



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, May 8, 2023

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
Marty Kosobucki, Parks, Recreation & Forestry Director
Thomas Blohowiak, Maintenance Supervisor
Tony Fietzer, Street Superintendent
Larry Delo, City Administrator (Remote)
Tina Quigley, Definitely De Pere (Remote)

2. Public Hearing to Levy Special Assessments

i. Notice of Public Hearing

Betty Sellenheim, Recording Secretary, announced the notice of public hearing was published in the Green Bay Press Times on April 21, 2023.

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 10, 2023.

iii. Final Resolution Authorizing Levying Special Assessments

Mayor Boyd opened the public hearing at 7:31 PM.

Mayor Boyd closed the public hearing at 7:32 PM.

1. Consideration and possible action on Resolution #23-01, Final Resolution Authorizing the Levying of Special Assessments for Storm Sewer Main and/or Laterals

Mayor Boyd opened the public hearing 7:31 PM.

There were no questions, comments, or requests from the audience.

Mayor Boyd closed the public hearing at 7:32 PM.

Mayor Boyd moved to approve the Final Resolution Authorizing the Levying of Special Assessments for Storm Sewer Main and/or Laterals, seconded by Alderman Raasch.

Aldersperson Hansen asked if the interest rate was a fixed rate for 25 years or variable. Eric Rakers, City Engineer, verified that it was a fixed rate. Betty Sellenheim, Recording Secretary, added that it was fixed for 10 years. Mayor Boyd asked staff to outline the project and payment options. Mr. Rakers explained the project, invoice timing, and payment options. Mayor Boyd informed the audience that the City Stormwater Utility Fund pays for the majority of the storm main. Mr. Rakers verified the Utility pays for 80% of the cost of the main.

Upon vote, the motion passed unanimously.

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

- 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 10, 2023 Board of Public Works Meeting Minutes

Aldersperson Carpenter moved to approve the April 10, 2023 Board of Public Works Meeting Minutes, 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

2. Consideration and possible action on Main Avenue Underpass Maintenance

Aldersperson Hansen requested staff further explain their proposal and elaborate on the meaning of green space. Marty Kosobucki, Parks, Recreation & Forestry Director, explained the area being proposed as green space that would not be maintained/cut by staff. Mr. Kosobucki explained staff would allow the area to grow natural within the confines of the planned natural landscape ordinance and submit a landscape plan to the DOT as part of the Main Avenue reconstruction project scheduled for 2028. Aldersperson Hansen asked for clarification regarding the planned natural landscape ordinance. Mr. Kosobucki explained staff had discussed earlier that day and locations that are not served with City sewer and water are not required to follow all of the same requirements on maintenance. Mayor Boyd asked to have the area indicated on the overhead map. Eric Rakers, City Engineer, outlined the area. Mr. Kosobucki's agreed with the area depicted. Aldersperson Carpenter verified if any portion east of the railroad bridge on the south side would not be maintained. Mr. Kosobucki stated he would need to verify with the map in the agenda packet. Mayor Boyd stated there was no sections indicated to the east of the railroad bridge on the south side. Aldersperson Carpenter stated he was not in favor of not maintaining this area. Mayor Boyd and Aldersperson Carpenter discussed having a one-

year pilot program to evaluate the response from the public. Alderperson Raasch asked why there has been a sudden draw to cease maintenance in this area. Mr. Kosobucki explained the reasons including a recent significant injury to staff and insurance concerns. Mr. Kosobucki stated he understood concerns about letting it grow wild, but added that staff also receives multiple complaints from residents with concerns about the safety when performing the current level of maintenance. Mr. Kosobucki informed the Board that staff has unsuccessfully requested proposals from contractors to perform the work. Mayor Boyd asked about the use of alternate equipment to perform the work. Alderperson Raasch suggested working towards the landscape plan now, rather than waiting until the reconstruction in 2028. Mayor Boyd stated that the planning process will begin for Main Ave in the next one to two years including this area. Alderperson Raasch expressed concerns with regards to not mowing until there is a complaint and then needing to control very overgrown vegetation. Alderperson Carpenter stated he was not in favor of investing money into something that would likely be destroyed during reconstruction and expressed interest in trying this proposal as a pilot program for this year and having staff report back on the response from the public.

Alderperson Carpenter moved to approve Main Avenue Underpass Maintenance plan as a pilot program and staff will provide a report in October based on community input, seconded by Mayor Boyd.

Scott Thoresen, Public Works Director, proposed that staff would cease maintenance for 2023 and provide a report in the fall with the results from 2023 and to evaluate for 2024. Alderperson Carpenter asked if the City owned any equipment that could be used to more safely cut this area (boom mower). Tony Fietzer, Street Superintendent, explained there is a rough cut boom mower with a 25 foot reach that could cut sections, but staff would still need to trim and clean-up areas that can't be reached. Mr. Fietzer added that the equipment protects the operator but would still require traffic control on Main Avenue while the equipment was in the traffic lanes cutting the hills. Mayor Boyd suggested notifying the public of this change. Alderperson Raasch shared his personal experience previously with complaints regarding lack of maintenance on City properties. Mr. Kosobucki explained that funds were budgeted to hire a contractor to maintain the areas mentioned by Alderperson Raasch. Alderperson Carpenter asked for staff to report how many complaints along with how they were resolved, rather than just numbers. Mr. Kosobucki agreed.

Upon vote, the motion passed 4-1, with Alderperson Raasch voting no.

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

3. Consider and Possible Action Regarding Carriage Walk Request for 308 S. Superior Street

Scott Thoresen, Public Works Director, stated the property owner contacted him and requested this agenda item be moved to the June meeting to allow him to attend. Alderpersons Carpenter and Hansen stated they were okay with approving it. Mr. Thoresen stated if the Board wanted to approve the walk and did not have questions for

the property owner, that was fine. Mr. Thoresen added that the property owner had asked if he needed to be present and Mr. Thoresen told him that he did not need to be present, but if there were questions that staff could not answer, the request could be denied; the property owner then asked for the item to be moved to June allowing him to attend. Mayor Boyd stated that the property owners request should be honored.

Mayor Boyd moved to table until June 2023 Board of Public Works, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

RESULT:	TABLED [UNANIMOUS]
	Next: 6/12/2023 7:30 PM
MOVER:	James Boyd, Mayor
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

4. Consideration and possible action on City Engineer Parking and Traffic Recommendations*

Eric Rakers, City Engineer, outlined three recommendations. Item one was to restrict parking to three-hour parking on the north and south sides of George Street between Huron and Superior Streets. Alderperson Raasch verified that this block had not previously aligned with parking restrictions on the rest of the corridor. Mr. Rakers stated it is not listed in the City ordinance. Alderperson Hansen asked for clarification on the limits since Mr. Rakers stated it was blocks. Mr. Rakers stated it was plural because it was the north and south sides of the block. Item two was to install a mid-block crossing with a rapid rectangular flashing beacon (RRFB) on Ryan Road by Altmayer School contingent upon an agreement with the School District with the City and to be funded by the School District. Alderperson Hansen asked if a crosswalk currently exists where the RRFB is proposed. Mr. Rakers stated the only crosswalks in that area are currently at intersections and a mid-block crossing would be added with the RRFB along with a bump-out on the east side of the road. Alderperson Raasch asked if the driveway would be impacted on the west side. Mr. Rakers stated it would not impact any driveways. Item three was to install medians and restrict turning movements into and out of Lewis Street.

Mayor Boyd moved to approve the City Engineer Parking and Traffic Recommendations, 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

5. Discuss City Engineer Recommendations on No Action Parking and Traffic Discussion Items

Eric Rakers, City Engineer, shared the discussion at Parking and Traffic team regarding 15 mph speed limits by parks, specifically on Legion Ct. Mr. Rakers added that staff plans to bring back a discussion of adding parking on George Street between Huron and Erie Streets to match the rest of the corridor.

RESULT: DISCUSSED

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

Mayor Boyd moved to approve Definitely De Pere's request to waive Public Works fees, seconded by Alderperson Raasch.

Tina Quigley, Definitely De Pere, thanked the Board for their support.

Upon vote, the motion passed unanimously.

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

7. Consideration and possible action on 2023 Sidewalk Repair Orders and Special Charges

Eric Rakers, City Engineer, explained the annual sidewalk repair and replacement program. Mr. Rakers added that Board recommended 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. Mr. Rakers stated that interest rate would be 3.96% for this project. Mr. Rakers stated there were 86 properties with preliminary charges over \$1,000 which continues to increase year over year. Mr. Rakers explained the importance of this program in the City. Mr. Rakers stated once approved by the Board, staff would send notices to property owners and publish in the newspaper. Mayor Boyd stated that generally the larger charges are larger parcels. Mr. Rakers stated that was not the case this year and that some of the largest ones are mid-block and multiple properties are currently proposed for 2024 road construction projects. Mr. Rakers stated staff would notify residents that are included in proposed 2024 construction and mark the sidewalk squares that would be replaced as part of that construction to save the homeowner money. Alderperson Hansen thanked staff for making the consideration for 2024 construction areas including areas that are part of the Community Development Block Grant. Mr. Rakers stated that staff found quite a few properties that had longitudinal cracks across multiple panels and explained how residents could repair those cracks instead of having to replace the panels. Alderperson Carpenter asked if the blocks that are proposed for reconstruction could have been delayed one year for sidewalk repairs. Scott Thoresen, Public Works Director, stated there were no guarantees that 2024 projects will be constructed based on budget and the grant award. Alderperson Carpenter asked if staff is going to mark the ones that do not need to be repaired or replaced due to proposed construction next year, what would happen if the construction did not proceed. Mr. Thoresen stated the sidewalk repairs would be part of the repair orders for 2024. Alderperson Hansen clarified if staff marked sidewalk squares in 2023 that were proposed to be torn out in 2024, the property owner would not be forced to repair in 2023. Mr. Rakers stated that was the plan and elaborated that in typical years staff does not deal with this because the following years construction is generally unknown when the repairs are ordered. Alderperson Carpenter asked if there were times in the past that staff replaced sidewalk as part of construction projects after the panels had been replaced the year prior. Mr. Rakers stated it has happened in the past.

Mayor Boyd moved to approve the 2023 Sidewalk Repair Orders and Special Charges and staff will contact residents/owners on impacted streets for 2024 construction, 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

8. Consideration and possible action on 2024 Gap Sidewalk Orders and Special Charges*

Eric Rakers, City Engineer, outlined the 2024 Gap Sidewalk Orders and Special Charges and outlined the timeline for installation through June 30, 2024.

Alderperson Hansen asked about vacant parcels in Pine Trail Crossing subdivision. Mr. Rakers shared why two properties had not been ordered and that 2023 orders were approved in 2022 and staff in monitoring and if not completed will be incorporated with Project 23-05.

Alderperson Raasch moved to approve the 2024 Gap Sidewalk Orders and Special Charges, 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

9. Discuss Snowplow Operations

Scott Thoresen, Public Works Director, stated staff plans to bring this discussion back on an annual basis for consideration of changes. Mr. Thoresen stated the snow plow operations and policy were included in the packet for discussion along with a recap of the operations from the past season. Mr. Thoresen stated at past discussions, the Board decided to maintain status quo of completing full plows at 3 inch minimum snowfalls. Mr. Thoresen shared that 29 snow events were recorded for 2022-2023 snow season and that snow events under 6 inches cost approximately \$15,000 to complete (labor, benefits, salt/brine, etc). Mr. Thoresen added that cost did not include equipment costs. Mr. Thoresen stated if the Board wanted to move towards full plows after 2 inches of snowfall, it would require an increase in the budget of about \$15,000 per snow event that was over 2 inches but under 6 inches. Mr. Thoresen stated that would have been approximately \$45,000 in the 2022-2023 season.

Mayor Boyd commended staff on their plowing operations based on common sense practices and weather factors. Mayor Boyd added that he was unaware that City plows did not have down pressure on the plow and wing to peel snow. Mayor Boyd stated he does not receive many complaints regarding snow removal and that most of the complaints he receives are from residents requesting the packed snow be peeled off the street surface, which current equipment cannot do. Alderperson Raasch added that would create an increased amount of road work every spring if the City plows were equipped to peel the snow. Alderperson Carpenter indicated the type of plow with down pressure could come in handy when the City has experienced multiple small snowfalls the accumulate and pack on the roadways. Mayor Boyd commended staff on the social media posts regarding snow removal. Alderperson Ledvina stated she did not receive any complaints in the 2022-2023 snow season and shared her appreciation for the removal

efforts of staff. Alderperson Raasch echoed Alderperson Ledvina's compliments. Alderperson Hansen mentioned receiving complaints from Virginia Drive. Tony Fietzer, Street Superintendent, explained the considerations he made when determining plowing operations during the time in question for Virginia Drive including weather conditions and primary versus secondary streets according to the policy. Mr. Thoresen explained that staff creates their plan based on the weather forecast/predictions and when the meteorologists are incorrect it can impact the operations considerably. Mr. Fietzer further explained from his conversations with meteorologists and the National Weather Service, when the prediction for rain is off by 0.25" in the summer it's not as noticeable as the equivalent 3" of snow in the winter. Alderperson Raasch asked why staff does not lower the plows when they travel between main roads. Mr. Fietzer explained why this practice is in place to leave the plow up during travel between main roads. Mr. Thoresen reminded the Board if they wanted to make changes to the policy in the future, it would need to be known prior to the budget preparation.

RESULT:	NO ACTION
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10. Consider and Possible Action Regarding Vehicle and Equipment Pre-Order Purchasing Policy Addendum*

Larry Delo, City Administrator, explained the addendum to allow staff to pre-order vehicles and equipment to ensure the equipment and vehicles are received by the City in a timely manner.

Alderperson Raasch spoke in favor of the policy addendum.

Alderperson Hansen moved to approve vehicle and equipment pre-order purchasing policy addendum, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

11. Consideration and possible action on award of Contract 23-01 Sewer and Water Relay and Street Resurfacing*

Alderperson Carpenter moved to approve award of Contract 23-01 Sewer and Water Relay and Street Resurfacing, 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

12. Consideration and possible action on award of Contract 23-07 Curb Repair and Street Resurfacing*

Mayor Boyd moved to approve award of Contract 23-07 Curb Repair and Street Resurfacing, 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

13. Consideration and possible action on sanitary lining under Contract 23-03 Sewer Lining
- Alderperson Carpenter moved to approve sanitary lining updates under Contract 23-03 Sewer Lining, seconded by Alderperson Ledvina. 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

14. Consider and Possible Action Regarding Alderperson Hansen's Request Regarding the Median Flags and Flag Poles on Webster Avenue*

Alderperson Hansen explained his request regarding the median flags and flagpoles on Webster Avenue. Alderperson Hansen explained staff's recommendation to decrease the size of poles and flags or remove all-together.

Mayor Boyd provided his preference to have flags at locations that can be easily maintained. Scott Thoresen, Public Works Director, provided information regarding the original installation and maintenance of the flags and flagpoles at this location by service groups. Mr. Thoresen added if the Board opted to maintain the flagpoles, they would need to be evaluated as they were not meant for permanent flag use, new poles would need to be installed in concrete with permission from Brown County. Mr. Thoresen added that proper flagpoles also causes traffic issues because they are not break-away. Mr. Thoresen stated that staff recommends removing the flags and flagpoles in the medians along Webster Avenue. Alderperson Carpenter stated he was in favor of removal unless another service group wanted to maintain them, which would still require replacement as Mr. Thoresen explained.

Alderperson Raasch moved to remove flags and flagpoles in medians on Webster Avenue, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

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

15. Consider and Possible Action Regarding Alderperson Hansen's Request to Create a Policy for the Variety of City Entrance Signs Acknowledging School Sports Teams

Alderperson Hansen outlined the windshield survey he completed at City entrances and signs located at each. Alderperson Hansen explained his request to create a policy for the variety of City entrance signs acknowledging school sports teams.

Mayor Boyd stated the signs were not on City property and the City is not aware of who constructed them or who is maintaining them. Mayor Boyd further stated that these types of signs are more popular in smaller towns with single school districts and they are often difficult to keep maintained. Mayor Boyd added that even though there are two school districts, it is one City and there should be accomplishments from both districts on all the

signs if implemented. Mayor Boyd stated the schools should be contacted and ultimately take the signs down. Mayor Boyd suggested having the individual schools or districts have a sign on their school properties highlighting the accomplishments. Alderperson Raasch agreed with Mayor Boyd's concerns and suggestions. Alderperson Raasch added that inside many of the schools there are banners or billboards or other form of recognition for accomplishments. Alderperson Raasch stated there were too many accomplishments to list individually but perhaps signs could be created stating something along the lines of "City of De Pere: home of great schools full of champion athletes, musicians....etc". Mayor Boyd stated the first step would be removing the signs; working with the school district, state, and county. Mayor Boyd stated it was likely someone with the school district that updated the one sign. Alderperson Carpenter agreed with Mayor Boyd since it was not updated by staff. Mayor Boyd recommended the signs be removed since they were inconsistent and not being maintained. Mayor Boyd asked Alderperson Hansen if he was requesting to have signs installed and maintained by the City at the entrances. Alderperson Hansen stated he agreed there were too many accomplishments to list on a single sign for both districts and that the current ones should be removed. Alderperson Raasch stated when he thought the Scheuring Road sign was likely installed.

Mayor Boyd moved to remove current signs in conjunction with the districts and propose to get signs on their school properties, along with working with Brown County and DOT to remove signs, 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 Carpenter moved to adjourn the meeting at 8:58 PM, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim