



Board of Public Works

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Final Minutes

Monday, December 9, 2019

7:30 PM

De Pere City Hall Council Chambers

I. Call to Order

The meeting was called to order at 7:30 PM by Mayor Michael J. Walsh

Attendee Name	Title	Status	Arrived
James Boyd	Aldersperson	Present	
Dan Carpenter	Aldersperson	Present	
Jonathon Hansen	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

Others present:

Scott Thoresen, Director of Public Works

Eric Rakers, City Engineer

Betty Sellenheim, Administrative Assistant/Recording Secretary

Joe Zegers, Finance Director/Treasurer

Scott Sternhagen, Clifton Larson Allen

2. Approval of Board of Public Works November 11, 2019 Meeting Minutes

Mayor Walsh moved to approve the November 11, 2019 Board of Public Works meeting minutes, seconded by Aldersperson Raasch.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Dean Raasch, Aldersperson
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

II. Public Comment

None

III. Items

1. Consideration and possible action on 2019-2020 Sewer Rate Study*

Joe Zegers, Finance Director/Treasurer, outlined the rates over the past few years and deficits dating back to 2013 that have since become cash reserves. The Green Bay Metropolitan Sewerage District (NEW Water) raised rates approximately 5.5% for 2020, which in turn gets passed on to the City of De Pere customers. In addition, there was an increased amount of clear water from city sewers due to the wet year. This clear water is caused by inflow and infiltration into the sewer pipes from things such as leaks, roots, and sump pump and gutter connections. The city is charged for treating clear water. Treatment of clear water is creating a deficit for 2019 and the study by Clifton Larson Allen recommends a rate increase of 9.66% for general customers.

Scott Sternhagen, Clifton Larson Allen, broke down a 9.66% increase by month and quarter for general customers. General Customers will see approximately a \$14 increase quarterly, which equates to approximately \$0.30 per day. Scott outlined the fixed and

variable costs from NEW Water and the rate comparison from 2019 to 2020 for general customers and paper mills.

Alderson Raasch requested an explanation for the 2019 deficit. Mr. Zegers explained a large amount came from the industrial customers (paper mills). Alderson Raasch asked if there was a plan to build up cash reserves. Mr. Zegers explained the option of an additional percentage to create \$50,000 in reserves. Mr. Sternhagen explained that an increase of \$1 per quarter in fixed charges would create approximately \$50,000.

Alderson Carpenter outlined the changes by gallon and in fixed charges to equate the 9.66% and discussed the potential water rate increase for 2020 and the repercussions with the customers. Mr. Zegers explained the water rates are not set by the city and staff has no input on those increases or changes. The Public Service Commission will weigh what is best for the customer and the utility and set the rates. The Public Service Commission does not regulate the sewer rates and this allows the City the flexibility to adjust the rates as seen fit. To increase the cash reserves, each 0.93% increase would create approximately \$50,000 in reserves.

Mayor Walsh moved to accept proposed 9.66% rate increase, seconded by Alderson Carpenter.

Alderson Hansen requested additional information on the Capital Improvement Projects in the NEW Water budget. Mr. Zegers shared their budget but it affects all of the municipalities they service and many listed items will not directly impact De Pere. Eric Rakers, City Engineer, explained that NEW Water has a capital improvement budget similar to the one the City of De Pere has and it provides the maintenance for their interceptors and systems. Alderson Hansen asked if the 9th Street Interceptor listed includes De Pere. Mr. Rakers stated that parts of the 9th Street Interceptor are within De Pere. Alderson Raasch asked how De Pere's rate increase compares to others in the area. Scott Thoresen, Director of Public Works, shared from NEW Water's budget the increases other communities are seeing. Mr. Thoresen was unable to provide exact rates and potential increases of surrounding communities.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Dan Carpenter, Alderson
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

2. Consider Ald. Raasch's Request Utilizing Service Groups for Sidewalk Snow Removal

Alderson Raasch explained his request regarding snow removal services for Nicolet Alley and future similar locations. Alderson Raasch suggested service groups or school clubs to provide this service for free or a nominal fee.

Mayor Walsh asked if Alderson Raasch was approached by a group willing to provide this service. Alderson Raasch stated that he has not been contacted. Mayor Walsh stated his concerns with timeliness of service. Scott Thoresen, Director of Public Works, stated the challenges of potentially paying an organization versus volunteers. Mr. Thoresen stated the potential of additional art throughout the downtown in the future, the expansion of snow removal services provided in the downtown, and the challenges for city staff and equipment. Alderson Carpenter expressed concerns about getting a volunteer/service group for snow removal at the time the city needs them for snow

removal (all hours/ “on demand”). Alderperson Carpenter stated there would be more control working with a company to get services scheduled alongside city staff timing.

No further action taken.

3. Consideration and possible action on award of Contract 19-14 Ashwaubenon Creek Interceptor Abandonment*

Eric Rakers, City Engineer, shared that years ago a new interceptor was installed and the existing pipes were left in place. An agreement with Green Bay Metropolitan Sewerage District outlined the usage and abandonment of the pipes. Staff is requesting approval of the contract to properly fill the pipes and remove manholes. The low responsive bidder was Dorner, Inc. at \$293,785 and \$415,000 was budgeted for this project.

Mayor Walsh moved to approve Contract 19-14 to Dorner, Inc. for \$293,785 for the Ashwaubenon Creek Interceptor Abandonment, seconded by Alderperson Hansen. Upon vote the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

4. Consideration and possible action on Charles Street Interceptor Upgrade Agreement between the City of De Pere, Town of Ledgeview, Ledgeview Sanitary District No. 2, and the Green Bay Metropolitan Sewerage District*

Eric Rakers, City Engineer, explained the Charles Street Interceptor is a Green Bay Metropolitan Sewerage District Interceptor that runs from Webster to the Fox River Interceptor by the river. In 2018, the section from Michigan to Webster was upgraded/upsized due to increased population growth and inflow and infiltration. GBMSD paid for the pipe replacement but the City of De Pere and Town of Ledgeview are responsible for the upsize/increased capacity. The City of De Pere purchased an additional 1.18 cfs of flow, based on anticipated development and increased inflow. The cost to City of De Pere is \$54,055.87 and staff recommends approval of the agreement and charges.

Mayor Walsh moved to approve the agreement with Green Bay Metropolitan Sewerage District and associated charges, seconded by Alderperson Boyd. Upon vote the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	James Boyd, Alderperson
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

5. Consideration and possible action on updates to the 2020 General Conditions and Standard Specifications

Eric Rakers, City Engineer, explained there were minor updates to the Standard Specifications to reflect industry changes.

Aldersperson Carpenter moved to approve updates to the 2020 General Conditions and Standard Specifications, seconded by Aldersperson Boyd.

Upon vote the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Aldersperson
SECONDER:	James Boyd, Aldersperson
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

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

Eric Rakers, City Engineer, outlined the one item requiring action from the Parking and Traffic Team. The new parking lot at Optimist Park needs two designated handicap stalls for ADA compliance.

Aldersperson Hansen questioned where the stalls will be located. Mr. Rakers stated they will be on the easterly side by the sidewalk.

Mayor Walsh moved to approve designation of handicap parking stalls at Optimist Park as recommended by the City Engineer, seconded by Aldersperson Raasch.

Upon vote the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Dean Raasch, Aldersperson
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

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

Eric Rakers, City Engineer, outlined no-action parking and traffic items including: parking restrictions on 10th Street near Main Avenue, parking restrictions at the carriage walks of 108 S. Michigan Street, parking restrictions along curve of Red Tail Glen, use of “When Children are Present” in signs and ordinances, and amendments to the crosswalk policy.

Aldersperson Carpenter questioned if the signs stating “When Children are Present” are mostly around schools. Mr. Rakers stated that was the primary locations.

IV. IV. Future Agenda Items

None

V. Adjournment

Mayor Walsh moved to adjourn the meeting at 8:31 PM, seconded by Aldersperson Hansen. 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 December 9, 2019 so that arrangements can be made.

Agenda Sent To:

Mayor
Alderspersons
Department Heads
Lisa Sarau, GBMSD
Bill Oldenburg, NEW Water

De Pere Chamber of Commerce
TV, Newspapers & Radio Stations
Kress Family Library
Dorner, Inc.
Brian Vander Loop, NEW Water

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