Board of Public Works

335 South Broadway
De Pere, WI 54115
https://www.deperewi.gov/

Regular Meeting

Final Minutes

Monday, August 8, 2022 | **7:30 PM** | **Council Chambers and Virtual**

I. Call to Order

The meeting was called to order at 7:32 PM by Alderperson Dean Raasch

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

Others Present:
Scott Thoresen, Public Works Director
Tony Fietzer, Street Superintendent
Chase Kuffel, Assistant City Engineer
Betty Sellenheim, Recording Secretary
Tina Quigley, Definitely De Pere

II. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Board of Public Works. §6-3(f) DPMC

None

III. Items

1. Approval of the July 11, 2022 Board of Public Works Meeting Minutes

   Alderperson Carpenter moved to approve the July 11, 2022 Board of Public Works Meeting Minutes, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina, Dean Raasch
EXCUSED:	James Boyd

2. Consideration and possible action on the deferral of the sidewalk installation at 3018 Scarlet Oak Road until June 30, 2023*

   Alderperson Carpenter moved to approve the deferral of the sidewalk installation at 3018 Scarlet Oak Road until June 30, 2023, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina, Dean Raasch
EXCUSED:	James Boyd

3. Consideration and Possible Action Regarding Definitely De Pere’s Request to Install Art Sculptures*

Scott Thoresen, Public Works Director, explained the locations for the sculptures and that one sculpture location is planned for park property and will need to be approved by the Board of Park Commissioners.

Alderperson Carpenter moved to approve Definitely De Pere's Request to install Art Sculptures with New Dawn sculpture being approved by the Board of Park Commissioners, seconded by Alderperson Raasch.

Alderperson Hansen asked if there were concerns about vision obstruction with the installation on Fourth Street. Mr. Thoresen stated the size of the sculpture should not impact the vision triangle. Alderperson Hansen asked about the location in relation to The Transformation of Daphne sculpture.

Alderperson Raasch moved to open the meeting at 7:36 PM, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

Tina Quigley, Definitely De Pere, responded that the location was considered and it was felt the pieces would be complimentary. Alderperson Hansen asked if the sculpture would need to be moved in the future. Mr. Thoresen stated that both sculptures (The Transformation of Daphne and New Dawn) could need to be moved if the Parks Department moved forward with developing the space.

Alderperson Raasch moved to return to regular session at 7:38 PM, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina, Dean Raasch
EXCUSED:	James Boyd

4. Consideration and possible action on implementing post-holiday overflow collection bag limit

Tony Fietzer, Street Superintendent, outlined the request from staff to review post-holiday overflow collection and discuss possible institution of limits. Alderperson Raasch asked if surrounding communities offered similar opportunities for their residents. Mr. Fietzer explained the communities that offer overflow and the frequency. Alderperson Raasch asked staff's full intention. Mr. Fietzer further outlined his requests. Alderperson Carpenter requested additional information regarding the number of households placing overflow at the curb, that is seen to be excessive according to staff during these designated collection times. Alderperson Ledvina asked how staff would handle locations with extra bags, if a limit was imposed. Mr. Fietzer outlined the process staff would recommend using. Alderperson Hansen spoke in favor of establishing a limit and limiting the number of overflow occurrences throughout the year. Alderperson Raasch spoke in favor of eliminating the free overflow collection following holidays. Alderperson Ledvina spoke in favor of establishing a limit. Mr. Fietzer expressed gratitude for the discussion and explained that establishing a limit would assist in the office when staff receives calls and potentially keep drivers safer during the collections. Scott Thoresen, Public Works Director, supported bringing this agenda item back to the Board with additional information following the Labor Day collections. Alderperson Ledvina suggested offering the ability to purchase overflow collection tags online. Alderperson Raasch suggested accepting overflow collections 4 times a year, around major holidays, but not necessarily in conjunction with them. Alderperson Carpenter asked if staff runs into any issues with the collections directly following holidays. Mr. Fietzer outlined some issues staff deals with during these times.

Alderperson Raasch moved to refer back to staff for action during the October 2022 meeting to establish limits on the number of boxes of recycling and/or bags of garbage, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

RESULT:	**REFERRED BACK TO STAFF [UNANIMOUS]** **Next: 10/10/2022 7:30 PM**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Dan Carpenter, Alderperson
AYES:	Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina, Dean Raasch
EXCUSED:	James Boyd

5. Consideration and possible action on timing and frequency for overflow collections

Alderperson Raasch moved to refer back to staff for action during the September 2022 meeting to establish timing/intervals of offered overflow collections, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

RESULT:	**REFERRED BACK TO STAFF [UNANIMOUS]** **Next: 9/12/2022 7:30 PM**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina, Dean Raasch
EXCUSED:	James Boyd

6. Consideration and Possible Action Regarding Public Parking on City Owned Lot at 360 Main Avenue*

Scott Thoresen, Public Works Director, outlined the request to approve opening the city owned parking lot at 360 Main Ave for public parking during non-winter months. Alderperson Carpenter asked how the parking would be restricted during winter months. Mr. Thoresen explained the staff process of closing the lot.

Alderperson Carpenter moved to approve public parking on City owned lot at 360 Main Avenue, except during winter months, until such time as the lot is sold or developed, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina, Dean Raasch
EXCUSED:	James Boyd

7. Consideration and possible action on Intergovernmental Agreement Between the City and Town of Ledgeview for Lone Oak & Ledgeview Road Construction*

Scott Thoresen, Public Works Director, outlined the cost-sharing agreement for construction on Lone Oak Road and Ledgeview Road in 2022.

Alderperson Hansen moved to approve the intergovernmental agreement between the City of De Pere and Town of Ledgeview for Lone Oak and Ledgeview Road Construction, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina, Dean Raasch
EXCUSED:	James Boyd

8. Consideration and possible action on approval for Amendment #1 of the State/Municipal Agreement with WisDOT for STP-Urban Grant Project-Lawrence Drive*

Chase Kuffel, Assistant City Engineer, outlined the request to approve Amendment #1 to include a 106 report at the cost of approximately $400 to the City.

Alderperson Ledvina moved to approve Amendment #1 of the State/Municipal Agreement with Wisconsin DOT for STP-Urban Grant Project-Lawrence Drive, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Shana Defnet Ledvina, Alderperson
SECONDER:	Dan Carpenter, Alderperson
AYES:	Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina, Dean Raasch
EXCUSED:	James Boyd

9. Consideration and possible action on DOT – Revised Municipal Agreement for STH 32*

Scott Thoresen, Public Works Director, outlined the revisions to the Municipal Agreement for STH 32/Main Ave. Alderperson Hansen asked how the City would be impacted by the changes. Mr. Thoresen explained it would increase the City's share of the cost for the project. Alderperson Hansen asked if the City had received invoices for the work to date. Mr. Thoresen stated there have not been any charges to date and added the project has been moved up to 2028.

Alderperson Carpenter moved to approve Wisconsin DOT-revised Municipal Agreement for State Highway 32, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina, Dean Raasch
EXCUSED:	James Boyd

10. Consideration and Possible Action Regarding Engineering Technical Services Regarding Installation of T-Mobile’s Wireless Antennae Facilities on 9th Street Water Tower*

Scott Thoresen, Public Works Director, explained the request to approve the agreement with Dixon Engineering for technical review services of wireless project for T-Mobile on the Ninth Street water tower. Mr. Thoresen explained the funds have been received from T-Mobile to reimburse Dixon Engineering for their services. Alderperson Carpenter expressed his concerns regarding the placement of antennae on the towers. Mr. Thoresen explained that T-Mobile will only be upgrading their current facilities.

Alderperson Raasch moved to approve engineering technical services regarding installation of t-mobile's wireless antennae facilities on 9th Street water tower, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina, Dean Raasch
EXCUSED:	James Boyd

IV. Future Agenda Items

None

V. Adjournment

Alderperson Ledvina moved to adjourn the meeting at 8:13 PM, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim