



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, April 11, 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	

Others present:

Eric Rakers, City Engineer
Tom Blohowiak, Maintenance Supervisor
Betty Sellenheim, Recording Secretary
Daniel Lindstrom, Development Services Director
Tom Sigmund, NEW Water
Patrick Wescott, NEW Water
Steve Schuchart, 1720 Charles St
Tom Rottier, 1465 Chicago St
Bill Van Beek, 879 W. St Francis Rd

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 Times on Friday, April 1, 2022.

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 special assessments at Board of Public Works on March 7, 2022.

iii. Final Resolution Authorizing Levying Special Assessments

1. Consideration and possible action on Resolution #22-01, Final Resolution Authorizing Levying 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.

Alderman Carpenter moved to approve the final resolution authorizing levying special assessments for storm sewer main and/or laterals, seconded by Alderman 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

- 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. Discuss NEW Water (Green Bay Metropolitan Sewerage District) Facility Plan
Tom Sigmund, Executive Director of NEW Water, 3335 Star Creek Ct, and Patrick Wescott, Director of Operations at NEW Water, 948 N. Scenic Ct, introduced themselves and presented the NEW Water Facility Plan Update.
Mayor Boyd asked if NEW Water has attempted to garner Federal/grant monies for facility updates. Mr. Sigmund outlined funding sources NEW Water has researched. Alderperson Hansen asked NEW Water to explain why treatment costs outpace inflation as mentioned in the presentation. Mr. Sigmund outlined a few reasons including: large amounts of grant funding at the time of facility erection in 1970s, facility updates have been fully funded by loans, and equipment costs have increased as the regulatory standards have become more restrictive. Alderperson Carpenter asked if Green Bay Packaging impacted the ability to meet customer demands. Mr. Sigmund explained Green Bay Packaging does a significant amount of pre-treatment before discharging to NEW Water and did not impact from a hydraulic standpoint but did create urgency on a project that was planned for a few years out. Alderperson Raasch asked at what point the communities may stop seeing annual increases. Mr. Sigmund is hopeful that a day will come where the rates can stay stagnant but there is no guarantee as regulatory standards become more restrictive, more costly equipment is required to meet them. Mr. Sigmund added that the facility updates in this plan are not regulatory but due to failing/old infrastructure and equipment. Alderperson Raasch asked if regulations change, could larger increases be anticipated in the future. Mr. Sigmund stated it could happen and explained how processes have changed since the facilities started operating. Alderperson Raasch asked if there are strains on capacity due to the increased amount to be treated or population growth in the community. Mr. Sigmund explained the impact of population growth, industrial growth, and clear water treatment. Alderperson Raasch asked how clear water is getting into the sanitary system. Eric Rakers, City Engineer, explained how clear water gets into the sanitary system through inflow and infiltration and steps the City is taking to mitigate this concern. Alderperson Raasch asked how communities are billed. Mr. Sigmund explained that each community is metered and sampled individually. Alderperson Carpenter expressed concerns about regulations and farming contributions. Mr. Sigmund explained the savings by working with the farmers.

RESULT:	DISCUSSED
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2. Consideration and possible action on City Engineer Parking and Traffic Recommendations

Eric Rakers, City Engineer, outlined parking & traffic recommendations including addition of a pedestrian ramp on Saddlebrook Lane near Shetland Place and installation of a "No Outlet" sign on Westwind Court.

Aldersperson Hansen asked if crosswalk lines will be added on Saddlebrook with the ramps. Mr. Rakers stated staff did not plan to paint lines, as unmarked crosswalks are common on local roads.

Aldersperson Hansen moved to approve City Engineer's Parking and Traffic Recommendations, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

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

3. Discuss City Engineer Recommendations for No-Action Parking and Traffic Discussion Items

Eric Rakers outlined no-action parking & traffic discussion items.

1. Temporary parking around St. Francis Church. Mayor Boyd stated that he reached out to the church regarding the staff recommendation and had not received any return comments and assumes they accept the recommendation.

2. Discussed how vehicles parked for extended periods of time in City lots are addressed

3. Stop sign installation on Driftwood at Azalea

4. Extending School Zone at Broadway and Bomier. Aldersperson Hansen asked if the school has actively communicated to students and families, the preferred and safer crossing intersection. Mayor Boyd stated it has been communicated multiple times.

5. Addition of a turn arrow for westbound traffic on Cook St at Broadway. Aldersperson Ledvina asked why staff reviewed this addition. Mr. Rakers stated there was a request.

Aldersperson Hansen stated the request came from him.

6. Newly developed school crossing guard policy. Mr. Rakers stated he would email a copy of crossing guard policy to Board members. Aldersperson Hansen asked with the issues being seen with filling open positions, if locations are prioritized within the policy. Mr. Rakers stated it does not prioritize locations, but if locations are reevaluated, there is criteria for not placing a crossing guard.

Mr. Rakers stated he plans to bring a review of Broadway/Cook Street to the May Board meeting.

RESULT:	DISCUSSED
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4. Consideration and possible action on award of Proposal for Boiler System Design and Management*

Aldersperson Raasch moved to approve the award of Proposal for Boiler System Design and Management, seconded by Aldersperson Ledvina.

Tom Blohowiak, Maintenance Supervisor, explained that he reached out to four potential bidders and received return calls from three stating they would not be submitting. Mr. Blohowiak stated the company that submitted a proposal has worked with the City in the past.

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

5. Consideration and possible action on Clock Tower Repairs

Tom Blohowiak, Maintenance Supervisor, outlined options including repair (\$6,000 minimum), replacement (\$31,000), or art installation/alternate use of the space. Mayor Boyd stated the clock dates back to about 1999. Mr. Blohowiak stated it was installed in 1997. Mayor Boyd expressed his belief that the business community and/or Definitely De Pere would be interested in fundraising for replacement. Alderperson Hansen asked if the City would partner on a fundraising initiative. Mayor Boyd said they would. Alderperson Hansen asked if Definitely De Pere had given any feedback. Mayor Boyd and Mr. Blohowiak stated they have not. Alderperson Hansen expressed his interest in keeping the clock and doing repairs or replacing. Alderperson Carpenter suggested removing the clock and installing art for 2022 and surveying the community for what they would like to see happen with the space. Mayor Boyd agreed with City gets good insight from the community with online surveys. Alderperson Ledvina asked about including it on the community survey. Mayor Boyd stated that content is being reviewed and he would reach out to City Administrator and see if this would fit the content. Alderperson Raasch expressed in favor of replacing the clock via fundraising. Mayor Boyd stated he may have a few contacts that would be interested in funding this project. Mayor Boyd asked staff to obtain quotes for clock replacement. Mr. Blohowiak stated the company quoted a similar model at \$30,000 but would reach out to get a better idea of cost before contact is made with Definitely De Pere.

RESULT:	NO ACTION
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6. Discuss Bipartisan Infrastructure Law (BIL)

Eric Rakers, City Engineer, outlined and updated Board on the Bipartisan Infrastructure Law (BIL). Alderperson Hansen asked if Brown County can also apply for funding for repairs. Mr. Rakers stated that some streets can also be funded in partnership through MPO/BIL funds.

RESULT:	NO ACTION
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7. Consideration and possible action on Alderperson Hansen's request regarding sanitary sewer lateral maintenance responsibility

Alderperson Hansen outlined his request for discussion of sanitary sewer lateral maintenance responsibility, specifically having the City cover the cost of repairs that occur between the right-of-way and the mainline. Mayor Boyd asked if the homeowner had insurance. Alderperson Hansen stated they did but it did not cover the lateral, though it did cover interior damage from a sanitary backup. Mayor Boyd asked if the homeowner was able to work out a payment plan with the contractor. Alderperson Hansen stated that he thought they had been able to do that. Mayor Boyd asked how often a repair like this happens. Eric Rakers, City Engineer, stated that they happen periodically and updated the Board on a few local communities that cover repairs from the main to the right-of-way and City policy that helps mitigate these large repairs by replacing laterals and water services during reconstruction projects.

Mr. Rakers also added that in emergency repair situations, the City does not charge for the street excavation permit. Alderperson Carpenter added that insurance is available for a monthly fee and in older homes, new owners would be smart to have the lateral televised.

Mayor Boyd moved to open meeting for public comment at 8:38 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Steve Schuchart, 1720 Charles St, explained a similar situation that he recently had, but was able to line his lateral for repair, though did not feel he should be responsible for the cost since it was broken between the right-of-way and mainline.

Tom Rottier, 1465 Chicago St, explained he did not feel he should be responsible for the cost of repairs to the lateral that broke under the street since he did not have any control over that and vehicular/heavy equipment travel that may have impacted the condition and caused the break.

Mayor Boyd moved to return to regular session at 8:41 PM, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

Alderperson Ledvina asked if a resident wanted to, if they would have access the full length to the main for replacement. Mr. Rakers stated that an excavation permit would need to be approved but would be treated as an emergency. Mr. Rakers explained the process of lining the lateral. Mr. Rakers explained that staff will need to find a way to work with homeowners to repair/replace laterals to the home, especially in cases where a clear water is getting into the system. Mayor Boyd explained the options for collecting funds, in the case that the City makes a shift to covering these costs. Alderperson Raasch asked if the street usage could cause the laterals to fail. Mr. Rakers stated that was not likely due to the depth of the laterals and stated it was more likely age of the structure. Mr. Rakers explained how clay and concrete pipes can fail due to being brittle/fragile or chemical reactions. Alderperson Carpenter suggested that homeowners should have their laterals televised and keep the record, especially if directional boring is being done in the area (creates pressure underground). Alderperson Ledvina asked how much the City cost would have been to cover the repairs at 1465 Chicago Street if a policy was in place for the City to cover laterals in the right-of-way. Mr. Rakers stated the City would have covered the entire bill (\$6,000), as the repairs were a replacement of the section of pipe that was broken under the roadway (not entire lateral replacement). Mr. Rakers stated that digging out in the pavement can get pretty expensive and mentioned that while some municipalities will own to the right-of-way, no municipality that staff knows about will cover the lateral all the way to the home. Alderperson Ledvina asked if the section from the mainline to the right-of-way was the more expensive section. Mr. Rakers stated it would be because of the pavement rehab and working around other utilities that are within the right-of-way. Mayor Boyd expressed his sentiments to anyone having to deal with this type of situation and stated further discussions can occur at the staff level, but expressed that it may not be fair for the many to be burdened by the unfortunate situations of the few impacted by these repairs on an annual basis. Alderperson Raasch expressed his outlook on having the city generate revenue to cover this cost and not knowing what other requests might follow and compiling annual referendums or tax increases. Alderperson Raasch further explained that each homeowner is at the same relative risk of this happening and mentioned insurance plans that are offered. Mayor

Boyd mentioned having an educational campaign around lateral repairs/replacement and insurances.

RESULT:	NO ACTION
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8. Consideration and possible action on award of Contract 22-01 Sewer and Water Relay and Street Resurfacing*

Eric Rakers, City Engineer, outlined the project, project limits, funding, and budget and timing challenges. In order to fund this project, staff plans to either minimize the area of repairs for Project 22-07 (street resurfacing) or bond for additional funding for the street management section and either remove Ridgeway Blvd or utilize water utility funds from 2023 to cover the overage and thus reduce the amount of water repairs in 2023. The contractor has indicated they may not be able to complete the entire project in 2022, water work done in 2023 could be funded with 2023 budgeted monies. Staff recommends awarding the contract to Jossart Brothers, Inc. and retaining all streets and work in the contract.

Mayor Boyd verified that most of the cost associated with the project would be covered by the City. Mr. Rakers stated the special assessment lateral and main costs are set and all other construction costs associated with the project are covered by the City. Alderperson Raasch stated his preference to complete the project using 2023 funds to cover the water overage. Alderperson Raasch further expressed concerns about rising prices impacting the costs of work on this project in 2023. Mr. Rakers stated the unit prices are set especially since staff has allowed the completion of the project into 2023 and if they take advantage of that, it is their choice; provided the contractor could plead their case to the Board if the price changes warranted it. Alderperson Carpenter added that the contractor will likely order the parts they need at the best prices they can get today and store them until the work can be completed. Alderperson Carpenter added that 2023 projects need to be bid early in order to get the work completed within the calendar year due to the delays being seen in construction and materials. Alderperson Hansen asked if the construction in 2021 on Ridgeway Blvd was similar to what is being proposed in 2022. Mr. Rakers stated that was part one and this year would get the work up to Webster Ave. Alderperson Hansen asked how much of the budget would remain for street resurfacing, if it was cut to cover this project. Mr. Rakers stated he could follow-up with the information but did not have it readily available to share. Alderperson Hansen compared De Pere street repairs to Green Bay and asked if De Pere is still a little behind where they should be or want to be annually. Mr. Rakers explained that 4-5% of streets are done annually, which equates to a 20-25 year life, which is decent. Mr. Rakers stated in some cases though, we are not getting 20+ years of life that we need from the streets. Alderperson Carpenter asked if the Ridgeway Blvd portion needed to be removed to for budget reasons. Alderperson Hansen added that could be funded from 2023 budget. Mr. Rakers added the project could be awarded and have further discussions in the future about funding. Alderperson Carpenter asked if the funding needed to be included as part of the motion. The consensus was that it did not.

Alderperson Carpenter moved to approve the award of Contract 22-01 Sewer and Water Relay and Street Resurfacing, seconded by Alderperson Ledvina.

Alderperson Hansen asked if the funding needed to be included in the motion. Mr. Rakers stated he could bring it back as an update similar to Project 22-03. Alderperson Raasch stated that he was not comfortable with the unknown funding source for the project overages. Mr. Rakers explained the money is in the budget, but earmarked for other projects; he explained the money would be used for this project and less work would be

done in the other project, which has not be bid yet. Upon vote, the motion passed unanimously.

Mayor Boyd moved to open the meeting for public comment at 9:09 PM, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

Bill Van Beek, 879 W. St Francis, expressed frustration of the quoted costs and timing for storm lateral connection to the house. Mr. Van Beek asked for the contractor's timeline to be distributed to allow owners to line up their contractor to connect the lateral.

Mayor Boyd moved to return to regular session at 9:11 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Mr. Rakers stated that he would send an update after meeting with the contractor with a general timeline of work. Mr. Rakers stated that Inspection Department, along with State Code, mandates the types of contractors that can complete the connection work and staff is not allowed to provide any recommendations of contractors.

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

9. Update Street Listing for Project 22-03 Sewer Lining

Eric Rakers, City Engineer, outlined the streets that are being removed from Project 22-03 Sewer Lining.

Alderperson Hansen stated his approval of the changes.

RESULT:	DISCUSSED
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10. Consideration and possible action on award of Contract 22-04 Alley Reconstruction*

Eric Rakers, City Engineer, outlined the project limits and funding. Mr. Rakers explained that having spoken with the Development Services Director, the funds are available to cover the overages on this project, funded by Tax Increment District 9. Staff recommends award to Peters Concrete Company.

Alderperson Hansen asked if the decorative street lights on the alley would match the rest of downtown. Mr. Rakers stated they will be the same.

Alderperson Raasch moved to approve the award of Contract 22-04 Alley Reconstruction, 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

11. Consider and Possible Action for Engineering Technical Services Regarding Sprint Decommission on Merrill Water Tower*

Alderperson Carpenter moved to approve Engineering Technical Services Agreement regarding Sprint decommission on Merrill Street Water Tower, 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

12. Consideration and Possible Action on Merrill Street Reservoir Mixer*

Alderperson Hansen moved to approve the Merrill Street Reservoir mixer, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

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

13. Consideration and possible action on streetlight funding*

Alderperson Carpenter moved to approve streetlight funding, seconded by Alderperson Ledvina.

Tom Blohowiak, Maintenance Supervisor, noted that it is usually bonded annually but was inadvertently missed in 2022.

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. Discussion of the Draft Downtown Parking Study

Daniel Lindstrom, Development Services Director, presented the draft Downtown Parking Study and stated a similar presentation would be made at Plan Commission. Mayor Boyd asked if the draft study was available prior to the meeting. Mr. Lindstrom stated this was the first presentation and is available online. Alderperson Carpenter asked about wayfinding signs. Mr. Lindstrom stated it is in the CIP (Capital Improvement Plan) for 2023. Mr. Lindstrom added that naming of structures is important to decide prior to printing signs for wayfinding. Alderperson Ledvina asked the process moving forward after the study. Mr. Lindstrom outlined moving forward including further presentations of the study and work towards accomplishing the recommendations outlined in the study or working with the consultant to outline new recommendations, including an action plan for the top 10 items. Alderperson Ledvina asked how staff plans to include the public. Mr. Lindstrom outlined his plan to work through Definitely De Pere to get the word out. Alderperson Carpenter stated his belief about the downtown businesses wanting the study but now not wanting the results from the consultant. Alderperson Raasch added that not everyone will be happy. Mayor Boyd added that it will be up to the non-businesses to help work out the finer details (the transient users of downtown parking). Alderperson Raasch shared a story of a former alderperson that would visit the downtown parking after receiving complaints and count the available spots. Mr. Lindstrom agreed that it is utilization of the ample parking available. Mayor Boyd stressed the educational component of the study and available downtown parking. Mr. Lindstrom added that the map of downtown parking needs to be more readily accessible to the public. Alderperson Raasch added that parking for residents living downtown may come at a cost, similar to living in most other downtowns. Mr. Lindstrom stated there is a fine line on determining

the cost; too much and nobody pays it, too little and everyone pays it. Alderperson Hansen mentioned a safety concern brought to him by a business owner in downtown. Mr. Lindstrom offered other options to consider in that situation. Mr. Lindstrom added that the consultant remarked positively on the bump-outs and crossings in the City, along with the GIS management system.

RESULT: DISCUSSED

IV. Future Agenda Items

None

V. Adjournment

Motion to adjourn at 10:15 PM by Alderperson Carpenter, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim