



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, March 8, 2021

7:30 PM

GoToMeeting

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	Remote	
Dan Carpenter	Aldersperson	Remote	
Jonathon Hansen	Aldersperson	Remote	
Shana Defnet Ledvina	Aldersperson	Remote	
Dean Raasch	Aldersperson	Remote	

Others present:

Scott Thoresen, Director of Public Works

Eric Rakers, City Engineer

Kristen Johnson, Assistant City Attorney

Tom Blohowiak, Maintenance Supervisor

Betty Sellenheim, Recording Secretary

Tina Quigley, Definitely De Pere

Alexandria Hughes

II. Items

1. Approval of February 8, 2021 Board of Public Works Meeting Minutes

Aldersperson Raasch moved to approve the February 8, 2021 Board of Public Works Meeting Minutes, seconded by Mayor Boyd.

Upon vote, the motion passed unanimously.

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

2. Consideration and possible action on AT&T's 1st Amendment Lease Agreement for Merrill Water Tower*

Scott Thoresen, Director of Public Works, explained the lease agreement with AT&T, amendment changes and lease amount included in the packet. Mr. Thoresen outlined the wireless leases at the City water towers.

Aldersperson Hansen asked staff if they thought other wireless providers with leases would come forward to renegotiate. Mr. Thoresen stated that each company would have that option when their lease term was up. Kristen Johnson, Assistant City Attorney, added that the City's intention is to get all the leases to be more uniform. Aldersperson Hansen asked what the lease term was for each agreement. Ms. Johnson explained the AT&T lease is for 5 years with the option to renew in five year increments and a notification period is required prior to termination. Mr. Thoresen explained the other leases are still active for at least a few years before they could be renegotiated. Aldersperson Hansen asked if anything would change aesthetically with the antenna arrangements. Mr. Thoresen stated it will be staying relatively the same.

Mayor Boyd moved to approve AT&T's 1st Amendment Lease Agreement for Merrill Water Tower, 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

3. Consideration and possible action on Definitely De Pere's Request for Replacing Downtown Light Pole Banners Utilizing Excess Stadium Tax Funds*

Scott Thoresen, Director of Public Works, deferred to Tina Quigley, Definitely De Pere to explain the request.

Mayor Boyd moved to open the meeting for public comment at 7:39 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Tina Quigley, Definitely De Pere, outlined the request from Definitely De Pere to use excess Stadium Tax Funds up to \$10,000 for new spring/summer banners for Downtown De Pere. Mayor Boyd added City staff will be involved in the design and fabrication of the new banners.

Alderperson Hansen questioned if the spring/summer banners will mirror the current fall/winter banners. Ms. Quigley explained they will incorporate aspects of the current banners but add new elements as well. Alderperson Hansen asked if the final design would be brought back to the Board of Public Works. Ms. Quigley outlined the process as it relates to Stadium Tax Funds and explained the final design would not need to be brought back to the Board for approval.

Mayor Boyd moved to return to regular session at 7:45 PM, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

Alderperson Hansen moved to approve Definitely De Pere's request for replacing Downtown light pole banners utilizing excess Stadium Tax Funds up to \$10,000, seconded by Alderperson Ledvina.

Upon vote, the motion passed unanimously.

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

4. Consideration and possible action on Definitely De Pere's Request for Sculpture Walk Project Utilizing Excess Stadium Tax Funds*

Mayor Boyd moved to open the meeting for public comment at 7:46 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Tina Quigley, Definitely De Pere, explained the Sculpture Walk Project and request to utilize excess Stadium Tax Funds up to \$25,000.

Mayor Boyd spoke in favor of the Sculpture Walk and it's continuation in Downtown De Pere. Alderperson Raasch spoke in favor of the Sculpture Walk and the extension to the

west side of De Pere. Alderperson Ledvina asked how the sculptures are valued. Ms. Quigley explained the sculptures are valued by their artists and are generally pre-existing (not fabricated exclusively for the event). Alderperson Hansen questioned how the situation would be handled if a sculpture was purchased privately and also won the “people’s choice award”. Ms. Quigley outlined the artists option to withdraw from the “people’s choice” vote, in order to allow the private purchase. Alderperson Hansen questioned the use of the remaining funds, outside of the possible \$15,000 purchase of the “people’s choice” sculpture. Ms. Quigley stated it would be for artist stipends.

Mayor Boyd moved to return to regular session at 7:56 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Alderperson Raasch moved to approve Definitely De Pere’s request for Sculpture Walk Project utilizing excess Stadium Tax Funds up to \$25,000, 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

5. 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 2021. Mr. Rakers explained the locations and limits to the projects that include special assessments, along with the ordinances governing the installation and charges. Mr. Rakers outlined the special assessment amounts as previously approved by the Board of Public Works, as follows:

- Residential Properties
 - Storm Lateral Assessment - \$1,739.52
 - Storm Main Assessment - \$498.10
 - TOTAL \$2,237.62
- Non-Residential Properties
 - Storm Main Assessment - \$8.72 per foot of parcel frontage
 - 6-inch Storm Lateral Assessment - \$2,002.20
 - 8-inch Storm Lateral Assessment - \$3,240.52
 - 12-inch Storm Lateral Assessment - \$3,701.26

Mr. Rakers outlined the notices sent out to residents regarding the special assessments and projects. Mr. Rakers also explained the payback options once the special assessments for storm main and/or laterals were invoiced.

Mayor Boyd moved to open the meeting for public comment at 8:01 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Alexandria Hughes, of James Street, asked how she could easily access information regarding the project and her responsibility to pay for portions of construction.

Mayor Boyd moved to return to regular session at 8:03 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Mr. Rakers explained that projects are posted to the City Website after bidding is completed and that staff is willing to answer questions or meet with residents and will be on-site once construction begins. Mr. Rakers outlined a few different utilities and portions of projects and which ones are and are not charged to the residents. Alderperson Carpenter asked if the preliminary resolution was amended from previous storm sewer main and/or lateral special assessment resolutions as presented to the Board of Public Works and stated he believed Ms. Huges had been looking for ordinance information regarding special assessment charges. Mr. Rakers stated the preliminary resolution had only been amended to designate the five year payback option, as Board usually sets this term. Mr. Rakers explained the codes were provided in one of the notices sent to residents but could follow up on that further.

Alderperson Carpenter moved to adopt the Preliminary Resolution for Special Assessments for Storm Sewer Main and/or Laterals, schedule a public hearing for the next Board of Public Works meeting on April 12, 2021, and establish a five year payback option, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

6. Consideration and possible action on New Contract for Uniform Services

Tom Blohowiak, Maintenance Supervisor, outlined the changes and new contract request for uniform services.

Alderperson Carpenter asked if the quoted price including in the packet was the current price being charged by the contractor, Bay Towel. Mr. Blohowiak stated the last invoice received was for \$117 per week.

Mayor Boyd moved to approve a new contract with Cintas for Uniform Services in the amount of \$33.82 per week, 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

7. Consideration and possible action on Preventative Maintenance Contract for Backup Generators*

Tom Blohowiak, Maintenance Supervisor, explained the current maintenance contract and the amendments for a new contract to include three additional backup generators.

Alderperson Raasch moved to approve the Backup Generator Preventative Maintenance 5 Year Contract with Cummins in the amount of \$20,170.14, 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

8. Consideration and possible action on award of Contract 21-03 Sewer Lining*

Eric Rakers, City Engineer, explained the project and bids received by staff on February 25, 2021.

Mayor Boyd moved to approve the award of Contract 21-03 Sewer Lining to Michels Pipe Services in the amount of \$422,301.00, 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

9. Consideration and possible action on award of Contract 21-15 Sewer Televising*

Eric Rakers, City Engineer, explained the project, funding, and bids received by staff on February 11, 2021.

Mayor Boyd commented on the number of bidders and range of bids received.

Mayor Boyd moved to approve the award of Contract 21-15 Sewer Televising to Green Bay Pipe & TV, LLC in the amount of \$40,634.94, 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

10. Consideration and possible action on award of Contract 21-20 Commerce Drive Concrete Paving*

Eric Rakers, City Engineer, explained the project, funding, and bids received by staff on February 11, 2021.

Alderperson Carpenter questioned why the bid was much lower than the estimate. Mr. Rakers explained that the concrete prices were good and the project limits were reduced.

Alderperson Hansen moved to approve the award of Contract 21-20 Commerce Drive Concrete Paving to Sommers Construction Company Inc. in the amount of \$93,947.50, seconded by Alderperson Carpenter.

Upon vote, the motion passed unanimously.

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

11. Consideration and possible action on 2020 Draft Annual Report for the Wisconsin Department of Natural Resources MS4 General Permit*

Eric Rakers, City Engineer, explained the summary of work for the annual permit and draft written stormwater management program as included in the packet. Mr. Rakers explained the key aspects of the permit and City involvement/participation. Mr. Rakers highlighted work completed in 2020 for stormwater management.

Alderperson Carpenter asked for follow-up from the Public Information Meeting regarding car washing on the lawn in De Pere. Mr. Rakers stated he had reached out to the Police and Building Inspection and was informed that in situations of temporary parking for the washing and drying of a vehicle, there would be no enforcement action taken. Mr. Rakers stated staff would continue to look into it for clarification, since staff would prefer to see vehicle washing on the grass, compared to the driveway, to avoid all the soap water flowing directly into the storm sewer.

Alderperson Carpenter moved to approve the submission of the 2020 Draft Annual Report and written stormwater management program for the Wisconsin Department of Natural Resources MS4 General Permit, seconded by Alderperson Raasch.

Upon vote, the motion passed unanimously.

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

12. Discuss Ald. Hansen's Request for Installation of Underground Power in Existing Neighborhoods

Scott Thoresen, Director of Public Works, explained the request from Alderperson Hansen regarding installation of underground electric power in existing neighborhoods and the challenges as illustrated by Wisconsin Public Service. Mr. Thoresen explained Alderperson Hansen's request was misunderstood and had been regarding installation of underground power with reconstruction projects. Mr. Thoresen explained installing underground power with reconstruction includes additional challenges including power lines being located behind the homes in the alley.

Alderperson Hansen expressed his appreciation of staff's time regarding this request and understanding of the challenges outlined by WPS. Alderperson Carpenter expressed concerns with installing underground power and the challenges that may appear with forcing residents to convert their homes. Alderperson Raasch agreed with the Alderperson Carpenter's concerns.

Discussion Only. No action Required.

RESULT:	NO ACTION
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III. Future Agenda Items

Aldersperson Carpenter asked staff to investigate Downtown planter locations in regards to obstructing visibility for traffic.

Aldersperson Raasch asked staff to improve the seating options and refuse/recycling collection receptacles downtown.

IV. Adjournment

**Mayor Boyd moved to adjourn the meeting at 8:37 PM, seconded by Aldersperson Ledvina.
Upon vote, the motion passed unanimously.**

Respectfully submitted,
Betty Sellenheim