



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, April 10, 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
Eric Zygarlicke, Water Supervisor
Chase Kuffel, Assistant City Engineer
Betty Sellenheim, Recording Secretary
Dennis Allie, 460 Wilcox Ct
Nick Olp, 702 Reid St
Dawn Paradiso-Hansen, Rock the Dock

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 March 13, 2023 Board of Public Works Meeting Minutes

Alderman Carpenter moved to approve the March 13, 2023 Board of Public Works Meeting Minutes, seconded by Alderman Ledvina. Upon vote, the motion passed unanimously.

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

2. Consideration and possible action on Preliminary Resolution for Special Assessments for Storm Sewer Main and/or Laterals

Eric Rakers, City Engineer, explained the preliminary resolution and special assessments for storm sewer main and/or laterals associated with resurfacing and reconstruction projects in 2023. Mr. Rakers explained the locations and limits of the projects that included special assessments, along with the ordinances governing the installation and charges. Mr. Rakers outlined the special assessment amount as previously approved by the Board of Public Works. Mr. Rakers outlined the notices sent to properties regarding the special assessments and projects. Mr. Rakers also explained the payback options once the special assessments for storm sewer main and/or laterals were invoiced. Mr. Rakers

recommended the Board approve the preliminary resolution and set 5 year payback option and schedule the public hearing for May 8, 2023.

Alderson Carpenter asked staff to explain how the costs are calculated. Mr. Rakers explained how staff calculates the cost of storm sewer main and/or lateral based on the past three years construction projects with similar work/materials. Alderson Raasch asked the monthly payment amount if residents chose the 5 year payback option. Mr. Rakers explained that it depends on the cost of the assessment and outlined how the billing occurs following the completion of the storm sewer work associated with the project. Mayor Boyd asked Larry Delo, City Administrator, if he knew the current interest rate. Mr. Delo speculated the interest rate would be between 3% and 5%.

Mayor Boyd moved to open the meeting for public comment at 7:38 PM, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

Dennis Allie of 460 Wilcox Ct expressed concerns over the changes to work on Wilcox Court to include storm sewer main and/or lateral based on one person's request, while others have been successfully dealing with stormwater. Mr. Rakers explained staff's process of storm sewer installation for properties during construction projects, with the ultimate goal of each property having a storm lateral in the future. Mr. Rakers explained that staff researches past drainage issues or complaints in regards to each project as it is being designed. Mr. Allie asked if residents were required to connect sump pumps to the storm lateral. Mr. Rakers explained that staff did not mandate connection to the storm lateral and stated that laterals are installed with construction to minimize road impacts when a property does decide to connect and it also saves the resident money. Mr. Rakers added that if a property does connect to the storm lateral, the assessment becomes due in full at that time. Scott Thoresen, Public Works Director, added that properties with nuisance sump pump discharge are mandated to connect to available storm sewer.

Nick Olp of 702 Reid St requested additional information regarding the sanitary work associated with the project. Mr. Rakers outlined the sanitary portion of the proposed work.

Mayor Boyd returned to regular session at 7:45 PM, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

Mayor Boyd reiterated the next steps of the process for approval of the Resolution for Special Assessments. Alderson Raasch asked for cost clarification on the lateral portion from the house to the connection at the right of way. Mr. Rakers affirmed that cost was in addition to the special assessment and at the property owners expense and the property owner would contract that work on their own. Mr. Rakers added that there would also be a plumbing permit fee from Building Inspection. Alderson Carpenter asked staff to explain how the lateral location is determined. Mr. Rakers explained the process for residents to set the location they desire their lateral. Mr. Rakers explained the sequence of utility replacements for residents to watch for their laths. Alderson Hansen asked staff to explain which homes on Wilcox Ct currently have storm main. Mr. Rakers explained the limits of the current storm sewer on Wilcox Ct.

Mayor Boyd moved to approve preliminary resolution and set 5 year payback option and schedule the public hearing for May 8, 2023, 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

3. Consider and Possible Action on Rock the Dock Request to Use Public Parking Lots*

Scott Thoresen, Public Works Director, outlined the request from Dawn Hansen regarding the use of public parking lots for Rock the Dock event and charging parking fees. Mr. Thoresen explained this would be a pilot event that would assist in the creation of a public parking lot policy for future events.

Alderperson Ledvina asked for clarification on the lot in front of the library. Mayor Boyd and staff stated that lot was not included in the request. Alderperson Ledvina asked for clarification on the circle driveway lots of Voyageur Park. Mr. Thoresen stated he did not believe those were included and added that Dawn had been working with private owners to get permission to use their lots. Mayor Boyd stated that Dawn could provide clarification. Alderperson Carpenter asked how staff would handle parking for businesses and tenants. Mr. Thoresen stated it would not be handled by staff and would be handled by Rock the Dock. Mayor Boyd asked for additional clarification from the City Administrator. Larry Delo, City Administrator, explained the research that is required to ensure no language exists in agreements and grant documents, that prohibits charging for parking in the large parking lot west of the Fox River Trail.

Mayor Boyd moved to open the meeting for public comment at 7:58 PM, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

Alderperson Raasch asked how charging for parking was decided, rather than charging for entrance into the event. Mayor Boyd asked if that has been done at other events she runs. Dawn Paradiso-Hansen of Rock the Dock stated that they have not charged for parking in the past. Ms. Hansen explained that charging for parking creates revenue without shutting down the park. Ms. Hansen also explained that closing down the park is also very costly and prohibits the recreational use by others not participating in Rock the Dock. Ms. Hansen explained the civic groups that volunteer to monitor the parking lots would be provided a portion of the parking revenue for the time they worked. Alderperson Raasch asked if anything would prevent someone from walking into the event without parking in the paid lots. Ms. Hansen stated anyone can come to the event and would not be required to park in the paid lots. Ms. Hansen added that she has received permission from some private owners to use their lots. Mayor Boyd asked for clarification on the limits of the request to include the "extension of William Street". Ms. Hansen confirmed she is looking to use the extension of William Street/loop parking area for food trucks, sponsors, and musician vehicles. Alderperson Raasch asked how many years Rock the Dock has been put on. Ms. Hansen stated this will be the fifth year. Mayor Boyd confirmed the date and time of the event.

Mayor Boyd moved to return to regular session at 8:04 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Alderson Carpenter moved to approve pilot program for public parking lot use and allow Rock the Dock to utilize public parking lots and charge parking for event on August 19, 2023, seconded by Alderson Hansen.

Mr. Thoresen verified that the Board would be amenable to other public parking lots in the area if Ms. Hansen requested their use. The mover and seconder agreed. Alderson Ledvina stated her concerns about taking away parking from businesses if the request expanded too far past the current limits. Mayor Boyd agreed. Alderson Raasch expressed concerns about downtown parking being utilized by patrons not willing to pay to park close to the event, preventing business usage of those parking spaces.

Upon vote, the motion passed unanimously.

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

4. Update for Private Water System Inspection and Maintenance

Eric Zygarlicke, Water Supervisor, provided an update on the Private Water System Inspection and Maintenance including the Public Information Meeting and work with the Legal Department on drafting an ordinance.

Alderson Hansen asked staff to elaborate on the response from the private system owners. Mr. Zygarlicke stated that the response was positive and that some entities did not realize they had private systems and it was a learning opportunity for them.

Alderson Carpenter asked if staff currently provides maintenance at certain locations. Mr. Zygarlicke stated there were a few private locations in the City that staff does some maintenance including flushing hydrants. Alderson Carpenter asked how the DNR responds to these ordinances. Mr. Zygarlicke replied that Village of Howard has had their ordinance in place since 2017 without any issues and the City plans to model off of theirs.

RESULT:	DISCUSSED
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5. Consideration and possible action on Community Development Block Grant Application Resolution for Authorizing a Guarantee to Match Funds*

Scott Thoresen, Public Works Director, explained this step to the Community Development Block Grant process of matching funds currently estimated at \$890,795.

Alderson Raasch moved to approve the Community Development Block Grant Application Resolution for Authorizing a Guarantee to Match Funds, seconded by Mayor Boyd.

Alderson Hansen added that due to the income restrictions of the CDBG, a portion of S. Superior was not included, but staff is looking at including the work on that portion of street in another project concurrent with CDBG. Mr. Thoresen agreed.

Upon vote, the motion passed unanimously.

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

6. Discuss Alderperson Hansen's Request to Analyze Parking On George Street to Determine if Additional Parking Restrictions are Required to Improve Visibility at Various Intersections

Alderperson Hansen explained his request for analyzing parking on George Street to address potential visibility issues. Mayor Boyd asked how many complaints have been received. Alderperson Hansen explained the half dozen complaints he has received. Mayor Boyd asked if there were any documented accidents at this location. Scott Thoresen, Public Works Director, stated that majority of accidents in this area are occurring one block east at the signalized intersection and that none of the accidents in the George Street corridor were caused by visibility issues due to parked cars or landscaping. Alderperson Carpenter asked how many parking stalls were in front of Notre Dame School to the west of this intersection. Eric Rakers, City Engineer, stated there were likely 7 or 8 stalls. Alderperson Raasch stated that on-street parking acts as a traffic calming measure and asked what changes could be made to improve visibility. Mr. Rakers stated that George Street is a perfect example of traffic calming using on-street parking and expressed that if changes were made for this intersection, it would need to be reflected on all intersections in downtown George Street. Alderperson Carpenter asked if parking could be restricted in front of Notre Dame School in the morning during drop-off times and in the afternoon during pick-up times. Mr. Rakers explained that changes to the parking would likely be the permanent removal of a parking spot or two. Mr. Thoresen added that to reduce visibility issues, residents have the option of using the signalized intersection one block east.

Alderperson Carpenter moved to open the meeting for public comment at 8:29 PM, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

Richard and Diana Allcox of 221 S. Huron St shared their concerns about visibility at this intersection. Mayor Boyd shared that drop-off is not designated for the front of the building along George Street. Alderperson Ledvina shared that a crossing guard is at that location during drop-off and pick-up hours. Mr. and Mrs. Allcox and Alderperson Ledvina expressed their appreciation for the crossing guard who occasionally acts as traffic control.

Mayor Boyd moved to return to regular session at 8:34 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Alderperson Ledvina asked what the parking restrictions were in this area. Alderperson Hansen stated it was three hours. Mayor Boyd agreed. Alderperson Hansen stated it was mostly staff utilizing the spaces in front of the school. Alderperson Ledvina suggested the Police patrol the area more often to enforce parking restrictions and limits. Mayor Boyd agreed and suggested having a discussion with Notre Dame. Alderperson Raasch shared his personal experience and suggested no change but monitor the situation. Mayor Boyd suggested reaching out to Notre Dame regarding staff parking on George Street; Alderpersons Ledvina and Raasch agreed with that approach. Mr. Thoresen offered to

reach out to PD regarding enforcing parking restrictions. Alderperson Carpenter spoke in favor of enforcing the parking restrictions. Alderperson Ledvina spoke in favor of alerting Notre Dame. Mayor Boyd spoke in favor of both options.

RESULT: NO ACTION

7. Consideration and possible action on sump pump installation program

Chase Kuffel, Assistant City Engineer, provided an overview of the sump pump installation program, to be officially named the Foundation Drain Disconnection Program, and requested guidance from the Board on how to run the program and approval to begin phase 1 of the program to include sending letters to impacted properties.

Mayor Boyd asked if staff was looking for recommendation tonight on the guidance of the program or to begin phase 1. Mr. Kuffel stated staff was looking for approval to begin phase 1 and guidance would be considered at a separate meeting. Mayor Boyd made the following suggestions to the letter: add early buy-in incentive number, list as ARPA funds (use by end of 2024), and a respond by date. Alderperson Hansen agreed and asked at 80% funded how many locations could be completed. Mr. Kuffel stated that would cover about 40-50 properties per year over the two years, but more firm numbers would be available as the program was established. Alderperson Carpenter asked how much the City pays for treatment of clear water and increased sewer size. Eric Rakers, City Engineer, shared videos of clear water coming out of sanitary lateral replacements during construction to demonstrate the amount of I&I the City is dealing with. Alderperson Carpenter stated that City of Green Bay previously required the installation of sump pumps at the time of sale and asked if De Pere could do that. Scott Thoresen, Public Works Director, explained that funding for this program would come with a considerable increase to the sewer fees. Mr. Thoresen further explained how the City is billed for treatment of I&I by Green Bay Metropolitan Sewerage District. Alderperson Carpenter asked why funding would come from sewer fees and not stormwater fees. Mr. Thoresen explained the reasons it would be funded by sewer fees and stated that both sewer and stormwater fees will need to increase. Alderperson Raasch asked for clarification on past rate increases. Mr. Thoresen explained those rate increases were driven by GBMSD plant expansions. Alderperson Raasch asked if De Pere was paying for deficiencies in other communities, though doing well in our own systems. Mr. Rakers explained the work the City was doing to mitigate issues, but also addressed areas that still need improvement. Mr. Rakers explained that the City was not paying for other communities deficiencies, but was paying for their own deficiencies surrounding I&I mitigation. Mr. Rakers stated that due to state regulations, sump pump installations cannot be mandated with a home sale. Alderperson Carpenter asked how long staff believes this program will take to complete. Mr. Kuffel stated that staff realistically believes this program will take about 20 years to complete. Alderperson Ledvina asked about the inspection process. Mr. Kuffel explained that an inspector would be hired to inspect the locations that report to staff the presence of a sump pump after receiving the phase 1 letter and an inspector would also be used to inspect locations that have sump pumps added as part of the program to ensure proper installation and disconnection from sanitary. Alderperson Ledvina asked if sump pumps required a permit through Building Inspection. Mr. Kuffel stated it was something he would need to investigate. Mr. Rakers outlined the research staff completed to find background information on locations that had permits, photos, letters of violation, and other documentation of existing sump pumps. Alderperson Ledvina asked if sump pumps could be inspected when water meters required new

batteries. Eric Zygarlicke, Water Department Supervisor, stated that would not be for about 10 more years. Betty Sellenheim, Recording Secretary, verified that sump pumps were listed as a fixture on plumbing permits through Building Inspection.

Mayor Boyd moved to approve implementation of the Foundation Drain Disconnection Program/Sump Pump Installation Program and begin phase one by sending letters to property owners within program area, 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 Enterprise Drive Reservoir Cleaning and Overcoating*

Eric Zygarlicke, Water Supervisor, explained how staff worked with the contractors to obtain proposals for this item since the January meeting, outlined funding over the budgeted amount, and recommended approval to Water Tower Clean and Coat.

Alderperson Hansen moved to approve Enterprise Drive Reservoir Cleaning and Overcoating from Water Tower Clean and Coat, 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

9. Consideration and possible action on award of Contract 23-09 Pond and Drainage System Construction*

Eric Rakers, City Engineer, explained the project, project limits, and funding.

Mayor Boyd moved to approved to approve Contract 23-09 Pond and Drainage System Construction to Advance Construction, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

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

10. Consideration and possible action on reconstruction of additional alley under Contract 23-02 Ridgeway and East River Drive Pavement Rehabilitation*

Eric Rakers, City Engineer, outlined the alley reconstruction work as bid in 2022 and rebid in 2023 as part of Project 23-02 and explained that in 2023 the cost of the reconstruction was significantly lower and allowed for the fourth alley to be reconsidered for reconstruction. Mr. Rakers explained that on top of the favorable pricing, the fourth alley is adjacent to Lewis Street which is being reconstructed with the same contractor and property owners were previously made aware of the construction and would not be surprised by the work.

Alderson Carpenter moved to approve addition of alley under Contract 23-02 Ridgeway and East River Drive Pavement Rehabilitation, seconded by Alderson Raasch.

Alderson Hansen asked what would happen with the remaining budgeted funds. Mr. Rakers explained the City would not bond for it, provided it is not needed to fund Project 23-07 or Project 23-01.

Upon vote, the motion passed unanimously.

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

11. Consideration and possible action on Ald. Hansen request for hot mix asphalt patch on Merrill Street

Alderson Hansen explained his request for hot mix asphalt patch on Merrill Street between Superior Street and Huron Street.

Mayor Boyd asked how close this area was to qualify for resurfacing or reconstruction. Eric Rakers, City Engineer, explained that hot patches were not common in the City and are funded through the resurfacing budget. Mr. Rakers further added that Merrill Street would be reconstructed at the point it met those standards. Alderson Hansen asked about the timeline for Merrill Street to qualify for reconstruction. Mr. Rakers stated it would be a few years and outlined the rating needed to qualify for reconstruction. Scott Thoresen, Public Works Director, explained that cold patching allows the street to continue to degrade on the reconstruction rating scale, while hot patching would increase the rating and cause the reconstruction to be further into the future.

Mayor Boyd moved to continue maintaining the area unless there is a base failure of the road, at which point it will be milled and hot mixed patched, seconded by Alderson Ledvina. Upon vote, the motion passed unanimously.

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

12. Consider and Possible Action on Wayfinding Signs*

Scott Thoresen, Public Works Director, explained the previous wayfinding sign project, along with funding requirements. Mr. Thoresen added that wayfinding signs are not as practical with smart phones and map apps. Mr. Thoresen explained the request from the City Administrator to discuss at the Board to determine next steps. Mr. Thoresen added that staff believes, at a minimum the old signs should be removed, but added that signs could be installed for public parking following the parking study, as these do not show up on maps as readily.

Alderson Raasch expressed concerns over the price of the wayfinding and pedestrian nodes project and agreed with having signs for public parking. Mr. Thoresen explained the signs had many decorative and architectural features that increased the cost and

provided options for moving forward including scaling back on the amount of signs or getting new proposals from other firms. Mayor Boyd and Alderperson Raasch spoke in favor of having signs for public parking. Alderperson Ledvina asked if signs could be made in-house based off the project plans. Mr. Thoresen explained the capabilities of the sign shop compared to the project plans. Mr. Thoresen explained staff's request for information from the Board on how to proceed with the wayfinding project. Alderperson Hansen stated his support of the wayfinding signs and stated the Definitely De Pere was also in favor of the wayfinding signs.

Mayor Boyd moved to remove the current deteriorating wayfinding signs, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

Alderperson Raasch referred back to staff to provide a plan focused on public parking following the release of the parking study, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

Alderperson Hansen referred back to staff to determine how much money is available in the rebranding funds and provide a skinny-down plan for wayfinding signs outside of parking, but following the release of the parking study, seconded by Mayor. 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

IV. Future Agenda Items

None

V. Adjournment

Alderperson Carpenter moved to adjourn the meeting at 9:34 PM, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim