



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, August 10, 2020

7:30 PM

I. Call to Order

The meeting was called to order at 7:30 PM by Mayor James Boyd

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Dan Carpenter	Alderman	Remote	
Jonathon Hansen	Alderman	Remote	
Shana Defnet Ledvina	Alderman	Remote	
Dean Raasch	Alderman	Remote	

Others present:

Scott Thoresen, Director of Public Works

Eric Rakers, City Engineer

Betty Sellenheim, Recording Secretary

II. Items

1. Approval of the Board of Public Works July 13, 2020 Meeting Minutes

Alderman Raasch moved to approve the Board of Public Works July 13, 2020 Meeting Minutes, seconded by Mayor Boyd.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderman
SECONDER:	James Boyd, Mayor
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

2. Consideration and possible action on Brown County Port and Resource Recovery Leachate Agreement*

Eric Rakers, City Engineer, explained the agreement between the City of De Pere and the Brown County Port and Resource Recovery for use of the leachate facility on Enterprise Drive.

Mayor Boyd moved to approve the Brown County Port and Resource Recovery Leachate Agreement and send to Common Council, seconded by Alderman Raasch.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Dean Raasch, Alderman
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

3. Consideration and possible action on City Engineer Parking & Traffic Recommendations*

Eric Rakers, City Engineer, presented each item individually. First, changes to parking restrictions around Notre Dame School on Superior Street, Huron Street, and Charles

Street. Second, changes to parking restrictions on College Avenue east of Fourth Street. Alderperson Carpenter asked if contact had been made with Board of Park Commissioners or Park staff regarding the change. Mr. Rakers stated it had been discussed and parking is usually encouraged along the park side of the street and this park is not highly used. Staff also reached out to Saint Norbert College and they were okay with the changes. Third, changes to parking on Prosper Street. Fourth, adding a mid-block street light by crosswalk.

Alderperson Hansen asked if staff had been contacted by a particular business on Prosper Street regarding the proposed changes. Mr. Rakers stated they had not but felt they were accomplishing the business owner's requests by the changes being proposed.

Alderperson Carpenter moved to approve the City Engineer Parking & Traffic Recommendations and send them to Common Council, seconded by Alderperson Ledvina.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

4. Discuss City Engineer Recommendations for No-Action Parking & Traffic Discussion Items

Eric Rakers, City Engineer, stated there is only one item with no action recommended. Staff received and reviewed concerns regarding speeding on White Pine at Nicolet. Alderperson Ledvina asked if there were other uncontrolled intersections without sidewalks. Mr. Rakers stated there are others, especially in that neighborhood, and emphasized actions that should be taken by all pedestrians when they are crossing streets. Alderperson Ledvina asked if a yield sign had been discussed for installation. Mr. Rakers stated the request as received was addressed. Alderperson Hansen expressed his support of a yield sign. Scott Thoresen, Director of Public Works, explained the main concern by the resident was speeding and staff did not find a speeding issue. Yield signs would not be used in the case of a speeding issue if one existed. Alderperson Carpenter requested if traffic accident reports can be used for intersections like this in the future. Mr. Rakers stated on busier intersections staff will request that information for the Police Department.

No action required

5. Consideration and possible action on Entrance Sign Replacement Proposals*

Scott Thoresen, Director of Public Works, presented the sign designs and prices from three (3) firms to replace five (5) existing signs located at various entrance points of the City of De Pere. Fox City Signs LLC offered two (2) designs under the budgeted amount (\$18,000) and were the lowest bidder. Mr. Thoresen stated if the Board decided on a design that was over budget, the amount would need to be approved to come from unassigned general funds.

Alderperson Hansen expressed his interest in Fox City Sign LLC option 5092.1c. Alderperson Carpenter asked about the sponsor names on the existing signs. Mr. Thoresen stated the intent was not to have sponsor names and there was unknown history of the sponsorship of the existing signs. Alderperson Raasch agreed with the interest in

Fox City Sign LLC option 5092.1c but believes the City needs to be fiscally responsible during the current pandemic and stay within budget or postpone until 2021. Mr. Thoresen stated if the signs are postponed, an approximate \$2,000-\$3,000 increase will be seen in the pricing. Alderperson Carpenter asked if sponsorships could be used to cover the difference between the budgeted amount and the price of option 5092.1c. Mr. Thoresen stated that sponsorships could be considered but there are not currently staff resources to tackle it. Alderperson Ledvina asked if different designs could be purchased together to reduce the total cost. Mr. Thoresen stated it could be looked into but it could also increase the cost due to building templates for each design. Alderperson Raasch requested obtaining the costs if Board should choose to select different designs to attempt to reduce the overall cost. Alderperson Hansen asked if funds could be used from the City Administrator's rebranding account to cover the overage. Mr. Thoresen stated the Finance Director suggested the funds would come from unassigned general but staff could check with the City Administrator on the rebranding account funds.

Alderperson Hansen moved to approve Fox City Sign LLC Option 5092.1c with the funding sources for the overbudget portion (\$3,828.29) being determined at Common Council and send it to Common Council, seconded by Mayor Boyd.

Alderperson Carpenter emphasized his request for staff to check for funding from the City Administrator's budget or sponsorship options. Mr. Thoresen stated he can check for funding from internal sources (City Administrator's budget) and have that for Council, but probably would need more time regarding the sponsorships.

Upon vote, the motion passed 4-1 with Alderperson Raasch voting no.

RESULT:	ADOPTED [4 TO 1]
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	James Boyd, Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina
NAYS:	Dean Raasch

6. Consideration and possible action on Water Tower Mixer Proposals*

Scott Thoresen, Director of Public Works, explained the proposals requested and received by staff for water tower mixers for Matthew Street and Merrill Street and noted that a mixer is currently in the Ninth Street Tower. The water mixer is used to ensure even temperature, disinfection, and prevent ice damage.

Alderperson Carpenter moved to approve Water Tower Mixer proposal from Suez Advance Solutions for Matthew Street Tower in the amount of \$31,064.52 and Merrill Street Tower in the amount of \$20,824.19 and send it to the Common Council, seconded by Alderperson Raasch.

Alderperson Raasch asked if similar mixers are in use in the City currently. Mr. Thoresen stated there is one at Ninth Street Tower and has had good reviews from staff. Alderperson Raasch asked for more information regarding the current mixer and the two proposed mixers. Mr. Thoresen stated the mixer at Ninth Street was installed in 2014 and there has been pretty good success with it. Chlorine residual and tank condition in the winter months help determine the success of the mixer. Alderperson Carpenter expressed his gratitude and stated this project was overdue. Alderperson Carpenter questioned the

pricing. Mr. Thoresen stated he could not be positive but it could be due to the electrical work needed at Merrill Street Tower and firms doing sufficient homework on the situation.

Upon vote, the motion passed unanimously.

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

7. Consideration and possible action on Participation in Leaf Collection Study*

Eric Rakers, City Engineer, explained the participation in a state-wide leaf study with regards to analyzing phosphorous release from leaves in the fall. The study will last for 3 years and participating communities will contribute \$1,000 per year. This is a follow-up study to one conducted previously (which the city participated in) that will extend the criteria for receiving credits on TMDL reduction.

Mayor Boyd questioned how many municipalities were participating. Mr. Rakers stated he was not sure at this point. Alderperson Ledvina asked where the study would be conducted. Mr. Rakers stated it will be in two neighborhoods in Madison.

Alderperson Carpenter moved to approve participation in Leaf Collection Study with Wisconsin League of Municipalities contributing \$1,000 per year in 2021, 2022, and 2023 and send it to Common Council, seconded by Alderperson Ledvina.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

8. Discuss Decorative Lighting Operations

Scott Thoresen, Director of Public Works, explained the current timing of the lights and stated staff has discussed potentially changing the timing. Staff thinks the cost increase would be minimal if the Board decides to have the lights on longer. Staff is looking for direction from Board members for potential timing changes for the decorative lighting. Alderperson Carpenter asked to clarify the cost increase. Mr. Thoresen stated it would increase the current lighting bill by a couple percent and the installation of LED lights would be significantly cheaper than halogen.

Alderperson Carpenter moved to change the decorative lights to operate on the same schedule as the overhead street lights (dusk until dawn), seconded by Mayor Boyd.

Alderperson Hansen questioned if staff has received complaints from residents about the lights being on until midnight currently. Mr. Thoresen stated staff receives about one complaint a year for these lights. Alderperson Hansen questioned if staff can move forward with replacing the lights to LED or if it needs to be budgeted. Mr. Thoresen stated staff will continue to replace bases, poles, and lights through the \$50,000 that has been budgeted the past two years.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

III. Future Agenda Items

Alderperson Carpenter requested an update from staff on the I&I study.

Alderperson Hansen requested an update from staff on decorative street light replacement in relation to the study that was done recently.

IV. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:20 PM, seconded by Alderperson Ledvina.

Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim