



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, June 13, 2022

7:30 PM

Council Chambers and Virtual

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	Aldersperson	Present	
Jonathon Hansen	Aldersperson	Present	
Shana Defnet Ledvina	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	

Others present:

Scott Thoresen, Public Works Director

Eric Rakers, City Engineer

Betty Sellenheim, Recording Secretary

Jonathan Calvo, 2406 Kilrush Rd

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 May 9, 2022 Board of Public Works Meeting Minutes

Aldersperson Carpenter moved to approve the May 9, 2022 Board of Public Works Meeting Minutes, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

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

2. Election of Vice Chairperson

Aldersperson Carpenter nominated Aldersperson Raasch as vice chairperson. Upon vote, the motion passed unanimously.

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

3. Consideration and possible action on the deferral of the sidewalk installation at 2406 Kilrush Road until June 30, 2023

Eric Rakers, City Engineer, outlined a request for a one-year extension on gap sidewalk installation at 2406 Kilrush Road.

Alderson Carpenter moved to approve the deferral of sidewalk installation at 2406 Kilrush Road until June 30, 2023, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

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

4. Consider and Possible Action Regarding Definitely De Pere's Request to Waive Public Works Fees*

Alderson Hansen moved to approve Definitely De Pere's request to waive Public Works fees, seconded by Alderson Ledvina.

Alderson Raasch asked if similar waivers have been granted in past years. Mayor Boyd stated the Board has granted waivers in the past for these fees.

Upon vote, the motion passed unanimously.

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

5. Consideration and Possible Action on Parking Lease Agreement with Ahlstrom-Munksjo (Updated June 2022)

Alderson Carpenter moved to approve parking lease agreement with Ahlstrom-Munksjo, seconded by Alderson Ledvina.

Alderson Hansen asked if the City pays for the lease spots. Scott Thoresen, Public Works Director, stated the City does not. Alderson Hansen verified the new lease allows for additional spots. Mr. Thoresen stated there was one additional spot but the new lease clarifies responsibilities. Alderson Hansen asked about new signage. Mr. Thoresen stated the signage for restrictive parking will remain the same.

Upon vote, the motion passed unanimously.

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

6. Consideration and possible action on Award of Contract for Project 22-17 City Hall Window Replacement*

Mayor Boyd moved to approve award of Project 22-17 City Hall Window Replacement, seconded by Alderson Hansen.

Mayor Boyd noted the project was \$450 over budget. Mayor Boyd asked the project timeline. Thomas Blohowiak, Maintenance Supervisor, stated once the contract was awarded, new windows could be ordered for installation, with project start depending on supply delivery.

Upon vote, the motion passed unanimously.

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

7. Consideration and possible action on City Engineer Parking and Traffic Recommendations

Eric Rakers, City Engineer, outlined the following recommendations:

#1 Consider crosswalk modifications on Lawrence Drive at the Preserve Trail. Mr. Rakers explained this section of roadway was scheduled to be reconstructed in 2025 with the addition of a pedestrian refuge and rapid rectangular flashing beacons (RRFB). Staff recommends upgrading to a ladder-style crosswalk.

#2 Consider upgrades and use of flags for crossing S. Ninth Street at Park Street. Staff upgraded the signage to fluorescent yellow. Resident would like to purchase and provide flags for crossing the street. Staff has no issues with the use of flags.

Alderperson Carpenter asked if this location would meet warrant for ladder style crosswalk. Mr. Rakers stated that staff did not evaluate for that.

#3 Consider installation of a truck route sign for northbound traffic on Lost Dauphin Road to the south of Scheuring Road. Staff recommends the installation of this sign to avoid confusion on County Highways for truck traffic.

Mayor Boyd moved to approve City Engineer Parking and Traffic Recommendations, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

8. Discuss City Engineer Recommendations for No-Action Parking and Traffic Discussion Items

Eric Rakers, City Engineer, outlined the following requests:

#1 Consider roundabout at Chicago Street and Crestview Lane. Staff does not feel a roundabout is warranted at this location; roundabouts are expensive, require additional right-of-way, require an engineering firm be hired, and would require approval from Brown County Highway at this location.

Mr. Rakers stated staff would be evaluating and bringing back consideration of an RRFB (rapid rectangular flashing beacon) at the intersection of Broadway and Cass Street.

RESULT:	DISCUSSED
----------------	------------------

9. Consideration and possible action on award of Contract 22-02 Lewis Street Reconstruction*

Eric Rakers, City Engineer, outlined the project, project limits, budget, and funding challenges. Mr. Rakers explained the overage in water utility work will be covered from the 2023 budget and the overage in stormwater will be covered by the stormwater utility. Alderperson Hansen verified the stormwater utility has sufficient funds to cover the overage. Mayor Boyd stated it did. Alderperson Carpenter verified the installation of 8" water main installation. Mr. Rakers stated that was correct. Alderperson Raasch expressed his concerns about funding, availability of products and the potential for failure in coming years (with borrowing from future budgets). Alderperson Raasch asked how

the City will balance availability and funding for future projects. Mr. Rakers explained that water rate changes would need to come from PSC (Public Service Commission) for increased funds. Mr. Rakers further outlined some project aspects in the past few years that have impacted the project sizes and costs. Alderperson Raasch asked about 16" vs 8" water main installation. Mr. Rakers explained the installation of the 16" for long-term planning for the "backbone" of the system, with 8" mains throughout the majority. Alderperson Raasch asked if delays could be expected due to the availability of components. Mr. Rakers stated it can be expected and has led to multiple 2022 projects having 2023 completion dates. Alderperson Raasch expressed concerns and disinterest in water rate increases at this time. Mayor Boyd shared Alderperson Raasch's concerns. Alderperson Carpenter expressed similar concerns and stated certain projects will need to be delayed to best utilize the funding available. Mr. Rakers agreed that the choice of projects is a balancing act of the funding available. Alderperson Carpenter moved to approve award of Contract 22-02 Lewis Street Reconstruction with water main funding from 2023 budget and storm sewer funding from the stormwater utility, 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

10. Consideration and possible action on award of Contract 22-07 Curb Repair and Street Resurfacing*

Eric Rakers, City Engineer, outlined the project, project limits, budget, and funding challenges, which were previously approved for bonding in May.

Mayor Boyd asked if staff was satisfied with the agreement with Town of Ledgerview.

Mr. Rakers stated it has been working well. Scott Thoresen, Public Works Director, stated an intergovernmental agreement would be presented at an upcoming Board meeting for review.

Mayor Boyd moved to approve award of Contract 22-07 Curb Repair and Street Resurfacing, seconded by Alderperson Hansen.

Alderperson Raasch requested information in the future from the Finance Director about the implication of bonding for these projects in the future. Mr. Thoresen explained the preliminary resolution for bonding that will be presented at Finance/Personnel Committee and subsequently at Common Council and stated item #13 on the agenda may answer more questions.

Upon vote, the motion passed unanimously.

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

11. Discussion on Contract 22-09 Pond and Drainage System Construction

Eric Rakers, City Engineer, provided an update on Project 22-09 for pond construction along Front Street and Fox River Trail. The update included delays staff has encountered with permits and a request for a grant extension from the DNR to construct in 2023. Staff will bring back additional information in July.

RESULT: DISCUSSED

12. Consideration and possible action on award of Contract 22-24 East Side Alley Reconstructions*

Eric Rakers, City Engineer, outlined the project, project limits, budget, and funding challenges. Staff recommends rejecting the bid from KCG Excavating and rebidding next year or in conjunction with another project.

Alderson Hansen asked about combining it with Lewis Street reconstruction. Mr. Rakers stated that staff had considered this option but separated projects due to scheduling. Alderson Hansen asked if costs would be cheaper if it was completed with Lewis Street. Mr. Rakers stated it could have been.

Alderson Raasch moved to reject bid for award of Contract 22-24 East Side Alley Reconstructions, seconded by Alderson Carpenter. Upon vote, the motion passed unanimously.

RESULT: ADOPTED [UNANIMOUS]

MOVER: Dean Raasch, Alderson

SECONDER: Dan Carpenter, Alderson

AYES: Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

13. Discuss Possible Additional Revenues for Street Improvements

Scott Thoresen, Public Works Director, outlined additional revenue options including wheel tax, transportation utility, referendums, bonding, and assessments. Mr. Thoresen also explained an option to reduce the amount of work in order to reduce strain on the budget for street improvement projects. Mr. Thoresen outlined a handout he provided during the meeting which compared the cost for each option over a 20 year life on a property valued at \$250,000.

Alderson Ledvina asked how often the consultant would need to evaluate trip rates for transportation utility. Mr. Thoresen explained the consultant would be brought in when properties changed use, large developments were constructed, or every 2-3 years for maintenance of the rates. Mr. Thoresen stated most rates would stay the same, but Council could choose to raise the rates to create more revenue. Alderson Ledvina asked how staff established the number of vehicles in the City from the state information for zip code 54115. Mr. Thoresen explained from the information he was provided by the state and a rough estimate. Mr. Thoresen further explained it would take a full year of implementing the wheel tax to know the exact numbers. Alderson Ledvina expressed concerns about wheel tax and having heard of individuals being charged for communities they do not reside in. Alderson Carpenter asked for additional information on the trip rate generation, using the example from the packet and limits/caps. Mr. Thoresen explained it using the example provided from City of Neenah transportation utility, which is based on stormwater ERU rather than trips, which is not recommended. Mr. Thoresen added that by using the trip rate, there would not be caps/limits. Alderson Carpenter stated the City will need to create revenue some way, but was unsure the best way to accomplish and not over-punish certain entities. Mr. Thoresen referenced the handout for overall cost at year 20 on each individual property and explained the costs would differ based on the size/value of the location. Mr. Thoresen added that all the options, except a referendum, would be established and regulated by the Council. Alderson Carpenter asked about Neenah's utility and ERU rates. Mr. Thoresen explained the League of Wisconsin Municipalities highly recommends not utilizing ERU rates because they can be challenged and rather create trip rates through a consultant based on actual traffic on a

daily basis at each location. Mr. Thoresen explained the consultant would cost about \$25,000 to complete the trip rate generation. Alderperson Hansen explained Town of Buchanan's transportation utility issues with WI Circuit Courts as a violation of levy limits and state laws being discussed regarding transportation utilities. Mr. Thoresen explained the state law would limit the use of transportation utility funds for operations such as snow plowing. Mayor Boyd asked how many communities had transportation utilities. Mr. Thoresen stated there were five in the state. Alderperson Hansen asked for additional details on the bond amounts from the handout. Mr. Thoresen explained it similar to a loan on a car with principle and interest and a new 10 year bond each year. Alderperson Hansen asked about trip rates based on housing types (single family home vs. apartment). Mr. Thoresen explained his understanding of all single family homes having the same rate but other locations (apartments, businesses, etc) would be based on daily trips. Alderperson Raasch further explained the legal issues surrounding Town of Buchanan transportation utility and expressed concerns about other communities facing similar challenges in the future. Alderperson Raasch further expressed concerns about underfunding any option chosen for an extended period of time, just as staff is seeing from the referendum from 2006; funds do not stretch as far today as they did then. Board members expressed concerns about implementing any option without public input. Alderperson Hansen asked about special assessments, whether it would be implemented against all properties the same year, as the handout illustrates. Mr. Thoresen explained that each property may see the assessment some time in the 20 year cycle when the street by their home is improved.

RESULT:	NO ACTION
----------------	------------------

14. Discuss Pond Trapping for 2021 and 2022

Eric Rakers, City Engineer, discussed pond trapping results from 2021 and 2022. Alderperson Carpenter asked how long the City has been trapping at the stormwater facilities. Mr. Rakers stated this was the first time. Alderperson Carpenter asked about the results showing a decrease at most locations. Mr. Rakers stated that all but one location saw a decrease, but mentioned that muskrats breed multiple times a year, making them harder to control. Alderperson Hansen asked about the notes from the contractor about tree/shrub clearing. Mr. Rakers noted on other summary sheets from the contractor, they remarked on the work that was completed. Mr. Rakers further explained that a lot of the work had been completed by the street department with a new brush mower.

RESULT:	DISCUSSED
----------------	------------------

15. Consideration and possible action on Compliance Maintenance Annual Report for Wastewater Collection System*

Eric Rakers, City Engineer, outlined the Compliance Maintenance Annual Report with the Wisconsin Department of Natural Resources for wastewater collection systems. The report verifies multiple aspects of funding and maintenance of the system. The City received good grades in all aspects of the report. Alderperson Raasch asked about cross contamination and flooding concerns along East River areas. Mr. Rakers stated there are possibilities but there have not been any issues from that. Mr. Rakers further explained the main issues are with inflow and infiltration and sump pump connections, or lack of sump pumps. Alderperson Carpenter outlined scenarios that would be reported as backups, but were ultimately the residents responsibility. Mr. Rakers illustrated how a backup can happen, both as a City responsibility (obstruction in a main) and resident responsibility (obstruction or broken lateral). Scott Thoresen, Public Works Director,

outlined from the NEW Water presentation in April, the importance of mitigating inflow and infiltration. Alderperson Raasch mentioned De Pere being ahead of other communities for mitigation. Mr. Rakers outlined steps the City has taken towards mitigation, the problematic areas of the City, and the work yet to be tackled. Mr. Rakers further explained the City being ahead on their facilities (lining mains, etc) but a lot of work is still needed on the private side of the system. Alderperson Ledvina mentioned Green Bay having a program of installing sump pumps when homes sold. Mr. Rakers stated that program was no longer in place based on state laws prohibiting it. Alderperson Ledvina asked about incorporating it with water meter battery changes. Mr. Thoresen stated they have a 20 year life. Alderperson Carpenter provided background on the City sump pump inspector from many years ago and expressed concerns about combining programs/problems and the issues it might cause for staff gaining access to properties. Mr. Thoresen explained his request to utilize ARPA funds for I&I mitigation efforts. Alderperson Carpenter moved to approve Compliance Maintenance Annual Report for Wastewater Collection and it's submission to the DNR, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

IV. Future Agenda Items

Alderperson Raasch requested bonding information presentation from Finance Director Joe Zegers
Alderperson Hansen requested ladder crosswalk evaluation at S. Ninth Street and Park Street

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:50 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim