



# Board of Public Works

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

## Regular Meeting

### Final Minutes

Monday, November 11, 2013

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
Michael J. Walsh	Mayor	Present	
James Boyd	Alderman	Present	
Jim Kneiszel	Alderman	Present	
Kevin Bauer	Alderman	Present	
Bob Heuvelmans	Alderman	Present	

Others present were City Engineer Eric Rakers, Street Superintendent Al Luberd, City Administrator Larry Delo and Pam Denis, Recording Secretary.

#### II. Public Comment

None.

#### III. Action Items

##### 1. Approval of Board of Public Works October 7, 2013 Minutes

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jim Kneiszel, Alderman
<b>SECONDER:</b>	Bob Heuvelmans, Alderman
<b>AYES:</b>	Walsh, Boyd, Kneiszel, Bauer, Heuvelmans

2. Consider Revocable Occupancy Permit – 500 Main Street  
Public Works Director Scott Thoresen presented the staff recommendation to grant a revocable occupancy permit for the construction of one set of stairs in the right of way at 500 Main Avenue, pending Department of Transportation (DOT) approval.

Director Thoresen explained that the DOT has been studying alternative traffic patterns for Main Avenue. Depending on the final design, the stairs may need to be removed in the future.. The property owners have been informed that the DOT may require stair removal in the future. City Staff has no issues with the stairs being placed in the right-of-way contingent on the owner assuming the responsibility and cost to remove the stairs in the future if required by the DOT.

Mayor Walsh moved to open the meeting to allow Dan Roarty, the architect working with the developer on this project to speak. Alderman Bauer seconded the motion, upon vote, the motion passed and the meeting was opened at 7:39pm.

Mr. Roarty confirmed that the developer was aware of the potential need to remove the stairs and he understood and concurred with the recommendation.

Mayor Walsh moved to return to regular order at 7:44pm, Alderperson Heuvelmans seconded the motion. Upon vote, the motion passed.

Mayor Walsh moved to grant the revocable occupancy permit for 500 Main Avenue, Alderperson Bauer seconded the motion. Scott Thoresen, Director of Public Works asked consent to add to the motion that if the DOT deems that the structure needs to be removed in the future, the removal will be at the owners' expense. All concurred. Upon vote, the motion passed as amended.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael J. Walsh, Mayor
<b>SECONDER:</b>	Kevin Bauer, Alderperson
<b>AYES:</b>	Walsh, Boyd, Kneiszel, Bauer, Heuvelmans

3. Consider Request for Installation of Terrace Walk at 2101 Ten Mile Drive  
City Engineer Eric Rakers presented the staff recommendation to approve the installation of a terrace walk at 2101 Ten Mile Drive. He explained that a terrace walk extends from the front of the house to the curb.

Discussion followed. Mayor Walsh moved to approve the staff recommendation, Alderperson Heuvelmans seconded the motion. Upon vote, the motion passed.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael J. Walsh, Mayor
<b>SECONDER:</b>	Bob Heuvelmans, Alderperson
<b>AYES:</b>	Walsh, Boyd, Kneiszel, Bauer, Heuvelmans

4. Consider Request for Installation of Terrace Walk at 516 N. Eighth Street  
City Engineer Rakers presented the staff recommendation to approve the request for the installation of a terrace walk at 526 N. Eighth Street. He reported that staff reviewed this request with the property owner. Currently the sidewalk at this property extends along Eighth Street and dead ends at the driveway. People have been trying to walk up the steep driveway to enter the building.

Alderperson Bauer moved to approve the recommendation, Alderperson Boyd seconded the motion. Upon vote, the motion passed.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kevin Bauer, Alderperson
<b>SECONDER:</b>	James Boyd, Alderperson
<b>AYES:</b>	Walsh, Boyd, Kneiszel, Bauer, Heuvelmans

5. Consider Celebrate De Pere Request for Public Works Department Services  
Director of Public Works, Scott Thoresen reviewed the request from Celebrate De Pere for the City's street department to assist with setting up for their 2014 event. Discussion followed with Director Thoresen explaining that the costs are very similar to last year's costs and that there has been a history of the City supporting Celebrate De Pere with these services. Alderperson Kneiszel moved to approve the request, Alderperson Heuvelmans seconded the motion. Upon vote, the motion passed.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jim Kneiszel, Alderperson
<b>SECONDER:</b>	Bob Heuvelmans, Alderperson
<b>AYES:</b>	Walsh, Boyd, Kneiszel, Bauer, Heuvelmans

6. Consider Matthew Tower Inspection Contract  
Director of Public Works Thoresen reported that by Wisconsin Statute the City is required to inspect their water storage facilities every five year. The Matthew Street Water Tower is due for inspection in 2013. Requests for proposals were sent out to four companies; two companies responded with bids. Staff is recommending approval of the quote from Utility Service Company of Gleason, Wisconsin in the amount of \$2,350.00. The 2013 water utility budget has allocated \$10,000 for this inspection.

Alderperson Boyd moved to approve the recommendation, Alderperson Kneiszel seconded the motion. Upon vote, the motion passed.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	James Boyd, Alderperson
<b>SECONDER:</b>	Jim Kneiszel, Alderperson
<b>AYES:</b>	Walsh, Boyd, Kneiszel, Bauer, Heuvelmans

7. Consider Postage Machine Lease for the Municipal Service Center  
Director of Public Works, Scott Thoresen, reported that the existing postage machine lease for the Municipal Service Center is due in January. He explained that staff obtained quotes for new and refurbished machine leases. Staff is recommending approval of the lease with Mail Finance for a refurbished machine. He explained that the funding for the lease is budgeted at 40% from the general fund, 20% from the storm water utility, 20% from the water utility and 20% from the sewer utility. Discussion followed.

Mayor Walsh moved to approve the staff's recommendation, Alderperson Bauer seconded the motion. Upon vote, the motion passed.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael J. Walsh, Mayor
<b>SECONDER:</b>	Kevin Bauer, Alderperson
<b>AYES:</b>	Walsh, Boyd, Kneiszel, Bauer, Heuvelmans

8. Utility Easement Vacation - Grant Street  
City Engineer Rakers presented a request the City received to vacate a section of a utility easement on the south side of Grant Street to accommodate some proposed development. He reported that all utility companies in the area have been contacted and have concurred with the vacation request.

The staff recommendation is to vacate the southerly ten feet of the twelve foot easement on Grant Street. Discussion followed.

Mayor Walsh moved to approve the request, Alderperson Bauer seconded the motion. Upon vote, the motion passed.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael J. Walsh, Mayor
<b>SECONDER:</b>	Kevin Bauer, Alderperson
<b>AYES:</b>	Walsh, Boyd, Kneiszel, Bauer, Heuvelmans

9. Consider Utility and Water Easement Vacation - Vacated Galway Lane  
City Engineer Rakers presented staff recommendation to vacate the water utility easement on Galway Lane now, and the 12' utility easements contingent on the utility companies with facilities in the easements vacating the facilities and agreeing to the vacation. He explained that earlier this year the City vacated a section of Galway Lane east of Tullig Place. The 12' easements on the lots fronting the vacated Galway Lane were not included then. The City is seeking vacation of these easements for development of the lots. City Engineer Rakers explained that with the street being vacated, these easements are no longer required. Staff sent notice to the area utility companies requesting concurrence with the vacation. AT&T, Time Warner, and WPS have facilities in the easement. The City will work with AT&T, Time Warner, and WPS to abandon the easement.

Alderperson Bauer moved to approve the recommendation to vacate the water utility easement on Galway Lane and the 12' utility easements, Alderperson Boyd seconded the motion, upon vote the motion passed.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kevin Bauer, Alderperson
<b>SECONDER:</b>	James Boyd, Alderperson
<b>AYES:</b>	Walsh, Boyd, Kneiszel, Bauer, Heuvelmans

10. Parking and Traffic Team  
City Engineer Eric Rakers shared two items in the packets from the Parking and Traffic Team Meeting on November 4, 2013; one for Recommendations and one for Items of Discussion that Don't Require Actions.

Eric Rakers, City Engineer reviewed the following Recommendations:

1. Recommendation to not allow parking on the west side of Brule from Charles to Ridgeway. Currently parking is allowed on both sides. When cars are parked on both sides, the street is too narrow for emergency vehicles. The process for installing the signs requires that this recommendation go to the next council meeting, then the parking ordinance would be updated, and the street department would work with the signage needs.
2. Recommendation to add a yield sign to the Pedestrian signage for the crosswalk at 9th and Park with advanced crosswalk signing.
3. Recommendation to add "No Outlet" signage for Scotchwood Drive at STH 32/57. City Engineer Rakers stated that this fits within city policy.

4. Recommendation for modification to the intersection of Suburban, Grant and Apollo. City Engineer Rakers explained that this is a unique intersection due to the three busy streets, an offset intersection, and higher pedestrian traffic. The recommended improvements include:
- Grant Street would be modified with bump outs and a relocated crosswalk.
  - Pedestrian actuated signage would be added to the intersection.
  - The cost for the improvement is estimated to be \$30,000 (\$15,000 for signage and \$15,000 for the concrete work)

Discussion followed. Engineer Rakers stated that the crossing guard could be eliminated with the pedestrian actuated signal. A desire was expressed to maintain the crossing guard for safety. Mayor Walsh commended City Engineer Rakers and the committee for doing something about this intersection with a long history of issues.

Mayor Walsh moved to approve the recommendations as presented, Alderperson Boyd seconded the motion. Upon vote the motion passed.

Eric reviewed the items discussed with no action needed.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael J. Walsh, Mayor
<b>SECONDER:</b>	James Boyd, Alderperson
<b>AYES:</b>	Walsh, Boyd, Kneiszel, Bauer, Heuvelmans

11. Discussion of Commercial Garbage & Recycling Collection  
Director of Public Works Scott Thoresen gave a power point presentation to initiate discussion of commercial property garbage and recycle pick up. He shared that the downtown businesses have expressed concern with the cart placements and unsightliness in the downtown areas. The power point showed examples of this, as well as photos of carts that blocked parking stalls when they were not put away in a reasonable amount of time. Street Superintendent Al Luberd and Mayor Walsh stated that they had also received citizen complaints regarding cart placements and unsightliness in the business area. Director Thoresen shared survey results of local municipalities regarding their handling of commercial garbage and recycling pick up. He also shared an inventory of carts for the businesses in De Pere, indicating many properties exceed the allowable number of carts (5). Those properties that need more than 5 carts are supposed to contract with a private refuse collector; Director Thoresen stated that the City has a history of allowing businesses to exceed that level. Fifty percent (50%) of the commercial businesses in De Pere are currently using a private contractor for collection.

The following items were discussed:

- Whether to continue with the current system of commercial garbage pick-up or transition

to private carriers for De Pere businesses.

- Going private would be an improvement financially as well as improving scheduling of pick-ups for the businesses; private contractors allow clients to schedule the pick-up for more convenient times for the business.
- Some of the unsightliness is due to the number of businesses exceeding the 5 cart limit.
- As shown on the power point, most of the businesses outside of the downtown areas contract with a private carrier.
- Grandfathering businesses in to continue with the current system of pick up would not be appropriate or fair, i.e., picking and choosing which businesses the City would continue to service, nor would it take care of the unsightliness of the numerous carts.
- One suggestion was for the City to pay for the enclosures for the containers, while the businesses would pay for the pick-up service from a private contractor.
- Another suggestion was a 12-15 month implementation, giving businesses time to budget and make arrangements for a private carrier, some may want to share a dumpster.
- Discussion followed on a need to research locations for dumpsters and how big they should be, the possibility of businesses sharing dumpsters to conserve cost and storage space.
- Questions were raised in regard to what should be done with the old carts, could the City offer a refund, or if the business elected to keep them where they would be stored, or if there are state regulations in regard to buying back the carts at a depreciated value.
- Research should be done regarding the cost of enclosing dumpsters and the space it would require as they may take up parking stalls to build.
- It would not be a financially responsible solution to purchase trucks and equipment to service dumpsters, mainly due to the volume of businesses needing commercial pick up service and the cost of the vehicles.
- Some of the unsightliness of the carts is due to the elimination of some alleys previously used for storage.
- Discussions should begin with the area businesses for their input regarding commercial garbage and recycle pick-up.
- Cost will be an issue, but providing incentives like funding enclosures, rebating carts, convenience of pick-up time could be discussed.

#### IV. Future Agenda Items

None.

#### V. Adjournment

Mayor Walsh moved to adjourn the meeting, Alderperson Bauer seconded the motion. The meeting was adjourned at 8:58pm.

Respectfully submitted,  
Pam Denis