



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, August 12, 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

Chase Kuffel, Assistant City Engineer

Thomas Blohowiak, Maintenance Supervisor

Betty Sellenheim, Public Works Administrative Assistant/Recording Secretary

Judy Schmidt-Lehman, City Attorney

2. Approval of Board of Public Works July 8, 2019 Meeting Minutes

Aldersperson Carpenter moved to approve the July 8, 2019 Board of Public Works meeting minutes, seconded by Mayor Walsh. Upon vote, the motion passed unanimously.

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

II. Public Comment

III. Items

1. Consider Award of Contract 19-24 Municipal Service Center Roof Repair*

Aldersperson Hansen moved to approve the award of Contract 19-24 Municipal Service Center Roof Repair with additional cost coming from undesignated reserves, seconded by Mayor Walsh. Upon vote, the motion passed unanimously.

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

2. Consider Proposed Easement-Project 19-17 Employer's Boulevard Water Relay*

Aldersperson Carpenter moved to approve the proposed easements for Project 19-17 Employer's Boulevard Water Relay, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

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

3. Consider \$2,000 Donation from Green Bay Packers for Used Workout Equipment*

Mayor Walsh moved to approve the \$2,000 donation from the Green Bay Packers for used workout equipment, seconded by Alderperson Boyd. Upon vote, the motion passed unanimously.

Alderperson Hansen asked when the MSC Wellness Fitness area will be open for use. Scott Thoresen, Director of Public Works, stated the end of September and would include an open walk through for employees and elected officials.

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

4. Consider \$25,000 Donation from YMCA for Used Workout Equipment*

Alderperson Raasch moved to approve the \$25,000 donation from the YMCA for used workout equipment, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

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

5. Consider request of Alderperson Hansen to review and amend Section 106-6(b)(2)B De Pere Municipal Code regarding nightly removal of tables and chairs from City right-of-way (sidewalk)*

Alderperson Hansen explained the background of this request from C&C Pub & Grill and the request to enclose the street café area by a fence rather than bringing the tables and chairs in each night.

Alderperson Carpenter stated his views of the fencing not being as aesthetically appealing or deterring individuals from jumping the fence. Alderperson Raasch stated similar views on the appearance of a fence along with the security and maintenance of the investment by placing inside a building overnight. Mayor Walsh stated he believed in the past a fence was up at this location with table and chairs left out. Mayor Walsh also stated if the ordinance was changed, guidelines would be needed to outline the fencing requirements. Alderperson Boyd stated that if more businesses come forward with requests it can be revisited. Alderperson Raasch questioned the need for a fenced in serving area at establishments selling alcohol with outdoor serving areas. Judy Schmidt-Lehman, City Attorney, stated it was not required by ordinance. Alderperson Hansen stated he would not make a motion to move forward with this request.

6. Consider Changes to Water Utility Billing Dates*

Mayor Walsh moved to approve the changes to the Water Utility Billing Schedule, seconded by Alderperson Boyd.

Scott Thoresen, Director of Public Works, outlined the request from Green Bay Water Utility. The City of De Pere would be split into three groups to more evenly distribute workload and payments.

Aldersperson Hansen requested clarification on the monthly billing option of the new smart meters. Mr. Thoresen stated that staff has looked into that option. Unfortunately, with the outsourced billing it comes at a cost of approximately three times the current cost. Mr. Thoresen also stated that residents can do a monthly budget plan for payment of water bills. Aldersperson Hansen asked why small sections of Group B are located on the east side of the river. Mr. Thoresen stated it was to even out the number of customers and water usage in each group. Aldersperson Carpenter asked for clarification on how this impacts staff. Mr. Thoresen explained it helps the staff at Green Bay Water Utility primarily. Aldersperson Carpenter expressed his displeasure with the length of time between meter reading and billing. Aldersperson Raasch asked how much it costs to bill monthly and how much it would cost to bill city-wide monthly. Mr. Thoresen stated it would roughly triple the cost. Aldersperson Raasch stated his displeasure regarding not using the smart meters as initially presented for monthly billing. Aldersperson Raasch requested exact costs for the outsourced billing and questioned the cost of the change being presented. Mr. Thoresen stated the cost would not change because it is still quarterly billing. Mr. Thoresen outlined some of the cost savings from switching to smart meters. Aldersperson Boyd agreed to the new quarterly option and stated in the future a survey of residents regarding monthly billing might make sense. Aldersperson Hansen questioned the impact if this item was tabled until the next meeting. Mr. Thoresen stated the change can occur any quarter it would just be delayed.

Aldersperson Hansen moved to table the Water Utility Billing changes until the September meeting where staff could bring back cost figures, seconded by Aldersperson Raasch.

Mayor Walsh agreed with the new quarterly changes and monthly could be looked into in the future. Aldersperson Raasch stated he would rescind his vote to table this item if staff agreed to analyze the current billing versus monthly billing costs and overall savings to the city.

Aldersperson Hansen rescinded his motion to table.

Upon vote, the motion passed with a 4-1 vote with Aldersperson Hansen voting nay.

RESULT:	ADOPTED [4 TO 1]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	James Boyd, Aldersperson
AYES:	James Boyd, Dan Carpenter, Dean Raasch, Michael J. Walsh
NAYS:	Jonathon Hansen

7. Discuss Rubbish Site Operations

Scott Thoresen, Director of Public Works, stated this Rubbish Site discussion is to summarize the current operations and determine if changes should be made for 2020. Mr. Thoresen outlined the current hours, staffing, and location, along with the current savings in tipping fees compared to 2018. Staff did a survey of residents using the site to determine potential changes in hours and acceptable items. Mr. Thoresen requested direction on potential changes to the hours, acceptable items, and prohibiting contractor

use of the site. Staff recommends not changing the hours based on the survey result of 80% of users being satisfied. Staff recommends accepting sinks/tubs, cabinets/countertops, carpet/pad, flooring, insulation, down spouts, ceiling tiles, and hot tubs per survey results. Though the respondents requested construction debris be acceptable, staff recommends not accepting due to the increase in tipping fees associated with these items.

Mayor Walsh stated his view on accepting all listed items and how it may increase the tipping fees. Mr. Thoresen agreed that the tipping fees would increase but staff was viewing it compared to what is currently accepted (cabinets vs. furniture). Alderperson Boyd stated his most heard request was for carpet and pad. Alderperson Raasch stated his approval of the changes listed. Alderperson Carpenter stated his concerns about accepting carpet and pad in any size. Mr. Thoresen stated that most people don't have the means to haul large amounts though that would be a concern. Mayor Walsh stated his concerns regarding the size and quantity of items on the potentially acceptable list. Alderperson Carpenter stated his agreeance to accepting all items listed and reevaluate next year if changes need to be made again. Alderpersons Boyd, Hansen, and Raasch agreed. Mayor Walsh questioned if all members were okay with prohibiting the use by commercial users. Alderpersons Boyd, Carpenter, Hansen, and Raasch were in favor. Mr. Thoresen stated the ordinance changes for prohibiting use by commercial users would be brought back to Board of Public Works for approval in October.

Alderperson Raasch moved to maintain the current hours of operation, accept the changes to acceptable items and prohibit commercial use, seconded by Alderperson Boyd. Upon vote, the motion passed with a 4-1 vote with Mayor Walsh voting nay.

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

IV. Future Agenda Items

Alderperson Carpenter requested the cost paid to Green Bay for water utility billing and services we are receiving and what the cost would be for the city to do all the work in house.

Alderperson Raasch requested the cost of monthly billing versus the current cost for quarterly billing.

Alderperson Boyd questioned overnight parking within the city limits. Judy Schmidt-Lehman, City Attorney, stated that according to State law signs are required to be posted at entry points of city stating no overnight parking.

Alderperson Hansen questioned if there were street lighting options that are softer/warmer in color than the bright white LED at N. Broadway and Fulton.

V. Closed Session

1. Update on Project 16-04B and possible action on that Contract under the City's Standard Specifications*

Mayor Walsh moved, seconded by Alderperson Boyd to close the meeting at 8:33 PM. Upon vote, the motion passed unanimously.

Mayor Walsh moved, seconded by Alderperson Carpenter to open the meeting at 8:51 PM. Up on vote the motion passed unanimously.

Motion to:

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(g), the Board may convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

The Board may then reconvene in open session to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

VI. Adjournment

Mayor Walsh moved to adjourn the meeting at 8:52 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 August 12, 2019 so that arrangements can be made.

Agenda Sent To:

Mayor
Alderpersons

De Pere Chamber of Commerce
Schaus Roofing & Mechanical
Contractors

Department Heads
TV, Newspapers & Radio Stations
Kress Family Library

RelyCo, 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