



# Board of Public Works

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

## Regular Meeting

### Final Minutes

Monday, March 11, 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	Alderman	Present	
Dan Carpenter	Alderman	Present	
Jonathon Hansen	Alderman	Present	
Dean Raasch	Alderman	Present	
Michael J. Walsh	Mayor	Present	

Others present Scott Thoresen, Director of Public Works, Eric Rakers, City Engineer.

#### 2. Approval of BOPW February 11, 2019 Meeting Minutes

**Alderman Carpenter moved to approve the February 11, 2019 Board of Public Works meeting minutes, seconded by Mayor Walsh.**

Discussion followed.

Alderman Hansen requested a correction in item #6, stating that the comments from Alderman Raasch should reflect the city should “not” plant additional trees if the pruning of existing trees are years behind.

Mayor Walsh requested a correction in the spelling of his last name.

**Upon vote, the motion passed unanimously with the stated corrections.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Dan Carpenter, Alderman
<b>SECONDER:</b>	Michael J. Walsh, Mayor
<b>AYES:</b>	Boyd, Carpenter, Hansen, Raasch, Walsh

#### II. Public Comment

**Alderman Carpenter moved to open the meeting to public comment at 7:36 pm, seconded by Alderman Raasch. Upon vote, the motion passed unanimously.**

Tim Bossard questioned replanting trees that are taken out due to disease.

**Mayor Walsh moved to return to regular order at 7:38 pm, seconded by Alderman Raasch. Upon vote, the motion passed unanimously.**

#### III. Items

##### 1. Consider Preliminary Resolution for Special Assessment for Storm Sewer Main and/or Laterals

Eric Rakers, City Engineer, explained the purpose of this item is to approve the preliminary resolution for special assessments for storm sewer main and/or storm lateral construction associated with street resurfacing and reconstruction in 2019. Eric reviewed the project scheduled for 2019 and stated that the charges for the assessments were previously approved. Residents have three different payback options available. The assessment can be paid in full within 30 days with no interest; they could wait up to 25 years to pay in full, or pay in full if the property is sold within the 25 year period, with interest accruing up to 10 years; or pay in full at the time of connection to the storm water

lateral. Connection to the storm lateral would only be required if the sump pump is creating drainage issues. Staff recommends approving the preliminary resolution to schedule a public hearing at the next Board of Public Works meeting in April and establish a 5 year payback period.

**Mayor Walsh moved to open the meeting to public comment at 7:45 pm, seconded by Alderperson Boyd. Upon vote, the motion passed unanimously.**

Steve Watermolen questioned the scope of the project.

Eric Rakers, City Engineer, explained that the water main and services are being redone in this area, along with new storm main and laterals being installed. For cost effectiveness, this is typically done the same time when the streets are resurfaced or reconstructed. The storm main and laterals are what the property owners are assessed for, which gets the lateral to the property line. The cost for the street resurfacing is paid for through taxes. Additional costs would be incurred for a resident to get their sump pump connected to the lateral. Eric also explained the repayment options.

Shane Smith questioned why his property was chosen and why he is required to have the lateral installed.

Eric Rakers, City Engineer, explained that the area was chosen because the whole area is relatively flat and there have been past issues and complaints regarding sidewalk icing. The long term goal is for every home in the city to have a storm lateral. New homes are required to have them installed and are paid for by the developer of the property.

Mayor Walsh explained that the decision for properties being required to have storm laterals was approved by the Board of Public Works and Common Council, with an ordinance being passed.

Raymond Colazo questioned what needs to be done if his home is already connected to sewer.

Eric Rakers, City Engineer, explained that some homes in the area have private storm sewer in their backyard with their sump pump hooked into. This is not considered a city connection, because there is no mechanism to have the sewer replaced if it were to fail. The sewer can be televised to see if a property is connected to the city sewer. If it is, there would be a zero assessment and schedule D could be revised when it is brought back for the public hearing.

Tim Bossard questioned how you would know if you are already connected to the city sewer.

Eric Rakers, City Engineer, commented that they met with many residents after the public information meeting. The Engineering Department can televise a property to see if it is connected to the city sewer.

Gary Giese commented on the interest charge on the 5 year payback option.

Mayor Walsh explained the interest rate on the 5 year payback options is 1% above the interest rate the city pays.

Rene Glinski questioned what taxes are used for and why residents only receive a 6 month warning of the assessment.

Eric Rakers, City Engineer, stated that the street reconstruction is paid for, the water utility covers the cost of the water main replacement, the storm water utility will pay for 80% of the storm sewer main and the property owner is responsible for 20% of the storm sewer main and 100% of lateral. The storm water utility also pays for street sweeping, leaf pickup, and storm water maintenance. All new homes are required to pay for a storm lateral; the utility doesn't pick up this cost. Information is sent out to property owners as soon as the projects are approved, with letter going out in January for the informational meeting for this project.

Mayor Walsh commented that before the new ordinance was established, the property owner had to pay 100% of the storm sewer main and lateral cost.

Scott Thoresen, Director of Public Works, commented that the city has a street rating program, and every other year streets are rated to determine when paving is needed. Typical streets last between 15-20 years and because of the year of the street and drainage concerns, this area needed to be addressed.

**Mayor Walsh moved to return to regular order at 8:10 pm, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.**

Discussion followed.

Alderperson Carpenter commented that due to the water main being updated and the street repaired, it is more cost effective for the city to install storm water laterals at the same time.

Alderperson Raasch commented on the multiple payback options available for payment. Alderperson Hansen commented on the interest rate.

**Alderperson Raasch moved to approve the preliminary resolution and schedule a public hearing at the Board of Public Works meeting on April 8, 2019 and establish a 5-year payback period, seconded by Alderperson Boyd.**

Discussion followed.

Alderperson Raasch confirmed that if residents question if they are already connected to the city sewer, the Engineering Department can verify this and adjust Schedule D if necessary.

Alderperson Hansen questioned the possibility of adjusting the payback period.

**Upon vote, the motion passed unanimously.**

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

2. Consider Main Avenue Bump Out\*

Scott Thoresen, Director of Public Works, explained that in the 2019 budget, funding was approved for a mid-block crossing on Main Avenue between 3<sup>rd</sup> and 4<sup>th</sup> Street so pedestrians can cross more safely. Staff met with stakeholders and the biggest concern for the project was the loss of parking stalls. The options were referred to Definitely De Pere to review with the stakeholders, and option #3 was the preferred choice. With the new entrance to the public walkway that is going to be enhanced with artwork this year, staff would also recommend approving option #3.

Discussion followed.

Alderperson Hansen questioned the tree removal with the project.

Alderperson Raasch questioned why the north side of the street did not mirror the south side with outside seating available on the terrace.

Scott Thoresen, Director of Public Works stated that the stakeholders were concerned with loss of parking, but there is the opportunity for the bump outs to mirror each other.

**Alderperson Boyd moved to open the meeting to public comment at 8:30 pm, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.**

Kevin Bauer commented on his concerns with the bump outs and the notification process, along with the possibility of motorcycle parking.

Discussion followed.

Alderperson Carpenter questioned the availability of adding motorcycle parking.

Mayor Walsh stated with the difficulty crossing Main Avenue, the bump outs are needed for pedestrian crossing.

**Mayor Walsh moved to return to regular order at 8:40 pm, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.**

Discussion followed.

Alderperson Boyd questioned the notification process for the project.

Mayor Walsh feels an opportunity will be missed if something is not done. People enjoy sitting outside in the summer.

Scott Thoresen, Director of Public Works, commented that the common concern in all the meetings from the stakeholders is parking.

Alderperson Raasch suggested an option #4, which would be to mirror the north side of the road with the south side.

**Alderperson Raasch moved to consider option #3 for the bump outs on Main Avenue and for staff to create an option #4, with the north side of Main Avenue mirroring the South side, the same as option #3, seconded by Alderperson Hansen.**

**Alderperson Carpenter moved to open the meeting to public comment at 8:50 pm, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.**

Kevin Bauer commented that he would be interested in option #4 if his business would have the opportunity to use it.

Discussion followed.

Mayor Walsh explained that the improvements are not being done just for existing businesses. The city has to look at the long term investment.

**Alderperson Raasch moved to return to regular order at 8:55 pm, seconded by Alderperson Boyd. Upon vote, the motion passed unanimously.**

Discussion followed.

Alderperson Raasch commented that there are other opportunities for the city to utilize the bump out area on the north side of the street to make it an inviting area.

Alderperson Boyd commented that he likes the mirroring option and the city needs to look at future businesses as well as the existing ones.

**Upon vote, the above motion passed unanimously.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Dean Raasch, Alderperson
<b>SECONDER:</b>	Jonathon Hansen, Alderperson
<b>AYES:</b>	Boyd, Carpenter, Hansen, Raasch, Walsh

3. Consider Award of Contract 19-01 Sewer and Water Relay and Street Resurfacing\*

**Alderperson Hansen moved to award contract 19-01 Sewer and Water Relay and Street Resurfacing to Jossart Brothers, Inc. for \$2,247,515.85, seconded by Alderperson Boyd. Upon vote, the motion passed unanimously.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jonathon Hansen, Alderperson
<b>SECONDER:</b>	James Boyd, Alderperson
<b>AYES:</b>	Boyd, Carpenter, Hansen, Raasch, Walsh

4. Consider Award of Contract 19-13 Crackfilling\*

**Alderperson Raasch moved to award contract 19-13 Crackfilling to Asphalt Seal and Repair, Inc. for \$115,200.00, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.**

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

5. Consider Quote for 2019 Consulting Services\*

**Mayor Walsh moved to approve the quote for 2019 Consulting Services from Cedar Corporation, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.**

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

6. Consider Engineering Technical Services Regarding Installation of AT&T's Wireless Antennae Facilities on Matthew Water Tower\*

**Alderperson Raasch moved to approve the engineering services agreement with Dixon Engineering for AT&T's wireless upgrade on the Matthew Street water tower, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.**

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

7. Consider Approval for the State Municipal Agreement with WisDOT for the Main Avenue & Eighth Street Signal Retrofit\*

**Alderperson Hansen moved to approve the State Municipal Agreement with WisDOT for the Main Avenue and Eighth Street signal retrofit, seconded by Alderperson Boyd.**

Discussion followed.

Alderperson Hansen questioned the Main Avenue reconstruction and if the signals would be impacted with the reconstruction, and if the signals would be customized for the intersection.

Eric Rakers, City Engineer, stated nothing can be guaranteed. The signals are in really bad shape and with the DOT grant, it would push the replacement into 2020. The traffic study would still be done this year to see what changes could be implemented.

Scott Thoresen, Director of Public Works, explained the financing for the project.

**Upon vote, the above motion passed unanimously.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jonathon Hansen, Alderperson
<b>SECONDER:</b>	James Boyd, Alderperson
<b>AYES:</b>	Boyd, Carpenter, Hansen, Raasch, Walsh

8. Consider Draft 2018 Annual Report for the Wisconsin Department of Natural Resources MS4 General Permit\*

**Mayor Walsh moved to approve the draft 2018 Annual Report for the Wisconsin Department of Natural Resources MS4 General Permit, seconded by Alderperson Raasch.**

Discussion followed.

Eric Rakers, City Engineer, gave an overview of the annual report for the permit. The permit is renewed every 5 years by the Wisconsin Department of Natural Resources. The city is required to submit an annual report highlighting activities completed the previous year. Activities included educational materials, construction of a new storm water pond with the Lawrence Drive and Main Avenue reconstruction, televising, yearly leaf collection, brush pick-up and street sweeping.

Alderperson Hansen questioned the impact the new Optimist Park pond had.

Eric Rakers, City Engineer, explained that there are three different drainage basins within the city. The lower Fox basin is the area that the city is deficient. The Optimist Park pond is in the lower Fox basin and has provided a great improvement for the city permit requirements.

**Upon vote, the motion passed unanimously.**

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

IV. Future Agenda Items

None

V. Adjournment

**Mayor Walsh moved to adjourn the meeting at 9:10 pm, seconded by Alderperson Raasch.**

**Upon vote, the motion passed unanimously.**

Respectfully submitted,  
Grace Lahtela