Board of Public Works

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

Regular Meeting

Final Minutes

Monday, June 8, 2020 **7:30 PM**

I. Call to Order

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

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

Others present:
Scott Thoresen, Director of Public Works
Marty Kosobucki, Parks, Recreation & Forestry Director (remote)
Eric Rakers, City Engineer
Betty Sellenheim, Recording Secretary
Carrie Condon, resident (remote)

2. Approval of the Board of Public Works May 11, 2020 Meeting Minutes

Mayor Boyd moved to approve the Board of Public Works May 11, 2020 meeting minutes, 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

II. Public Comment

Carrie Condon at 820 N. Clay Street discussed concerns regarding sidewalk repairs as ordered by the Board of Public Works at the May 11, 2020 meeting.

III. Items

1. Consideration and possible action on Changes to Parking Restrictions on Franklin Street*

Eric Rakers, City Engineer, outlined the discussion of this item at the May 11, 2020 meeting. Mr. Rakers stated notice had been sent to properties directly impacted by the change and received positive feedback. Staff recommends converting the 3-hour parking to standard residential parking on the south side of Franklin Street between Front Street and Broadway Street.

Alderperson Raasch moved to approve the changes to the parking restrictions on Franklin Street, seconded by Alderperson Carpenter.
Upon vote, the motion passed unanimously.

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

2. Consideration and possible action on Consultant Agreement for Downtown Wayfinding Master Plan and Pedestrian Node Design*

Alderperson Hansen moved to approve the consultant agreement for a downtown wayfinding master plan and pedestrian node design, seconded by Alderperson Ledvina.

Alderperson Raasch asked for verification regarding this project including downtown signage for distances to locations and attractions and GPS setup. Marty Kosobucki, Parks, Recreation & Forestry Director, agreed and stated this was the agreement to develop the plan for replacing the signage in the future. Alderperson Hansen questioned if the consultant would be exploring the option of including the time to walk to locations on the signs. Mr. Kosobucki stated the proposal requested consultants with experience in time and distance wayfinding and was to be explored further during the planning process. Alderperson Hansen asked for information regarding Sparc and their relationship with Kimley-Horn. Mr. Kosobucki stated the City's agreement would be with Kimley-Horn, who may obtain Sparc as a subcontractor. Alderperson Hansen questioned if the signage would be installed in 2021. Mr. Kosobucki stated that was the plan depending on circumstances surrounding COVID-19 and other factors.

Upon vote, the motion passed unanimously.

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

3. Consideration and possible action on award of Contract 20-07 Curb Repair and Street Resurfacing*

Eric Rakers, City Engineer, outlined Project 20-07 Curb Repair and Street Resurfacing and bids received from MCC, Inc. and Northeast Asphalt, Inc. Mr. Rakers explained the project bids came in higher than budgeted resulting in the need to postpone streets to stay within budget or increase city borrowing. Staff recommends accepting the bid from MCC, Inc. and postpone a few streets to remain within budget.

Alderperson Carpenter stated his approval of postponing a few streets to stay within budget. Alderperson Hansen questioned the PASER rating of the streets potentially being postponed. Mr. Rakers stated the streets are mostly 5 with a few 6 but the biggest issue is a lot of cracking adjacent to the curb. Mr. Rakers explained how the cracking may be occurring. Mr. Rakers explained waiting one year on these streets should not affect them. Alderperson Hansen questioned if the residents of this project had been notified. Mr. Rakers stated they had been notified and if the streets were postponed they would receive a second notification outlining the postponement. Mr. Rakers explained how the payment for engineering projects are designated through multiple accounts and how the postponed streets would fit well into next year's projects. Alderperson Hansen questioned the ripple effect of postponing the streets and next year's projects. Mr. Rakers stated next year's projects for water replacement on Ridgeway is considered urgent and explained that the projects being postponed are for street work only and they will fit together well. Alderperson Hansen questioned the timeline for repairs on Talbot Avenue and Oakdale Avenue. Mr. Rakers stated those are slated for 2022. Alderperson Carpenter questioned around what time the City changed their standards for road building. Mr. Rakers was unsure of the specific dates but outlined the changes that were made to the City's process for road building.

Alderperson Hansen moved to accept the bid from MCC, Inc. in the amount of $1,360,837.83 and borrow an additional $220,000 from general obligation debt to fund the entire project. No second, motion failed.

Alderperson Raasch moved to accept the bid from MCC, Inc. in the amount of $1,360,837.83 and postpone streets to stay within budget, seconded by Alderperson Carpenter.
Upon vote, the motion passed 4-1 with Alderperson Hansen voting no.

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

4. 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.

Mayor Boyd questioned how many years the City has been completing this report for the DNR. Mr. Rakers stated he was unsure when the DNR started requiring this report but he has been doing it since he started with the City about 10 years ago.

Mayor Boyd moved to approve the Compliance Maintenance Annual Report and submit to the Wisconsin DNR, 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

5. Consideration and possible action on approval for the State/Municipal Agreement with WisDOT for STP-Urban Grant Project-Lawrence Drive*

Eric Rakers, City Engineer, outlined the Surface Transportation Program-Urban Grant. This grant program is competitive and is rated on the type of facility, pedestrian and bike amenities, safety, and other aspects. The Lawrence Drive project scored very well and the City became grant eligible. The grant is 80/20 split-80% federally funded and 20% city funded. Mr. Rakers also outlined the Lawrence Drive Project limits. Mr. Rakers explained the project will be bid using the state process due to the amount of federal funds.

Alderperson Raasch moved to approve the State/Municipal Agreement with the WisDOT for STP-Urban Grant Project-Lawrence Drive, seconded by Mayor Boyd.

Alderperson Carpenter questioned the funding and if the project cost more than listed in the grant if the City would need to cover the extra. Mr. Rakers stated the City would need to cover the shortfall and stated there are no guarantees for costs based on design in 2023 and construction in 2025. Mr. Rakers stated staff worked with WisDOT regarding the project cost submission. Alderperson Raasch stated his support of the Lawrence Drive project and how it may help the traffic issues that occur in that area.

Upon vote, the motion passed unanimously.

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

6. Consideration and possible action on Governmental Responsibility Resolution for Wisconsin Department of Natural Resources Urban Nonpoint Source and Storm Water Management Grant Program*

Eric Rakers, City Engineer, explained this is a follow-up to an agenda item from March, 2020 Board of Public Works and subsequent Common Council meeting. Mr. Rakers outlined the projects included in the grant request. Staff included the Board of Public Works approval and Common Council Resolution with the submission. Staff had submitted and received grant funding in the past. Since the previous submittals, the DNR changed their requirements for the Governmental Responsibility Resolution and reached out to the City to resubmit that document.

Alderperson Hansen questioned if the delay in this document would impact the prospects of receiving funding through this grant program. Mr. Rakers stated it would not and stated he has discussed the timeline with the DNR.

Mayor Boyd moved to approve the Governmental Responsibility Resolution, 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 Hansen moved to adjourn the meeting at 8:02 PM, seconded by Alderperson Ledvina.
Upon vote, the motion passed unanimously.
***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 8, 2020 so that arrangements can be made.

Agenda Sent To:

MAYOR	DE PERE CHAMBER OF COMMERCE
ALDERPERSONS	TV, NEWSPAPERS & RADIO
DEPARTMENT HEADS	KRESS FAMILY LIBRARY
KIMLEY-HORN	MCC, Inc.
	NEHRING HAROLD J & BARBARA C REVOCABLE TRUST
MARY T STECKART	
LARRY L SEEFELDT	JOHN F OBRIEN
DALE C & CYNTHIA K HAAGEN	CONNIE J STURZL, ETAL
BROOKE ASH INVESTMENTS LLC	CARL R BLOEMER

Notice is hereby given that a majority of the members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject (s) over which they have decision-making responsibility.

Respectfully submitted,
Betty Sellenheim