



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, December 9, 2024

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	Aldersperson	Present	
Mike Eserkaln	Aldersperson	Present	
Jonathon Hansen	Aldersperson	Present	
Shana Defnet Ledvina	Aldersperson	Present	

Scott Thoresen, Public Works Director
Eric Rakers, City Engineer
Betty Marovich, Recording Secretary
Pam Manley, Finance Director

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 October 7, 2024 Board of Public Works Meeting Minutes

Mayor Boyd moved to approve the October 7, 2024 Board of Public Works Meeting Minutes, seconded by Aldersperson Carpenter. Upon vote, the motion passed unanimously.

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

2. Consideration and possible action on Green Bay Water Utility Billing Services Agreement*

Pam Manley, Finance Director, explained that Green Bay Water Utility contacted the City to update the 2015 agreement for water utility billing services. Green Bay Water Utility provided proposed changes to the City, which were discussed by staff and the first amendment to the agreement is attached to the packet for consideration and approval.

Mayor Boyd asked if Ms. Manley was okay with the changes in the amendment. Ms. Manley shared the cost changes from 2024 to 2025 and explained that Green Bay had justified the cost and that staff did not believe it could be done cheaper in-house. Aldersperson Ledvina asked if the billing would change to monthly with this agreement being paid monthly. Ms. Manley explained that the billing to properties would stay the same. Aldersperson Ledvina asked if Green Bay fields the initial calls for water billing. Ms. Manley stated that the majority of billing calls are handled by Green Bay.

Alderson Carpenter shared the cost changes from 2015 to 2024 and proposed change for 2025 and asked Ms. Manley if she knew the annual CPI-W changes from 2014 to 2024. Ms. Manley shared those annual increases. Alderson Carpenter asked how the CPI-W number is derived. Ms. Manley explained that it is provided by the Social Security Administration. Ms. Manley explained the difference between CPI and CPI-W. Ms. Manley stated that CPI-W will continue to be used for annual increases and either party can open discussions if they believe the increase is unfair. Alderson Carpenter asked if there would be a 2.5% increase based on Social Security increasing 2.5%. Ms. Manley stated the included amendment has the 2025 rates and 2026 rates will be based on 2025 CPI-W. Ms. Manley offered to bring the annual increases back to the Board for review. Alderson Carpenter verified that increases will not be based on City of Green Bay staff position increases. Mayor Boyd stated the cost increases will be based on CPI-W per the agreement and amendment. Alderson Carpenter questioned the increase being 48% without including software costs. Ms. Manley stated that she calculated a 52.5% increase without the software cost. Alderson Carpenter questioned the cost and contract of the software. Ms. Manley stated the contract is between Green Bay and Northstar and staff has requested that future billing for City residents be provided directly to the City from Northstar. Mayor Boyd questioned if additional staff would need to be hired to complete this work in-house. Ms. Manley stated that had been the case before it was contracted with Green Bay, but that questions were fielded by the entire office, plus the City would need to contract for software and set up payment services for direct deposit and online payments. Ms. Manley stated that she was unsure one staff member could handle it all. Mayor Boyd asked if this could be included in the municipal collaboration/innovation grant opportunity. Ms. Manley stated that she believed the innovation grants were for new ideas but would look into it. Scott Thoresen, Public Works Director, stated that there are some savings compared to completing this work in-house because Green Bay is splitting costs with multiple municipalities for software based on customer base. Mayor Boyd asked if the other municipalities are getting the same increase as De Pere. Mr. Thoresen stated that those other municipalities are in negotiations with Green Bay as well. Mr. Thoresen explained the history and process of switching from in-house billing to having Green Bay handle it. Mr. Thoresen stated that it would likely take more than one staff member to return to billing in-house. Alderson Carpenter agreed with Mr. Thoresen stating that she had worked in the Clerk's office before it transitioned to being billed by Green Bay and added that the increase was likely overdue. Mayor Boyd asked the term of the agreement. Alderson Carpenter stated that either party can terminate with 180 day notice. Ms. Manley stated that was correct. Alderson Carpenter asked if the agreement takes effect on January 1, 2025. Ms. Manley stated that was correct. Alderson Carpenter questioned why it was being brought forward to the Board with such short notice for consideration. Mr. Thoresen stated that staff had been in discussion with Green Bay for many months and the terms of the agreement were just finalized to bring forward for review. Alderson Carpenter stated that it would have been nice to know in advance of approving the budget and some budget approvals may have changed knowing this increase was looming. Alderson Carpenter suggested having an internal review periodically to ensure the rates are aligning in an effort to avoid large increases. Ms. Manley stated that she plans to add this to her internal list of contracts to review. Mayor Boyd clarified that staff will review in year two and annually after that point and bring back to Board if there are amendments staff wishes to seek with Green Bay. Alderson Carpenter asked to have it brought back in early 2026, along with a full review of completing in-house as a comparison. Mr. Thoresen stated that staff space was limited on first floor City Hall and it would be very

difficult to fit in extra staff. Mr. Thoresen offered to share the costs per customer other municipalities are paying Green Bay once they finish negotiations. Alderperson Carpenter stated that the new rate equates to \$15.93 per customer. Mr. Thoresen stated that the sewer utility pays half of the cost of billing.

Mayor Boyd moved to approve the Green Bay Water Utility Billing Services Agreement, 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, Eserkaln, Hansen, Defnet Ledvina

3. Consideration and possible action to delay the reconstruction of Merrill Street to 2026*

Eric Rakers, City Engineer, stated that Merrill Street from S. Broadway to Erie Street was included in the 2025 budget for reconstruction. Mr. Rakers added that it had been included for reconstruction because during the last street rating, this area of Merrill Street was rated as a 3, 4, or 5 depending on the segment and it would be designed to improve the pavement quality, improve pedestrian curb ramps, and accommodate the existing traffic. Mr. Rakers stated that staff recently was notified that the Unified School District of De Pere (USDDP) is completing a traffic impact analysis (TIA) on Merrill and Chicago Streets to evaluate potential improvements required for a new high school and to improve the traffic flow for existing schools in the area. Mr. Rakers added that one of the evaluations of the TIA would be to have Merrill Street and Chicago Street as one-way pairs, similar to Main Ave and Reid Street. Staff has requested that the TIA also evaluate pedestrian facilities, improvements at the schools (including connectivity of City streets between Merrill Street and Chicago Street near the current high school) and intersection modifications. The outcomes of the TIA could impact the design of Merrill Street. West De Pere School District completed a TIA several years ago and that study included an evaluation of streets near the schools and recommended improvements at the schools, including RRFBs on Grant and Ninth Streets and traffic signals on Grant Street. City staff evaluates the TIA and presents recommended improvements to the Board for approval. Staff recommends delaying the Merrill Street reconstruction until 2026 and after the TIA is completed.

Alderperson Hansen commented that the one-way street pair seemed unlikely but asked what other recommendations could be made by the TIA that would result in tearing out new road improvements if Merrill Street was completed in 2025. Mr. Rakers stated that pedestrian bumpouts and turn lanes could be recommended by the TIA that would significantly impact the new road improvements. Mayor Boyd added that changes to the campus including parking lot configurations could also impact the improvements. Mayor Boyd added that staff had provided recommendations to the school for the TIA to evaluate. Mr. Rakers shared a couple of the recommendations that staff had provided for evaluation. Scott Thoresen, Public Works Director, added that staff had requested parking at the high school be evaluated to alleviate the parking issues on the side streets in that area. Alderperson Hansen asked if the section from Erie to Lone Oak that was improved a few years ago could be impacted by the TIA. Mr. Rakers stated it could be and added that section had been a resurfacing type of project compared to the reconstruction being proposed for next year. Alderperson Hansen commented that the section between Huron and Superior is in exceptionally bad shape and asked if staff would continue to patch it.

Mr. Thoresen stated that was about all staff could do to keep it functional. Alderperson Hansen asked if the project was delayed if the City would borrow less or redirect the money to another project. Mr. Rakers stated that the money designated for Merrill Street would stay with Merrill Street and staff had not planned to replace with a new project for 2025. Mr. Thoresen stated that it would result in less borrowing in 2025.

Mayor Boyd moved to delay the reconstruction of Merrill Street to 2026, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

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

IV. Future Agenda Items

None

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:02 PM, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Marovich