

**PUBLIC NOTICE OF MEETING**  
**BOARD OF PUBLIC WORKS**

Pursuant to Section 19.84, Wisconsin Statutes, notice is hereby given to the public that a regular meeting of the Board of Public Works of the City of De Pere will be held on Monday, July 13, 2009, 7:30 p.m. in the **Council Chambers of the City Hall**.

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.

**AGENDA FOR SAID MEETING:**

1. Roll Call
2. Approve minutes of the regular meeting held on June 8, 2009, which were previously forwarded to Board Members
3. Introduce New PW Street Superintendent to Board Members, Al Luberda
4. Wisconsin Dept of Transportation presentation on Claude Allouez Bridge Roundabout
5. Discuss U-Turn issue on Scheuring Rd west of Roundabout at Ninth - presented by Alderperson Wilmet
6. Discuss Bike and Pedestrian flow interfering with traffic on Lost Dauphin Rd – presented by Alderperson Boyd
7. Discuss establishing a Special Assessment Policy for replacing Sanitary Laterals
8. Discuss the Policy for Notifying Property Owners of all Street Projects
9. Approve Final Design for Bumpouts on Chicago St
10. Review hiring a Consultant for Design Services for Jordan Rd
11. Review of Bids received for Project 09-02 Brick Paver Maintenance
12. Public Comment
13. Future Agenda Items
14. Adjournment

Scott J. Thoresen, P.E.  
Public Works Director

**AGENDA SENT TO:**

Alderpersons  
Mayor  
Administrator  
Clerk's Office  
Bulletin Boards  
Lee Schley  
Karen Heyrman

De Pere Journal  
Green Bay Press Gazette  
TV and Radio Stations  
De Pere Area Business Alliance  
North American Communications  
WI Public Service Corporation  
Ms. Diane Hockers, 429 S. Ninth St, De Pere 54115

Any person wishing to attend whom, because of disability, requires special accommodations should contact the office of the Clerk-Treasurer at 339-4050 by noon on the day of the meeting so that arrangements can be made.

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A regular meeting of the Board of Public Works was held on Monday, June 8, 2009 at 7:30 p.m. in the Council Chambers at City Hall.

**1. Roll Call.**

Members present on roll call: Mayor Walsh, Alderpersons Boyd, Wilmet, Donovan and Heuvelmans.

Members absent on roll call: None

Others present: Scott Thoresen - Director of Public Works, Lee Schley - City Engineer, Sue Selissen - Public Works Secretary, recording secretary & Alderperson Robinson. De Pere property owners, Scott Janssen, Robert Herrick, Cled Owen & Jay Arves.

**2. Approve minutes of the regular meeting held on May 11, 2009; which were previously forwarded to Board Members**

Minutes of the May 11, 2009 regular meeting previously forwarded to members of the Board were presented. A motion to approve the minutes was made by Alderperson Wilmet, seconded by Alderperson Heuvelmans. Upon vote, motion was carried unanimously.

**3. Approve Bid for Project 09-03 Sewer Lining**

A motion was made by Mayor Walsh to award the contract to Visu-Sewer in the amount of \$65,731.25, seconded by Alderperson Boyd. Upon vote, motion was carried unanimously.

**4. Approve Bid for Project 09-07 Asphalt Paving**

A motion was made by Alderperson Wilmet to award the contract to MCC, Inc in the amount of \$585,625.44, seconded by Alderperson Donovan. Upon vote, motion was carried unanimously.

**5. Review preliminary Resolution for Special Assessments for Retrofit Pond - Enterprise & Millennium**

Lee Schley, City Engineer, presented information to the Board about this project. He stated that the City of DePere needs to meet the time requirements for the DNR and that this project needs to be constructed this year. He reminded the Board that an adjustment in installment payments can be made at their discretion. A motion was made to open the meeting by Alderperson Donovan, seconded by Alderperson Boyd. Upon vote, motion was carried unanimously. Robert Herrick, 719 Millennium Ct, De Pere, addressed the Board. Mr. Herrick asked the Board if grants for this project were pursued with the State and Federal government as well as any other possible funding. Mr. Herrick also stated that he was completely unaware of this issue until he received a letter about the Public Informational Meeting that was held last week adding that it was not disclosed at the time he purchased this property. Lee stated that the DNR discontinued Clear Water grants several years ago and that he was not aware of any State or Federal grants for a project like this adding that in discussion with other municipalities, that they had not heard of any grants of this kind either. Lee added that discussions regarding this property began back in 1999. Mr. Herrick stated that he purchased his property in the fall of 1999. Scott Thoresen, Public Works Director added that he had also not heard of any grants available at this time. He stated that the City was complying with DNR requirements and that if we don't begin construction the DNR could pursue enforcement activity with the city. Scott stated that the City will pursue grant opportunities with the State and Federal government if they are available. Alderperson Heuvelmans recommend that the City improve communications with property owners in these matters, especially if assessments are planned to support a project. Lee Schley stated that there was an informational

meeting held last year, however, Mr. Herrick reiterated that he was not aware of this issue until last week.

Scott Janssen, 2000 Enterprise Dr, DePere, addressed the Board. Mr. Janssen requested that the Board consider a longer installment plan, 10 years is what he was hoping for. He stated that he was also not aware of this project.

Cled Owen, 2009 Enterprise Dr, DePere, addressed the Board. Mr. Owen stated that his sentiments are the same as the two previous property owners that spoke and was surprised when he heard about this project last week. Mr. Owen was requesting for tax dollars to assist with the financing of this project.

A motion was made to close the meeting by Alderperson Donovan, seconded by Alderperson Boyd. Upon vote, motion was carried unanimously.

Discussions were held about improving communication with property owners on projects like this. Scott Thoresen stated that he has discussed this issue with the City Engineer and the City Engineer would be preparing a policy to present to the Board in July regarding keeping the public informed of construction projects that would affect them.

A motion was made to open the meeting by Mayor Walsh, seconded by Alderperson Wilmet. Upon vote, motion was carried unanimously.

Mr. Herrick asked if the cost presented was an estimate or actual. Lee Schley stated that the costs were estimated and he felt it was a high estimate. With the economy in the state it is in, bids were coming in under what the City had budgeted for. He felt that the actual costs will most likely be lower but we wouldn't know until we actually receive bids for the project. Mr. Herrick brought up researching other funding and the Board assured him that it would done.

A motion was made to close the meeting by Mayor Walsh, seconded by Alderperson Heuvelmans. Upon vote, motion was carried unanimously.

A motion was made by Alderperson Boyd to approve the preliminary Resolution for the Retrofit Pond with one modification, that being the annual installment payment plan will be changed from three (3) years to ten (10) years, seconded by Alderperson Heuvelmans. Upon vote, motion was carried unanimously.

#### **6. Approve Quote to remove Sign Base in the West Business Park**

A motion was made by Mayor Walsh to approve the quote from Concrete Cutters in the amount of \$585.00, seconded by Alderperson Donovan. Upon vote, motion was carried unanimously.

#### **7. Public Comment**

None.

#### **8. Future Agenda Items**

Alderperson Boyd would like to open discussions on bike and pedestrian flow interfering with motor traffic on Lost Dauphin Rd at the 4<sup>th</sup> and 3<sup>rd</sup> Intersection to Terry Ln. Dan Robinson recommended that this issue be discussed with a member of the "Bike and Pedestrian Committee". Scott Thoresen will follow up. This item has been placed on July's agenda.

Aldersperson Wilmet noted that the U-Turn issue on Scheuring Road that was tabled last month was omitted at this meeting and requested that it be added to the next Board meeting. This item has been placed on July's agenda.

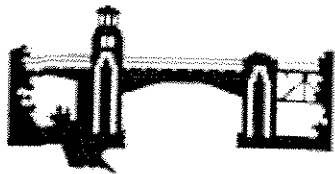
Aldersperson Heuvelmans would like to open discussions on double lane Round about procedures currently being used in DePere, particularly the usage of the right lane. Scott Thoresen will follow up with the DOT who governs this issue prior to next months meeting. This item has been placed on July's agenda.

**9. Adjournment.**

A motion was made by Mayor Walsh at 8:12 pm to adjourn, seconded by Aldersperson Donovan. Upon vote, motion was carried unanimously.

SCOTT J. THORESEN, P.E.  
DIRECTOR OF PUBLIC WORKS

These two items are for discussion only and have no supporting documents.



# Memorandum

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Date July 7, 2009

To: Honorable Mayor Walsh  
Members of the Board of Public Works

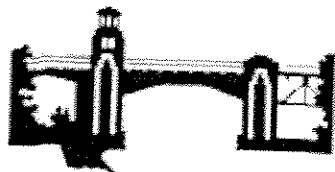
From: Lee Schley, P.E.  
City Engineer

Subject: Discuss U-Turn issue on Scheuring Rd west of roundabout at  
Ninth St.- Alderperson Wilmet

Discussion: This turning movement was determined to be a legal turn by the  
Traffic and Parking Committee. " except where the highway is a  
divided highway and where the turn is made at an opening or  
crossover established by the authority in charge of the  
maintenance of the highway." Since there were no accidents  
reported it was recommended to leave the situation as is.

Fiscal Impact: None

Recommendation: To leave the U-Turn allowed movement.



# Memorandum

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Date: July 7, 2009

To: Honorable Mayor Walsh  
Members of the Board of Public Works

From: Lee Schley, P.E.  
City Engineer

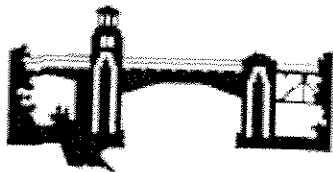
Subject: Discuss bike and pedestrian flow interfering with motor traffic on  
Lost Dauphin Rd- Alderman Boyd.

Discussion: This item was referred to Brown County Plan Commission and  
their " Bike and Pedestrian Committee". It will be discussed and  
brought back to the Board at a later date. This committee is  
interested in hearing about any other situations regarding bike or  
pedestrian problems. They will discuss the problems City wide and  
report to the Board their findings.

Fiscal Impact: None

Recommendation: FYI





# Memorandum

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Date: April 28, 2009

To: Honorable Mayor Walsh  
Members of the Board of Public Works

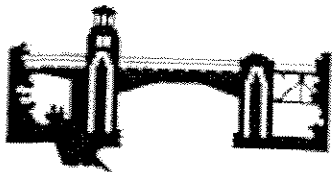
From: Lee Schley, P.E.  
City Engineer

Subject: Discuss establishing a Special Assessment Policy for Replacing Sanitary Laterals.

Discussion: This review is to establish a procedure for special assessing the cost of replacement of old sanitary laterals on reconstruction, sanitary sewer relays or watermain relay projects. The property owner is responsible for sanitary laterals from the home to the connection to the main in the street. In the above projects the department has established a procedure to replace the laterals because of existing condition or I & I which is typical of older laterals. This request is to set an assessment to the property owners for the cost of lateral replacement.

Fiscal Impact: None

Recommendation: To establish a special assessment for replacing sanitary sewer laterals.



# Memorandum

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Date: July 7, 2009

To: Honorable Mayor Walsh  
Members of the Board of Public Works

From: Lee Schley, P.E.  
City Engineer

Subject: Policy on Notifying Property Owners Regarding Street Projects.

Discussion: The department has been preparing a policy of notifying property owners of future projects scheduled to take place. For all reconstruction, overlay, sanitary sewer, storm sewer, watermain, storm water ponds, and new sidewalk projects a public informational meeting will be held in January of the construction year. In addition the contractor will be required to notify each of the property owners two weeks in advance of the work. For any projects involving assessments such as reconstruction, storm water ponds, or sidewalks a notice of hearing for assessments will be given to the property owners 1 month prior to bid. As a practice notification will always be given to metro bus, police and fire. Any required street closures will come from the DPW. The notice of public informational meeting will include a project liaison contact for each of the various projects.

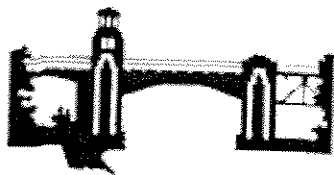
Notifications for sidewalk repair projects will be mailed out in the month of May after they have gone thru the BPW.

The rest of the departments projects are maintenance type work and do not require individual notification with the exception of any work in front of a door or in a driveway in which case the property owner will be notified.

In addition the projects will be published in the City newsletter, printed in December plus they will be included on the City's Website.

Fiscal Impact: None

Recommendation: FYI



# Memorandum

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Date: July 7, 2009

To: Honorable Mayor Walsh  
Members of the Board of Public Works

From: Lee Schley, P.E.  
City Engineer

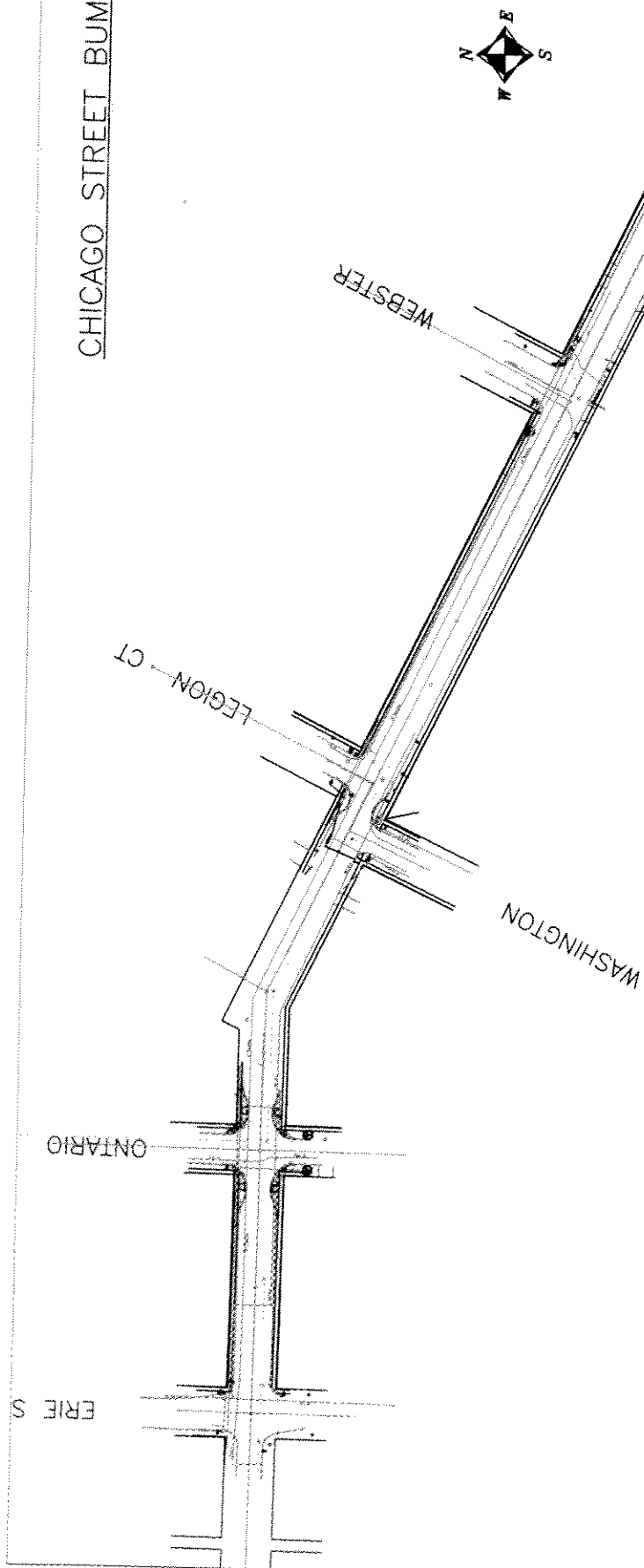
Subject: Final Design for Bumpouts on Chicago St.

Discussion: The final design for Bumpouts on Chicago St. includes Bumpouts at all four radius of S. Ontario, two at the East side of Washington, and two East of Webster. Bumpouts were eliminated at the intersection of Erie and Chicago to provide unimpeded turning movements. They were also eliminated at the intersection of Webster and Chicago to provide a turning movement for semi traffic. The intersection of Webster and Chicago is further recommended to be changed to a three-way stop by the Traffic Committee and ultimately to the Board. This will improve the safety of the pedestrians crossing east-west on Webster.

Fiscal Impact: None

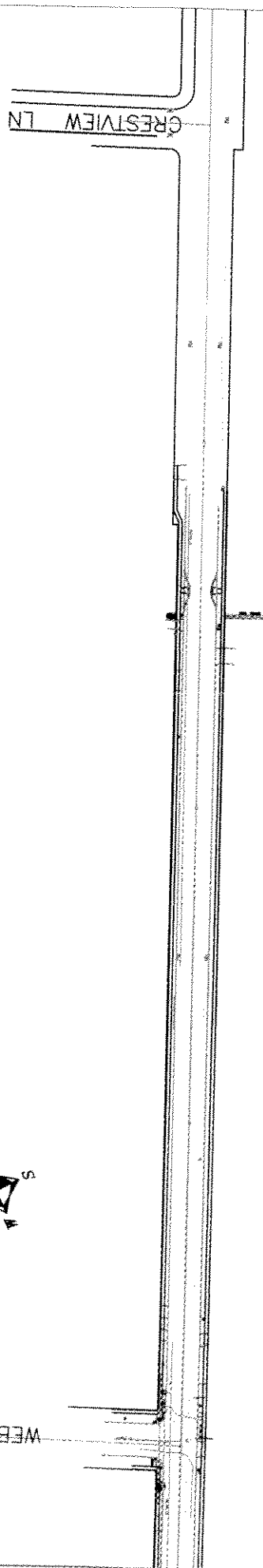
Recommendation: FYI

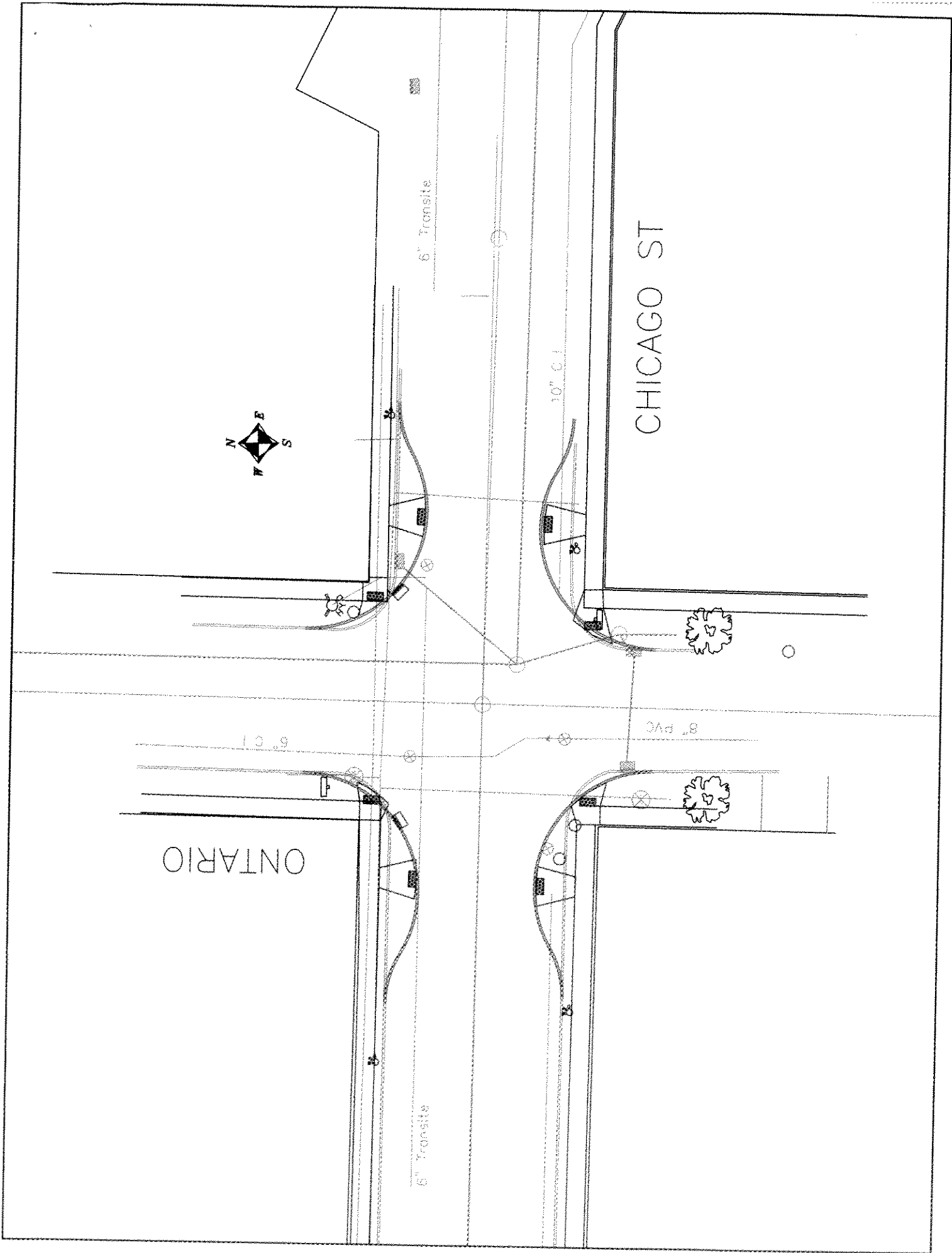
CHICAGO STREET BUMPOUTS



WEBSTER

CRESTVIEW LN





WASHINGTON

1" CORNER

10" C.I.

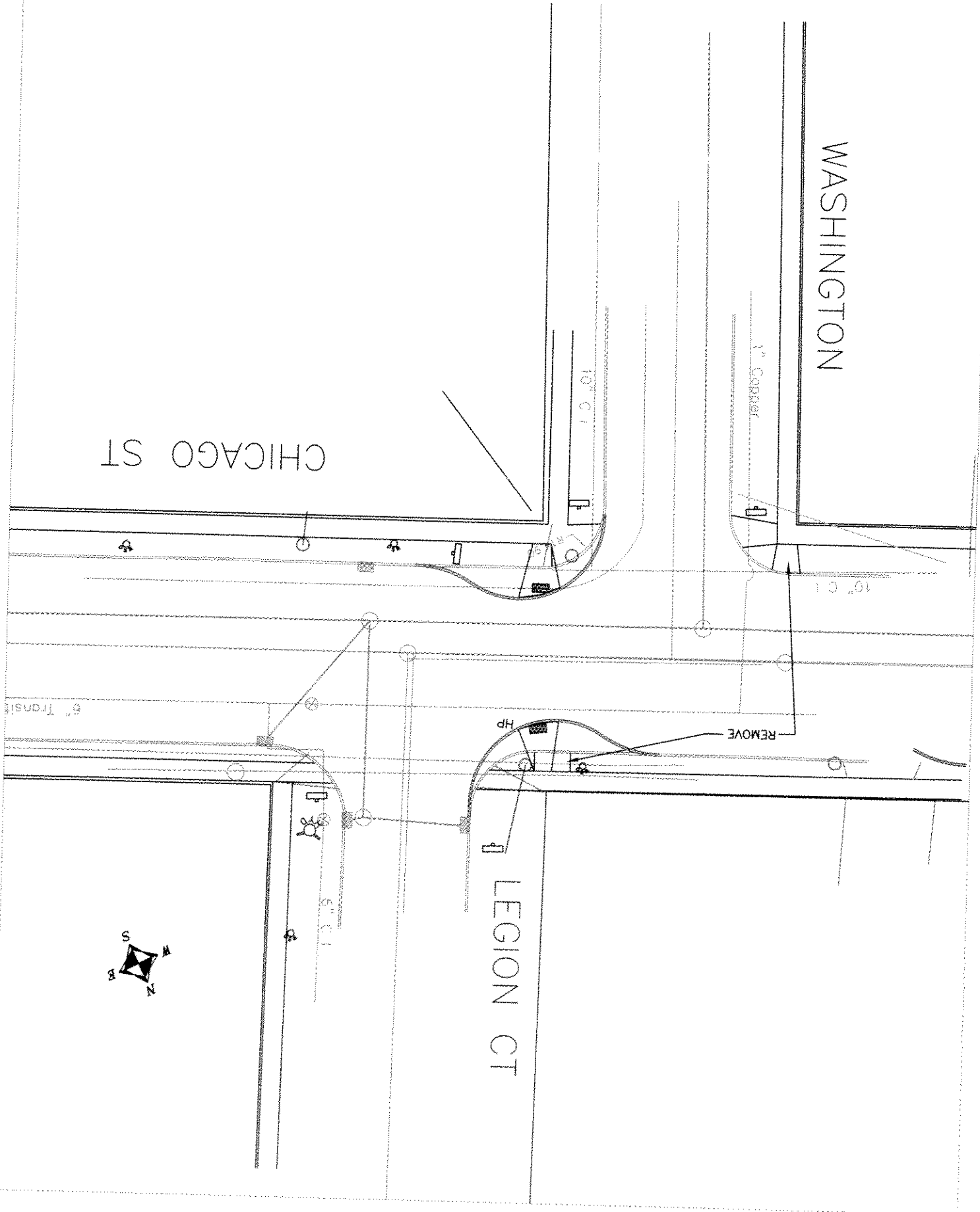
REMOVE

LEGION CT

HP

5" C.I.

CHICAGO ST





1505

1487

MB

4

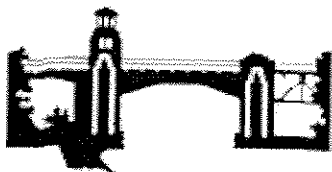
6" Transit

10

CHICAGO ST

GRAVEL WALK

1486



# Memorandum

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Date: July 8, 2009

To: Honorable Mayor Walsh  
Members of the Board of Public Works

From: Lee Schley, P.E.  
City Engineer

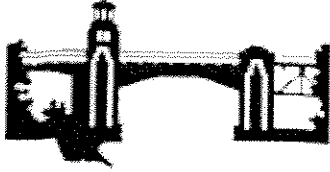
Subject: Review hiring a Consultant for Design Services for Jordan Rd.

Discussion: The city has received funding thru the ARRA (American Recovery and Reinvestment Act) for the resurfacing of Jordan Rd. The only restriction is that all work must be performed in accordance with WDOT Facilities Development Manual (FDM). This requires submittal of a pavement design, a programmatic environment report, a design study report and plans and specs. All to be submitted between Oct 1 and Dec 1 this year. Staff does not have the time to complete these reports by the time required. As such staff asked the firm of REL & Associates for a proposal to complete the work. Their proposal for the work was \$24,500.

Fiscal Impact: \$24,500 to be reimbursed by the grant.

Recommendation: To authorize hiring REL for their professional services.





# Memorandum

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Date: July 7, 2009

To: Honorable Mayor Walsh  
Members of the Board of Public Works

From: Lee Schley, P.E.  
City Engineer

The following bids were received for project 09-02 Brick Paver Maintenance and Concrete Sealing.

<u>Contractor</u>	<u>Amount Bid</u>
1. Martell Const.	\$32,510
2. A&M Concrete & Const.	\$61,858

\$50,000 was budgeted for in the Street Maintenance account. Accordingly it is the recommendation to accept the bid of Martell Const. in the amount of \$32,510.