



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, May 9, 2022

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	Present	
Shana Defnet Ledvina	Alderman	Present	
Dean Raasch	Alderman	Present	

Scott Thoresen, Public Works Director
Eric Rakers, City Engineer
Betty Sellenheim, Recording Secretary
Larry Delo, City Administrator

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. §6-3(f) DPMC

None

III. Items

1. Approval of the March 7, 2022 Board of Public Works Meeting Minutes

Alderman Carpenter moved to approve the March 7, 2022 Board of Public Works Meeting Minutes, seconded by Mayor Boyd.
Alderman Hansen asked why the March Minutes were not approved at the April meeting. Betty Sellenheim, Recording Secretary, stated it was because they were accidentally omitted from the agenda.
Upon vote, the motion passed unanimously.

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

2. Approval of the April 11, 2022 Board of Public Works Meeting Minutes

Alderman Raasch moved to approve the April 11, 2022 Board of Public Works Meeting Minutes, seconded by Alderman Hansen. Upon vote, the motion passed unanimously.

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

3. Consideration and possible action on 2022 Gap Sidewalk Orders and Special Charges*

Eric Rakers, City Engineer, outlined the order and special charges for 2022 gap sidewalks, of which property owners were initially notified in June 2021. Mr. Rakers also outlined the gap sidewalk program and the annual inspections.

Alderson Raasch asked about a property with a couple missing slabs, due to a utility pole and manhole. Mr. Rakers explained that WPS was in the process of moving the utility pole, the City would set the manhole, and the properties are included in the annual sidewalk orders as item number 11 at this meeting. Alderson Hansen asked if corner properties are required to install sidewalk on both sides. Mr. Rakers stated they are and that is why the approximate costs are considerably higher than other locations listed.

Mayor Boyd moved to approve 2022 Gap Sidewalk Orders and Special Charges, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

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

4. Consideration and possible action on 2023 Gap Sidewalk Orders and Special Charges*

Eric Rakers, City Engineer, outlined the 2023 Gap Sidewalk Orders and Special Charges, similar to the 2022 Order and Special Charge previously discussed, but encapsulated as one item, with no need to bring the item back in 2023.

Alderson Hansen mentioned that besides meeting the 10 year condition, the Roth Road property also meets the developed frontage condition. Mr. Rakers stated he was correct.

Alderson Raasch moved to approve 2023 Gap Sidewalk Orders and Special Charges, seconded by Alderson Carpenter. Upon vote, the motion passed unanimously.

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

5. Consideration and possible action on Broadway and Cook Street intersection concerns*

Eric Rakers, City Engineer, outlined safety concerns regarding this intersection. Mr. Rakers explained the research and follow-up staff performed including reaching out to the Wisconsin DOT for crash history. The DOT informed staff the intersection is scheduled for resurfacing in 2029, but does not include any upgrades. Mr. Rakers displayed the current configuration of the intersection and explained the issues, specifically with the left turn lanes. Mr. Rakers suggested discussing reconfiguring the left turn lanes to be safer with DOT during the resurfacing in 2029. Mr. Rakers outlined a few short term changes that could still improve the safety of the intersection including upgrading the lights to LED and painting left turn outside lines to guide turning vehicles. Alderson Raasch asked how a vehicle would know which side of the turn guide line to use. Mr. Rakers explained it would be an extension of the lane line from the north and south turn lanes. Alderson Carpenter asked if the County or State would need to approve the short term improvements. Mr. Rakers stated it would be through the state but this location is part of connecting highways, which the City has a little more jurisdiction

on. Mr. Rakers stated he did not think the DOT would have any issues with the improvements.

Mr. Rakers added working with DOT and Brown County to install advanced warning signs for reduced speed coming up to Cook Street. Mr. Rakers outlined the crosswalk timing. Mr. Rakers outlined staff recommendations including short term and long term improvements.

Alderson Carpenter moved to approve the staff recommendations for updates at and near the Broadway and Cook Street intersection, seconded by Alderson Raasch.

Alderson Hansen asked Mr. Rakers to display the aerial depiction of the long-term improvement of slotted left turn lanes. Alderson Hansen asked if DOT could be contacted regarding this improvement, though they do not plan any work for seven years at this intersection. Mr. Rakers stated there wouldn't be harm in asking if the slotted left turn lanes could be added or considered.

Upon vote, the motion passed unanimously.

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

6. Consideration and possible action on 2022 Street Funding

Eric Rakers, City Engineer, outlined discussions from April in regards to Project 22-01 funding concerns and the possible impact it had on other projects for 2022. Mr. Rakers stated based on prices and staff estimates, there is an approximate shortfall of \$700,000 for construction projects in 2022. Mr. Rakers outlined a few situations that contribute to the shortfall. Mr. Rakers explained the options to rectify the shortfall including bonding for additional funds and/or postponing some streets for resurfacing work. Mr. Rakers added that long term, there needs to be changes to handle the increased costs of products and/or materials.

Alderson Carpenter asked what the impact of bonding \$700,000 would have. Larry Delo, City Administrator, explained the impact on the tax roll of bonding this amount one time versus multiple consecutive years. Alderson Carpenter asked if the street construction standards that included less base material, are impacting the conditions of these streets. Mr. Rakers explained the theory that the streets with less base see cracking along the curb more and likely due to garbage and recycling collection trucks. Mr. Rakers stated the new streets with more base material do remain in better condition for longer, but staff is still working to maintain the streets with less base without needing to reconstruct them. Alderson Carpenter requested a list of streets with less base to use as a judge for potential future failures. Mr. Rakers explained how the work types (reconstruct, resurface, pulverize/pave) vary from year to year and are used to consider the budget. Mayor Boyd asked if oil prices were partly to blame for increased costs. Mr. Rakers stated that plays a role and listed some prices that reflect the increase.

Alderson Raasch explained his concerns with falling behind on the construction programs but also with bonding additional funds. Alderson Raasch asked and Mr. Delo answered how much the referendum includes annually for street work (\$741,000) and when it was established (2006). Alderson Raasch remarked that much has changed since 2006 including costs and spoke in favor of bonding the \$700,000 for 2022 and re-evaluating the needs of the future. Scott Thoresen, Public Works Director, explained options moving forward including bonding, creation of a transportation utility,

or decreasing the amount of work annually. Mayor Boyd asked the option on revisiting referendums. Mr. Delo outlined the options moving forward.

Alderson Carpenter approved bonding \$700,000 for 2022 street funding for completing resurfacing project, seconded by Mayor Boyd.

Alderson Raasch expressed concerns with the unknown future funding of construction projects. Mayor Boyd verified the bonding would go to Council for approval. Mr. Delo explained the process. Alderson Hansen asked about the composition of base on smaller streets such as Nob Hill. Mr. Rakers outlined the normal process of resurfacing that will be followed on these streets.

Upon vote, the motion passed unanimously.

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

7. Consideration and possible action on Contract 22-01 Sewer and Water Relay and Street Resurfacing Funding*

Eric Rakers, City Engineer, outlined staff's recommendation for funding the water main associated with full completion of Project 22-01 Sewer and Water Relay and Street Resurfacing through 2023 water utility funds. Mr. Rakers explained this would result in less water utility work in 2023, but still a sizeable project.

Alderson Raasch asked if this item required a motion since the funding will be available and the project is awarded. Scott Thoresen, Public Works Director, outlined why the funding recommendation would need to be approved by Board and Council. Alderson Carpenter moved to approve staff's recommendation to utilize 2023 funds to pay for Ridgeway Boulevard water main repairs in Project 22-01 Sewer and Water Relay and Street Resurfacing, seconded by Alderson Raasch.

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 the State Municipal Agreement with Wisconsin Department of Transportation for Local Road Improvement Program Grant*

Eric Rakers, City Engineer, outlined the grant, work to be completed, and grant funds, along with associated City funds.

Alderson Hansen asked why certain streets were eligible to be included for this funding. Mr. Rakers stated all streets from 22-07 would have been eligible, but there is a certain amount of funds based on lane miles and staff submitted a set of streets that used that funding amount and resulted in City contributing over 50% of costs.

Alderson Raasch moved to approve State Municipal Agreement with Wisconsin Department of Transportation for Local Road Improvement Program Grant, seconded by Alderson 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

9. Consideration and possible action on Main Avenue Clock Tower Options

Scott Thoresen, Public Works Director, outlined the options previously discussed and current costs associated with each option.

Alderperson Carpenter moved to approve option 3 (fundraising in 2022 and shortfall funding by the City in 2023), seconded by Alderperson Raasch.

Alderperson Hansen asked and Mayor Boyd answered that at staff level there will be a discussion of the fundraising process. Alderperson Carpenter asked if the clock price would be anticipated to increase if not purchased at the current price listed. Mr. Thoresen stated there was a chance that could happen.

Upon vote, the motion passed unanimously.

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

10. Consideration and possible action on City's share for engineering design for STH 32 (Main Ave)

Scott Thoresen, Public Works Director, outlined the funding needs to support the 2022 portion of engineering design for State Highway 32/Main Avenue.

Alderperson Hansen asked for an update on construction. Mr. Thoresen stated the last he heard it was anticipated for 2029. Mr. Thoresen further explained the scoping process to be completed prior to designing the project and how those results impact the timeline and funding.

Mayor Boyd moved to approve bonding \$50,000 for engineering design costs for STH 32 (Main Ave), 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

11. Consideration and possible action on 2022 Sidewalk Repair Orders and Special Charges

Eric Rakers, City Engineer, explained the annual sidewalk repair and replacement program. Mr. Rakers added that staff is recommending 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.

Alderperson Hansen moved to approve the 2022 sidewalk repair orders and special charges with 5 year payback on charges over \$1,000, seconded by Alderperson Ledvina

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

12. Consideration and possible action on award of Contract 22-22 Downtown Sidewalk and Street Lighting*

Eric Rakers, City Engineer, outlined the project limits and funding, along with requesting additional funds be bonded to cover the overage.

Alderperson Carpenter moved to approve award of Contract 22-22 Downtown Sidewalk and Street Lighting, seconded by Mayor Boyd.

Alderperson Raasch asked for an update of all the additional bonding requests to cover the overages. Scott Thoresen, outlined the usual process that involves a full list of all deficits and surpluses and is presented at Council in July. Mr. Rakers further outlined projects that were still outstanding to bid for 2022. Mr. Rakers added that since the projects are all based on unit prices, they can be modified based on funding.

Upon vote, the motion passed unanimously.

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

13. Discuss Pond Sediment Review

Eric Rakers, City Engineer, outlined the sediment inspection process and results from the first year of inspections.

RESULT:	DISCUSSED
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IV. Future Agenda Items

Discuss future street funding options, including referendums and wheel/utility tax in surrounding communities

Muskrat trapping update

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:35 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim