



Board of Public Works

Regular Meeting

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

Agenda

Monday, June 12, 2023

7:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Board of Public Works** of the City of De Pere will be held on **June 12, 2023** at **7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic access to the meeting is provided below:

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(312\) 757-3117](tel:+13127573117)

Access Code: 154-883-285

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperecitywi.igmp2.com/>.

I. Call to Order

1. Roll Call

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. Section 6-3(f) DPMC

III. Items

- 1. Approval of the May 8, 2023 Board of Public Works Meeting Minutes**
- 2. Consideration and possible action on Election of Vice Chairperson**
- 3. Consider and Possible Action Regarding Carriage Walk Request for 308 S. Superior Street**
- 4. Consider and Possible Action Regarding Installation of Fence for Parcel WD – 1540***
- 5. Consider and Possible Action Regarding Alderperson Hansen's Request Regarding Driveway Repairs***
- 6. Consideration and possible action on proposed water rate increase***
- 7. Consideration and possible action on award of Contract 23-16 Bridge Rehabilitation***
- 8. Consideration and possible action on award of Contract 23-21 MSC Flooring Replacement Rebid***
- 9. Consideration and possible action on award of Contract 23-17 MSC Complex Gutter Replacement and Roof Repairs Rebid***
- 10. Consideration and possible action on BOPW Resolution #23-01 Amended**

11. Consideration and possible action on Compliance Maintenance Annual Report for Wastewater Collection System*
12. Consider and Possible Action Regarding Alderperson Hansen's Request Regarding Tree Plantings on Webster Avenue*

IV. Future Agenda Items

V. Adjournment

***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, June 12, 2023 so that arrangements can be made.

Agenda Sent To:

MAYOR

ALDERPERSONS

DEPARTMENT HEADS

DEFINITELY DE PERE

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SECURITY LUEBKE ROOFING, INC

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City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: June 12, 2023

DEPARTMENT: Board of Public Works

FROM: Betty Sellenheim

SUBJECT: Approval of the May 8, 2023 Board of Public Works Meeting Minutes

ATTACHMENTS:

- 2023 0508 BOPW_Draft Minutes (PDF)



Board of Public Works

Regular Meeting

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

Draft Minutes

Monday, May 8, 2023

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	

Scott Thoresen, Public Works Director
Eric Rakers, City Engineer
Betty Sellenheim, Recording Secretary
Marty Kosobucki, Parks, Recreation & Forestry Director
Thomas Blohowiak, Maintenance Supervisor
Tony Fietzer, Street Superintendent
Larry Delo, City Administrator (Remote)
Tina Quigley, Definitely De Pere (Remote)

2. Public Hearing to Levy Special Assessments

i. Notice of Public Hearing

Betty Sellenheim, Recording Secretary, announced the notice of public hearing was published in the Green Bay Press Times on April 21, 2023.

ii. Recommendation from the Board of Public Works

Eric Rakers, City Engineer, announced the Board of Public Works adopted the preliminary resolution to schedule the public hearing for authorizing special assessments at the Board of Public Works meeting on April 10, 2023.

iii. Final Resolution Authorizing Levying Special Assessments

Mayor Boyd opened the public hearing at 7:31 PM.

Mayor Boyd closed the public hearing at 7:32 PM.

1. Consideration and possible action on Resolution #23-01, Final Resolution Authorizing the Levying of Special Assessments for Storm Sewer Main and/or Laterals

Mayor Boyd opened the public hearing 7:31 PM.

There were no questions, comments, or requests from the audience.

Mayor Boyd closed the public hearing at 7:32 PM.

Mayor Boyd moved to approve the Final Resolution Authorizing the Levying of Special Assessments for Storm Sewer Main and/or Laterals, seconded by Aldersperson Raasch.

Aldersperson Hansen asked if the interest rate was a fixed rate for 25 years or variable. Eric Rakers, City Engineer, verified that it was a fixed rate. Betty Sellenheim, Recording Secretary, added that it was fixed for 10 years. Mayor Boyd asked staff to outline the project and payment options. Mr. Rakers explained the project, invoice timing, and payment options. Mayor Boyd informed the audience that the City Stormwater Utility Fund pays for the majority of the storm main. Mr. Rakers verified the Utility pays for 80% of the cost of the main.

Upon vote, the motion passed unanimously.

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

- 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. Section 6-3(f) DPMC

None

III. Items

1. Approval of the April 10, 2023 Board of Public Works Meeting Minutes

Aldersperson Carpenter moved to approve the April 10, 2023 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. Consideration and possible action on Main Avenue Underpass Maintenance

Aldersperson Hansen requested staff further explain their proposal and elaborate on the meaning of green space. Marty Kosobucki, Parks, Recreation & Forestry Director, explained the area being proposed as green space that would not be maintained/cut by staff. Mr. Kosobucki explained staff would allow the area to grow natural within the confines of the planned natural landscape ordinance and submit a landscape plan to the DOT as part of the Main Avenue reconstruction project scheduled for 2028. Aldersperson Hansen asked for clarification regarding the planned natural landscape ordinance. Mr. Kosobucki explained staff had discussed earlier that day and locations that are not served with City sewer and water are not required to follow all of the same requirements on maintenance. Mayor Boyd asked to have the area indicated on the overhead map. Eric Rakers, City Engineer, outlined the area. Mr. Kosobucki's agreed with the area depicted. Aldersperson Carpenter verified if any portion east of the railroad bridge on the south side would not be maintained. Mr. Kosobucki stated he would need to verify with the map in the agenda packet. Mayor Boyd stated there was no sections indicated to the east of the railroad bridge on the south side. Aldersperson Carpenter stated he was not in favor of not maintaining this area. Mayor Boyd and Aldersperson Carpenter discussed having a one-

year pilot program to evaluate the response from the public. Alderperson Raasch asked why there has been a sudden draw to cease maintenance in this area. Mr. Kosobucki explained the reasons including a recent significant injury to staff and insurance concerns. Mr. Kosobucki stated he understood concerns about letting it grow wild, but added that staff also receives multiple complaints from residents with concerns about the safety when performing the current level of maintenance. Mr. Kosobucki informed the Board that staff has unsuccessfully requested proposals from contractors to perform the work. Mayor Boyd asked about the use of alternate equipment to perform the work. Alderperson Raasch suggested working towards the landscape plan now, rather than waiting until the reconstruction in 2028. Mayor Boyd stated that the planning process will begin for Main Ave in the next one to two years including this area. Alderperson Raasch expressed concerns with regards to not mowing until there is a complaint and then needing to control very overgrown vegetation. Alderperson Carpenter stated he was not in favor of investing money into something that would likely be destroyed during reconstruction and expressed interest in trying this proposal as a pilot program for this year and having staff report back on the response from the public.

Alderperson Carpenter moved to approve Main Avenue Underpass Maintenance plan as a pilot program and staff will provide a report in October based on community input, seconded by Mayor Boyd.

Scott Thoresen, Public Works Director, proposed that staff would cease maintenance for 2023 and provide a report in the fall with the results from 2023 and to evaluate for 2024. Alderperson Carpenter asked if the City owned any equipment that could be used to more safely cut this area (boom mower). Tony Fietzer, Street Superintendent, explained there is a rough cut boom mower with a 25 foot reach that could cut sections, but staff would still need to trim and clean-up areas that can't be reached. Mr. Fietzer added that the equipment protects the operator but would still require traffic control on Main Avenue while the equipment was in the traffic lanes cutting the hills. Mayor Boyd suggested notifying the public of this change. Alderperson Raasch shared his personal experience previously with complaints regarding lack of maintenance on City properties. Mr. Kosobucki explained that funds were budgeted to hire a contractor to maintain the areas mentioned by Alderperson Raasch. Alderperson Carpenter asked for staff to report how many complaints along with how they were resolved, rather than just numbers. Mr. Kosobucki agreed.

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

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

3. Consider and Possible Action Regarding Carriage Walk Request for 308 S. Superior Street

Scott Thoresen, Public Works Director, stated the property owner contacted him and requested this agenda item be moved to the June meeting to allow him to attend. Alderpersons Carpenter and Hansen stated they were okay with approving it. Mr. Thoresen stated if the Board wanted to approve the walk and did not have questions for

the property owner, that was fine. Mr. Thoresen added that the property owner had asked if he needed to be present and Mr. Thoresen told him that he did not need to be present, but if there were questions that staff could not answer, the request could be denied; the property owner then asked for the item to be moved to June allowing him to attend. Mayor Boyd stated that the property owners request should be honored.

Mayor Boyd moved to table until June 2023 Board of Public Works, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

RESULT:	TABLED [UNANIMOUS]
	Next: 6/12/2023 7:30 PM
MOVER:	James Boyd, Mayor
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

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

Eric Rakers, City Engineer, outlined three recommendations. Item one was to restrict parking to three-hour parking on the north and south sides of George Street between Huron and Superior Streets. Alderperson Raasch verified that this block had not previously aligned with parking restrictions on the rest of the corridor. Mr. Rakers stated it is not listed in the City ordinance. Alderperson Hansen asked for clarification on the limits since Mr. Rakers stated it was blocks. Mr. Rakers stated it was plural because it was the north and south sides of the block. Item two was to install a mid-block crossing with a rapid rectangular flashing beacon (RRFB) on Ryan Road by Altmayer School contingent upon an agreement with the School District with the City and to be funded by the School District. Alderperson Hansen asked if a crosswalk currently exists where the RRFB is proposed. Mr. Rakers stated the only crosswalks in that area are currently at intersections and a mid-block crossing would be added with the RRFB along with a bump-out on the east side of the road. Alderperson Raasch asked if the driveway would be impacted on the west side. Mr. Rakers stated it would not impact any driveways. Item three was to install medians and restrict turning movements into and out of Lewis Street.

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

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

5. Discuss City Engineer Recommendations on No Action Parking and Traffic Discussion Items

Eric Rakers, City Engineer, shared the discussion at Parking and Traffic team regarding 15 mph speed limits by parks, specifically on Legion Ct. Mr. Rakers added that staff plans to bring back a discussion of adding parking on George Street between Huron and Erie Streets to match the rest of the corridor.

RESULT: DISCUSSED

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

Mayor Boyd moved to approve Definitely De Pere's request to waive Public Works fees, seconded by Alderperson Raasch.

Tina Quigley, Definitely De Pere, thanked the Board for their support.

Upon vote, the motion passed unanimously.

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

7. Consideration and possible action on 2023 Sidewalk Repair Orders and Special Charges

Eric Rakers, City Engineer, explained the annual sidewalk repair and replacement program. Mr. Rakers added that Board recommended offering a five year payback option for properties with sidewalk repairs in excess of \$1,000 with an interest rate based on current bonding plus one percent. Mr. Rakers stated that interest rate would be 3.96% for this project. Mr. Rakers stated there were 86 properties with preliminary charges over \$1,000 which continues to increase year over year. Mr. Rakers explained the importance of this program in the City. Mr. Rakers stated once approved by the Board, staff would send notices to property owners and publish in the newspaper. Mayor Boyd stated that generally the larger charges are larger parcels. Mr. Rakers stated that was not the case this year and that some of the largest ones are mid-block and multiple properties are currently proposed for 2024 road construction projects. Mr. Rakers stated staff would notify residents that are included in proposed 2024 construction and mark the sidewalk squares that would be replaced as part of that construction to save the homeowner money. Alderperson Hansen thanked staff for making the consideration for 2024 construction areas including areas that are part of the Community Development Block Grant. Mr. Rakers stated that staff found quite a few properties that had longitudinal cracks across multiple panels and explained how residents could repair those cracks instead of having to replace the panels. Alderperson Carpenter asked if the blocks that are proposed for reconstruction could have been delayed one year for sidewalk repairs. Scott Thoresen, Public Works Director, stated there were no guarantees that 2024 projects will be constructed based on budget and the grant award. Alderperson Carpenter asked if staff is going to mark the ones that do not need to be repaired or replaced due to proposed construction next year, what would happen if the construction did not proceed. Mr. Thoresen stated the sidewalk repairs would be part of the repair orders for 2024. Alderperson Hansen clarified if staff marked sidewalk squares in 2023 that were proposed to be torn out in 2024, the property owner would not be forced to repair in 2023. Mr. Rakers stated that was the plan and elaborated that in typical years staff does not deal with this because the following years construction is generally unknown when the repairs are ordered. Alderperson Carpenter asked if there were times in the past that staff replaced sidewalk as part of construction projects after the panels had been replaced the year prior. Mr. Rakers stated it has happened in the past.

Mayor Boyd moved to approve the 2023 Sidewalk Repair Orders and Special Charges and staff will contact residents/owners on impacted streets for 2024 construction, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

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

8. Consideration and possible action on 2024 Gap Sidewalk Orders and Special Charges*

Eric Rakers, City Engineer, outlined the 2024 Gap Sidewalk Orders and Special Charges and outlined the timeline for installation through June 30, 2024.

Alderperson Hansen asked about vacant parcels in Pine Trail Crossing subdivision. Mr. Rakers shared why two properties had not been ordered and that 2023 orders were approved in 2022 and staff in monitoring and if not completed will be incorporated with Project 23-05.

Alderperson Raasch moved to approve the 2024 Gap Sidewalk Orders and Special Charges, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

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

9. Discuss Snowplow Operations

Scott Thoresen, Public Works Director, stated staff plans to bring this discussion back on an annual basis for consideration of changes. Mr. Thoresen stated the snow plow operations and policy were included in the packet for discussion along with a recap of the operations from the past season. Mr. Thoresen stated at past discussions, the Board decided to maintain status quo of completing full plows at 3 inch minimum snowfalls. Mr. Thoresen shared that 29 snow events were recorded for 2022-2023 snow season and that snow events under 6 inches cost approximately \$15,000 to complete (labor, benefits, salt/brine, etc). Mr. Thoresen added that cost did not include equipment costs. Mr. Thoresen stated if the Board wanted to move towards full plows after 2 inches of snowfall, it would require an increase in the budget of about \$15,000 per snow event that was over 2 inches but under 6 inches. Mr. Thoresen stated that would have been approximately \$45,000 in the 2022-2023 season.

Mayor Boyd commended staff on their plowing operations based on common sense practices and weather factors. Mayor Boyd added that he was unaware that City plows did not have down pressure on the plow and wing to peel snow. Mayor Boyd stated he does not receive many complaints regarding snow removal and that most of the complaints he receives are from residents requesting the packed snow be peeled off the street surface, which current equipment cannot do. Alderperson Raasch added that would create an increased amount of road work every spring if the City plows were equipped to peel the snow. Alderperson Carpenter indicated the type of plow with down pressure could come in handy when the City has experienced multiple small snowfalls the accumulate and pack on the roadways. Mayor Boyd commended staff on the social media posts regarding snow removal. Alderperson Ledvina stated she did not receive any complaints in the 2022-2023 snow season and shared her appreciation for the removal

efforts of staff. Alderperson Raasch echoed Alderperson Ledvina's compliments. Alderperson Hansen mentioned receiving complaints from Virginia Drive. Tony Fietzer, Street Superintendent, explained the considerations he made when determining plowing operations during the time in question for Virginia Drive including weather conditions and primary versus secondary streets according to the policy. Mr. Thoresen explained that staff creates their plan based on the weather forecast/predictions and when the meteorologists are incorrect it can impact the operations considerably. Mr. Fietzer further explained from his conversations with meteorologists and the National Weather Service, when the prediction for rain is off by 0.25" in the summer it's not as noticeable as the equivalent 3" of snow in the winter. Alderperson Raasch asked why staff does not lower the plows when they travel between main roads. Mr. Fietzer explained why this practice is in place to leave the plow up during travel between main roads. Mr. Thoresen reminded the Board if they wanted to make changes to the policy in the future, it would need to be known prior to the budget preparation.

RESULT:	NO ACTION
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10. Consider and Possible Action Regarding Vehicle and Equipment Pre-Order Purchasing Policy Addendum*

Larry Delo, City Administrator, explained the addendum to allow staff to pre-order vehicles and equipment to ensure the equipment and vehicles are received by the City in a timely manner.

Alderperson Raasch spoke in favor of the policy addendum.

Alderperson Hansen moved to approve vehicle and equipment pre-order purchasing policy addendum, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

11. Consideration and possible action on award of Contract 23-01 Sewer and Water Relay and Street Resurfacing*

Alderperson Carpenter moved to approve award of Contract 23-01 Sewer and Water Relay and Street Resurfacing, 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

12. Consideration and possible action on award of Contract 23-07 Curb Repair and Street Resurfacing*

Mayor Boyd moved to approve award of Contract 23-07 Curb Repair and Street Resurfacing, 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

13. Consideration and possible action on sanitary lining under Contract 23-03 Sewer Lining
- Alderperson Carpenter moved to approve sanitary lining updates under Contract 23-03 Sewer Lining, 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

14. Consider and Possible Action Regarding Alderperson Hansen's Request Regarding the Median Flags and Flag Poles on Webster Avenue*

Alderperson Hansen explained his request regarding the median flags and flagpoles on Webster Avenue. Alderperson Hansen explained staff's recommendation to decrease the size of poles and flags or remove all-together.

Mayor Boyd provided his preference to have flags at locations that can be easily maintained. Scott Thoresen, Public Works Director, provided information regarding the original installation and maintenance of the flags and flagpoles at this location by service groups. Mr. Thoresen added if the Board opted to maintain the flagpoles, they would need to be evaluated as they were not meant for permanent flag use, new poles would need to be installed in concrete with permission from Brown County. Mr. Thoresen added that proper flagpoles also causes traffic issues because they are not break-away. Mr. Thoresen stated that staff recommends removing the flags and flagpoles in the medians along Webster Avenue. Alderperson Carpenter stated he was in favor of removal unless another service group wanted to maintain them, which would still require replacement as Mr. Thoresen explained.

Alderperson Raasch moved to remove flags and flagpoles in medians on Webster Avenue, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

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

15. Consider and Possible Action Regarding Alderperson Hansen's Request to Create a Policy for the Variety of City Entrance Signs Acknowledging School Sports Teams

Alderperson Hansen outlined the windshield survey he completed at City entrances and signs located at each. Alderperson Hansen explained his request to create a policy for the variety of City entrance signs acknowledging school sports teams.

Mayor Boyd stated the signs were not on City property and the City is not aware of who constructed them or who is maintaining them. Mayor Boyd further stated that these types of signs are more popular in smaller towns with single school districts and they are often difficult to keep maintained. Mayor Boyd added that even though there are two school districts, it is one City and there should be accomplishments from both districts on all the

signs if implemented. Mayor Boyd stated the schools should be contacted and ultimately take the signs down. Mayor Boyd suggested having the individual schools or districts have a sign on their school properties highlighting the accomplishments. Alderperson Raasch agreed with Mayor Boyd's concerns and suggestions. Alderperson Raasch added that inside many of the schools there are banners or billboards or other form of recognition for accomplishments. Alderperson Raasch stated there were too many accomplishments to list individually but perhaps signs could be created stating something along the lines of "City of De Pere: home of great schools full of champion athletes, musicians....etc". Mayor Boyd stated the first step would be removing the signs; working with the school district, state, and county. Mayor Boyd stated it was likely someone with the school district that updated the one sign. Alderperson Carpenter agreed with Mayor Boyd since it was not updated by staff. Mayor Boyd recommended the signs be removed since they were inconsistent and not being maintained. Mayor Boyd asked Alderperson Hansen if he was requesting to have signs installed and maintained by the City at the entrances. Alderperson Hansen stated he agreed there were too many accomplishments to list on a single sign for both districts and that the current ones should be removed. Alderperson Raasch stated when he thought the Scheuring Road sign was likely installed.

Mayor Boyd moved to remove current signs in conjunction with the districts and propose to get signs on their school properties, along with working with Brown County and DOT to remove signs, 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

IV. Future Agenda Items

None

V. Adjournment

Alderperson Carpenter moved to adjourn the meeting at 8:58 PM, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: June 12, 2023

DEPARTMENT: Board of Public Works

FROM: Scott Thoresen

SUBJECT: Consideration and possible action on Election of Vice Chairperson



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: June 12, 2023

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider and Possible Action Regarding Carriage Walk Request for 308 S. Superior Street

Craig Smith of 308 S. Superior Street has requested (see attached request) the installation of a four (4) foot wide carriage walk to be installed in front of his home. The installation of a carriage walk needs BOPW approval per Sec. 22-21 of the City's municipal code. The installation maintenance costs of carriage walks are the responsibility of the property owner.

Staff recommend approving the installation of the carriage walk as requested.

ATTACHMENTS:

- 308 S. Superior Carriage Walk Request (PDF)

Scott Thoresen

From: Smith, Craig <SmithC10@schneider.com>
Sent: Thursday, April 13, 2023 11:27 AM
To: Scott Thoresen
Cc: Jonathon Hansen; Craig Smith
Subject: RE: 308 S. Superior Street - Petition to Install Carriage Walk

You don't often get email from smithc10@schneider.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello again Scott,

Hoping I compose my thoughts in a way that makes sense. Will ultimately defer to you or the Board's final decision.

As you can see, we don't have a standard poured concrete walkway from the street to our front steps. Somewhere down the line in the 100+ year history of this home, someone laid this brickwork to create a path. They must have missed the memo about the city doing or helping with concrete work years back, or didn't want to participate – but that's all conjecture. That being said, as you can see in the next few pictures I would prefer not to have to match the width of this path. Mostly because, if the price is right, we may have the contractor pour concrete from the curb and extend that same path to our porch.





The current path has a width of ~ 30 inches.

My proposal is to petition for the width of the opening of our fence – 4 ft. – for the carriage walk. At some point in the future, we plan to make the path bigger to match this size – whether it's at the same time as the carriage walk concrete pour or if we take it on as a DIY project this summer or next.



Let me know your thoughts and what the ultimate decision is based on any rules and regulations that exist per city standards. Thank you for taking the time to review.



Craig Smith

Customer Specialist Team Lead

BP Lubricants

Schneider Logistics, Inc.

BP Group#: 920-357-9095 | Direct: 920-357-2078



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From: Smith, Craig <SmithC10@schneider.com>

Sent: Thursday, April 13, 2023 8:13 AM

To: Scott Thoresen <sthoresen@deperewi.gov>

Cc: Jonathon Hansen <jhansen@deperewi.gov>; Craig Smith <cjspublicrelations@icloud.com>

Subject: RE: 308 S. Superior Street - Petition to Install Carriage Walk

Will measure on my lunch break and get back to you, thank you for the quick reply!

From: Scott Thoresen <sthoresen@deperewi.gov>

Sent: Thursday, April 13, 2023 8:09 AM

To: Smith, Craig <SmithC10@schneider.com>

Cc: Jonathon Hansen <jhansen@deperewi.gov>; Craig Smith <cjspublicrelations@icloud.com>

Subject: RE: 308 S. Superior Street - Petition to Install Carriage Walk

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning Craig,

Happy Thursday! Thanks for the email request. The carriage walk widths typically match the width of the carriage walk from the house to the back of sidewalk. It appears your existing carriage walk from the house is approximately 3 feet wide. Please confirm this so I know what you are requesting the Board to consider.

Any questions please let me know.

Make it a great day!

Thanks,

Scott J. Thoresen, P.E.

Director of Public Works | [City of De Pere](#)
925 South Sixth Street | De Pere, WI 54115
Tel: (920) 339-8095 | Fax: (920) 339-4071



Email: sthoresen@mail.de-pere.org
Facebook: [City of De Pere Facebook](#)

From: Smith, Craig <SmithC10@schneider.com>
Sent: Thursday, April 13, 2023 8:02 AM
To: Scott Thoresen <sthoresen@deperewi.gov>
Cc: Jonathon Hansen <jhansen@deperewi.gov>; Craig Smith <cjspublicrelations@icloud.com>
Subject: 308 S. Superior Street - Petition to Install Carriage Walk

Some people who received this message don't often get email from smithc10@schneider.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Scott,

After speaking to my alderman last night, I was given your contact information to submit a formal request to have a carriage walk installed at the following address:

308 South Superior St.
De Pere, WI 54115

I understand this needs to be approved by the Board of Public Works and understand that the hiring of the contractor and cost of installation is the responsibility of the homeowner.

Please confirm once reviewed & if approved. Also, any information regarding size or any other regulations would be appreciated. I have Jonathon copied in for visibility.

Thank you in advance for your time and support,

My cell# is 920-217-5047 if needed.

Craig Smith

Customer Specialist Team Lead
BP Lubricants
Schneider Logistics, Inc.
BP Group#: 920-357-9095 | Direct: 920-357-2078

**SAFETY FIRST AND ALWAYS | INTEGRITY IN EVERY ACTION | RESPECT FOR ALL | EXCELLENCE IN WHAT WE DO**

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City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: June 12, 2023

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider and Possible Action Regarding Installation of Fence for Parcel WD – 1540*

Jared Goffard has requested the installation of a 111 lineal foot of wooden fence on his parcel WD - 1540(see attached request). This parcel is zone conservancy. The conservancy zoning code requires:

"No building, structure, or improvement shall be allowed within the district without the express finding and approval of the Board of Public Works and Common Council that the proposed building, structure or improvement will not obstruct the drainage of waters therein; if the proposed building, structure or improvement obstructs the drainage of such waters, the property owner may cause drainage facilities to be installed on such property within the district of adequate size to handle or accommodate the maximum flow of such water, as approved by the Board of Public Works and Common Council."

The property owner was informed that if this is approved the installation of the fence cannot create any drainage issues. The owner acknowledges this.

Staff recommend approving the installation of the fence within the conservancy as requested.

ATTACHMENTS:

- Jared Goffard Fence Request for Parcel WD - 1540 (PDF)
- Parcel WD - 1540 Fence Request (PDF)

Scott Thoresen

From: jared goffard <jaredgoffard@yahoo.com>
Sent: Wednesday, May 10, 2023 9:39 AM
To: Scott Thoresen
Subject: Jared Goffard
Attachments: plot map.pdf

You don't often get email from jaredgoffard@yahoo.com. [Learn why this is important](#)

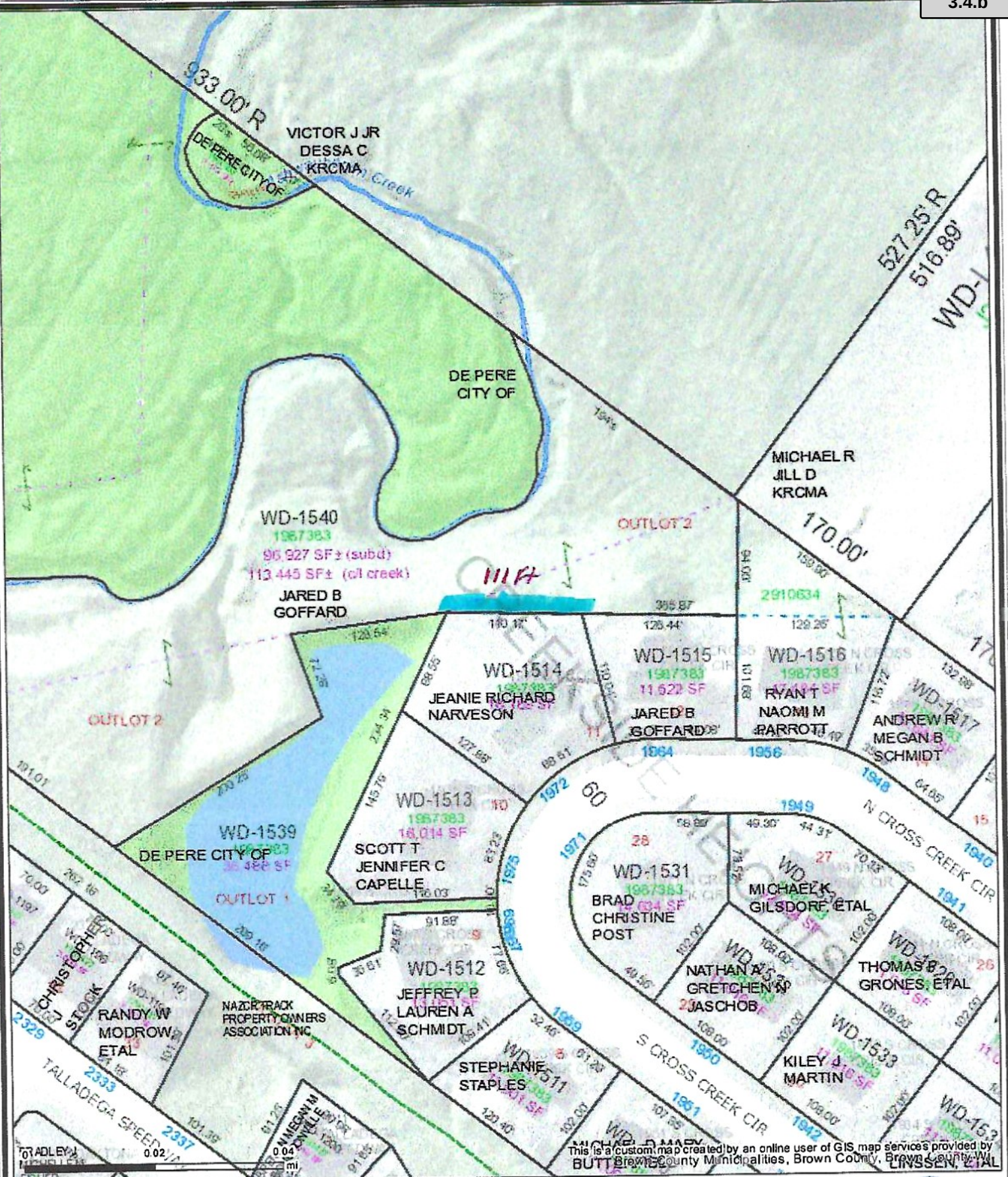
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Good morning,

We talked yesterday about being on the agenda for next month's meeting to vote on a fence for my property that is a conservation easement. I would like to put up a wooden fence in my back yard. Looking at 111 feet long. Attached is the plot map relating to its position.

Thank you,
Jared Goffard
(920) 562-2822

[Sent from Yahoo Mail on Android](#)



Part of Brown County WI

Map printed on 5/10/2023

1:1,200

1 inch = 100 feet*
1 inch = 0.0189 miles*

*original page size: 8.5"x11"

Appropriate format depends on zoom level

Parcel ownership key

- Parcel Boundary
- Condominium
- Gap or Overlap
- "hooks" indicate parcel ownership crosses a line

- Parcel line
- Right of Way line
- Meander line
- Lines between deeds or lots
- Historic Parcel Line
- Vacated Right of Way

A complete key (legend) is available at:
tinyurl.com/BrownDogLegend



(920) 448-6480

Packet Pg. 22



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: June 12, 2023

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider and Possible Action Regarding Alderperson Hansen's Request Regarding Driveway Repairs*

ATTACHMENTS:

- Alderperson Hansen Memo - Driveway Repairs 6-5-2023 (PDF)

Memo Re: Driveway Repairs by the City

To: Board of Public Works

From: Ald. Jonathon Hansen

Meeting Date: 5/8/23



A constituent of mine on S. Clay St contacted me about repairing his driveway approach following a water main break in March. The City is responsible for replacing the concrete. Please see the photo below:



The City has always bid spot concrete repairs for driveway approaches together with sidewalk repairs (along with related curb and gutter repairs). Therefore, the contractor that is awarded the bid does both projects. By bidding this work together, the City can get lower bid prices than if they were bid separately.

This also means that the driveway repairs are tied to the same schedule as the sidewalk repairs, and the sidewalk repairs are always completed at the end of the construction season because of the timeline for the sidewalk repair program, which the City has had in place since the 1970s. Under this program, every year all the sidewalks in an area comprising 1/8 of the city are inspected. Those that are deemed potentially hazardous are required to be fixed or replaced by the property owner. The property owner is notified in late spring, but is then given time to fix the sidewalk on their own (or hire a contractor to fix it for them). If by late summer the sidewalk has not been fixed by the property owner, the City fixes the sidewalk, and the property owner receives a special assessment.

As a result of this timeline, the contractor that is awarded the bid for sidewalk and driveway repairs doesn't receive the complete list of work that needs to be completed until late

summer. They only come into the city and begin the work after they receive this list, and their work then typically extends into the fall.

According to Public Works Director Scott Thoresen, if the City were to require the sidewalk/driveway contractor to come in earlier in the year to work on other projects, like repairing driveway approaches, before they mobilize for the sidewalk repairs at the end of summer, it would significantly increase bid prices. The higher bid prices would not only increase City costs for sidewalks that the City is responsible for (such as sidewalks that heave due to street trees), but it would also significantly increase the unit price for sidewalk panel replacements, which would be passed on to the property owners who are special assessed for their sidewalks.

My constituent brought up the idea of potentially allowing property owners to hire their own contractor to make the repairs, and then having the City reimburse the property owner afterwards (assuming the property owner's contractor charges less than the City's contractor). In speaking with City Administrator Larry Delo, he recommends not pursuing any changes this year because the contract for these projects has already been awarded (Contract 23-05, which was awarded to Highway Landscapers). For driveways, their bid is based on a unit price per square yard. Given that their compensation will ultimately be determined by the number of driveways they work on, if the City at this point were to create a separate reimbursement system, it could be perceived by the contractor as a breach of the contract since it would lead to less work for them.

That being said, I thought this matter, and whether any changes should be made on how we handle these types of situations going forward, should be brought before the Board, even though any potential changes would not be able to take effect until 2024.

Thank you for your time and consideration.

###



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: June 12, 2023

DEPARTMENT: Board of Public Works

FROM: Pamela Manley

SUBJECT: Consideration and possible action on proposed water rate increase*

ATTACHMENTS:

- Water Rate Increase Memo-6.8.23 (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor and Members of the Board of Public Works
Larry Delo, Administrator

From: Pam Manley, Finance Director

Date: June 12, 2023

RE: **Consideration and possible action on Proposed Water Rate Increase***

The 2023 Water Department budget was approved with a 3.0 percent rate increase included in the revenues. This rate was used due to the PSC's previous rate limits. As of March 1, 2023, the rate increase factor set by the PSC is 8.0 percent. The last increase by the De Pere Water Department took effect January 1st, 2021, with the Public Service Commission's (PSC's) approval of a Conventional Rate Case. Having previously done the Conventional Rate Case the Water Department is eligible to do a Simplified Rate Case (SRC) which is a simple and convenient way to provide an inflationary type of increase that doesn't require a public hearing.

As part of the SRC application process a public notice will need to be published in the Press Times prior to the application submission. The effective date must be at least 45 days from the date the Commission receives the SRC application. To reduce the existing deficiency in present rates, I recommend implementing an 8.0 percent increase, or the maximum allowed by the PSC, effective September 1, 2023.

Looking back to September-December 2022 revenues, the estimated fiscal impact of an 8.0 percent increase for the rest of 2023 would be approximately \$210,000.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: June 12, 2023

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consideration and possible action on award of Contract 23-16
Bridge Rehabilitation*

ATTACHMENTS:

- 2023 0612 CI_BOPW_Award_23-16 (PDF)
- 2023 0601 CE_Project 23-16_Bid Tabulation (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: June 12, 2023

RE: **Consideration and possible action on award of Contract 23-16 Bridge Rehabilitation***

The Engineering Department received bids on Project 23-16 Bridge Rehabilitation on Thursday, June 1, 2023. This project consists of bridge rehabilitation/repairs on the Creamery Bridge and Parkview Bridge over Ashwaubenon Creek. Repairs are being completed based on recommendations from the bridge inspections completed last year and include concrete surface repair, coating reinforced steel, wing wall banding, and asphalt crackfilling. The bids received are as follows:

Contractor	Base Bid
Zenith Tech, Inc.	\$178,290.00
Lunda Construction	\$200,000.00
Norcon Corporation	\$297,000.00

The allocated amount from the capital improvement budget for construction and engineering is \$198,000 from the General Obligation Debt.

Staff's recommendation is to accept the bid from Zenith Tech, Inc. in the amount of \$178,290.

Attachments:

2023 0601 CE_Project 23-16_Bid Tab (PDF)



**Project 23-16
Bridge Rehabilitation**

				Bidder No. 1		Bidder No. 2		Bidder No. 3	
				Zenith Tech, Inc		Lunda Construction		Norcon Corporation	
Item	Description	Unit	Qty	Unit Price	Amount Bid	Unit Price	Amount Bid	Unit Price	Amount Bid
Structure P-5-129									
SC-01	Concrete Surface Repair	SF	40	\$350.00	\$14,000.00	\$200.00	\$8,000.00	\$185.00	\$7,400.00
SC-02	Structure Repainting Recycled Abrasive	EA	1	\$54,110.00	\$54,110.00	\$100,000.00	\$100,000.00	\$108,250.00	\$108,250.00
SC-03	Negative Pressure Containment and Collection of Waste Materials	EA	1	\$7,730.00	\$7,730.00	\$27,000.00	\$27,000.00	\$72,000.00	\$72,000.00
SC-04	Band Wing Walls	EA	2	\$4,750.00	\$9,500.00	\$3,400.00	\$6,800.00	\$5,000.00	\$10,000.00
SC-05	Coat Reinforcement Steel	LF	30	\$100.00	\$3,000.00	\$100.00	\$3,000.00	\$20.00	\$600.00
SC-06	Mobilization	EA	1	\$21,500.00	\$21,500.00	\$15,000.00	\$15,000.00	\$62,500.00	\$62,500.00
SC-07	Traffic Control	EA	1	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00
SC-08	Allowance	EA	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Structure P-5-727									
SC-09	Concrete Surface Repair	SF	50	\$350.00	\$17,500.00	\$200.00	\$10,000.00	\$175.00	\$8,750.00
SC-10	Cleaning Concrete Box Girders	SF	150	\$125.00	\$18,750.00	\$80.00	\$12,000.00	\$110.00	\$16,500.00
SC-11	Asphalt Deck Crack Filling	LS	1	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00	\$300.00	\$300.00
SC-12	Mobilization (including Boat/Barge)	EA	1	\$21,500.00	\$21,500.00	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00
SC-13	Traffic Control	EA	1	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
SC-14	Detour (Holmgren/Baeten/S. Ashland)	EA	1	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00
Total Amount Bid:				\$178,290.00		\$200,000.00		\$297,000.00	



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: June 12, 2023

DEPARTMENT: Public Works

FROM: Tom Blohowiak

SUBJECT: Consideration and possible action on award of Contract 23-21 MSC
Flooring Replacement Rebid*

ATTACHMENTS:

- Memo for BOPW MSC Office Flooring (PDF)
- 2023 0601 CE_Project 23-21 Rebid_Bid Tabulation (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works

From: Thomas Blohowiak, Maintenance Supervisor

Date: June 12, 2023

RE: **Consideration and possible action on award of Contract 23-21 MSC Flooring Replacement Rebid ***

The Maintenance Department received bids on Project 23-21 MSC Flooring Replacement Rebid on Thursday, June 1, 2023.

Project 23-21 includes:

- Remove and replace 200 sq yd of existing carpet with new Milliken Tectonic 50 cm x 50 cm carpet tile.
- Remove 2200 sq ft of existing carpet and replace it with Milliken LVT.
- Remove 130 sq ft of existing tile with asbestos abatement and replace with Milliken LVT (Vault)
- Remove and replace 1200 LF of vinyl base.

The bid received are as follows:

Contractor	Base Bid
Macco's Flooring	\$39,089.00

The allocated amount from the capital improvement budget is \$60,000 for Project 23-21. Project 23-21 is under budget approximately \$20,000 in the budget allocation for the 2023 MSC projects.

Staff's recommendation is to accept the bid from Macco's Flooring for \$39,089.

Attachments:

2023 0601 CE_Project 23-21 Bid Tab (PDF)



Project 23-21
MSC Flooring Replacement Rebid

				Bidder No. 1	
				Macco's Commercial Interiors Inc	
Item	Description	Unit	Qty	Unit Price	Amount Bid
SC-01	Remove Carpet and Install 96-Milliken Nordic Stories Tectonic	SY	200	\$48.31	\$9,662.00
SC-02	Remove Carpet and Install 97-Milliken Local Measure 2.5mm LVT	SF	2200	\$10.01	\$22,022.00
SC-03	Remove Tile and Install 97-Milliken Local Measure 2.5mm LVT (Vault Room)	SF	132	\$17.35	\$2,290.20
SC-04	Replace Vinyl Base for Carpet Tile	LF	500	\$1.78	\$890.00
SC-05	Replace Vinyl Base for LVT	LF	580	\$2.09	\$1,212.20
SC-06	Move Furniture	LS	1	\$602.28	\$602.28
SC-07	Asbestos Removal and Abatement (Vault Room)	SF	132	\$18.26	\$2,410.32
Total Amount Bid:				\$39,089.00	



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: June 12, 2023

DEPARTMENT: Public Works

FROM: Tom Blohowiak

SUBJECT: Consideration and possible action on award of Contract 23-17 MSC
Complex Gutter Replacement and Roof Repairs Rebid*

ATTACHMENTS:

- Memo for BOPW MSC Roof and Gutter Repairs project (PDF)
- 2023 0601 CE_Project 23-17 Rebid_Bid Tabulation (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works

From: Thomas Blohowiak, Maintenance Supervisor

Date: June 12, 2023

RE: **Consideration and possible action on award of Contract 23-17 MSC Complex Gutter Replacement and Roof Repairs Rebid. ***

The Maintenance Department received bids on Project 23-17 MSC Complex Gutter Replacement and Roof Repairs Rebid on Thursday, June 1, 2023.

Project 23-17 includes:

- Inspect fasteners and perform maintenance or replacement as needed on the cold storage building (12,000 sq ft)
- Remove and replace gutters and wall panel modifications (110 LF)
- Gutter and gutter apron replacement (375 LF)
- Install gutter covers (60 LF)
- Reseal failed sealant locations (12 each)
- Inspect fasteners and perform maintenance or replacement as needed (12,000 sq ft)
- Replace stack and drain cover(s) (2 each)
- Install snow/ice protection (450 each)

The bid received are as follows:

Contractor	Base Bid
Security Luebke Roofing, Inc	\$53,423.00

The allocated amount from the capital improvement budget is \$50,000 for Project 23-17. Though Project 23-17 is over the budgeted amount for this project, the budgeted allocation for 2023 MSC projects does have sufficient funds when considering the cost savings from the MSC Flooring Replacement.

Staff's recommendation is to accept the bid from Security Luebke Roofing, Inc. for \$53,423.00.

Attachments:

2023 0601 CE_Project 23-17 Bid Tab (PDF)



Project 23-17
MSC Complex Gutter Replacement and Roof Repair Rebid

				Bidder No. 1	
				Security Luebke Roofing, Inc.	
Item	Description	Unit	Qty	Unit Price	Amount Bid
SC-01	Municipal Service Center Gutter Replacement and Roof Repairs	LS	1	\$53,423.00	\$53,423.00
Total Amount Bid:				\$53,423.00	



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: June 12, 2023

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consideration and possible action on BOPW Resolution #23-01 Amended

ATTACHMENTS:

- 2023 0612 CI_BOPW_Storm_Assessment_Final_Resolution_Memo (PDF)
- 2023 0612 BPW Final Resolution_23-01 Amended (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works

From: Eric P. Rakers, P.E., City Engineer

Date: June 12, 2023

RE: Consideration and possible action on BOPW Resolution #23-01 Amended

The purpose of this item is to correct the final resolution for special assessments for storm sewer main and/or storm lateral construction associated with street resurfacing and reconstruction in 2023.

Background

On May 8, 2023 the Board of Public Works approved BOPW Resolution #23-01 authorizing levying special assessments for 2023 construction projects. Following the meeting, staff proceeded to send the resolution to the paper and was informed it included the incorrect newspaper. Page 3 of the resolution listed the Green Bay Press Gazette as the City's official newspaper. Upon consultation with the City Attorney, staff was directed to correct the resolution and have it approved by the Board. Following Board approval, the resolution will be published in the Press Times and mailed to impacted properties. The language has been updated to state "city of De Pere official newspaper".

Recommendation

Staff recommends that the Board of Public Works adopt the corrected final resolution.

Attachments

BPW Final Resolution 23-01 Amended

RESOLUTION BOPW #23-01 - AMENDED

FINAL RESOLUTION AUTHORIZING STORM SEWER MAIN AND/OR LATERAL CONSTRUCTION AND
LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITED PROPERTY
STORM SEWER MAIN AND/OR LATERALS ON
REID STREET FROM ALLARD STREET TO THE MAIN ANNEX
S. SEVENTH STREET FROM 180 FEET SOUTH OF REID STREET TO MAIN AVENUE
WILCOX COURT FROM FOX RIVER DRIVE TO THE EASTERLY TERMINI

WHEREAS, the Board of Public Works of the City of De Pere having declared its intention to exercise its police power to levy special assessments pursuant to Wis. Stats. §66.0703, for improvements constructed within the areas described below and special assessments to be levied on a reasonable basis upon the property benefited thereby. Said improvements to include storm sewer main and/or laterals. Said improvements shall be constructed in, and the properties benefiting therefrom are contained within, the following described areas or abutting streets:

STORM SEWER MAIN AND LATERALS

Both sides of Reid Street from Allard Street to the Main Annex
Both sides of S. Seventh Street from 180 feet south of Reid Street to Main Avenue
Both sides of Wilcox Court from Fox River Drive to the easterly termini

WHEREAS, the Board of Public Works has published a Notice of Public Hearing regarding such improvements and, pursuant thereto, a public hearing has been held at the City Hall Council Chambers on the 8th day of May 2023 at 7:30 p.m., whereupon the Board of Public Works heard all interested parties or their agents or attorneys.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Public Works of the City of De Pere, Wisconsin, that:

1. The report of the Board of Public Works of the City of De Pere, as compiled by the Director of Public Works, pertaining to the construction of the above described improvements, including plans and specifications therefore is hereby adopted and approved.

2. The Board of Public Works, based on its view of the property and its review of such report, determines that the above described properties are benefited by such public improvements and that the benefits and amounts assessed against each parcel on the basis shown in the report, representing an exercise of police power, are determined to be on a reasonable basis and are hereby confirmed and approved.

3. Payment for the public improvements shall be made by assessing the cost therefore against the above described benefited properties as indicated in such report.

4. The assessments hereby levied for said improvements shall be:

- (1) paid in cash within thirty (30) days of invoice; or
- (2) paid in five (5) annual installments, together with interest on the unpaid balance at a rate of 3.96% if payment starts the year invoiced; or
- (3) deferred with interest to accrue at the rate of 3.96% with the total becoming due on the earliest of the following:
 - i. Transfer of the benefited property to any other person or entity;
 - ii. Subdivision of the benefitted property;
 - iii. Connection to the storm sewer;
 - iv. The expiration of 25 years from the date of the adoption of the final assessment resolution, at which time the full assessment against the benefited property, plus accrued interest, shall be made in full.

Interest on alternatives shall stop accruing after a period of ten years.

5. The total amount assessed benefited properties shall not exceed the total cost of the improvements.

6. The Clerk is hereby directed to publish this resolution in the City of De Pere's Official City Newspaper as a Class 1 Notice.

7. The Clerk is further directed to mail a copy of this resolution to the property owners whose names appear on the assessment roll whose address is known or can, with reasonable diligence, be ascertained.

8. If any section, sentence, or clause of this resolution or any special assessment set forth or referenced herein shall be declared invalid for any reason whatsoever, such decision shall not affect the remaining sections or assessments approved herein, which shall remain in full force and effect.

9. This resolution shall remain in full force and effect from and after its passage and publication according to law.

Adopted by the Board of Public Works of the City of De Pere, Wisconsin, this 12th day of June, 2023.

APPROVED:

James Boyd, Mayor and Chair of the Board
of Public Works

Ayes: _____

Nays: _____



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: June 12, 2023

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consideration and possible action on Compliance Maintenance
Annual Report for Wastewater Collection System*

ATTACHMENTS:

- 2023 0612 CI_BOPW_Consider_CMAR (PDF)
- 2023 0612 De Pere CMAR (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: June 12, 2023

RE: **Consideration and possible action on Compliance Maintenance Annual Report for Wastewater Collection System***

The Engineering Department has completed the Compliance Maintenance Annual Report (CMAR) for the wastewater collection system. The CMAR is required by the Wisconsin Department of Natural Resources. The report scores the City wastewater collection system based on Financial Management and the Collection System.

Included with this memo are the results of the CMAR. The City received a grade A on the Financial Management and A on the Collection System.

Staff recommends the BOPW approve the Report for submittal to the WDNR.

Compliance Maintenance Annual Report

3.11.b

De Pere Sewage Collection System

Last Updated: Reporting For:
6/7/2023 2022

Financial Management

1. Provider of Financial Information

Name:

Pamela Manley

Telephone:

920-339-4041

(XXX) XXX-XXXX

E-Mail Address
(optional):

pmanley@deperewi.gov

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

● Yes (0 points) ☐

○ No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?
Year:

2022

● 0-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A (private facility)

2.3 Did you have a special account (e.g., CWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

● Yes (0 points)

○ No (40 points)

0

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year:

2022

● 1-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR

\$ 150,000.00

3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)

\$ 0.00

3.2.3 Adjusted January 1st Beginning Balance

\$ 150,000.00

3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)

+ \$ 0.00

Compliance Maintenance Annual Report

3.11.b

De Pere Sewage Collection System

Last Updated: Reporting For:
6/7/2023 2022

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

- \$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 150,000.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund? \$ 150,000.00

0

Please note: If you had a CWWP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

● Yes

○ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

● Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Sewer Repairs and Reconstruction	\$884,000	2023
2	Sewer Lining	\$516,000	2023
3	Sewer Repairs and Reconstruction	\$884,000	2024
4	Sewer Lining	\$516,000	2024
5	Sewer Repairs and Reconstruction	\$884,000	2025
6	Sewer Lining	\$516,000	2025
7	Sewer Repairs and Reconstruction	\$884,000	2026
8	Sewer Lining	\$516,000	2026
9	Sewer Repairs and Reconstruction	\$884,000	2027
10	Sewer Lining	\$516,000	2027

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 1

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	155	
February	139	
March	179	
April	138	
May	158	
June	179	
July	156	
August	169	
September	176	
October	142	
November	171	
December	167	
Total	1,929	0
Average	161	0

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☐ Self-Priming Pumps
- ☒ Submersible Pumps
- ☐ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

● No

○ Yes

Year:

By Whom:

Describe and Comment:

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6.4 Future Energy Related Equipment	
6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?	
None. Lift station was installed in 2018.	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ☒ Yes
- ☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ☒ Yes
- ☐ No (30 points)
- ☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Continue to rehabilitate sewer in areas of street improvements, including sanitary laterals in the right of way.

Did you accomplish them?

- ☒ Yes
- ☐ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☐ Internal and external lines of communication responsibilities
- ☐ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer Use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2007-12-18

Does your sewer use ordinance or other legally binding document address the following:

- ☒ Private property inflow and infiltration
- ☒ New sewer and building sewer design, construction, installation, testing and inspection
- ☒ Rehabilitated sewer and lift station installation, testing and inspection
- ☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary
- ☒ Fat, oil and grease control
- ☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- ☒ Equipment and replacement part inventories
- ☒ Up-to-date sewer system map

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- ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- ☒ A description of routine operation and maintenance activities (see question 2 below)
- ☒ Capacity assessment program
- ☒ Basement back assessment and correction
- ☒ Regular O&M training

- ☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- ☒ Construction, Inspection, and Testing
- ☐ Others:

- ☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐

Does your emergency response capability include:

- ☒ Responsible personnel communication procedures
- ☒ Response order, timing and clean-up
- ☒ Public notification protocols
- ☒ Training
- ☒ Emergency operation protocols and implementation procedures

- ☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐

- ☐ Special Studies Last Year (check only those that apply):

- ☐ Infiltration/Inflow (I/I) Analysis
- ☐ Sewer System Evaluation Survey (SSES)
- ☐ Sewer Evaluation and Capacity Management Plan (SECAP)
- ☐ Lift Station Evaluation Report
- ☐ Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	20	% of system/year
Root removal	5	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	7.5	% of system/year
Manhole inspections	30	% of system/year
Lift station O&M	2	# per L.S./year
Manhole rehabilitation	2	% of manholes rehabbed
Mainline rehabilitation	2	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year

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Private sewer I/I removal % of private services

River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

33.56	Total actual amount of precipitation last year in inches
28.9	Annual average precipitation (for your location)
107.8	Miles of sanitary sewer
1	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
10	Number of complaints
	Average daily flow in MGD (if available)
	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.00	Basement backups (number/sewer mile)
0.09	Complaints (number/sewer mile)
	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- ☒ Yes
☐ No

If Yes, please describe:

The City experiences high flows in some of the older areas.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- ☐ Yes

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● No If Yes, please describe: 5.3 Explain any infiltration/inflow (I/I) changes this year from previous years: None 5.4 What is being done to address infiltration/inflow in your collection system? City is implementing a sump pump program.	
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Total Points Generated	
Score (100 - Total Points Generated)	
Section Grade	

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Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection				
TOTALS			1	4
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

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Resolution or Owner's Statement

Name of Governing
Body or Owner:

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = A

Collection Systems: Grade =
(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: June 12, 2023

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider and Possible Action Regarding Alderperson Hansen's Request Regarding Tree Plantings on Webster Avenue*

ATTACHMENTS:

- Alderperson Hansen Memo - Tree Planting on Webster Medians 6-5-2023 (PDF)

Memo Re: Planting Trees in County & State Highways

To: Board of Public Works

From: Ald. Jonathon Hansen

Meeting Date: 6/12/23



The De Pere Beautification Committee generously donated Japanese lilac trees this spring to replace ash trees that were removed in the medians on Webster Ave. Meanwhile, the City Council recently voted to remove the flagpoles on the Webster Ave medians. Following that vote, I asked City Forester Don Melichar if we could plant additional trees on Webster Ave to fill the remaining gaps on the medians, including where the flagpoles used to be. I received the following response:

Webster Ave is technically county property so the City would not plant trees in there like we would in our ROWs [right of ways] or parks. The trees in there were approved by the county and were paid for by the Beautification Committee. If you would like to approach them to see if they would like to approve more funding for trees and they were agreeable, we could look into spacing and see if there were room for additional trees. Any additional planting would not take place until fall 2023 or spring 2024.

Following this message, I asked the Beautification Committee about possible interest in planting more Japanese lilac trees on Webster Ave. They have no plans to plant any more trees in this location because planting trees is not part of their primary mission (the trees they planted were an exception to help compensate for the loss of the ash trees).

For the purposes of planting trees, I believe the City should treat medians on county and state highways the same as City right of ways and parks (the Forestry Dept. would still retain discretion in determining which areas of the city to prioritize for tree planting). The County (Brown County Highway Department) and the State of Wisconsin (Wisconsin DOT) typically have no issues with municipalities planting trees in the medians, and this would be no different than when the City in 2018 took the lead in approaching the County about putting up City of De Pere and State of Wisconsin flags in the Webster Ave medians.

I am requesting that we grant authority to the Forestry Dept. to reach out to the County and WisDOT with tree planting requests as they see fit. This would apply to other medians beyond Webster Ave, such as Lawrence Dr, south of Scheuring Rd, which is currently being reconstructed.

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