Board of Public Works

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

Regular Meeting

Final Minutes

Monday, March 11, 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	Alderperson	Present	
Jonathon Hansen	Alderperson	Late	7:56 PM
Shana Defnet Ledvina	Alderperson	Present	
Dean Raasch	Alderperson	Present	

Scott Thoresen, Director of Public Works
Eric Rakers, City Engineer
Betty Marovich, Recording Secretary
Tony Fietzer, Street Superintendent (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 12, 2024 Board of Public Works Meeting Minutes

Alderperson Carpenter moved to approve the February 12, 2024 Board of Public Works Meeting Minutes, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	James Boyd, Dan Carpenter, Shana Defnet Ledvina, Dean Raasch
ABSENT:	Jonathon Hansen

2. Consider and possible action on leasing an equipment storage warehouse*

Tony Fietzer, Street Superintendent, outlined the current lease for equipment storage and the mechanical issues encountered by staff, primarily due to condensation. Mr. Fietzer explained how the proposed equipment storage could help mitigate the issues. Mr. Fietzer recommended termination of the current lease on May 31, 2024 and to work with the Legal Department to draft a new one-year lease agreement with KK Integrated Logistics.

Alderperson Raasch stated that the flooring change may not mitigate the mechanical issues and suggested blocking the wheels and releasing the brakes to help prevent them from seizing. Mr. Fietzer stated he had dedicated staff time every couple weeks to move the equipment and it did help sometimes but staff still dealt with issues other times. Alderperson Carpenter asked if staff would still be sent to the new location to move the equipment to prevent mechanical issues. Mr. Fietzer stated he did not know how often staff would be sent to move equipment but stated he would plan to have them continue that practice. Mayor Boyd stated that there is a equipment storage shortage to be discussed in the coming years and determine solutions without needing to lease. Mayor Boyd stated he supported staff's request to try the concrete floor location. Alderperson Carpenter stated that if the current agreement was terminated, staff would likely not be able to get back in there if the flooring change was unhelpful.

Mayor Boyd moved to terminate the current lease for equipment storage and review new lease agreement through Legal Department beginning June 1, 2024, seconded by Alderperson Carpenter.

Alderperson Raasch asked how long outside equipment storage has been used. Mr. Fietzer stated that equipment has been stored at the current location for two full seasons and added that during the first season, staff experienced major issues which prompted the dedicated staff time to move equipment to minimize issues. Mr. Fietzer also added that KK Logistics offers month to month leases. Mr. Fietzer stated that prior to the current lease, equipment was stored at the waste water treatment plant which was heated with a concrete floor but no longer available after their remodel. Alderperson Raasch stated that climate controlled storage was likely the best option to mitigate the issues being seen. Mr. Fietzer stated he looked at a few climate controlled locations, but they did not meet requirements and were very costly.

Upon vote, the motion passed unanimously.

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

3. Consider and Possible Action Regarding Engineering Technical Services Regarding Installation of Verizon’s Wireless Antennae Facilities on Merrill Water Tower*

Alderperson Carpenter moved to approve Engineering Technical Services regarding installation of Verizon Wireless Antennae Facilities on Merrill Water Tower, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	James Boyd, Dan Carpenter, Shana Defnet Ledvina, Dean Raasch
ABSENT:	Jonathon Hansen

4. Consideration and possible action on pilot Full Sanitary Lateral Replacement Program*

Eric Rakers, City Engineer, explained this was a follow-up from the February meeting to provide additional information and cost estimates for implementing the full length sanitary lateral replacement pilot program during 2024 construction projects. Mr. Rakers explained that during construction projects, laterals were previously replaced from the main up to the right-of-way and full length would replace from the main to the house. Mr. Rakers stated that based on the bids received for Project 24-01, it would cost approximately $1,000 more to replace to the house. Mr. Rakers stated that if every eligible property in the 2024 construction program would take advantage of the full length replacement, it would increase the project costs by about $90,000. Mr. Rakers explained if the Board wished to move forward with the pilot program, staff would send letters to eligible properties and have them contacted the City if they were interested and then follow up with additional information or a presentation of the full length replacement process. Mr. Rakers recommended implementing the pilot program for 2024 utilizing ARPA funds to fully cover the cost of the full length replacement for interested properties.

Alderperson Ledvina asked how liability would be handled since the City is paying for the replacement. Mr. Rakers stated it would be treated the same as the lateral replacement to the right of way and would carry a one year warranty from the contractor. Mr. Rakers stated that the failure would have to be pretty extreme for the City to be liable and since sanitary laterals are gravity based, rather than mechanical, it is less likely to fail. Mr. Rakers stated he could investigate with other communities how this is handled. Alderperson Carpenter asked which streets would be included for eligible properties. Mr. Rakers stated for Project 24-01 it would be: Superior St, Bomier St, Virginia Dr, and Butler St and for Project 24-02 it would be: Ridgeway Dr from Webster to Mandalay and Smits St from Ridgeway to LeBrun. Alderperson Ledvina asked how this is coordinated with the homeowner. Mr. Rakers explained that it would primarily be between the homeowner and contractor but engineering staff would be in the field on each of the projects to help facilitate as well. Alderperson Ledvina asked why it would not be 80% reimbursement similar to the foundation drain disconnection program. Mr. Rakers explained that Board could move in that direction but staff felt due to the voluntary nature and that there may be ARPA funds left to be spent at the end of the year, this would be a good opportunity to trial this type of program. Alderperson Carpenter agreed with staff to fund the program fully, especially with storm sewer main and/or lateral special assessments on many of these streets.

Mayor Boyd moved to approve 2024 pilot full length sanitary lateral replacement program, utilizing ARPA funds, seconded by Alderperson Raasch.

Alderperson Raasch stated his support of the program and the benefits for the residents and the City.

Upon vote, the motion passed unanimously

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

5. Consider and Possible Action on Reservoir and Tower Inspection Contract*

Mayor Boyd moved to approve Reservoir and Tower Inspection Contract with USG Water Solutions, seconded by Alderperson Ledvina.

Alderperson Raasch asked about the large gap in the bid prices. Scott Thoresen, Public Works Director, explained the gap per his conversations with USG Water Solutions.

Upon vote, the motion passed unanimously.

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

6. Consider and Possible Action on Award of Contract for MSC Fuel Tank Replacement*

Scott Thoresen, Public Works Director, explained that bids were opened by SEH recently for replacing three underground fuel tanks at the Municipal Service Center and replacing them with three above-ground tanks. Mr. Thoresen explained that Common Council reviewed and approved a master plan due to issues with the tanks including setbacks and screening. Mr. Thoresen explained the bid came in over budget including contingencies and engineering. Mr. Thoresen recommended awarding the contract to Interstate Pump and Tank, Inc and bonding for the additional monies. Mr. Thoresen added that the project would not start until the fall, as there is a 6-7 month lead time on the tanks.

Alderperson Raasch moved to approve award of Contract for MSC Fuel Tank Replacement with Interstate Pump and Tank, Inc. in the amount of $624,640.00, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

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

7. Consideration and Possible Action on Special Charge Rates for 2024 Sidewalk Repair Orders and Gap Sidewalk Orders

Eric Rakers, City Engineer, explained the sidewalk repair area for 2024 and outlined the charge rates for new and replacement sidewalk.

Alderperson Hansen arrived at 7:56 PM.

Mr. Rakers explained that property owners are notified of the repairs needed at their location and given until the end of June 2024 to complete the repairs on their own or with a licensed contractor and if they are not completed by that time, the City contractor replaces the sidewalk panels and the property owners are charged. Mr. Rakers explained that properties with gap sidewalks were notified in 2023 but would receive a reminder letter. Mr. Rakers added that in recent years, the Board has allowed a five year payback option for charges over $1,000. Mr. Rakers stated that staff recommends approving the sidewalk installation rates and allow a 5-year payback option for properties with special charges exceeding $1,000.

Alderperson Ledvina moved to approve the sidewalk charge rates for 2024 Sidewalk Repair Orders and Gap Sidewalk Orders and allow a 5-year payback option for properties with special charges exceeding $1,000, seconded by Alderperson Raasch.

Alderperson Hansen asked why one of the charge items decreased from previous years. Mr. Rakers explained that it is based on how each contractor bids and the different aspects of each type of work including the gravel base, the concrete, and the bars.

Upon vote, the motion passed unanimously.

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

8. Consideration and possible action on Draft 2023 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 2023 for stormwater management and resources provided by NEWSC (Northeast Wisconsin Stormwater Consortium).

Mayor Boyd asked if completing the MS4 assisted with funding and meeting requirements. Mr. Rakers stated it is required and does assist with funding.

Mayor Boyd moved to approve the draft 2023 Annual Report for the Wisconsin Department of Natural Resources MS4 General Permit, 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

9. Consideration and possible action on applying for a Wisconsin Department of Natural Resources Urban Nonpoint Source and Storm Water Management Grant Program*

Eric Rakers, City Engineer, explained the request to submit an application for construction of a stormwater pond off of Honey Court. Mr. Rakers explained that it was not a very large pond, but would service a largely-paved area that is presently untreated. Mr. Rakers stated that this area is part of Fox River East Basin that has a high level of required removal for Total Suspended Solids. Mr. Rakers explained that Wisconsin DOT has granted use of the highway right of way for pond use. Mr. Rakers added that staff has talked with the DNR and were told it would be a good fit to submit for a grant. Mr. Rakers explained the construction would be in either 2025 or 2026. Mr. Rakers recommended approval for the preparation and submittal of DNR grant application.

Mayor Boyd verified the cost share. Mr. Rakers stated it was 50% up to $150,000. Alderperson Carpenter commented that $150,000 wouldn't cover much. Mr. Rakers stated that thankfully this pond was smaller and shouldn't be as costly, but that it would still be very helpful to add in this location and get funding. Alderperson Carpenter asked how deep the pond is constructed. Mr. Rakers stated the majority of City ponds are built to a depth of 5 feet. Mr. Rakers explained that 5 feet is for 2 feet of sediment storage and 3 feet of free storage for settling of materials. Mr. Rakers also explained the 10 foot vegetative shelf along the edge.

Alderperson Raasch moved to approve applying for a Wisconsin Department of Natural Resources Urban Nonpoint Source and Storm Water Management Program Grant, seconded by Alderperson Hansen.

Alderperson Hansen asked if the pond installation would impact sidewalk installation in the future. Mr. Rakers stated it would not impact it because there is adequate room to add sidewalks.

Upon vote, the motion passed unanimously.

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

10. Consideration and possible action on award of Contract 24-01 Sewer and Water Relay and Street Resurfacing*

Eric Rakers, City Engineer, explained the project, project limits, and funding. Mr. Rakers recommended award to Kruczek Construction in the amount of $2,333,333.33.

Mayor Boyd commented how close the bid amounts were and how many bids were received.

Mayor Boyd moved to approve award of Contract 24-01 Sewer and Water Relay and Street Resurfacing to Kruczek Construction in the amount of $2,333,333.33, seconded by Alderperson Ledvina.

Alderperson Hansen asked if staff had evaluated streets to be included since grant funding was not received. Mr. Rakers explained the streets that were included in bidding Project 24-01 and stated that after Project 24-02 was bid and funding was evaluated, Pleasant Place might be brought back for inclusion in Project 24-01 if the contractor is willing to include the work as a change order based on the base bids. Mr. Rakers added that he did not believe he would have enough funding to include Martin Street.

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

11. Consideration and possible action on award of Project 24-19A Sidewalk Grinding - Request for Proposal*

Eric Rakers, City Engineer, explained this is an annual project that primarily repairs sidewalks that have been damaged by City trees.

Alderperson Raasch moved to approve award of Project 24-19A Sidewalk Grinding-request for proposal, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

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

IV. Future Agenda Items

None

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:12 PM, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Marovich