



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, April 12, 2021

7:30 PM

GoToMeeting

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	Remote	
Dan Carpenter	Aldersperson	Remote	
Jonathon Hansen	Aldersperson	Remote	
Shana Defnet Ledvina	Aldersperson	Remote	
Dean Raasch	Aldersperson	Excused	

Others present:

Scott Thoresen, Director of Public Works (Remote)

Eric Rakers, City Engineer (Remote)

Marty Kosobucki, Director of Parks, Recreation and Forestry (Remote)

Eric Zygarlicke, Water Department Supervisor (Remote)

Betty Sellenheim, Recording Secretary (Remote)

2. Public Hearing to Levy Special Assessments

i. Notice of Public Hearing

Betty Sellenheim, recording secretary, informed the Board and audience that the notice of public hearing was published in the Green Bay Press Gazette on March 26, 2021.

ii. Recommendation from the Board of Public Works

Eric Rakers, City Engineer, informed the Board and audience that the Board of Public Works adopted the preliminary resolution to schedule the public hearing for authorizing levying special assessments on March 8, 2021.

iii. Final Resolution Authorizing Levying Special Assessments

1. Consideration and possible action on Resolution #21-01, Final Resolution Authorizing Levying Special Assessments for Storm Sewer Main and/or Laterals

Mayor Boyd opened the public hearing at 7:33 PM and asked if anyone in the audience wished to speak at the public hearing. There were no questions or requests to speak from the audience.

Mayor Boyd closed the public hearing at 7:34 PM.

Aldersperson Hansen moved to approve the final resolution authorizing levying special assessments for storm sewer main and/or laterals, seconded by Aldersperson Ledvina.

Aldersperson Hansen reminded impacted properties about tree replacements due to construction. Aldersperson Carpenter asked about a mini sewer in the project area. Mr. Rakers stated the property in question would be connected to the new storm sewer and the mini sewer would be abandoned. Aldersperson Hansen questioned the limits of Winnebago

Street project. Mr. Rakers provided background information regarding the Winnebago Street repairs.

Upon vote, the motion passed unanimously.

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

II. Public Comment

None

III. Items

1. Approval of March 8, 2021 Board of Public Works Meeting Minutes

Alderperson Carpenter moved to approve the March 8, 2021 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:	James Boyd, Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina
EXCUSED:	Dean Raasch

2. Consideration and possible action regarding Wayfinding and Pedestrian Node Plan

Marty Kosobucki, Parks, Recreation & Forestry Director, briefly explained the wayfinding and pedestrian node plan and introduced Daniel Grove from Kimley-Horn. Mr. Grove explained the plan more in-depth.

Alderperson Hansen questioned the naming of the locations and maintenance/management. Mr. Grove and Mr. Kosobucki explained the location names. Alderperson Hansen questioned the color scheme of the vehicular wayfinding signs. Mr. Grove explained the colorations as chosen by the steering committee. Alderperson Hansen questioned the color palette chosen. Mr. Grove explained the colors were chosen from the city logo to be incorporated. Alderperson Ledvina asked what the next steps would be for implementation. Mr. Kosobucki explained the process for submitting the plan as a proposal for future budgets to be presented and approved by Common Council. Alderperson Hansen asked if Stadium Tax/Streetscape funds could be used for implementing the wayfinding and pedestrian node plan. Scott Thoresen, Public Works Director, reminded the Board that two projects (downtown art sculpture walk and banners) were approved for funding from stadium tax, limiting any possible available funds.

Mayor Boyd moved to approve the wayfinding and pedestrian node plan, seconded by Alderperson Carpenter.

Upon vote, the motion passed unanimously.

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

3. Consideration and Possible Action on Requirement for Private Water System Inspection and Maintenance

Eric Zygarlicke, Water Department Supervisor, explained his request to require private water systems to perform maintenance and inspections and stated if approved, staff would work to draft an ordinance that would be brought back to the Board for approval in the future. Scott Thoresen, Public Works Director, added if the time came that a draft ordinance was presented to the Board, contact would be made to the private water system owners to invite them to the meeting.

Alderperson Carpenter asked about current policies on private water systems. Mr. Zygarlicke explained the City does not have any policies or regulations for inspections and maintenance on private systems and establishing the ordinance would allow private system owners to contract on their own or with the City for inspections and maintenance. Alderperson Carpenter asked on new construction with a private water system, if the City could require a pit and meter all water. Mr. Zygarlicke stated staff would require a master meter station. Alderperson Carpenter remarked on the potential costs to the private water system owners if the City implemented the proposal. Mr. Thoresen elaborated on Alderperson Carpenter's comments. Mayor Boyd and Alderpersons Carpenter and Hansen expressed interest in pursuing an ordinance but stated it would take time to get it through.

Alderperson Ledvina moved to approve the requirement for private water system inspection and maintenance, seconded by Mayor Boyd.

Upon vote, the motion passed unanimously.

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

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

Eric Rakers, City Engineer, explained the three items discussed at Parking and Traffic Team with no-action recommended.

Item #1 was the installation of RRFB on S. Broadway at Bomier. Mr. Rakers explained the requirements that needed to be met for installation of an RRFB. Alderperson Hansen asked Mayor Boyd to see if anyone was in the audience to speak on this item. Mayor Boyd checked with the audience and nobody requested to speak on this agenda item. Alderperson Hansen outlined concerns from Ms. Brey and his personal experience regarding this intersection. Mr. Rakers explained he has crossed this intersection without

trouble and added staff could look into placing advanced warning signs approaching the crosswalk and use this location for frogger activities. Alderperson Ledvina stated she liked staff's suggestions and asked staff to conduct a pedestrian count during summer weather. Mayor Boyd asked if staff could implement the suggestions internally. Mr. Rakers stated this location could be added for frogger and deferred to Scott Thoresen, Public Works Director, regarding the installation of advanced warning signs. Mr. Thoresen stated the signs should have been installed when the crosswalk was and public works has no issue installing the signs. Mayor Boyd asked if the state would need to approve the sign installation. Mr. Rakers stated he did not think they would need to approve the signs, but they would have needed to approve an RRFB installation. Alderperson Carpenter agreed with the sign installation and suggested the mobile speed board for this location. Alderperson Hansen requested the crosswalk be painted with the ladder style lines.

Staff to add advanced warning sign for crosswalk, investigate requirements for ladder crosswalk, and check with the Police Department to locate mobile speed board at this location

Item #2 was a request to consider reconstructing Lawrence Drive with traffic calming measures.

Item #3 was a request to consider installation of a warning sign or flashing light at the alley on George Street, between Broadway and Wisconsin. Alderperson Hansen read an email from a downtown business owner who uses this alley and has had incidents with pedestrians.

5. Consideration and possible action on award of Contract 21-01 Sewer and Water Relay and Street Resurfacing*

Eric Rakers, City Engineer, explained the project, limits, and funding sources. Alderperson Carpenter agreed with staff and added that he would want to see the COVID relief funds be prioritized for these projects. Alderperson Hansen agreed with staff and Alderperson Carpenter.

Mayor Boyd moved to approve award of Contract 21-01 Sewer and Water Relay and Street Resurfacing to Dorner, Inc in the amount of \$1,411,405.70, bonding \$170,000 with COVID relief funds being prioritized to cover the water main cost overage, seconded by Alderperson Carpenter.

Upon vote, the motion passed unanimously.

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

6. Consideration and possible action on award of Contract 21-02 Erie Street Reconstruction and Utility Relay*

Eric Rakers, City Engineer, outlined the project, limits, and funding sources.

Alderperson Hansen moved to approve award of Contract 21-02 Erie Street Reconstruction and Utility Relay to Jossart Brothers, Inc. in the amount of \$1,417,716.50, bonding \$200,000 with COVID relief funds being prioritized to cover the water main cost overage, seconded by Alderperson Carpenter.

Upon vote, the motion passed unanimously.

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

7. Consideration and possible action on award of Contract 21-13 Crackfilling and Seal Coating*

Eric Rakers, City Engineer, outlined the project and funding sources.

Mayor Boyd moved to approve award of Contract 21-13 Crackfilling and Seal Coating to Asphalt Seal & Repair, Inc. in the amount of \$135,755.00, seconded by Alderperson Ledvina.

Upon vote, the motion passed unanimously.

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

8. Consideration and possible action on award of RFP 21-19 Mudjacking*

Eric Rakers, City Engineer, explained the annual proposal for mudjacking and funding sources.

Alderperson Hansen moved to approve award of Request for Proposal 21-19 Mudjacking to Badger Concrete Lifting in the amount of \$8,800, seconded by Alderperson Carpenter.

Upon vote, the motion passed unanimously.

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

9. Consideration and possible action on award of RFP 21-19A Sidewalk Grinding*

Eric Rakers, City Engineer, outlined the annual proposal for sidewalk grinding and funding sources.

Alderperson Ledvina moved to approve award of Request for Proposal 21-19A Sidewalk Grinding to Universal Concrete Grinding, LLC in the amount of \$15,769.20, seconded by Mayor Boyd.

Upon vote, the motion passed unanimously.

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

10. Consideration and Possible Action on Reservoir Mixers*

Scott Thoresen, Public Works Director, explained proposals that were received for Ninth Street and Scheuring Road reservoir mixers and funding sources.

Alderperson Carpenter expressed concerns over the pricing differences between the responsive vendors. Mr. Thoresen explained the vendor was on the meeting if there were questions he could answer.

Alderperson Carpenter moved to open the meeting to public comment at 8:57 PM, seconded by Mayor Boyd.

Jason Metz, William Reid LTD, explained the pricing from his proposal. Alderperson Carpenter asked how the mixer would be installed at Ninth Street reservoir with the wall and pillars inside. Mr. Metz stated he explained the situation to the manufacturer and they outlined how to install the mixer properly.

Mayor Boyd moved to return to regular session at 9:00 PM, seconded by Alderperson Carpenter

Alderperson Carpenter moved to approve the reservoir mixers by William Reid LTD in the amount of \$14,995.00 per reservoir, seconded by Alderperson Ledvina.

Alderperson Hansen questioned a remark about the Merrill Street reservoir. Mr. Thoresen explained it was about the differences in Ninth Street reservoir and the pillars/walls inside. Alderperson Hansen asked if there was a mixer installed at Merrill. Mr. Thoresen stated there was not but will be in the future. Merrill Street was supposed to be completed in 2021 but there were SCADA updates that had been unaccounted for at the time of budgeting and the Board approved changing the locations.

Upon vote, the motion passed unanimously.

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

11. Consideration and possible action on Leak Detection Survey*

Scott Thoresen, Public Works Director, explained the leak detection survey program and the proposals received. The 2021 survey program is a joint proposal with Village of Allouez and Village of Bellevue.

Mayor Boyd asked about the return savings from finding the leaks through this survey program. Mr. Thoresen explained the leaks and rates of water loss that were found in the 2019 program. Alderperson Ledvina verified that the communities in the joint proposal were also moving forward with obtaining approvals for leak detection. Mr. Thoresen stated they were.

Mayor Boyd moved to approve the proposal from Ferguson Waterworks Services for Leak Detection Survey in the amount of \$17,500, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

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

IV. Future Agenda Items

Alderperson Hansen requested staff research the cost associated with painting the backs of new entrance signs gray.

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 9:08 PM, seconded by Alderperson Carpenter. 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, April 12, 2021 so that arrangements can be made.

Agenda Sent To:

MAYOR
ALDERPERSONS
DEPARTMENT HEADS
ALEXANDRIA HUGHES
ALFRED J & MELISSA L WALKER
AMY L SADEWATER
ANDREA THORPE
ANDREW & SOFIA KRANS
ANDREW M & CHRISTINA L DEKEUSTER
ANTHONY D & KATHERINE J HAMILTON
ANTHONY J LANZ
AVERY G GARCIA, ETAL
BARBARA WOCHÉ
BEACHWALKER EXPRESS LLC
CASTLE ROCK HOMES LLC
CHRISTOPHER G & ANNETTE EASTMAN
COTTER INVESTMENTS LLC
DAVID P & MICHELLE A SPIERING
DEANNA J PETERSON
DEBORAH L THOMSON

DE PERE CHAMBER OF COMMERCE
TV, NEWSPAPERS & RADIO
KRESS FAMILY LIBRARY
JULIE MALONEY
JUSTIN M & MIRAN E MATTERN
KATHLEEN SMITS
KENNETH L CLARK
KENNETH M TOUTLOFF II
KENT A & KIMBERLY E THEEL
KODY & MORGAN SEBO
LARRY F & ROBERTA R LONGLAIS
LAURIE J BECKERS
LESLIE A PETERSON
LINDSAY J MUSHYNSKI
MARGARET A CHRIST
MARGARET A MCGINN
MARY MCDONALD
MATTHEW K & ANGELIQUE C WEGMANN
MELISSA A SCHUETTE
MELISSA HAEVERS

DEBORAH MEYER
DENNIS N & JOANNE H O'DONNELL
DWELL RENTAL PROPERTIES LLC
EDWARD P & JUDITH M KASS TRUST
AGREEMENT
EMILY SCHULTZ
EPL INVESTMENTS LLC
ERIC S KORDES
EUGENE L & KATHERINE A FORREST
GARY W MARTIN
GERALD H & SARAH J CEGELSKI

JANE E GANTENBEIN
JASON & SADIE BUBOLTZ-DUBS
JEAN A WEAVER
JENNIFER R CLASSON
JENNIFER SOLCZ
JEREMY D MILLER
JODIE L GEHM
JOHN J & SHIELA MAE HOLDER
DORNER, INC
ASPHALT SEAL & REPAIR, INC
UNIVERSAL CONCRETE GRINDING, LLC

MICHAEL D & NANCY L LEMAY
MICHIELS BONNIE J SURVIVOR'S TRUST
MOSTEK ROBERTA L REVOCABLE TRUST

NEW HORIZON ENTERPRISES LLC
PENNY A SMITH
PETER LEMPEREUR
PHILLIP MULLINS JR
RACHAEL M GILBERTSON
RICK A & THERESA A VANENKEVORT
SCOTT L & DEBORAH L RUGGLES
SMULLEN MICHAEL J & SUSAN K REVOCABLE TRUST
STEPHANIE L & CYNTHIA M MOSTEK
STEVEN & LYNNE SMET
STEVEN P & DEANNA J SULLIVAN
THOMAS & JOAN KIELY
THOMAS R & SUZANNE M VANDELIST
VANROY NANCY L REVOCABLE TRUST
WILLIAM REID LTD
JOSSART BROTHERS, INC
BADGER CONCRETE LIFTING, LLC
FERGUSON WATERWORKS SERVICES

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