



# Board of Public Works

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

## Regular Meeting

### Final Minutes

Monday, April 8, 2019

7:30 PM

De Pere City Hall Council Chambers

#### I. Call to Order

The meeting was called to order at 7:33 PM by Mayor Michael J. Walsh

Attendee Name	Title	Status	Arrived
James Boyd	Aldersperson	Late	7:34 PM
Dan Carpenter	Aldersperson	Present	
Jonathon Hansen	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

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

**Aldersperson Carpenter moved to approve the March 11, 2019 Board of Public Works meeting minutes, seconded by Aldersperson Raasch.**

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

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Dan Carpenter, Aldersperson
<b>SECONDER:</b>	Dean Raasch, Aldersperson
<b>AYES:</b>	Dan Carpenter, Jonathon Hansen, Dean Raasch, Michael J. Walsh
<b>ABSENT:</b>	James Boyd

#### 3. Public Hearing to Levy Special Assessments

##### i. Notice of Public Hearing

**The notice of public hearing was published on March 15 in the Green Bay Press Gazette.**

##### ii. Recommendation from the Board of Public Works

**The Board of Public Works recommended the approval of the preliminary resolution at the March 11 meeting and scheduled the public hearing and final resolution.**

##### iii. Final Resolution Authorizing Levying Special Assessments

##### 1. Consider Resolution #19-01, Final Resolution Authorizing Levying Special Assessments for Storm Sewer Main and/or Laterals\*

Eric Rakers, City Engineer, explained the purpose of this item is the public hearing for the final resolution authorizing levying of special assessments for storm sewer main and/or laterals coinciding with 2019 construction projects. Assessments were calculated per Code 13-7 for residential and non-residential properties. Staff recommends approval of the final resolution.

**Mayor Walsh opened the public hearing at 7:36 pm.**

Mayor Walsh called Douglas Boettcher from Robin Street to speak. Mr. Boettcher asked the anticipated start date of the project and requested input for lateral location on his property.

**Mayor Walsh closed the public hearing at 7:38 pm.**

**Aldersperson Raasch moved to approve the final resolution, seconded by Aldersperson Carpenter.**

Eric Rakers, City Engineer, answered that the resident will have input on the location of the lateral on their property. The pre-construction meeting has not taken place to discuss the contractor's schedule and set up a start date but stated that the project will take a good portion of the summer to complete. Mr. Rakers further explained that with this type of project residents should have a hard surface to drive on and have access to their homes. Residents will be notified if driveways will be blocked for extended periods of time. Scott Thoresen, Director of Public Works, asked if notices would be provided by the contractor before starting work. Mr. Rakers stated that the contractor would deliver notices to residents before starting the work. Mayor Walsh asked how many calendar days were allowed in the contract once work starts. Mr. Rakers stated he did not have the exact number in front of him but it would be several months.

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

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

**II. Public Comment**

Douglas Boettcher from Robin Street stated his concerns with the roundabout on Broadway on the east side of the bridge and left hand turn at Lewis Street. Mr. Boettcher questioned if it was possible to not allow left hand turns onto Lewis Street. Scott Thoresen, Director of Public Works, stated that this is not the first time that the concern has been mentioned and traffic studies will be conducted with the proposed Mulva Center. Mr. Boettcher questioned the option of right turn only out of Lewis Street. Mayor Walsh stated that would make it difficult for the Fire Department movement. Mr. Boettcher stated that it would not include the Fire Department but that it is a scary intersection. Mayor Walsh stated that he was unaware of any accidents occurring at this intersection.

**III. Items**

1. Consider Preliminary Resolution for Special Assessment for Sanitary Sewer System, Parkview Road from Ashwaubenon Creek to Ashland Avenue\*

Eric Rakers, City Engineer, explained that the Wisconsin DOT is realigning Parkview Road around the Drift Inn. There is one property in this area that does not have sanitary sewer but rather have a private septic system. When the City does reconstruction and there are private systems, the goal is to get them eliminated and connected to the City sanitary sewer system. The plan is to extend sanitary sewer up to this property prior to the DOT project. Due to it being a new utility, the property would be specially assessed for the connection cost. Staff recommends a 10 year payback plan due to the assessment being a bit higher than those seen in the past. The preliminary resolution would be forwarded to Common Council and Common Council would hold the public hearing and final resolution. Aldersperson Raasch asked what the cost was going to be to run the sanitary sewer for this one property. Mr. Rakers stated the estimated cost is \$37,000.

Alderson Raasch asked if this property would be anticipated to be commercial at some point in the future. Mr. Rakers stated that he thinks it will stay single family as it is a small lot. Alderson Raasch questioned if it was critical to get the property hooked up for this high of cost. Mr. Rakers stated that it is part of the City's Code that when sewer and water are available they are provided to the parcels. Mr. Rakers also stated that he does not know the last time the tank was inspected and it is right next to Ashwaubenon Creek. Alderson Carpenter asked why the parcel has water but not sewer hooked up. Mr. Rakers stated it is sort of a rural road out there with no curb or gutter and because it was not reconstructed, sewer wasn't extended to the property. The water service comes in off of Ashland Avenue. Alderson Raasch asked what would have to happen with the tank once they were hooked up to the sanitary sewer. Mr. Rakers stated that the residents would have to abandon the tank which would include either pulling the tank out of the ground completely or capping the pipes and filling the tank so it cannot be used or collapse.

**Mayor Walsh moved to approve the preliminary resolution per staff's recommendations, seconded by Alderson Hansen.**

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

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

2. Approval of City Engineer Parking and Traffic Recommendations.\*

Eric Rakers, City Engineer, outlined the two locations that were considered by the Parking and Traffic Team. Both locations were requested by residents. The first request was for stop or yield signs on Cook Street at Robin Street in both directions. Staff was comfortable recommending yield signs at these locations. The second request was for yield sign on Seventh Street at Reid Street. Staff was comfortable recommending a yield sign on Seventh Street for south bound traffic at Reid Street. Alderson Carpenter mentioned concerns with the policy and adding signs to every requested intersection. Mayor Walsh echoed Alderson Carpenters concerns. Mr. Rakers stated that the policy was brought forward to this body a couple years ago and included providing control to uncontrolled intersections since most intersections in De Pere are controlled in some way (stop, yield, signals, etc.). In general, if a request is made and it fits the policy, it will probably get signage. Staff tends to favor the installation of yield signs at uncontrolled residential, local streets. Adding too many stop signs could cause stop signs to be treated more like yield signs and drivers may not fully stop because they feel that they know there will not be any oncoming traffic.

**Alderson Hansen moved to approve both recommendations, seconded by Alderson Boyd.**

**Alderson Raasch amended the motion to approve recommendation #1 but not recommendation #2, seconded by Alderson Carpenter. Upon vote, the amendment passed 3 to 2 with Hansen and Boyd voting nay.**

**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

3. Discuss City Engineer Recommendations on No-Action Parking and Traffic Discussion Items.

Eric Rakers, City Engineer, outlined the requests received. The first request was to revisit changes to the 3 hour versus 2 hour parking around Nicolet Square. The second request was to add parking along Pershing Road. The third request was to increase the distance from Ninth Street on Lois Street that parking is allowed. The fourth request was to restrict parking on Ninth Street from Grant Street to Main Avenue. The fifth request was for angle parking on Cook Street at Optimist Park. The sixth request was to move the crossing guard from Westwood to Ninth. For the parking on Lois Street, Alderperson Carpenter suggested striping the center of the roadway on Lois at Ninth to designate to drivers and visually allow easier turning. Mr. Rakers stated that could be considered. The pavement markings will not be visible in the winter. In regards to moving the crossing guard at Ninth, Alderperson Hansen questioned if proximity to schools and parks, rather than just average daily traffic would be included with the crosswalk policy review. Mr. Rakers stated that will be part of the review along with crossing guard placement. Alderperson Raasch provided personal testimony regarding the pedestrians and parking along Westwood by the school. Mr. Rakers discussed the counts that have been performed, the curb ramp installation, and the school expansion plans. Finally, the long term parking at the Nicolet Lot was discussed. Alderperson Raasch suggested QR codes/digital parking for Nicolet Square long-term permit options. Scott Thoresen, Director of Public Works, discussed having up-to-date parking meters installed. Mr. Rakers stated the item came forward because upon review it was noted that there was no process in place for tracking the permits once issued. Mr. Thoresen stated it could be as simple as an annual permit that needs to be renewed for a fee.

4. Consider Heavy Truck Route Revisions Exempting City Vehicles\*

Scott Thoresen, Director of Public Works, stated this item was coming forward through the Enforcement Officer. One of the things being enforced is trucks driving off heavy truck routes. One of the complaints being heard by the officer is why the city can use non-designated routes but other trucks cannot. After discussions with the City Administrator and City Attorney, it was deemed best to exempt all city vehicle operations similar to how the City of Green Bay currently does it. Staff recommends revising the City Ordinance as outlined in the packet. Mayor Walsh stated he was fine with this ordinance change but shouldn't be necessary as it is just the city doing the business they need to. Alderperson Raasch echoed Mayor Walsh's thoughts. Alderperson Carpenter stated concerns about the truck routes not being clearly marked. Mr. Thoresen stated that staff is in the process of prepping approximately 75 signs for installation to mark truck routes. Alderperson Boyd questioned the wording to include "City". Mr. Thoresen stated that City of De Pere falls under the listing of "political subdivision thereof".

**Mayor Walsh moved to approve the ordinance change, seconded by Alderperson Hansen.**

Alderperson Raasch questioned if this covered vehicles from other municipalities. Mr. Thoresen stated only if they were doing work for the City of De Pere. Alderperson Raasch questioned how construction vehicles are applied within this ordinance. Mr.

Thoresen stated they are not owned by the government entity and can receive fines for not using proper routes. Engineering provides haul route maps for each project to the contractor and the police department making each aware of where trucks may be for current construction projects.

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

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

5. Discuss Tree Replacement Policy for Street Construction Projects

Scott Thoresen, Director of Public Works, discussed the handouts provided at the meeting regarding the installation of trees during street construction projects.

Replacements would need to be requested by the owner and meet requirements for the existing tree policy. The Board of Public Works recommendation will go to the Board of Park Commissioners to modify their policy. Two options were presented; one with the funding source defined and the other without. Mr. Thoresen stated that the City Attorney favors not including the funding source.

**Mayor Walsh moved to adopt the language for change to the Arboricultural Specifications Manual, seconded by Alderperson Hansen.**

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

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

6. Consider WPS Proposal to Bury Ryan Road Electric.\*

Eric Rakers, City Engineer, stated that the Ryan Road Reconstruction Project had recently been bid and staff has been working with the utilities to get the facilities relocated. WPS has some larger utility poles within the project area that need to be relocated at WPS's cost. WPS counter offered to bury the utilities and split the cost 50/50 with the City. Generally, if the utilities would be buried, the city would pay 100% of the associated cost. WPS estimated the cost of burying at \$80,000. Funding would be from capital funds not used in 2018 or included in the bonding for capital projects in 2019. Staff recommends burying the lines and splitting the cost with WPS. Alderperson Carpenter questioned how much it would cost WPS to move the poles. Mr. Rakers stated they estimated the cost to be \$60,000.

**Alderperson Raasch moved to bury the WPS electric utilities along Ryan Road, seconded by Alderperson Boyd.**

**Upon vote, the motion passed 4 to 1 with Alderperson Carpenter voting nay.**

<b>RESULT:</b>	<b>ADOPTED [4 TO 1]</b>
<b>MOVER:</b>	Dean Raasch, Alderperson
<b>SECONDER:</b>	James Boyd, Alderperson
<b>AYES:</b>	James Boyd, Jonathon Hansen, Dean Raasch, Michael J. Walsh
<b>NAYS:</b>	Dan Carpenter

7. Consider Matthew Tower Cleaning & Coating Repair Contract\*

**Mayor Walsh moved to award contract for Matthew Tower Cleaning & Coating Repair to Water Tower Clean and Coat, Inc. for \$8,500, 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

8. Consider Reservoir Inspection Contract\*

**Alderperson Boyd moved to award contract for Reservoir Inspection to Water Tower Clean and Coat, Inc. for \$1,800, seconded by Alderperson Raasch.**

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

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

9. Consider Tower Inspection Contract\*

**Alderperson Carpenter moved to award contract for Tower Inspection to Water Tower Clean and Coat, Inc. for \$4,400, seconded by Alderperson Raasch.**

Mayor Walsh commended staff on the favorable pricing and working with the local communities to save money across the board.

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

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

10. Consider Leak Detection Survey\*

**Mayor Walsh moved to award contract for Leak Detection Survey to Utility Service Associates for \$14,850, seconded by Alderperson Raasch.**

**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

11. Consider Quote for 2019 Traffic Signal Study.\*

**Alderperson Hansen moved to award 2019 Traffic Signal Study to JT Engineering, Inc. for \$19,955, seconded by Alderperson Boyd.**

Alderperson Carpenter asked if staff thought it would be beneficial to include the optional Saturday count. Eric Rakers, City Engineer, stated he did not believe it needed to be done.

**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

12. Consider Award of Contract 19-18 Prosper Street and Enterprise Drive Reconstruction and Utility Relay\*

**Alderperson Carpenter moved to award contract 19-18 Prosper Street and Enterprise Drive Reconstruction and Utility Relay Option #1 to Vinton Construction in the amount of \$1,399,517.27, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.**

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

#### IV. Future Agenda Items

Alderperson Hansen requested staff look into resident concerns regarding crossing South Broadway at Bomier Street.

#### V. Adjournment

**Mayor Walsh moved to adjourn the meeting at 8:29 pm, seconded by Alderperson Hansen. 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 April 8, 2019 so that arrangements can be made.

Agenda Sent To:	Shelly L Hendricks
Mayor	Anita L Larson
Alderspersons	Scott M & Ashley Lyman
Department Heads	J Michael & Christina Fitzgerald
TV, Newspapers & Radio Stations	Timothy J & Kasey L Berceau
Kress Family Library	Amanda Fruzen
De Pere Chamber of Commerce	Donald J & Mary Jane Van Remortel
Water Tower Cleaning & Coating, Inc.	Randy P Maurer
Utility Service Associates	Mary J Krautkramer
JT Engineering	Randy L & Susan I Pallex
Vinton Construction	Joseph P Turner
Brian L & Jennifer L Compton	James E McGarity
Ephraim D & Jane A Liefke	Judith L Torphy
Jules L & Beverly C Vangheem	Brian T & Megan M Reimer
Judith A Christensen	Alvin J & Sandra A Schroeder
Patrick S & Amy S Knuth	Jeffrey J & Nicolette M Buboltz
Richard O & Amy J Cassidy	Steven M Watermolen
Keith D Dahlke	Turner Real Estate LLC
Shane L Smith	James V Fanlon
Brenda L Eisenmann	De Pere Housing Authority

Raymond Colazo  
Robert L Ross  
John H & Cholthicha C Linzmeyer  
Lisa Pfluger  
Karen Hoff  
Darryll L & Sharon L Hillmann  
Andrew J Baumann  
Patrick M & Siena H Thornton  
Douglas H & Phyllis I Boettcher  
William H & Jennifer M Puerzer Jr.

Karvin M Leffel  
Matthew W Gonwa  
Michael Coppens  
Chad J & Rachael A Nichols  
Lynda A Heuvelmans  
Suzanne M Gerrits  
Martha E Contreras

Michelle L Pagel  
Chevalier Joint Revocable Trust  
Scott E & Rene A Glinski  
Matthew & Amanda Shaver  
Brian J Stoller  
Roy F & Theresa A Fruzen  
James E & Barbara J Brooks  
Kenneth J & Janet M Brosig  
Matthew J Daanen  
Robert J & Barbara E Peeters Jr.  
Thomas H Bonfigt  
Ronald J Secor

Erin Heitpas  
Paul LaLuzerne  
Scott A & Laura L Vanryzin  
Union Hotel Corp

Bradley J Bishop & Kerri S La Plant  
Paul W Wolf  
Bertha J Peterson  
Brent S Meyer  
Thomas P Lohff & Celest J Nasgovitz  
John M Guthu & Cathy A Arndt  
Joseph J Degreef  
Steven M & Diane M McDonough  
Jason J & Amy J Reiss  
Riedi James G & Linda M Revocable  
Trust  
Elizabeth Hermsen  
Gary G & Rosemary Hendricks  
Shari Ane VanStraten  
Kyle E Kudick  
Kenneth G Gajeski  
Steven K & Kathleen M Feldhausen  
Catherine J Dunn Guyette & Joseph P  
Guyette  
Gary E & Kim M Giese  
Raymond J & Kathleen A Kiley  
Crystal Pranke  
Anthony C Kozlovsky  
Thomas S & Michelle M Bohm  
Holly A Ross Bairl  
Patricia M Johnson  
Tim & Laurel Bossard  
Wayne R & Debbie A Trinkner  
Michael T Anderson  
Kevin M & Cynthia S Clarksen  
Robert R Rupp Kilgore & Dayna J Rupp  
Kilgore  
Michael Aschenbrenner  
Ric A & Mary Jo Trout  
St Norbert College Inc  
VHC, 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