Common Council

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

Regular Meeting

Final Minutes

Tuesday, June 20, 2023 **7:30 PM** **Council Chambers and Virtual**

1. Call to Order. The meeting was called to order at 7:30 PM by Mayor James Boyd.

Attendee Name	Title	Status	Arrived
Dan Carpenter	Alderperson	Present	
Pamela Gantz	Alderperson	Present	
Jonathon Hansen	Alderperson	Present	
Amy Chandik Kundinger	Alderperson	Present	
Shana Defnet Ledvina	Alderperson	Present	
Devin Perock	Alderperson	Present	
John Quigley	Alderperson	Excused	
Dean Raasch	Alderperson	Present	
James Boyd	Mayor	Present	

2. Pledge of Allegiance to the Flag.

3. Approval of the minutes of the June 6, 2023 Common Council meeting.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Raasch
EXCUSED:	John Quigley

4. 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 Common Council. §6-3(f) DPMC.

   None.

5. Consideration and possible action on the following Community Service Grant applications:

   A. Sleep in Heavenly Peace, De Pere Chapter - No Kid Sleeps on the Floor in Our Town!

   B. Kevin Rafferty, Boy Scout Troup #1043 Eagle Scout Project - Constructing Gaga Pit for Altmayer School

   Alderperson Carpenter moved, seconded by Alderperson Raasch to award $600 to each applicant, with $600 coming from the Community Service Grant budget and $600 from unassigned reserves. Alderperson Raasch moved, seconded by Alderperson Hansen to open the meeting. Upon vote, motion carried unanimously. Applicant Kevin Rafferty addressed the Council and answered questions. Alderperson Ledvina moved, seconded by Alderperson Raasch to close the meeting. Upon vote, motion carried unanimously.

RESULT:	**APPROVED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Raasch
EXCUSED:	John Quigley

6. Recommendation from the Board of Public Works to approve the installation of a fence for Parcel WD–1540.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Raasch
EXCUSED:	John Quigley

7. Recommendation from the Board of Public Works to maintain existing City Policy regarding Alderperson Hansen's request to create a policy for reimbursement of resident-completed driveway repairs.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Raasch
EXCUSED:	John Quigley

8. Recommendation from the Board of Public Works on award of Contract 23-16 Bridge Rehabilitation to Zenith Tech, Inc in the amount of $178,290.

RESULT:	**APPROVED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Shana Defnet Ledvina, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Raasch
EXCUSED:	John Quigley

9. Recommendation from the Board of Public Works on award of Contract 23-21 Municipal Service Center Flooring Replacement Rebid to Macco's Commercial Interiors in the amount of $39,089.

RESULT:	**APPROVED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Raasch
EXCUSED:	John Quigley

10. Recommendation from the Board of Public Works on award of Contract 23-17 Municipal Service Center Complex Gutter Replacement and Roof Repairs Rebid to Security Luebke Roofing, Inc. in the amount of $53,423.

RESULT:	**APPROVED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Raasch
EXCUSED:	John Quigley

11. Recommendation from the Board of Public Works to approve Alderperson Hansen's request regarding tree plantings on County and State Highways.

Alderpersons Raasch and Hansen clarified that approval of this recommendation will allow staff to request permission from the state and county to plant trees in these areas.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Raasch
EXCUSED:	John Quigley

12. Recommendation from the License Committee on renewal applications for the licensing period of July 1, 2023 to June 30, 2024.

A. Class "A" Fermented Malt Beverage & "Class A" Intoxicating Liquor Licenses

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Raasch
EXCUSED:	John Quigley

B. Class "B" Beer and "Class C" Wine Licenses

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Raasch
EXCUSED:	John Quigley

C. Class "B" Fermented Malt Beverage and "Class B" Intoxicating Liquor Licenses

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Raasch
EXCUSED:	John Quigley

D. Class "B" Beer and Reserve "Class B" Liquor Licenses

The clerk reported that there are two license holders who have not yet submitted their renewal paperwork. They will need to apply for a provisional license to carry them through until their renewals can be heard at the second License Committee and Council meetings in July.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Raasch
EXCUSED:	John Quigley

13. Ordinance #23-08 Repealing and Reenacting Section 6-11 of the De Pere Municipal Code Regarding Telephonic/VideoConference Meeting Attendance.

City Attorney Tony Wachewicz stated that guidance from the Department of Justice allows any number of Council members to attend remotely, as long as the public can attend virtually as well. He explained that the intent of the proposed change is to address emergency situations when more than two members are unable to attend in person, which would trigger cancellation of the meeting under current rules. Discussion followed regarding concerns about reporting attendance method, and possible abuse of virtual attendance when not entirely necessary.

RESULT:	**SECOND READING REQUIRED [6 TO 1]** **Next: 7/18/2023 7:30 PM**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock
NAYS:	Dean Raasch
EXCUSED:	John Quigley

14. Resolution #23-56 Establishing Non-Lapsing Funds as of December 31, 2022.

RESULT:	**ADOPTED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Raasch
EXCUSED:	John Quigley

15. Resolution #23-57 Approving Organizational Changes from Information Technology to Administration Department for Video Production Specialist and Video Production Assistant Positions and Approving Reclassification of Communication Specialist Position to Communication and Marketing Manager and Corresponding Adjustment to Compensation Plan Grade Level.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Raasch
EXCUSED:	John Quigley

16. Resolution #23-58 Approving Grant Agreement for Division of Public Health Contract #60688.

RESULT:	**ADOPTED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Devin Perock, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Raasch
EXCUSED:	John Quigley

17. Resolution #23-59 Authorizing Agreement for Consulting Services Between the City of De Pere and Emergency Support and Planning, LLC (Fire Department Staffing Study).

RESULT:	**ADOPTED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Raasch
EXCUSED:	John Quigley

18. Resolution #23-60 De Pere Common Council Authorization or Delegation of Payment of Vouchers or Invoices between Council Meetings.

    Mayor Boyd and City Attorney Tony Wachewicz confirmed that Council is not obligated to approve vouchers.

RESULT:	**ADOPTED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Raasch
EXCUSED:	John Quigley

19. Resolution #23-61 Approving Compliance Maintenance Annual Report for Wastewater Collection System.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Raasch
EXCUSED:	John Quigley

20. Resolution #23-62 Proposed Water Service Rate Increase.

Finance Director/Treasurer Pam Manley explained that the City's water utility is in debt to the general fund due to several years of purchasing capital equipment through that fund. The 8% rate increase would begin in September of this year, with no additional increase next year. She noted that it is extremely rare for the PSC to authorize an 8% increase; it has historically been in the 3% range. Public Works Director Scott Thoreson reported that the last rate increase for water was in 2011. Staff and Council members chose not raise water rates since that time, because of significant increases on the wastewater side. He explained that expenditures have been exceeding revenues due to capital improvements and DNR mandates to operate the utility. Staff calculated an example of the impact of the proposed increase on a quarterly residential water bill: there would be a $10.40 increase for water on a bill with 9,700 gallons of usage. Scott emphasized that the City has been doing its diligence to keep water costs down by conducting a leak detection survey every other year. He pointed out that private water systems in the City (i.e. the Wal-Mart development area) need to do better with maintenance and leak detection; there are some that have never tested for water leaks. Discussion followed regarding the perception that De Pere's water rates are already some of the highest in the area, the pros and cons of bonding for water infrastructure, as well as the possibility of doing leak detection surveys every year. Pam stated that once the 2022 PSC report is submitted, staff will be notified if the City qualifies for the full 8% increase, and she will report back at the next Council meeting.

RESULT:	**ADOPTED BY ROLL CALL VOTE [6 TO 1]**
MOVER:	Shana Defnet Ledvina, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock
NAYS:	Dean Raasch
EXCUSED:	John Quigley

21. Resolution #23-63 Authorizing Second Amendment to Agreement for Consulting Services Between the City of De Pere and Robert E. Lee, Inc. (Engineering Services - Potential Stream Relocation; Parcel WD-D0077 - Fortune Avenue).

RESULT:	**ADOPTED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Devin Perock, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Raasch
EXCUSED:	John Quigley

22. Resolution #23-64 Approving Agreement with Greater Green Bay Habitat for Humanity (Rock the Block Program).

    Alderperson Hansen moved, seconded by Alderperson Perock to open the meeting. Upon vote, motion carried unanimously. Jessica Diederich, Executive Director of Greater Green Bay Habitat for Humanity, provided an overview of the Rock the Block program. She explained that the neighborhoods will be chosen by the City to receive exterior improvements to owner-occupied homes; they can typically can do up to 30 homes in one neighborhood. She noted that the program could also include improvements in a public space like a park, as well as an art installation. Alderperson Raasch moved, seconded by Alderperson Ledvina to close the meeting. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Pamela Gantz, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Raasch
EXCUSED:	John Quigley

23. Voucher approval.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Shana Defnet Ledvina, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Raasch
EXCUSED:	John Quigley

24. Future agenda items.

    Alderperson Carpenter requested that the budget for the Community Service Grant be increased for the 2024 budget.
    Alderperson Raasch asked for an analysis of bonding for water utility infrastructure versus using the general fund. Staff will determine which subcommittee will receive this request.
    Alderperson Hansen asked for an update on the Police Department's goal to increase the number of neighborhood watch groups in the City; this will be included in an upcoming Friday memo.

25. Adjournment.

    Alderperson Ledvina moved, seconded by Alderperson Carpenter to adjourn the meeting at 8:34 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen, City Clerk