



# Board of Public Works

## Regular Meeting

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

### Final Minutes

Monday, June 7, 2021

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        | Alderman | Present |         |
| Jonathon Hansen      | Alderman | Remote  |         |
| Shana Defnet Ledvina | Alderman | Present |         |
| Dean Raasch          | Alderman | Present |         |

Others present:

Scott Thoresen, Public Works Director

Eric Rakers, City Engineer

Betty Sellenheim, Recording Secretary

Daniel Lindstrom, Development Services Director (Remote)

Tina Quigley, Definitely De Pere

Jon Kozlovsky

John Nick

#### II. Public Comment

None

#### III. Items

1. Approval of May 10, 2021 Board of Public Works Meeting Minutes

**Alderman Carpenter moved to approve the May 10, 2021 Board of Public Works Meeting Minutes, seconded by Alderman Raasch.**

**Upon vote, the motion passed unanimously.**

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                      |
| <b>MOVER:</b>    | Dan Carpenter, Alderman                         |
| <b>SECONDER:</b> | Dean Raasch, Alderman                           |
| <b>AYES:</b>     | Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch |

2. Election of Vice Chairperson for Board of Public Works

**Alderman Carpenter nominated Alderman Raasch as vice-chairperson for the Board of Public Works, seconded by Alderman Ledvina.**

**Upon vote, the motion passed unanimously.**

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                      |
| <b>MOVER:</b>    | Dan Carpenter, Alderman                         |
| <b>SECONDER:</b> | Shana Defnet Ledvina, Alderman                  |
| <b>AYES:</b>     | Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch |

3. Consideration and Approval of Project Approach and Timeline for Gap Sidewalk Installation\*

Eric Rakers, City Engineer, explained the gap sidewalk program and project timeline.

Mayor Boyd moved to open the meeting for public comment at 7:34 PM, seconded by Raasch. Upon vote, the motion passed unanimously.

Jon Kozlovsky of E. Scarlet Oak Circle, explained his situation regarding vacant Lot 42 of Pine Trail Crossing and requested an extension. Mr. Rakers explained if construction had started on a vacant lot that was included in this program, prior to the deadline, staff would not install sidewalks, since the construction demonstrates a commitment to the installation by the owner. Scott Thoresen, Public Works Director, explained that in previous similar instances, the Board has granted an extension to the next year for a property that may begin construction around the original deadline.

Aldersperson Raasch moved to return to regular session at 7:39 PM, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

**Mayor Boyd moved to approve approach and timeline for gap sidewalk installation with the exception of Lot 42 of Pine Trail Crossing (2562 E. Scarlet Oak Rd) being granted an extension to June 30, 2023, seconded by Aldersperson Raasch.**

Aldersperson Hansen asked about a vacant lot depicted in the packet that did not meet the requirements. Mr. Rakers explained that the side of the block in question was at 75%, thus not meeting the 80% requirement. Aldersperson Hansen asked how staff developed the 80% threshold. Mr. Rakers stated staff had researched other communities that had similar programs and that was a common threshold.

**Upon vote, the motion passed unanimously.**

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                      |
| <b>MOVER:</b>    | James Boyd, Mayor                               |
| <b>SECONDER:</b> | Dean Raasch, Aldersperson                       |
| <b>AYES:</b>     | Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch |

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

Scott Thoresen, Public Works Director, explained the request from Definitely De Pere and the public works fees to be waived. Tina Quigley, Definitely De Pere, was available to answer questions.

**Aldersperson Raasch moved to approve Definitely De Pere's request to waive Public Works fees for downtown special events, seconded by Aldersperson Ledvina.**  
**Upon vote, the motion passed unanimously.**

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                      |
| <b>MOVER:</b>    | Dean Raasch, Aldersperson                       |
| <b>SECONDER:</b> | Shana Defnet Ledvina, Aldersperson              |
| <b>AYES:</b>     | Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch |

5. Consider and Possible Action Regarding Aldersperson Raasch Request to Review Sidewalk Cafe Permit to Allow Outdoor Furniture to be Stored Overnight in the City ROW\*

Daniel Lindstrom, Development Services Director, explained the request and staff's recommendations and the police department's concerns should the Board choose to approve amending the ordinance for sidewalk café permits.

Mayor Boyd moved to open the meeting to public comment at 7:49 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

John Nick of Nicky's Lionhead Tavern, expressed his thoughts, concerns, and observations regarding the permanent tables installed at the bump-outs and the potential changes to the ordinance to allow for café furniture to remain outside overnight. Scott Thoresen, Public Works Director, spoke about Mr. Nick's comments. Mr. Lindstrom spoke about Mr. Nick's comments. Alderperson Raasch clarified the request.

Mayor Boyd moved to return to regular session at 8:03 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Alderperson Raasch further explained the request, his thoughts on the ordinance amendments, and conversations with stakeholders regarding the use and seating around the bump-outs on Main Ave. Mr. Thoresen explained concerns from the Public Works Department and reiterated staff's recommendations as outlined in Mr. Lindstrom's memo. Mayor Boyd expressed concerns about vandalism in the area of the Art Alley. Alderperson Carpenter expressed interest in re-introducing parklets. Alderperson Hansen asked to clarify staff recommendation regarding the furniture being stored in City-funded beautification areas. Mr. Lindstrom clarified that it would include the Art Alley and James Street, along with other locations the City may invest in, in the future.

Mayor Boyd moved to open the meeting to public comment at 8:13 PM, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

John Nick further expressed concerns regarding the city-installed tables and chairs.

Mayor Boyd moved to return to regular session at 8:15 PM, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

Mr. Thoresen explained a few options Nicky's has for outdoor seating and agreed to meet with Mr. Nick to look at other options. Alderpersons Raasch, Carpenter, and Ledvina expressed interest in increasing the outdoor restaurant seating in De Pere. Alderperson Hansen asked for clarification regarding the outdoor furniture in the City Right-of-Way. Mr. Thoresen stated the furniture would be allowed in the ROW provided there was 4 foot of clearance for travel on the sidewalk and alley. Alderperson Hansen asked if a permit would need to be issued to businesses wishing to store furniture outside overnight. Mr. Thoresen stated a business that has a permit would need to get it amended for the new requirements if they chose to take advantage of this option if approved. Mayor Boyd asked for a timeline regarding the ordinance changes if approved at the Board. Mr. Lindstrom explained how this item would move forward if approved at Board and reiterated Mr. Thoresen's explanation regarding the sidewalk café permits needing to be amended if a business wished to secure furniture outside overnight.

**Aldersperson Raasch moved to approve ordinance amendments for sidewalk cafe permits regarding storing furniture outside overnight in the City Right-of-Way per staff recommendations, seconded by Aldersperson Ledvina.**  
**Upon vote, the motion passed unanimously.**

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                      |
| <b>MOVER:</b>    | Dan Carpenter, Aldersperson                     |
| <b>SECONDER:</b> | Shana Defnet Ledvina, Aldersperson              |
| <b>AYES:</b>     | Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch |

6. Consideration and Possible Action Regarding Pedestrian and Bike Facilities for the Southern Bridge Corridor Design\*

Scott Thoresen, Public Works Director, explained the need to decide if the City preferred to have the Southern Bridge Corridor designed with pedestrian and bike facilities.

Aldersperson Raasch asked a potential cost and design if the city decided to pursue facilities. Mr. Thoresen stated there were potential miles of facilities that may be 100% funded by the city or there might be grants and the design was unknown at this time. Aldersperson Hansen questioned if the decision was for the first phase or the entire corridor. Mr. Thoresen stated this decision would be for the full length of the corridor through De Pere.

**Mayor Boyd moved to pursue pedestrian and bike facilities for the Southern Bridge Corridor Design, seconded by Aldersperson Raasch.**  
**Upon vote, the motion passed unanimously.**

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                      |
| <b>MOVER:</b>    | James Boyd, Mayor                               |
| <b>SECONDER:</b> | Dean Raasch, Aldersperson                       |
| <b>AYES:</b>     | Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch |

7. Discuss Ald. Raasch's Request for Participating in NEW Water Municipal Group

Aldersperson Raasch explained his conversations with staff and expressed his gratitude in regards to the relationship the City has with the Green Bay Metropolitan Sewerage District (GBMSD). Scott Thoresen, Public Works Director, further explained how the City works with GBMSD.

No action necessary.

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>DISCUSSED</b> |
|----------------|------------------|

8. Consideration and Possible Action on Award for Proposals for Sanitary Sewer Smoke Testing\*

Eric Rakers, City Engineer, explained how smoke testing works and proposal extent and limits.

Aldersperson Carpenter asked if the smoke may get into homes during this process. Mr. Rakers explained it was probable and notices would be sent to all property owners in the project area.

**Mayor Boyd moved to accept the proposal from Ruekert & Mielke, Inc. for smoke testing sanitary sewers for leaks that can cause inflow and infiltration, seconded by Alderperson Raasch.**

**Upon vote, the motion passed unanimously.**

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                      |
| <b>MOVER:</b>    | James Boyd, Mayor                               |
| <b>SECONDER:</b> | Dean Raasch, Alderperson                        |
| <b>AYES:</b>     | Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch |

9. Consideration and Possible Action on Award of Request for Proposals for Project 21-21 Pond Trapping\*

Eric Rakers, City Engineer, outlined the project and proposal received.

**Alderperson Raasch moved to accept the proposal from Suburban Wildlife Solutions for Project 21-21 Pond Trapping of muskrats at City Detention Ponds in the amount of \$19,873.00, seconded by Alderperson Hansen.**

Alderperson Raasch asked if the muskrats that are trapped are relocated. Mr. Rakers stated it was underwater trapping and they are eliminated in the process.

**Upon vote, the motion passed unanimously.**

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                      |
| <b>MOVER:</b>    | Dean Raasch, Alderperson                        |
| <b>SECONDER:</b> | Jonathon Hansen, Alderperson                    |
| <b>AYES:</b>     | Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch |

10. Consider 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 Carpenter moved to approve the Compliance Maintenance Annual Report for wastewater collection systems, seconded by Alderperson Raasch.**

**Upon vote, the motion passed unanimously.**

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                      |
| <b>MOVER:</b>    | Dan Carpenter, Alderperson                      |
| <b>SECONDER:</b> | Dean Raasch, Alderperson                        |
| <b>AYES:</b>     | Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch |

#### IV. Adjournment

**Mayor Boyd moved to adjourn the meeting at 8:42 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, May 10, 2021 so that arrangements can be made.

Agenda Sent To:

MAYOR  
ALDERPERSONS  
DEPARTMENT HEADS  
DEFINITELY DE PERE  
HOFKENS, INC.  
KEITH SHIER  
PAUL VANDEHEI CUSTOM HOMES  
BASGIG INVESTORS, LLC  
DAVID AND CAROLE RAASCH

DE PERE CHAMBER OF COMMERCE  
TV, NEWSPAPERS & RADIO  
KRESS FAMILY LIBRARY  
TIM HALBROOK BUILDERS  
ROBERT KERKHOFF  
RONALD AND KATHLEEN VANPRICE  
JON AND ALICIA KOZLOVSKY  
LEE AND KRISTINA AMBROSIUS  
DAWN AMBROSIUS

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