



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, May 11, 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	Alderman	Remote	
Jonathon Hansen	Alderman	Remote	
Shana Defnet Ledvina	Alderman	Remote	
Dean Raasch	Alderman	Remote	

Others present:

Scott Thoresen, Director of Public Works

Eric Rakers, City Engineer

Thomas Blohowiak, Maintenance Supervisor (Remote)

Betty Sellenheim, Recording Secretary/Administrative Secretary

2. Approval of the Board of Public Works March 9, 2020 Meeting Minutes

Alderman Carpenter moved to approve the Board of Public Works March 9, 2020 Meeting Minutes, seconded by Alderman Raasch.

Upon vote, the motion passed unanimously.

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

II. Items

1. Election of Vice Chairperson for the Board of Public Works

Alderman Carpenter moved to nominate Alderman Raasch as Vice Chairperson of the Board of Public Works, seconded by Alderman Ledvina.

The motion passed with a 4-0-1 vote with Alderman Raasch abstaining.

RESULT:	ADOPTED [4 TO 0]
MOVER:	Dan Carpenter, Alderman
SECONDER:	Shana Defnet Ledvina, Alderman
AYES:	James Boyd, Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina
ABSTAIN:	Dean Raasch

2. Consideration and possible action on award of Contract 20-08 Manhole Repair and Rehabilitation*

Alderman Raasch moved to approve award of Contract 20-08 Manhole Repair and Rehabilitation to Great Lakes TV Seal, Inc. in the amount of \$20,974.00, seconded by Alderman 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

3. Consideration and possible action on award of Contract 20-13 Crackfilling and Seal Coating*

Alderperson Carpenter moved to approve award of Contract 20-13 Crackfilling and Seal Coating to Asphalt Seal & Repair, Inc. in the amount of \$158,029.50, 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

4. Consideration and possible action on award of Contract 20-16 City Hall Generator*

Alderperson Raasch moved to approve award of Contract 20-16 City Hall Generator to Northern Electric, Inc. in the amount of \$127,485.00, 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

5. Consideration and possible action on award of Contract 20-19 Mudjacking*

Alderperson Carpenter moved to approve award of Contract 20-19 Mudjacking to Badger Concrete Lifting, LLC. in the amount of \$8,570.00, 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

6. Consideration and possible action on award of Contract 20-19A Sidewalk Grinding*

Alderperson Raasch moved to approve award of Contract 20-19A Sidewalk Grinding to All-Star Cutting and Coring, LLC. in the amount of \$22,952.00, seconded by Alderperson Ledvina.

Upon vote, the motion passed unanimously.

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

7. Consideration and possible action on Reservoir Inspection Contract*

Alderson Carpenter moved to approve award of Reservoir Inspection Contract to Water Tower Clean & Coat in the amount of \$1,400 per tank, seconded by Alderson Raasch.

Alderson Raasch asked if the proposals were comparable to what has been seen in the past. Scott Thoresen, Director of Public Works, stated they have had the contract the last few years and have been around the same price.

Upon vote, the motion passed unanimously.

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

8. Consideration and possible action on 2020 Sidewalk Repair Orders or Special Assessment

Alderson Raasch moved to approve the 2020 Sidewalk Repair Orders and special charges, including a five year payback option for properties exceeding \$1,000 with an interest rate of City borrowing plus 1%, seconded by Alderson Carpenter.

Alderson Carpenter explained his concerns for allowing a five year payback for properties exceeding \$1,000. Eric Rakers, City Engineer, explained that 68 properties are facing potential charges exceeding \$1,000 and the top 20 were listed in the packet. Mr. Rakers explained that many of those 68 properties had charges between \$1,000 and \$2,000. Alderson Carpenter suggested a revised payback plan including charges from \$1,000-\$1,500 would be allowed 2 years to pay back, \$1,500-\$3,000 would be allowed 3 years to pay back, \$3,000-\$5,000 would be allowed 4 years to pay back, and over \$5,000 would be allowed 5 years to pay back. Mr. Rakers stated staff would need to work with accounts payable regarding the extra criteria of this revised payback plan. Alderson Raasch agreed with the extra staff work with the higher number of tiers for payback. Alderson Raasch suggested a payback plan that included charges between \$1,000 and \$2,000 would be allowed 3 years to pay back and over \$2,000 would be allowed 5 years to pay back. Alderson Raasch explained hardship cases would be handled on a one on one basis. Alderson Raasch questioned the interest rate on the payback plan. Scott Thoresen, Director of Public Works, and Mr. Rakers confirmed the interest rate is 1% over the city bonding rate. Alderson Raasch questioned what level of changes could be made at the Board meeting. Mayor Boyd and Mr. Thoresen explained last year's procedure and explained staff would look into it further. Alderson Ledvina questioned how many residents took advantage of the payback option in 2019. Mr. Rakers explained the 2019 sidewalk program was still in progress and staff does not know at this time how many residents will take advantage. Alderson Ledvina questioned why the process would be changed, when it is unclear how it worked the first time since it is still in progress. Alderson Raasch outlined the original thoughts on the payback plan and explained the need to make it manageable for the resident and city for timely payments. Alderson Carpenter explained he had additional time to consider options for a payback plan for 2020. Alderson Carpenter stated he would support a 5 year payback plan, same as 2019. Mayor Boyd explained he would support repeating the same options from 2019 as staff does not know how many people will take advantage of the payback plan.

Aldersperson Ledvina agreed with Mayor Boyd. Aldersperson Hansen agreed with Aldersperson Raasch's payback plan to potentially implement in future years but agreed to go forward with the 2019 payback plan due to timing. Aldersperson Hansen questioned if starting the process a month earlier would suffice if changes were to be made for the 2021 sidewalk repair orders. Mr. Rakers stated staff will bring back the statistics from 2019 and 2020 for creating a plan for charges in 2021 in April 2021 for discussion. Mr. Thoresen outlined the 2019 process for creating the payback plan through a Council Resolution.

Upon vote, the motion passed unanimously.

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

9. Consider Resolution Supporting the Village of Ashwaubenon DNR Grant Application for Bicycle and Pedestrian Improvements on West Main Avenue*

Aldersperson Carpenter moved to approve the Resolution supporting the Village of Allouez DNR grant application for bicycle and pedestrian improvements on West Main Avenue, 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

10. Consideration and Possible Action on Approval of the State Municipal Agreement with Wisconsin DOT for Local Road Improvement Program-Merrill Street*

Aldersperson Hansen moved to approve the State Municipal Agreement with Wisconsin DOT for Local Road Improvement Program Grant for work on Merrill Street, seconded by Mayor Boyd.

Aldersperson Raasch questioned if the funding amount was typical for this type of grant program. Eric Rakers, City Engineer, explained the difference between this grant than others that have been brought before the Board in the past and that it is pretty standard for this type of grant. Aldersperson Hansen questioned if the City bonding amount would be reduced proportionately for 2020. Mr. Rakers stated this would be on the top of the tax amount generated for resurfacing and explained what the resurfacing funds are used for.

Upon vote, the motion passed unanimously.

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

11. Consideration and possible action for Driveway Requests along S. Ninth Street for the proposed West De Pere School District Intermediate School – 1177A S. Ninth Street

Alderson Raasch moved to approve the driveway request along S. Ninth Street for the proposed West De Pere School District Intermediate School at 1177A S. Ninth Street, seconded by Alderson Ledvina.

Alderson Carpenter questioned the width of the proposed driveway and proposed use (bus or parent drop off). Eric Rakers, City Engineer, stated the driveway is proposed at 18' (one way in and one way out). Buses will drop off in the back off Lourdes along with teacher access and parents will drop off in the front on S. Ninth.

Upon vote, the motion passed unanimously.

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

12. Consideration and possible action on City Engineer Parking & Traffic Recommendations

Eric Rakers, City Engineer, explained the request from the Police Department to add “No Engine Braking” signs at busier city limits entrances. Alderson Hansen questioned a request that came in last year to add “No Engine Braking” signs on 32/57. Mr. Rakers stated that there is a sign at the city limits and the request was to add additional signs.

Alderson Raasch moved to approve the installation of “No Engine Braking” signs at the city limits on Ashland Avenue, Main Avenue, and Scheuring Road, seconded by Alderson Ledvina.

Upon vote, the motion passed unanimously.

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

13. Discuss City Engineer Recommendations for No-Action Parking & Traffic Discussion Items

Eric Rakers, City Engineer, outlined three parking and traffic items for discussion. The first item was to eliminate 3 hour parking on the south side of Franklin Street from Front Street to Broadway Street-staff needs to send out notices to entire block and will bring back in June. The second item was to prohibit parking in front of mailboxes on Cross Creek Circle-staff reached out to the requestor for additional information and did not receive a response, staff also reached out to USPS to hear of any concerns in this area. Alderson Hansen stated he had a similar request and spoke with the Police Department and was informed that in some cases, if a vehicle is blocking a mailbox they could also be parked too close to the driveway which would be against city ordinance. Mr. Rakers stated that may be the case in this situation but without additional information from the requestor or USPS, staff was could not make an accurate decision. Item three was to extend school zone limits on Grant Street to include Northwest Journey-staff will discuss further with the requestor since Northwest Journey is a commercial property that may change use.

No action necessary.

III. Future Agenda Items

None

IV. Adjournment

Aldersperson Hansen moved to adjourn the Board of Public Works meeting at 8:10 PM, seconded by Aldersperson Ledvina.

Upon vote, the motion passed unanimously.

*Items with an asterisk require City Council approval.

Agenda Sent To:

Mayor

Alderspersons

Department Heads

De Pere Chamber of Commerce

TV, Newspapers, & Radio

Kress Family Library

Dan Peplinski-Point of Beginning, Inc.

Water Tower Clean & Coat, Inc

Great Lakes TV Seal, Inc.

Asphalt Seal & Repair, Inc.

Northern Electric, Inc.

Badger Concrete Lifting, LLC

All-Star Cutting & Coring, LLC

Rex Mehlberg-Village of

Ashwaubenon

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