



Board of Public Works

Regular Meeting

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

Final Minutes

Monday, March 7, 2022

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	Alderman	Present	
Jonathon Hansen	Alderman	Present	
Shana Defnet Ledvina	Alderman	Present	
Dean Raasch	Alderman	Present	

Others present:

Scott Thoresen, Public Works Director

Eric Rakers, City Engineer

Betty Sellenheim, Recording Secretary

Brian LaCount, 1301 S. Seventh St

Myrna Dickinson, 849 E. St. Francis Rd

Izabela Ditchensims, 848 E. St. Francis Rd

Scott Vanlanen, 1102 S. Sixth St

Andrew Leisk, 861 W. St. Francis Rd

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. §6-3(f) DPMC

None

III. Items

1. Approval of the Board of Public Works February 7, 2022 Meeting Minutes

Alderman Carpenter moved to approve the Board of Public Works February 7, 2022 Meeting Minutes, seconded by Alderman Raasch. Upon vote, the motion passed unanimously.

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

2. Consideration and possible action on Preliminary Resolution for Special Assessments for Storm Main and/or Laterals

Eric Rakers explained the preliminary resolution and special assessments for storm sewer main and/or laterals associated with resurfacing and reconstruction projects in 2022. Mr. Rakers explained the locations and limits of the projects that included 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. Mr. Rakers outlined the notices sent to properties regarding the special

assessments and projects. Mr. Rakers also explained the payback options once the special assessments for storm sewer main and/or laterals were invoiced.

Mayor Boyd moved to open the meeting for public comment at 7:37 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Andrew Leisk from 861 W. St Francis Rd asked staff to reiterate the assessment amounts. Mr. Rakers displayed the assessment costs on the projector in the Council Chambers.

Myrna Dickinson from 849 E. St. Francis Rd asked staff to outline the full cost of connection, including plumbing permits and connection to home.

Scott Vanlanen from 1102 S. Sixth St asked staff what the interest rate would be for invoices. Mr. Rakers explained the interest rate would be City borrowing plus one percent and would be known at the next meeting in April.

Izabela Ditchensims from 848 E. St Francis Rd asked if residents would be able to access the project plans.

Mayor Boyd moved to return to regular session at 7:42 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Eric Rakers outlined the cost of connections. Andy Leisk asked if multiple sump pumps could be connected on one lateral. Mr. Rakers explained that multiple sump pumps could be accommodated by the 6" line, along with roof drains and backyard drains. Mr. Rakers explained the plans would be available to view as part of the Engineer's Report once they were finalized.

Alderperson Raasch asked staff to outline the potential costs associated with connecting from the service at the right-of-way to the individual homes. Mr. Rakers outlined the costs the City covers and the costs the homeowner would cover. Mr. Rakers stated staff would work to compile a list of approved contractors to complete the connection work and post it to the City website. Alderperson Carpenter asked staff to clarify that payment would be DUE IN FULL upon termination of the deferment options. Scott Thoresen, Public Works Director, stated that is how the memo is written based on the ordinance/resolution wording. Alderperson Hansen asked staff to clarify the cost share on the storm sewer main. Mr. Rakers outlined the cost share of the main.

Mayor Boyd moved to open the meeting for public comment at 7:49 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Myrna Dickinson asked if the contractor would be known by the next meeting on April 11. Mr. Rakers answered that it would be known and approved during the April 11 Board meeting.

Brian LaCount from 1301 S. Seventh St asked about trees being removed and whether they would be replaced.

Mayor Boyd moved to return to regular session at 7:52 PM, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

Mr. Rakers explained the tree removal and replacement process of trees in the City right-of-way/terrace. Alderperson Ledvina asked at what point staff knows if they need to remove a tree. Mr. Rakers stated that staff has a good idea once the plans are finalized. Alderperson Carpenter stated staff was correct when explaining earlier that payment is due in full at the time of a triggering event on deferred properties.

Alderperson Hansen moved to approve preliminary resolution and set 5 year payback option, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

3. Consideration and possible action on 2021 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 2021 for stormwater management and resources provided by NEWSC (Northeast Wisconsin Stormwater Consortium).

Alderperson Hansen asked staff for a timeline on repairs. Mr. Rakers explained the process of notifying private pond owners and prioritizing and completing repairs on City facilities.

Alderperson Carpenter moved to approve the submission of the 2021 Draft Annual Report for the DNR MS4 General Permit, seconded by Alderperson Raasch.

Alderperson Raasch asked staff to overview basins in relation to DNR requirements/standards. Mr. Rakers stated the Ashwaubenon and East River basins exceed the DNR requirements/standards but the Fox River basin is below requirements/standards. Mr. Rakers explained some reasons why the Fox River basin is below the others and changes staff is implementing to improve the basin. Alderperson Raasch asked if staff has revisited the ideas of permeable surfaces. Mr. Rakers stated that costs may be getting better but the challenge facing staff is cleaning issues. Mr. Rakers explained the possible use of permeable pavers in the future for parking lots and alleys and associated underground piping due to clay soils. Alderperson Raasch asked how the West De Pere High School stormwater is managed with the removal of their drainage facility off the parking lot. Mr. Rakers explained a large piping system was installed for underground storage and treatment. Mr. Rakers further explained that there are four such facilities in the City and staff was in the process of contacting those locations and remind them to submit annual inspection reports.

Upon vote, the motion passed unanimously.

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

4. Consideration and possible action on streetlight funding*

Scott Thoresen outlined an oversight by staff to include budgeted funds for decorative street light repairs in 2022. Mr. Thoresen stated staff's recommendation to have the usual \$50,000 approved for bonding.

Alderson Carpenter asked the timeline/schedule for repairs. Mr. Thoresen outlined the audit completed on the street lights and explained it would be about 4-5 years before the City gets caught up on repairs and replacements. Alderson Carpenter expressed his concerns about adding the money for non-emergency repairs that could skip a year without repercussions. Mr. Thoresen stated there are a few lights burnt out now and staff would not have the funds to replace them. Alderson Carpenter asked if staff had an idea how much it would cost to replace the lights that are currently out. Mayor Boyd stated the addition of the \$50,000 for bonding would not be an issue. Alderson Raasch agreed with Alderson Carpenter with regards to adding funds that could be missed for one year. Alderson Raasch suggested having staff supply an estimate to fund the repairs for burnt out lights and/or offset the bonding by saving money somewhere else. Alderson Hansen provided his support for bonding the \$50,000 to allow staff to complete replacements as necessary. Alderson Ledvina asked staff how long it would take to provide an estimate for repair/replacement of the burnt out fixtures. Mr. Thoresen stated there are usually 3-4 that burn out each year, but he did not know how many were out at the time. Mr. Thoresen also stated the fixtures cost about \$2,500 each. Alderson Raasch asked how much time difference was between changing the bulb versus changing the fixture. Mr. Thoresen stated it would take about 1-1.5 hours to replace the bulb and it would not be LED, but each situation is a little different.

Alderson Hansen moved to approve bonding \$50,000 for decorative street light replacement program, seconded by Alderson Ledvina.

Alderson Raasch suggested referring back to staff for approximate cost to replace lights that are out, along with those that may go out this year. Alderson Hansen stated his concerns due to not knowing how many bulbs may go out in a year. Alderson Carpenter suggested estimating 5 outages based on staff's average outages per year and stated his preference for having an estimate of the cost, before approving for bonding. Alderson Carpenter further explained his position, outlining unknown increased costs for projects that were approved in the budget. Alderson Ledvina stated her support for referring back to staff. Mayor Boyd stated he would support bonding \$50,000. Alderson Hansen agreed there are many unknowns with today's economy but stated many times projects come in under budget, including projects being awarded later in the meeting.

Alderson Hansen moved to approve bonding \$20,000 for decorative street light replacement program, seconded by Mayor Boyd.

Alderson Raasch further explained his position of finding savings within the budget. Mr. Thoresen explained when bonding occurs and his ability to obtain numbers for the Board meeting in April if the Board Members wanted to refer to staff. Alderson Raasch asked to also have the offset/savings from projects listed.

Mayor Boyd moved to refer back to staff, seconded by Alderson Hansen. Upon vote, the motion passed unanimously.

RESULT: REFERRED BACK TO STAFF [UNANIMOUS]

Next: 4/11/2022 7:30 PM

MOVER: James Boyd, Mayor

SECONDER: Jonathon Hansen, Alderperson

AYES: Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

5. Consideration and possible action on Quotes for 2022 Materials Testing and Soil Borings*

Eric Rakers, City Engineer, explained the annual RFP process for consulting services for engineering work.

Mayor Boyd moved to approve Bay Area Testing & Consulting for materials testing and PSI for soil borings, seconded by Alderperson Ledvina.

Alderperson Raasch asked how the quotes compare to the budget. Mr. Rakers explained his lack of specifics but noted there were no red flags in the submissions.

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

6. Consideration and possible action on Quote for 2022 Box Culvert Inspection*

Eric Rakers, City Engineer, explained the project and limitations caused by the level of the Fox River that have prevented the work from being completed in recent years.

Alderperson Raasch moved to approve the quote from Ruekert & Mielke, Inc for box culvert inspection, seconded by Alderperson Carpenter.

Alderperson Carpenter explained his lack of concerns regarding the quotes being slightly overbudget. Alderperson Hansen remarked that his comment earlier in the meeting about all projects being underbudget, should be disregarded. Alderperson Raasch added his support and explained the significance of this project and ramifications of failures.

Upon vote, the motion passed unanimously.

RESULT: ADOPTED [UNANIMOUS]

MOVER: Dean Raasch, Alderperson

SECONDER: Dan Carpenter, Alderperson

AYES: Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

7. Consideration and possible action on award of Contract 22-03 Sewer Lining*

Eric Rakers, City Engineer, explained the project, project limits, and funding. Mr. Rakers outlined a considerable price increase from 2021. Mr. Rakers explained the project approach to award the entire contract, eliminate streets to meet the sanitary sewer budget on the project and fund the entire stormwater portion of the project.

Alderperson Carpenter questioned the award of the entire project, if only a portion is being funded. Mr. Rakers explained if only part of the project is awarded, the entire

project as amended needs to be rebid. Mr. Rakers offered to bring back to board the list streets that are being eliminated. Mr. Carpenter stated his appreciation for that effort.

Alderson Carpenter moved to award Project 22-03 to Visu-Sewer, Inc. and staff's approach to eliminate streets, 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

8. Consideration and possible action on award of Contract 22-06 Concrete Street Repairs*
Eric Rakers, City Engineer, explained the project, project limits, and funding.

Alderson Raasch moved to award Project 22-06 to Zenith Tech, seconded by Alderson Hansen.

Alderson Hansen verified the increased Fire Department budget with staff. Mr. Rakers stated Alan Matzke, Fire Chief, was not worried about it.

Upon vote, the motion passed unanimously.

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

9. Consideration and possible action on award of Contract 22-13 Crackfilling*
Eric Rakers, City Engineer, explained the project, project limits, and funding.

Mayor Boyd moved to approve award of Contract 22-13 to Asphalt Seal & Repair, seconded by Alderson Carpenter. Upon vote, the motion passed unanimously.

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

10. Consideration and possible action on award of Contract 22-14 Commerce Drive Utility and Street Extension*

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

Alderson Hansen moved to approve award of Contract 22-14 to Peters Concrete Hansen, seconded by Alderson Raasch.

Alderson Hansen verified with staff that sidewalks are not installed in Industrial Parks. Mr. Rakers stated that was correct.

Upon vote, the motion passed unanimously.

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

11. Consideration and possible action on award of Contract 22-20 American Boulevard and Commerce Drive Concrete Paving*

Eric Rakers, City Engineer, explained the project, project limits, and funding. Mr. Rakers explained his hesitance with only one bid, but explained his belief that the bid is reasonable based on unit pricing compared to 2021 prices.

Alderperson Raasch moved to approve award of Contract 22-20 to Vinton Construction Company, seconded by Alderperson Carpenter.

Mayor Boyd and Alderperson Raasch stated their support of accepting the bid based on the unit price increase.

Upon vote, the motion passed unanimously.

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

IV. Future Agenda Items

Alderperson Carpenter requested an update on pond inventory.

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:36 PM, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim