Board of Public Works

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

Regular Meeting

Final Minutes

Monday, May 13, 2024	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	Alderperson	Present	
Jonathon Hansen	Alderperson	Present	
Shana Defnet Ledvina	Alderperson	Present	
Mike Eserkaln	Alderperson	Present	

Others:
Scott Thoresen, Director of Public Works
Eric Rakers, City Engineer
Grace Lahtela, Recording Secretary
Alderperson Pamela Gantz
Lori Aissen (Remote)

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 8, 2024 Board of Public Works Meeting Minutes

Alderperson Carpenter moved to approve the April 8, 2024 Board of Public Works meeting minutes, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

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

2. Public Hearing to Levy Special Assessments

i. Notice of Public Hearing

Grace Lahtela, Recording Secretary, announced the notice of public hearing was published in The Press Times on April 19, 2024.

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 8, 2024.

iii. Final Resolution Authorizing Levying Special Assessments

1. Consideration and possible action on Resolution BOPW #24-02, Final Resolution Authorizing the Levying of Special Assessments for Storm Sewer Main and/or Laterals

Mayor Boyd opened the public hearing at 7:32 PM.
There were no questions, comments, or requests from the audience regarding this item on the agenda.
Mayor Boyd closed the public hearing at 7:33 PM.

Alderperson Ledvina moved to approve the Final Resolution Authorizing the Levying of Special Assessments for Storm Sewer Main and/or Laterals, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

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

3. Consideration and possible action on election of Vice Chairperson

Alderperson Ledvina nominated Alderperson Carpenter.

Upon vote, the motion passed unanimously.

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

4. Discuss Rectangular Rapid Flashing Beacon Policy

Eric Rakers, City Engineer, stated that Alderperson Gantz had requested installation of rectangular rapid flashing beacon (RRFB) on Ninth at Park Street. Mr. Rakers stated that the location does not meet qualifications for installation of RRFB. Mr. Rakers stated the intent of the memo is to discuss the current policy, how the current policy was enacted, and further detail about Ninth and Park review. Mr. Rakers explained that in March 2012 the policy for installation of crosswalks was adopted and outlined a few key points of qualification including: street designation as arterial or collector, a distance of 300 feet from the next street crossing, adequate demand, and adequate site distance. Mr. Rakers explained that utilizing qualification 3b, the crosswalk was installed on Ninth at Park Street. Mr. Rakers explained that in 2017, the City hired a consultant to evaluate pedestrian crossings on N. Broadway Street and update the pedestrian crosswalk policy. Mr. Rakers explained that the updates outlined when additional amenities could be considered including ladder-style crosswalks, bump-outs, refuge islands, and RRFB. Mr. Rakers explained that the goal of the policy is to establish criteria for the installation of crosswalks at locations with a higher likelihood of pedestrian and vehicle interactions and that additional amenities (such as painting, geometric improvements, and RRFBs) are installed at areas of higher conflicts based on the number of pedestrian crossings, the volume of traffic, posted speed and number of travel lanes. Mr. Rakers further explained the goal of the policy was to balance the use of RRFBs at high pedestrian, high traffic, multi-lane facilities compared with over-installing RRFBs and added that over-use of RRFBs can diminish the effectiveness along with giving drivers the perception that yielding is only required at crosswalks when yellow lights are flashing. Mr. Rakers shared the Federal Highway Administration verbiage describing where RRFB installation is most effective. Mr. Rakers explained the current criteria that needs to be met to qualify for RRFB installation. Mr. Rakers shared the verbiage and criteria for RRFB installation from multiple sources including: Manual on Uniform Traffic Control Devices, City of Boulder Colorado, and Wisconsin Department of Transportation. Mr. Rakers stated that the maps included with the memo show the current pedestrian crossings and additional enhancements, along with daily traffic volumes. Mr. Rakers listed locations that have enhanced amenities. Mr. Rakers reviewed Ninth at Park intersection including street designation, traffic volumes, street width, parking, traffic speed, and pedestrian counts. Mr. Rakers outlined observations from staff during pedestrian counts. Mr. Rakers concluded that the location of Ninth at Park Street does not meet the criteria for installation of an RRFB based on City policy. Mr. Rakers explained that the Police Department will be conducting "Frogger" events at this location and speed enforcement near Apollo Way. Mr. Rakers further added that the cost of RRFBs has increased to between $15,000 and $20,000 per crosswalk and reiterated that the goal of the policy is to balance the use of RRFB's at high pedestrian, high traffic, multi-lane facilities compared with over-installing them. Mr. Rakers stated that the intent of this item is for discussion only and that if the Board would like additional action, a future agenda item would be made for staff to hire a consultant to evaluate the intersection and/or update the Crosswalk Policy. Mr. Rakers stated that staff does not recommend installing an RRFB without having an updated policy or an engineering study completed.

Scott Thoresen, Director of Public Works, added that the RRFB locations listed at schools were funded by the schools including the engineering studies and installation.

Mayor Boyd moved to open the meeting for public comments at 7:59 pm, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

Alderperson Gantz, 448 N. St Bernard Dr, stated she had a petition from approximately 40-50 people requesting some action to make the intersection more pedestrian safe. Some suggested actions were installation of flashing or lane lights and restricting parking. Ms. Gantz also stated that staff could pursue a grant with ADRC to assist with cost of RRFB. Ms. Gantz added that many individuals living in that area including Nicolet Terrace and Renaissance were elderly or disabled. Ms. Gantz shared some concerns that she has heard from residents attempting to cross this location. Ms. Gantz suggested renting the parking lot across the street from the post office and asking employees to park there to alleviate the parking on the street that can cause visibility issues.
Lori Aissen, Nicolet Terrace, shared her experiences crossing at this location and stated that restricting parking on one side of the street would help.

Mayor Boyd moved to return to regular session at 8:06 PM, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

Alderperson Carpenter asked if a sign similar to the one located westbound on Main near the bridge could be installed at this location or if it would be against policy. Mr. Rakers stated that the signs that were located at the Main Ave crossing have been replaced with RRFB and added that the request to install signs would be for the bright lights rather than the border lights. Mr. Rakers added that staff would allow having brackets installed on the City sign posts for holding red flags that residence can use for extra visibility. Mr.

Rakers added that this had previously been done on Broadway Street and would be the responsibility of the residence utilizing the flags to purchase and upkeep. Mr. Rakers reiterated that over use of RRFB diminishes their effectiveness and added that there are times on Broadway that vehicles will not yield when the RRFB is flashing. Mr. Rakers added that RRFB and signalized intersections are not a guarantee of safety. Mr. Rakers stated he would not be in favor of restricting more than one parking space because the parking on Ninth Street is slowing the traffic speeds. Mr. Rakers stated that in 2015 the crosswalk was added and a sign is installed during summer months in the middle of the road. Mr. Rakers added that having the flags would give pedestrians something to wave to get driver's attention. Mayor Boyd stated that eliminating one parking stall was an option for alleviating some concern about visibility and added that making your intentions known is important and may require stepping out onto the street. Alderperson Carpenter stated that based on where the traffic counters were located and the cars are parked, the parked vehicles are creating lower speeds. Alderperson Carpenter added that the parking lot across from the post office is privately owned and would not be an option for parking postal staff. Alderperson Ledvina asked if moving the crosswalk would be an option. Mr. Rakers stated that this crosswalk configuration is an older style where it aligns with the inside of the radius and added that offering a crosswalk on the south side of the intersection would be difficult due to the storm inlet and Rennes driveway. Mr. Rakers stated that it could be looked at further, especially since there aren't cars parked south of the intersection. Mayor Boyd asked if a car could park between the crosswalk and the Rennes driveway. Mr. Rakers stated there would not be enough space there. Alderperson Eserkaln stated that he walks in this area frequently and will not cross at this intersection due to the traffic and added that the vehicles seem to increase speed once they get around the curve. Alderperson Eserkaln also remarked that it is difficult to exit the post office parking lot due to visibility from parked cars. Mr. Rakers stated that parking was moved back off the post office driveways a few years ago, but added that restricting parking would create other concerns. Mr. Rakers stated that staff did a traffic and accident study at this location recently and there have not been any major accidents. Mr. Rakers reiterated that the parking helps slow the traffic. Alderperson Eserkaln proposed that the pedestrian count could be low because they avoid crossing at that location. Mr. Thoresen suggested that installing bumpouts could be an option to allow pedestrians to see around parked vehicles easier, but added that they are costly. Alderperson Eserkaln asked if that would be more expensive than RRFB installation. Mayor Boyd stated it is more cost effective to be done during road construction. Mr. Rakers stated that it would be very similar in price to an RRFB. Mr. Rakers stated that he prefers RRFB installation on multi-lane roads and bumpouts and pedestrian islands on two-lane roads. Mayor Boyd asked if bike lanes could be added to shrink the width of the roadway. Alderperson Hansen stated that it should have been shrunk during construction a few years ago. Mr. Rakers stated that if the work had been a reconstruction that staff would have looked at narrowing the roadway. Alderperson Eserkaln asked if there was enough space to install a pedestrian refuge island. Mr. Rakers stated that bumpouts would be a better alternative at that location. Alderperson Hansen stated he was in favor of restricting one stall of parking and installing bumpouts. Mayor Boyd asked the Board if they were in favor of the frogger activities at this location and increased police presence for the time being. The Board members were in favor. Mr. Rakers stated he would discuss eliminating one parking stall at the next parking and traffic team meeting. Mr. Thoresen stated that the intent of this item was discussion, but if the Board has other ideas for modifications at this intersection that staff can look further into them including the elimination of the parking stall, installation of bumpouts or hiring a consultant to perform a traffic study. Mayor Boyd stated he was comfortable moving forward with frogger activities and increased police presence. Alderperson Ledvina asked staff to discuss at parking and traffic the relocation of the crosswalk to the south. Mr. Rakers stated that if that was an option, it would be added as a budget request for 2025. Mayor Boyd explained the composition of the parking and traffic team and shared that they meet quarterly to discuss ideas such as the ones suggested for this location.

Discussion only. No action necessary.

RESULT:	**DISCUSSED**

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

Alderperson Carpenter moved to approve Definitely De Pere's request to waive public works fees, seconded by Alderperson Ledvina.

Mayor Boyd stated that public works fees have been waived in the past and added that the estimated amount for 2024 would be $2,300 with a 50% exempt discount applied. Scott Thoresen, Director of Public Works, added that Definitely De Pere may have additional events that public works would assist with including the bike race which was a substantial cost in 2023. Mayor Boyd stated that the bike course is being shrunk for 2024, which should equate to lower costs.

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

6. Consideration and possible action on award of Contract 24-11 City Hall Flooring Replacement*

Alderperson Hansen moved to approve award of Contract 24-11 City Hall Flooring Replacement to H.J. Martin & Son, seconded by Mayor Boyd.

Alderperson Hansen clarified that first floor had already been completed. Mayor Boyd stated that it had and that this contract covers second floor. Scott Thoresen, Director of Public Works, stated that a map of the included area was in the packet.

Upon vote, the motion passed unanimously.

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

7. Consideration and possible action on Award of Contract 24-18 Mission Square Dumpster Enclosure Construction*

Eric Rakers, City Engineer, explained that this project included a dumpster enclosure at Mission Square Parking Lot and also at the Community Center. Mr. Rakers added that the low bid from Highway Landscapers was within budget for both locations. Scott

Thoresen, Director of Public Works, added that an informational meeting was held for impacted properties of Mission Square and that annual assessments would start in 2025 for users.

Mayor Boyd moved to approve award of Contract 24-18 Mission Square Dumpster Enclosure Construction to Highway Landscapers, seconded by Alderperson Carpenter.

Alderperson Hansen verified that impacted properties were contacted including the former post office. Mr. Thoresen stated they were contacted. Mr. Thoresen added that there was concerns about losing parking stalls, but parking stalls will be striped in areas that had previously been reserved for storing collection carts and there will be a net loss of one stall. Alderperson Hansen asked if the motorcycle parking will remain. Mr. Thoresen stated that stall will be eliminated. Alderperson Hansen asked if Walgreens would be an included user. Mr. Thoresen explained that Walgreens has their own collection services. Alderperson Carpenter asked if the assessments will be comparable with other locations with City dumpsters. Mr. Thoresen explained that the collection, maintenance, and construction costs are all lumped together and split evenly between all users. Mr. Thoresen explained that restaurants, bars, and eateries pay an increased amount. Alderperson Ledvina asked where the Walgreens dumpsters were located. Mr. Thoresen stated they were on the northeast corner of the building.

Upon vote, the motion passed unanimously.

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

8. Discuss PSC Final Water Rate Case Approval

Scott Thoresen, Director of Public Works, explained that this item is an update. Mr. Thoresen explained that a consultant had been hired to complete a full rate case for water rates, a public hearing was held, and the Public Service Commission approved an overall rate increase of 9.44%, effective June 1, 2024. Mr. Thoresen explained that since bills are sent quarterly, some customers may have some months at the current rates and others at the new rate. The intent of this discussion is to inform the Board of Public Works, as it is the body that oversees the City Water Department.

Alderperson Carpenter asked if part of the rate increase included a payback to the general fund. Mr. Thoresen stated that was still in discussion with the Finance Director and City Administrator to be presented at a later date. Alderperson Hansen asked staff to explain to the audience what it means to be in deficit to the general fund and also asked to have staff provide background on past increases for water and sewer rates. Mr. Thoresen explained that staff, Board, and Council had decided not to raise water rates and sewer rates at the same time and explained the sewer rate increases from NEWWater for covering their capital improvement projects and added that the sewer rates have leveled off. Mr. Thoresen explained that water rate increases are attributed to increased costs of water, maintenance/replacement of the system (water mains), and purchase and installation of automated water meters. Mr. Thoresen explained that the water utility was operating in a deficit the past 8 to 10 years and the money was being borrowed from the general fund to cover costs. Alderperson Carpenter commented that City of De Pere has been replacing with plastic water main since the 80s and guessed that about 50-70% of water main was replaced with PVC. Mr. Thoresen stated that the City was probably about 60% replaced with PVC. Mr. Thoresen added that staff tries to replace utilities, such as water main, during road construction projects to get the best rates but stated that with the current budget for water main it would take about 50 years to complete the replacement to PVC citywide. Mr. Thoresen stated that the PSC prefers to see 1.5-2% replacement to PVC annually. Mayor Boyd stated that De Pere is in much better shape with replacements than neighboring communities.

Discussion only. No action necessary.

RESULT:	**NO ACTION**

9. Consideration and possible action on applying for a Wisconsin Department of Natural Resources Urban Nonpoint Source and Storm Water Management Grant Program*

Eric Rakers, City Engineer, stated that the Board approved applying for the grant at the March 11, 2024 meeting and staff has sent in the application. Mr. Rakers stated that following the submittal, staff was contacted by the DNR and they stated that the City could approve specific resolution language to be included with the grant application for additional points in the scoring process.

Alderperson Ledvina moved to approve resolution for the Wisconsin Department of Natural Resources Urban Nonpoint Source and Storm Water Management Grant Program, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

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

10. Discussion on 2025 Gap Sidewalk Orders

Eric Rakers, City Engineer, explained that annually staff presents the sidewalk gaps that need to be ordered in and property owners are given until June 30th of the following year to install or begin construction. Mr. Rakers stated that no subdivisions currently meet the criteria and added what the criteria were to have sidewalks ordered. Mr. Rakers stated that there are no gap sidewalks to be ordered in for 2025.

Alderperson Hansen asked if Pine Trail Crossing will have all sidewalks installed this year. Mr. Rakers stated that they would be since they were ordered last year to be completed in 2024.

Discussion only. No action necessary.

RESULT:	**DISCUSSED**

IV. Future Agenda Items

None

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:42 PM, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Marovich