



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, March 13, 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	Aldersperson	Present	
Jonathon Hansen	Aldersperson	Present	
Shana Defnet Ledvina	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	

Scott Thoresen, Public Works Director
Eric Rakers, City Engineer
Betty Sellenheim, Recording Secretary
Jeremy Muraski, Police Chief (Remote)
Dave Rasmussen, MSA Professional Services (Remote)
Aldersperson John Quigley (Remote)

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 February 13, 2023 Board of Public Works Meeting Minutes

Aldersperson Carpenter moved to approve the February 13, 2023 Board of Public Works Meeting Minutes, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

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

2. Consideration and Possible Action on Request to Allow Overnight Parking on City Streets*

Scott Thoresen, Public Works Director, outlined the request and past discussions amongst staff and elected officials on allowing overnight parking on City streets. Mr. Thoresen outlined four possible options including: status quo/no changes, odd/even parking, no overnight restrictions, and seasonal restrictions.

Aldersperson Ledvina asked if consideration was made for a permit process for residents to be exempt from parking restrictions if they received a permit after proving a hardship. Jeremy Muraski, Police Chief, replied that current mechanisms are not in place to adequately track a permit system. Mayor Boyd added that a permit system is a potential future part of the follow-up of the recent parking study. Aldersperson Hansen added from

a discussion he had with staff, that a possible TID district could assist with funding some of the technological parts of the permit system. Alderperson Raasch stated his concerns about relaxed parking restrictions impacting services such as leaf collection, garbage collection, street sweeping, etc. Mr. Thoresen stated that he does anticipate these services being impacted if the parking restrictions were relaxed, primarily due to cars not being moved for multiple days. Mr. Thoresen added that these immobile vehicles would be reported on a complaint basis to the Police Department for investigation and enforcement. Chief Muraski added that his department has received an increased number of complaints about recreational vehicles and trailers parked on the street and thought that would become an increased issue if restrictions were eliminated. Alderperson Ledvina stated in her time as an elected official, she has received one call regarding parking on City streets and it was a complaint regarding vehicles parked on the street overnight. Alderperson Carpenter added that the only parking calls he receives are against parking on the City streets. Alderperson Carpenter added that understood that hardship cases may exist. Alderperson Carpenter was not in favor of relaxing restrictions entirely, but would consider seasonal restrictions. Mayor Boyd asked for clarification on exemptions. Chief Muraski outlined the exemptions allowed per current City Ordinance. Alderperson Raasch stated he receives a couple complaint calls each year regarding parking, generally around the campus. Alderperson Raasch was not in favor of relaxing restrictions entirely, but would consider seasonal restrictions. Alderperson Quigley shared in favor of having a change to the ordinance and stated that multiple municipalities in the area offer some level of overnight parking and still maintain services. Alderperson Hansen asked if alternate side parking would cause enforcement issues. Chief Muraski stated it should not be an issue once officers and the public learn the new restrictions. Alderperson Hansen spoke in favor of a hybrid option of seasonal-alternate restrictions or a permit system.

Alderperson Carpenter moved to keep overnight parking at status quo, seconded by Alderperson Raasch.

Alderperson Ledvina requested information in regards to how many residents utilized the relaxes restrictions during COVID times. Chief Muraski stated that there was an increase in on-street parking, but could not tell if it was because it was temporarily allowed or if it was because more residents were home with businesses and schools being closed.

Upon vote, the motion passed unanimously.

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

3. Consideration and possible action on Community Development Block Grant Citizen Participation Plan and Resolution for Street Improvement Projects*

Scott Thoresen, Public Works Director, explained the Citizen Participation Plan and resolution as required by the Community Development Block Grant.

Dave Rasmussen, MSA Professional Services, further outlined the grant process, next steps, and requirements.

Alderson Carpenter moved to approve the Community Development Block Grant Citizen Participation Plan and Resolution, seconded by Alderson Hansen. 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. Consideration and possible action on Community Development Block Grant Application Resolution for Street Improvement Projects*

Scott Thoresen, Public Works Director, explained the Community Development Block Grant Application Resolution.

Mayor Boyd moved to approve the Community Development Block Grant Application Resolution for Street Improvements, 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

5. Consideration and possible action on 2022 Draft Annual Report for the Wisconsin Department of Natural Resources MS4 General Permit*

Eric Rakers, City Engineer, summarized the key aspects of the MS4 stormwater report and City achievements. Mr. Rakers highlighted work completed in 2022 for stormwater management and resources provided by NEWSC (Northeast Wisconsin Stormwater Consortium), along with anticipated work for 2023.

Alderson Carpenter asked what the numbers correlate to for monitoring on the stormwater inventory. Mr. Rakers explained that each facility has a form and those numbers correlate back to the form completed for the inspection on each facility. Alderson Carpenter asked how staff is mitigating or educating residents on their responsibilities and what can and cannot happen at facilities. Mr. Rakers explained the process that is followed when staff finds issues or concerns including leaves, grass clippings, and brush that has been deposited in or around a facility. Mayor Boyd asked if these concerns are highlighted through the website or social media. Mr. Rakers stated the NEWSC sends monthly topics that are relevant at that time of year and these are posted for public education. Mr. Rakers and Mayor Boyd both agreed that topics such as grass clippings, brush, and yard waste disposal could be highlighted more.

Alderson Raasch moved to approve the 2022 annual report for submission to the Wisconsin Department of Natural Resources, seconded by Alderson Ledvina. 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

6. Consideration and possible action on Award of Contract 23-02 Ridgeway and East River Drive Pavement Rehabilitation*

Eric Rakers, City Engineer, explained the project, project limits, and funding. Alderperson Raasch asked if staff is observing a change in pricing as multiple bidders were under budget. Mr. Rakers explained that staff did adjust the budget to accommodate increased pricing, but stated that prices were down compared to last year on portions of the alley work. Alderperson Hansen asked if staff considers adding more alley work, if projects are under budget. Mr. Rakers stated he would want to know prices from the street resurfacing project (23-07), but stated if funds were available, it could be discussed.

Mayor Boyd moved to approve award of Contract 23-02 Ridgeway and East River Drive Pavement Rehabilitation to Kruczek Construction in the amount of \$1,305,000, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

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

7. Consideration and possible action on Award of Contract 23-03 Sewer Lining*

Eric Rakers, City Engineer, explained the project, project limits, and funding. Mr. Rakers explained how the storm sewer section cannot be altered and will need to be funded, but sanitary sewer sections can be eliminated if funds are not available.

Mayor Boyd moved to approve award of Contract 23-03 Sewer Lining to Insituform Technologies in the amount of \$693,336.30, seconded by Alderperson Ledvina.

Alderperson Raasch asked if the bid should be awarded in its entirety. Mr. Rakers explained that the bid can be either awarded or rejected and that on projects with unit price bids, sections can be eliminated after the fact.

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 Award of Contract 23-04 Kingston Preserve Utility and Street Construction*

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

Mayor Boyd moved to approve award of Contract 23-04 Kingston Preserve Utility and Street Construction in the amount of \$1,261,000 contingent upon final plat approval, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

9. Consideration and possible action on Special Charge Rates for 2023 Sidewalk Repair Orders and Gap Sidewalk Orders

Eric Rakers, City Engineer, explained the sidewalk repair area for 2023 and outlined the charge rates for new and replacement sidewalk. Mr. Rakers added that in recent years, the Board has allowed a five year payback option for charges over \$1,000.

Alderperson Raasch moved to approve the special charge rates for 2023 sidewalk repair orders and gap sidewalk orders and allow a 5-year payback option for special charges exceeding \$1,000, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

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

10. Consider and Possible Action Regarding Engineering Technical Services Regarding Sprint Decommission on Matthew Water Tower*

Scott Thoresen, Public Works Director, explained the request to approve the agreement with Dixon Engineering for technical services regarding Sprint Decommission on Matthew Water Tower.

Mayor Boyd moved to approve engineering services agreement with Dixon Engineering for the Sprint decommission on the Matthew water tower, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

11. Consideration and possible action on Closure of the 600 Block of Main Avenue Sidewalk*

Eric Rakers, City Engineer, explained staff's request to close sidewalk in the 600 block of Main Avenue and challenges faced, especially in winter months for clearing snow. Mr. Rakers included that this sidewalk section is being considered for removal during the Main Ave reconstruction with the DOT in the upcoming future.

Alderperson Raasch shared his personal experiences utilizing this sidewalk. Alderperson Carpenter shared his personal experiences utilizing this sidewalk and added that it is in need of repairs. Alderperson Raasch asked for clarification on the section of sidewalk designated for closure. Mr. Rakers explained the yellow section on the map included with the packet is the section slated for closure.

Alderson Carpenter moved to approve permanent closure of the 600 block of Main Avenue sidewalk, seconded by Alderson Ledvina. Upon vote, the motion passed unanimously.

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

12. Consideration and possible action on funding requested for storm sewer improvements on Wilcox Court*

Eric Rakers, City Engineer, explained the request that was received during the Public Information Meeting in January to include storm sewer on Wilcox Court. Mr. Rakers explained how this request impacts Wilcox Court as part of Project 23-01 and required funding for this additional work on that project.

Mayor Boyd asked if residents have been notified of special assessments. Mr. Rakers stated notifications had not been sent out to residents, but he had spoken to one resident on the phone prior to the storm request and told them there was not assessment at that time. Alderson Hansen stated that Alderson Gantz has mentioned drainage complaints in this area and spoke in favor of this additional work. Alderson Carpenter asked if this area would be targeted for sump pump installation as part of the ARPA funding efforts. Mr. Rakers stated that sump pump discussions would be returning to the Board in April. Alderson Ledvina asked why storm main and laterals were not originally budgeted for this area. Mr. Rakers stated that staff does not automatically add storm main and laterals, but will if drainage issues are known; since staff was not aware of the drainage concerns initially, they were not included. Alderson Ledvina suggested it be automatically considered in older neighborhoods moving forward. Scott Thoresen, Public Works Director, provided additional information regarding the future of storm main and lateral installations, sump pumps, and needing to increase storm water utility fees.

Alderson Hansen moved to approve installation of storm sewer main and/or laterals on both sides of Wilcox Court and approve funding from the storm water utility, seconded by Mayor Boyd.

Alderson Hansen asked if the addition of storm main and laterals would impact the overall cost of the project. Mr. Rakers stated that it could increase some costs, but the road is scheduled for resurface and shouldn't be drastic.

Upon vote, the motion passed unanimously.

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

IV. Future Agenda Items

Alderson Hansen requested staff consider repairs for Merrill Street eastbound between S. Huron Street and S. Superior Street

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:42 PM, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim