for \$60,000 with the flow monitoring sites reduced to 18 locations, seconded by Raasch.
Upon vote the motion passed unanimously.

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

5. Consideration and possible action on amending Chapter 82 De Pere Municipal Code regarding Solid Waste/Curbside Recyclable Collection*

Scott Thoresen, Director of Public Works, outlined the three ordinance changes being presented. Section 82-12 to be amended with the construction of the Marquette Square dumpster enclosure. Section 82-5 to be amended to prohibit commercial use of the MSC Rubbish Site. Section 82-2 to be amended to include “the city shall not collect from any parcel which receives private garbage and/or recyclable collection services”.

Alderperson Carpenter asked if there were locations that were being collected that are private. Mr. Thoresen stated there is one in the industrial park.

Mayor Walsh moved to approve changes to Chapter 82 De Pere Municipal Code regarding Solid Waste/Curbside Recyclable Collection, seconded by Alderperson Carpenter.

Upon vote the motion passed unanimously.

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

6. Consideration and possible action on 2019-2020 Snow & Ice Removal Rates

Scott Thoresen, Director of Public Works, explained that annually the Board of Public Works approves the snow removal rates for the upcoming winter season. Prices are for snow removal and compacted snow/ice removal. Costs are charged by the city for removal after staff is notified that a sidewalk has not been cleared within the allotted time. Snow removal rates per linear foot will remain the same from the 2018-2019 winter season. Compacted snow/ice removal rates per linear foot will increase \$0.02 based on salt costs. In 2016, a minimum charge was established of \$75 and there will be no changes for 2019-2020 season. Alderperson Raasch asked approximately how many times staff had to remove snow or snow/ice from sidewalks. Mr. Thoresen stated that

about 60-80 locations are charged annually and approximately 10% of those are for compacted snow/ice.

Aldersperson Raasch moved to approve 2019-2020 Snow & Ice Removal Rates, seconded by Aldersperson Carpenter.
Upon vote, the motion passed unanimously.

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

7. Consideration and possible action on a request from Ald. Hansen to Install Flags in Street Right of Way

Aldersperson Hansen stated there are three traffic medians on Webster Avenue between LeBrun and Ridgeway and one just south of Ridgeway. Each median has a flag pole and in the past the Beautification Committee would install flags. Aldersperson Hansen reached out to staff to install the new city flag to coincide with the rebranding efforts. Flags were available but were too large for the size of the poles and would disproportionate. Aldersperson Hansen offered to donate flags for the medians and requested the following flags for approval: one city flag, one Wisconsin state flag, and one American flag. Aldersperson Raasch stated his approval of the three flags (city, state, US) but mentioned his concerns regarding lighting of the American Flag. Aldersperson Raasch questioned the use of solar to light the flag at night. Mayor Walsh stated it is not reliable enough. Mayor Walsh questioned needing the approval of the Beautification Committee and what was currently planted in the medians. Scott Thoresen, Director of Public Works, stated one median is no-mow grass and the Committee has been discussing different options for these medians including the purchase of one of the art fixtures on display downtown. Aldersperson Carpenter asked if the flags in question would be appropriate for the poles. Aldersperson Hansen stated they would be and he had reached out to staff to get the appropriate size flag for the poles. Mr. Thoresen stated concerns about getting power to the medians and the cost associated (initial and ongoing). Eric Rakers, City Engineer, also stated that any changes to the medians should be approved through Brown County since it is a county highway. Mayor Walsh stated concerns about flag height as well and mentioned doing only city and state flags. Aldersperson Boyd commended Aldersperson Hansen on his wish to donate the flags but asked if there was any city funding for them to be purchased. Mayor Walsh stated he was unsure of potential available quantities of flags or funding.

Mayor Walsh moved to approve request from Aldersperson Hansen to donate and install two city flags and one state flag in Street Right of Way on Webster Avenue, seconded by Aldersperson Hansen.
Upon vote, the motion passed unanimously.

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

8. Consideration and possible action on City Engineer Parking and Traffic Recommendations*

Eric Rakers, City Engineer, stated he would go through each item individually and answer questions on each one as they are discussed. Item one was for “vehicle with trailer parking only” signage at boat launches which does not exist in the city ordinances. Item two was to add No stopping/standing/parking restrictions on the west side of Ryan Road and allow parking on the east side with the reconstruction. Alderperson Hansen questioned the difference between “no stopping/standing/parking” and “no parking”. Mr. Rakers stated the main difference is that with “no parking” you can stop but cannot exit the vehicle. Item three was to restrict parking on Enterprise Drive near Durr-MEGTEC northerly entrance to allow for oversized vehicles/loads leaving and/or entering. Alderperson Carpenter asked if parking has been an issue at this location. Mr. Rakers stated it has not been an issue but it was a compromise with Durr-MEGTEC due to road narrowing with the street reconstruction. Item four was to restrict parking on Drift Inn Drive. Item five was to restrict parking near the driveway for 1733 Suburban Drive, to allow truck access. Item six was to install mid-block crossings with bump-outs and Rapid Rectangular Flashing Beacons (RRFB) on Grant Street, Ninth Street, and Superior Street for school modifications at school expense. Item seven was to install stop signs on Drift Inn Drive due to Parkview realignment. Item eight was to convert Superior Street to one-way (southbound only). Scott Thoresen, Director of Public Works, stated that as part of the street closure, Superior is currently one-way in the section. Item nine was to request a “park” or “drive slow” sign on Samantha Drive at Samantha Park. Alderperson Hansen asked what the park warning sign looked like. Mr. Rakers stated it is yellow with a teeter-totter. Item ten was to install pavement markings on the west side of Michigan Street between Merrill Street and the first driveway south (currently signed as no stopping/standing/parking).

**Mayor Walsh moved to approve all Parking and Traffic recommendations as listed except item nine, seconded by Alderperson Carpenter.
Upon vote, the motion passed unanimously.**

**Mayor Walsh moved to not install the “drive slow” sign on Samantha Drive by Samantha Park, but denied installing a “park” warning sign, resulting in no signage to be installed, seconded by Alderperson Carpenter.
Upon vote the motion passed 4-1 with Hansen voting no.**

9. Discuss City Engineer Recommendations for No-Action Parking and Traffic Discussion Items

Eric Rakers, City Engineer, discussed the Parking and Traffic Team discussion-only items. Item one was to review the use of “no parking this side of street” versus “no parking”. Item two was a request to restrict parking on one side of Huron Street from George Street to Ridgeway Boulevard. Alderperson Hansen stated this came from a resident in his district with concerns about passing if cars were parking parallel to each other on this section of street. Mr. Rakers stated there was space for another car to pass based on the spacing of driveways in that area. Item three was a downtown parking discussion of underutilization of certain sections/stalls downtown. Item four was a review of pedestrian crossing at Chicago Street and Crestview Lane. Alderperson Hansen stated the concerns surrounding this request were for younger kids not feeling safe to cross even with a median. Mr. Rakers stated that staff has been conducting pedestrian safety campaigns multiple times and many motorists are becoming more aware and pedestrians should make their intentions to cross known. Alderperson Carpenter and Mr. Rakers explained that a motorist should remain stopped for the entire interval of crossing from

curb to curb. Item five was to evaluate the number of speed limit signs placed at a location when there is a speed limit change. Item six was a request for a three-way stop at Fox River Drive and Cook Street. In the future, Parking and Traffic Team will be evaluating parking modifications on Superior Street due to the new Notre Dame School, parking restrictions on the east side of Tenth Street (just north of Main Avenue), and amendments to the crosswalk policy considering changes by schools.

Discussion item only.
No action necessary.

IV. Future Agenda Items

None

V. Adjournment

Mayor Walsh moved to adjourn the meeting at 8:51 PM, seconded by Alderperson Raasch.

Upon vote, the motion passed unanimously.

***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 7, 2019 so that arrangements can be made.

Agenda Sent To:

Mayor

Alderpersons

Department Heads

De Pere Chamber of Commerce

TV, Newspapers & Radio Stations

Kress Family Library

JT Engineering, Inc.

Ruekert and Mielke, Inc.

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.

Respectfully submitted,
Betty Sellenheim